

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. August 8, 2019

CALL TO ORDER:

Mayor Sexton
Council Members: Aslett, J. DeGloria, R. DeGloria, Edmundson, Green, Loving, and Stavig
Staff: Berner, Blaine, Dempsey, Erickson, Ganz, Hampton, Hawes, Brad Johnson, L. Johnson, Jongsma, Luvera, Moser, Nelson, Olafson, Peterson, Pulst, Rabenstein, Schwetz, Stewart, Toth, Ward, and Young.

MINUTES:

[City Council Meeting July 25, 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: Update Burlington Municipal Code Parks & Recreation 2.70](#)
- 2) [Public Hearing: Update Burlington Municipal Code Parks & Recreation 2.72](#)
- 3) [Renaming of Jack Doyle Memorial Park](#)
- 4) [Street Closures for 2019 Touch A Truck Event](#)
- 5) [Additional Finance Department Staff Member](#)

FUTURE WORKSHOP:

- 1) WORKSHOP Thursday **August 15, 2019** 6:00 p.m.
City Hall, 833 S Spruce Street

EXECUTIVE SESSION:

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

ADJOURNMENT:

MEETINGS:

- 1) PARKS ADVISORY BOARD: Tuesday **August 5, 2019** 5:30 p.m.
Parks & Recreation, 900 E Fairhaven Ave
- 2) LIBRARY BOARD: Tuesday **August 6, 2019** 6:00 p.m.
Burlington Public Library, 820 E Washington Ave
- 3) AUDIT & FINANCE COMMITTEE: Thursday **August 8, 2019** 4:00 p.m.
City Hall, 833 S Spruce Street
- 4) PUBLIC SAFETY COMMITTEE: Tuesday **August 13, 2019** 4:00 p.m.
Public Safety Building, 311 Cedar Street
- 5) PUBLIC WORKS COMMITTEE: Tuesday **August 20, 2019** 4:00 p.m.
City Hall, 833 S Spruce Street
- 6) SKAT BOARD: Wednesday **August 21, 2019** 1:00 p.m.
Council Chambers, 833 S Spruce Street
City Hall, 833 S Spruce Street



FUTURE COUNCIL AGENDA

- **2020 Budget SPECIAL Council Workshop August 15, 2019 – 6PM**

Anticipated **2020 Revenues and Expenditures** for:

- Park Endowment Fund 107
- Parks Capital Reserve Fund 311
- Cemetery & Cemetery Endowment Fund 116/701

- Substance Abuse Fund 119
- Lodging Tax Fund 197
- 2008 Debt Service Fund 201
- General Capital Reserve Fund 300
- Local Capital Improvement Fund 301
- Parks Capital Reserve Fund 311

City Council Meeting of August 22, 2019

Outstanding Wastewater Plant Award Presentation

Agreement with Skagit Valley College – EMT Student Ride-Alongs

Ordinance Revising Planning and Permitting Fees

Ground Emergency Medical Transportation (GEMT) Payment Program Participation Agreement

Ordinance – Creating Computer Rental and Replacement Fund #502

Wastewater Treatment Plant – Pine/Greenleaf Alley Sewer Line Replacement Contract

EMS Hub District Interlocal with Skagit County

- **2020 Budget SPECIAL Council Workshop September 5, 2019 – 6PM**

Anticipated **2020 Revenues and Expenditures** for:

- Police
- Street Fund 101
- Arterial Street Fund 102

City Council Meeting of September 12, 2019

• **2020 Budget SPECIAL Council Workshop September 19 – 6PM**

Anticipated **2020 Expenditures** for:

- Fire/EMS Fund 150
- Indigent Defense
- Legal & Risk Management

Anticipated **2020 Revenues and Expenditures** for:

- Sewer Fund 401
- Sewer Reserve Fund 402
- Storm Drainage Fund 425
- Storm Drainage Fund 426

City Council Meeting of September 26, 2019 – SPECIAL START TIME 6PM

6PM to 7PM – Preferred Package of Options for New/Enhanced Revenues Sources for City

Public Hearing on Revenue Sources for 2020 Budget

Public Hearing on Initial Preliminary 2020 Budget

• **2020 Budget SPECIAL Council Workshop October 3 – 6PM**

3rd Quarter (**Thru September**) 2019 Revenues and Expenses

Anticipated **2020 Expenditures** for:

- Legislative (Council)
- Municipal Court
- Executive
- Finance
- Human Resource
- Facilities Management
- Information Technology
- Emergency Management
- Community Development Department – Planning/Permitting/Inspection/Code Enforcement
- Information Technology – Fiber
- Engineering
- Mental Health & Senior Services

City Council Meeting of October 10, 2019

Ordinance Setting Year 2020 Property Tax Levy

Public Hearing on Revised Preliminary 2020 Budget

- **2020 Budget SPECIAL Council Workshop October 17 – 6PM**

Anticipated **2020 Expenditures** for:

- Parks & Recreation – Admin/Recreation/Festivals/Park Facilities
- Library

City Council Meeting of October 24, 2019

1st Public Hearing – 2020 Budget

- **2020 Budget SPECIAL Council Workshop November 7 – 6PM**

Review and Final Alterations to Proposed 2020 Budget

City Council Meeting of November 14, 2019

Final Public Hearing – 2020 Budget

Ordinance Adopting Year 2020 Budget

City Council Meeting of November 28, 2019

City Council Meeting of December 12, 2019

PROS Plan Adoption

Ordinance Revising Park Impact Fees

City Council Meeting of December 26, 2019

CANCELLED

August 2019

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jul 28	29	30	31	Aug 1	2	3
Jul 28 - Aug 3					6:00pm 8:00pm Council Workshop (Council Chambers)		
	4	5	6	7	8	9	10
Aug 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
Aug 11 - 17			4:00pm Public Safety Committee (Public Safety Building)		6:00pm 8:00pm Budget & Finance Council Workshop (Council Chambers)	8:30am 9:00am United Way Board Meeting (Council Chambers)	
	18	19	20	21	22	23	24
Aug 18 - 24			4:00pm Public Works Committee (Engineering Conf Room)	1:00pm SKAT Board (Burlington City Hall) 5:30pm 7:00pm Planning Commissio 7:00pm 9:00pm Planning Commissio	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting		
	25	26	27	28	29	30	31
Aug 25 - 31				9:00am 10:00am Downtown Burlington Association (Visitor Information Center/Chamber of			

September 2019

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

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



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: August 8, 2019 Subject: [Update Burlington Municipal Code Parks & Recreation 2.70](#)
Jennifer Berner
Parks and Recreation Director

Attachments: Proposed Municipal Code Revisions 2.70 Public Hearing Required: YES () NO ()
Current Municipal Code 2.70
Proposed Ordinance

HISTORY AND SUMMARY

The current Burlington Municipal Code, Chapter 2.70 – Parks and Recreation Department has been updated to amend the duties and responsibilities of the Parks and Recreation Department and amend the composition and duties of the Parks and Recreation Advisory Board.

Chapter 2.70 was titled Parks and Recreation Department and only covered items related to the development of the department. The new proposed title is Parks and Recreation and staff moved all the Park and Recreation Advisory Board information to Chapter 2.70 from Chapter 2.72. The changes are:

- 2.70.040 Duties and Responsibilities of the Parks and Recreation Department added language about recreation facilities and supervision of parks and recreation staff.
- 2.70.070 Parks and Recreation Advisory Board Created - eliminated the qualifiers (senior citizen, student, business member) and changed it to read the board will consist of seven members.
- 2.70.072 Parks and Recreation Advisory Board – Functions, Powers and Duties – minor edits were made to better reflect the Board’s purview.
- 2.70.074 Parks and Recreation Advisory Board Meetings – changed the meeting day to Tuesday instead of Monday.

Parks and Recreation staff coordinated with the Legal Department in developing the proposed changes.

ALTERNATIVES CONSIDERED

The City could elect to not update Chapter 2.70 of the Burlington Municipal Code or remand the issue back to the Parks and Recreation Advisory Board along with direction to reconsider based on any concerns identified by Council. The proposed revisions will assist the Parks and Recreation Advisory Board fill vacant positions.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

This action involves adopting an ordinance in support of the proposed changes, but has no direct impact on the City's budget.

LEGAL ASPECTS-LEGAL REVIEW

Legal has reviewed and amended the proposed changes to Chapter 2.70 and prepared the enclosed ordinance.

STAFF RECOMMENDATION

Adopt the ordinance in support of the changes to Chapter 2.70 of the Burlington Municipal Code.

SUGGESTED COUNCIL MOTION LANGUAGE

I move to adopt the ordinance to repeal and replace Chapter 2.70 of the Burlington Municipal Code and authorize the Mayor to sign the ordinance.



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: August 8, 2019 Subject: [Update Burlington Municipal Code: City Park Code 2.72](#)
Jennifer Berner
Parks and Recreation Director

Attachments: Proposed Municipal Code Revisions 2.72 Public Hearing Required: YES () NO ()
Current Municipal Code 2.72
Proposed Ordinance

HISTORY AND SUMMARY

The current Burlington Municipal Code, Chapter 2.72 – City Park has been updated to better define what is permitted in Burlington parks.

Chapter 2.72 was titled City Park and covered information on the Parks and Recreation Advisory Board and unlawful acts in the parks. The Parks and Recreation Advisory Board information was moved to Chapter 2.70. The proposed modification to Chapter 2.72 is to change the title to City Park Code and focus on a comprehensive list of permitted uses allowed in Burlington parks. Having a clear and comprehensive park code explains allowable uses to the public and helps city staff with enforcement. Parks and Recreation staff researched other cities park codes and coordinated with the Burlington Police Department and the Legal Department in developing the proposed changes.

The proposed changes will help support the City’s interest in promoting the health, safety and welfare of the users of the City’s parks. Many of the proposed changes are updates with added language to better define the allowable usage. The new proposed additions are:

- 2.72.070 Animals at large
- 2.72.100 Loudspeaker and sound amplification
- 2.72.110 Permit for assemblies required
- 2.72.120 Parking for certain purposes prohibited
- 2.72.130 Vehicles
- 2.72.140 Skateboards and skates
- 2.72.160 Golfing and metal detecting
- 2.72.180 Building Fires
- 2.72.150 Remote control models, paragliders, hot air balloons
- 2.72.190 Consumption or possession of liquor in a city park
- 2.72.200 Opening or consuming marijuana in a city park
- 2.72.210 All public park smoking and tobacco use prohibited
- 2.72.220 Trail Use

ALTERNATIVES CONSIDERED

The City could elect to not update to Chapter 2.72 of the Burlington Municipal Code or remand the issue back to the Parks and Recreation Advisory Board along with direction to reconsider based on any concerns identified by Council. The proposed revisions will provide the public and staff clear guidelines of allowable uses in Burlington parks.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

This action involves adopting an ordinance in support of the proposed changes, but has no direct impact on the City's budget. New City park rules signs and parking lot signs will be developed upon approval of the ordinance. Funds were appropriated for the signs in the 2019 parks budget.

LEGAL ASPECTS-LEGAL REVIEW

Legal has reviewed and edited the proposed changes to Chapters 2.72 and prepared the enclosed ordinance.

STAFF RECOMMENDATION

Adopt ordinance in support of the changes to Chapter 2.72 of the Burlington Municipal Code.

SUGGESTED COUNCIL MOTION LANGUAGE

I move to adopt the ordinance repeal and replace Chapter 2.72 of the Burlington Municipal Code and authorize the Mayor to sign the ordinance.



ITEM #: 3

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: August 8, 2019 Subject: [Renaming of Jack Doyle Memorial Park](#)
Jennifer Berner
Parks and Recreation Director

Attachments: Letter from Doyle Family Public Hearing Required: YES () NO (X)
Proposed Resolution

HISTORY AND SUMMARY

The Doyle family came to the July 9, 2019 Parks and Recreation Advisory Board meeting to request the name of the Jack Doyle Memorial Park be changed to Jack and Helen Doyle Memorial Park. The Doyle family shared that the park started out as a hayfield where locals played a variety of sports pick-up games and gained access to the slough. The Doyle family later donated the land to the City and it became an official park, named Section Street Park. When Jack Doyle passed away the City renamed the park to Jack Doyle Memorial Park to commemorate Jack's great contributions to the Burlington community. Helen Doyle passed away this last year and the family is asking to rename the park to also commemorate Helen's contributions to the City. Helen Doyle was a founding member of the Parks and Recreation Board and Parks Foundation, served on the Library Board, and served as a Burlington City Council Member for 12 years.

The Park and Recreation Advisory Board unanimously voted to recommend to City Council the park name change to Jack and Helen Doyle Memorial Park.

ALTERNATIVES CONSIDERED

Council could elect to not change the park name, or remand the issue back to the Parks and Recreation Advisory Board along with direction to reconsider based on any concerns identified by Council.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

This action involves adopting a resolution in support of renaming Jack Doyle Park, but has no ongoing direct impact on the City's budget. If Council chooses to rename the park, a new park sign will need to

be purchased and installed. New park entrance signs are scheduled to start taking place in the 2020 CIP.

LEGAL ASPECTS-LEGAL REVIEW

City Council may change the name of any Park or Park facility, once certain procedures have been met. Pursuant to City Policy and Code, the Parks and Recreation Advisory Board is tasked with considering proposed name changes of Parks and Parks facilities, then making a recommendation to the Mayor and City Council. The procedures required of the Parks and Recreation Advisory Board have been followed, and therefore, Council may elect to change the name of the Park, based on the recommendation of the Advisory Board, if it so chooses.

STAFF RECOMMENDATION

Adopt the resolution in support of renaming Jack Doyle Memorial Park to Jack and Helen Doyle Memorial Park.

SUGGESTED COUNCIL MOTION LANGUAGE

I move to adopt the resolution renaming Jack Doyle Memorial Park to Jack and Helen Doyle Memorial Park, and authorize the Mayor's signature.



ITEM #: 4

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: August 8, 2019 Subject: [Street Closures for 2019 Touch A Truck Event](#)
Jennifer Berner,
Parks & Recreation Director

Attachments: Touch A Truck- Street Closure & Helicopter Landing Zone Diagram Public Hearing Required: YES () NO (**X**)

HISTORY AND SUMMARY

This year’s Touch A Truck event is scheduled for Saturday, August 17, 2019. The event will span Washington Avenue from Anacortes Street through to S. Skagit Street and will encompass the library, Parks and Recreation building and Maiben Park. The apparatuses from a variety of municipal organizations including City departments will be parked along Washington Avenue.

AirLift NW has committed to land a helicopter at Maiben Park for the event providing the air ambulance is not needed for critical care. Erica Littlewood with the Fire Department coordinated this feature. If the helicopter is able to be a part of the event, the landing zone is in Maiben Park and the Fire Department will be taking the lead on supervising the landing zone with help from other City staff members that will be participating in the event.

The following street closures are being requested:

- 1.) Close E. Washington Avenue from S. Anacortes Street’s east corner to S. Skagit Street’s west corner.
- 2.) Close the unnamed alleyway west of the library between the intersection at E. Washington Avenue to the alley’s north corner at E. Vernon Avenue.
- 3.) Close roadways by 9:00AM and reopen at 2:00PM. (Event is from 11:00AM – 1:00PM)

ALTERNATIVES CONSIDERED

No alternatives were considered. The event was without any issues in 2018.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

There are no current or future budget ramifications; the Touch A Truck event is fully funded by the Friends of the Burlington Library Foundation.

LEGAL ASPECTS – LEGAL REVIEW

The event was reviewed by the Special Event Review Committee; legal is part of this review process. Staff has received the additional insured certificate for the helicopter landing.

STAFF RECOMMENDATION

Staff recommends approval of the proposed Touch A Truck street closures.

RECOMMENDATION

Council Motion to approve the street closures and helicopter landing zone for the 2019 Touch A Truck Event and authorize the Mayor's signature on appropriate documents.



ITEM #: 5

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: August 8, 2019 Subject: Additional Finance Department Staff Member

Submitted By: Greg Young – Interim City Administrator
& Joe Stewart – Finance Director

Attachments: None Public Hearing Required: YES () NO (X)

HISTORY AND SUMMARY

As the Council is well aware, there has been staff turnover in the Finance Department leading to a loss in experience and minimal cross-training opportunities. To partially offset this situation, the Council has approved the hiring of temporary accounting staff in 2019. This has resulted in additional staff being hired to complete the work that enabled the City to both return to the Cash-Basis of accounting and to keep up with the daily finance-related accounting workload. While this initial work has been completed, one long-time employee has recently moved out of state and a new employee is scheduled to replace her in the coming weeks. This replacement worker will return the full-time staff to four.

While the temporary staffing was very much appreciated and has improved the financial accounting of the City, there is a concern that without additional permanent staffing, we might jeopardize the success of this hard work. As a result, we are asking to add one additional accounting staff member to the Finance Department.

In the not too distant past, there were six (6) accounting individuals in the finance Department. Stemming from the economic downturn, this was reduced to four (4). It now appears that the right number of accounting staff is five (5).

ALTERNATIVES CONSIDERED

An alternative to adding the fifth staff member is to continue employing the services of a temporary accountant (as we have been doing). This is not preferred for two reasons – first, it is more expensive than hiring a full time employee and secondly, while the temporary

employee has been extremely helpful and is very knowledgeable of our accounting system, we risk losing this assistance should she find a full time job – which she desires and is seeking.

Another alternative is to end the services of the temporary employee and return to a four person accounting staff. As has been stated, it is our opinion that given the current accounting workload, a four person staff is insufficient to keep up with the workload and prevents any efforts to cross train employees.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The current contract with Accountemps for our temporary accountant has a billing rate of \$80/hr. Thus on a full-year basis (2080 hours), this service costs a little more than \$165,000.

A full-time City accounting employee cost approximately \$90,000 per year (with benefits).

The City's budget has previously been amended to reflect the thru-July temporary accounting services that have already been rendered. Should we hire a full-time city employee for the remainder of 2019, this would cost the city approximately \$45,000.

In the year 2020, we would budget for five (5) Finance accountants (vs. the current four) which would increase the 2020 Finance Department payroll budget by approximately \$90,000.

LEGAL ASPECTS – LEGAL REVIEW

None identified

STAFF RECOMMENDATION

There have been a multitude of increases to workload that cumulatively have resulted in an overall impact to the Finance Department that necessitates an increase in staffing. These include the following:

- New housing unit construction (single family and apartments) have triggered an increased number of utility billing customers which require staff time to set up accounts, generate billings, and receipt payments
- As we expand our fiber network, we have additional monthly billings and new customer paperwork/files to compile
 - As we have increased the number of employees, not only has payroll become more complicated and time consuming, but the number of invoices have increased
- The new EMS billings (Medicare, private insurance, etc.) requires significant staff time to monitor unpaid accounts for possible submission to collections after the normal payment processing is completed through our third-party vendor
 - Additional staffing will enable cross training on the payroll system and permit the department to have sufficient segregation of duties for internal control purposes.

Staff recommends that the accounting staff in the Finance Department be increased from four FTE (Full-Time Equivalent) to five FTE for the remainder of 2019 and that for 2020, five accounting staff members be budgeted in the Finance Department.

SUGGESTED COUNCIL MOTION LANGUAGE

“I move to increase the accounting staff in the Finance Department from four FTE to five FTE.”