

CITY COUNCIL AGENDA
7:00 p.m. October 8, 2020

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

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 September 24, 2020](#)

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) [Parks Board Meeting Date](#)
- 2) [Creation of a Burlington Fiber Fund #105](#)
- 3) [Overview of Fiber Final Foot Connection Program](#)
- 4) [HR & Administrative Support Reorganization](#)
- 5) [Parks and Recreation Reorganization](#)

DISCUSSION:

[Emergency Proclamation 2020-03](#)

FUTURE WORKSHOP:

Thursday **October 15, 2020** 6:00 p.m.
MEETING TO BE HELD REMOTELY
VIA TELEPHONE: 1-774-777-4255
CONFERENCE ID No.: 589-8786

EXECUTIVE SESSION:

ADJOURNMENT:

MEETINGS:

- 1) **AUDIT & FINANCE COMMITTEE:** Thursday **October 22, 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AS OF MARCH 20, 2020, ALL OTHER COUNCIL COMMITTEE MEETINGS ARE SUSPENDED UNTIL EMERGENCY PROCLAMATION 2020-03 HAS BEEN RESCINDED, OR UNTIL FURTHER NOTICE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, October 22, 2020 *Americans with Disabilities Act Accommodations Provided upon Request*

October 2020

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

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

November 2020

November 2020							December 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	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

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



CITY OF
Burlington
THE HUB OF SKAGIT COUNTY WASHINGTON

FUTURE COUNCIL AGENDA

Council

If you remember, we used to include the “Future Council Agenda” in your packets to serve as a road map for potential future issues for which you will be asked to deliberate. With the onset of the Pandemic, we stopped using this tool since our agendas were severely reduced. While this seemed prudent, the number of topics for future council meetings did not diminish.

With us now getting the City back to full operations, I would like to reinstitute this planning tool. As a result, included in your packet is the new Future Council Agenda sheets.

As you will see, I only included meetings up through the end of the year and this has resulted in a massive potential council agenda list. Please do not worry – we do not intend to pack these Council meetings with all of these items.

This is a first draft and we have asked the Department Heads to review this document and advise us as to the appropriate timing of these matters. This will undoubtedly mean that these items will be spread out over more meetings, resulting in much more manageable agendas.

We did want to get this first draft completed and in your hands so you can gain insight into the topics we will need to address over the next few months.

Greg



FUTURE COUNCIL AGENDA

City Council Meeting of October 8, 2020

Ordinance Revising the Meeting Date of the Parks Board

Ordinance Creating the Burlington Fiber Fund #105

Overview of Fiber Final Foot Grant-Funded Connection Program

Human Resource & Exec Administrative Function Restructuring

EXEC Session – On-Going Litigation Update

BUDGET WORKSHIOP – October 15, 2020

Discussion on Proposed 2021 Property Tax Levy

Discussion on Other Possible Increased Revenues and/or Decreased Expenditures

Presentation of Revised 2021 Budget

City Council Meeting of October 22, 2020

Adoption of 2021 Lodging Tax Awards

Interlocal Agreement Between Burlington and the Burlington/Edison School District – Student Library Cards

3rd Quarter 2020 Budget vs. Actual Review

Bid Award – Wastewater Treatment Plant Roof Repairs

Bid Award – Computer Server Room Air Conditioning Replacement & Expansion

Bid Award – East-West Connector Road Design Services

Reorganization of Parks & Recreation Administration

Park Fee Adjustments in Light of PROS Plan Adoption – Discussion Only

Ordinance Revising Fiber Fees – Discussion Only

BUDGET WORKSHIOP – October 29, 2020

2021 Proposed Budget – Review of Budget and Presentation of Proposed 2021 Capital Improvement Plan (CIP)

Review of New Utility Tax and B&O Tax Collections

City Council Meeting of November 12, 2020

Public Hearing – East-West Connector Road Eminent Domain

Resolution Related to East-West Connector Road Eminent Domain

Public Hearing – 2021 Property Tax

Public Hearing – 2021 Budget

Public Hearing – 6-Year Street Plan

Resolution Adopting the City’s 6-Year Street Plan

Bid Award for SCBA Filling Station Replacement

Bid Award – Parks & Facilities Maintenance Office Addition

EXEC Session – Nagatani Water Right Purchase

City Fuel Supply Bid Award

Custodial Supplies Bid Award

Vehicle Repair Bid Award

Ordinance Revising Park Fees in Light of PROS Plan Adoption

Ordinance Revising Fiber Fees

BUDGET WORKSHIOP – November 19, 2020

Review of Revised 2021 Budget



City Council Meeting of November 24, 2020

Overview and Presentation of Homelessness Mitigation Options

Public Hearing – Comcast Franchise Agreement

Public Hearing – 2020 Revisions to Comprehensive Plan

Ordinance Revising the Burlington Comprehensive Plan

Comcast Franchise Agreement

Public Hearing – Cascade Natural Gas Franchise Agreement

Cascade Natural Gas Franchise Agreement

Ordinance Setting 2021 Property Tax Levy

Ordinance Adopting 2021 Budget

Presentation of Parks Board PROS Plan Improvement Prioritization

Presentation of Parks Board Preferred New Park Signage Design

COUNCIL WORKSHIOP – December 3, 2020

Review of 2020 Budget Amendments

City Council Meeting of December 10, 2020

Ordinance Amending 2020 Budget

Contract for Fire Hall Architectural Services

Contract for Carnegie Library Architectural Services

Resolution Regarding Permit Fees for City Projects

Ordinance Regarding Time Use Limits for Certain Park Facilities/Equipment

Update on Fiber Final Foot Connection Program



THE HUB OF SKAGIT COUNTY WASHINGTON
FUTURE COUNCIL AGENDA

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City Council Meeting of December 22, 2020

Meeting Cancelled



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: October 8, 2020 Subject: [Parks Board Meeting Date](#)

Submitted By: Sarah Ward

Attachments: Ordinance amending BMC relating to the Parks Board Public Hearing Required: YES () NO (x)

Meeting Date

HISTORY AND SUMMARY

The Parks Board will begin having regularly scheduled meetings. In order for Sarah Ward to facilitate these meetings the Parks Board meeting day needs to be moved to the second Tuesday of each month. At this time the Parks Board meets on the first Tuesday, which is the same date as the Library Board. This move also serves to better accommodate citizens who wish to attend both the Parks and Library board meetings.

ALTERNATIVES CONSIDERED

The Parks Board could continue to hold meetings at the same time as the Library Board.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

None identified

LEGAL ASPECTS – LEGAL REVIEW

No legal issues identified.

STAFF RECOMMENDATION

Staff recommends the amendment to the BMC to allow the Parks Board to move their meeting date.



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: October 8, 2020 Subject: [Creation of a Burlington Fiber Fund #105](#)

Submitted By: Greg Young – City Administrator

Attachments: Ordinance Creating the Fund Public Hearing Required: YES () NO (X)

HISTORY AND SUMMARY

Burlington is expanding its Fiber system with the assistance of a recently-awarded economic development grant from Skagit County. Through this business fiber connection grant, we hope to greatly increase the number of businesses accessing our fiber backbone. In the future, we also hope to begin deploying fiber to the residential areas of the City. As a result of the current and future anticipated growth of our fiber system, it is believed that the revenues and expenses of our fiber system are best accounted for in a separate fund. Currently our fiber revenues and expenditures are accounted for within the Current Expense Fund. The attached Ordinance would serve to create the Burlington Fiber Fund #105.

ALTERNATIVES CONSIDERED

An alternative to creating this new Fund is to continue to include these revenues and expenditures within the City’s Current Expense Fund. By accounting for these activities in a separate fund, the City will better be able to track the activities of our fiber system as it grows. Currently the fiber network generates approximately \$40,000 annually with expenditures closely matching the available revenues.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The budget ramifications would be largely two-fold – first, these revenues and expenditures would be removed from the Current Expense Fund. In years that we receive fiber revenues in excess of expenditures, this excess revenue would no longer be kept within the Current Expense Fund but would rather add to the fund balance in the new Fund #105.

The second budget ramification is that should the new Fund be created; administration would like to include a one-time transfer of \$50,000 to Fund #105 from the Current Expense Fund in 2021 to serve as fund balance seed monies. In the past couple of years, fiber revenues have exceeded expenditures so this one-time transfer would represent fiber revenues previously generated. Following this initial money transfer, all fiber-related revenues and expenditures would remain in Fund #105.

Staff would also recommend that the Skagit County Economic Development Final Foot Fiber Connection Grant funds be also accounted for in this fund. Since this grant is on a reimbursement-basis, the initial fund balance will enable Final Foot connection costs to be expended with eventual reimbursement by the County.

LEGAL ASPECTS – LEGAL REVIEW

None identified

STAFF RECOMMENDATION

Staff believes that creating this new fund will better account for this growing city activity and recommend the new Fund creation.

SUGGESTED COUNCIL MOTION LANGUAGE

“I move to approve the Ordinance creating the Burlington Fiber Fund No. 502 and authorize the Mayor to sign.”



ITEM #: 3

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: October 8, 2020 Subject: [Overview of Fiber Final Foot Connection Program](#)

Submitted By: Greg Young – City Administrator

Attachments: Connection Program Overview Public Hearing Required: YES () NO (X)

City Fiber Location Map

Fiber Connection Marketing Materials

HISTORY AND SUMMARY

The City recently applied for and was awarded a .09 Economic Development Grant from Skagit County totaling \$250,000. The purpose of the grant was to provide funding for a no-cost business fiber connection program in Burlington. Dubbed the Final Foot Program, the funding will pay for high speed business fiber connections – running the fiber lines from the right-of-way in front of businesses into the buildings.

ALTERNATIVES CONSIDERED

With the cost of running fiber from the street into the building sometimes running in excess of \$5,000, we have relied on the ability of local businesses to justify the connection costs – with the result being a steady but slow expansion of our fiber system. This alternative, providing a no-cost fiber connection program (the ISP firms have also agreed to waive their initial set-up fees) will greatly increase the number of businesses that have access to high speed fiber.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The County \$250,000 grant is to be matched with \$25,000 in city fiber money – the program will use 100% of the County grant funds for all installation costs up to \$5,000 and the City's money will cover any costs in excess of this amount.

In association with the Final Foot Fiber Connection Program, we are also proposing the creation of a Burlington Fiber Fund #105 (a separate agenda item). The costs of this connection program will be accounted for within this new fund. Following the creation of

Fund #150, all future revenues and expenses of the City's fiber program will be included in this new fund and no longer as part of the General Fund.

LEGAL ASPECTS – LEGAL REVIEW

None identified

STAFF RECOMMENDATION

Staff is rather excited to offer this program which will bring the city's high speed fiber into businesses, increasing economic development activity in Burlington, and expanding our Fiber-Ready City image.

SUGGESTED COUNCIL MOTION LANGUAGE

No formal action is expected from the Council – this item is informational and following tonight's meeting, we will begin the marketing of this program.



CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: October 8, 2020 Subject: [HR & Administrative Support Reorganization](#)

Submitted By: Greg Young, City Administrator

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

Personnel Cost Savings Analysis

HISTORY AND SUMMARY

At one of our previous Council meetings, the establishment of a HR & Admin Manager position was proposed. This new position would functionally replace the existing HR Director position. Possibly due to the incomplete outline of how this new position would both better serve the needs of the City and represent significant costs savings now and into the future, the Council decide to not approve the new position.

At that time, administration had hoped to first establish the new position and then complete the process on analyzing and reorganizing both the Human Resource function in the City and perhaps just as importantly, reorganize the administrative support positions on the second floor of City Hall to both more efficiently serve our needs and lower personnel expenditures.

We have now completed this analysis and are ready to move into the implementation phase.

This reorganization includes the following components:

- Replace the HR Director position with a HR & Admin Manager position
 - Move to place Kristen Morrison into this new position
- Have Jennifer Ruhland (currently the Program Assistant for Public Works) split her time by working 3 days a week in the Engineering Department and two days a week in the Executive Department (performing much of Kristen’s current job duties).

As noted on the attached Personnel Cost Savings Analysis, this reorganization represents a significant cost savings. To fully implement this reorganization, we are asking the Council to approve the creation of the new HR & Admin Manager position.

If implemented, the reorganization would eliminate one current City position as outlined in the attached Analysis of Potential Personnel Cost Savings sheets.

ALTERNATIVES CONSIDERED

In our previous discussions, we presented two alternatives. The first being the creation of the HR and Admin Manager position that would provide a single-source for administering the city's human resource needs and the second being the current arrangement of having numerous personnel administer the HR function. It has become clear that a decentralized HR function is not workable and is not providing the type of human resource function that the city needs.

As a result, the current alternatives are to either replace the HR Director or institute the reorganization as outlined in this report. With Kristen currently performing the HR function, she would either assume the job title and wage placement of the HR & Admin Manager or that of the HR Director.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The 2020 budget and the current draft 2021 budget contains the personnel costs associated with three (3) positions – a HR Director, a PW Program Assistant, and an Exec/Legis/HR Admin Specialist.

With the reorganization, the 2021 budget would be revised to include only two (2) positions – the PW Program Assistant and the HR & Admin Manager. As reflected on the Cost Analyst sheets, this will enable an approximate \$125,000 annual savings.

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”



CHECK ONE:

NEW BUS. X

OLD BUS.

AGENDA ITEM

Council Date: October 8, 2020 Subject: [Parks and Recreation Reorganization](#)

Submitted By: Greg Young, City Administrator

Attachments: Personnel Cost Savings Analysis Public Hearing Required: YES () NO (X)

HISTORY AND SUMMARY

Earlier in 2020 our Parks and Recreation Director left for another position. Since that time we have transferred some of the overall supervision of the program to other employees. Under this backdrop, we will continue with the reorganization process in the City as outlined in the attached Parks and Recreation Personnel Cost Savings Analysis

ALTERNATIVES CONSIDERED

The alternative is to immediately rehire the Parks and Recreation Director position.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The current draft 2021 budget contains the Parks and Recreation Director position. With the reorganization, the 2021 budget will no longer include this position, saving approximately \$150,000 in 2021.

LEGAL ASPECTS – LEGAL REVIEW

None Identified

STAFF RECOMMENDATION

There is no staff recommendation since no formal Council action is requested.