

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. July 13, 2023

MEETING TO BE HELD IN-PERSON & REMOTELY
ZOOM WEBINAR LINK: <https://zoom.us/j/97859681042>
ZOOM DIAL-IN: +1-253-215-8782
WEBINAR ID: 978 5968 1042

Council Workshop: July 20, 2023 6:00PM – 8:00 PM Code Enforcement-Current Issues, Staffing Needs and Potential Work Plan

CALL TO ORDER:

MINUTES: [City Council Meeting June 22, 2023](#)

AUDIT OF BILLS:

PUBLIC COMMENTS:

MAYOR'S UPDATE:

COUNCIL COMMENTS:

COMMITTEE & BOARD REPORTS:

OFFICER'S REPORTS: 1) Police Department announce the coaching/mentoring grant received

PROCLAMATIONS: 1) [Declaring July AMERICA PROUD Month in the City of Burlington](#)

PRESENTATIONS:

CONSENT AGENDA: 1) [Street closure request for Burlington Police Department's National Night Out, August 1st](#)

OLD BUSINESS:

INTRODUCTION/DISCUSSION:

ACTION ITEMS: 1) [Service Agreement for Information Technology Service](#)

EXECUTIVE SESSION:

ADJOURNMENT:

MEETINGS:

1) AUDIT & FINANCE COMMITTEE:

Thursday July 13, 2023 4:00 PM
Burlington City Hall Room #132



FUTURE COUNCIL AGENDA

July 20, 2023 Council WORKSHOP

Code Enforcement – Current Issues, Staffing Needs and Potential Work Plan

July 27, 2023 Council Meeting

Presentation – 2022 in Review – Accomplishments, Challenges & Opportunities – PW & Engineering

Thru June Financial Results – Mid-Year 2023 Financial Review and Look forward

2nd Quarter Report from the First Step Center

Update for the Fire Hall Remodel

Pre-Design Architectural Services for Parks and Recreation Building – Approval of Consultant Choice - ACTION

Discussion – Boerner Park User Survey Results

Update on Maiben Park Conceptual Design Project

Burlington Arts Commission – Selection of Members

Contract Approval - Pre-Design Architectural Services for Parks and Recreation Building

August 10, 2023 Council Meeting

Update for the Fire Hall Remodel

Update on Pre-Design Architectural Services for Parks and Recreation Building Remodel

Presentation – Wastewater Comprehensive Plan



FUTURE COUNCIL AGENDA
Page 2

August 24, 2023 Council Meeting

Presentation – Thru July Financial Results

Presentation – Approach to 2024 City Budget Development

Update on Maiben Park Conceptual Design Project

Rescinding/Expiration of Large Parcel Development/Redevelopment Moratorium

July 2023

July 2023							August 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	1	2	3	4	5
9	10	11	12	13	14	8	13	14	9	10	11	12	13
16	17	18	19	20	21	15	20	21	16	17	18	19	20
23	24	25	26	27	28	22	27	28	22	23	24	25	26
30	31					29			29	30	31		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 25	26	27	28	29	30	Jul 1
2	3	4 6:00pm Library Board (Library Meeting Room)	5	6	7	8
9	10	11 2:00pm Historical Preservation Board 4:00pm Public Safety 5:30pm Parks Board	12	13 4:00pm Audit & Finance Committee (Room 7:00pm Council Meeting (Council Chambers)	14	15
16	17	18 4:00pm Public Works Committee (Telephonic)	19 1:00pm SKAT Board (Burlington City Hall) 5:30pm Planning Commission (Council	20 6:00pm Workshop- Code Enforcement- Current Issues, Staffing Needs and	21	22
23	24	25	26	27 4:00pm Audit & Finance (Room 132) 7:00pm Council Meeting (Council Chambers)	28	29
30	31	Aug 1	2	3	4	5

August 2023

August 2023							September 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 30	31	Aug 1 6:00pm Library Board (Library Meeting Room)	2	3	4	5
6	7	8 4:00pm Public Safety Committee (via Zoom) 5:30pm Parks Board (Zoom)	9	10 4:00pm Audit & Finance Committee (Room 132) 7:00pm Council Meeting (Council Chambers)	11	12
13	14	15 4:00pm Public Works Committee (Telephonic)	16 1:00pm SKAT Board (Burlington City Hall) 5:30pm Planning Commission (Council Chambers)	17	18	19
20	21	22	23	24 4:00pm Audit & Finance (Room 132) 7:00pm Council Meeting (Council Chambers)	25	26
27	28	29	30	31	Sep 1	2

ADMINISTRATOR'S REPORT

City Administrator's Report

City Council Meeting of July 13, 2023

Greetings All

With longer summer days come shorter Council Agendas – or so it seems. We will begin Thursday night at our regular 7PM start time and do not have many issues to discuss. Overall the City has moved into its summer routine with children playing in the park and the smell of BBQ – hard to get better than this.

In your packets you will find the latest Sales Tax information and graphs. Continuing with our recent trend of strong retail sales, the numbers continue to exceed last year. It appears that even with somewhat higher prices, Americans continue to spend at a reasonable pace. We will continue to closely monitor this essential revenue source.

Next the Mayor will be reading a Proclamation regarding American Pride which may be timely given that we just celebrated the 4th of July and this is the season for parades and other events. A copy of the Proclamation is in your Packets.

Following this we will turn to the Consent Agenda that has one item only – a street closure related to the National Night Out. This year this event will be held at Maiben Park (previously it was held in the City Hall parking lot) since the event has grown and this venue seems more appropriate. As a result, we are asking for a street closure to ensure the safety and enjoyment of the crowds.

Turning to the regular agenda – we may have an informal presentation by our Street Supervisor, Travis, regarding some issues we are experiencing with sidewalks and street trees – with the roots breaking the sidewalk and making the use of the sidewalks troublesome. The issue of sidewalks and trees are an on-going issue for all cities – while there are specific varieties of trees whose roots are less invasive, as trees mature their root structures sometimes come in conflict with sidewalks. This is why you sometimes see portions of sidewalks removed and re-poured or in some instances the sidewalks are rerouted to go around the larger surface roots.

After this we will take up our only action item on the agenda – the award of the Service Agreement for the outsourcing of our IT function. Following up on Council direction, we advertised for IT Services and we received one well qualified bid from NW Technologies. They are out of Whatcom County and come highly qualified as you will read in their materials included in your packets. We are recommending approval of the Agreement.

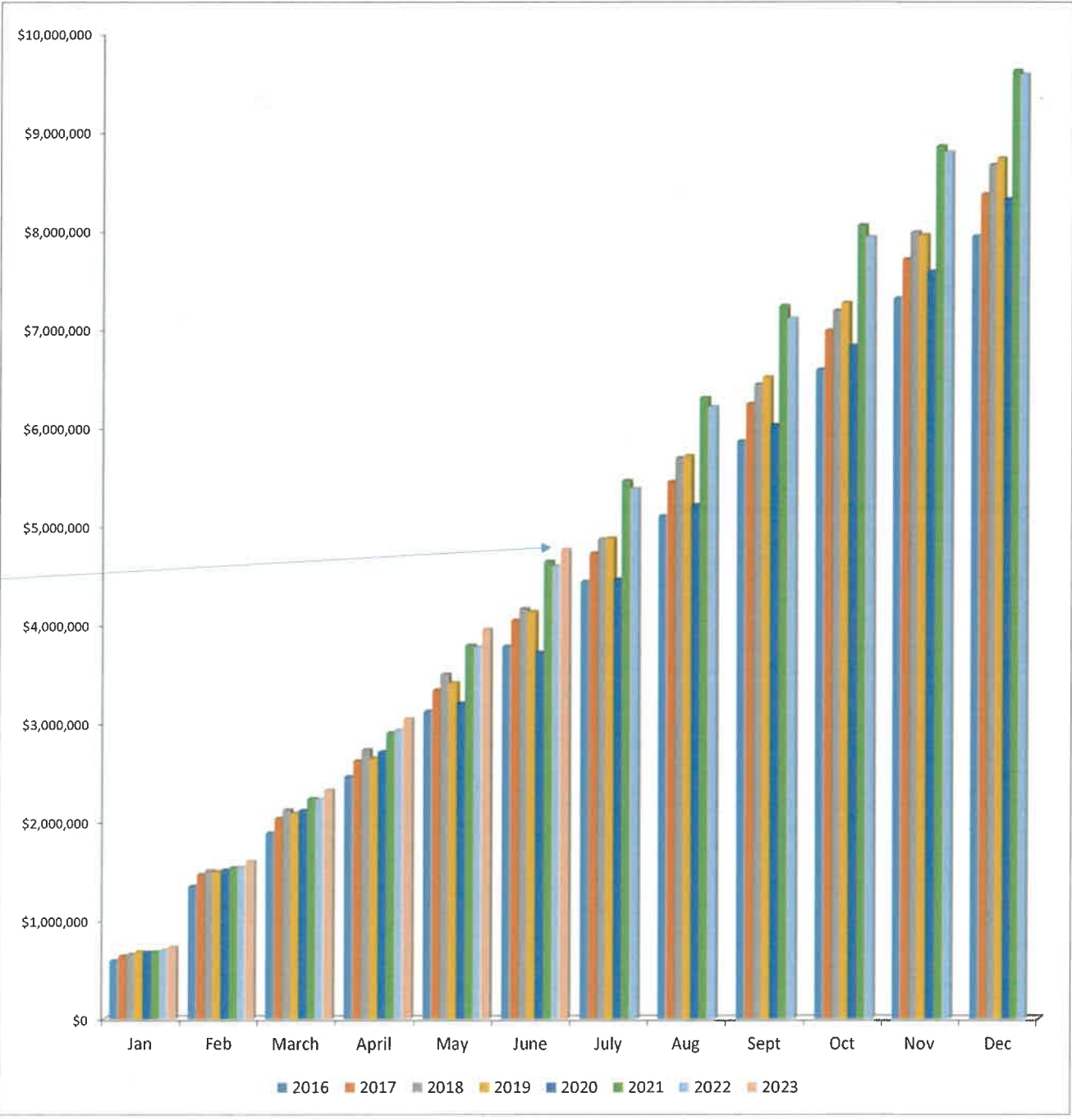
Well, a short agenda means a short Administrator's Report – see you all Thursday night.

Sales Tax Info

City of Burlington
CUMMULATIVE SALES TAX
2016 to 2023

Sales Tax Through JUNE 2023
(represents sales in April 2023)

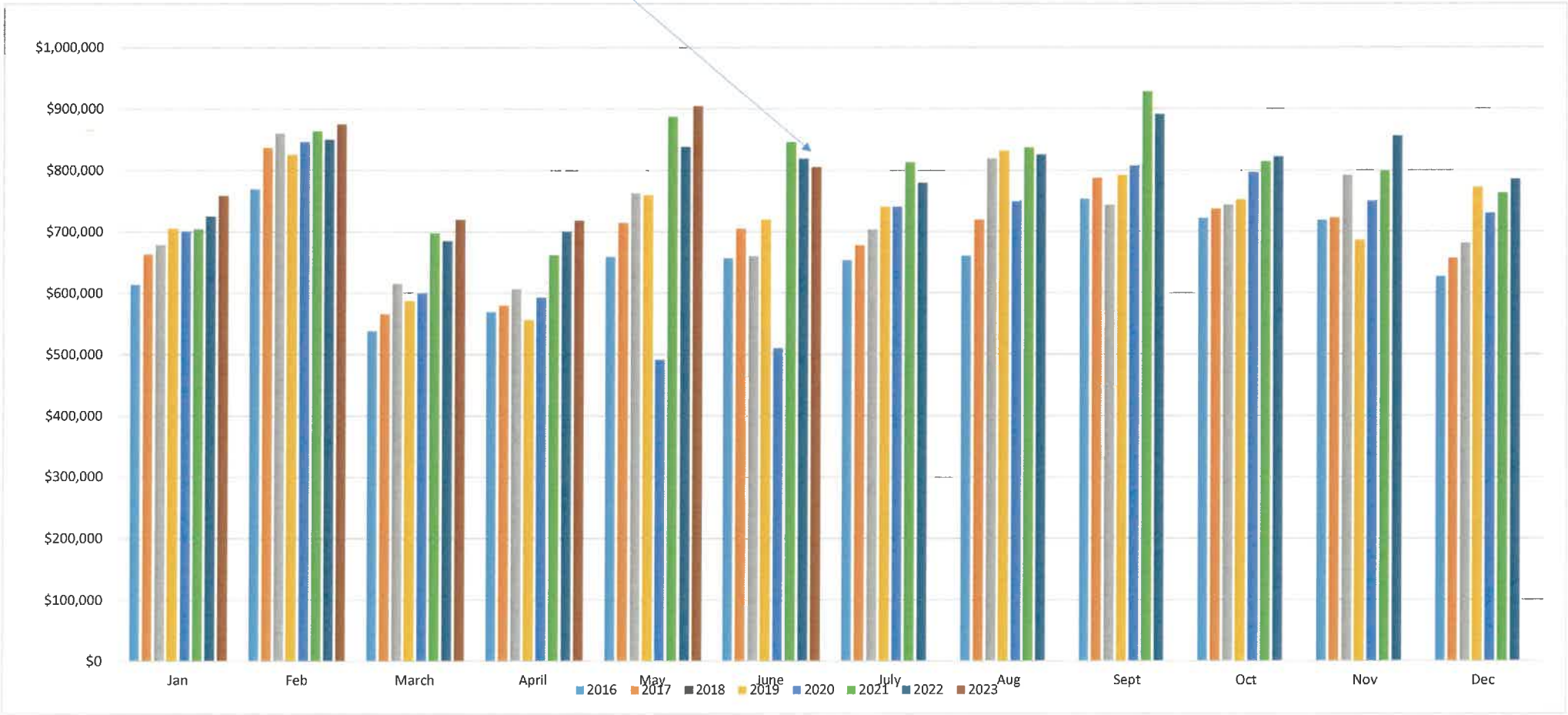
Month	2016	2017	2018	2019	2020	2021	2022	2023	23 Vs. 22
Jan	\$614,050	\$663,638	\$678,684	\$705,361	\$700,630	\$704,587	\$725,249	\$758,960	
YTD	\$614,050	\$663,638	\$678,684	\$705,361	\$700,630	\$704,587	\$725,249	\$758,960	\$33,711
Feb	\$769,359	\$836,756	\$860,124	\$825,878	\$846,853	\$864,287	\$850,454	\$875,209	
YTD	\$1,383,409	\$1,500,394	\$1,538,808	\$1,531,239	\$1,547,483	\$1,568,874	\$1,575,703	\$1,634,169	\$58,466
March	\$538,174	\$566,119	\$615,090	\$587,414	\$599,803	\$697,765	\$684,978	\$719,959	
YTD	\$1,921,583	\$2,066,513	\$2,153,898	\$2,118,653	\$2,147,286	\$2,266,639	\$2,260,681	\$2,354,128	\$93,447
April	\$569,386	\$580,274	\$606,536	\$556,500	\$593,041	\$662,310	\$700,023	\$718,139	
YTD	\$2,490,969	\$2,646,787	\$2,760,434	\$2,675,153	\$2,740,327	\$2,928,949	\$2,960,704	\$3,072,267	\$111,563
May	\$659,438	\$714,478	\$763,293	\$759,575	\$491,249	\$887,504	\$838,191	\$904,873	
YTD	\$3,150,407	\$3,361,265	\$3,523,727	\$3,434,728	\$3,231,576	\$3,816,453	\$3,798,895	\$3,977,140	\$178,245
June	\$656,789	\$705,276	\$660,408	\$719,551	\$510,249	\$846,077	\$818,721	\$805,432	
YTD	\$3,807,196	\$4,066,541	\$4,184,135	\$4,154,279	\$3,741,825	\$4,662,530	\$4,617,616	\$4,782,572	\$164,956
July	\$653,500	\$677,993	\$703,265	\$740,971	\$740,476	\$813,289	\$779,768		#####
YTD	\$4,460,696	\$4,744,534	\$4,887,400	\$4,895,250	\$4,482,301	\$5,475,819	\$5,397,384		#####
Aug	\$660,994	\$720,105	\$818,797	\$831,620	\$749,201	\$836,688	\$825,602		#####
YTD	\$5,121,690	\$5,464,639	\$5,706,197	\$5,726,870	\$5,231,502	\$6,312,507	\$6,222,986		#####
Sept	\$753,774	\$787,569	\$743,812	\$792,200	\$807,186	\$928,142	\$891,802		#####
YTD	\$5,875,464	\$6,252,208	\$6,450,009	\$6,519,070	\$6,038,688	\$7,240,649	\$7,114,788		#####
Oct	\$722,241	\$737,573	\$743,358	\$752,471	\$797,900	\$814,606	\$822,849		#####
YTD	\$6,597,705	\$6,989,781	\$7,193,367	\$7,271,541	\$6,836,588	\$8,055,255	\$7,937,637		#####
Nov	\$719,058	\$722,741	\$791,576	\$686,152	\$749,848	\$799,157	\$856,277		#####
YTD	\$7,316,763	\$7,712,522	\$7,984,943	\$7,957,693	\$7,586,436	\$8,854,412	\$8,793,914		#####
Dec	\$627,339	\$656,929	\$680,834	\$772,234	\$730,192	\$763,175	\$785,871		#####
YTD	\$7,944,102	\$8,369,451	\$8,665,777	\$8,729,927	\$8,316,628	\$9,617,587	\$9,579,785		#####



City of Burlington
SALES TAX BY MONTH
2016 to 2023

Sales Tax Through JUNE 2023

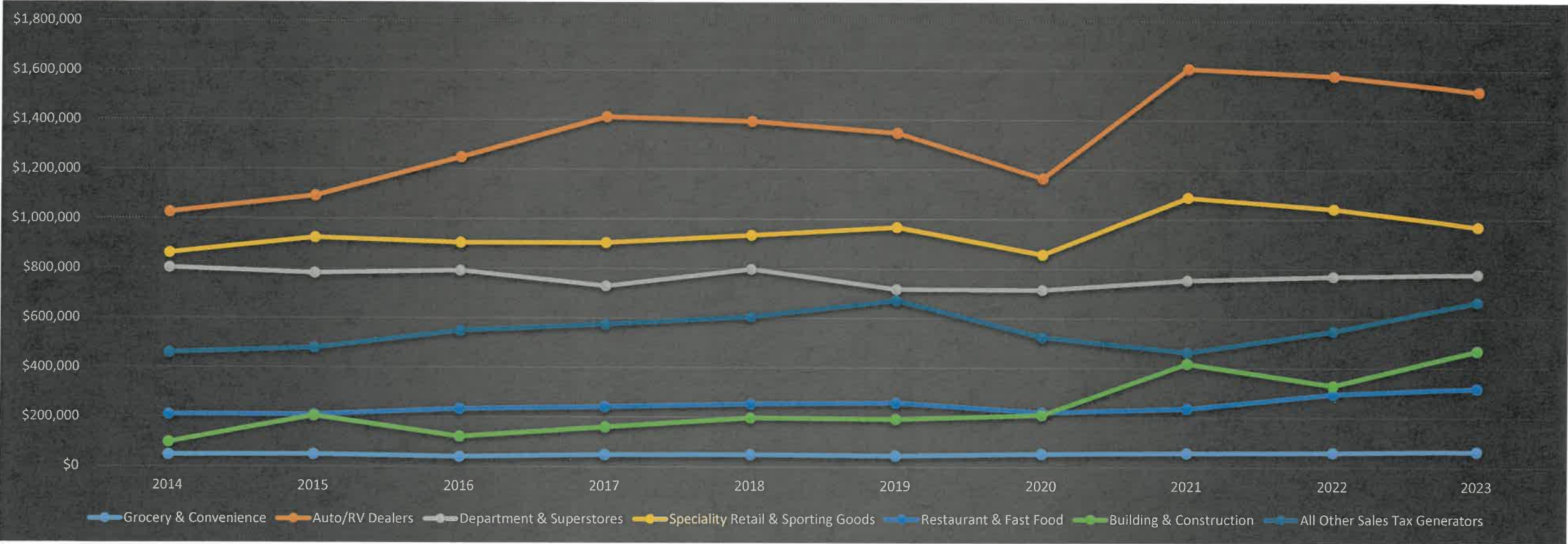
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2016	\$614,050	\$769,359	\$538,174	\$569,386	\$659,438	\$656,789	\$653,500	\$660,994	\$753,774	\$722,241	\$719,058	\$627,339
2017	\$663,638	\$836,756	\$566,119	\$580,274	\$714,478	\$705,276	\$677,993	\$720,105	\$787,569	\$737,573	\$722,741	\$656,929
2018	\$678,684	\$860,124	\$615,090	\$606,536	\$763,293	\$660,408	\$703,265	\$818,797	\$743,812	\$743,358	\$791,576	\$680,834
2019	\$705,361	\$825,878	\$587,414	\$556,500	\$759,575	\$719,551	\$740,971	\$831,620	\$792,200	\$752,471	\$686,152	\$772,234
2020	\$700,630	\$846,853	\$599,803	\$593,041	\$491,249	\$510,249	\$740,476	\$749,201	\$807,186	\$797,000	\$749,848	\$730,192
2021	\$704,587	\$864,287	\$697,765	\$662,310	\$887,504	\$846,077	\$813,289	\$836,688	\$928,142	\$814,606	\$799,157	\$763,175
2022	\$725,249	\$850,454	\$684,978	\$700,023	\$838,191	\$818,721	\$779,768	\$825,602	\$891,802	\$822,637	\$856,277	\$785,871
2023	\$758,960	\$875,209	\$719,959	\$718,139	\$904,873	\$805,432						



City of Burlington
Sales Tax By Sector

Cummulative Revenues Through JUNE
2014 to 2023

Business Sector	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	Percent Change 23 to 22	Dollar Change 23 to 22
Grocery & Convenience	\$46,793	\$48,384	\$39,268	\$47,858	\$47,878	\$43,900	\$52,484	\$56,524	\$57,537	\$63,422	10.23%	\$5,885
Auto/RV Dealers	\$1,026,476	\$1,092,590	\$1,248,513	\$1,411,837	\$1,393,560	\$1,347,586	\$1,164,867	\$1,607,674	\$1,578,183	\$1,514,806	-4.02%	(\$63,377)
Department & Superstores	\$801,904	\$780,836	\$791,211	\$728,797	\$797,043	\$716,634	\$714,577	\$753,819	\$769,142	\$778,467	1.21%	\$9,325
Speciality Retail & Sporting Goods	\$862,020	\$923,756	\$903,544	\$903,360	\$934,404	\$967,384	\$857,058	\$1,087,175	\$1,041,507	\$970,615	-6.81%	(\$70,892)
Restaurant & Fast Food	\$209,912	\$209,001	\$232,509	\$241,021	\$253,087	\$258,438	\$219,737	\$235,727	\$294,531	\$318,252	8.05%	\$23,721
Building & Construction	\$96,960	\$203,962	\$120,943	\$158,849	\$197,049	\$192,129	\$208,974	\$417,301	\$329,000	\$470,222	42.92%	\$141,222
All Other Sales Tax Generators	\$459,182	\$478,673	\$547,891	\$574,466	\$605,227	\$672,088	\$524,107	\$463,207	\$548,052	\$666,772	21.66%	\$118,720
TOTAL	\$3,503,247	\$3,737,202	\$3,883,879	\$4,066,188	\$4,228,248	\$4,198,159	\$3,741,804	\$4,621,427	\$4,617,952	\$4,782,556	3.56%	\$164,604



MINUTES

CITY OF BURLINGTON, WA

June 22, 2023

Mayor Steve Sexton called the City Council Meeting to order at 7:02 p.m. with the Pledge of Allegiance. **Councilmembers present:** Bill Aslett, Keith Chaplin, Anna Chotzen (remotely), Joe DeGloria, Scott Green, James Stavig, and Jamie Weiss. **Staff present:** Leif Johnson, Katrina Kallio, Mike Luvera, Marv Pulst, Travis Schwetz, Joe Stewart, Rob Toth, Sarah Ward, and Greg Young.

MINUTES:

A motion was made by **Councilors Aslett/Green** to approve the June 8, 2023 minutes. All in favor; motion carried.

AUDIT OF BILLS:

Councilor Scott Green updated Council on the Audit & Finance meeting. Expenses of note include: \$60K to Tiger Construction for Fire Dept. Renovation and \$42K for a Parks work vehicle.

A motion was made by **Councilors Green/Aslett** to approve Accounts Payable invoices to be paid as of June 22, 2023, in the amount of \$356,830.40; and June 2023 Utility Billing Refunds in the amount of \$90.00; and Payroll Expenses for Pay Period ending June 15, 2023 in the amount of \$878,285.12. All in favor; motion carried.

PUBLIC COMMENTS:

No Public Comments.

Members of the public may submit comments or questions by mail to City Hall at 833 S. Spruce Street, ATTN: Greg Young, or by email to badministration@burlingtonwa.gov. Contact information for all the City Departments is available at www.burlingtonwa.gov.

MAYOR'S UPDATE:

Mayor Sexton reminisced with Council on the successful feedback and turnout for the 2023 Berry Dairy Day events. The Mayor had sent out an email to city staff thanking the Parks and Rec staff, the Streets crew, Fire/EMS and Police, Chamber staff, and all of the volunteers that made Burlington shine (and anyone that may have been missed in that acknowledgement). **Mayor Sexton** commented that the Skagit Valley Herald front page article was spot on with a picture that could have been taken 30 years ago, if not for the modern helmets.

SWEARING IN:

Chief Luvera introduced Officer Josh Warren, a lateral transfer from the Tulalip Police Department, welcoming him to the City of Burlington and **Mayor Sexton** conducted the swearing in ceremony.

June 22, 2023

COUNCIL COMMENTS:

Councilor Bill Aslett shared an encounter with a distressed citizen and complimented the Burlington Police Department, first on the scene, and the Fire/EMS responders for providing excellent service.

Councilor Joe DeGloria complimented the timing of the Firecracker Tournament, held the weekend following the Berry Dairy Days Festival, and echoed the Mayor's comments on a successful BDD event.

Councilor Keith Chaplin was in attendance at the BDD fireworks show and noted an educational conversation with a recent First Steps Center graduate.

Councilor Anna Chotzen thanked the Mayor, Council, and everyone for their patience with her remote attendance to the June Council Meetings and intends to be back in person at the next meeting.

COMMITTEE & BOARD REPORTS:

Councilor Jamie Weiss updated Council on the Parks and Rec Advisory Board meeting wherein a pump track discussion was a central focus with a representative from the Skagit Cycle Center providing an overview of history, the in's & out's, and track maintenance information. **Weiss** stated that additional conversation was had about the Boerner Park survey process, pickleball courts and corresponding funding, and the development of a more formal CIP process for Parks & Rec.

Councilor Keith Chaplin gave a report for the Public Works Committee with a long list of covered topics including: staffing for the Berry Dairy Days event, an awarded federal grant and corresponding timeline with a potential future FTE (Full Time Employee), a Streets department project that involved adding conduit to the sidewalk instead of the roadway, a pop up irrigation proposal for Parks & Cemetery, and an Andes road project overview. There was a continued discussion revolving around water rights, irrigation, and irrigation management systems from Council. **Councilor Weiss** inquired whether the new FTE position would be full-time with **Chaplin** responding the intention would be for it to be grant funded to align with the duration of the project.

June 22, 2023

Councilor Scott Green provided Council with an overview from the Public Safety Committee meeting wherein the recruitment for employees continues with both the PD and Fire/EMS experiencing staffing challenges. **Green** shared that there was a tour of the remodel and invited interested Councilmembers to join at the next meeting on July 11th if interested in joining a tour.

Councilor Bill Aslett sat in as a City of Burlington representative on the reoccurring SKAT and SCOG meeting and reported to Council on the Waste Management versus Republic contract discussion, upcoming transportation grant opportunities, the recent CoB Comp plant received a blessing on the transportation component. **Aslett** shared that SKAT had done research and was going to implement specialized, high tech smoke detectors and cameras in their bathroom facilities that could be a potential solution for some of the City's public restroom challenges. The upcoming SKAT meeting will include a ride on a SKAT bus to the Burlington Senior Center for lunch. **Councilor Keith Chaplin** attended the North Star Meeting and was encouraged by the collective buy-in from local legislators. **Chaplin** liked meeting with other Cities' Councilmembers and enjoyed the recent joint workshop with the Burlington Planning Commission and City Council. **Mayor Sexton** commented on the regional waste topic and contract proposals on the table. **Sexton** encouraged Council to look into the topic prior to June 26th when there would be a County vote on a contract with Waste Management or Republic.

OFFICER'S REPORTS:

Parks & Library Director Sarah Ward briefed Council on the Berry Dairy Days event with all hands on deck from City of Burlington staff and gave an update on the Boerner Park survey process.

Finance Director Joe Stewart provided an overview of the Finance Department from year 2022 including themes of: staff cross-training and transition, audits, grant tracking and reporting, new funding accounts. **Stewart** shared that in 2023 the department is focusing on staffing consistency & growth and continuous improvement.

Fire Chief Rob Toth updated Council on the Fire Hall Remodel project which is approximately halfway through, about 2/3 of the way through Phase II of a three phase process. **Greg Young** added that the contractor even reported being slightly ahead of schedule. **Chief Toth** would like to host some type of open house for the community once the project is complete.

Public Works Director Marv Pulst shared news that the Wastewater Treatment Plant boiler replacement had plumbing underway.

June 22, 2023

PROCLAMATION:

No Proclamation.

PRESENTATION:

No Presentations.

CONSENT AGENDA:

No Consent Agenda.

PUBLIC HEARING:

No Public Hearing.

OLD BUSINESS:

No Old Business.

INTRODUCTION/DISCUSSION:

Maiben Park Conceptual Design

Public Works Director Marv Pulst reported on the RFQ for Maiben Park which received 7 applications, and was reviewed by a 5 person panel made up of 4 City staff and Councilmember, plus Parks & Rec Board member, **Jamie Weiss**. The selected proposal was submitted by M & M Landscape Architects whom has already met with the City Administrator and Public Works Director to outline the scope of work for the request. There will be a presentation of the results of that discussion at the July 13th Council Meeting. Dialogue continued between Councilmembers, Pulst and Young about the possible timeline, cost, intended outcome of the project and the comparative score of M & M Landscape Architects. Furthermore, **Pulst** and **Young** alerted Council to a new park in Bellingham near Barkley Village featuring a natural design and Portland Loo restroom, should anyone like to view those discussion items firsthand. Lastly, **Pulst** shared that there had been no applicants for the Parks Building remodel RFQ but the deadline was not until July 3rd.

ACTION ITEMS:

Modification to the 2nd Children's Librarian Proposal

City Administrator Greg Young refreshed Council on the discussion from the June 8th Council Meeting wherein in lieu of hiring a secondary Children's Librarian, the Library could create and hire a new job classification which would be a Bilingual Children's Services Associate. **Library**

June 22, 2023

and **Parks Director Sarah Ward** shared that the Library looks forward to hiring for the new position.

Councilors Chaplin/Aslett made a motion to add the Bilingual Children's Services Associate position to the Non-Represented Employee Wage Grid and advertise for the position. All in favor; motion carried.

Planner I and Planner II Positions

City Administrator Greg Young noted that this Action Item, also a carry-over conversation from the prior week, was along the same theme but different department as Action Item #1.

Councilors Aslett/DeGloria made a motion to authorize the addition of a Planner I position on the Non-Represented Employee Wage Grid and the renaming of the existing Planner position to Planner II as presented by staff. All in favor; motion carried.

Amendment of BMC 9.124

City Attorney Leif Johnson introduced the proposed City Code revision to Council wherein a lengthy discussion followed with explanation provided by **Johnson** on the legal processes and adaptations to align with State law and **Chief Luvera** shared some of the impacts for Public Safety including a key education component with Law Enforcement prioritizing teaching the public about the new law changes over making arrests. **Councilor Weiss** was not opposed to the proposed Code Amendment but suggested tabling the decision until the next Council Session. **Councilor Green** disagreed with **Weiss** and felt that the upcoming change in State Law warranted a more immediate Council decision with no need to delay. **City Attorney Johnson** added that Council could vote to pass the Amendment or not, and if the City of Burlington did not pass the Code changes that the legal cases affected would be processed by the County. **Councilor Stavig** commented on a portion of the proposed law that encourages Police Officers to provide rehab referrals to which **Chief Luvera** noted there is not cost effective local option that the Burlington Police Department could utilize as a resource. **Councilor Chotzen** had some questions about available referral programs and correlation to a larger framework tracking system.

A motion was made by **Councilors Green/Chaplin** to hereby move to adopt the proposed ordinance amending the Burlington Municipal Code, section 9.124, and authorize the Mayor's signature. **Councilor Weiss** opposed; **Councilors Chotzen, Aslett, Stavig, and DeGloria** in favor. Motion carried.

CITY OF BURLINGTON, WA

June 22, 2023

EXECUTIVE SESSION:

No Executive Session.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 9:00 p.m.

Joseph Stewart
Finance Director

Steve Sexton
Mayor

PROCLAMATION

PROCLAMATION

A Proclamation Declaring July AMERICA PROUD Month in the City of Burlington

WHEREAS, America Proud recognizes our great American history – with Liberty and Freedom for All; and

WHEREAS, we honor the volunteering groups, individuals, and civic organizations for their support and dedication to America; and

WHEREAS, our thanks and support goes out to our local Police Department, Fire/EMS Department, our active duty military, our veterans and their families, as well as the many volunteer groups and individuals who through their ongoing efforts make America Proud; and

WHEREAS, we support events that recognize and demonstrate what makes Americans Proud, such as the Fourth of July events, parades and other patriotic activities to honor those who have fought to protect our freedom; and

WHEREAS, the United States of America is the longest running constitutional republic in modern history, continuously operating under the same Constitution dating from 1787 that, together with the first 10 Amendments referred to as the Bill of Rights, created our unique brand of American Freedom; and

WHEREAS, these freedoms and liberties must be celebrated, honored, and remembered for us to maintain our unique form American Tradition and Freedom;

NOW THEREFORE, be it Proclaimed by the Mayor and City Council of the City of Burlington that the month of July is hereby recognized as America Proud Month.

CONSENT AGENDA



ITEM #: 1

CHECK ONE:

DISCUSSION. _____

ACTION. X

CONSENT AGENDA ITEM

Council Date: July 13, 2023 Subject: Street closure request for Burlington Police
Shelley Johnstone, Parks & Rec Department's National Night Out, August 1

Attachments: Diagram reflecting street closure request Public Hearing Required: YES () NO (X)

HISTORY and SUMMARY

Burlington Police will host their annual National Night Out event on Tuesday, August 1. One notable change to the 2023 event is that it will take place at Maiben Park instead of City Hall grounds. BPD is requesting closure of E. Washington Avenue between S. Regent and S. Skagit Streets (one block along the north side of Maiben Park). The street closure request is an abbreviated version of the closure needed for the city's Touch-a-Truck event.

The Washington Avenue closure will be used to park some of the department's assets as well as a few from neighboring agencies (patrol vehicles, armored tactical vehicle, boat, motorcycles, robots...).

National Night Out at Maiben Park

Tuesday, August 1 | 3:00-7:00PM

1:00-8:00PM Street Closure Request

STAFF RECOMMENDATION

Staff recommends council approval of the street closure as requested. The closure request has been reviewed by the Streets and Fire Departments, as well as Police. It is a simple closure to manage when compared to other events. Staff will notify nearby residents in advance of closure and will have a plan in place to manage the local traffic along that one block of E. Washington.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to approve the street closure request for the 2023 National Night Out event and authorize the Mayor's signature on appropriate documents.

BURLINGTON POLICE 2023 NATIONAL NIGHT OUT
AUGUST 1, 2023 1500-1900 HOURS
POC: SERGEANT DAVE GOSS (360) 755-2310 / (360) 855-8111

STREET CLOSURE REQUEST: E. WASHINGTON AVE BETWEEN S. REGENT ST AND S. SKAGIT ST 1300-2000 HOURS



ACTION ITEMS



ITEM #: 1

CHECK ONE:

DISCUSSION _____

ACTION X

AGENDA ITEM

Council Date: July 13, 2023

Subject: Service Agreement for Information Technology Service

Submitted By: Greg Young, City Administrator

Attachments: RFP Submittal – NW Technology

Public Hearing Required: YES () NO (X)

HISTORY AND SUMMARY

Based on Council direction, the City issued a Request for Proposals (RFP) on June 16th, 2023 for the outsourcing of Information Technology Services. This followed the upcoming retirement of our IT Director and the resignation of the IT Technician. Our IT Tech resigned Friday, June 9th and our IT Director's retirement was effective June 28th. To bridge the gap between these departures and the possible on-boarding of an IT Tech firm following the issuance of the RFP, the City secured the short-term services of NW Technology, a firm specializing in the delivery of Information Technology Services to municipal governments.

NW Tech has been on-site since June 22nd and their Service Agreement runs through the end of July, 2023.

The RFP closed on June 30th and the City received one Proposal – from NW Technology. Administration is recommending that the City ink a longer-term Agreement with NW Technology to provide the wide array of IT services to the City.

Amongst their services is a Help Line (24-hours for Police/Fire/Sewer and from 7AM to 7PM for other Departments). In addition to the phone-in Help Line, we will be installing an IT Help Ticket Icon on all of our computers which will enable remote access by the NW Tech Team to diagnosis computer or other IT issues.

Representatives from NW Technology will be in attendance Thursday night to answer any additional questions you may have.

ALTERNATIVES CONSIDERED

If the City desires to not out source IT Services, we could extend the Agreement with NW Technology to buy time for the City hiring process to unfold.

BID REQUIREMENTS

We fulfilled our bidding requirements through the issuance of the RFP.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The wages for both the IT Director and the IT Tech were approximately \$212,313 (assumed Step 3 for both positions). Including benefits at an estimated rate of 40% of wages, the total payroll costs for these two positions was \$297,382 which was included in the 2023 budget.

The Proposal from NW Technology is \$7,500/mo. for the first tier of services and \$250/mo. For Penetration Testing, yielding a monthly total of \$7,750, or \$93,000 annually. Given that their cost structure is based on the number of computer Users (currently at 150), this amount may fluctuate as the City adds or subtracts employees.

The City will continue to replace hardware and software as needed as well as pay for all annual software subscriptions.

LEGAL ASPECTS – LEGAL REVIEW

N/A

STAFF RECOMMENDATION

Staff is recommending that the Council approve the outsourcing of IT Services to NW Technology

SUGGESTED COUNCIL MOTION LANGUAGE

“I move to approve the outsourcing of IT services to NW Technology and authorize the Mayor to sign a Service Agreement in line with the costs and services proposed in the RFP submittal by the firm.”

City of Burlington, WA
REQUESTS FOR PROPOSALS
Information Technology Services

Proposal Submitted by

NW Technology Solutions

5160 Industrial Place Suite 104

Ferndale, WA 98248

(360) 384-6987



June 30th, 2023

Summary of Qualifications

NW Technology is the largest locally operated Managed Service Provider (MSP) in Northwest Washington. With an extensive depth of knowledge in governmental department and agency support extending 21 years, hundreds of small and medium businesses across 10 states and 1 Canadian Province, and an exhaustive list of supported products and expertise, NW Technology is the logical solution for the City of Burlington.

As the Managed Service Provider for 7 municipalities in Whatcom and Island Counties, and 7 fire and EMS agencies between Whatcom, Island and San Juan Island. We understand the demands from the public for an efficient and cost-conscious public service sector. We understand the 24/7 importance of Police, Fire and EMS departments. We understand the technology and systems used and required. Our experience includes Spillman, ESO, VersaTerm, Sector, and the connectivity requirements using Netmotion, and other VPN solutions. We work with Springbrook, Vision and ESP accounting systems as well as Sage and QuickBooks.

Our service teams include a call center staffed 12 ½ hours a day, 5 days a week by a team of 12 trained technicians to take urgent calls and process work ticket requests. Our field team, servicing clients from Blaine to Portland, Tri-Cities to Friday Harbor, and the Olympic Peninsula provides on-site, in person solutions and backs up the call center with boots-on-the-ground service. Our engineering team, with decades of experience, provides escalation support when Burlington needs just a little extra help. Our sales and purchasing team can provide full-service specification, budgeting, acquisition, and tracking of all technology requirements. Finally, when things go wrong outside of business hours, our on-call team will respond 24/7 to urgent problems that just can't wait. Every member of our technical staff is required to undergo fingerprinting and background checks with a local police department and all have completed the CJIS certification process.

Our senior leadership team has been providing clients with IT solutions for over 25 years. Servers, workstations, networking equipment, mobile devices, connectivity, security, planning, design, project management, and crisis management. There is no part of Burlington's diverse technical design that our team can't maintain, service, or upgrade. We understand your network and the people that depend on it.

We thank you for the opportunity to become a member of the City of Burlington family and look forward to working closely with all of you.

Expertise and governmental experience:

For 20 years as your neighbors discovered they could not take on the burden of hiring all the staff needed to master the diverse and ever-expanding IT needs required, they have called NW Technology. One or two people cannot provide expert level solutions. It takes a full troop of skilled, technically trained staff and managers to build a stable and secure system that requires 24/7 availability. We have that team that is already supporting City, Fire, EMS, Public Works, and Public Safety for Whatcom, Skagit, and Island Counties.

We already know you, even though we just met. We just need to learn how you like your coffee.

Understanding of the tasks and services to be provided:

The City of Burlington's IT needs span across many divisions, with very different technologies, with similar needs. Their need is to have IT systems they can depend on that are functional, efficient, and secure.

Systems comprised of:

- City Hall
 - Engineering
 - Administration
 - Planning
 - Finance
- Police Department
- Fire Department
- Public Works
 - Streets Department
 - Facilities Department
 - Sewer Department
- Community Seniors Center
- Parks and Recreation
- Public Library
- First Steps Center
- Visitors Center / Chamber of Commerce
- Courts

Technology needs:

- Network and Internet access
 - Public access wifi
 - Microsoft file servers
 - We maintain hundreds of servers
 - Cisco switching infrastructure

- Have support Cisco for over 10 years
 - Fortinet firewall
 - We are an authorized partner
- Mitel phone system
 - We have many clients using Mitel, and are a phone system reseller and hosting center for 3CX.
- Arecont surveillance cameras
 - We are an authorized dealer and install across the Northwest.
- Dell computer workstations
 - Partner for over 20 years with 10's of thousands of systems sold and supported.
- Printers
 - Because a paperless society still does not exist, we actively support many brands including HP, Lexmark, and Canon.
- Cellular phones and mobile data connectivity
 - We have former cell provider employees on our staff.
- Access control systems
 - We have 2 former employees of a large contractor on our staff.
- Server based services
 - Microsoft Authentication servers
 - 20+ years as expert level provider.
 - Exchange email servers
 - 20+ years as expert level provider.
- Cloud based services
 - Office 365
 - We have migrated 3000+ users from Exchange to Office 365.
 - 10+ years as expert level provider.
 - Maas360 mobile device management
 - We are resellers for 3 MDM products with thousands of devices supported.
- Surveillance based services
 - Milestone and CDVI network camera systems.
 - We are resellers for 3 NVR products and provide sales, support, and professional installation for cameras.
- Cyber Security
 - This is the world we live in. All our technicians are constantly training and monitoring changes in the industry to keep data and financial systems secure.
- Training

The tasks and services the City of Burlington needs an expert with a firm understanding of how these technologies work together, to maintain as needed, improve if possible, and upgrade when required. We accomplish this by meeting with and listening to the people that use these systems. By talking and building on partnerships with product vendors. By training both the end user how to best use the system and training the technical staff how to support them.

This requires an experienced team that can balance the needs of the staff with the security requirements of today's every changing threats and fiscal responsibility.

This is what NW Technology does. Our motto is "we are your IT department" and we have lived by that everyday with every client. We will assume the role and responsibilities of your network as if it was our only job and represent the City of Burlington proudly.

To provide this, NW Technology will place the best of our call center, field, engineering, and management teams at the City of Burlington's disposal. All technical staff with access is currently CJIS certified and have had a Police Department vendor background check.

- Call center team: Staffed 12 ½ hours a day with up to 12 technicians to provide answers and solutions to almost any issue.
- Field team: Provides on-site support from up to 5 technicians for questions. cleanup, equipment installation, customer service
 - Dispatched with company branded, equipped, service vans.
 - NW Technology is hiring and training a technician who lives in the Burlington area to cover the City of Burlington as well as our other clients in Burlington, Mt. Vernon, Anacortes, and San Juan Island area.
- Engineering team: Leads projects, escalation needs from the call center and field teams. Research solutions and recommends changes. Monitors systems.
- Management team: Provides communications, planning, oversight to all teams and clients.

Extent of IT services provided

NW Technology has an incredible range of products and services.

- Dell reseller
 - For 20 years NW Technology has been working on Dell workstations, laptops, and servers. This is our specialty.
 - We have an in-house hardware team to provide new device imaging and preparation, troubleshooting and repair, and warranty processing to ensure prompt distribution of equipment.
- Fortinet (your firewall)
 - NW Technology is an authorized Fortinet and SonicWall partner. We know firewalls and security.
- Connectivity

- NW Technology understands connecting systems together and providing Internet. As a bandwidth provider and datacenter host facility, we have hundreds of hosted servers and provide Internet access and phone services across the state and nation. We have been working closely with your ISP on projects and clients together for over a decade.
- A/V
 - NW Technology has a team of conference room solutions experts. We have deployed Microsoft Teams Room enterprise solutions to board rooms, courthouse's, and training halls across the country.
- Service
 - We have good people who have been trained to do their best to provide solutions within established policies and procedures. If they can't help, they will find someone who can and work with other vendors to speed up resolution and keep finger pointing to a minimum. We are your IT department.
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 - Training. We can work to outline training needs and deliver content on technology and updates.

Asking what services we *don't* provide might be easier.

- We don't sell, install, or fix copiers. We will make sure you can print to it.
- We don't install mounts and cable harnesses for emergency service vehicles.
- We don't do windows, well, Microsoft Windows yes, and Linux, Mac, iPhone....

At NW Technology, we take great pride in what we do. No other provider can compete with our experience, skill set, devotion, or commitment.

Cost

Unlike other providers that charge for every computer, tablet, printer, server, and switch in a network, NW Technology has a simple per-user model. Our service agreements are tallied by your user count.

- Support Service
 - Unlimited Service Desk
 - Unlimited Escalation requests/month
 - Unlimited On-Site Tech
 - Basic system monitoring
 - Advanced server monitoring
 - Software update service
 - Antivirus Subscription
 - 3rd party application support
 - Assigned Account Technician
 - Network equipment monitoring
 - Advanced server monitoring

- IT Project Manager assigned
- Training Services
- Fiber Network Management
- PREVENTATIVE MAINTENANCE
 - Weekly
 - Desktop updates (MS, Adobe, Java)
 - Server updates OS
 - Server updates LOB
 - Monthly
 - Back/restore review
 - System security review
 - Firewall firmware updates
 - Server firmware updates
 - Switch firmware updates
 - Annually
 - Strategic IT planning
- Pricing does not include Office 365 licensing.

Pricing is \$50 dollars a user, your stated user count is 150 and your cost will be \$7,500.00 a month. In addition, we will be providing Email Phishing testing and training. Annual Penetration Testing for an additional \$250.00 dollars a month. Since all billing is monthly the price raises and lowers when users are added and removed.

References

- Larry Hoffman (Fire Chief) lhoffman@wcf7.org - Whatcom County Fire District #7 (360) 384-0303
- Dean Lambourn (Deputy Director/Operations Manager) d.lambourn@islandcountywa.gov - Island County (360) 678-7836
- Dan McPhee (Police Chief) dmacphee@ci.everson.wa.us City of Everson (360) 966-4212
- Jori Burnett (City Administrator) joriburnett@cityofferndale.org - City of Ferndale (360) 384-4302