

**CITY COUNCIL AGENDA**  
**7:00 p.m. September 10, 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, Pulst, Rabenstein, Schwetz, Stewart, Toth, Ward, and Young.

**MINUTES:**

[City Council Meeting August 27, 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) Collective Bargaining Agreement (CBA) for the Police Guild Support Personnel
- 2) Collective Bargaining Agreement (CBA) for the Teamster's Public Works bargaining group
- 3) Collective Bargaining Agreement (CBA) for the Teamster's Clerical bargaining group

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**CONSENT AGENDA:**

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**NEW BUSINESS:**

- 1) [Interlocal with Skagit County for Library Allocation](#)
- 2) [New Human Resources \(HR\) & Administrative Manager Position](#)

**DISCUSSION:**

**FUTURE WORKSHOP:**

Thursday **September 17, 2020** 6:00 p.m.  
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 **September 24, 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AS OF MARCH 20, 2020, ALL OTHER COUNCIL COMMITTEE MEETINGS ARE SUSPENDED UNTIL EMERGENCY PROCLAMATION 2020-03 HAS BEEN RESCINDED, OR UNTIL FURTHER NOTICE**

# September 2020

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 30	31	Sep 1 5:30pm SUSPENDED: Parks Board (Parks & Rec Dept) 6:00pm SUSPENDED: Library Board (Library)	2	3	4	5
6	7	8 4:00pm SUSPENDED: Public Safety Committee (Public Safety Building)	9	10 4:00pm Audit & Finance Committee (Telephonic) 7:00pm Council Meeting (Telephonic)	11	12
13	14	15 4:00pm SUSPENDED: Public Works Committee (Engineering Conf Room)	16 1:00pm SUSPENDED: SKAT Board (Burlington City Hall) 5:30pm SUSPENDED: Planning Commission	17 6:00pm Council Workshop (Telephonic)	18	19
20	21	22	23 9:00am SUSPENDED: Downtown Burlington Association (Visitor Information Center/Chamber of	24 4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting (Telephonic)	25	26
27	28	29	30	Oct 1	2	3

# October 2020

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 27	28	29	30	Oct 1	2	3
4	5	5:30pm SUSPENDED: Parks Board (Parks & Rec Dept) 6:00pm SUSPENDED: Library Board (Library)	7	4:00pm Audit & Finance Committee (Telephonic) 7:00pm Council Meeting (Telephonic)	9	10
11	12	2:00pm Historical Preservation Board (Parks & Recreation) 4:00pm SUSPENDED: Public Safety	14	15	16	17
18	19	4:00pm SUSPENDED: Public Works Committee (Engineering Conf Room)	1:00pm SUSPENDED: SKAT Board (Burlington City Hall) 5:30pm SUSPENDED: Planning Commission	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting (Telephonic)	23	24
25	26	27	9:00am SUSPENDED: Downtown Burlington Association (Visitor Information Center/Chamber of	28	30	31



CHECK ONE:

NEW BUS. \_\_\_\_\_  
OLD BUS.  X

### AGENDA ITEM

Council Date: September 10, 2020 Subject: Collective Bargaining Agreement (CBA) for the Police Guild Support Personnel  
Submitted By: Greg Young, City Administrator

Attachments: None Public Hearing Required: YES ( ) NO (X)  
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#### **HISTORY AND SUMMARY**

As the Council is aware, we have various union agreements that cover some but not all of our employees. For those folks that are not covered by one of the Agreement, they are considered “non-represented”. In 2020 a new bargaining group was formed – the Police Guild Support Employee Group. It consists of the Police Records Clerks that were formally part of the Teamsters Clerical group and two previously non-represented employees. This new group has 5 members – the 3 Records Clerks, the Community Service Officer, and the Evidence Technician. They are represented by the Police Guild.

Since this is a new bargaining group, we needed to negotiate a new contract. To complete this, we began with the existing Teamsters Clerical Agreement and then worked to modify the Agreement to address the unique needs of the members. Attached is that Agreement which covers only the year 2020 with the employee’s pay unchanged from what they were paid in 2019. With the current Pandemic, it was believed that a one-year only contract would be appropriate with us keeping the wages unchanged but working to clarify the other conditions of employment that will persist into the future.

In the coming months we will again engage with the Guild to craft a multi-year Agreement to begin in the year 2021. As you might expect, the one big issue in these future negotiations will be to establish appropriate pay amounts for 2021 and perhaps for the next couple of years.

### **ALTERNATIVES CONSIDERED**

With 3 of the 5 members previously covered by the Teamsters Clerical Agreement and the other 2 members previously being non-represented, the terms of those prior Agreements remained in place as we negotiated this new document. As a result, the alternative to the new CBA is continuing to have these employee's terms of employment be governed by these old Agreements. Naturally since these employees have chosen to form their own bargaining group, it is most appropriate to have their own unique Agreement.

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

With these employee's wages unchanged for 2020 and no other monetary alternations included in the Agreements, there are no adverse budget ramifications.

### **LEGAL ASPECTS – LEGAL REVIEW**

None Identified

### **STAFF RECOMMENDATION**

Staff is recommending that the Council formally accept and approve the new Collective Bargaining Agreement with this new group.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

"I move to approve the new Collective Bargaining Agreement with the Police Guild Support Personnel and approve the Mayor to sign it."



CHECK ONE:

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

OLD BUS.  X

### AGENDA ITEM

Council Date: September 10, 2020 Subject: Collective Bargaining Agreement (CBA) for the Teamster's Public Works bargaining group  
Submitted By: Greg Young, City Administrator

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

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#### **HISTORY AND SUMMARY**

The City has two employee groups represented by the Teamsters – employees within the Public Works departments and various employees that are generally considered “clerical”. We have negotiated a new 2020 CBA for the Public Works employees that is attached to this report.

In normal times we would have attempted to draft a new multi-year Agreement (most union agreement run from one to four years in length) but with COVID-19, it was decided to limit the new Agreement to 2020 only – the existing contract expired in December of 2019. Also, we had begun to negotiate this Agreement in-person before COVID-19 struck the United States and with us no longer able to meet in the same room to further negotiate the terms of the Agreement, it was decided to stop and ink a one-year only Agreement that did not change any wages and addressed only the Sections that we were able to discuss before the Pandemic shutdown.

In the coming months we will again turn our attention to this Agreement since it is slated to expire on December 31, 2020. If all goes well, we will be able to address the Sections that did not get attention now as well as take up the wages for the next few years.

#### **ALTERNATIVES CONSIDERED**

The alternative to the new CBA is continuing to have these employee’s terms of employment be governed by the terms of the now expired Agreement. Since we did not alter wages and were able to address some limited portions of the old Agreement, it seemed to make sense to adopt this new CBA realizing that we will again hold these discussions in the near future.

**CURRENT AND FUTURE BUDGET RAMIFICATIONS**

With these employee's wages unchanged for 2020 and no other monetary alternations included in the Agreements, there are no adverse budget ramifications.

**LEGAL ASPECTS – LEGAL REVIEW**

None Identified

**STAFF RECOMMENDATION**

Staff is recommending that the Council formally accept and approve the new Collective Bargaining Agreement with the Teamster's Public Works group.

**SUGGESTED COUNCIL MOTION LANGUAGE**

"I move to approve the 2020 Collective Bargaining Agreement with the Teamster's Public Works bargaining group and approve the Mayor to sign it."



CHECK ONE:

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

OLD BUS.  X

### AGENDA ITEM

Council Date: September 10, 2020 Subject: Collective Bargaining Agreement (CBA) for the Teamster's Clerical bargaining group  
Submitted By: Greg Young, City Administrator

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

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#### **HISTORY AND SUMMARY**

The City has two employee groups represented by the Teamsters – employees within the Public Works departments and various employees that are generally considered “clerical”. We have negotiated a new 2020 CBA for the Clerical employees that is attached to this report.

In normal times we would have attempted to draft a new multi-year Agreement (most union agreement run from one to four years in length) but with COVID-19, it was decided to limit the new Agreement to 2020 only – the existing contract expired in December of 2019. Also, we had begun to negotiate this Agreement in-person before COVID-19 struck the United States and with us no longer able to meet in the same room to further negotiate the terms of the Agreement, it was decided to stop and ink a one-year only Agreement that did not change any wages and addressed only the Sections that we were able to discuss before the Pandemic shutdown.

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#### **ALTERNATIVES CONSIDERED**

The alternative to the new CBA is continuing to have these employee’s terms of employment be governed by the terms of the now expired Agreement. Since we did not alter wages and were able to address some limited portions of the old Agreement, it seemed to make sense to adopt this new CBA realizing that we will again hold these discussions in the near future.



**CURRENT AND FUTURE BUDGET RAMIFICATIONS**

With these employee's wages unchanged for 2020 and no other monetary alternations included in the Agreements, there are no adverse budget ramifications.

**LEGAL ASPECTS – LEGAL REVIEW**

None Identified

**STAFF RECOMMENDATION**

Staff is recommending that the Council formally accept and approve the new Collective Bargaining Agreement with the Teamster's Clerical group.

**SUGGESTED COUNCIL MOTION LANGUAGE**

"I move to approve the 2020 Collective Bargaining Agreement with the Teamster's Clerical bargaining group and approve the Mayor to sign it."



ITEM #: 1

CHECK ONE:

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

## AGENDA ITEM

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Council Date: September 10, 2020 Subject: [Interlocal with Skagit County for Library Allocation](#)

Submitted By: Sarah Ward

Attachments: Interlocal agreement between Skagit County and the City of Burlington Public Hearing Required: YES ( ) NO ( **x** )

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### **HISTORY AND SUMMARY**

This interlocal agreement is for an allocation of funds in the amount of \$9,754 from Skagit County in recognition of the services that the Burlington Public Library provides to all residents of Skagit County.

### **ALTERNATIVES CONSIDERED**

The alternative is to not accept the funds.

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

This money will be used to supplement the current library budget and will be spent in 2020.

### **LEGAL ASPECTS – LEGAL REVIEW**

None identified.

### **STAFF RECOMMENDATION**

Council approves the Mayor's signature.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

I make a motion to authorize the Mayor to sign the Interlocal Cooperative Agreement for Library Materials between the City of Burlington and Skagit County.



CHECK ONE:

NEW BUS.  X

OLD BUS.

## AGENDA ITEM

Council Date: September 10, 2020 Subject: [New Human Resources \(HR\) & Administrative Manager Position](#)

Submitted By: Greg Young, City Administrator

Attachments: Revised Non-Represented Wage Scale Public Hearing Required: YES ( ) NO (X)

Cost of New HR & Administrative Manager

New Job Description

### **HISTORY AND SUMMARY**

In January of this year our HR Director left the City. Since that time the human resource function has been performed by existing staff. Given the ongoing demands of HR, administration feels that this position should not go unfilled. However, a review of the position has reflected that the wage scale change beginning in the year 2020 that included the creation of a Human Resource Director position may not reflect the needs of the City.

Administration is proposing adding a new job title, Human Resources and Administrative Manager, who would take over the HR function. This proposal will better match our needs and provide the Human Resource function that the city requires.

### **ALTERNATIVES CONSIDERED**

Two possible alternatives were considered, neither of which seemed appropriate. First, the City could advertise and hire a new HR Director. Secondly, the HR duties could continue to be handled by various staff members. Given the higher costs associated with a Director and the unconsolidated HR function associated with spreading the workload amongst exist staff, administration believes that the best path forward is to reorganize the administrative and human resource function as outlined in this paper.

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

As noted on the spreadsheet included with this agenda item, this reorganization will lower the personnel costs in the HR Department. Also included is the revised Non-Represented Wage

scale which reflects the existing wage placement of the HR Director and the wage placement of the new HR & Administrative Manager.

**LEGAL ASPECTS – LEGAL REVIEW**

None Identified

**STAFF RECOMMENDATION**

Staff recommends that the Council authorizes the creation of the new HR and Administrative Manager position.

**SUGGESTED COUNCIL MOTION LANGUAGE**

“I move to authorize the creation of a new HR and Administrative Manager Position on Grade M of the Non-Represented Wage Scale”