

**CITY COUNCIL AGENDA**  
**7:00 p.m. May 28, 2020**

**MEETING TO BE HELD REMOTELY**  
**VIA TELEPHONE: 1-774-777-4255**  
**CONFERENCE ID No.: 589-8786**

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**CALL TO ORDER:**

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

**MINUTES:**

[City Council Meeting May 14, 2020](#)

**AUDIT OF BILLS:**

**PUBLIC COMMENTS:**

**COUNCIL COMMENTS:**

**MAYOR'S UPDATE:**

**PROCLAMATION:**

**SPECIAL PRESENTATION:**

**COMMITTEE & BOARD REPORTS:**

**OFFICERS REPORTS:** TBD

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**UNFINISHED BUSINESS:**

1) Approval of Greg Young as City Administrator

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**CONSENT AGENDA:**

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**NEW BUSINESS:**

- 1) [Furlough Ordinance](#)
- 2) [COVID-19 Furlough Memorandum of Understanding with Teamsters and Guild](#)

**DISCUSSION(S):**

- 1) Presentation of 2020 Budget Amendments
- 2) COVID-19 Impacts

**FUTURE WORKSHOP:**

- 1) COVID-19 Budget Impacts  
Thursday **June 4, 2020 TIME TBD**  
MEETING TO BE HELD REMOTELY  
VIA TELEPHONE: 1-774-777-4255  
CONFERENCE ID No.: 589-8786

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**EXECUTIVE SESSION:**

**ADJOURNMENT:**

**MEETINGS:**

- 1) **AUDIT & FINANCE COMMITTEE:**  
Thursday **May 28, 2020** 4:00 p.m.  
MEETING TO BE HELD REMOTELY  
VIA TELEPHONE: 1-774-777-4255  
CONFERENCE ID No.: 589-8786

**DUE TO THE COVID-19 PANDEMIC, AS OF MARCH 20, 2020, ALL OTHER COUNCIL COMMITTEE MEETINGS ARE SUSPENDED UNTIL EMERGENCY PROCLAMATION 2020-03 HAS BEEN RESCINDED, OR UNTIL FURTHER NOTICE.**

Next Regular Council Meeting: Thursday June 11, 2020 *Americans with Disabilities Act Accommodations Provided upon Request*

# May 2020

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

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

# June 2020

June 2020							July 2020						
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
May 31 - Jun 6	<b>May 31</b>	<b>Jun 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
			5:30pm SUSPENDED: Parks Board (Parks & Rec Dept) 6:00pm SUSPENDED: Library Board (Library)		12:00am Time TBD: Council Workshop (Telephonic Meeting)		
Jun 7 - 13	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
			4:00pm SUSPENDED: Public Safety Committee (Public Safety Building)		4:00pm Audit & Finance Committee (Telephonic Meeting) 7:00pm Council Meeting (Telephonic Meeting)		
Jun 14 - 20	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
			4:00pm SUSPENDED: Public Works Committee (Engineering Conf Room)	1:00pm SUSPENDED: SKAT Board (Burlington City Hall) 5:30pm 7:00pm SUSPENDED: Planning Commissio	12:00am Time TBD: Council Workshop (Telephonic Meeting: Time TBD)		
Jun 21 - 27	<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 SUSPENDED: Downtown Burlington Association (Visitor Information Center/	4:00pm Audit & Finance (Telephonic Meeting) 7:00pm Council Meeting (Telephonic Meetin		
Jun 28 - Jul 4	<b>28</b>	<b>29</b>	<b>30</b>	<b>Jul 1</b>	<b>2</b>	<b>3</b>	<b>4</b>



ITEM #: 1

CHECK ONE:

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

OLD BUS. X

## AGENDA ITEM

Council Date: May 28, 2020 Subject: Approval of Greg Young as City Administrator

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

Attachments: N/A Public Hearing Required: YES ( ) NO (X)

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### **HISTORY AND SUMMARY**

The Mayor requests City Council approve Greg Young as City Administrator for the City of Burlington. Three Councilmembers expressed their desire to consider his appointment during the May 14, 2020 regular Council meeting, and therefore, the Mayor has added this item to Council's agenda.

As Council may be aware, City Administrator is one of only three positions in the City that require Council approval (City Attorney, Finance Director). Virtually all other personnel in the City are determined at the sole discretion of the Mayor.

*Burlington Municipal Code 2.08.020.*

*The city administrator shall be appointed by the mayor, subject to the approval by majority vote of the city council. The city administrator shall serve at the pleasure of the mayor.*

The position of City Administrator was advertised to the public in the month of February, 2020, in accordance with the City's standard job recruitment procedures. Nineteen applications were received for the position; after reviewing each submission it was clear that of the applicants, Mr. Young was the most qualified candidate. Mr. Young has served in the interim City Administrator role for approximately one year. The Mayor has been satisfied with his job performance during that lengthy period and believes he is the best choice for City Administrator. Mr. Young's qualifications and job experience are more than adequate for the role.

### **ALTERNATIVES CONSIDERED**

Council has discretion whether to approve Mr. Young for the role of City Administrator. Likewise, the Mayor is not obligated to submit a different candidate to Council for approval, or fill the position of City Administrator, even if this agenda item fails.

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

Approving Mr. Young as City Administrator would entitle him to the wages and benefits adopted by Council for the position. As a Prothman candidate, certain fees may be owed upon appointment to a regular full time position with the City.

### **LEGAL ASPECTS – LEGAL REVIEW**

This agenda item requires four supportive Councilmembers in order to pass. The mayor may not break a tie vote.

### **STAFF RECOMMENDATION**

Approve Mr. Young as City Administrator.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

*"I move to approve Greg Young as City Administrator for the City of Burlington."*



ITEM #: 1

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

Council Date: May 28, 2020 Subject: [Furlough Ordinance](#)

Submitted By: Leif Johnson, City Attorney

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

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### **HISTORY AND SUMMARY**

During the May 14, 2020 regular meeting of the Burlington City Council, a discussion was conducted regarding certain temporary steps that the City must immediately engage in to address the dramatic budgetary concerns due to the COVID-19 pandemic. The full extent of the impact to the City's budget will not be known for some time, but it is already obvious that the City's revenues will be substantially affected.

Based on those discussions, some initial steps were identified that the Mayor's office should immediately implement. Those temporary steps included a 10% reduction in hours for all non-represented hourly staff and a 10% pay reduction for non-represented FLSA exempt staff. Additionally, the Mayor's office would immediately begin negotiations with bargaining units to achieve reductions similar to the non-represented employees. Finally, the Mayor's office would review the 2020 budget for any non-essential spending to determine whether any spending may be reduced.

The Mayor's office will report back to Council regarding the effectiveness of these steps, and propose additional steps that may be considered by Council on or before the expiration of this Resolution, currently set for July 31, 2020.

### **ALTERNATIVES CONSIDERED**

Council does not need to adopt this Ordinance. If Council does not do so, it may be challenging or impossible for the Mayor's office to adopt any substantial cost saving measures at this time.

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

This Ordinance will result in a temporary budgetary savings to the City. Council should expect that the level of service will be reduced across the City as a result.

### **LEGAL ASPECTS – LEGAL REVIEW**

As a policy decision, it is within Council’s authority to approve or deny this Ordinance in its sole discretion. Council may also refer it back to staff to alter dates or conditions, as Council deems appropriate in order to meet the City’s needs and goals.

### **STAFF RECOMMENDATION**

Approve the Resolution.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

*“I move to approve the Ordinance authorizing the Mayor, City Administrator or Designee to implement unpaid furloughs, temporary salary reductions and other cost saving measures to address budgetary shortfalls due to the COVID-19 pandemic.”*



ITEM #: 2

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

Council Date: May 28, 2020 Subject: [COVID-19 Furlough Memorandum of Understanding with Teamsters and Guild](#)

Submitted By: Greg Young – Interim City Administrator

Attachments: 1 MOU – Teamsters Clerical and Public Works Public Hearing Required: YES ( ) NO (X)

2 MOU – Guild Support Personnel

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### **HISTORY AND SUMMARY**

As a short-term response to the financial implications of COVID-19 and the Burlington economy, Memorandums of Understanding have been drafted for our two Teamster Bargaining Units and the Guild Support personnel. These Agreements will be in effect until July 31, 2020 and it intended to reduce our payroll expenditures by approximately 10%.

### **ALTERNATIVES CONSIDERED**

To serve as partial financial mitigation, Administration has negotiated these temporary furloughs. Other steps taken are to ask Department Heads to limit all but essential purchases, delay any ER&R purchases, delay filling the Personnel Director and Parks/Rec Director positions, and utilize the federal CARES Act allocation for Burlington to offset expenses related to the COVIS-19 Pandemic.

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

These steps will reduce expenditures between now and the end of July (when the furloughs and the MOUs expire). City staff and the Council will be taking other steps in the near future to further ameliorate the negative impact of COVID-19 on the City’s 2020 budget.



**LEGAL ASPECTS – LEGAL REVIEW**

None identified

**STAFF RECOMMENDATION**

Staff recommends that the attached Memorandums of Understanding be approved.

**SUGGESTED COUNCIL MOTION LANGUAGE**

“I move to approve the three Memorandums of Understanding with the Teamsters and the Police Guild and authorize the Mayor to sign them.”