

July 13, 2023

Mayor Steve Sexton called the City Council Meeting to order at 7:00 p.m. with the Pledge of Allegiance. **Councilmembers present:** Bill Aslett, Keith Chaplin, Anna Chotzen, Joe DeGloria, Scott Green, James Stavig, and Jamie Weiss. **Staff present:** Leif Johnson, Mike Luvera, Marv Pulst, Sarah Ward, and Greg Young.

MINUTES:

A motion was made by **Councilors Green/Aslett** to approve the June 22, 2023 minutes. All in favor; motion carried.

AUDIT OF BILLS:

Councilor Scott Green updated Council on the Audit & Finance meeting. Expenses of note include: \$38K to Dimensional Communication for A/V in Court Room, \$30K to Systems Design for Consulting Services, and \$15K for final BDD Fireworks payment.

A motion was made by **Councilors Green/DeGloria** to approve Accounts Payable invoices to be paid as of July 13, 2023, in the amount of \$462,278.18; and June 2023 Electronic AP \$32,778.93; and Payroll Expenses for Pay Period ending June 30, 2023 in the amount of \$649,729.61. 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 announced the upcoming PSE tour of the upriver dam on Thursday July 27, 2023 and encouraged Councilmembers to contact Kelly Blaine if interested in joining the tour. **City Administrator Greg Young** added that tours of Judy Reservoir were also available, with details available online from PUD. **Mayor Sexton** noted an upcoming Press Release per request from the new owner of the Cascade Mall to be organized by the City of Burlington.

COUNCIL COMMENTS:

Councilor Bill Aslett shared his jury duty experience, informing Council of a cancelled trial on account of both parties finding resolution outside of Court. **Aslett** commented on the new Parks irrigation system efficiency and was pleased with the outcome of the City's newly purchased and installed product.

Councilor Joe DeGloria noted the success of the Firecracker Tournament and the ease of exiting Skagit River Park. **DeGloria** thanked the Parks Department and City Staff for their great organization.

Councilor Keith Chaplin commented on the maintenance of City Streets looking good.

Councilor Anna Chotzen appreciated the new hanging flower baskets throughout town that also feature a self-contained watering system and could be reused in future seasons.

COMMITTEE & BOARD REPORTS:

Councilor Anna Chotzen gave a Public Safety meeting report wherein the PD hired 2 new lateral Police Officers joining the force from Tulalip & Bellingham, there was a Press Release discussed

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by the board that highlighted the hiring & retention challenges facing Public Safety departments across the state, crime rates are up in Burlington, and the City of Burlington has some of the highest numbers relative to neighboring areas. **Chotzen** thanked Chief Luvera and the Police Department for their work. **Councilor Chaplin** noted the unique PD staffing needs for the City with a population of 9K but with a daytime population of 40K-50K as people come to Burlington for retail and commerce.

Councilor Jamie Weiss shared an update from the Parks & Rec Advisory Board meeting that primarily discussed the Capital Improvement Plan and the department's priorities. The discussion was the first of many reviews and focused on City staff recommendations for the department. **Library & Parks Director Sarah Ward** reported on receiving the RCO grant. Lastly, **Weiss** gave a brief update on the Boerner Park survey underway.

OFFICER'S REPORTS:

Police Chief Mike Luvera briefed Council on a Law Enforcement wellness grant that was submitted by the City of Burlington and included 10 other Police Departments. The project was awarded \$163K and offers specialized one-on-one coaching, counseling, mentorship and more by an organization that specializes in Public Safety.

Library & Parks Director Sarah Ward provided Council with an infographic of Department that gave a summer snapshot of the Summer Enrichment Services hosted at the Burlington Public Library, Senior Center, and through the Parks & Rec department.

Public Works Director Marv Pulst updated Council on the status of a couple RFQs that are under the scope of the Engineering Department such as Maiben Park, a pickleball court, and the Parks & Rec building.

PROCLAMATION:

Mayor Steve Sexton read a Proclamation declaring July AMERICA PROUD month in the City of Burlington. The full proclamation can be found in the July 13, 2023 Council Agenda Packets online or by request from the Administration Department.

PRESENTATION:

No Presentations.

CONSENT AGENDA:

Mayor Sexton introduced a walk-on Agenda Item for a contract renewal that was further explained by **City Administrator Greg Young** who shared the only variation in the contract from previous years was a two-year expiration versus one-year.

A motion was made by **Councilors Chaplin/Green** to add the Professional Services Agreement with Lana Reichert of Skagit County Investigations, LLC to the July 13, 2023 Consent Agenda. All in favor; motion carried.

Councilors Aslett/DeGloria made a motion to Approve Consent Agenda Items #1 and #2 and authorize the Mayor's signature on appropriate documents.

INTRODUCTION/DISCUSSION:

No Introduction/Discussion Items.

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ACTION ITEMS:

Service Agreement for Information Technology Service

City Administrator Greg Young updated Council on changes occurring in the City of Burlington IT Department and a short term IT proposal with the firm NW Technology. Councilmembers had a range of questions from who would provide on-site hardware installation services, to penetration testing, technical debt, and the length of time for the Request for Proposals (RFP) submittals and the structure of the 24/7 technical support provided. There was additional discussion about a future transition to cloud-based Office 365 and the existence of CR&R funds for IT upgrade needs. **Councilor Aslett** requested for Councilors to be included in network security training and asked who was acting as City staff interfaces with the Consulting Agency. **Councilor Weiss** requested that Council receive a monthly IT report and offered to sit on a Council Committee to receive reports. **Councilor Chaplin** inquired about the IT system installation for the Firehall.

Councilors Chaplin/Aslett made a motion 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. All in favor; motion carried.

EXECUTIVE SESSION:

No Executive Session.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 7:50 p.m.

Joseph Stewart
Finance Director

Steve Sexton
Mayor