

**CITY COUNCIL AGENDA**  
City Hall, 833 South Spruce Street  
7:00 p.m. May 25, 2017

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**CALL TO ORDER:**

Mayor Sexton  
Council Members: Aslett, Bieche, J. DeGloria, R. DeGloria, Edmundson, Loving and Montgomery  
Staff: Berner, Blaine, Bloodgood, Dempsey, Erickson, Harrison, Hawes, Brad Johnson, Brittany Johnson, L. Johnson, Jongsma, Moser, Peterson, Pulst, Schwetz, Sinclair, Ward, Yengoyan

**MINUTES:**

City Council Meeting May 11, 2017

**AUDIT OF BILLS:**

**PUBLIC COMMENTS:**

**COUNCIL COMMENTS:**

**MAYOR'S UPDATE:**

**PROCLAMATION:**

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**SPECIAL PRESENTATION:**

- 1) Special Recognition – Planning Commission Member – Brian Hanson
- 2) Goals for 2017 & Accomplishments of 2016 – Police/Fire Marshal/Fire

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**OFFICERS REPORTS:**

TBD

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**UNFINISHED BUSINESS:**

- 1) Mayoral Compensation

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**CONSENT AGENDA:**

- 1) Berry Dairy Days Road Run Application
- 2) Berry Dairy Days Parade & Festival Application
- 3) Berry Cool Car Show Application

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**NEW BUSINESS:**

- 1) Resolution – HOME Consortium Interlocal Agreement
- 2) Street Closure Request for Washington Avenue and alley behind the library for the “Touch a Truck” event

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**FUTURE WORKSHOP:**

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**EXECUTIVE SESSION:**

- An Executive Session may be held to discuss Personnel, Litigation, and/or Land Acquisition.

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**ADJOURNMENT:**

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**MEETINGS:**

- 1) DOWNTOWN BURLINGTON ASSOCIATION: Wednesday **May 24, 2017** 9:00 a.m.  
Visitor Information Center, 520 E Fairhaven Ave
- 2) COMMUNITY OPEN HOUSE: Wednesday **May 24, 2017** 9:00 a.m.  
Council Chambers, 833 S Spruce Street
- 4) AUDIT & FINANCE COMMITTEE: Thursday **May 25, 2017** 4:00 p.m.  
City Hall, 833 S Spruce Street
- 5) PARKS & RECREATION BOARD: Monday **June 5, 2017** 5:30 p.m.  
Parks & Recreation, 900 E Fairhaven Ave
- 6) LIBRARY BOARD: Tuesday **June 6, 2017** 6:00 p.m.  
Burlington Public Library, 820 E Washington Ave

# May 2017

June 2017

May 2017

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

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Apr 30</b>	<b>May 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
	5:30pm Parks Board (Parks & Rec Dept) - Judy Sheahan	6:00pm Library Board (Library)				
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
		4:00pm Public Safety Committee (Public Safety Building)		4:00pm Audit & Finance Committee (City Hall) 7:00pm Council Meeting		
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
		4:00pm Public Works Committee (Engineering Conf Room)	1:00pm SKAT Board (Burlington City Hall) 7:00pm 9:00pm Planning Commission (City Council Chambers)			
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
			9:00am 10:00am Downtown Burlington Associati 6:00pm 8:00pm Community Open House (Council Cha	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting		
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>Jun 1</b>	<b>2</b>	<b>3</b>

Apr 30 - May 6

May 7 - 13

May 14 - 20

May 21 - 27

May 28 - Jun 3

# June 2017

June 2017							July 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 28		29	30	31	Jun 1	2	3
4		5	6	7	8	9	10
Jun 4 - 10		5:30pm Parks Board (Parks & Rec Dept) - Judy Sheahan	6:00pm Library Board (Library)		4:00pm Audit & Finance Committee (City Hall) 7:00pm Council Meeting		
11		12	13	14	15	16	17
Jun 11 - 17			4:00pm Public Safety Committee (Public Safety Building)				
18		19	20	21	22	23	24
Jun 18 - 24			4:00pm Public Works Committee (Engineering Conf Room)	1:00pm SKAT Board (Burlington City Hall) 7:00pm 9:00pm Planning Commission (City Council Chambers)	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting		
25		26	27	28	29	30	Jul 1
Jun 25 - Jul 1				9:00am 10:00am Downtown Burlington Association (Visitor Information Center/Chamber of			

May 11, 2017

**CALL TO ORDER:**

**Mayor Steve Sexton** called the meeting to order at 7:02 p.m., with the Pledge of Allegiance. Council members present: Bill Aslett, Tonya Bieche, Joe DeGloria, Rick DeGloria, Edie Edmundson, and Ted Montgomery. Staff present: Jennifer Berner, Brian Dempsey, Don Erickson, Bryan Harrison, Brad Johnson, Brittany Johnson, Leif Johnson, Tom Moser, Eric Peterson, Marv Pulst, Travis Schwetz, Renee Sinclair, Sarah Ward, and Levon Yengoyan.

A motion was made to excuse **Councilor Loving** by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

**MINUTES:**

A motion was made to approve the minutes of the April 27, 2017 council meeting by **Councilors Edmundson/R. DeGloria**. All in favor; motion carried.

**AUDIT OF BILLS:**

A motion was made by **Councilors J. DeGloria/Aslett** to approve Accounts Payable checks numbered 36306 – 36459 in the amount of \$222,544.05; and April 28 payroll checks numbered 36279 – 36305 in the amount of \$510,075.96. All in favor; motion carried.

**PUBLIC COMMENTS:**

No Public Comments.

**COUNCIL COMMENTS:**

**Councilor Edmundson** commented that the grand opening of the historical display cabinets at the Visitor Information Center was well attended and received great feedback from attendees on not only the presentation, but also on the Visitor Information Center building.

**Councilor Aslett** commented that he would like the council members on committees to give brief reports to the council of the committee meetings so that everyone is informed on what is currently happening. **Aslett** stated that at the Public Safety Meeting a resident who resides on Anacortes Street brought up concerns regarding speeding and the citizen was informed by the Police Department that citizens can take license plate numbers and report the information to the Police Department. **Aslett** stated that the Fire Department update was informative and stated what a great job **Chief Yengoyan** is doing. **Aslett** suggested that **Brittany Johnson** email all committee packets to council. **Aslett** commented that he attended an amazing Chamber of Commerce event and commended the chamber for their hard work.

May 11, 2017

**MAYOR COMMENTS:**

**Mayor Sexton** commented that he attended a Medal of Honor Ceremony in Olympia and that **Officer Preston Payne** was presented with the Medal of Honor for response in the officer involved shooting in Mount Vernon, along with officers of the Mount Vernon Police Department. **Mayor Sexton** stated that the Burlington Police Department is very well run and we are fortunate they represent the City on a day to day basis.

**PROCLAMATIONS**

**BUILDING SAFETY MONTH – MAY 2017**

**Mayor Sexton** read a proclamation which proclaimed May 2017 as Building Safety Month in Burlington, Washington.

**RECOGNITION OF GOVERNOR INSLEE’S DRINKING WATER WEEK PROCLAMATION**

**Mayor Sexton** read and recognized Governor Inslee’s proclamation which proclaimed May 7 – 13, 2017 as Drinking Water Week in the State of Washington.

**SPECIAL PRESENTATIONS:**

**GOALS FOR 2017 & ACCOMPLISHMENTS OF 2016 – LIBRARY/PARKS & RECREATION/PUBLIC WORKS**

**Library Director Sarah Ward** reviewed the goals and accomplishments for the Burlington Public Library. **Parks & Recreation Director Jennifer Berner, Parks Lead Jim Rabenstein, and Recreation Coordinator Christi Kinney** reviewed the goals and accomplishments of the Parks & Recreation Department. **Public Works Director Marv Pulst** introduced the newly hired **Buildings & Grounds Supervisor Eric Peterson** to council and City staff. **Public Works Director Marv Pulst, Assistant Public Works Director Brian Dempsey, Streets Supervisor Travis Schwetz, and Sewer Supervisor Don Erickson** reviewed the goals and accomplishments of the Public Works Department.

**OFFICER REPORTS**

**Public Works Director Marv Pulst** stated the WSDOT would be doing paving work on Sunday, May 14, 2017 from 10:00 p.m. to 5:00 a.m. on I-5 near George Hopper and the on ramp will be closed. **Pulst** stated that the Buildings & Grounds staff would be sprucing up Downtown and City facilities with hanging baskets next week.

**NEW BUSINESS:**

May 11, 2017

**RESOLUTION – CONDITIONAL USE PERMIT TO CONSTRUCT A HOTEL IN THE M-1 INDUSTRIAL ZONING DISTRICT, ADVANTAGE BUSINESS PARK – APPLICANT**

Senior Planner Brad Johnson stated this Conditional Use Permit is for constructing a hotel in the M-1 Zoning District. There was a Public Hearing held by the Planning Commission on Wednesday, April 19, 2017 and Planning Commission reviewed and is recommending council approve by authorizing Mayor Sexton to sign the resolution. Discussion ensued regarding the area of the construction, neighboring properties, and pervious surface required.

A motion was made to approve the conditional use permit to construct a hotel in the M-1 Industrial Zoning District and authorize the Mayor's signature on the resolution by Councilors Edmundson/R. DeGloria. All in favor; motion carried.

**REQUEST TO CLOSE A PORTION OF VICTORIA AVENUE EAST OF N CHERRY TO CASCADE HIGHWAY TO BE USED FOR OVERFLOW PARKING FOR THE EAGLE'S ANNUAL PACIFIC NW SHUFFLEBOARD CHAMPIONSHIP COMPETITION MAY 25 – 29, 2017**

Senior Planner Brad Johnson stated that the F.O. Eagles 3242 will be holding their annual Pacific NW Shuffleboard Championship competition May 25 – 29 and have requested to partially close Victoria Avenue east of N. Cherry. The street closure will not block access to the public parking lot or Pike's Automotive; the neighbor at 617 Victoria has access via the alley. North Cherry Street will remain open to traffic.

A motion was made to approve the street closure of Victoria Avenue on May 25 – 29 for the Eagle's event by Councilors Montgomery/J. DeGloria. All in favor; motion carried.

**REQUEST TO INCREASE HOURS OF A LIBRARIAN POSITION TO FORTY HOURS, CURRENTLY BUDGETED FOR THIRTY HOURS**

Library Director Sarah Ward informed council that the library recently had a long time staff member retire from a position that was budgeted for thirty hours per the employee's request. Upon review of that position it was determined that a forty hour position would better suit the library's current needs as well as help with recruitment and retention of the position. Increasing the position by forty hours would not have an impact on the 2017 budget, but will increase the cost of the 2018 budget by approximately \$16,000. Councilor Aslett commented that he is a huge support of the library, but he struggles with making a change to personnel outside the budget period.

A motion was made to approve the additional ten hours to the current thirty hour library position by Councilors J. DeGloria/R. DeGloria. Councilors Edmundson/Montgomery in favor; Councilors Aslett/Bieche opposed; motion carried.

May 11, 2017

**NAMING OF 219 S SKAGIT STREET BUILDING IN MAIBEN PARK**

**Parks & Recreation Director Jennifer Berner** stated that the Parks Board held a contest to the building that is currently being renovated. Twenty-five names were submitted and the Parks Board has recommended the following names to council for consideration: The Park House, Hub House, and Maiben House. Discussion ensued regarding the process of naming facilities, the long term impacts of naming a facility, and they processes that can be considered to name a facility.

A motion was made to officially name the building located at 219 S. Skagit Street, located in Maiben Park the "Maiben House" by **Councilors Bieche/J. DeGloria**. All in favor; motion carried.

**ACCEPTANCE OF FIREWORKS BID FOR BERRY DAIRY DAYS**

**Parks & Recreation Director Jennifer Berner** stated that staff developed a Request for Proposal for fireworks for Berry Dairy Days and bids were solicited through April 24, 2017. Two bids were submitted and the Fire Marshal and Parks & Recreation Director reviewed the bids and selected Wolverine West Fireworks. **Berner** reviewed the two bids and the differences within the two bids. **Berner** stated that the 2017 budget included \$10,000 for a firework show for Berry Dairy Days.

A motion was made to award the fireworks bid for the June 13, 2017 Berry Dairy Days event to Wolverine West Fireworks by **Councilors Aslett/R. DeGloria**. All in favor; motion carried.

**RECIPROCAL LENDING AGREEMENT FOR FIRE EQUIPMENT WITH THE CITY OF MOUNT VERNON**

**Fire Chief Levon Yengoyan** stated that the purpose of this agreement is to mutually enhance the capabilities and coordination of emergency services by providing a functional operating framework for the sharing of emergency responder resources. **Chief Yengoyan** reviewed the details of the agreement. **Councilor Joe DeGloria** commented that this is an incredibly smart agreement and he is happy to see it.

A motion was made to approve the proposed reciprocal lending agreement for Fire Equipment with the City of Mount Vernon and authorize the Mayor's signature by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

**ELECTED OFFICIAL COMPENSATION, INCLUDING THAT OF THE POSITION OF MAYOR**

**Councilor Edmundson** stated that she recommended a Public Hearing to discuss the compensation of the Mayor; there will only be an open discussion this evening.

May 11, 2017

**Mayor Sexton** opened the Public Hearing.

**Tana Wood – 1745 Monroe Street** – commented that as a new citizen incredibly proud of the Mayor, the personnel basis of the position, not just the person and that this position should be compensated based on the highest practical extent; however, you do consider what is required of the position and the responsibilities.

A motion was made to close the Public Hearing by **Councilors Edmundson/Aslett**. All in favor; motion carried.

**Councilor Edmundson** stated that she echoed Ms. Wood's comments and reviewed past discussions regarding Mayoral compensation. **Councilor Joe DeGloria** stated that he echoed the comments of **Councilor Edmundson** and added that the position of the Mayor is to be on call twenty-four hours per day, however, he feels that mid-term is not the time to discuss. **Councilor Aslett** commented that Mayors of all cities and towns have the same responsibilities and reviewed the history of the Mayor positions and past discussion regarding the compensation.

Discussion followed regarding the form of government of the City of Burlington, the role of the City Administrator, schedule of the Mayor, responsibilities of the Mayor, and the expectation of the position of Mayor.

**Councilor Edmundson** stated that Mayor Compensation will be discussed further at the May 25 Council Meeting.

#### **EXECUTIVE SESSION**

**City Attorney Leif Johnson** stated that an Executive Session will be held Per RCW 42.30.110 to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. The executive session should take approximately twenty minutes and no action is expected as a result of the executive session. Council and city staff adjourned for Executive Session at 9:20 p.m.

#### **ADJOURNMENT:**

**Mayor Steve Sexton** adjourned the meeting at 9:52 p.m.

**COUNCIL CHAMBERS**

**CITY HALL**

**BURLINGTON, WA**

May 11, 2017

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Renee Sinclair  
Director of Budget & Accounting

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Steve Sexton  
Mayor

DRAFT



ITEM #: 1

CHECK ONE:

NEW BUS. \_\_\_\_\_

OLD BUS.   X  

## AGENDA ITEM

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Council Date: May 25, 2017 Subject: Mayoral Compensation

Councilor Edie Edmundson

Attachments: Burlington Municipal Code Chapter 2.56 Public Hearing Required: YES ( ) NO ( X )

Ordinance 1793 (elected official compensation)

2016 Mayoral Compensation Data: AWC

### SUMMARY

Compensation for the position of Mayor of the City of Burlington is established by ordinance and is codified within Burlington Municipal Code (BMC) Chapter 2.56. Although technically not required, the city advertised a public hearing to take public testimony prior to adopting the most recent adjustment to the Mayor's compensation. A public hearing has been set to consider elected official compensation, including that of the Mayor, at the Burlington Council meeting of April 27, 2017. This hearing has been advertised in the Skagit Valley Herald. A copy of the existing BMC Chapter 2.56, the most recent applicable ordinance (Ordinance No. 1793), and 2016 Mayoral compensation data compiled by the Association of Washington Cities, is enclosed for your reference.

### RECOMMENDATION

Staff recommends that the Burlington City Council set elected official compensation, including that of the Mayor, at a level commensurate with the duties and responsibilities of the position, as so determined by council.

## Chapter 2.56 COMPENSATION<sup>1</sup>

### Sections:

- 2.56.010 Payment.
- 2.56.020 *Repealed.*
- 2.56.030 Compensation for mayor.
- 2.56.040 Compensation for city councilmembers.
- 2.56.050 Councilmember and mayor waiver and election not to receive compensation.

### **2.56.010 Payment.**

On and after the first day of January, 2011, compensation for city employees shall be paid as established by further act of the city council. Also, where additional charges are incurred for extraordinary legal services, such charges become claims against the city in addition to such compensation. (Ord. 1731 § 1, 2011; Ord. 1727 § 1, 2010; Ord. 1219 § 4, 1992; Ord. 1174 § 1, 1990; Ord. 1133 § 1, 1988; Ord. 1123 § 1, 1988; Ord. 1106 § 1, 1987; Ord. 1073 § 1, 1985; Ord. 1054 § 1, 1984; Ord. 1031 § 1, 1983; Ord. 1011 § 1, 1982).

### **2.56.020 Designated.**

*Repealed by Ord. 1752. (Ord. 1731 §§ 2, 3, 2011; Ord. 1727 §§ 3, 4, 2010).*

### **2.56.030 Compensation for mayor.**

Effective January 1, 2014, the mayor of the city of Burlington shall receive a salary of \$4,241.53 per month. Effective January 1, 2015, and each year thereafter the mayor shall receive a cost of living adjustment commensurate with the COLA received by nonrepresented staff, which cost of living adjustment shall become effective as of the same date that the cost of living adjustment paid to nonrepresented staff becomes effective. (Ord. 1793 § 1, 2013).

### **2.56.040 Compensation for city councilmembers.**

A. Members of the Burlington city council shall receive compensation in the amount of \$800.00 per month.

B. Effective date compensation adjustments will be made to city councilmembers:

Ward No. 1 Councilmember	January 1, 2016
Ward No. 2 Councilmember	January 1, 2016
Ward No. 3 Councilmember	January 1, 2016
Ward No. 4 Councilmember	January 1, 2018
Ward No. 5 Councilmember	January 1, 2018
Ward No. 6 Councilmember	January 1, 2018
At Large Councilmember	January 1, 2018

(Ord. 1812 §§ 1, 2, 2015).

**2.56.050 Councilmember and mayor waiver and election not to receive compensation.**

Any councilmember or the mayor may voluntarily waive all or any portion of the salaries set forth in BMC 2.56.030 or 2.56.040, as applicable, during their term of office. A notice of waiver and election not to receive salary must be in writing and delivered to the finance director prior to the effective date of the waiver. The waiver shall be effective for all salary earned following the effective date and continue in effect until a written withdrawal of the waiver, signed by the councilmember, is delivered to the finance director. Salaries or portions of salaries that are waived pursuant to this section shall be placed in the general fund of the city. (Ord. 1728 § 1, 2010).

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<sup>1</sup>Prior legislation: Ords. 898, 923, 947, 987 and 994.

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**The Burlington Municipal Code is current through Ordinance 1817, passed June 25, 2015.**

Disclaimer: The City Clerk's Office has the official version of the Burlington Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

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**RCW 35.27.130****Compensation of officers and employees—Expenses—Nonstate pensions  
—Limitations.**

The mayor and members of the town council may be reimbursed for actual expenses incurred in the discharge of their official duties upon presentation of a claim therefor and its allowance and approval by resolution of the town council. The mayor and members of the council may also receive such salary as the council may fix by ordinance.

The treasurer and treasurer-clerk shall severally receive at stated times a compensation to be fixed by ordinance.

The compensation of all other officers and employees shall be fixed from time to time by the council.

Any town that provides a pension for any of its employees under a plan not administered by the state must notify the state auditor of the existence of the plan at the time of an audit of the town by the auditor. No town may establish a pension plan for its employees that is not administered by the state, with the following exceptions:

(1) Participation in a defined contribution plan in existence as of January 1, 1990, is deemed to have been authorized. No town that provides a defined contribution plan for its employees as authorized by this section may make any material changes in the terms or conditions of the plan after June 7, 1990.

(2) Participation in a defined benefit pension plan that commenced prior to January 1, 1999, is authorized to continue. No town that commenced participation in a defined benefit pension plan that is not administered by the state may make any material changes in the terms or conditions of the plan after June 7, 1999.

[ 2012 c 240 § 1; 1993 c 47 § 3; 1990 c 212 § 2; 1973 1st ex.s. c 87 § 2; 1969 ex.s. c 270 § 9; 1965 c 105 § 2; 1965 c 7 § 35.27.130. Prior: 1961 c 89 § 5; prior: (i) 1941 c 115 § 2; 1890 p 200 § 147; Rem. Supp. 1941 § 9168. (ii) 1921 c 24 § 1, part; 1890 p 209 § 168, part; RRS § 9187, part. (iii) 1890 p 214 § 173; RRS § 9191. (iv) 1943 c 183 § 1, part; 1941 c 91 § 1, part; 1911 c 33 § 1, part; 1903 c 113 § 5, part; 1890 p 198 § 144, part; RRS § 9165, part.]

## ORDINANCE NO. 1793

**AN ORDINANCE AMENDING BURLINGTON MUNICIPAL  
CODE SECTION 2.56.030 RELATING TO THE SALARY  
OF THE MAYOR.**

WHEREAS, Section 2.56.030 of the Burlington Municipal Code established the salary to be paid the Mayor of the City of Burlington; and

WHEREAS, The level of compensation for the Mayor has not been amended since 2005, when the salary was increased from \$7,560 per year to \$21,855.96 per year; and

WHEREAS, the City Council has determined that it is in the best interest of the City to increase the compensation to be paid the Mayor of the City of Burlington as set forth herein.

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF  
BURLINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** Section 2.56.030 of the Burlington Municipal Code is hereby repealed and reenacted, the amended section to read as follows:

**2.56.030 Compensation for Mayor.**

Effective January 1, ~~2014~~ 2006 the Mayor of the City of Burlington shall receive a salary of ~~\$4,241.53~~ \$1,821.33 per month ~~together with a cost of living adjustment.~~ Effective January 1, ~~2015~~ 2006, and each year thereafter the Mayor shall receive a ~~an annual~~ cost of living adjustment commensurate with the COLA received by non-represented staff which cost of living adjustment shall become effective as of the same date that the cost of living adjustment paid to non-represented staff becomes effective.

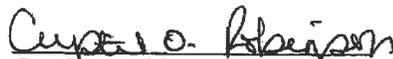
**Section 2. Effective Date.** This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**INTRODUCED PASSED AND APPROVED** at a regular meeting of the City Council this 26th day of November, 2013.

THE CITY OF BURLINGTON

  
Steve Sexton, Mayor

ATTEST:

  
Crystil O. Robinson, Finance Director

APPROVED AS TO FORM:

  
Scott G. Thomas, City Attorney

FILED WITH CITY CLERK:	11/26/2013
PASSED BY CITY COUNCIL:	11/26/2013
SIGNED BY THE MAYOR:	11/27/2013
PUBLISHED:	12/02/2013
EFFECTIVE DATE:	12/07/2013

**ORDINANCE NO. 1842**

**AN ORDINANCE AMENDING BURLINGTON MUNICIPAL CODE SECTION 2.56.030 RELATING TO THE SALARY OF THE MAYOR.**

**WHEREAS**, Section 2.56.030 of the Burlington Municipal Code established the salary to be paid the Mayor of the City of Burlington; and

**WHEREAS**, The level of compensation for the Mayor has not been amended since 2013, when the salary was increased from \$21,855.96 per year to \$50,898.36 per year; and

**WHEREAS**, the City Council has determined that it is in the best interest of the City to increase the compensation to be paid the Mayor of the City of Burlington as set forth herein.

**NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF BURLINGTON DO ORDAIN AS FOLLOWS:**

**Section 1.** Section 2.56.030 of the Burlington Municipal Code is hereby repealed and reenacted, the amended section to read as follows:

**2.56.030 Compensation for Mayor.**

Effective                     2014 the Mayor of the City of Burlington shall receive a salary of \$                     \$4241.53 per month ~~together with a cost of living adjustment.~~ Effective                     2015, and each year thereafter the Mayor shall receive a an annual cost of living adjustment commensurate with the COLA received by non-represented staff which cost of living adjustment shall become effective as of the same date that the cost of living adjustment paid to non-represented staff becomes effective.

**Section 2. Effective Date.** This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

**INTRODUCED PASSED AND APPROVED** at a regular meeting of the City Council this 11<sup>th</sup> day of May, 2017.

**THE CITY OF BURLINGTON**

\_\_\_\_\_  
Steve Sexton, Mayor

ATTEST:

\_\_\_\_\_  
Renee Sinclair, Director of Budget & Accounting

APPROVED AS TO FORM:

\_\_\_\_\_  
Leif Johnson, City Attorney

FILED WITH CITY CLERK: 05/02/2017

PASSED BY CITY COUNCIL:

SIGNED BY THE MAYOR:

PUBLISHED:

EFFECTIVE DATE:

# Washington City and County Employee 2016 Salary and Benefit Survey

Published by the Association of Washington Cities  
in cooperation with the Washington State Association of Counties  
and the Washington Association of County Officials

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# 2016 Salary data – cities & towns

**Job title: Mayor and Councilmember**

**Job code: 100 and 110**

**NOTE:** The amount of compensation shown is set by ordinance. Some councilmembers may be given a lesser amount for their current terms of service.

Jurisdiction	Mayor's compensation	Councilmembers' compensation
<b>Cities 50,000 and over</b>		
Auburn (77,060)	\$11,630/month	\$1200/month
Bellevue (139,400)	\$1950/month	\$1650/month
Burien (50,000)	\$750/month, plus \$600/month VEBA	\$600/month, plus \$600/month VEBA
Everett (108,300)	\$14,545/month	\$2292/month
Federal Way (93,670)	\$9635/month	\$1150/month
Kennecook (79,120)	\$1191/month	\$992/month
Kent (124,500)	\$11,788/month	\$1204/month
Kirkland (84,680)	\$1457/month	\$1144/month
Lakewood (58,800)	\$1400/month	\$1200/month
Marysville (84,940)	\$10,660/month	\$950/month
Olympia (51,600)	\$1664/month	\$1386/month
Pasco (70,560)	\$1300/month	\$1000/month
Redmond (60,560)	\$11,417/month	\$1000/month
Renton (101,300)	\$13,348/month	\$1250/month
Richland (53,410)	\$1373/month	\$1123/month
Sanmamish (61,250)	\$950/month	\$850/month
Seattle (88,800)	\$15,869/month	\$10,280/month
Shoreline (54,990)	\$1250/month	\$1100/month
Spokane (214,500)	\$14,000/month	\$2600/month
Spokane Valley (94,160)	\$975/month	\$750/month
Tacoma (206,100)	\$8230/month	\$3732/month
Vancouver (173,500)	\$2300/month	\$1800/month
Yakima (93,410)	\$1375/month	\$1075/month
<b>Cities 30,000 to 49,999</b>		
Bothell (43,980)	\$1213/month	\$1011/month
Bremerton (40,500)	\$8917/month	\$1000/month
Des Moines (30,570)	\$350/meeting attended; maximum of 40 meetings/year	\$250/meeting attended; maximum 40 meetings/year
Edmonds (40,900)	\$9623/month	\$1000/month (includes 8 meetings/month) + \$707.51/monthly cafeteria benefit toward health insurance
Lacey (47,540)	\$1600/month	\$1375/month
Lake Stevens (30,900)	\$2000/month	\$500/month, \$75/meeting, maximum 4 meetings/month
Longview (37,230)	\$1500/month	\$900/month
Lynnwood (36,590)	\$8576/month	\$1650/month
Mount Vernon (33,730)	\$8040/month	\$600/month
Pullman (32,650)	\$1417/month	\$550/month
Puyallup (39,850)	\$1367/month	\$1170/month

Jurisdiction	Mayor's compensation	Councilmembers' compensation
University Place (32,230)	\$1688/month	\$1408/month
Walla Walla (33,340)	\$500/month	\$400/month
Wenatchee (33,510)	\$6737/month	\$665/month
<b>Cities 15,000 to 29,999</b>		
Aberdeen (16,780)	\$1091/month	\$394/month
Anacortes (16,580)	\$7803/month	\$1200/month
Arlington (18,620)	\$1500/month + \$50/focal meetings, \$75/ regional meetings (up to 20/month)	\$150/council meeting/workshop, + \$50/focal meetings, \$75/regional meetings (up to 8/month)
Bainbridge Island (23,760)	\$1250/month	\$1000/month
Battle Ground (19,640)	\$550/month	\$400/month
Bonney Lake (20,000)	\$2100/month	\$850/month
Camas (21,810)	\$2200/month	\$750/month
Centralia (16,820)	\$400/month	\$200/month
Covington (18,750)	\$830/month	\$630/month
Ellensburg (19,310)	\$500/month	\$250/month
Kenmore (22,320)	\$900/month	\$800/month
Maple Valley (24,790)	\$825/month	\$550/month
Mercer Island (23,660)	\$400/month	\$200/month
Mill Creek (19,900)	\$700/month	\$500/month
Monroe (18,120)	\$3600/month	\$800/month
Moses Lake (22,250)	\$1000/month, \$30/meeting	\$500 month, \$30/meeting
Mountlake Terrace (21,090)	\$1000/month	\$800/month
Mukilteo (21,070)	\$5900/month	\$500/month
Oak Harbor (22,410)	\$4222/month	\$605/month
Port Angeles (19,270)	\$600/month	\$550/month
SeaTac (27,810)	\$1200/month	\$1000/month
Tukwila (19,540)	\$8572/month	\$1250/month
Tumwater (23,040)	\$1560/month	\$734/month
Washougal (15,560)	\$2100/month	\$525/month
<b>Cities 7,500 to 14,999</b>		
Airway Heights (8,425)	\$1200/month	\$750/month
Burlington (8,675)	\$4413/month	\$800/month
Cheney (11,650)	\$1500/month	\$450/month
College Place (9,245)	\$850/month	\$375/month
DuPont (9,330)	\$1300/month	\$375/month
East Wenatchee (13,500)	\$5018/month	\$600/month
Edgewood (9,735)	\$1300/month	\$500/month
Enumclaw (11,410)	\$1000/month	\$325/month
Ephrata (8,020)	\$500/month	\$200/month
Ferndale (13,250)	\$2619/month	\$572/month

Jurisdiction	Mayor's compensation	Councilmembers' compensation
Fife (9,910)	\$800/month	\$650/month
Gig Harbor (9,065)	\$1500/month	\$600/month
Grandview (11,160)	\$540/month	\$300/month
Hoquiam (8,580)	\$840/month	\$260/month
Kelso (11,970)	\$800/month	\$400/month
Lake Forest Park (12,940)	\$3000/month	\$600/month
Liberty Lake (9,325)	\$1250/month	\$400/month
Lynden (13,380)	\$2500/month	\$600/month
Milton (7,695)	\$1500/month	\$400/month
Newcastle (11,090)	\$600/month	\$500/month
Orting (7,535)	\$1000/month	\$300/month
Othello (7,875)	\$775/month	\$325/month
Port Orchard (13,810)	\$5617/month	\$500/meeting
Port Townsend (9,485)	\$750/month	\$500/month
Poulsbo (10,210)	\$6101/month	\$750/month
Sedro-Woolley (11,030)	\$2191/month	\$500/month
Selah (7,530)	\$620/month	\$325/month
Shelton (10,070)	\$1300/month, \$70/meeting, maximum \$25,400/year	
Snohomish (9,625)	\$725/month	\$513/month
Snoqualmie (13,110)	\$2500/month	\$500/month
Sumner (9,705)	\$1800/month	\$750/month
Toppenish (9,050)	\$450/month	\$400/month
West Richland (14,340)	\$550/month	\$350/month
Woodinville (11,570)	\$700/month	\$600/month
Yelm (8,480)	\$2500/month	\$600/month
<b>Cities 2,500 to 7,499</b>		
Algona (3,175)	\$2000/month	\$250/month
Benton City (3,325)	\$800/month	\$75/meeting
Blaine (4,930)	\$250/meeting, maximum \$500/month	\$150/meeting, maximum \$300/month
Brier (6,555)	\$1000/month, \$50/meeting, plus paid medical or equivalent dollar amount	\$200/month, \$50/meeting
Buckley (4,550)	\$500/month	\$250/month
Cashmere (3,040)	\$600/month	\$100/month
Chehalis (7,460)	\$150/month	\$100/month
Chelan (4,115)	\$1572/month plus \$25/meeting up to 3 meetings/month	\$400/month plus \$50/meeting up to 3 meetings/month
Chewelah (2,650)	\$658/month	\$100/month
Clarksston (7,260)	\$600/month	\$250/month
Clyde Hill (3,060)	\$100/month, \$100/meeting	\$50/meeting
Colfax (2,795)	\$600/month	\$75/meeting
Colville (4,730)	\$1000/month	\$50/meeting
Connell (5,365)	\$600/month	\$175/month
Dayton (2,545)	\$1000/month	\$150/month

Jurisdiction	Mayor's compensation	Councilmembers' compensation
Deer Park (4,005)	\$1000/month	\$200/month
Duvall (7,425)	\$1500/month	\$500/month
Eatonville (2,925)	\$1402/month	\$75/meeting
Elma (3,145)	\$500/month	\$250/month
Everson (2,600)	\$500/month plus medical/dental/vision for full family	\$150/month
Fircrest (6,625)	\$121/month, \$150/regular meeting, \$50/special meeting	\$121/month, \$100/regular meeting, \$50/special meeting
Forks (3,580)	No compensation	No compensation
Goldendale (3,435)	\$1000/month	\$50/meeting, maximum \$100/month
Granger (3,880)	\$650/month	\$40/meeting, no maximum
Granite Falls (3,395)	\$100/month	\$100/month
Kalama (2,540)	\$700/month	\$100/meeting, \$200/month maximum
La Center (3,140)	\$525/month plus \$60/meeting	\$175/month plus \$60/meeting
Mattawa (4,625)	\$1000/month	\$62.50/meeting
Medical Lake (4,945)	\$1000/month	\$250/month
Medina (3,165)	No compensation	No compensation
Montesano (4,105)	\$550/month	\$200/month
Moxee (3,955)	\$600/month	\$250/month
Normandy Park (6,540)	No compensation	No compensation
North Bend (6,570)	\$2000/month	\$400/month
Ocean Shores (5,955)	\$4000/month	\$350/month
Okanogan (2,595)	\$750/month	\$125/month
Omak (4,925)	\$1300/month	\$200/meeting
Pacific (6,890)	\$750/month	\$200/month
Prosser (5,940)	\$6000/year	\$250/month
Quincy (7,345)	\$1220/month	\$480/month
Raymond (2,900)	\$371/month	\$247/month
Ridgefield (6,870)	\$750/month	\$375/month
Sequim (7,075)	\$410/month	\$25/hour
Stanwood (6,635)	\$1200/month	\$325/month
Steilacoom (6,170)	\$750/month	\$300/month
Sultan (4,860)	\$1000/month plus \$100 for extra meetings, maximum of \$1300/month	\$300/month plus \$50 for extra meetings -- maximum of \$450/month
Union Gap (6,200)	\$600/month	\$600/month
Wapato (5,040)	\$833/month	\$50/meeting, maximum \$150/month
Warden (2,720)	\$500/month	\$50/meeting
Woodland (5,925)	\$800/month	\$150/month, \$25/meeting, maximum \$250/month
Zillah (3,145)	\$1000/month	\$60/meeting
<b>Cities 1,560 to 2,499</b>		
Brewster (2,395)	\$773/month	\$45/meeting
Bridgeport (2,480)	\$750/month	\$40/meeting
Camation (1,850)	\$400/month	\$200/month
Cle Elum (1,870)	\$750/month	\$250/month

Jurisdiction	Mayor's compensation	Councilmembers' compensation
Cosmopolis (1,650)	\$500/month	\$150/month
Coupeville (1,905)	\$3000/month	No compensation
Davenport (1,690)	\$625/month	\$40/meeting
Friday Harbor (2,250)	\$1000/month	\$400/month plus \$50/meeting, max 3 meetings/month
Gold Bar (2,125)	\$300/month	\$100/month
Kettle Falls (1,615)	\$600/month	\$50/meeting plus \$10/council committee meeting
Leavenworth (1,990)	\$1500/month	\$500/month
Mabton (2,315)	\$500/month	\$40/meeting
McCleary (1,685)	\$300/month	\$100/month
Millwood (1,790)	\$600/month	\$40/meeting
Napavine (1,870)	No compensation	No compensation
Newport (2,150)	\$643/month	\$61/meeting
Oroville (1,710)	\$675/month	\$113/meeting, \$225/month maximum
Rainier (1,885)	\$450/month	\$200/month
Ritzville (1,660)	\$600/month	\$65/meeting
Royal City (2,240)	\$600/month	\$60/meeting
Soap Lake (1,535)	\$600/month	\$70/month
South Bend (1,620)	\$800/month	\$120/month
Stevenson (1,540)	\$600/month	\$150/meeting
Sumas (1,517)	\$575/month	\$125/month
Tenino (1,775)	\$600/month	\$25/month plus \$25/meeting, maximum 2 meetings/month
Westport (2,115)	\$887/month	\$398/month
White Salmon (2,440)	\$300/month	\$75/month
Yacolt (1,655)	\$500/month	\$35/meeting
<b>Cities 500 to 1,499</b>		
Albion (545)	No compensation	No compensation
Asotin (1,270)	\$175/meeting, maximum \$350/month	\$113/meeting, maximum \$225/month
Bingen (735)	\$300/month	\$60/month
Bucoda (570)	No compensation	No compensation
Carbonado (635)	\$25/regular meeting, \$10 additional meeting	\$15/regular meeting, \$7.50/additional meeting
Concrete (735)	\$1000/month	\$35/meeting
Coulee City (560)	\$200/month	\$10/meeting, maximum \$20/month
Coulee Dam (1,100)	\$250/month	\$50/month
Darrington (1,350)	\$1000/month	\$35/meeting
Electric City (1,010)	\$250/month	No compensation
Emtlat (1,180)	\$1500/month	\$75/meeting up to two meetings/month
Fairfield (620)	\$1500/year	\$50/meeting, maximum of \$1200/year
Garfield (595)	\$75/month	\$25/meeting
George (720)	No compensation	No compensation
Grand Coulee (1,045)	\$400/month	\$40/meeting up to \$120/month
Harrah (650)	\$500/month	No compensation

Jurisdiction	Mayor's compensation	Councilmembers' compensation
Iwaco (945)	\$500/month	\$200/month
Killitas (1,460)	\$500/month	\$50/month
La Conner (905)	No compensation	\$150/month
Langley (1,135)	\$4583/month	\$50/month
Long Beach (1,430)	\$500/month	\$300/month
Mossyrock (745)	\$200/month	\$20/meeting
Naches (845)	\$1020/month	\$50/meeting attended
Nooksack (1,475)	\$750/month, \$150/month travel expense	\$150/month
Oakville (695)	\$116/month	\$58/month
Odessa (900)	\$100/month	\$30/month
Palouse (1,040)	\$250/month	\$60/month
Pateros (560)	\$1000/month	\$100/month
Pe Ell (640)	\$200/month	\$50/month
Pomeroy (1,395)	\$300/month	\$125/month
Reardan (575)	No compensation	No compensation
Rock Island (965)	\$500/month, \$65/additional meeting	\$50/meeting
Rosalia (560)	\$600/month	\$200/month
Roslyn (890)	No compensation	\$30/meeting, \$60/month maximum (attendance not required for pay)
Roy (805)	\$400/month	\$25/meeting, maximum 2 meetings/month
Ruston (935)	\$1000/month	\$30/month
South Cle Elum (530)	\$175/month	\$125/month
St. John (505)	No compensation	No compensation
Tekoa (780)	\$100/month	\$40/month
Tiefon (1,285)	\$1000/month	\$25/meeting
Toledo (720)	\$50/meeting, maximum \$100/month	\$25/meeting, maximum \$50/month
Tonasket (1,110)	\$450/month	\$50/meeting, maximum \$150/month
Twisp (950)	\$2000/month	\$30/regular meeting, \$20/special, capped at \$100/month
Vader (615)	No compensation	No compensation
Waitsburg (1,230)	\$100/month	\$10/meeting, maximum 2 meetings/month
Waterville (1,165)	\$800/month	\$35/meeting
Wilbur (880)	\$500/month	\$20/meeting, maximum \$40/month
Winlock (1,340)	\$750/month	\$50/meeting
Woodway (1,335)	No compensation	No compensation
<i>Cities under 500</i>		
Almira (275)	\$100/month	\$25/meeting
Beaux Arts Village (300)	No compensation	No compensation
Cathlamet (490)	\$250/month	\$50/month
Colton (425)	\$2000/year	\$750/year
Condonully (230)	\$100/month	No compensation
Creston (225)	No compensation	No compensation
Cusick (200)	\$200/month	\$140/month

Jurisdiction	Mayor's compensation	Councilmembers' compensation
Elmer City (290)	No compensation	No compensation
Endicott (295)	\$50/meeting	\$15/meeting
Farmington (155)	No compensation	No compensation
Hamilton (305)	\$600/month	\$75/month
Harrington (415)	\$214/month	No compensation
Hartline (155)	\$15/meeting	\$15/meeting
Hatton (110)	\$100/month	\$20/meeting
Hunts Point (415)	No compensation	No compensation
Index (165)	No compensation	No compensation
Ione (440)	\$47.25/meeting, two meetings/month	\$47.25/meeting, two meetings/month
Kahlotus (185)	\$200/month	No compensation
LaCrosse (315)	\$100/month	\$20/meeting
Lamont (80)	No compensation	No compensation
Latah (195)	\$100/month	\$35/meeting
Lyman (450)	\$100/meeting	\$25/meeting
Malden (200)	No compensation	No compensation
Mansfield (330)	\$150/month	\$30/meeting attended
Marcus (175)	\$100/month	\$0.50/meeting
Mesa (495)	\$200/month	\$50/meeting, maximum \$100/month
Metaline (180)	\$50/meeting	\$20/meeting
Metaline Falls (235)	\$75/meeting	\$25/meeting
Nespelem (245)	No compensation	No compensation
Northport (295)	\$100/month	\$5/meeting
Oakesdale (425)	\$525/quarter	\$180/quarter
Prescott (325)	\$150/quarter	\$60/quarter
Riverside (285)	No compensation	No compensation
Rockford (470)	No compensation	No compensation
Skykomish (200)	\$500/month	No compensation
South Prairie (435)	\$100/month + \$50/council meeting + \$25/non-council meetings	\$50/council meeting + \$25/non-council meetings
Spangle (275)	\$50/meeting	\$25/meeting
Sprague (440)	\$150/month	\$75/month
Springdale (293)	No compensation	No compensation
Uniontown (335)	\$75/meeting	\$20/meeting if elected, \$10/meeting if appointed
Washituna (210)	\$3600/year	\$240/year
Waverly (108)	\$780/year	\$450/year
Wilkeson (490)	\$50/meeting	\$10/meeting
Wilson Creek (205)	\$75/month	\$25/month
Winthrop (430)	\$1000/month	\$65/meeting, \$65/special meeting, maximum \$260/month



## CONSENT AGENDA – May 25, 2017

1. ***Berry Dairy Days Road Run Special Event Permit and Street Closure Request:*** The Berry Dairy Days Road Run organizers, Kevin Ryan and Chris Whan, are requesting street closures as well as a special event permit for Saturday, June 17, 2017. Street Closures: 1.) Oak between Victoria Avenue and E. Fairhaven Avenue; 2.) E. Fairhaven Ave at Oak through Skagit. There are no changes from the previous year and there were no issues with the run.
2. ***Berry Dairy Days Grand Parade and Festival Special Event Permit and Street Closure Request:*** The Burlington Chamber of Commerce is requesting street closures as well as approval of a special event permit for the Berry Dairy Days Grand Parade and Festival. The Festival will take place at the Visitor Information Center (VIC) Amphitheater area and the Parade will take place along E. Fairhaven Avenue. The Festival will begin setting up on Friday, June 16, 2017; however, both events will take place on Saturday, June 17, 2017. The Grand Parade will start at 11:00am with the Festival beginning at the VIC Amphitheatre following the parade. Street Closures: 1.) E. Fairhaven Avenue from Alder to Skagit Street; 2.) Walnut Avenue from E. Fairhaven Avenue to Green leaf; 3.) Washington Street from Alder Street to S. Spruce Street; 4.) E. Fairhaven Avenue from Oak to S. Skagit. There are no changes from the previous year and there were no issues with either activity.
3. ***Berry Cool Car Show Special Event Permit and Street Closure Request:*** The Cascade Street Rod Association is requesting street closures as well as approval of a special event permit for the annual “Berry Cool Car Show” to take place on Sunday, June 18, 2017 from 8:00am-3:00pm. The car show will take place on E. Fairhaven Avenue. Street Closures: 1.) E. Fairhaven Avenue from Alder Street east to the Railroad Tracks; 2.) Walnut Street on both sides of the railroad tracks. There were no issues with the event last year.

### RECOMMENDATION

I motion to approve Consent Agenda items #1 - #3 and authorize the Mayor’s signature on applicable documents.

## Jennifer Berner

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**From:** Shelley Johnstone  
**Sent:** Tuesday, May 02, 2017 8:49 AM  
**To:** Bob Wischhusen; Brian Dempsey; Brittany Johnson; Bryan W. Harrison; Christi Kinney; David Miller; Don Erickson; Finance; Jennifer Berner; Jerry Butterfield; Jim Rabenstein; Josh Lott; Kelly J. Blaine; Kim Ohara; Levon Yengoyan; Marv Pulst; Steve Sexton; Paul Tingley; Sarah Stoner; Sarah Ward; Shelley Acero; Steph Vervaart; Tom Moser; Travis Schwetz  
**Subject:** SPECIAL EVENT REVIEW - BDD Road Runs

### BERRY DAIRY DAYS ROAD RUNS

**Saturday, 06/17/17 • 7:30AM-11:00AM**

**Primary Contact Persons: Kevin Ryan, 360-510-4288 or Chris Whan, 360-202-6782**

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Hello Everyone,

Kevin Ryan and Chris Whan have submitted an event permit application for their annual road runs during the Berry Dairy Day festival. You'll find an [overview](#) of the 3 road runs below along with [K drive links](#) to all documents submitted at the very bottom of this message. Plans for the 2017 road runs are identical to last year's event; no notable changes to the scope of the event, street closure requests or run routes.

Voters Buttons can be found in the upper left corner of your computer screen. Please send your "accept" or "reject" response, or contact either me (x7803) or [Jennifer B.](#) (x7801) with questions **no later than Monday, May 15**. The application packet will be scheduled for city council review shortly thereafter.

Thanks!

*Shelley Johnstone*

Secretary, Burlington Parks & Recreation  
(360) 755-9649, x7803

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### **EVENT OVERVIEW**

- Organizers will offer 5k, 10k and Half-marathon routes. Start line & finish line are the same for all 3 runs. ([10k & Half-Marathon Run Route Map](#) / [5k Route Map](#))
- Setup for the Road Runs is identical to the 2017 event. Registration tables and start lines for the Runs will be situated along N. Oak Street between the Fairhaven Avenue and Hazel Street blocks. The finish line is at Railroad Park.

**[STREET CLOSURE REQUEST](#): Close N. Oak Street by 7:00AM from north side of Fairhaven Avenue to east side Hazel Avenue\***

*\*While the Run routes will include Fairhaven Avenue, a Street Closure Request Form for only the Oak Street closure has been submitted with the Road Run's application packet. The Fairhaven Avenue closure has been included with the Chamber's street closure request in conjunction with their Grand Parade. Information for the Chamber's events will be forwarded separately. If you would like to view the Chamber's street closure information, you will find it at the K:drive link: [Chamber's Street Closure Request for Grand Parade](#) and*

**Parade Route Map.** Run organizers will contact Dike District 12 to gain permission for the portions of the routes that include the dike.

- Setup for race will begin at 6AM  
Day-of registration begins at 7:00AM  
Half Marathon race begins at 8:30AM (Early starts will begin at 7:30AM)  
10k & 5k races begin at 9AM  
All races will be finished by 11AM  
10k and Half Marathon are USATF certified

### **HYPERLINKS to Event Application Packet**

[K:\SPECIAL EVENTS\BERRY DAIRY DAYS EVENTS\ROAD RUNS](#), or individually:

[Event Permit Application](#)

[Street Closure Request Form](#)

[10k & Half Marathon Route Diagram](#)

[5k Route Diagram](#)

*Shelley Johnstone*

Secretary, Burlington Parks & Recreation  
(360) 755-9649, x7803



# Special Event Permit Application

Burlington Parks & Recreation  
900 E. Fairhaven Avenue  
Burlington, WA 98233  
Phone: (360) 755-9469  
Fax: (360) 755-1017  
[bparks@burlingtonwa.gov](mailto:bparks@burlingtonwa.gov)

Application Date: 4-18-2017

Permit Number: \_\_\_\_\_

*Permit Number assigned upon submittal.*

Event Start Date: 6-17-2017

*Application & supporting documentation must be submitted to the City at least 60 days prior to the event start date.*

- Permit has been approved as outlined.
- Permit has been approved with changes; see page 4.
- Permit has been disapproved.

## APPLICANT / EVENT ORGANIZER INFORMATION

Name of Applicant/Organization: ~~Kevin Ryan / Chris When~~ Kevin Ryan / Chris When

Mailing Address: 1065 Chuckanut Drive  
(City, State, Zip) Bellingham, WA 98229

Name of Primary Contact Person/Event Coordinator: Kevin Ryan

Day Phone: (360) 510-4288 Other: \_\_\_\_\_ Email: Kryanxc@msn.com

Name of Best Onsite Contact Person on Event Day: Kevin Ryan (360) 510-4288

Cell Phone: \_\_\_\_\_ Email: Kryanxc@msn.com Chris When (360) 202-6782

## EVENT OVERVIEW

Name of your event: Berry Dairy Days Runs

Describe your event: 5K, 10K, & 1/2 Marathon Road Runs

Anticipated # of event guests/participants: 400 # of staff/volunteers on event day: 30+

Proposed event location: See attached Map.

Reserving a City facility?  N/A  A room in the Community Center  A Covered Picnic Shelter   
*A Facility Rental Agreement and Reservation Fee apply.*

Your event OPENS to guests/participants on what date? 6-17-2017 Time: 7am

Your event CLOSES to guests/participants on what date? 6-17-2017 Time: 11am

Your event SETUP will begin on what date? 6-17-2017 Time: 6am

Your event CLEANUP will be finished on what date? 6-17-2017 Time: Noon

Will event guests/participants pay an entry fee or donation? No  Yes  If yes, amount: \$ \$15 - \$40

Is this an annual event? No  Yes  If yes, what year did your event begin? ~1980

Have there been *substantial* changes to the event from the previous year? N/A  No  Yes   
If yes, please describe:

**EVENT FEATURES**

Please mark all that apply:

**ALCOHOL/BEER/WINE.** Restrictions and an additional permit apply for alcohol service. Please refer to Item #8 in your Special Event Guidelines for more information.

**AMPLIFIED SOUND.** Describe: Band  D.J.  PA System  Other: Briefly for Start & Awards  
Please refer to Item #9 in your Special Event Guidelines for information regarding restrictions.

**ANIMALS.** Please describe the animals' primary purpose(s) at your event:  
 Petting Zoo or Similar  Wagon Ride or Similar  Amusement Ride or Similar  
Please describe the type of animals that will participate in your event:

**BOUNCE HOUSE/INFLATABLE, CLIMBING WALL, DUNK TANK, OR OTHER AMUSEMENT STYLE RIDES.**  
Describe: \_\_\_\_\_  
Additional permit and insurance requirements apply when amusement style structures are a feature of your event. Please refer to Item #10 in your Special Event Guidelines for more information.

**EQUIPMENT/STRUCTURES.** Briefly describe the structures or equipment that will be erected for your event (i.e. stage, bleachers, canopies/tents, generators...):

**USE OF CITY OWNED EQUIPMENT/SUPPLIES REQUESTED.** Requested items: \_\_\_\_\_

**FIREWORKS/PYROTECHNICS.** Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Name of Pyrotechnic provider: \_\_\_\_\_  
Special permit is required. Please refer to Item #13 in your Special Event Guidelines.

**FIRST AID STATION.** Please identify location of first aid station on your event layout diagram.

**FOOD SERVICE.**  
 Provided at no charge. Name of provider: \_\_\_\_\_  
 Catered. Name of Caterer: \_\_\_\_\_  
 Mobile Food Vendor. List names of all mobile food vendors invited to participate in your event:

Additional permit and fee apply for food sales. Refer to Item #14 in your Special Event Guidelines.

**GAMBLING.**  Raffle  Bingo  Cards/Dice Other: \_\_\_\_\_  
Please refer to Item #15 in your Special Event Guidelines for more information.

**MERCHANDISE SALES. (Non-Food Items).** List all merchandise vendors invited to participate in our event:  
\_\_\_\_\_  
Additional permit and fee apply for merchandise sales, including sales conducted by the Event Organizer. Please refer to item #14 in your Special Event Guidelines for information.

**MUSIC / SINGING, UNAMPLIFIED.** Describe: \_\_\_\_\_

**OPEN FLAME.** Describe: \_\_\_\_\_

**OVERNIGHT CAMPING.** Location requested: \_\_\_\_\_  
Overnighters will begin to arrive on what date? \_\_\_\_\_ Departure date: \_\_\_\_\_

**EVENT FEATURES (continued)**

**PARADE / MARCH.**

Proposed Start Location: \_\_\_\_\_

Proposed End Location: \_\_\_\_\_

Proposed Staging Area(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ Estimated End Time: \_\_\_\_\_

Submit a detailed diagram indicating the parade's route and staging area(s) with your Application.

**PORTABLE RESTROOMS.**

Number of Units Requested: Rent 4 and have place in gravel lot behind Gentry  
Standard Units X ADA Units \_\_\_\_\_ Handwash Units \_\_\_\_\_ Extra Cleanings \_\_\_\_\_  
*washing by 4 rain trucks*  
Please refer to item #17 in your Special Event Guidelines for current rates and information.

**ROAD or TRAIL RUN/WALK.**

Proposed Run Headquarters location: Railroad Park

Proposed Start location for runners: Oak St just North of Fairhaven - by Train Wreck

Proposed Finish Line for runners: in Railroad Park

Start Time(s): 8:30am & 9:00am All runners will be off road by what time? 11am

Submit a diagram with your Application detailing the entire route including start, finish & staging area.

**STREET CLOSURE.**

A Street Closure Request Form must be submitted. Refer to item #21 in your Special Event Guidelines.

**WASTE / RECYCLE ROLLAWAY.** Refer to items #16 and #19 in your Special Event Guidelines for options.

**OTHER NOTABLE ITEMS OR REQUESTS:** Describe: \_\_\_\_\_

**INSURANCE DOCUMENTATION**

The City of Burlington does not maintain insurance that will respond to claims against you, the Event Organizer. You are required to provide to the City at least 14 days prior to your event start date a Certificate of Liability Insurance accompanied by an Endorsement that meets the City's minimum requirements.

Please refer to item #7 in your Special Event Guidelines for detailed information regarding requirements.

**APPLICATION CHECKLIST**

**Minimum Application Requirements:**

1. **EVENT LAYOUT DIAGRAM** depicting explicit event detail. Refer to item #5 in your Special Event Guidelines for requirements.
2. **APPLICATION FEE**, if applicable. Refer to item #2 in your Special Event Guidelines for more information.
3. **SIGNED EVENT PERMIT APPLICATION.** Please sign where highlighted on page 4.

**Possible Application Requirements:**

- COPY OF NOTIFICATION LETTER.** Please refer to item #12 in your Special Event Guidelines.
- STREET CLOSURE REQUEST FORM.** Please refer to item #21 in your Special Event Guidelines.
- BEER / WINE GARDEN PERMIT REQUEST.** Please refer to item #8 in your Special Event Guidelines.

**Required 14 days prior to event start date:**

- INSURANCE DOCUMENTATION** meeting the City's minimum requirements. Refer to item #7 in your Special Event Guidelines.
- LIST of FOOD or MERCHANDISE VENDORS** invited to participate in your event. Additional permit and fee applies for each vendor. Please refer to item #14 in your Special Event Guidelines.

**AGREEMENT and INDEMNIFICATION**

The undersigned hereby makes Application to the City of Burlington for use of the City facilities described within and certifies that the information given in the application is correct and complete. The undersigned further states that he/she has the authority to make this Application on behalf of the Event Organizer and agrees to observe the rules/regulations and policies/procedures set forth in the Guidelines for Special Event Organizers and by the City of Burlington.

The Applicant/Authorized Officer agrees that he/she will not exclude anyone from participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, handicap or other protected class status during the use of City's facilities and for the duration of the Special Event.

The Applicant agrees to reimburse the City for any costs incurred by the City in repairing damage to City property resulting from the Special Event. Moreover, the Applicant shall defend, indemnify and hold harmless the City of Burlington, its Elected Officials, Appointed Officers, Employees, Volunteers and Agents from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City premises or from any activity, work or thing done, permitted or suffered by the Applicant in or about the premises or roadways, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Burlington.

Applicant / Authorized Agent: [Signature] Today's Date: 4-18-2017

**Mail or deliver your completed application & supporting documentation to:**

Burlington Parks and Recreation  
900 E. Fairhaven Avenue  
Burlington, WA 98233  
or Email: [bparks@burlingtonwa.gov](mailto:bparks@burlingtonwa.gov)

**For City Use**

Date Application Received: \_\_\_\_\_ By: \_\_\_\_\_ Date Routed: \_\_\_\_\_

\$35 Application Fee Date Paid: \_\_\_\_\_ Receipt# \_\_\_\_\_ FOP: \_\_\_\_\_

Application Fee Waived Justification: \_\_\_\_\_

- Permit Application IS NOT recommended for approval.
- Permit Application IS recommended for approval as submitted.
- Permit Application IS recommended for approval with recommended changes: \_\_\_\_\_

\_\_\_\_\_  
Parks and Recreation Director or Designee Date

- Permit Application IS NOT approved.
- Permit Application IS recommended for approval as submitted.
- Permit Application IS recommended for approval with recommended changes.

\_\_\_\_\_  
City of Burlington Mayor or Designee Date

Valid Insurance Documentation due no later than (date): \_\_\_\_\_.

Insurance Documentation meeting minimum requirements received on (date): \_\_\_\_\_.



# City of Burlington Street Closure Request Form

If you plan to host a special event in Burlington that includes a City park and will require a street closure, please submit this Street Closure Request Form and a detailed diagram of the closure request with your Special Event Permit Application to the Parks and Recreation Department at least 60 days prior to your event start date. The department can be contacted at: 900 E. Fairhaven Avenue, Burlington WA 98233 (Use East Entrance off Regent for Business Office) P: (360) 755-9649 or F: (360) 755-1017 BParks@burlingtonwa.gov

Approval of street closure request is determined by the Burlington City Council. The closure request will be placed on the first available meeting agenda after its submittal and review. Applicant will be notified of meeting date and will be responsible for presentation of request at Council meeting. (Burlington City Council typically meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month. Meetings begin at 7:00 pm.)

If your special event plans do not include use of a City park, contact the Burlington Planning Department for street closure request: 833 S. Spruce Street, Burlington, WA 98233 (1<sup>st</sup> Floor, City Hall) P: (360) 755-9717 BPlanning@burlingtonwa.gov

Application Date: 6-17-2017

### APPLICANT/ EVENT ORGANIZER INFORMATION

Name of Applicant/Organization: Kevin Ryan / Chris Whan  
Mailing Address: 1065 Chuckanut Dr.  
(City, State, Zip): Bellingham, WA 98229  
Name of Primary Event Coordinator: Kevin Ryan  
Phone1: (360) 510-4288 Phone2: \_\_\_\_\_ Email: Kryanvc@msn.com  
Cell  Landline  Cell  Landline   
Name of Street Closure Coordinator on Event Day: Kevin Ryan, Chris Whan  
Phone1: KR - (360) 510-4288 Phone2: CW (360) 202-6782 Email: \_\_\_\_\_  
Cell  Landline  Cell  Landline

### EVENT INFORMATION/OVERVIEW OF CLOSURE REQUEST

Name of your Event: Berry Dazy Days Runs  
Start date of your Event: 6-17-2017  
Reason for closure request? Parade  Run/Walk  Street Fair/Festival  Other: \_\_\_\_\_  
Estimated number of participants/floats: 300-400 and/or Estimated number of spectators/guests: \_\_\_\_\_  
Street Barricades: Will be provided by Event Organizer  City-owned barricades are requested

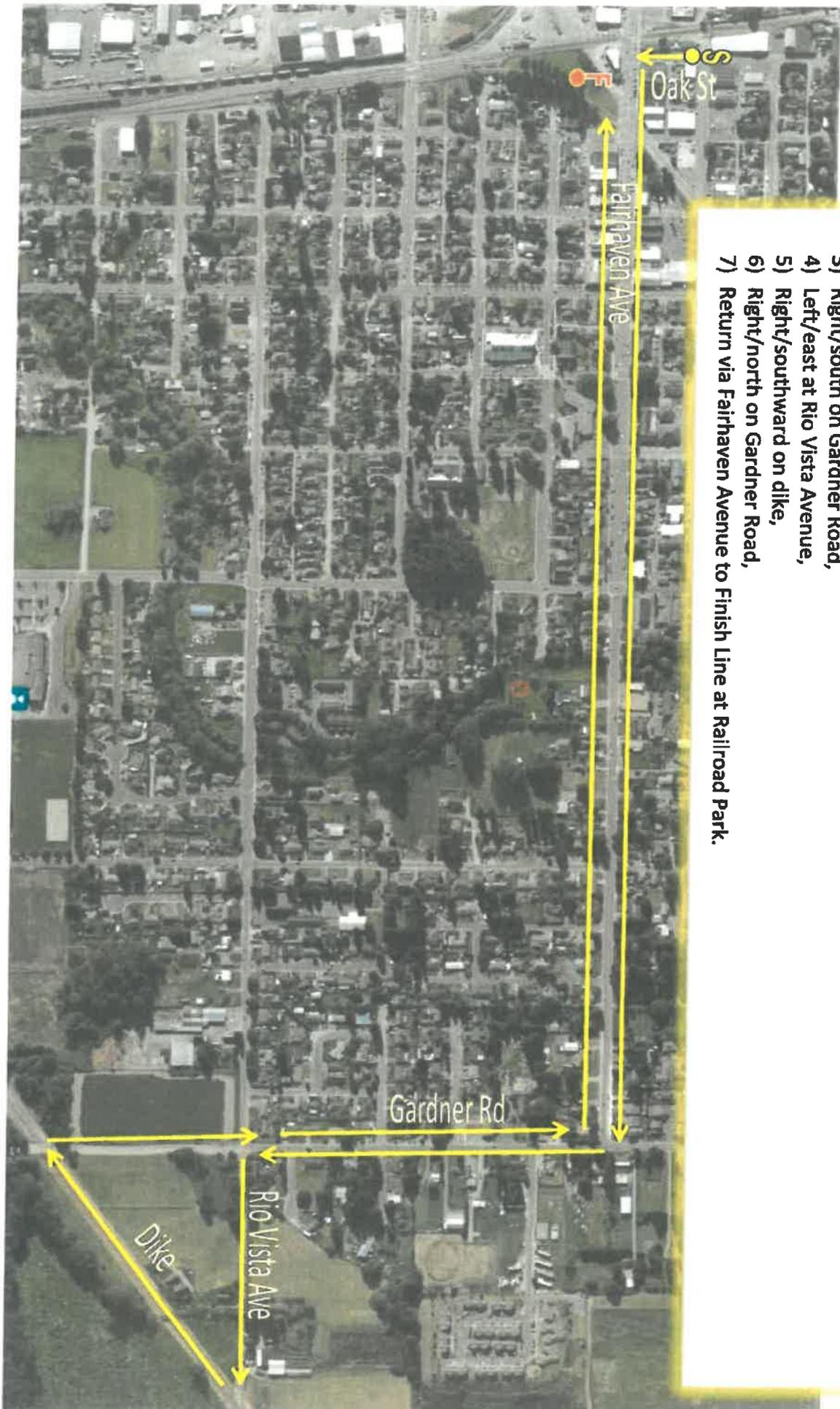


### **BERRY DAIRY DAYS 5K RUN**

Event Contact Person: Kevin Ryan, 360-510-4288 or Chris Whan, 360-202-6782

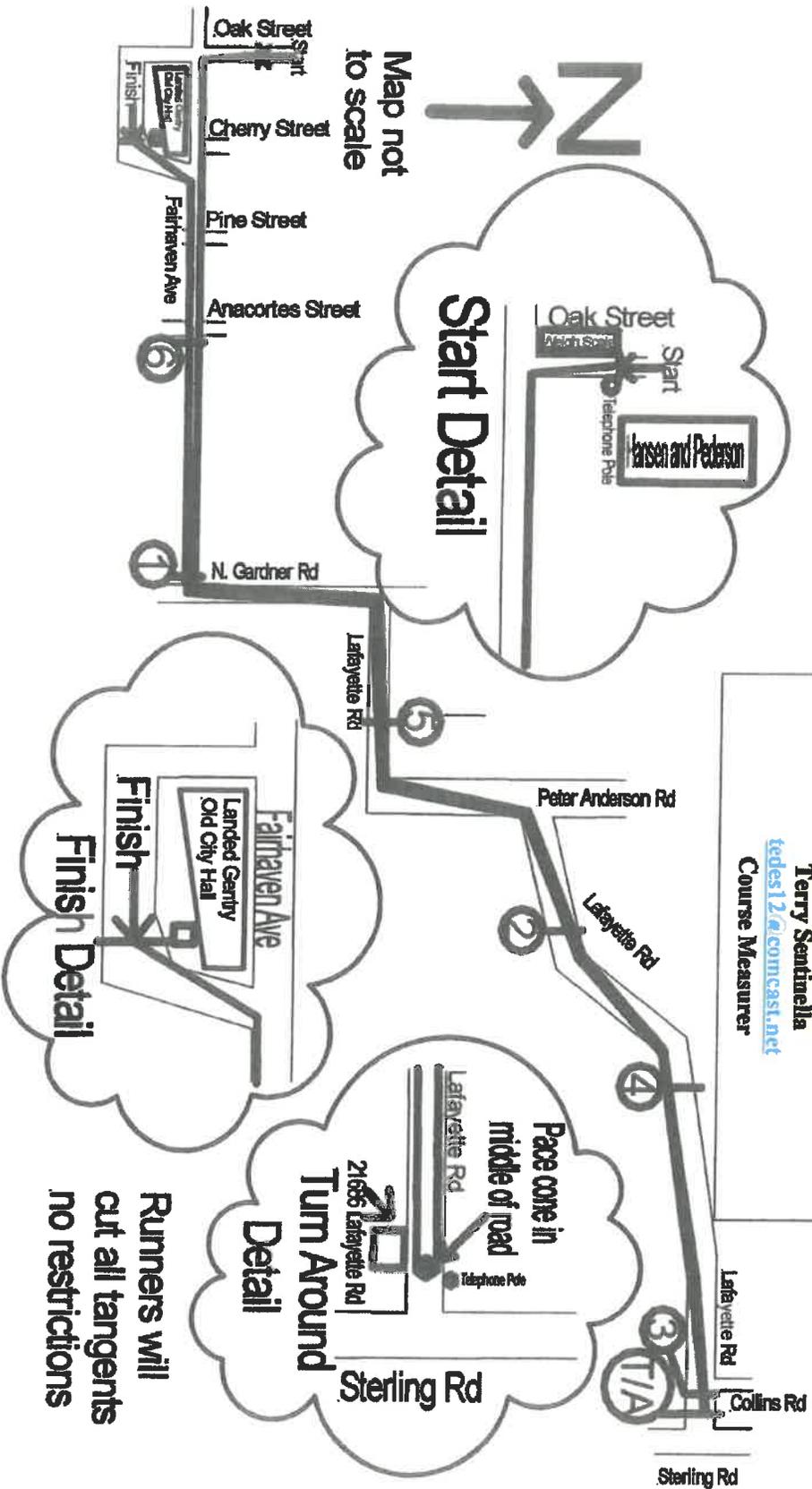
Saturday, 06/17/2017 Start time 9:00AM

- 1) 5k begins near intersection of N. Oak Street & Fairhaven Avenue.
- 2) Runners head east on Fairhaven Avenue,
- 3) Right/south on Gardner Road,
- 4) Left/east at Rio Vista Avenue,
- 5) Right/southward on dike,
- 6) Right/north on Gardner Road,
- 7) Return via Fairhaven Avenue to Finish Line at Railroad Park.



# Burlington Berry Dairy Days 10K

Burlington, VA  
 Terry Sentinella  
[tedest12@a.comcast.net](mailto:tedest12@a.comcast.net)  
 Course Measurer



**Start** – N. Oak st, northern edge of weigh scale at 215A N. Oak st

**Mile 1** – Fairhaven ave 35' east of telephone pole 454154-164235, eastern edge of driveway in front of 1821 Fairhaven ave

**Mile 2** – Lafayette rd, approx. 450 feet east of house address 20633 Lafayette, east of dike entrance

**Mile 3** – Lafayette rd, 76' west of telephone pole 454650-164978 in front of 21558 Lafayette rd

**Turn Around** – Lafayette rd, 20' east of old telephone pole in front of 21688 Lafayette rd approx. 180' east of Lafayette rd/ Sterling rd

**Mile 4** – Lafayette rd 37' east of telephone pole 454579-164607

**Mile 5** – Lafayette rd/ Bernice st 54' east of telephone pole 17411454280-164286 in front of mail boxes

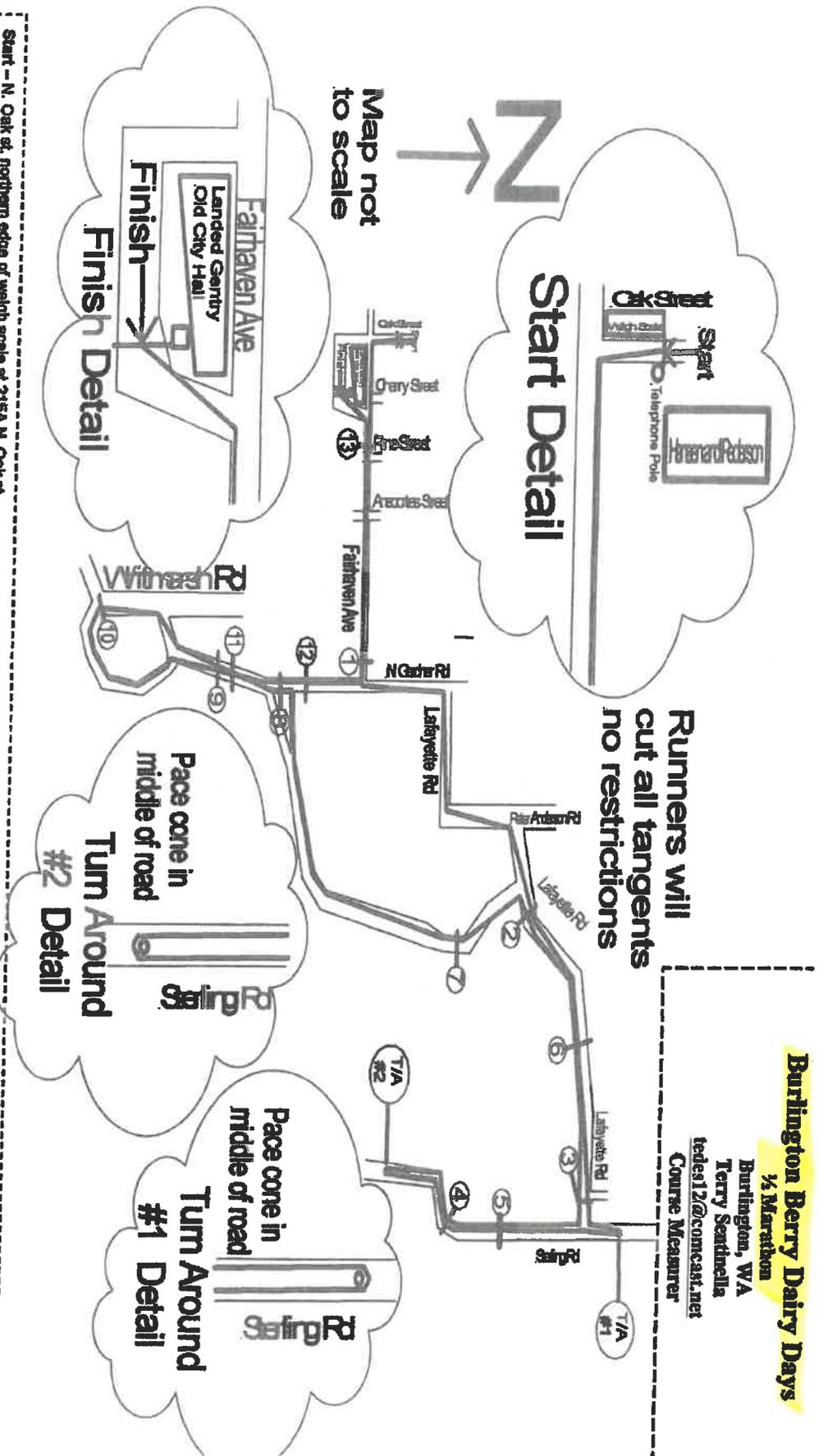
**Mile 6** – Fairhaven rd 45' east of telephone pole on south east corner of Anacortes St/Fairhaven rd intersection

**Finish** – Even with eastern edge of power box 454172-163754 behind old City Hall, Landed Gentry building

# Burlington Berry Dairy Days

1/2 Marathon  
 Burlington, WA  
 Terry Sennella  
 tedes12@comcast.net  
 Course Measurer

Runners will  
 cut all tangents  
 no restrictions



- Start - N. Oak st, northern edge of weigh scale at 215A N. Oak st
- 1 Mile 1 - Fairhaven ave, 35' east of telephone pole 454154-194225, eastern edge of driveway in front of 1821 E. Fairhaven ave
- 2 Mile 2 - Lathayette rd, approx. 450 feet east of house address 20633 Lathayette, east of dilia entrance
- 3 Mile 3 - Lathayette rd, 75' west of telephone pole 454650-164978 in front of 21599 Lathayette rd
- 4 1st Turn Around - Sterling rd, north end "exactly" 98' north of telephone pole 45-677-165059 (center of telephone pole)
- 5 2nd Turn Around - Sterling rd, south end, "exactly" 39' north of telephone pole 454252-164913, at southern end of rd (center of telephone pole)
- 6 Mile 6 - Sterling rd, 300' north of telephone pole 455224-165388, telephone pole is in front of 11132 Sterling rd
- 7 Mile 7 - Lathayette rd, 77' east of wall pump pipe and Chelan street, line up well pump pipe and Chelan at sign
- 8 Mile 8 - On dikes, tangent corner of maintenance shed and leak metal dock post, between last two dock posts
- 9 Mile 9 - On dikes, tangent corner of maintenance shed and leak metal dock post, between last two dock posts
- 10 Mile 10 - Whitmarsh rd, at dike end, NE edge of Whitmarsh rd, at pavement edge
- 11 Mile 11 - On dikes, 44' past restroom parallel with tree line
- 12 Mile 12 - N. Gardner rd, 55' N. of telephone pole 454077-164249 on NW corner of Sunest/N Gardner rd
- 13 Mile 13 - E. Fairhaven ave, 6' east of right post in front of 612 E. Fairhaven ave
- Finish - Even with eastern edge of power box 454172-163754 behind old City Hall, Landed Gentry building

**2017 Berry Dairy Days Grand Parade and Road Run Street Closure Request • Saturday, June 17, 2017**

**CLOSE BY: NEOPEN AT:**

- 7AM 9:15AM: N. Oak Street from Fairhaven Avenue north to E. Victoria Avenue (to accommodate Road Run's registration area and start line.)
- 8AM 12:30PM: Fairhaven Avenue @ N. Oak Street east to Slaght Street. (Closure at 8AM along this portion of Fairhaven Ave accommodates the start of BDD's Road Runs headquartered on Oak Street, but allows access for Chamber's Festival in the Park vendors to enter Railroad Park for their setup.) The Oak Street barricade could be removed as early as 9:15AM.
- 9AM 12:30PM: Fairhaven's closure expands to include Fairhaven Avenue's adjacent blocks of Alder, Walnut with lane closures approaching Fairhaven via Spruce Street.
- 9AM 12:00PM: Walnut Avenue @ Fairhaven Avenue south to Greenleaf Avenue (will be used to access parade staging area)
- Washington Street @ Alder Street east to Spruce Street (will be used to access parade staging area)

Barricades will also be placed 1 block north and 1 block south of Fairhaven from Intersection @ Walnut Avenue through to Intersection at Slaght Street to limit vehicle turnarounds



## Jennifer Berner

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**From:** Shelley Johnstone  
**Sent:** Tuesday, May 02, 2017 7:06 PM  
**To:** Bob Wischhusen; Brian Dempsey; Brittany Johnson; Bryan W. Harrison; Christi Kinney; David Miller; Don Erickson; Finance; Jennifer Berner; Jerry Butterfield; Jim Rabenstein; Josh Lott; Kelly J. Blaine; Kim Ohara; Levon Yengoyan; Marv Pulst; Steve Sexton; Paul Tingley; Sarah Stoner; Sarah Ward; Shelley Acero; Steph Vervaart; Tom Moser; Travis Schwetz  
**Cc:** Elli Haddick  
**Subject:** SPECIAL EVENT REVIEW - BDD Festival & Parade

### **Burlington Chamber's 2017 Berry Dairy Days Grand Parade & Festival at Railroad Park Saturday, 06/17/17 • Parade 11:00AM-12:30PM; Festival in the Park 10:00AM – 7:00PM Primary Contact Person: Elli Haddick, 208-901-0599**

Hello Everyone,

You'll find an [overview](#) the Burlington Chamber's plans for the 2017 Berry Dairy Days Grand Parade & Festival in the Park below along with [quick links](#) to the information included with their event application packet. There are many hands involved in organizing the various features of the Berry Dairy Days festival. Please bear in mind that this event application packet primarily concerns only the features of the Grand Parade and Festival in the Park. However, you will notice when you view the street closure diagram linked below that the closure request along N. Oak Street from the Road Run organizers has been included in the detail.

Two noteworthy changes to the event's features from last year are that the Sunday BBQ competition will not be a part of the Chamber's festival plans this year, and that they have expanded the hours of the Festival in the Park.

Voters Buttons can be found in the upper left corner of your computer screen. Please send your "accept" or "reject" response, or contact either me (x7803) or [Jennifer B.](#) (x7801) with questions **no later than Monday, May 15**. The application packet will be scheduled for city council review shortly thereafter.

Thanks!

*Shelley Johnstone*

Secretary, Burlington Parks & Recreation  
(360) 755-9649, x7803

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### **EVENT OVERVIEW**

**PARADE – Saturday, June 17** [See Parade Route Diagram](#)

**Route:** East on Fairhaven Avenue beginning at its intersection with Walnut Street and ending at Skagit Street intersection.

**Time:** Start time @ 11AM, finished by 12:30PM

**Staging:** Parade participants will begin arriving at staging areas @ 9AM.



## Special Event Permit Application

Burlington Parks & Recreation  
900 E. Fairhaven Avenue  
Burlington, WA 98233  
Phone: (360) 755-9469  
Fax: (360) 755-1017

[bparks@burlingtonwa.gov](mailto:bparks@burlingtonwa.gov)

Application Date: Feb 22, 2017

Permit Number: \_\_\_\_\_

Event Start Date: June 17, 2017

*Permit Number assigned upon submittal.*

*Application & supporting documentation must be submitted to the City at least 60 days prior to the event start date.*

- Permit has been approved as outlined.  
 Permit has been approved with changes; see page 4.  
 Permit has been disapproved.

### APPLICANT / EVENT ORGANIZER INFORMATION

Name of Applicant/Organization: Burlington Chamber of Commerce

Mailing Address: PO Box 1087

(City, State, Zip) Burlington, WA, 98233

Name of Primary Contact Person/Event Coordinator: Elli Haddick

Day Phone: 360.757.0994

Other: 208.901.0599

Email: elli@burlington-chamber.com

Name of Best Onsite Contact Person on Event Day: Elli Haddick

Cell Phone: 208.901.0599

Email: elli@burlington-chamber.com

### EVENT OVERVIEW

Name of your event: Berry Dairy Days

Describe your event: 80th annual festival with parade; food, craft & commercial vendors; live music; kids zone activities

Anticipated # of event guests/participants: 2000+

# of staff/volunteers on event day: ~20

Proposed event location: Railroad park/Burlington Visitor Information Center

Reserving a City facility?  N/A  A room in the Community Center  A Covered Picnic Shelter   
*A Facility Rental Agreement and Reservation Fee apply.*

Your event OPENS to guests/participants on what date? June 17, 2017 Time: 6am

Your event CLOSES to guests/participants on what date? June 17, 2017 Time: 8pm

Your event SETUP will begin on what date? June 16, 2017 Time: 10am

Your event CLEANUP will be finished on what date? June 17, 2017 Time: 9pm

Will event guests/participants pay an entry fee or donation? No  Yes  If yes, amount: \$ 75-200

Is this an annual event? No  Yes  If yes, what year did your event begin? 1937

Have there been *substantial* changes to the event from the previous year? N/A  No  Yes   
If yes, please describe:





# City of Burlington Street Closure Request Form

If you plan to host a special event in Burlington that includes a City park and will require a street closure, please submit this Street Closure Request Form and a detailed diagram of the closure request with your Special Event Permit Application to the Parks and Recreation Department at least 60 days prior to your event start date. The department can be contacted at:

900 E. Fairhaven Avenue, Burlington WA 98233  
(Use East Entrance off Regent for Business Office)  
P: (360) 755-9649 or F: (360) 755-1017  
BParks@burlingtonwa.gov

Approval of street closure request is determined by the Burlington City Council. The closure request will be placed on the first available meeting agenda after its submittal and review. Applicant will be notified of meeting date and will be responsible for presentation of request at Council meeting. (Burlington City Council typically meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month. Meetings begin at 7:00 pm.)

If your special event plans do not include use of a City park, contact the Burlington Planning Department for street closure request: 833 S. Spruce Street, Burlington, WA 98233

(1<sup>st</sup> Floor, City Hall)  
P: (360) 755-9717  
BPlanning@burlingtonwa.gov

Application Date: 02-22-2017

## APPLICANT/ EVENT ORGANIZER INFORMATION

Name of Applicant/Organization: Burlington Chamber of Commerce

Mailing Address: PO Box 1087

(City, State, Zip): Burlington, WA 98233

Name of Primary Event Coordinator: Elli Haddick

Phone1: 208-901-0599

Cell  Landline

Phone2: 360-757-0994

Cell  Landline

Email: elli@burlington-chamber.com

Name of Street Closure Coordinator on Event Day: Elli Haddick

Phone1: 208-901-0599

Cell  Landline

Phone2: 360-757-0994

Cell  Landline

Email: elli@burlington-chamber.com

## EVENT INFORMATION/OVERVIEW OF CLOSURE REQUEST

Name of your Event: Berry Dairy Days

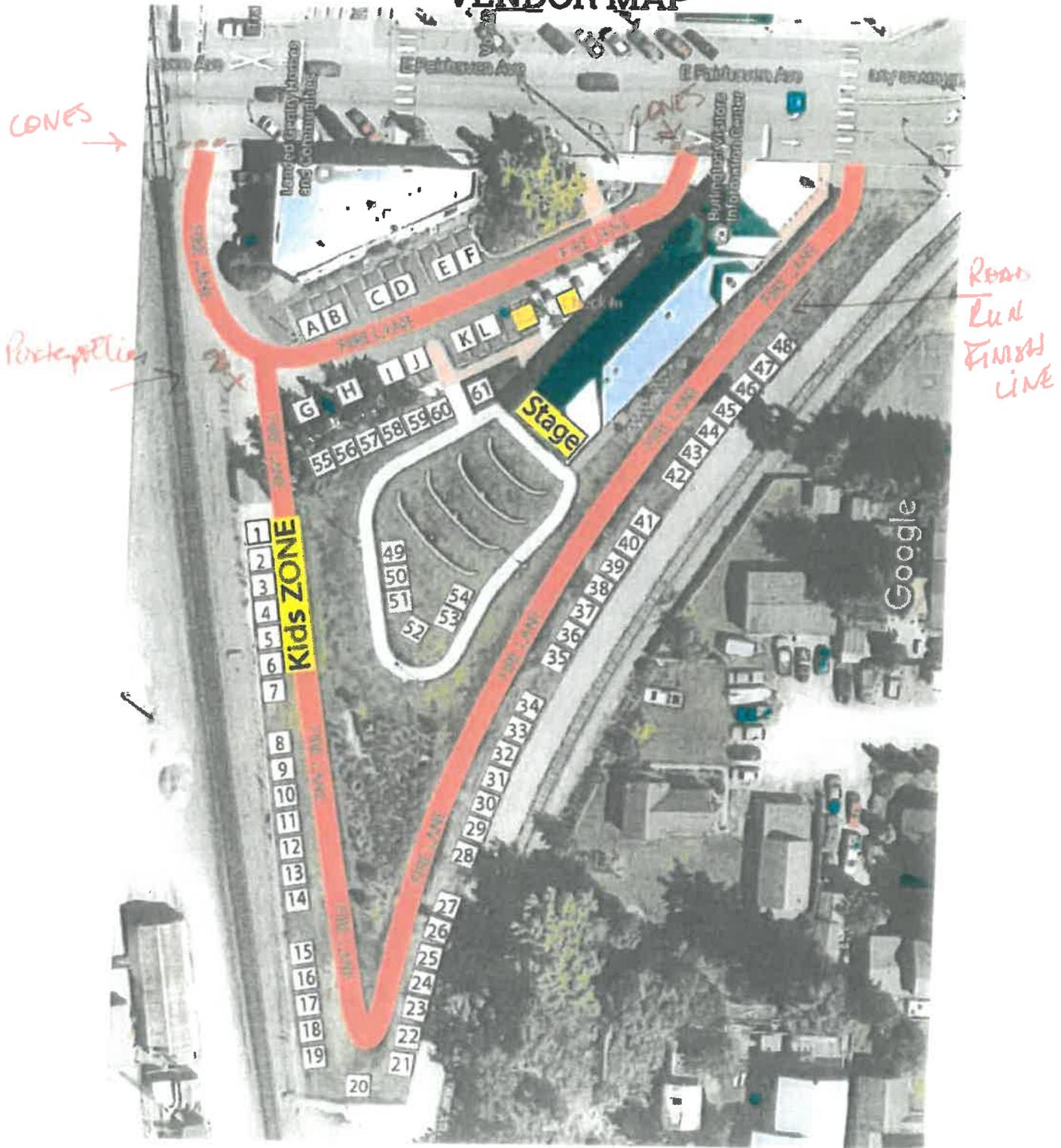
Start date of your Event: June 17, 2017

Reason for closure request? Parade  Run/Walk  Street Fair/Festival  Other: \_\_\_\_\_

Estimated number of participants/floats: 60-100 and/or Estimated number of spectators/guests: \_\_\_\_\_

Street Barricades: Will be provided by Event Organizer  City-owned barricades are requested

# 2017 BERRY DAIRY DAYS RAILROAD PARK VENDOR MAP



**□ = 10x10 Booth**

**Total available Food Vendors = 5(20ft) 2(10ft)  
Total available Craft & Commercial Vendors = 54  
Total available Kids Zone = 7**

**2017 Berry Dairy Days Grand Parade and Road Run Street Closure Request • Saturday, June 17, 2017**

**CLOSE BY: REOPEN AT:**

- 7AM 9:15AM: N. Oak Street from Fairhaven Avenue north to E. Victoria Avenue (to accommodate Road Run's registration area and start line.)
- 8AM 12:30PM: Fairhaven Avenue @ N. Oak Street east to Skagit Street. (Closure at 8AM along this portion of Fairhaven Ave accommodates the start of BD'D's Road Run headquartered on Oak Street, but allows access for Chamber's Festival in the Park vendors to enter Railroad Park for their setup.) The Oak Street barricade could be removed as early as 9:15AM.
- 9AM 12:30PM: Fairhaven's closure expands to include Fairhaven Avenue's adjacent blocks of Alder, Walnut with lane closures approaching Fairhaven via Spruce Street.
- 9AM 12:00PM: Walnut Avenue @ Fairhaven Avenue south to Greenleaf Avenue (Will be used to access parade staging area)



Barricades will also be placed 1 block north and 1 block south of Fairhaven from intersection @ Walnut Avenue through to intersection at Skagit Street to limit vehicle turnarounds



## Jennifer Berner

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**From:** Shelley Johnstone  
**Sent:** Saturday, April 01, 2017 12:25 PM  
**To:** Bob Wischhusen; Brian Dempsey; Brittany Johnson; Bryan W. Harrison; Christi Kinney; Craig Bloodgood; Don Erickson; Finance; Jennifer Berner; Jerry Butterfield; Kelly J. Blaine; Kim Ohara; Levon Yengoyan; Marv Pulst; Steve Sexton; Sarah Stoner; Sarah Ward; Shelley Acero; Steph Vervaart; Tom Moser; Travis Schwetz  
**Subject:** SPECIAL EVENT REVIEW - Berry Cool Car Show

### **BERRY DAIRY DAYS "BERRY COOL CAR SHOW"**

Sunday, 06/18/2017 8AM-3PM along E. Fairhaven Avenue

North Cascade Street Rod Association (NCSRA): Reed Harlow, 360-202-0884

Hello Everyone,

The NCSRA has submitted an event application for their annual "Berry Cool Car Show" on the Sunday of Berry Dairy Days weekend. One of the notable changes from past years is an earlier start time; the Show will open to the public at 8:00AM instead of 10:00AM. A second change is closure request of the old Canton parking lot. Organizers had coordinated the lot's closure in previous years directly with the owner, but are now making the request of the City since the lot is now designated Public Parking.

The Car Show's permit application packet can be found at the link: [K:\SPECIAL EVENTS\BERRY DAIRY DAYS EVENTS\BERRY COOL CAR SHOW](#) which includes: Event Application, Street Closure Request Form, Street Closure Diagram and Vendor Permit Application from Ma & Pa Kettle Corn.

"Voters Buttons" are in the upper left portion of your screen. **Please let me know of any questions you might have no later than Friday, April 14.** I will plan to forward the packet to the mayor for his review shortly thereafter, and then onto the first available agenda for council's consideration.

#### **EVENT OVERVIEW:**

- **STREET CLOSURE REQUEST:**
  - Close by 6AM - Reopen at 3PM:** Fairhaven Avenue from east side of intersection with Alder Street up to the west side of railroad tracks by N. Oak Street (near Stowe's).
  - Close by 6AM - Reopen at 3PM:** Walnut Street from north alley just passed Ekrems/Skagit Bank to south alley just passed Bank of America.
  - Close by 6AM - Reopen at 3PM:** City Public Parking area at old Canton.
- **FOOD VENDOR:** Ma & Pa Kettle Corn. Vendor application includes photo of tent with sides. Vendor will use 10gal propane tank and will use grease for cooking popcorn.
- **CITY EQUIPMENT REQUESTED:** Barricades for street closure.
- Participating cars begin arriving at 6AM. Car Show is open to the public from 8AM-3PM.
- Free admission to the public; \$15 entry fee for participating cars.
- Raffle prize drawings will be held throughout the Show. A variety of info booths will be setup at the Show by local businesses.



# Special Event Permit Application

Burlington Parks & Recreation  
900 E. Fairhaven Avenue  
Burlington, WA 98233  
Phone: (360) 755-9469  
Fax: (360) 755-1017  
[bparks@burlingtonwa.gov](mailto:bparks@burlingtonwa.gov)

Application Date: 2-8-17

Event Start Date: \_\_\_\_\_

Application & supporting documentation must be submitted to the City at least 60 days prior to the event start date.

Permit Number: \_\_\_\_\_

Permit Number assigned upon submittal.

- Permit has been approved as outlined.
- Permit has been approved with changes; see page 4.
- Permit has been disapproved.

## APPLICANT / EVENT ORGANIZER INFORMATION

Name of Applicant/Organization: NORTH CASCADE STREET ROD ASSN:

Mailing Address: P.O. Box 248 MT. VERNON, WA. 98273  
(City, State, Zip)

Name of Primary Contact Person/Event Coordinator: J. REED HARLOW

Day Phone: 360-202-0884 Other: 360-757-4195 Email: HARLOW RD & COMCAST.NET

Name of Best Onsite Contact Person on Event Day: REED HARLOW

Cell Phone: 360-202-0884 Email: HARLOW RD & COMCAST.NET

## EVENT OVERVIEW

Name of your event: BERRY COOL CAR SHOW

Describe your event: CAR SHOW

Anticipated # of event guests/participants: 300 # of staff/volunteers on event day: 20

Proposed event location: E. FAIRHAVEN AVE

Reserving a City facility?  N/A  A room in the Community Center  A Covered Picnic Shelter   
A Facility Rental Agreement and Reservation Fee apply.

Your event OPENS to guests/participants on what date? 6-18-2017 Time: 8:00 A

Your event CLOSES to guests/participants on what date? 6-18-2017 Time: 3:00 P

Your event SETUP will begin on what date? 6-18-2017 Time: 6:00 A

Your event CLEANUP will be finished on what date? 6-18 2017 Time: 3:00 P

Will event guests/participants pay an entry fee or donation? No  Yes  If yes, amount: \$ 15%

Is this an annual event? No  Yes  If yes, what year did your event begin? 2000

Have there been substantial changes to the event from the previous year? N/A  No  Yes   
If yes, please describe:

**EVENT FEATURES (continued)**

**PARADE / MARCH.**

Proposed Start Location: \_\_\_\_\_

Proposed End Location: \_\_\_\_\_

Proposed Staging Area(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ Estimated End Time: \_\_\_\_\_

Submit a detailed diagram indicating the parade's route and staging area(s) with your Application.

**PORTABLE RESTROOMS.**

Number of Units Requested:

Standard Units \_\_\_\_\_ ADA Units \_\_\_\_\_ Handwash Units \_\_\_\_\_ Extra Cleanings \_\_\_\_\_

Please refer to item #17 in your Special Event Guidelines for current rates and information.

**ROAD or TRAIL RUN/WALK.**

Proposed Run Headquarters location: \_\_\_\_\_

Proposed Start location for runners: \_\_\_\_\_

Proposed Finish Line for runners: \_\_\_\_\_

Start Time(s): \_\_\_\_\_ All runners will be off road by what time? \_\_\_\_\_

Submit a diagram with your Application detailing the entire route including start, finish & staging area.

**STREET CLOSURE.**

A Street Closure Request Form must be submitted. Refer to item #21 in your Special Event Guidelines.

**WASTE / RECYCLE ROLLAWAY.** Refer to items #16 and #19 in your Special Event Guidelines for options.

**OTHER NOTABLE ITEMS OR REQUESTS:** Describe: \_\_\_\_\_

**INSURANCE DOCUMENTATION**

The City of Burlington does not maintain insurance that will respond to claims against you, the Event Organizer. You are required to provide to the City at least 14 days prior to your event start date a Certificate of Liability Insurance accompanied by an Endorsement that meets the City's minimum requirements.

Please refer to item #7 in your Special Event Guidelines for detailed information regarding requirements.

**APPLICATION CHECKLIST**

**Minimum Application Requirements:**

1. **EVENT LAYOUT DIAGRAM** depicting explicit event detail. Refer to item #5 in your Special Event Guidelines for requirements.
2. **APPLICATION FEE**, if applicable. Refer to item #2 in your Special Event Guidelines for more information.
3. **SIGNED EVENT PERMIT APPLICATION.** Please sign where highlighted on page 4.

**Possible Application Requirements:**

- COPY OF NOTIFICATION LETTER.** Please refer to item #12 in your Special Event Guidelines.
- STREET CLOSURE REQUEST FORM.** Please refer to item #21 in your Special Event Guidelines.
- BEER / WINE GARDEN PERMIT REQUEST.** Please refer to item #8 in your Special Event Guidelines.

**Required 14 days prior to event start date:**

- INSURANCE DOCUMENTATION** meeting the City's minimum requirements. Refer to item #7 in your Special Event Guidelines.
- LIST of FOOD or MERCHANDISE VENDORS** invited to participate in your event. Additional permit and fee applies for each vendor. Please refer to item #14 in your Special Event Guidelines.



# City of Burlington Street Closure Request Form

If you plan to host a special event in Burlington that includes a City park and will require a street closure, please submit this Street Closure Request Form and a detailed diagram of the closure request with your Special Event Permit Application to the Parks and Recreation Department at least 60 days prior to your event start date. The department can be contacted at:

900 E. Fairhaven Avenue, Burlington WA 98233  
(Use East Entrance off Regent for Business Office)  
P: (360) 755-9649 or F: (360) 755-1017  
BParks@burlingtonwa.gov

Approval of street closure request is determined by the Burlington City Council. The closure request will be placed on the first available meeting agenda after its submittal and review. Applicant will be notified of meeting date and will be responsible for presentation of request at Council meeting. (Burlington City Council typically meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month. Meetings begin at 7:00PM.)

If your special event plans do not include use of a City park, contact the Burlington Planning Department for your street closure request:

833 S. Spruce Street, Burlington, WA 98233  
(1<sup>st</sup> Floor, City Hall)  
P: (360) 755-9717  
BPlanning@burlingtonwa.gov

Application Date: 2-8-17

## APPLICANT/ EVENT ORGANIZER INFORMATION

Name of Applicant/Organization: N. CASCADE STREET ROD ASSN:

Mailing Address: P.O. Box 248

(City, State, Zip): MT. VERNON, WA 98273

Name of Primary Event Coordinator: J. REED HARLOW

Phone1: 360-757-4195 Phone2: 360-202-0884 Email: KARLOWRD @ COMCAST. NET  
Cell  Landline  Cell  Landline

Name of Street Closure Coordinator on Event Day: J. REED HARLOW

Phone1: \_\_\_\_\_ Phone2: \_\_\_\_\_ Email: \_\_\_\_\_  
Cell  Landline  Cell  Landline

## EVENT INFORMATION/OVERVIEW OF CLOSURE REQUEST

Name of your Event: BERRY COOL CAR SHOW

Start date of your Event: 6-18-2017

Reason for closure request? Parade  Run/Walk  Street Fair/Festival  Other: CAR SHOW

Estimated number of participants/floats: 170 and/or Estimated number of spectators/guests: 150

Street Barricades: Will be provided by Event Organizer  City-owned barricades are requested

**Berry Dairy Days "Berry Cool Car Show" Sunday, 06/18/2017 :: 8AM-3PM**  
**North Cascade Street Rod Association: Reed Harlow, 360-202-0884**

**Street Closure Request: Sunday, 06/18/2017 close by 6AM- reopen at 3PM**

Closure requested is along Fairhaven Avenue from east side of Alder Street intersection to the west side of railroad tracks at Oak Street (near Stowe's). Cross traffic is also blocked just off Fairhaven's intersection with Walnut Street. Spruce Street remains open for northbound/southbound traffic. Organizer also requests closure of the City's Public Parking at the old Canton lot. The lot will be used for additional antique car exhibit parking.



= MA & PA KETTLE CORN VENDOR





ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. \_\_\_\_\_

## AGENDA ITEM

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Council Date: May 25, 2017 Subject: HOME Consortium Interlocal Agreement

Brad Johnson, Senior Planner

Attachments: Draft Resolution (with attached interlocal) Public Hearing Required: YES ( ) NO (X)

Memo from Skagit County Public Health

\_\_\_\_\_

### SUMMARY

In 2015 a consortium of local governments including Skagit County, Whatcom County, and Island County, and the cities within those counties, was formed for the purpose of accessing funding from the U.S Department of Housing and Urban Development. This agreement is expiring and must be renewed. The funding obtained through the HOME consortium is used to provide housing assistance to low income households. The interlocal agreement allows the City of Burlington to participate as a member of the HOME Consortium, which increases the amount of funding the Consortium can access from HUD. This funding would not be available without the continued operation of the Consortium. Participation in the HOME Consortium does not affect the City of Burlington's ability to access other federal or state funding.

### RECOMMENDATION

I motion to approve a resolution authorizing the Mayor to sign the HOME Consortium Interlocal Agreement.

**RESOLUTION NO. 04-2017**

**A RESOLUTION OF THE CITY OF BURLINGTON, WASHINGTON IN THE MATTER OF AUTHORIZING THE MAYOR TO SIGN AN INTERLOCAL AGREEMENT ALLOWING THE CITY TO PARTICIPATE IN THE HOME CONSORTIUM.**

**WHEREAS**, the federal government offers funding and technical assistance aimed at increasing the supply of decent, safe, and affordable housing available to low-income and very low-income families, including offers from the HOME Investment Partnerships Program (HOME Program) created by the National Affordable Housing Act of 1990; and

**WHEREAS**, the HOME Program allows local governments in geographically contiguous areas to establish a consortium, or interlocal, for the purpose of receiving funding through the HOME Program; and

**WHEREAS**, the City of Burlington and the surrounding region has a shortage of housing affordable to lower-wage workers and other low income people; and

**WHEREAS**, cooperation among local governments supports existing local efforts aimed at reducing homelessness and increasing the supply of housing available to low income people; and

**WHEREAS**, eligible members of a potential three-county HOME consortium have determined that cooperating to establish a consortium will increase the level of matching funds available for low-income housing assistance within the region; and

**WHEREAS**, Chapter 39.34 RCW allows local governments to enter into interlocal agreements;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council authorizes the Mayor to sign the Interlocal Cooperation Agreement attached as exhibit "A"; and

**BE IT FURTHER RESOLVED**, that the City of Burlington will participate in the HOME consortium for the 2018-2020 qualification period; and

**BE IT FURTHER RESOLVED**, that the City of Burlington agrees to automatic renewal of the Interlocal Cooperation Agreement for successive qualification periods.

**INTRODUCED AND PASSED** at a regular meeting of the City Council of the City of Burlington on this 25<sup>th</sup> day of May, 2017.

**THE CITY OF BURLINGTON**

\_\_\_\_\_  
Steve Sexton, Mayor

ATTEST:

\_\_\_\_\_  
Renee Sinclair  
Director of Budget & Accounting

APPROVED AS TO FORM:

\_\_\_\_\_  
Leif Johnson, City Attorney

Published: \_\_\_\_\_

# EXHIBIT "A"

## INTERLOCAL COOPERATION AGREEMENT TO ESTABLISH A HOME CONSORTIUM AND RECEIVE FUNDS UNDER THE NATIONAL AFFORDABLE HOUSING ACT FOR THE PROGRAM YEARS 2018 THROUGH 2020

This Interlocal Cooperation Agreement (hereinafter Agreement) is entered into by and between Skagit County (hereinafter Lead Agency), and Anacortes, Blaine, Burlington, Concrete, Coupeville, Everson, Ferndale, Hamilton, Island County, La Conner, Langley, Lynden, Lyman, Mount Vernon, Nooksack, Oak Harbor, Sumas, Whatcom County (hereinafter Members) (*Note that Agreement final version will include names of Members that adopt a Resolution agreeing to participate*) for the purpose of establishing a regional HOME Consortium to receive and administer federal funds under the HOME Investment Partnership Program. This Agreement will become effective upon adoption by the Members and approval by the U.S. Department of Housing and Urban Development (HUD).

### RECITALS

WHEREAS, the three-county region has a shortage of homes that lower-wage workers and other low-income people can afford, using thirty percent of gross household income for housing costs; and

WHEREAS, cooperation among local governments supports existing local efforts aimed at reducing homelessness and increasing the supply of homes lower-wage workers and others can afford to lease or own; and

WHEREAS, the federal government offers funding and technical assistance aimed at increasing the supply of decent, safe and affordable housing available to low-income and very-low-income families, including the HOME Investment Partnerships Program (HOME Program) created in the National Affordable Housing Act of 1990 (NAHA), as implemented by HUD through regulations at Title 24, Code of Federal Regulations, Part 92 (HOME regulations); and

WHEREAS, HOME regulations allow a group of contiguous units of general local governments (UGLGs) to organize as Members that establish a HOME Consortium for the purposes of obtaining HOME grant funding from HUD that will assist in improving the supply of decent, safe and affordable homes for low-income people and will strengthen partnerships among all levels of government and the private sector; and

WHEREAS, the Members have determined that obtaining HOME grant funding will increase their ability to assist with efforts to end homelessness and for the provision of affordable homes for residents with incomes at or below sixty percent of the area median income; and

WHEREAS, the Members are not individually eligible to obtain an allocation of HOME grant funding from HUD; however, the Members can cooperate to establish a HOME Consortium that will be eligible to obtain an allocation of HOME grant funding from HUD; and

WHEREAS, the Members have determined that it will be mutually beneficial and in the public interest to enter into this Interlocal Cooperation Agreement to establish a HOME Consortium in order to become eligible for HOME grant funding; and

WHEREAS, the Interlocal Cooperation Act in Chapter 39.34 of the Revised Code of Washington permits local governments to enter into agreements to cooperate for beneficial purposes and these purposes can include regional cooperation to establish a HOME Consortium; and

WHEREAS, HOME regulations specify the topics and content that Members must include in an interlocal cooperation agreement that establishes a HOME Consortium, and the HOME regulations require that the HOME Consortium Members select one Member to act as Lead Agency for all Members in communications with HUD and as the HOME grant recipient on behalf of the Consortium; and

WHEREAS, Skagit County has offered to serve as the Lead Agency on behalf of the Members that enter into an interlocal cooperation agreement for the purpose of implementing a regional HOME-funded program to enhance cooperation among local jurisdictions to increase the availability of resources available to local governments to address the housing-related problems of lower-income people and to implement local Plans to End Homelessness; and

WHEREAS, the Lead Agency has offered to administer such federal funds for itself and on behalf of the Members;

NOW THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the Members mutually agree to the following terms and conditions.

## **1. DEFINITIONS**

For the purpose of this Agreement, the terms defined in this section have the meanings given to them:

- A. "Consolidated Plan" is a HUD required document that serves as a planning and budgeting document for the Consortium and as a HOME grant funding application. The Consortium will develop a Consolidated Plan by May 15, 2018.
- B. "Consortium" means the Members and Lead Agency acting together pursuant to this Agreement.
- C. "HOME Regulations" means the rules, regulations and guidelines promulgated pursuant to the NAHA, including but not limited to 24 CFR Parts 91 and 92, as amended.
- D. "Lead Agency" means Skagit County, designated by the Members as the unit of general local government to act in a representative capacity for all Members for the purpose of entering into a HOME grant agreement with HUD.

- E. "Member" means an unit of general local government that is a signatory to this Agreement and therefore becomes a Member of the Consortium.
- F. "Subrecipient" means a Member who carries out HOME-funded activities after entering into a separate written agreement with the Lead Agency.

## 2. PURPOSE

The purpose of this Agreement is to establish a HOME Consortium that will be eligible for HOME grant funds to increase the Members' ability to assist in the provision of housing affordable for low-income residents.

## 3. AGREEMENT

- A. **Term:** The term of this Agreement shall be for the qualification period ending June 30, 2021 and includes federal fiscal years 2018, 2019 and 2020. This agreement will auto renew for successive qualification periods as outlined in the renewal section below. The agreement will remain in effect until HOME funds from each federal fiscal year of the agreements specified qualification period and each successive qualification period for which the agreement is renewed, are expended on eligible activities.
- B. **Execution:** This Agreement shall be executed by the appropriate officers of each Member and the Lead Agency pursuant to authority granted them by their respective governing bodies, and a copy of the authorizing resolutions and executed Agreement shall be filed promptly at the offices of the Lead Agency.
- C. **Renewal:** This agreement shall automatically be renewed for the Consortium's participation in successive qualification periods of three federal fiscal years each. No later than the date specified by HUD's consortia designation notice or HOME Consortia web page, the Lead Entity shall notify each Consortium Member in writing of its right to decide not to participate in the Consortium for the next qualification period and the Lead Entity shall send a copy of each notification to the HUD Field Office.

If a Consortium Member decides not to participate in the Consortium for the next qualification period, the Consortium Member shall notify the Lead Entity, and the Lead Entity shall notify the HUD Field Office, before the beginning of the new qualification period. If a consortium member decides not to participate in the consortium the Lead Agency will notify the HUD Field Office prior to the beginning of the new qualification period.

The consortium will adopt any amendment to the agreement that is necessary to meet HUD requirements for consortia agreements in successive qualification periods.

The Lead Agency will submit to the HUD Field Office a statement of whether or not any amendments have been made to the agreement, a copy of each amendment, and, if the consortium's membership has changed, the state certification required under 24 C.F.R. 92.101(a)(2)(i).

The auto renewal provision will be void if the Lead Agency fails to notify a consortium member of its right not to participate for the next qualification period or the Lead Agency fails to submit a copy of each amendment to the agreement as required.

- D. **Consolidated Plan:** The Lead Agency is responsible for preparing and submitting the Consolidated Plan to HUD. The Members shall cooperate in the preparation of the Consolidated Plan by providing input during the preparation of the Consolidated Plan and by assisting the Lead Agency in holding any required public meetings during the preparation of the Consolidated Plan.
- E. **Program Administration:** Skagit County, as Lead Agency, agrees to have decision-making authority regarding the Consolidated Plan and implementation, as well as oversight and authority on issues affecting the Consortium activities. The Lead Agency will be entitled to up to ten percent of the HOME Consortium grant allocation, as well as up to ten percent of program income, for eligible planning and administrative costs. The Lead Agency will provide staff support for a HOME Consortium Advisory Committee that will assist with preparation of the Consolidated Plan, project selection criteria, and selection of recommended projects for HOME funding agreements.
- F. **Allocating HOME Program Funding:** The annual allocation of HOME program funds will be based on the recommendation from the HOME Consortium Advisory Committee and adopted in the Consolidated Plan and its annual Action Plan.
- G. **HOME Consortium Advisory Committee:** An Advisory Committee shall be created for the purpose of identifying the general activities and priorities to be undertaken by the Consortium with HOME grant funds. Each Member may appoint a representative to serve on the Advisory Committee. The Advisory Committee will also participate in the development of the Consolidated Plan, establish decision-making procedures for the Consortium, serve in an advisory capacity for the programs and projects funded with HOME expenditures, make recommendations to the Lead Agency's governing body, and provide advice for the successful implementation of the Consolidated Plan and the HOME Consortium's programs.
- H. **Matching Funds:** No Member will be required to accept HOME grant funds, and no matching funds will be required of a Member that does not enter into a separate written agreement for HOME-funded activities. Members shall be responsible for providing matching funds for any HOME pass-through grant funds allocated to and accepted for use by that Member under terms to be

specified in a HOME Subrecipient agreement. No matching funds will be required from a Member that does not enter into a HOME Subrecipient agreement.

Matching funds shall be reported to the Lead Agency, in a format to be determined by the Lead Agency, by the end of each program year covered by this agreement.

- I. **Affirmatively Furthering Fair Housing:** The Lead Agency and the Members agree to affirmatively further fair housing with all HOME Consortium funds under this Agreement in compliance with 24 CFR 92.350. Each Member that enters into a HOME Subrecipient agreement will be responsible for compliance with HUD regulations and, if applicable, for their own preparation and submission to HUD of an Analysis of Impediments to Fair Housing Choice. The Members agree that funding activities will be prohibited if a Member does not affirmatively further fair housing within its jurisdiction or impedes actions intended to comply with the Consortium's fair housing certification. The Members acknowledges noncompliance by a Member may provide cause for funding sanctions or remedial actions by HUD.
- J. **Program Income:** Program Income as defined at 24 CFR 92.2 generated by a Member will be held by each Member in a separate account specific to the HOME Program. Program Income will be used first before any additional HOME funds are drawn or requested for reimbursement, and appropriate documentation of the receipt and use of program income will be provided to the Lead Agency in a format to be determined by the Lead Agency and as required for reporting to HUD.
- K. **Indemnification:** Each Member agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other Members of the Consortium harmless from such liability. It is further provided that no liability shall attach to Skagit County as Lead Agency by reason of entering into this agreement except as expressly provided herein. The Members of the Consortium agree to reasonably cooperate in the event litigation is brought against one or more of the Members pursuant to this Agreement by any third party.

#### 4. LEAD AGENCY RESPONSIBILITIES

- A. **Responsibilities:** The Lead Agency will be the governmental entity required to execute all grant agreements for HOME funds received from HUD pursuant to the Consortium's request for HOME funds. The Lead Agency will thereby become and will be held by HUD to have full responsibility for the execution of the HOME Program in compliance with HOME rules, including the requirements of the Consolidated Plan. The Lead Agency will be responsible

for leading the development of the Consortium's Consolidated Plan with an annual Action Plan component and for required administrative functions such as reporting on the activities of the Consortium and serving as the liaison between HUD and Consortium Members, for meeting the requirements of other applicable laws, and for the performance of the HOME-funded activities including the HOME-funded projects and activities to be conducted by the Subrecipients.

- B. **Pass-through Grant Funds:** The Lead Agency shall monitor the performance of any Member that receives pass-through HOME funds and will hold a Member jurisdiction accountable, under terms to be specified in HOME Subrecipient agreement, for compliance with the requirements set forth in HUD regulations.
- C. **Administrative Activities for the Consortium:** The Lead Agency agrees to provide administrative functions for the Consortium, and specific administrative tasks include, but are not limited to, coordinating the public participation process, developing necessary forms and implementation agreements with Members that receive pass-through HOME funds, drafting program descriptions, notices of funding availability and requests for proposals, confirming that a Subrecipient is not debarred from federal funds, providing technical assistance to project sponsors, confirming compliance of funded projects as specified in a HOME Subrecipient agreement, and preparing required reports.
- D. **Administrative Activities for Members:** The Lead Agency's administrative obligations to the Members shall be limited to the performance of the administrative and program tasks necessary to make HOME funds available to the Members under terms to be specified in HOME Subrecipient agreements and to provide reporting to HUD on the various projects funded with HOME funds under provisions to be specified in HOME Subrecipient agreements.
- E. **Reporting Requirements:** The Lead Agency will require Subrecipients with HOME-funded activities or projects to provide the Lead Agency with HOME Program activity reports including information about program income, if any, derived from the HOME -funded activities.
- F. **Communication:** The Lead Agency will be responsible for communicating periodically, at least once per quarter, to each Member and other interested parties, providing a Consortium status report, an update on prior communications, and requests for feedback and input on pertinent topics. Additional communication protocol will be established during the development of the Consolidated Plan.

## 5. MEMBERS' RESPONSIBILITIES

- A. **Resolution:** The Members shall adopt a resolution for their unit of local government that authorizes the automatic renewal of this agreement for successive qualification periods.
- B. **Action Plan/Consolidated Plan Submissions:** The Members shall provide input that will assist the Lead Agency with the preparation of a Consolidated Plan.
- C. **Reporting Requirements:** If a Member receives any HOME funds under terms to be specified in a HOME Subrecipient agreement, the Member shall prepare and submit to the Lead Agency for consolidation into a combined report the following reports, if applicable, for submission to HUD according to applicable deadlines: Analysis of Impediments to Fair Housing, Citizen Participation Plan, Minority Business Enterprise/Women's Business Enterprise reports, federal cash transaction reports, and annual HOME Consolidated Action Plan Evaluation Report(s)(CAPER) as well as preparing and submitting any other reporting requirements that are required by HUD.
- D. **Lead Agency and Member Cooperation:** The Lead Agency shall cooperate and work with each Member that receives any HOME pass-through funds under terms to be specified in a HOME Subrecipient agreement for activities to be conducted or performed within the Member's jurisdiction during the Federal Program Years this Agreement is in effect.
- E. **Disallowed Expenditures:** Each Member that receives pass-through HOME funds under terms to be specified in a HOME Subrecipient agreement shall assume full responsibility for repayment of HOME funds for all expenditures made by their jurisdictions that are disallowed by HUD.
- F. **Eligible Expenditures:** Each Member that receives pass-through HOME funds under terms to be specified in a HOME Subrecipient agreement shall assume overall responsibility for ensuring their projects related to the Consortium's HOME Program are carried out in compliance with the requirements set forth in HUD regulations.
- G. **Eligibility Review and Compliance Monitoring:** Each member that receives pass-through HOME funds under terms to be specified in a HOME Subrecipient agreement shall provide monitoring the compliance of projects funded with HOME funds to ensure that they comply with applicable Federal laws and regulations including property standards.

## 6. SPECIAL PROVISIONS

- A. **Amendments:** All amendments to this Agreement must be in writing and signed by all Members except that the Lead Agency shall have authority to amend to the Agreement on behalf of all Members to add new Members to the Consortium.

- B. **Severability:** Invalidation of any one or more of the provisions of this Agreement shall in no way affect any of the other provisions thereof, which shall remain in full force and effect.
- C. **Financial Obligations of the Parties:** Each party's financial obligations under this Agreement are contingent upon appropriation, budgeting, and availability of specific funds to discharge those obligations. Nothing in this Agreement constitutes a debt, a direct or indirect multiple fiscal year obligation, a pledge of the credit of either party, or a payment guarantee by either party to the other party. No Member incurs any financial obligation unless it later signs a HOME Subrecipient agreement.

.....

IN WITNESS THEREOF, the undersigned Members have executed this Agreement;

*A separate signature page will be added for each Member after each Member's legislative process adopts a Resolution authorizing automatic renewal and a signature on interlocal agreement.*

*Current members include: Island County, Coupeville, Langley, Oak Harbor, Whatcom County, Blaine, Everson, Ferndale, Lynden, Nooksack, Sumas, Skagit County, Anacortes, Burlington, Concrete, Hamilton, La Conner, Loman, and Mount Vernon*

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF ANACORTES**

\_\_\_\_\_  
Mayor Laurie Gere

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF BLAINE**

\_\_\_\_\_  
City Manager David Wilbrecht

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF BURLINGTON**

\_\_\_\_\_  
Mayor Steve Sexton

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**TOWN OF CONCRETE**

\_\_\_\_\_  
Mayor Jason Miller

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**TOWN OF COUPEVILLE**

\_\_\_\_\_  
Mayor Nancy Conard

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF EVERSON**

\_\_\_\_\_  
Mayor John Perry

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF FERNDALE**

\_\_\_\_\_  
Mayor Gary Jensen

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF HAMILTON**

\_\_\_\_\_  
Mayor Joan Cromley

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**ISLAND COUNTY**

\_\_\_\_\_  
County Commissioner Jill Johnson

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**TOWN OF LA CONNER**

\_\_\_\_\_  
Mayor Ramon Hayes

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF LANGLEY**

\_\_\_\_\_  
Mayor Fred McCarthy

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF LYMAN**

\_\_\_\_\_  
Mayor Debra Heinzman

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017.

**CITY OF LYNDEN**

\_\_\_\_\_  
Mayor Scott Korthuis

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017

**CITY OF MOUNT VERNON**

\_\_\_\_\_  
Mayor Jill Boudreau

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017

**CITY OF NOOKSACK**

\_\_\_\_\_  
Mayor James S. Ackerman

DATED this \_\_\_\_ day of \_\_\_\_\_, 2017

**CITY OF OAK HARBOR**

\_\_\_\_\_  
Mayor Scott Dudley

DATED this 11<sup>th</sup> day of April, 2017

**CITY OF SUMAS**

  
\_\_\_\_\_  
Mayor Bob Blomley

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2017

**WHATCOM COUNTY**

\_\_\_\_\_  
Whatcom County Executive Jack Louws



# Skagit County Department of Public Health

**Jennifer Johnson, Director**  
**Howard Leibrand, M.D., Health Officer**

## **Memorandum from Skagit Island Whatcom HOME Consortium**

**Date:** March 22, 2017

**To:** Participating Members of the Skagit Island Whatcom HOME Consortium: Anacortes, Blaine, Burlington, Concrete, Coupeville, Everson, Ferndale, Hamilton, Island County, La Conner, Langley, Lyman, Lynden, Mount Vernon, Nooksack, Oak Harbor, Skagit County, Sumas, and Whatcom County

**From:** Kayla Schott-Bresler, Public Health Analyst, Skagit County Department of Public Health, which serves as the lead agency for Skagit Island Whatcom HOME Consortium

**Re:** Consortium Renewal for 2018-2020

The Skagit Island Whatcom HOME Consortium was established in 2015 to obtain HOME Funding from the United States Department of Housing and Urban Development (HUD). The Consortium currently includes Skagit, Island, and Whatcom Counties and 16 area cities/towns. The primary purpose of the Consortium's HOME funds is to develop affordable housing for households with incomes between 30 and 80 percent of Area Median Income (AMI) and ensure housing is financially accessible for households experiencing homelessness with incomes less than 50% AMI. HOME Program funding for the three year period of 2015-2017 will total approximately 1.8 million dollars. HUD has granted the Consortium \$1.2 million to date, and this funding has been used to advance the Consortium's objectives across the three counties. The funding provides rental assistance to one hundred households, downpayment assistance to at least four households, and supports the development of six affordable homes.

This memo serves as notification that we are currently undertaking the renewal process for the Consortium. We request a response as to whether you intend to continue to participate as a member of the Consortium. It is Skagit County's responsibility as lead agency to notify you that, as a participating member, you have the right to opt out of participation for 2018-2020. If you wish to continue participating in the Consortium you must submit a new signed copy of the attached Interlocal Agreement by May 15, 2017. This Interlocal Agreement must also be adopted via a resolution that contains the required renewal provisions outlined in the agreement. If you elect not to participate, please submit a letter stating your desire to opt out by May 15, 2017.

The formation of this consortium has allowed the region to access HOME funds to , helping homeless and low income individuals acquire housing across the region. Without the formation of the Consortium, these funds would not be available to the participating jurisdictions or low-income program beneficiaries.

Public Health  
700 South 2nd Street Room #301  
Mount Vernon, WA 98273  
(360) 416-1500 Fax (360) 336-9401

Environmental Public Health  
1800 Continental Place  
Mount Vernon, WA 98273  
(360) 416-1555 Fax (360) 419-3408

The procedure for renewal is similar to the consortium creation process. On February 17, 2017, we sent a letter of intent to HUD stating we intended to continue to participate as a consortium for the purposes of the HOME program. This memo is the next step in the process. The final step prior to HUD recertifying the Consortium's status is to submit new Interlocal agreements with updated signatures. The County must have signed agreements no later than May 15, 2017. This will allow time to process and send to HUD for review.

We are also in the process of completing the 2017 Action Plan for the 2017- 2018 program year. This plan is a required component of the Consolidated Plan. The Action Plan describes how the Consortium will use the HOME grant to meet the local housing needs described throughout the Consolidated Plan. Unlike the Consolidated Plan itself, which is only updated every three to five years, the Action Plan must be submitted annually. Each Action Plan will describe how the Consortium plans to allocate and spend that years grant allocation. We expect the HOME Consortium's 2017-2018 grant allocation to total approximately \$660,000.

As part of submitting the Action Plan, the Consortium will hold a public hearing. As Consortium members, you are specifically invited to attend the Public Hearing on the 2017-18 Action Plan. Please invite other stakeholders who may be interested in providing comments regarding this plan. The Hearing will be held Monday, April 3, 2017, at 11:30 a.m. in the Commissioners' Hearing Room at the Skagit County Administration Building, 1800 Continental Place, Mount Vernon, Washington.

Please contact me at [Kaylasb@co.skagit.wa.us](mailto:Kaylasb@co.skagit.wa.us) or (360) 416-1520 with any questions. Thank you for your support of, and involvement in, this innovative regional approach to encourage and create affordable housing.



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS. \_\_\_\_\_

## AGENDA ITEM

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Council Date: May 25, 2017 Subject: Street Closure Request for Washington Avenue and the alley behind the library for the Library program "Touch a Truck"  
Sarah Ward, Library Director

Attachments: Map of Requested Street Closure Public Hearing Required: YES ( ) NO (X)

\_\_\_\_\_

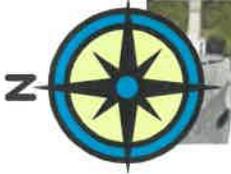
\_\_\_\_\_

### SUMMARY

On Thursday, June 22, from 11:30 a.m. – 2:00 p.m., the Burlington Public Library is hosting a "Touch a Truck" event for children participating in our summer reading program. We will host large trucks and other equipment from Public Works in addition to vehicles from the Navy, and the fire truck from the Children's Museum. We are requesting permission to close the road in front of the library, as well as the alley on the side of the library, to safely accommodate the vehicles and children who will want to explore them. The request has been reviewed and approved by the Fire Department and Police Department.

### RECOMMENDATION

I motion to approve the request for street closure for Washington Avenue and the alley behind the library for Thursday, June 22, from 11:30 a.m. to 2:00 p.m. for the Burlington Public Library's "Touch a Truck" event.



**N/S Alley Closure between Washington & Vernon**

**for the Library “Touch A Truck” event**

**Thursday, June 22 ■ 11:30 – 2:00 p.m.**