



# Minutes of the Arlington City Council Workshop

Council Chambers  
110 East 3rd Street  
Monday, July 11, 2022

**Councilmembers Present:** Don Vanney, Heather Logan, Debora Nelson, Marilyn Oertle, Michele Blythe, Yvonne Gallardo-Van Ornam, and Jan Schuette via Zoom.

**Council Members Absent:** None.

**Staff Present:** Mayor Barb Tolbert, Paul Ellis, Kristin Garcia, Kris Wallace, Jim Kelly, Dave Ryan, Mike Gilbert, Tony Orr, City Attorney Steve Peiffle, and Julie Petersen.

**Also Known to be Present:** Kathy Vanney and Sid Logan.

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

## **APPROVAL OF THE AGENDA**

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

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

### **2023 / 2024 Proposed Capital Project Budget**

Finance Director Kristin Garcia reviewed the capital projects to be considered for 2022 budget amendments and for inclusion in the 2023/2024 biennial budget. Two items have been updated; the parks capital plan budget was increased from \$387,000 to \$400,000 for additional fencing that might be needed along Centennial Trail near the Depot restrooms, and a budget year has been identified for each project. The items noted for 2023/2024 will be included in the biennial budget that will be brought forward to council later this year. Ms. Garcia also reviewed the updated ARPA project summary worksheet noting the timeline of when projects are scheduled to be completed. Discussion followed with Ms. Garcia answering Council questions.

### **Proposal from Smartsheet for Contract Management System**

Finance Director Kristin Garcia reviewed the Smartsheet contract application information. She described the efficiency this application would have on production reporting and data entry across the City. The vendor is offering a discount if the purchase is committed by July 29. The discounted price is \$46,425.08, and if not committed by July 29, the cost will be \$50,000. The ongoing annual maintenance fee of \$38,970 which includes system updates, licensing for 15 users (with unlimited access to view only users), 10 training sessions per month per user, initial training, and technical assistance. The annual maintenance fee will be cost shared among all departments so the individual budget impact will be minimal. Discussion followed with Ms. Garcia answering Council questions.

**Review of Council Remote Access Policy**

Councilmembers discussed changes to the Council Rules of Procedure with prioritizing Zoom meetings amongst the councilmembers, and the limits of absences from council meetings per councilmember. Mr. Ellis stated the amendments to the Council Rules of Procedure will be presented at the September meeting. City Administrator Paul Ellis and City Attorney Steve Peiffle answered Council questions.

**Six-Year Transportation Improvement Program Review**

Public Works Director Jim Kelly reviewed the Six Year Transportation Improvement Plan for years 2023-2028. He announced a Public Hearing will be held for the 2023-2028 Six Year Transportation Improvement Plan (TIP) on August 1, 2022. Discussion followed with Mr. Kelly answering Council questions.

Mayor Tolbert recused herself from the following discussion.

**Waiver of Fees for Fly-In**

Mayor Pro Tem Jan Schuette reviewed the resolution to waive land use fees for the annual Fly-In. The Airport Commission is not conducting a meeting, in July, so the resolution has been amended. No discussion from Councilmembers.

Mayor Tolbert returned to the following discussion.

**ADMINISTRATOR AND STAFF REPORTS**

City Administrator Paul Ellis shared staff hiring updates with positions filled and current vacancies. Discussion followed with Mr. Ellis answering Council questions.

**MAYOR'S REPORT**

Mayor Tolbert stated that the Cascade Industrial Center is working on higher education opportunities for residents of Arlington. She announced that Workforce Snohomish is opening a satellite office in Arlington that will assist in connecting employers and career seekers. They have obtained funding to hire a Community Engagement Specialist to assist those who are seeking to connect. She announced there will also be an In School Youth Strategy to assist with finding careers. She is also looking to announcing the opportunity for higher education options for residents in Arlington.

**COMMENTS/REPORTS FROM COUNCILMEMBERS**

Councilmembers stated they enjoyed seeing the Street Fair was well attended.

**PUBLIC COMMENT**

None.

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

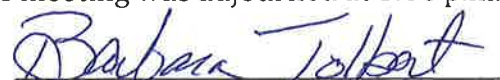
None.

**EXECUTIVE SESSION**

None.

**ADJOURNMENT**

With no further business to come before the Council, the meeting was adjourned at 8:06 p.m.



Barbara Tolbert, Mayor