

**CITY COUNCIL AGENDA**  
**City Hall, 833 South Spruce Street**  
**7:00 p.m. September 12, 2019**

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**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 August 22, 2019](#)

**AUDIT OF BILLS:**

**PUBLIC COMMENTS:**

**COUNCIL COMMENTS:**

**MAYOR'S UPDATE:**

**PROCLAMATION:**

Deaf Thrive! Proclamation

**SPECIAL PRESENTATION:**

**COMMITTEE & BOARD REPORTS:**

**OFFICERS REPORTS:** TBD

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**UNFINISHED BUSINESS:**

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**CONSENT AGENDA:**

**NEW BUSINESS:**

- 1) [Street Lighting Bid Award](#)
- 2) [Wastewater Discharge Mixing Zone Study](#)
- 3) [Graffiti Abatement Technique - Discussion](#)
- 4) [Amendment to SB&C Debt Collection Agreement](#)
- 5) [Amendment to Systems Design Contract – GEMT Program](#)
- 6) [2020 Non-Represented Salary Survey Adoption](#)
- 7) [Pumpkin Pitch Road Closure Request](#)
- 8) Request for Additional Finance FTE

**FUTURE WORKSHOP:**

- 1) WORKSHOP Thursday **September 19, 2019** 6:00 p.m.  
City Hall, 833 S Spruce Street

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**EXECUTIVE SESSION:**

- Labor Negotiations

**ADJOURNMENT:**

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**MEETINGS:**

- 1) PUBLIC SAFETY COMMITTEE: Tuesday **September 10, 2019** 4:00 p.m.  
Public Safety Building, 311 Cedar Street
- 5 AUDIT & FINANCE COMMITTEE: Thursday **September 12, 2019** 4:00 p.m.  
City Hall, 833 S Spruce Street



**FUTURE COUNCIL AGENDA**

**City Council Meeting of September 12, 2019 – SPECIAL START TIME 6PM**

6PM to 7PM – Anticipated **2020 Budget** for:

Library  
Information Technology and Fiber  
Engineering

Regular Agenda:

Street Lighting Bid Award

Wastewater Discharge Mixing Zone Study Authorization

Request for Additional Finance FTE

2020 Non-Represented Salary Survey Adoption

Graffiti Abatement Technique - Discussion

Amendment to SB&C Debt Collections Agreement

Amendment to Systems Design Contract – GEMT Program

Pumpkin Pitch Road Closure Request

Potential Guild Agreement & Fire/EMS LOU

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

Anticipated **2020 Budget** for:

- Fire/EMS Fund 150
- Indigent Defense
- Legal & Risk Management
  
- Sewer Fund 401
- Sewer Reserve Fund 402
- Storm Drainage Fund 425
- Storm Drainage Fund 426

Distribution of Initial Preliminary 2020 City-Wide Budget

Presentation of Final 5% General Fund 2020 Budget Cuts

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

6PM to 7PM – Anticipated **2020 Budget** for:

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

Community Development Department – Planning/Permitting/Inspection/Code Enforcement

Regular Agenda:

Review of Initial Preliminary 2020 Budget

Presentation of 3-Year Revenue Enhancement and Stabilization Plan

Public Hearing on Revenue Sources for 2020 Budget

Public Hearing on Initial Preliminary 2020 Budget

Fire/EMS Letter of Understanding – Paramedic Lateral Language

Executive Session – 2020 Guild Agreement

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

Preferred Package of Options for New/Enhanced Revenues Sources for City in 2020

Review and Discussion of ER&R, CR&R, and CIP Proposed 2020 Expenditures

## **City Council Meeting of October 10, 2019**

Ordinance Setting Year 2020 Property Tax Levy

Public Hearing on Revised Preliminary 2020 Budget

EMS Hub District Interlocal with Skagit County

Agreement with Skagit Valley College – EMT Student Ride-Alongs

Overview of Code Enforcement in Burlington – Police/Legal/Community Development

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

Review of Proposed 2020 Budget

**City Council Meeting of October 24, 2019**

1<sup>st</sup> 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

Ordinance Revising Planning and Permitting Fees

**City Council Meeting of November 26 (TUESDAY), 2019**

PROS (Parks, Recreation, and Open Space) Plan

Authorization for City Participation in Ground Emergency Medical Transportation (GEMT) Program

**City Council Meeting of December 12, 2019**

Ordinance Revising Park Impact Fees

**City Council Meeting of December 26, 2019**

CANCELLED

# 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)		6:00pm 8:00pm Council Workshop (Council Chambers)		
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

# October 2019

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

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



ITEM #: 1

CHECK ONE:

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## AGENDA ITEM

Council Date: September 12, 2019 Subject: [Street Lighting Supply Bid](#)

Submitted By: Marv Pulst, Public Works Director

Attachments: Specification Public Hearing Required: YES ( ) NO (X)

Platt Quote

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### HISTORY AND SUMMARY

The City is responsible for 55 street lights. Most of these are decorative luminaires installed as part of City funded roadway projects. These street lights were not transferred to Puget Sound Energy (PSE) due to their significant investment, so the City is responsible for their maintenance.

The City owned decorative street lighting was installed approximately 10 years ago for three City Street Projects (North Burlington Blvd Roundabout, Chuckanut ParknRide and Nevitt Rd). Many of the existing light bulbs are failing, so bids were solicited for their replacement. LED fixtures were chosen due to available rebates from PSE. They will contribute 25% of the total expense due to the energy savings from LED lighting.

The remaining 600 street lights within the City are owned and maintained by Puget Sound Energy (PSE). Later this year, PSE will start upgrading their lights to LED fixtures. The City's 55 street lights were installed with City roadway projects or function with City owned traffic signal systems.

### ALTERNATIVES CONSIDERED

Platt was the lowest quote out of 5 received quotes.

### CURRENT AND FUTURE BUDGET RAMIFICATIONS

Expense is budgeted within 2019 Street fund. In addition, PSE will provide 25% rebate after lighting fixtures are installed.

**LEGAL ASPECTS – LEGAL REVIEW**

Supply bids were requested through MRSC vendor roster in accordance with City procurement policy, chapter 2.84 procurement.

**STAFF RECOMMENDATION**

Staff recommends award of supply bid to Platt in order to replace failing street lights.

**SUGGESTED COUNCIL MOTION LANGUAGE**

Motion to award supply bid and authorize Finance Director to sign purchase order with Platt for Street lighting fixtures.





ITEM #: 2

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## AGENDA ITEM

Council Date: September 12, 2019 Subject: [Agreement with Gray & Osborne for Outfall Evaluation and Mixing Zone Study Plan](#)

Submitted By: Marv Pulst, Public Works Director

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

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### HISTORY AND SUMMARY

The City of Burlington owns, operates, and maintains an activated sludge wastewater treatment plant. The treated and disinfected effluent flows into the Skagit River from the diversion vault through four separate ductile iron outfall pipes. Each outfall pipe is equipped with a diffuser. The

Washington State Department of Ecology issued to the City a National Pollutant Discharge Elimination System (NPDES) Waste Discharge Permit on January 12, 2018. This permit expires on January 31, 2023. All discharges and activities authorized by this permit must comply with the terms and conditions of the permit. Per a special condition, the permit stipulates that the City must update the existing Outfall Evaluation and Mixing Zone Study (known as Beak, 1998). Ecology requires a plan of study be submitted for review by February 1, 2020, prior to initiating the update to the Beak Outfall Evaluation and Mixing Zone Study. The information in the updated Mixing Zone Study will be used by Ecology to determine if additional effluent limitations will be added to the City's NPDES permit.

### ALTERNATIVES CONSIDERED

Consultant Statement of Qualifications were reviewed within the MRSC consultant roster for Sewer Analyses. Gray & Osborne was selected due to their experience and qualifications.

### CURRENT AND FUTURE BUDGET RAMIFICATIONS

This type of action is within the expected range of engineering activities budgeted for annually within the sewer fund.

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**LEGAL ASPECTS – LEGAL REVIEW**

The study is required by the City's NPDES permit. Further legal review is not required.

**STAFF RECOMMENDATION**

Staff recommends approval of agreement for developing a plan for updating the mixing zone study in order to provide water quality and meet condition of NPDES permit.

**SUGGESTED COUNCIL MOTION LANGUAGE**

Motion to authorize the Mayor to sign the agreement with Gray & Osborne for sewer study plan.



ITEM #: 3

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## AGENDA ITEM

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Council Date: September 12, 2019 Subject: [Discussion Only – Graffiti Abatement](#)

Submitted By: Greg Young – Interim City Administrator

Attachments: Sample Images Public Hearing Required: YES ( ) NO (X)

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### **HISTORY AND SUMMARY**

As is the case for most cities, Burlington experiences graffiti – not the sometime very artistic murals painted on buildings but the “tagging” that is very many times gang related. This is the barely legible words and numbers you see spray painted on buildings and other items. The City has a group of dedicated volunteers that paint over this graffiti after some interaction with the property owners.

I understand that Garner Bensen heads up the graffiti abatement group and therefore, I anticipate that he might have some valuable input to this discussion.

The reason this topic is on the agenda is that it has been suggested that the “patchwork” paint over on the buildings, while an improvement to the tagging itself, is not very aesthetically pleasing and it might be more advantageous if we had either the property owner or the volunteer group paint over the graffiti in both a color that more closely matched the underlying building paint color and/or covered a larger area of the building so the end result was better.

### **ALTERNATIVES CONSIDERED**

Since the possibly preferred alternative to our current technique will require more specific paint colors and painting a larger area than just the tagging, an alternative to our current methodology will require more material and labor.

Also, as some of the enclosed material demonstrates, surface coatings are available that when applied, make graffiti removal much easier (power washing vs overpainting). Should the Council want to explore various alternatives to our current methods, staff will be able to bring

more information to a future meeting, including an estimation of additional costs and labor required. It might also be useful to perform an inventory of the tagging around Burlington to see if there are a number of preferred locations for tagging that might most benefit from additional abatement efforts.

#### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

As noted, doing more than we current do (I understand that the paint and labor is currently both donated), will carry an increased cost and should the Council want to explore these options in greater detail, cost estimations will be presented for consideration.

#### **LEGAL ASPECTS – LEGAL REVIEW**

As is currently the case, much of the tagging is on private property so coordination and communication with the property owners will be necessary

#### **STAFF RECOMMENDATION**

Staff does not currently have a recommendation since this topic was included for discussion only.

#### **SUGGESTED COUNCIL MOTION LANGUAGE**

None – Council direction to staff would be appreciated.



ITEM #: 4

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## AGENDA ITEM

Council Date: \_\_\_\_\_ Subject: [SB&C Term of Services Agreement & Business Associate Agreement](#)

Submitted By: Joe Stewart

Attachments: Skagit Bonded Collectors Terms of Services Agreement Public Hearing Required: YES ( ) NO (X)

Skagit Bonded Collectors Business Associate

Agreement

### **HISTORY AND SUMMARY**

In 2002, the City entered into an agreement with SB&C for collection services and has been with the agency ever since. In the past, SB&C has only collected on utility accounts. In 2019, the City added EMS services. Delinquent accounts related to EMS services and transport have differing restrictions and must be compliant with State and Federal laws, including Medicare, Medicaid and HIPAA guidelines. To ensure compliance, a separate agreement for these accounts is necessary. In addition, there are HIPAA privacy provisions regarding the security and confidentiality of protected health information that are addressed in the Associate Agreement. The City contracts with a 3<sup>rd</sup> party billing company (System Designs). They are responsible for billing and the initial follow-up on past due accounts as per the City of Burlington Fire Department Policy and Procedure for EMS Patient Accounts: Billing and Collection. Payments are to be made in full within 120 days of the billing date, unless an approved payment plan is in place. If payment is not made and no plan is in place, accounts will be sent to collection. This agreement provides the framework for the City's relationship and terms with the collection agency.

### **ALTERNATIVES CONSIDERED**

The current agreement was evaluated and works well for delinquent utility accounts. However, it did not include or address delinquent EMS accounts.

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

Per policy and pursuant to BMC 8.24.130, the City has a responsibility to follow-up on and pursue delinquent accounts. These are dollars due to the City for the costs associated with the services rendered and are the responsibility of the patient. Patients covered by Medicare cannot be charged a collection fee. Those fees will be the responsibility of the City.

### **LEGAL ASPECTS – LEGAL REVIEW**

Agreements were reviewed by the City Attorney.

### **STAFF RECOMMENDATION**

Billing for EMS services has been in place since January. Each month, additional accounts are falling into a delinquency status and need to be serviced. We recommend the City Council approve the agreements with SB&C to service EMS accounts.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

I move to approve the Collection Agreement and Business Associate Agreement with SB&C and authorize the Mayor to sign the Agreements.



ITEM #: 5

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## AGENDA ITEM

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Council Date: September 12, 2019 Subject: [GEMT Funding](#)

Submitted By: Mike Ganz, Fire Chief

Attachments: Amendment No. 1 to the Professional Services Public Hearing Required: YES ( ) NO ( X )

Agreement Between Systems Design West and the

City of Burlington

### **HISTORY AND SUMMARY**

The City of Burlington has been researching and pursuing interest in the Ground Emergency Transport Funding (GEMT). In 2015, Washington State Legislature passed HB2007 that authorized the GEMT payment program. This is a voluntary, federally funded program, that provides supplemental cost based payments to publically owned EMS Services,(ie. Federal, State, County, City, or Tribal) that are Medicaid providers with an active core provider agreement, and providing GEMT services to Medicaid enrollees. This requires a non-binding provider participation agreement (PPA) that states interest in receiving these funds. The City of Burlington has completed the PPA for Fiscal Years 2018-2019 and 2019-2020. Upon submission of the cost reports this becomes a binding agreement. Due to complexity of a fairly new program to the State of Washington and cost reports associated with this federal funding, the City of Burlington would like to pursue an amendment to our current agreement with Systems Design (our EMS billing agency) to prepare the cost reports associated with GEMT Funding. Services provided are noted in the attachments.

### **ALTERNATIVES CONSIDERED**

The Fire Department has considered the following alternatives:

1. Sign an amendment with Systems Design for GEMT funding for cost report preparation and support, maintaining compliance with State and Federal requirements for funding as well as support for potential audit
2. The City of Burlington could assemble and provide the cost reports in the future, but with limited knowledge of the GEMT funding model, eligible cost allocation

methodologies, and a need to provide increased FTE hours to provide ongoing analysis of allowable charges, cost, audit support, and mechanisms for additional funding, this is not a current feasible option.

3. We take no action and receive none of the available funding

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

The City of Burlington has the potential to receive federal funding for the disallowed cost of care to Medicaid patients. Given the current feasibility study assessment, the City of Burlington could realize potential revenues of \$140,000 for the services provided for the period of January 1- June 30 of 2019, and potential revenues of \$300,000 for services provided in July 1, 2019- June 30, 2020 (after System Design amendment fees and State administrative fees are paid). Should the City of Burlington choose not to participate, funding will not be disbursed.

### **LEGAL ASPECTS – LEGAL REVIEW**

Amendment was reviewed and approved by City of Burlington Legal.

### **STAFF RECOMMENDATION**

The City of Burlington Fire Department recommends approval of the amendment with Systems Design for preparation and support of GEMT funding mechanism.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

Motion to approve the mayor to sign Amendment No. 1 for professional services with Systems Design West for the preparation and support of Cost Reports, and ancillary services for GEMT Funding.





ITEM #: 6

CHECK ONE:

NEW BUS. X

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## AGENDA ITEM

Council Date: September 12, 2019 Subject: [Adoption of 2019 Non-Represented Salary Survey](#)

Submitted By: Greg Young – Interim City Administrator

Attachments: 2020 Salary Grid Placement Public Hearing Required: YES ( ) NO (X)

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### **HISTORY AND SUMMARY**

The City of Burlington contracted with McGrath Human Resources to complete a review of the wages paid to the City’s non-represented employees. This review, covering 58 (40% of the workforce) positions, compared the wages to 17 other cities that were considered similar to Burlington as well as other organizations (library districts, fire districts) to ascertain what the average wage was for the work performed. For this purpose, “average” meant that 50% of the other cities paid more and 50% paid less. The sample size was considered large enough to include sufficient numbers to make the comparison statistically relevant.

The new recommended salary grid includes ten (10) steps with Step 8 representing the statistical average of the comparable cities. Step 2, Step 9, and Step 10 have increases of 2.5%. All other steps have a 3% increase.

When the study was completed, the consultant placed all employees onto the new grid on the step that most closely matched their current wage (without making less). Thus, many of the employees were placed on Step 1, Step 2, or Step 3 – perhaps as a reflection of the time that has elapsed since the City last reviewed and adjusted non-represented salaries (2007).

In fact, as reflected on the attached chart, 68% of the City’s employees are placed on one of the first three steps – thus ensuring that as time moves forward, they can incrementally move up the grid, eventually having their wage equal the statistical average (Step 8).

Following adoption, the new salary grid will be programmed into the City’s 2020 budget with specific employee placement reflected on the annual salary grid adopted as part of the 2020 budget.

Annually, the grid will be adjusted by an inflation factor (CPI) so as to keep pace with rising costs and to ensure that when employees finally rise to the statistical average wage for comparable work, that market forces have not again placed them below their peers at other cities.

By adopting the new salary grid and annually adjusting the grid for inflation, the City will have a logical, statistically realistic, and functioning non-represented salary schedule that reflects the appropriate pay for those individuals who dedicate their work day to the betterment of the city and its citizens. As has been stated by numerous elected officials over the years, our employees are our most valuable asset and the adoption of this new wage instrument will reflect this belief.

### **ALTERNATIVES CONSIDERED**

It appears that the City realized the benefit of having an independent third party human resource consulting firm complete this task. Part of the consultant's scope of work included reviewing detailed job description worksheets completed by the employees and verified by department managers that described their duties. This work enabled the consultant to better compare positions amongst the other cities since job titles themselves sometimes vary. As a result, the alternative of having the city itself complete the study was not considered prudent.

Similarly, the use of the AWC (Association of Washington Cities) annual wage survey was not considered to be a viable alternative. This annual survey groups cities into population brackets and relies on cities self-reporting accurate job information. Because of Burlington's unique day-time vs. night-time population, comparing us to other cities of populations less than 10,000 would not yield appropriate data.

Perhaps the final alternative is not to alter the wages currently paid to the non-represented staff. As noted, these salaries have not been studied and revised in 19 years and the current study has reflected that despite efforts in the past to grant cost-of-living adjustments, Burlington's wages ranked at the bottom of the scale as compared to other municipalities.

Not surprisingly, staff does not favor doing nothing.

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

The placement of all non-represented employees on the new wage scale will have a 2020 city-wide budget impact of approximately \$250,000 and as noted previously, incremental steps for 2021 and beyond will be 3% before any inflationary adjustment is made to the grid annually.

### **LEGAL ASPECTS – LEGAL REVIEW**

None identified

However, as noted on the attached spreadsheet, all of the other employee units of the city (Teamsters, Police, and Firefighters) have formed bargaining units that have legal mechanisms for periodic review and adjustment to wages to reflect changes in the marketplace. For two of these bargaining units (Police and Fire) should the city fail to offer reasonable wage increases, they can take legal steps to eventually impose wages increases to keep the employees fairly compensated. The same cannot be said for the non-represented employees – they are relying on the City Council to adopt a fair compensation wage grid.

**STAFF RECOMMENDATION**

Staff recommends that the Council adopt the associated Resolution included in your packet that will 1) adopt the 2019 Non-Represented Salary Survey results, 2) incorporate the recommended employee grid placements for the 2020 budget, and 3) approve the annual CPI adjustments into the future.

**SUGGESTED COUNCIL MOTION LANGUAGE**

“I move to approve the Non-Represented Employee Salary Resolution and have its results incorporated into the 2020 budget”



ITEM #: 7

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## AGENDA ITEM

Council Date: September 12, 2019 Subject: [Street Closures for 2019 Pumpkin Pitch/Harvest Festival](#)  
Jennifer Berner,  
Parks & Recreation Director

Attachments: Pumpkin Pitch/Harvest Festival- Street Closure Diagram Public Hearing Required: YES ( ) NO ( **X** )

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### **HISTORY AND SUMMARY**

This year’s Pumpkin Pitch & Harvest Festival event is scheduled for Saturday, September 28, 2019. The event will take place on the east playfields in Skagit River Park. This is a free family festival featuring the pumpkin pitch competition, a Kids Fun Zone with inflatables and activities, food booths and the popular zucchini car building and races.

A street closure is needed to maintain the safety of this event. Whitmarsh Road will be closed to vehicle/pedestrian/bike traffic from the intersection of Pease Road south to the cross-dike from 8:30AM – 2:30PM on Saturday, September 28, 2019. Both closure points will be staffed. The closure is a safety precaution against pumpkin-hurling misfires. Skagit River Park’s gravel road leading south from the maple tree (at the north playfield diamonds) to the park’s south entrance parking lot will be designated for southbound travel only. Those exiting the park via the south road will be directed to do so via the dike/cross-dike.

The following street closure is being requested for Saturday, September 28, 2019:

- 1.) Close Whitmarsh Road from the intersection of Pease Road south to the cross-dike from 8:30AM – 2:30PM.

### **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 Pumpkin Pitch/Harvest Festival event is fully funded in the Festival's Budget and through Lodging Tax support.

### **LEGAL ASPECTS – LEGAL REVIEW**

The event was reviewed by the Special Event Review Committee; legal is part of this review process.

### **STAFF RECOMMENDATION**

Staff recommends approval of the proposed Pumpkin Pitch/Harvest Festival street closure.

### **RECOMMENDATION**

**Council Motion** to approve the street closure for the 2019 Pumpkin Pitch/Harvest Festival Event and authorize the Mayor's signature on appropriate documents.



ITEM #: 8

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## AGENDA ITEM

Council Date: September 12, 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)

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### 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.”