

**CITY COUNCIL AGENDA**  
**City Hall, 833 South Spruce Street**  
**7:00 p.m. March 12, 2020**

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**CALL TO ORDER:**

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

**MINUTES:**

[City Council Meeting February 27, 2020](#)

**AUDIT OF BILLS:**

**PUBLIC COMMENTS:**

**COUNCIL COMMENTS:**

**MAYOR'S UPDATE:**

**PROCLAMATION:**

**SPECIAL PRESENTATION:**

Skagit Valley Tulip Festival  
Skagit PUD

**COMMITTEE & BOARD REPORTS:**

**OFFICERS REPORTS:** TBD

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**UNFINISHED BUSINESS:**

- 1) [Tourism Promotion Area \(TPA\) Interlocal Agreement](#)

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**CONSENT AGENDA:**

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**NEW BUSINESS:**

- 1) [Ordinance Increasing Natural Gas and Electric Utility Tax and Establishing a Cable TV Utility Tax](#)  
2) [Burlington-Edison Youth Soccer Program](#)  
3) [Confirmation of Appointment to Parks & Recreation Advisory Board](#)

**FUTURE WORKSHOP:**

- 1) COUNCIL RETREAT Saturday **March 28, 2020** 9:00 a.m.  
City Hall, 833 S Spruce Street

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**EXECUTIVE SESSION:**

**ADJOURNMENT:**

**MEETINGS:**

- 1) AUDIT & FINANCE COMMITTEE: Thursday **March 12, 2020** 4:00 p.m.  
City Hall, 833 S Spruce Street  
3) PUBLIC WORKS COMMITTEE: Tuesday **March 17, 2020** 4:00 p.m.  
City Hall, 833 S Spruce Street  
3) SKAT BOARD: Wednesday **March 18, 2020** 1:00 p.m.  
Council Chambers, 833 S Spruce Street  
4) DOWNTOWN BURLINGTON ASSOCIATION: Wednesday **March 25, 2020** 9:00 a.m.  
Chamber of Commerce, 520 E Fairhaven Ave  
5) AUDIT & FINANCE COMMITTEE: Thursday **March 26, 2020** 4:00 p.m.  
City Hall, 833 S Spruce Street

# March 2020

March 2020							April 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

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

# April 2020

April 2020							May 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

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



ITEM #: 1

CHECK ONE:

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

OLD BUS.  X

## AGENDA ITEM

Council Date: March 12, 2020 Subject: [TPA Interlocal Agreement](#)

Submitted By: Mayor Steve Sexton/Leif Johnson, City Attorney

Attachments: Proposed Interlocal Agreement Public Hearing Required: YES ( ) NO (x)

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### **HISTORY AND SUMMARY**

The attached Interlocal is currently being considered by Skagit County, Anacortes, Mount Vernon, Sedro-Woolley, La Conner, Hamilton, Concrete and Lyman. Some of these entities have already approved and executed the agreement. The others have indicated they will likely approve it.

If approved by Council, this Interlocal will establish a tourism promotion area (TPA) in Skagit County. Doing so will allow for lodging charges to be imposed on hotel stays. Funds generated by those charges will be used to promote tourism for the parties to the Interlocal.

"Tourism promotion", under the statute, means activities and expenditures designed to increase tourism and convention business, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists, and operating tourism destination marketing organizations.

Charges for the TPA may not exceed \$2.00 per room, per night of stay. The charges are paid by the occupant. The revenue is collected by the State Department of Revenue and remitted to the County, which in turn holds it in a designated account to fund tourism promotion.

An advisory board, consisting of weighted representatives from the County, City, Town, EDASC, Skagit Lodging Association and Skagit County Chamber Association recommends usage of the funds to the County for adoption.

Once adopted, no one party to the Interlocal may withdraw for three years.

### **ALTERNATIVES CONSIDERED**

Do not enter the Interlocal. Doing so will have ramifications to the overall agreement, potentially including failure of the agreement in full. Not adopting the Interlocal will also impact local hotel's ability to participate, which is contrary to staff's understanding of their wishes. Staff does not recommend this option.

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

There is no known direct or indirect negative impact to the City's budget, since this is a new charge paid entirely through occupants of hotels countywide. Some of the funds generated may be used to support or augment the City's opportunities for tourism, so there may be a positive benefit to the City's budget that is difficult to predict at this stage.

### **LEGAL ASPECTS – LEGAL REVIEW**

Legal has been involved with the creation of this document and has no concerns about its form at this time.

### **STAFF RECOMMENDATION**

Authorize the Mayor to enter this Interlocal. All of the local government entities have either already entered the agreement or have indicated their likely approval. Staff expects all of the local jurisdictions to approve this Interlocal in the coming weeks. Staff also understands that the community and business participants are in favor of adoption, most notably the hoteliers of Burlington. As Burlington hosts a large percentage of the total overall hotel rooms in the County, the City's hotel interests should be well represented by the advisory board.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

"I move to approve the Interlocal Cooperative Agreement for The Joint Establishment of the Skagit County Tourism Promotion Area and authorize the Mayor's signature."



ITEM #: 1

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

Council Date: March 12, 2020 Subject: [Ordinance Increasing Natural Gas and Electric Utility Tax and Establishing a Cable TV Utility Tax](#)

Submitted By: Greg Young – Interim City Administrator

Attachments: Enabling Ordinance Public Hearing Required: YES ( ) NO (X)

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### **HISTORY AND SUMMARY**

As a component of the Year 2020 Financial Stability Plan for Burlington, staff has recommended that the Council increase the existing Gas and Electric Utility Tax from 3% to 4%. Additionally, the ordinance would establish a Cable TV Utility Tax of 6%.

An additional component of the proposed Ordinance would establish a Utility Tax Relief Program for qualifying low-income senior citizens and low-income disabled citizens. This rebate program would serve to protect the more financially vulnerable Burlington citizens and in many cases would have the result of actually lowering the existing utility taxes for these qualifying individuals.

### **ALTERNATIVES CONSIDERED**

As discussed with the Council, the City needs to take swift steps to return financial stability to the City. To this end, we have eliminated four (4) staff positions in 2020 and the Council has raised property taxes for collection in 2020. These initial steps, while helpful, are far short of the financial goals established during the 2020 budget process.

To complete the first phase of the Financial Stability Plan, additional revenue or permanent expenditure cuts will need to be made – and there exists the possibility that both actions will be needed to move the city forward in the year 2021.

Thus, an alternative to increasing these utility taxes are to increase other revenues of the city, eliminate further positions in the city, or a combination of both. Given the limited new

revenue sources for the City, not adopting these new utility taxes will shrink the other revenue options and will increase the revenue needs for 2021 and beyond.

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

Staff has estimated that these new and revised Utility Taxes will generate approximately \$300,000 annually. This is just an estimate and if passed, the revenues generated in 2020 will be less for the following reasons – first, raising electric and natural gas utility taxes require a 60-day advance notice to the utility providers so, even if we pass these utility taxes tonight, they will not begin to be remitted to the City until June of 2020. Secondly, staff has made some assumptions as to how much revenue will be generated by the Cable TV Utility Tax (we assumed both the average monthly cable TV bill and the number of Burlington residents that have cable TV).

For these reasons, it will not be possible to better estimate the total annual revenues from these sources until the revenues are begin to be remitted to the City. For this reason, staff will report back to the Council the actual financial increases so additional planning can be done for our 2021 budget

### **LEGAL ASPECTS – LEGAL REVIEW**

None identified

### **STAFF RECOMMENDATION**

Staff would recommend that we adopt the Ordinance.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

*“I move to adopt the ordinance as written and authorize the Mayor’s signature.”*



ITEM #: 2

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: March 12, 2020 Subject: [Burlington-Edison Youth Soccer Program](#)

Jennifer Berner, Parks & Recreation

Director

Attachments: Budget for Youth Soccer Program Public Hearing Required: YES ( ) NO ( **X** )

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### **HISTORY AND SUMMARY**

The Burlington-Edison Youth Soccer Club approached the Burlington Parks and Recreation Department regarding taking over the execution of the youth soccer program for the community. The Burlington-Edison Youth Soccer Club board voted to disband the non-profit club and the Skagit Valley Youth Soccer Association has approved the City taking over the operations of the program. The Burlington-Edison, Mount Vernon, Sedro Woolley, Anacortes Soccer Clubs all fall under the umbrella of the Skagit Valley Youth Soccer Association.

The City of Anacortes currently operates their community youth soccer league and have found it to be very successful and beneficial for the department as well as the residents. By operating it as a City function it assures the community there will be a reliable fiscally responsible program year-after-year.

As like the other parks and recreation programs, the youth soccer program will be run to cover its costs, including the additional staff time needed to manage the program. Staff received information on the Club's budget and developed the attached budget based on their previous year's numbers. To take on the extra work of operating the youth soccer league the parks and recreation department will temporarily appoint the Recreation Specialist, Abigail Early, for an additional 10 hours of work for 6 months beginning April 1<sup>st</sup> and ending October 31, 2020. The funds to cover the temporary appointment will be covered through the youth soccer program budget.

Burlington-Edison Youth Soccer Club will donate all their equipment (ball, cones, goalie gloves, goalie jersey's, etc.) to the City. Additionally, the Club has \$13,000 in their bank account that they will be turning over to the City to be used for the soccer program going forward.



### **ALTERNATIVES CONSIDERED**

N/A

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

As like the other recreation programs, the youth soccer league will be operated on a cost recovery basis. This will stay in line with our current fee schedule for recreation classes.

### **LEGAL ASPECTS-LEGAL REVIEW**

The Skagit Valley Youth Soccer Association handles the insurance and background checks for the coaches. Staff will administer the program like our other programs requiring waivers and concussion protocol procedures.

### **STAFF RECOMMENDATION**

Staff is well trained, capable and looking forward to offering the youth soccer program for the community. There is great support from the B-E Youth Soccer Club board members that have volunteered to work alongside staff this first year to ensure a smooth transition. By embracing this program it is another way to share all the different facets of the Burlington Parks and Recreation Department with a wide range of families in the community. Touching the lives of community members early on with a positive experience promises for return visits to the parks and recreation department to pursue other recreational opportunities.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

No Council action is required; staff is informing Council of this programming addition and will report back to Council at the end of the season.



ITEM #: 3

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## AGENDA ITEM

Council Date: March 12, 2020 Subject: [Confirmation of Appointment to Parks and Recreation Advisory Board](#)

Submitted By: Jennifer Berner,  
Parks and Recreation Director

Attachments: 1) Application  
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Public Hearing Required: YES ( ) NO (X)

### HISTORY AND SUMMARY

The City's Parks and Recreation Board is comprised of seven volunteer members. The Parks and Recreation Board is an advisory board to the Mayor, City Council and the Department of Parks and Recreation.

There has been a variety of vacancies that have occurred on the Parks and Recreation Advisory Board:

- Board Member, Keith Chaplin, has been elected to the City Council, vacated his seat on January 1, 2020.
- Board Member, Ronda DeGloria, reached the end of her third, three-year term limit, no able to reapply.
- Board Member, Bridgid Roney, had a schedule conflict with another group she belongs to that changed their meeting date to the second Tuesday of the month conflicting with the Park Board meeting.
- Board Member, Jeff Ottesen, took a 6-8 month consulting project in Alaska

In order to ensure the Parks and Recreation Board has a quorum and can function effectively new members need to be appointed.

Pursuant to Burlington Municipal Code 2.72.031 Parks and Recreation Advisory Board members are appointed by the Mayor and confirmed by the City Council.

- Craig Bloodgood is a retired parks supervisor and brings a great wealth of knowledge that will benefit the Parks and Recreation Board. Craig has demonstrated his commitment already by attending the last two Parks and Recreation Board meetings.

#### **ALTERNATIVES CONSIDERED**

N/A

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

None; the Parks and Recreation Advisory Board is comprised of volunteers and is supported by staff from the Parks and Recreation Department.

#### **LEGAL ASPECTS – LEGAL REVIEW**

N/A

#### **STAFF RECOMMENDATION**

Staff recommends that Council confirm the Mayor's appointment of Craig Bloodgood to the Parks and Recreation Advisory Board.

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

Support:

***"I make a motion to confirm the Mayor's appointment of Craig Bloodgood to the Burlington Parks and Recreation Advisory Board".***