

CITY COUNCIL AGENDA
7:00 p.m. October 22, 2020

MEETING TO BE HELD REMOTELY
VIA TELEPHONE: 1-774-777-4255
CONFERENCE ID No.: 589-8786

CALL TO ORDER:

Mayor Sexton

Council Members: Aslett, Chaplin, J. DeGloria, R. DeGloria, Green, Loving, and Stavig

Staff: Blaine, Burwash, Dempsey, Erickson, Hampton, Hawes, B. Johnson, L. Johnson, Jongsma, Luvera, Morrison, Pulst, Rabenstein, Schwetz, Stewart, Toth, Ward, and Young.

MINUTES:

[City Council Meeting October 8, 2020](#)

AUDIT OF BILLS:

PUBLIC COMMENTS:

COUNCIL COMMENTS:

MAYOR'S UPDATE:

PROCLAMATION:

SPECIAL PRESENTATION:

COMMITTEE & BOARD REPORTS:

OFFICERS REPORTS:

UNFINISHED BUSINESS:

CONSENT AGENDA:

NEW BUSINESS:

- 1) [B-E Student Card Pilot Program](#)
- 2) [Agreement with Tuttle Engineering- E-W Connector Engineering Service](#)
- 3) [Agreement with Nordic Temperature Control – IT Server Room – HVAC Upgrade](#)

DISCUSSION:

[3rd Quarter 2020 Budget vs. Actual Review](#)

FUTURE WORKSHOP:

Thursday **October 29, 2020** 6:00 p.m.

MEETING TO BE HELD REMOTELY

VIA TELEPHONE: 1-774-777-4255

CONFERENCE ID No.: 589-8786

EXECUTIVE SESSION:

ADJOURNMENT:

MEETINGS:

- 1) AUDIT & FINANCE COMMITTEE:

Thursday **November 12, 2020** 4:00 p.m.

MEETING TO BE HELD REMOTELY

VIA TELEPHONE: 1-774-777-4255

CONFERENCE ID No.: 589-8786

DUE TO THE COVID-19 PANDEMIC, AS OF MARCH 20, 2020, ALL OTHER COUNCIL COMMITTEE MEETINGS ARE SUSPENDED UNTIL EMERGENCY PROCLAMATION 2020-03 HAS BEEN RESCINDED, OR UNTIL FURTHER NOTICE

Next Regular Council Meeting: Thursday, November 12, 2020 *Americans with Disabilities Act Accommodations Provided upon Request*



FUTURE COUNCIL AGENDA

BUDGET WORKSHIOP – October 29, 2020

Presentation of Revised 2021 Budget

Presentation of Proposed 2021 Capital Improvement Plan (CIP)

Review of New Utility Tax and B&O Tax Collections – 2020 Collections To-Date and 2021 Projections

City Council Meeting of November 12, 2020

6PM Study Session – East/West Connector Road Project & Hopper Interchange Project

Public Hearing/Resolution – East-West Connector Road Eminent Domain

Public Hearing – 2021 Property Tax

2021 Lodging Tax Award Recommendations

Public Hearing – 2021 Budget

Public Hearing – 6-Year Street Plan

Resolution Adopting the City's 6-Year Street Plan

Bid Award for SCBA Filling Station Replacement

Bid Award – Parks & Facilities Maintenance Office Addition Construction

Bid Award – City Fuel Supply

Ordinance Requiring Fiber Infrastructure Installation for All New Construction

Design Contract Award – Costco/Hopper Lane Addition

Park Fee Adjustments in Light of PROS Plan Adoption – Discussion Only



BUDGET WORKSHIOP – November 19, 2020

Review of Revised 2021 Budget

City Council Meeting of November 24, 2020

Overview and Presentation of Homelessness Mitigation Options

Public Hearing – Comcast Franchise Agreement

Comcast Franchise Agreement

Public Hearing – Cascade Natural Gas Franchise Agreement

Cascade Natural Gas Franchise Agreement

Public Hearing – 2020 Revisions to Comprehensive Plan

Ordinance Revising the Burlington Comprehensive Plan

Ordinance Setting 2021 Property Tax Levy

Ordinance Revising Park Fees in Light of PROS Plan Adoption

Ordinance Adopting 2021 Budget

Revising City Impact Fees – Discussion Only

COUNCIL WORKSHIOP – December 3, 2020

Review of 2020 Budget Amendments

City Council Meeting of December 10, 2020

Ordinance Amending 2020 Budget

Contract for Fire Hall Architectural Services

Contract for Carnegie Library Architectural Services

Resolution Regarding Permit Fees for City Projects

Update on Fiber Final Foot Connection Program

Revised ISP Master Agreement – Discussion Only

Revision to Historical Commission Membership

City Council Meeting of December 22, 2020

Meeting Cancelled

City Council Meeting of January 14, 2021

Presentation of Parks Board PROS Plan Improvement Prioritization

Presentation of Parks Board Preferred New Park Signage Design

Revised ISP Master Agreement

Presentation of Sidewalk Mapping Project and Sidewalk Condition Mapping

Revision of Fiber Fees – Discussion Only

City Council Meeting of January 28, 2021

2021 City Council Retreat Discussion

Ordinance Revising Fiber Fees

October 2020

October 2020							November 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	2	3	1	2	3	4	5	6	7
11	12	13	14	15	9	10	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1	2	3
4	5	6 6:00pm Library Board (Telephonic)	7	8 4:00pm Audit & Finance Committee (Telephonic) 7:00pm Council Meeting	9	10
11	12	13 2:00pm SUSPENDED: Historical 4:00pm SUSPENDED: Public Safety 5:30pm Parks Board	14	15 6:00pm Budget & Finance Council Workshop (Telephonic)	16	17
18	19	20 4:00pm SUSPENDED: Public Works Committee (Engineering Conf Room)	21 1:00pm SUSPENDED: SKAT Board (Burlington City Hall) 5:30pm SUSPENDED: Planning Commission	22 4:00pm Audit & Finance (Telephonic) 7:00pm Council Meeting	23	24
25	26	27	28 9:00am SUSPENDED: Downtown Burlington Association (Visitor Information Center/Chamber of	29	30	31

November 2020

November 2020							December 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 1	2	3 6:00pm Library Board (Telephonic)	4	5	6	7
8	9	10 4:00pm SUSPENDED: Public Safety Committee (Public 5:30pm Parks Board (Parks & Rec Dept)	11	12 4:00pm Audit & Finance Committee (Telephonic) 7:00pm Council Meeting	13	14
15	16	17 4:00pm SUSPENDED: Public Works Committee (Engineering Conf Room)	18 1:00pm SUSPENDED: SKAT Board (Burlington City Hall) 5:30pm SUSPENDED: Planning Commission	19 6:00pm Budget & Finance Council Workshop (Telephonic)	20	21
22	23	24 4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting	25 9:00am SUSPENDED: Downtown Burlington Association (Visitor Information Center/Chamber of	26	27	28
29	30	Dec 1	2	3	4	5



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: October 22, 2020 Subject: [B-E Student Card Pilot Program](#)

Submitted By: Sarah Ward, Library Director

Attachments: Interlocal Cooperative Agreement Between the City of Public Hearing Required: YES () NO (x)

Burlington and the Burlington-Edison School District

No. 100

HISTORY AND SUMMARY

Currently, students in the Burlington-Edison School District (B-ESD) who live outside the city limits of Burlington pay a non-resident fee to get a Burlington Public Library card. During the COVID pandemic the library is looking for new ways to partner with the B-ESD to support teachers, students, and parents—and we believe that supporting students should mean supporting ALL B-ESD students. One of the new services that we would like to offer is a B-E Student card, available to all non-resident students who opt in and submit an online library card registration. This card would give B-ESD students equitable access to all the physical and online resources that the Burlington Public Library has to offer. This will initially be a pilot program through August 31, 2021—with the option to extend the program for another year as needed.

ALTERNATIVES CONSIDERED

The alternate is to continue the current system, which excludes many B-ESD student from getting a library card with full access to library resources.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

There will be a small cost associated with postage to mail library cards to students while the library remains closed. The biggest cost of the B-E Student card program will be the library assistants' time required to enter patrons into Evergreen, the library's Integrated Library

System. But this is exactly the type of task that the assistants handle in the course of their regular job duties.

LEGAL ASPECTS – LEGAL REVIEW

The City's Legal Department has read through and approved the Interlocal Cooperative Agreement between the B-ESD and the City of Burlington. In addition, they have also discussed this pilot program with the Library Director and found no potential legal ramifications involved with the B-E Student card program.

STAFF RECOMMENDATION

Staff recommends signing the Interlocal Cooperative Agreement and entering into this partnership with the B-ESD, to insure that all B-ESD students have access to library resources during these unprecedented times of disrupted learning.

SUGGESTED COUNCIL MOTION LANGUAGE

I move to approve the Interlocal Cooperative Agreement between the City of Burlington and Burlington-Edison School District No. 100 and authorize the Mayor to sign the agreement.



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: October 22, 2020 Subject: [Agreement with Tuttle Engineering – E-W Connector Engineering Services](#)
Marv Pulst, Public Works Director

Attachments: Agreement Public Hearing Required: YES () NO (**X**)
Cost Exhibit
Aerial Exhibit

HISTORY AND SUMMARY

Planned and funded is a new roadway connecting Burlington Blvd with Walnut Street. The new arterial roadway will extend from the existing traffic signal at Costco Drive and Burlington Blvd east to Walnut Street bisecting undeveloped properties east of Burlington Blvd. The traffic signal at the entrance/exit to Costco is key for accessing the undeveloped properties and must be modified extensively. Currently, the signal serves only one property to the east, Skagit Cycle Center. However, its access point and the Costco entrance are offset requiring a split phase operation of the signal which impacts mobility and safety on Burlington Blvd. The signal provides the only safe and efficient means of accessing Skagit Cycle as well as the undeveloped 8 acres.

In addition to this project providing access for development of key commercial property which will bring economic growth to the community, it will lessen the traffic demand on Burlington Blvd, enhance safety on Burlington Blvd through access management, improve safety at the existing Costco traffic signal and improve mobility within the City. The majority of the roadway section will consist of two 11' wide lanes with a 12' wide two way left turn center lane, bike lanes on each side, and sidewalks.

Staff solicited for engineering services for design of new road connector. Tuttle Engineering was chosen based upon their qualifications, experience and their fee proposal was negotiated for \$293,941.

ALTERNATIVES CONSIDERED

Other consultant Statements of Qualifications were evaluated and Tuttle Engineering ranked the highest.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

City was awarded \$2,688,218 for this project from WA State Transportation Improvement Board. Skagit County is providing \$430,000 toward construction of the project from an economic development grant. Total project cost is expected to be approximately \$3,000,000. Expenditures and revenues for this project are budgeted within the Arterial Street fund.

LEGAL ASPECTS – LEGAL REVIEW

No legal issues identified.

STAFF RECOMMENDATION

Staff recommends approving an agreement with Tuttle Engineering for roadway design at a cost not to exceed \$293,941.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to approve an Agreement with Tuttle Engineering for roadway design and preparation of a construction bid package for the new arterial street and authorize the Mayor's signature.



ITEM #: 3

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: October 22, 2020 Subject: [Agreement with Nordic Temperature Control – IT Server Room – HVAC Upgrade](#)
Marv Pulst, Public Works Director

Attachments: Agreement Public Hearing Required: YES () NO (**X**)

HISTORY AND SUMMARY

High temperatures and overheating of electrical equipment has been common within the Computer Server Room located at the Public Safety Building. The current system has not be able to maintain proper temperature and has been problematic for maintenance and IT staff. Core networking equipment, phone system, servers and fiber optic equipment are located within the Server Room, so all are essential equipment. This upgrade will ensure Computer Server Room will be properly ventilated and cooled. City electrician will provide all electrical needs and connect new system to the existing standby generator.

Staff solicited quotes from three, local HVAC installers. Sealed bids were not received since total cost of work is less than the City’s bid limits. In accordance with City procurement policy, staff is recommending approval of quote from Nordic Temperature Control.

ALTERNATIVES CONSIDERED

Other quotes were evaluated and Nordic was lowest cost and their proposal will meet existing and future cooling demand of server room.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

Funding will be provided from the Capital Facility Improvement fund for \$14,666 plus taxes.

LEGAL ASPECTS – LEGAL REVIEW

No legal issues identified.

STAFF RECOMMENDATION

Staff recommends approving agreement with Nordic Temperature Control for installation of HVAC system in Computer Server Room for cost equal to \$14,666, plus taxes.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to approve Agreement with Nordic Temperature Control for installation of HVAC system in Computer Server Room.