



# Minutes of the Arlington City Council Zoom Workshop

April 12, 2021

**Councilmembers Present:** Mike Hopson, Marilyn Oertle, Debora Nelson, Don Vanney, Jan Schuette, Jessica Stickles and Michele Blythe.

**Council Members Absent:** None.

**Staff Present:** Mayor Barb Tolbert, Paul Ellis, James Trefry, Debbie Strotz, Jonathan Ventura, Monroe Whitman, Lorene Robinson, Marty Wray, City Attorney Steve Peiffle, Tony Orr and Ashleigh Scott.

**Also Known to be Present:** Fran Gatica, Nicole Wilson, and 16 YouTube viewers.

Mayor Barb Tolbert called the meeting to order at 7:00 pm, and the Pledge of Allegiance and roll call followed.

## **APPROVAL OF THE AGENDA**

Mayor Pro Tem Jessica Stickles moved to approve the agenda as presented. Councilmember Marilyn Oertle seconded the motion, which passed with a unanimous vote.

## **INTRODUCTION OF SPECIAL GUESTS AND PRESENTATIONS WITH PROCLAMATION**

Fran Gatica, Community Engagement Specialist, and Nicole Wilson, Community Engagement Coordinator from Dawson Place with Child Abuse Prevention Month Proclamation.

Nicole Wilson and Fran Gatica reviewed the services Dawson Place has to offer for children and families, along with information regarding in-person tours and upcoming events to spread the word to help our communities.

## **WORKSHOP ITEMS - NO ACTION WAS TAKEN**

### **Ordinance Amending Chapter 9.40 of the Arlington Municipal Code and Criminalizing the Possession of a Controlled Substance without a Prescription**

City Administrator Paul Ellis reviewed the Ordinance amending Chapter 9.40 of the Arlington Municipal Code and criminalizing the possession of a controlled substance without a prescription. Discussion followed with City Administrator Paul Ellis, City Attorney Steve Peiffle, and Police Chief Jonathan Ventura answering Council questions.

### **Resolution Approving the Change of Indirect Control of a Franchisee**

City Attorney Steve Peiffle reviewed the Resolution of the City of Arlington, Washington, approving the change to indirect control of a Franchisee.

The City issued a telecommunications franchise for Astound Broadband. Under Federal Communications Commission (FCC) rules and the terms of our franchise, any change of controlling ownership triggers the right of franchise holders to approve the change of ownership. Primarily the franchisee has to provide financial information about the new owner to assure the new owner is capable of operating the franchise. Staff and City Attorney have reviewed their confidential financial information and have no concerns about the transfer of ownership impacting the franchise operations. Discussion followed with City Attorney Steve Peiffle answering Council questions. Councilmember Jan Schuette has requested more information about Astound Broadband and their services. Mr. Peiffle will invite Astound Broadband to the next Council meeting for further questions.

**Resolution Declaring Certain Property as Surplus**

Procurement and Contracts Analyst Debbie Strotz reviewed a Resolution declaring property as surplus.

The City would like to declare surplus of two (2) Community and Economic Development vehicles as described in Exhibit A. Council approved budget amendments on March 15, 2021 for the purchase of a new vehicle that will replace both vehicles proposed to be surplus. Both vehicles have surpassed their useful life.

The City has found that the most expedient way to deal with surplus vehicles and equipment is to utilize the services of an on-line auction site. Discussion followed with Ms. Strotz answering Council questions.

**Professional Services Agreement for Design and Construction with DOWL Engineering**  
Airport Operations Manager Marty Wray reviewed a design professional services agreement with DOWL Engineering for the Runway 16/34 mill and overlay project.

Professional services agreement with DOWL Engineering (Current contracted on-call engineer for the City of Arlington Airport) for the Runway 16/34 mill and overlay project – design services. The project will involve the design of a 2-inch mill and overlay of Runway 16/34 and taxiway connectors. Rehabilitation of Runway 16/34 will maintain the structural integrity of the pavement to safely support current and future operations. A mill and overlay of Runway 16/34 will ensure continued sustainability of the airport.

Runway 16/34 is the airport's primary runway and had a pavement condition index (PCI) rating of 77 in 2020. The runway was last overlaid in 1994 and per the WSDOT Placement Maintenance Program an overlay is warranted. The FAA has indicated that they will fund 100% of the design services for this project using 90% of discretionary/non-primary entitlement funds and the remaining 10% from the Coronavirus Response and Relief Supplemental Appropriation Act (CRRSA) funds. The construction of the Runway 16/34 mill and overlay project is a scheduled project, which is anticipated to begin in 2022 under a future FAA grant. Discussion followed with Airport Operations Manager Marty Wray answering Council questions.

**Ordinance Adding Community Engagement Director to the Title 2 of the Arlington Municipal Code**

Administrative Services and HR Director James Trefry reviewed an Ordinance adding a Community Engagement Director to the Arlington Municipal Code Title 2.

Council is asked to update the Arlington Municipal Code Title 2 to add the position of Community Engagement Director. The addition of the Community Engagement Director will update the Arlington Municipal Code Title 2 to reflect the City's current organizational structure. Discussion followed with Mr. Trefry answering Council questions.

**Appointment of Community Engagement Director**

Administrative Services and HR Director James Trefry reviewed a request for Council to confirm the Mayor's appointment of Sarah Lopez as Community Engagement Director, per the Arlington Municipal Code Title 2.

Sarah Lopez has been employed by the City of Arlington as the Community and Economic Revitalization Manager. With this appointment, Ms. Lopez will assume the full scope of duties of Community Engagement Director. Sufficient budget funding for the Community Engagement Director position is included in the adopted 2021-2022 budget. Discussion followed with Mr. Trefry answering Council questions.

**Modification to Salary Schedule for Non-Represented Employees for 2021**

Administrative Services and HR Director James Trefry reviewed the modification to the salary schedule for non-represented employees for 2021.

Administration and Human Resources is requesting a revision to the 2021 pay plan to add the new classifications of Community Engagement Director and Communications Specialist. Also requested are the deletion of the classifications of Community Revitalization Project Managers and Communications Manager. Public Works and Human Resources are also requesting to add the new classification of GIS Seasonal Worker. There is no requested change to the budget allocation for Administration or Public Works. The Communications Specialist position is currently unfilled and the GIS Seasonal Worker position hours will be controlled to stay within the adopted budget for 2021.

The existing salary schedule was adopted on November 2, 2020 as part of the 2021/2022 biennial budget. Discussion followed with Mr. Trefry answering Council questions.

**ADMINISTRATOR AND STAFF REPORTS**

None.

**MAYOR'S REPORT**

Mayor Tolbert thanked City Council for their hard work that was done during the Council Retreat held last Saturday, April 10, 2021.

**COMMENTS FROM COUNCILMEMBERS**

None.

**COUNCILMEMBER REPORTS**

Councilmember Debora Nelson provided a brief update, while Councilmembers Mike Hopson, Marilyn Oertle, Don Vanney, Jan Schuette, Jessica Stickles and Michele Blythe had nothing to report this evening.

**PUBLIC COMMENT**

None.

**REVIEW OF CONSENT AGENDA ITEMS FOR NEXT MEETING**

Council discussed and agreed to place the following items on the consent agenda for the April, 19, 2021 Council meeting:

3. Resolution Declaring Certain Property as Surplus
4. Professional Services Agreement for Design and Construction with DOWL Engineering

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

With no further business to come before the Council, the meeting was adjourned at 7:55 p.m.

  
Barbara Tolbert, Mayor