

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. April 25, 2019

CALL TO ORDER:

Mayor Sexton

Council Members: Aslett, J. DeGloria, R. DeGloria, Edmundson, Loving, Montgomery, and Stavig
Staff: Berner, Blaine, Dempsey, Erickson, Ganz, Hampton, Harrison, Hawes, Brad Johnson, L. Johnson, Jongsma, Luvera, Marcotte, Morrison, Moser, Nelson, Peterson, Pulst, Rabenstein, Schwetz, Toth, Ward

MINUTES:

[City Council Meeting March 28, 2019](#)

AUDIT OF BILLS:

PUBLIC COMMENTS:

COUNCIL COMMENTS:

MAYOR'S UPDATE:

PROCLAMATION:

SPECIAL PRESENTATION:

COMMITTEE & BOARD REPORTS:

OFFICERS REPORTS: TBD

UNFINISHED BUSINESS:

CONSENT AGENDA:

NEW BUSINESS:

- 1) [PUBLIC HEARING: Adoption of updated Capital Improvement Plan](#)
- 2) [EMS – Medical Grade Oxygen Cylinder Exchange Agreement with Skagit County Fire District #12](#)
- 3) [EMS – Medical Grade Oxygen Cylinder Exchange Agreement with Skagit County Fire District #5](#)
- 4) [EMS – Interlocal Agreement for Paramedic Intubation Training and Skill Maintenance between the City, Skagit County Public Hospital District No. 1, and Bellingham Anesthesia Associates](#)
- 5) [Interlocal Agreement with Skagit County for Overlay of Peterson Road](#)
- 6) [Pictometry Software](#)
- 7) [Agreement with Accountemps for Finance Department Interim Staffing](#)
- 8) [Certified Local Government Grant](#)
- 9) Confirmation of Finance Director Position Appointment
- 10) [Revised Salary Resolution establishing the position of Human Resources Generalist within the current salary schedule](#)

FUTURE WORKSHOP:

EXECUTIVE SESSION:

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

ADJOURNMENT:

MEETINGS:

- 1) **HISTORICAL PRESERVATION BOARD:** Tuesday **April 23, 2019** 2:00 p.m.
Parks & Recreation, 900 E Fairhaven Ave
- 2) **DOWNTOWN BURLINGTON ASSOCIATION:** Wednesday **April 24, 2019** 9:00 a.m.
Chamber of Commerce, 520 E Fairhaven Ave
- 3) **AUDIT & FINANCE COMMITTEE:** Thursday **April 25, 2019** 4:00 p.m.
City Hall, 833 S Spruce Street

April 2019

April 2019							May 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

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

May 2019

May 2019							June 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

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



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: April 25, 2019 Subject: [Adoption of updated Capital Improvement Plan](#)
Brad Johnson, Senior Planner

Attachments: (1) Staff Report, (2) Planning Commission
Recommendation, (3) SEPA DNS, (4) SEPA
checklist, (5) ordinance with exhibit

Public Hearing Required: YES (X) NO ()

SUMMARY

The City is required to maintain a financing plan for the facilities, equipment, and land necessary to support six years of planned growth and development. This plan is updated annually to ensure consistency with the City's adopted budget. An updated CIP was prepared in conjunction with the current City budget and covers a period between 2019 and 2024. The CIP will need to be updated again as the City moves forward with the 2020 budget process.

RECOMMENDATION

Accept the Planning Commission's recommendation and authorize the Mayor to sign the attached ordinance.



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: April 25, 2019 Subject: [EMS – Medical Grade Oxygen Cylinder Exchange Agreement between the City and Skagit County Fire District #12.](#)
Mike Ganz, Interim Fire Chief

Attachments: Interlocal Agreement between the City and Skagit County Fire Protection District #12 for Medical Grade Oxygen Cylinder Exchange. Public Hearing Required: YES () NO (X)

SUMMARY

The City operates the Burlington Fire Department (BFD) which provides fire and emergency medical services (EMS) within the City and greater Skagit County area by agreement. Skagit County Fire Protection District #12 is a special purpose government tasked with providing fire and EMS within Skagit County.

In the interest of efficiency, Fire District #12 desires that the BFD provide the ability to exchange used or spent oxygen cylinders with their District to maintain the required therapeutic oxygen levels of equipment to deliver emergency medical services in exchange for the promises, term, conditions, and other considerations set forth in the attached Agreement.

Skagit County provides funding (\$500 annually per agency) for the cost of medical grade oxygen to Fire Departments providing EMS. The BFD has a contract to receive medical grade oxygen as part of its normal provision of EMS services, and pursuant to this agreement, will bill and receive the annual funding for medical grade oxygen for Fire District #12.

This Agreement is believed to be beneficial to both the City and the District which work cooperatively in the delivery of EMS patient care and such agreements are permitted by RCW Chapter 39.34 of the Washington State Interlocal Cooperation Act.

This Agreement has been reviewed and approved to format by the City of Burlington's attorney.

RECOMMENDATION

Motion to approve the Interlocal Agreement between the City of Burlington and Skagit County Fire Protection District #12 for Medical Grade Oxygen Cylinder Exchange and authorize the Mayor to sign the agreement.



ITEM #: 3

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: April 25, 2019 Subject: [EMS – Medical Grade Oxygen Cylinder Exchange Agreement between the City and Skagit County Fire District #5.](#)
Mike Ganz, Interim Fire Chief

Attachments: Interlocal Agreement between the City and Skagit County Fire Protection District #5 for Medical Grade Oxygen Cylinder Exchange. Public Hearing Required: YES () NO (X)

SUMMARY

The City operates the Burlington Fire Department (BFD) which provides fire and emergency medical services (EMS) within the City and greater Skagit County area by agreement. Skagit County Fire Protection District #5 is a special purpose government tasked with providing fire and EMS within Skagit County.

In the interest of efficiency, Fire District #5 desires that the BFD provide the ability to exchange used or spent oxygen cylinders with their District to maintain the required therapeutic oxygen levels of equipment to deliver emergency medical services in exchange for the promises, term, conditions, and other considerations set forth in the attached Agreement.

Skagit County provides funding (\$500 annually per agency) for the cost of medical grade oxygen to Fire Departments providing EMS. The BFD has a contract to receive medical grade oxygen as part of its normal provision of EMS services and, pursuant to this agreement, will bill and receive the annual funding for medical grade oxygen for Fire District #5.

This Agreement is believed to be beneficial to both the City and the District which work cooperatively in the delivery of EMS patient care and such agreements are permitted by RCW Chapter 39.34 of the Washington State Interlocal Cooperation Act.

This Agreement has been reviewed and approved to format by the City of Burlington's attorney.

RECOMMENDATION

Motion to approve the Interlocal Agreement between the City of Burlington and Skagit County Fire Protection District #5 for Medical Grade Oxygen Cylinder Exchange and authorize the Mayor to sign the agreement.



ITEM #: 4

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: April 25, 2019 Subject: [EMS- Interlocal Agreement for Paramedic Intubation Training and Skill Maintenance between the City, Skagit County Public Hospital District No. 1, and Bellingham Anesthesia Associates.](#)
Mike Ganz, Interim Fire Chief

Attachments: Interlocal Agreement between the City, Skagit County Public Hospital District No. 1 and Bellingham Anesthesia Associates. Public Hearing Required: YES () NO (X)

SUMMARY

The City of Burlington provides Advance Life Support services via its fire department. In the provision of EMS services, the Burlington Fire Department utilizes paramedics who are required to meet annual continuing education and Advanced Life Support skills in order to maintain their state certifications. One of the critical skill requirements for the paramedics is the need to perform and practice a set number of annual airway intubations that may be achieved in either the acute field response setting or in cooperation with a local hospital in a supervised operating and recovery room setting.

Primarily paramedics meet these airway intubation requirements from emergency responses but occasionally need to have access and utilize a hospital facility in order to comply with skill maintenance requirements. By entering into this Interlocal Agreement with Skagit County Public Hospital District No. 1 and Bellingham Anesthesia Associates, the City of Burlington ensures that its paramedics have an avenue to maintain their critical skill requirements in airway management if they cannot achieve the sufficient number of field intubations in the recertification period.

RECOMMENDATION

Motion to approve the Interlocal Agreement for Paramedic Intubation Training and skill maintenance between the City of Burlington, Skagit County Public Hospital District No. 1 and Bellingham Anesthesia Associates, and authorize the Mayor to sign the agreement.



ITEM #: 5

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: April 25, 2019 Subject: [Interlocal Agreement with Skagit County for Overlay of Peterson Road](#)
Marv Pulst, Public Works Director

Attachments: Agreement Public Hearing Required: YES () NO (**X**)
Exhibit

SUMMARY

Washington State Transportation Improvement Board (TIB) funded the overlay of Peterson Road within City limits. Skagit County has requested the paving limits continue to Pulver Road. The attached interlocal agreement states that the County will compensate the City for 100% of cost associated with paving the County segment of Peterson Rd.

Peterson Rd was upgraded to City standard (sidewalks, paving) in 2000 as a joint project between City/County. Also, in 2013, the County facilitated the paving of Old Highway 99 and Bouslog Rd at request of City.

Attached is interlocal agreement with Skagit County for the City to include County segment of Peterson Road within our paving bid package. We anticipate paving to occur this summer.

RECOMMENDATION

Motion to approve an interlocal agreement with Skagit County for overlay of Peterson Road



ITEM #: 6

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: April 25, 2019 Subject: [Pictometry Software](#)

Public Works Director – Marv Pulst

Attachments: Interlocal Agreement with Skagit County Public Hearing Required: YES () NO (X)

SUMMARY

Pictometry online software allows various departments (Engineering, Stormwater, Planning, Sewer, Streets, Parks, Police, and Fire) to access current high resolution aerials of the City as well as identifies parcels, building footprints and associated assessor data. This program is made available through a cost sharing arrangement with Skagit County in the form of an interlocal agreement. The agreement covers a two year time period at a cost of \$5,619.04 per year for a total of \$11,238.07.

RECOMMENDATION

Request Council's approval of the interlocal agreement with Skagit County and authorization for the Mayor to sign the agreement.



ITEM #: 7

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: April 25, 2019 Subject: [Agreement with Accountemps for Salaried Professional Service](#)
Steve Sexton, Mayor
Brittany Nelson, HR Manager

Attachments: Proposed Agreement for Accountemps Public Hearing Required: YES () NO (X)

SUMMARY

The Finance Department has a need for additional staffing to assist in the preparation of the 2018 financial statement and various research projects. This is temporary staffing anticipated to end May 31st, 2019.

RECOMMENDATION

Motion to approve the agreement with Accountemps for additional staffing in the Finance Department and authorize the Mayor's signature.



ITEM #: 8

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: April 25, 2019 Subject: [Certified Local Government Grant](#)
Jennifer Berner
Parks and Recreation Director

Attachments: CLG Grant Public Hearing Required: YES () NO (X)

SUMMARY

The Historic Preservation Advisory Commission is submitting a Certified Local Government Grant for \$7,500 for the fiscal year October 1, 2019 – September 30, 2020. This grant has no city match requirement. The only money the city will put towards the grant is staff time to help facilitate the grant and \$500 for any miscellaneous expense that may come up during the process.

The Certified Local Government Program helps local governments toward preserving historic and cultural resources for the future. The CLG Program is implemented and administered by the Department of Archaeology and Historic Preservation (DAHP).

The Historical Preservation Advisory Commission is ready to take the next steps for the long term preservation and potential reuse of the Carnegie Library for local history displays, cultural programs and public meetings. The next logical step is to develop a strategic plan for the Carnegie Library. The grant would allow the City to hire a historic preservation planning consultant to provide the following; adaptive reuse assessment; cost analysis; strategies for meeting preservation compliance guidelines; needs assessment for modifications to existing systems, and strategies for sustainability of the building in its potential future use as the Burlington Center for History and Culture.

RECOMMENDATION

Informational purposes only, no council motion needed.



ITEM #: 9

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: April 25, 2019

Subject: Request for Confirmation of City Finance Director
Position Appointment

Steve Sexton, Mayor

Attachments: _____

Public Hearing Required: YES () NO (X)

SUMMARY

Following interviews with three candidates for the position of Finance Director, Mayor Sexton has made a selection. Mayor Sexton has recommend Joe Stewart for the position of Finance Director and requests the City Council to confirm his selection per Burlington Municipal Code Chapter 2, Section 2.12.010.

RECOMMENDATION

Motion to approve Mayor's selection for the position of Finance Director.



ITEM #: 10

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: April 25, 2019 Subject: [Revised Salary Resolution establishing the position of Human Resources Generalist within the current Salary Schedule](#)
Steve Sexton, Mayor
Brittany Nelson, HR Manager

Attachments: Human Resources Generalist Job Description Public Hearing Required: YES () NO (X)
Revised Salary Resolution

SUMMARY

The City of Burlington established a Human Resources Department two years ago with one employee, the Human Resources Manager. During the last two years the City has grown and it has become evident that Human Resources is an essential function of the City and needs additional staff in order to meet the needs of the City. The duties and responsibilities of the Human Resource Manager have grown exponentially over the past couple years; to include 15 additional represented employees in the Fire Department. In order to function effectively staff is recommending adding the position of Human Resources Generalist; this position would perform essential functions as described in the job description attached.

RECOMMENDATION

Motion to approve the addition of the position of Human Resources Generalist and authorize the Mayor's signature on the resolution.