

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. December 9, 2021
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, Kottke,
Luvera, Morrison, Pulst, Rabenstein, Rogge, Schwetz, Stewart, Toth, Ward, and Young.

MINUTES:

[City Council Meeting November 23, 2021](#)

AUDIT OF BILLS:

PUBLIC COMMENTS:

COUNCIL COMMENTS:

MAYOR'S UPDATE:

PROCLAMATION:

PRESENTATION:

COMMITTEE & BOARD REPORTS:

OFFICERS REPORTS:

UNFINISHED BUSINESS:

CONSENT AGENDA: 1) [Resolution Designating a Legal Publisher for all legal Notices in 2022- Skagit Publishing](#)

NEW BUSINESS:

- 1) [Furlough Reimbursement Resolution](#)
- 2) [2 % Water Utility Tax](#)
- 3) [Adoption of 2022 Capital Improvement Plan \(CIP\)](#)
- 4) [2022 Council Committee Assignments and Election of Mayor Pro Tem and Investment Chair](#)
- 5) [Proposed Cancellation of Second Council Meeting in December](#)

DISCUSSION:

FUTURE WORKSHOP:

- 1) WORKSHOP

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 December 9, 2021 4:00 p.m.
MEETING TO BE HELD REMOTELY
VIA TELEPHONE: 1-774-777-4255
CONFERENCE ID No.: 589-8786



FUTURE COUNCIL AGENDA

December 23, 2021 Council Meeting

Potentially Cancelled

January 13, 2022 Council Meeting

Presentation - Private Development in the City – Highlighting a Current Project – Comm. Dev Director

Skagit River Park Boom Cart Bid Results

Police Department Fencing Bid Results

Revisions to Community Development Fee Schedule – Inflation Adjustment & Fee for Third Party Reviews

Presentation of Final Doyle Dog Park Design

Comprehensive Plan Update – Preliminary Adoption of Zoning Regulations – Public Facilities & Transportation (PFT-1 & PFT-2) Zones

Comprehensive Plan Update – Preliminary Adoption of Zoning Regulations – Parks & Conservation (PC-1 & PC-2) Zones

January 20, 2022 COUNCIL WORKSHOP

6PM to 8PM

Fire Station Remodel Presentation via Zoom

King Architecture

January 27, 2022 Council Meeting

Presentation – Preliminary YE 2021 Financial Position – Cash Balances, Sales Tax, & Other Data

Skagit River Park Well Drilling Bid Results

Nagatani Water Right Purchase Agreement

Approval of Doyle Dog Park Equipment Purchases

Resolution Surplus Fire Equipment

February 10, 2022 Council Meeting

Comprehensive Plan Update – Preliminary Adoption of Updated “General Development Standards”

Comprehensive Plan Update – Preliminary Adoption of Updated Zoning Map

February 17, 2022 Council Meeting

Presentation – January 2022 Financial Position – Cash Balances, Sales Tax, & Other Data

Presentation - Private Development in the City – Highlighting a Current Project – Comm. Dev Director

March 10, 2022 Council Meeting

Revised Shoreline Master Plan (SMP) Adoption

March 24, 2022 Council Meeting

Presentation – February 2022 Financial Position – Cash Balances, Sales Tax, & Other Data

April 2022 – Update on Court Backlog

December 2021

December 2021							January 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	15	16	17	18	16	17	18	19	20	21	15
26	27	28	22	23	24	25	23	24	25	26	27	28	22
			29	30	31		30	31					29

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 28	29	30	Dec 1	2	3	4
5	6	7 6:00pm Library Board (Library Meeting Room)	8	9 4:00pm Audit & Finance Committee (Telephonic) 7:00pm Council Meeting (Telephonic)	10	11
12	13	14 4:00pm Public Safety Committee (via Zoom) 5:30pm Parks Board (Zoom)	15 1:00pm SUSPENDED: SKAT Board 5:30pm Planning Commission (Council) 7:00pm Planning	16	17	18
19	20	21 4:00pm Public Works Committee (Telephonic)	22 9:00am Downtown Burlington Association (Visitor Information Center/Chamber of	23 4:00pm Audit & Finance (Telephonic) 7:00pm Council Meeting (Council Chambers)	24	25
26	27	28 4:00pm Homeless Transition Committee (Zoom)	29	30	31	Jan 1, 22

January 2022

January 2022							February 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 26	27	28	29	30	31	Jan 1, 22
2	3	4 6:00pm Library Board (Library Meeting Room)	5	6	7	8
9	10	11 2:00pm Historical Preservation Board 4:00pm Public Safety 5:30pm Parks Board	12	13 4:00pm Audit & Finance Committee 7:00pm Council Meeting (Council Chambers)	14	15
16	17	18 4:00pm Public Works Committee (Telephonic)	19 1:00pm SUSPENDED: SKAT Board 5:30pm Planning 7:00pm Planning	20	21	22
23	24	25 4:00pm Homeless Transition Committee (Zoom)	26 9:00am Downtown Burlington Association (Visitor Information)	27 4:00pm Audit & Finance (Telephonic) 7:00pm Council Meeting (Council Chambers)	28	29
30	31	Feb 1	2	3	4	5

November 23, 2021

Mayor Steve Sexton called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. Council members present: Bill Aslett, Keith Chaplin, Joe DeGloria, Rick DeGloria, Scott Green, Chris Loving, and James Stavig. Staff present: Janice Burwash, Don Erikson, Geoff Hawes, Leif Johnson, Sandra Kottke, Mike Luvera, Kristen Morrison, Marv Pulst, Jim Rabenstein, Travis Schwetz, Joseph Stewart, Robert Toth Sarah Ward, and Greg Young.

MINUTES:

A motion was made by **Councilors Green/Chaplin** to approve the minutes of the November 9, 2021 City Council meeting. All in favor; motion carried.

AUDIT OF BILLS:

Councilor Loving discussed City bills which included an \$11,000 bill from Skagit County Auditor's Office, \$25,000 from the Washington State Auditor's Office; **Councilor Loving** remarked that the City very successfully completed the 2020 Audit.

A motion was made by **Councilors Loving/Green** to approve Accounts Payable invoices to be paid as of November 23, 2021, in the amount of \$255,896.36 and Payroll Expenses for Pay Period ending November 15, 2021, in the amount of \$880,863.67. All in favor; motion carried.

PUBLIC COMMENTS:

No public comments were submitted.

City Attorney Leif Johnson stated that members of the public may submit comments or questions by mail to City Hall at 833 S. Spruce Street, ATTN: Greg Young, or by email to badministration@burlingtonwa.gov. Contact information for all the City Departments is available at www.burlingtonwa.gov.

COUNCIL COMMENTS:

Councilor R. DeGloria expressed a desire to return the City's Council meetings to an in-person format as soon as possible. **Mayor Sexton** discussed high Skagit County COVID infection rates, but indicated that in-person meetings could resume at the first meeting in January. Discussion was held on both the merits and challenges of holding Council meetings via Zoom as an alternative, or as an additional format for in-person meetings.

November 23, 2021

Councilor Stavig stated that there was an error in the October 14, 2021 minutes, wherein the one percent property tax increase was referenced and the dollar figure of twenty seven million (\$27,000,000) was used, whereas twenty seven thousand (\$27,000) was the correct figure. **Mayor Sexton** advised **Councilor Stavig** that there would need to be a motion to do so to add that correction as an agenda item.

MAYOR'S UPDATE:

Mayor Sexton discussed the “stellar, clean” nature of the 2020 City Audit, and praised Finance department staff for their efforts in a successful audit.

Mayor Sexton praised City staff for their efforts in adding lights and seasonal decorations to the downtown area.

Mayor Sexton discussed and expressed appreciation for the efforts made by many City departments to plan for, execute responses to, and mitigate flooding issues.

Mayor Sexton requested Council review and submit their preferences for Council Committee assignments for the year 2022.

Councilor Chaplin inquired about the dynamics of the relationship between the City, Dike District, and Sedro-Woolley. **Mayor Sexton** discussed the historical disagreement, lawsuit and discussions involving the City of Sedro-Woolley related to the raising of the levee east of the City. **Mayor Sexton** discussed the importance of more heavily involving the Dike Districts in discussions with the City of Sedro-Woolley for future planning related to flooding. **Councilor Chaplin** requested a presentation to Council to include visual aids on how flooding is mitigated and potential improvements. Further discussion was held on the effects of the recent flood on neighboring areas. **Street Department Supervisor Travis Schwetz** discussed issues surrounding the controlling of flooding as it relates to Gages Slough. **Public Works Director Marv Pulst** discussed the complicated nature of the suit from Sedro-Woolley, the resulting agreement, and the presentation of that information to Council at a future date. Discussion was held regarding, surrounding jurisdictions and staff who were praised for their efforts during the flood event.

PRESENTATION:

Finance Director Joseph Stewart discussed the City's cash by fund for October 2021. **Stewart** detailed how the City's revenues by way of retail sales and taxes are up by

November 23, 2021

\$1,323,512 above last year at the same time, which is an 18% increase. **Stewart** discussed the City trending or exceeding the national data for those taxes. **Stewart** stated that in looking at all taxes collected by the City, they are up \$2.7 million, as compared to the same time period last year, and are primarily comprised of \$604,000 collected in B&O taxes and the aforementioned retail sales and use tax. **Stewart** detailed the current ending cash \$6,495,528, which includes \$1.287 million in ARPA funds which are restricted, and stated that the utilization of the ARPA funds will be discussed further with Council. Month-end in funds in Street Fund are \$422,000, the ER&R Fund are \$1.775 million, and CR&R are \$224,000. **Stewart** surmised that the ending cash balances are positive, and noted the fiscal responsibility in planning ahead for vehicle and computer replacements.

PROCLAMATION:

No Proclamation.

COMMITTEE & BOARD REPORTS:

No Committee & Board Reports.

OFFICERS REPORTS:

Public Works Director Marv Pulst updated Council on the flood situation as it relates to the extensive Whitmarsh road flood damage. **Pulst** discussed the repair considerations, cost, and timeline, the latter of which is dictated by forecasted river flooding. **Councilor Loving** inquired on the repair timeline; **Pulst** indicated that it would be several weeks due to the river flooding forecast. **Councilor J. DeGloria** questioned whether traffic measures would continue to be in place to sufficiently direct traffic; **Pulst** confirmed that they would be.

Pulst discussed a federal grant submitted for a feasibility study for a railroad overcrossing; and while a response was received from the federal government, funding for the grant was not awarded. **Pulst** discussed other grant processes and results which cause him to be hopeful for future City grant applications. **Pulst** reviewed the TIP grant awarded to the City for \$475,000 for paving, to include various portions of Anacortes and Fairhaven streets.

UNFINISHED BUSINESS:

No Unfinished Business.

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CONSENT AGENDA

No Consent Agenda.

A motion was made by **Councilors Green/Aslett** to add to the agenda item number eight: Correction to October 14, 2021 City Council Meeting Minutes. All in favor; motion carried.

NEW BUSINESS:

Public Hearing on Proposed 2022 Budget

Finance Director Joe Stewart explained that Washington State Law requires a Public Hearing on the annual budget in order to ensure any taxpayer has an opportunity to appear and be heard for or against any part of the budget. In total, three hearings are required. A revenue hearing, a preliminary hearing, and a final hearing. This is the final hearing.

A motion was made by **Councilors Green/Chaplin** to open the public hearing. All in favor; motion carried.

Mayor Sexton stated that the Council Chambers are currently open to receive members of the public who wish to comment, but that there was no one in attendance. Mayor Sexton noted that there were a number of unknown callers on the meeting line, and stated that if they would like to speak to this public hearing they may do so. No comments were made by any member of the public.

A motion was made by **Councilors Chaplin/Aslett** to close the public hearing. All in favor; motion carried.

Year 2022 Property Tax Levy

Finance Director Joseph Stewart reviewed details of an analysis of dollar figures, valuation, impacts of changes, etc. **Stewart** discussed the allowable baseline one percent property tax increase, which is included in the proposed budget and would increase property tax revenue by \$27,916. **Stewart** discussed the 11% increase in property values within the City. **J. DeGloria** discussed the banked capacity of a lawful levy amount, and the discrepancy thereof, and why the discrepancy exists, which is due to a recording issue. **J. DeGloria** asked whether the discrepancies are now accounted for with the accuracy of

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the banked capacity number currently being represented; **Stewart** confirmed that the banked capacity figure is accurate and reviewed the lost banked capacity years and figures. **J. DeGloria** asked for a failsafe procedure to be implemented to avoid past issues wherein banked capacity was not recorded. **Councilor Aslett** spoke about not ordinarily being in favor of tax increases, but spoke in favor of this particular increase. **Councilor Stavig** spoke in opposition to the tax levy due to the City's current financial state, spending, and citizen taxation increases and amounts. **Councilor J. DeGloria** in agreement with **Councilor Aslett**. **Stewart** spoke about City services and annual cost increases. Further discussion was held regarding the City's banked capacity, impacts of increasing taxes, and the future of the City's services.

A motion was made by **Councilors Green/Aslett** to approve the year 2022 Property Tax Ordinance with a 1% increase in from the previous year and authorize the Mayor to sign the ordinance and pass on the property tax levy amount to the Council for collection in the year 2022. **Councilors Aslett/J. DeGloria/R. DeGloria/Green/Loving** in favor, **Councilors Chaplin/Stavig** opposed; motion carried.

Public Hearing on 2022 Budget Adoption

Finance Director Joseph Stewart reviewed the budget process to this point, and the ordinance proposed which reflects the culmination of the process. **Stewart** disclosed the ending 2021-beginning 2022 cash has been projected based on data through October 31.

Mayor Sexton opened the public hearing. There were no public comments made.

A motion was made by **Councilors Aslett/Green** to close the public hearing. All in favor; motion carried.

Councilor Stavig spoke in opposition of the 1% property tax increase, in favor of approving the overall budget, and requested a review of the revenue increases previously implemented. The CIP was discussed and **Councilor Aslett** requested increased Council discussion on CIP process.

A motion was made by **Councilors Stavig/Green** to approve the 2022 budget. All in favor; motion carried.

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2021 Budget Amendment #2

Finance Director Joseph Stewart discussed the budget amendment for beginning fund balances to reflect the post year-end close actual ending fund balances, and for fund 301, which is restricted to the First Step Center, and the actual cost of its establishment, which was \$435,305.50, exceeding the original estimate of \$400,000. **Stewart** stated the County has been invoiced for these costs, and once payment has been received by the City, the dollars will be transferred back to fund 301. Discussion was held on budget formulation related to revenue increases.

A motion was made by **Councilors Stavig/Green** to approve the ordinance amending the 2021 budget as presented by staff. All in favor; motion carried.

Appointment of Mark Knutzen to Burlington Historical Preservation Commission

Library & Recreation Director Sarah Ward discussed the qualification of Mark Knutzen in relation to service on the Historical Preservation Commission.

A motion was made by **Councilors Loving/R. DeGloria** to confirm the Mayor's appoint of Mark Knutzen to Burlington's Historical Preservation Commission. All in favor; motion carried.

Agreement with Skagit Conservation District for Public Education Services Related to Stormwater

Assistant Public Works Director Brian Dempsey discussed the interlocal agreement with Skagit Conservation District to allow the City to meet most NPDES municipal permit requirements for education. Discussion was held on the costs being eligible for reimbursement under the City's Dept. of Ecology Capacity Grant.

A motion was made by **Councilors Stavig/J. DeGloria** to authorize the Mayor to sign the agreement with Skagit Conservation District for stormwater education services. All in favor; motion carried.

2022 Agreement for Prosecution Services by Kailin James

City Attorney Leif Johnson discussed the contract for prosecution services by Kailin James—specifically the impacts of COVID related court closures, additional court dates, community court, and an overall increased level of services which are required as a result.

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L. Johnson reviewed the flat fee structure, and the overall cost of the contract, which would be approximately \$30,000, and could be covered by ARPA funds. Discussion was held on the future of prosecution services for the City, and the overall cost of the agreement.

A motion was made by **Councilors Stavig/Green** to approve the agreement for legal services between the City of Burlington and Kailin James and authorize the Mayor to sign the agreement. All in favor; motion carried.

Correction to October 14, 2021 Council Meeting Minutes

Mayor stated that there was an error in the October 14, 2021 minutes, wherein the one percent property tax increase was referenced and the dollar figure of twenty seven million (\$27,000,000) was used, whereas twenty seven thousand (\$27,000) was the correct figure.

A motion was made by **Councilors Stavig/Green** to correct the October 14, 2021 meeting minutes. All in favor; motion carried.

EXECUTIVE SESSION:

No Executive Session.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 9:11 p.m.

Joseph Stewart
Finance Director

Steve Sexton
Mayor



CONSENT AGENDA – December 9, 2021

1. Resolution Designating a Legal Publisher for all Legal Notices in 2022 – Skagit Publishing

Motion to approve Consent Agenda item #1 and authorize the Mayor's signature on appropriate documents and resolution.

However, since that time, the City's finances have improved substantially. The combination of an improving economy and financial support from the Federal and State governments to deal with the effects of the City's reduced finances during 2020 has changed the City's position substantially for the better since the early days of the pandemic. For example, the City has received funds through the American Rescue Plan ("ARPA") that are designed specifically to address many of the shortfalls and other issues caused by the pandemic.

In other words, the City has now been made “whole” through the improved economic outlook and the unexpected support described above. With that in mind, an appropriate step for the City to take is to reimburse those employees that experienced a reduction in pay via furlough in 2020, in order to make them whole as well.

The employees that may be made whole through this process include only those individuals that had their pay reduced, but not their hours. In other words, employees that worked their normal, full time hours, but for a reduced wage. This group almost entirely consists of those employees that are FLSA exempt, but may have limited applicability to some other employees. The finance department would work to identify all employees that fit within this definition and arrange to reimburse them for the actual amount lost, that they would have otherwise expected, based on their wages and hours at the time.

Employees that are FLSA non-exempt generally did not have reduced wages, but instead had reduced hours at their normal pay rate, and are therefore not eligible for further payment. Doing so would likely be considered a type of retroactive pay raise, and would therefore violate the State’s prohibition against gifting of public funds.

ALTERNATIVES CONSIDERED

Council is not required to adopt this Resolution. Employees that were subject to a temporary 10% wage furlough in 2020 would not be reimbursed for their lost, or otherwise expected wages.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

This Resolution will result in a temporary, one-time budgetary cost to the City.

LEGAL ASPECTS – LEGAL REVIEW

As a policy decision, it is within Council’s authority to approve or deny this Resolution in its sole discretion. The City Attorney has reviewed the Legal Aspects for this Resolution, including a consultation with Municipal Research and Services Center, and finds that it is within the discretion of the City Council to approve or deny.

STAFF RECOMMENDATION

Approve the Resolution.

SUGGESTED COUNCIL MOTION LANGUAGE

“I move to approve the Resolution authorizing the Mayor, City Administrator or Designee to implement reimbursement of the 2020 10% wage furlough, which resulted in a temporary salary reduction for some City employees due to the COVID-19 pandemic.”

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF BURLINGTON, WASHINGTON, AUTHORIZING THE
MAYOR, CITY ADMINISTRATOR, OR DESIGNEE TO IMPLEMENT
REIMBURSEMENTS TO STAFF THAT WERE SUBJECT TO UNPAID FURLOUGHS,
TEMPORARY SALARY REDUCTIONS AND OTHER COST SAVING MEASURES DUE
TO THE COVID-19 PANDEMIC; PROVIDING FOR SEVERABILITY;

WHEREAS, the outbreak of the novel coronavirus (COVID-19) and its rapid progression in Washington State and throughout the United States continues to threaten the life and health of people, as well as the economy; and

WHEREAS, on March 16, 2020, Mayor Steve Sexton of the City of Burlington issued a Proclamation of Emergency declaring that a state of civil emergency exists in the City of Burlington due to the outbreak of COVID-19; and

WHEREAS, in 2020, the COVID-19 pandemic resulted in a significant shortfall in the amount of funding needed to sustain the current level of general operations in the City of Burlington in 2020, and one method of addressing the budget shortfall that was implemented was to establish temporary unpaid furloughs and/or salary reductions, or some combination thereof, in 2020 for City staff during the period of May 1 to July 31, 2020; and

WHEREAS, since 2020, City finances have stabilized and improved as the economy has reopened, through improved sales tax revenue, property tax revenue and other sources; and

WHEREAS, the City of Burlington has received ARPA funds from the Federal Government to help pay for COVID related expenditures. The Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to help turn the tide on the pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery. Recipients of ARPA funds may use these funds for a variety of reasons; and

WHEREAS, one of the authorized usages of ARPA funds is to provide government services to the extent of the reduction in revenue of such cities due to COVID-19 relative to revenues collected in the most recent full fiscal year prior to the emergency; and

WHEREAS, the City of Burlington experienced a reduction of revenue due to COVID-19 relative to revenues collected during calendar year 2019;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGTON, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. Implementation. To achieve a one-time reimbursement to exempt employees, the Mayor, City Administrator, or Designee, shall be authorized to implement the following reimbursement measures to reimburse affected employees for reduced expected wages during the furlough period of May 1 to July 31, 2020:

- (1) A reimbursement of up to ten percent (10%) of expected pay for those Fair Labor Standards Act exempt employees who worked normal, full time hours but had their pay reduced due to furlough.
- (2) A reimbursement of up to ten percent (10%) of expected pay for any other employee that worked normal, full time hours but had their pay reduced because of furlough.
- (3) Any reimbursements shall be for the actual amount the employee would have otherwise expected but was not paid during the furlough period of 2020, based on their wages and hours worked during the furlough period of 2020.
- (4) No reimbursements shall be made for employees that had hours reduced, but continued to receive their usual expected hourly pay rate during the furlough period of 2020, as doing so would likely represent a retroactive pay raise, and thus would likely violate the Washington State prohibition of gifting of public funds.
- (5) The finance department shall make reasonable efforts to arrange for payment to any employee that no longer works for the City of Burlington, but would otherwise be entitled to a reimbursement of furloughed wages. In the event that an employee cannot be located through reasonable efforts, their pay shall be held available for them for a period of one year, or longer if required pursuant to the terms of RCW 63.29 (Uniform Unclaimed Property Act), as amended.
- (6) The one-time reimbursement of funds may be sourced from ARPA funds, if appropriate, or any other applicable or otherwise unrestricted funds available to the City.
- (7) The reimbursement to employees shall take place no earlier than January 1, 2022 and shall be completed by March 1, 2022.

Section 2. Severability. If any section, sentence, clause or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution.

Section 3. Effective Date. This Resolution or summary thereof consisting of the title shall be published in a newspaper of general circulation in the City and become effective full force five (5) days after publication.

INTRODUCED and PASSED at a regular meeting of the City Council of the City of Burlington this ____ day of _____, 2021.

CITY OF BURLINGTON

Steve Sexton, Mayor

ATTEST:

Joe Stewart, Finance Director

APPROVED AS TO FORM:

Leif Johnson, City Attorney

Published:

The third option (should the Council desire to assess this utility tax at a rate greater than 2%) is to decided on the preferred tax rate and pass the other Ordinance included in your packet.

BID REQUIREMENTS

None

CURRENT AND FUTURE BUDGET RAMIFICATIONS

Staff has estimate that every 1% Water Utility Tax would generate \$20,000. Thus the existing but suspended 2% Water Utility Tax would generate approximately \$40,000 annually. The 6% maximum Water Utility Tax would generate about \$120,000 annually.

Naturally, as the City's population grows, this tax would increase.

LEGAL ASPECTS – LEGAL REVIEW

None

STAFF RECOMMENDATION

Staff has no recommendation

SUGGESTED COUNCIL MOTION LANGUAGE

1. If you want to again suspend the Water Utility Tax until December 31, 2022 – *“I move to suspend the Water Utility Tax until December 31, 2022 and authorize the Mayor to sign the associated Ordinance”.*
2. If you want the 2% Water Utility Tax to go into effect on January 1, 2022 – *“I move to authorize the 2% Water Utility Tax contained in Code section 5.12.070 (c).”*
3. If you want to authorize the Water Utility Tax at a rate greater than 2% - *“I move to authorize the collection of a Water Utility Tax at the rate of ____% and authorize the Mayor to sign the associated Ordinance.”*

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY OF BURLINGTON AMENDING
CHAPTER 5.12.070 OF THE BURLINGTON MUNICIPAL CODE
SUSPENDING THE 2% UTILITY TAX LEVY ON WATER SALES UNTIL
DECEMBER 31, 2022.**

WHEREAS, the Burlington Municipal Code currently allows the city to levy a 2% utility tax against persons engaged in or carrying on the business of selling or furnishing water for industrial, business, residential, or other use; and

WHEREAS, the state court of appeals has decided that a code city has the legal authority to impose its utility tax on the revenues of a public utility district's provision of water service to customers within the city limits; and

WHEREAS, the City of Burlington does not currently want to exercise its authority to levy a utility tax on water service within city limits;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGTON DO ORDAIN AS
FOLLOWS:**

**SECTION I. BMC Chapter 5.12.070 Utility Occupation Licenses - Fee Schedule,
Subsection C** is hereby amended to read as follows:

5.12.070(C):

C. This tax is suspended until December 31, 2022. Upon every person engaged in or carrying on the business of selling or furnishing water for industrial, business, residential, or other use, a fee or tax equal to two percent of the total gross income from such business in the city of Burlington.

SECTION II. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

SECTION III. This ordinance shall be in full force and effect five (5) days from and after its passage, approval and publication as required by law.

INTRODUCED AND PASSED by the City Council of Burlington and approved by the Mayor this 9th day of December 2021.

THE CITY OF BURLINGTON

Steve Sexton, Mayor

ATTEST:

Joe Stewart, Finance Director

APPROVED AS TO FORM:

Leif Johnson, City Attorney

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF BURLINGTON AMENDING
CHAPTER 5.12.070 OF THE BURLINGTON MUNICIPAL CODE
INSTITUTING A WATER UTILITY TAX**

WHEREAS, the Burlington Municipal Code currently allows the City to levy a 2% utility tax against persons engaged in or carrying on the business of selling or furnishing water for industrial, business, residential, or other use; and

WHEREAS, the state court of appeals has decided that a code city has the legal authority to impose its utility tax on the revenues of a public utility district's provision of water service to customers within the city limits; and

WHEREAS, the City Council has decided to impose a Water Utility Tax at a rate greater than the 2% currently listed in BMC 5.12.070(c)

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGTON DO ORDAIN AS
FOLLOWS:**

SECTION I. BMC Chapter 5.12.070 Utility Occupation Licenses - Fee Schedule,
Subsection C is hereby amended to read as follows:

5.12.070(C):

C. Upon every person engaged in or carrying on the business of selling or furnishing water for industrial, business, residential, or other use, a fee or tax equal to ____ percent of the total gross income from such business in the city of Burlington.

SECTION II. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

SECTION III. This ordinance shall be in full force and effect five (5) days from and after its passage, approval and publication as required by law.

INTRODUCED AND PASSED by the City Council of Burlington and approved by the Mayor
this 9th day of December, 2021

THE CITY OF BURLINGTON

Steve Sexton, Mayor

ATTEST:

Joe Stewart, Finance Director

APPROVED AS TO FORM:

Leif Johnson, City Attorney

- The Patrol Vehicle purchases on page 5 of the CIP now state that these vehicles are replacements, not additions to the fleet.
- The purchase of the new Ambulance has been removed from the Fire/EMS pages since this purchase will come out of the ER&R Fund (and not Fund #300). The Fund 300 Expenditure Cash Flow on Page A has also been revised.
- The LED Lighting on Page 7 now includes a statement regarding PSE financial assistance.
- The Pump Track on Page 17 has been moved from 2022 to 2023 and the #311 Cash Flow on page C has been modified.
- The Community Center Remodel project (Page 18) has been moved up to 2023 and 2025.
 - The Skagit River Park Master Plan project has been removed.

ALTERNATIVES CONSIDERED

None

BID REQUIREMENTS

None

CURRENT AND FUTURE BUDGET RAMIFICATIONS

Since the CIP is a planning document and does not constitute expenditure authority, there is no direct effect on the budget. As projects mature, the specific expenditures will be brought to the Council for consideration.

LEGAL ASPECTS – LEGAL REVIEW

None

STAFF RECOMMENDATION

Staff recommends Council approve the final 2022 CIP

SUGGESTED COUNCIL MOTION LANGUAGE

“I move to approve the Final 2022 Capital Improvement Plan.”

FINAL **December 9, 2021** City of
Burlington
Capital Improvement Program
2022

City of Burlington
Capital Improvement Plan
Schedule of Improvements and Funding
2022 Budget

CASH FLOW for

FUND #300 CAPITAL PROJECTS

FUND 300		2022	2023	2024	2025	2026	2027
UNRESTRICTED FUNDS							
	Estimated 2022 Beginning Balance	\$600,000					
	Revenue (ARPA Funds)	\$530,000	\$0	\$0	\$0	\$0	\$0
	Expenditure	(\$280,000)	\$0	\$0	\$0	\$0	\$0
	Estimated Ending Balance	\$850,000	\$850,000	\$850,000	\$850,000	\$850,000	\$850,000
Capital Project Expenditures							
Fire							
	New EMS Command Vehicle	(\$50,000)					
Police							
	Additional Patrol Vehicles (3)	(\$180,000)					
	Remodel of Squad Room	(\$50,000)					
TOTAL EXPENDITURES BY YEAR		(\$280,000)	\$0	\$0	\$0	\$0	\$0

City of Burlington
Capital Improvement Plan

Schedule of Improvements and Funding
2022 Budget

Cash Flow for

FUND #301 CAPITAL PROJECTS

FUND 301 (REET)

REAL ESTATE EXCISE TAX		2022	2023	2024	2025	2026	2027
Estimated 2022 Beginning Balance		\$2,000,000					
Estimated Annual Revenues (REET)		\$350,000	\$375,000	\$400,000	\$450,000	\$500,000	\$550,000
Transfer from First Step Construction Fund #303		\$400,000					
Expenditure		(\$1,638,511)	(\$295,000)	(\$160,000)	(\$480,000)	\$0	\$0
Estimated Ending Balance		\$1,111,489	\$1,191,489	\$1,431,489	\$1,401,489	\$1,901,489	\$2,451,489
Capital Project Expenditures							
Fire							
	Laundry Facilities Expansion - CONSTRUCTION	(\$30,000)					
	Station Remodel - DESIGN	(\$200,000)					
	Station Remodel - CONSTRUCTION	Unknown					
	Easyload Stretcher System	(\$65,000)					
Library							
	Security Upgrades		(\$30,000)				
Police							
	Police Department Flooring	(\$40,000)					
	Patrol Parking Lot Security Fencing	(\$100,000)					
	Drones for Emergency Management	(\$30,000)					
	Electric Motorcycle Traffic Unit	(\$50,000)		(\$60,000)			
Facilities							
	City Hall Backup Generator		(\$200,000)				
	LED Electrical Upgrades	(\$10,000)	(\$15,000)				
Streets							
	Plow/Sander Covered Parking	(\$40,000)					
	Remodel & Expansion of Street Office	(\$50,000)					
Information Technology							
	Replace and Expand Traffic Cameras	(\$20,000)	(\$20,000)	(\$20,000)			
	Door Access Controller Replacement	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,000)		
Transportation Improvements							
	East - West Connector - CONSTRUCTION	(\$100,000)					
	Traffic Signal at SR20/Skagit Street - CONSTRUCTION	(\$236,250)					
	Hopper Improvements - EAST Side of Interchange - DESIGN	(\$43,500)					
	Hopper Improvements - EAST Side of Interchange - CONSTRUCTION				(\$400,000)		
	Non-Motorized Trail Cascade Mall to Pease Road - CONSTRUCTION	(\$43,761)					
	Alder Street to Cascade Highway Road Widening - DESIGN			(\$50,000)			
	Alder Street to Cascade Highway Road Widening - RIGHT OF WAY				(\$50,000)		
	SR 20 Pedestrian Crossing Safety Project	(\$50,000)					
	Traffic Light - Andis & Burlington Blvd Intersection	(\$500,000)					
TOTAL EXPENDITURES BY YEAR		(\$1,638,511)	(\$295,000)	(\$160,000)	(\$480,000)	\$0	\$0

City of Burlington
Capital Improvement Plan

Schedule of Improvements and Funding

2022 Budget

Cash Flow for
FUND #311 PARK CAPITAL PROJECTS

FUND 311 (REET & Park Impact Fees)	2022	2023	2024	2025	2026	2027
Estimated 2022 Beginning Balance	\$2,000,000					
Estimated Annual Revenues (REET)	\$350,000	\$375,000	\$400,000	\$450,000	\$500,000	\$550,000
Estimated Park Impact Fees Annual Revenue	\$75,000	\$80,000	\$90,000	\$110,000	\$120,000	\$130,000
Expenditures	(\$1,225,000)	(\$795,000)	(\$190,000)	(\$540,000)	(\$100,000)	(\$240,000)
Estimated Ending Balance	\$1,200,000	\$860,000	\$1,160,000	\$1,180,000	\$1,700,000	\$2,140,000
Capital Project Expenditures						
Parks and Recreation						
Park and Cemetery Shop Addition - 311 REET	(\$150,000)					
Parks/Cemetery Shop Addition - 311 Impact Fees	(\$100,000)					
New Park Entrance Signs - 311 REET	(\$20,000)	(\$20,000)	(\$20,000)	(\$20,000)		
Renovation of Parks Building into Community Center - 311 REET		(\$50,000)		(\$50,000)		
Renovation of Parks Building into Community Center - 311 Impact Fees	(\$30,000)	(\$200,000)		(\$200,000)		
PROS Plan Projects						
Skagit River Park Irrigation - 311 REET	(\$200,000)	(\$100,000)	(\$100,000)	(\$100,000)		
Dog Park at Jack & Helen Doyle Park - 311 Impact Fees	(\$375,000)					
Skagit River Park Stadium - Design - 311 Impact Fees						(\$100,000)
Relocation of Community Garden	(\$50,000)					
Pump Track at Rotary Park		(\$250,000)				
Rotary Park Inclusive Playground - 311 Impact Fees	(\$250,000)					
Rotary Park Improvements - 311 REET	(\$50,000)					
Jason Boerner Park Improvements - 311 Impact Fees		(\$40,000)		(\$20,000)		(\$40,000)
Alpha Park Improvements - 311 REET			(\$20,000)			
Maiben Park Improvements - 311 REET				(\$100,000)		(\$100,000)
Maiben Park Improvements - 311 Impact Fees		(\$80,000)		(\$50,000)		
Rotary Park Improvements - 311 Impact Fees			(\$50,000)		(\$100,000)	
Lions Park Improvements - 311 REET		(\$30,000)				
Grafton Park Improvements - 311 Impact Fees		(\$25,000)				
TOTAL EXPENDITURES BY YEAR	(\$1,225,000)	(\$795,000)	(\$190,000)	(\$540,000)	(\$100,000)	(\$240,000)

**City of Burlington
Capital Improvement Plan
2022 Budget**

**Cash Flow for
FUND #402 WASTEWATER PROJECTS**

Sewer Projects Funded out of Fund #402

	2022	2023	2024	2025	2026	2027
Estimated 2022 Beginning Balance	\$5,000,000					
Sewer Reserve Revenues (Transfer from Sewer)	\$1,200,000	\$1,300,000	\$1,400,000	\$1,500,000	\$1,600,000	\$1,700,000
Wastewater Expenditures	(\$1,655,000)	(\$2,115,000)	(\$970,000)	(\$765,000)	(\$1,990,000)	(\$790,000)
Estimated Ending Balance	\$4,545,000	\$3,730,000	\$4,160,000	\$4,895,000	\$4,505,000	\$5,415,000

Wastewater Capital Project Expenditures

Wastewater Comprehensive Plan Update	(\$115,000)					
Inflow and Infiltration (I&I) Mitigation Efforts	(\$125,000)	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)	(\$150,000)
Annual Equipment Replacement	(\$250,000)	(\$250,000)	(\$250,000)	(\$250,000)	(\$275,000)	(\$275,000)
Wastewater Line Replacement Program	(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)	(\$300,000)
Pump Station #8 Generator Replacement	(\$175,000)					
New Wastewater Camera Truck	(\$225,000)					
Primary Digester Design Report			(\$40,000)			
Koch Street Wastewater Line Replacement	(\$300,000)					
Digester Boiler Replacement			(\$65,000)			
Pump Station Generators	(\$100,000)	(\$100,000)	(\$100,000)			
Pump Station Pump Replacement	(\$65,000)	(\$65,000)	(\$65,000)	(\$65,000)	(\$65,000)	(\$65,000)
Sharon Avenue Force Main Replacement					(\$1,200,000)	
Bio Solids Dryer Replacement		(\$1,250,000)				
TOTAL EXPENDITURES BY YEAR	(\$1,655,000)	(\$2,115,000)	(\$970,000)	(\$765,000)	(\$1,990,000)	(\$790,000)

City of Burlington
Capital Improvement Plan
2022 Budget

Cash Flow for

FUND #426 STORMWATER CAPITAL PROJECTS

Storm Projects Funded out of Fund #426	2022	2023	2024	2025	2026	2027
Estimated 2022 Beginning Balance	\$1,900,000					
Storm Reserve Revenues (Transfer from Storm Fund)	\$250,000	\$260,000	\$265,000	\$270,000	\$275,000	\$280,000
Storm Expenditures	(\$200,000)	(\$1,000,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)
Estimated Ending Balance	\$1,950,000	\$1,210,000	\$1,375,000	\$1,545,000	\$1,720,000	\$1,900,000
Capital Project Expenditures						
Gages Slough Restoration & Property Acquisition	(\$50,000)	(\$50,000)	(\$50,000)	(\$50,000)	(\$50,000)	(\$50,000)
City-Wide Drainage Improvements	(\$50,000)	(\$50,000)	(\$50,000)	(\$50,000)	(\$50,000)	(\$50,000)
Walnut Street Drainage Improvements - DESIGN	(\$100,000)					
Walnut Street Drainage Improvements - CONSTRUCTION		(\$900,000)				
TOTAL EXPENDITURES BY YEAR	(\$200,000)	(\$1,000,000)	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)

Introduction

Summary

This document is intended identify the capital expenditures which the City believes will be necessary to maintain existing facilities and services, and to support growth and development over the next six years, and to identify the sources of revenue that will be used to pay for these facilities and services. Capital expenditures include investments in major infrastructure such as sewer lines, public buildings, fire-fighting equipment, and parks.

Planning Requirements

The City of Burlington is required by the Washington State Growth Management Act (GMA) to adopt, and periodically update, a comprehensive plan (RCW 36.70A.040). The GMA further requires that the City's comprehensive plan include a number of specific "elements", including a capital facilities element (RCW 36.70A.070(3)). The capital facilities element of the City's comprehensive plan covers a twenty-year period and includes a forecast of future capital facilities needs based on projected population and employment growth (RCW 36.70A.070(3)(b) & WAC 365-196-415(b)).

Importantly, the capital facilities element of the City's comprehensive plan must identify, at least conceptually, potential funding sources for any capital facilities needed to support population and employment growth for a twenty-year period. In addition, a detailed financing plan identifying specific costs and sources of revenue for the first six years of the plan must also be included. This six-year financing plan is often known as a Capital Improvement Program (CIP). The CIP is typically updated on an annual basis to adjust to changing budgetary conditions and to address the City's most pressing infrastructure priorities.

Relationship to Comprehensive Plan and Annual Budget

By state law, all comprehensive plans must be "internally consistent". For purposes of adopting, and updating, a CIP, this means that the same set of assumptions must be used throughout the plan. Because the need for capital facility improvements is directly related to population and employment growth, the City's capital improvement program must be based on the population and employment forecasts use in the Land Use Element of the Comprehensive plan. For example, the City may not use one set of population and employment assumptions when developing a list of transportation improvements necessary to support growth, and a different set of assumptions when forecasting increases in potential revenue sources. All of the City's activities, including the adoption of an annual capital budget must be consistent with the City's comprehensive plan and CIP (RCW 36.70A.120).

Fire/EMS

Department Description

The Burlington Fire/EMS Department provides fire, emergency medical, and life safety services to the citizens, businesses, and visitors to the City of Burlington using both Basic Life Support (BLS) and Advanced Life Support (ALS) services including transportation to local hospitals. Under an interlocal agreement with Skagit County these services will be provided within the City of Burlington as well as the surrounding fire districts.

EMS Command Vehicle

Project No:	PS-1b-2021	Completion Year:	2022				
Location:	Fire Hall						
Description:	Use County EMS Seed Money for EMS Command Vehicle						
Funding:	2022	2023	2024	2025	2026	2027	Total
300 Fund	\$50,000						\$50,000
Total:	\$50,000						\$50,000

Station Laundry Facilities Expansion - CONSTRUCTION

Project No:	PS-2-2021		Completion Year:	2022			
Location:	Fire Hall						
Description:	Expand laundry & decontamination room to accommodate expanded staffing						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$30,000						\$30,000
Total:	\$30,000						\$30,000

Regional Training Facility

Project No:	PS-7-2018		Completion Year:		2025		
Location:	Burlington area						
Description:	Partner with mutual and automatic aid Fire Departments on regional training tower						
Funding:	2022	2023	2024	2025	2026	2027	Total
150 Impact Fees				\$100,000			\$100,000
Grant				\$400,000			\$400,000
Total:				\$500,000			\$500,000

Easyload Stretcher System

Project No:		Completion Year:	2022				
Location:	Burlington area						
Description:	Lifting Device for Loading Stretchers into Ambulances						
Funding:	2022	2023	2024	2025	2026	2027	Total
300 Fund	\$65,000						65,000
Total:	\$65,000						\$65,000

Fire Station Remodel - DESIGN

Project No:			Completion Year:	2022			
Location:	Burlington area						
Description:	Designing Improvements to Fire Station						
Funding:	2022	2023	2024	2025	2026	2027	Total
300 Fund	\$200,000						\$200,000
Total:	\$200,000						\$200,000

Fire Station Remodel - CONSTRUCTION

Project No:	PS-1b-2021	Completion Year:	2022				
Location:	Fire Hall						
Description:	Expand bathroom/showers to accommodate expanded staffing and gender ratios						
Funding:	2022	2023	2024	2025	2026	2027	Total
Unknown	\$2,000,000						\$2,000,000
Total:	\$2,000,000						\$2,000,000

Library

Department Description

The Burlington Public Library is a 22,000 square foot center that inspires, empowers, and connects our community as a hub for the community, where all are welcome and learning thrives. The Library Board of Trustees is a five-person advisory board which supports the library director and staff consisting of four full-time librarians and a total staff of 12 FTE.

Funding and Expenditure Summary

Funding for library capital projects can come from three sources. First is Real Estate Excise Taxes (REET), the second is grant awards, and the third is funding from the Library Foundation. The use of REET funds and grant funding is a possibility with the REET dollars potentially being the match for a grant award. The use of Library Foundation money is a decision vested with the Foundation.

Library Security Improvements

Project No:	L-1-2018		Completion Year:	2022			
Location:	Burlington Public Library 820 E. Washington Ave						
Description:	Safety updates including cameras on exterior of building and lighting upgrades on exterior of building, staff door camera system.						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET		\$30,000					\$30,000
Total:		\$30,000					\$30,000

Teen Area Improvements

Project No.	L-3-2018		Completion Year:		2022		
Location:	Burlington Public Library 820 E. Washington Ave						
Description:	Teen Area Refresh						
Funding:	2022	2023	2024	2025	2026	2027	Total
Foundation	\$4,000						\$4,000
Total:	\$4,000						\$4,000

Police

Department Description

Burlington Police Department is engaged in cooperative policing, protection and service to the citizens, guests and visitors of Burlington.

Police Department Flooring

Project No.	PD-1-2019		Completion Year:		2022		
Location:	Police Department						
Description:	The flooring at the department is in need of refurbishment with mold being discovered in certain areas and other issues being in need of attention – this is the last phase of the project.						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$40,000						\$40,000
Total:	\$40,000						\$40,000

Replacement Patrol Vehicles

Project No.	PD-4-2019			Completion Year:		2022	
Location:	Police Department						
Description:	Replacement of up to three (3) Patrol Vehicles						
Funding:	2022	2023	2024	2025	2026	2027	Total
300 Fund	\$180,000						\$180,000
Total:	\$180,000						\$180,000

Note: This would be the last year patrol vehicles would be purchased out of Fund #300 – future purchases will be from the cash on hand within the ER&R Fund

Remodel of Squad Room

Project No.	PD-5-2022			Completion Year:		2022	
Location:	Police Department						
Description:	Remodel Space for Shared Workspace and Improved Use of Office						
Funding:	2022	2023	2024	2025	2026	2027	Total
300 Fund	\$50,000						\$50,000
Total:	\$50,000						\$50,000

Patrol Vehicle Security Fencing

Project No.	PD-2-2019			Completion Year:		2022	
Location:	Back Side of Police Building						
Description:	Install Security Fencing and Controlled Access						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$100,000						\$100,000
Total:	\$100,000						\$100,000

Drones for Emergency Management

Project No.	PD-2-2022		Completion Year:		2022		
Location:	City Wide						
Description:	Purchase Two Drones for Emergency Management & Public Safety Use						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$30,000						\$30,000
Total:	\$30,000						\$30,000

Electric Motorcycle and Traffic Unit

Project No.	PD-3-2019		Completion Year:		2022 and 2024		
Location:	N/A - Equipment						
Description:	Establish an Electric Motorcycle Unit for Festivals and Traffic Control						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$50,000		\$60,000				\$110,000
Total:	\$50,000		\$60,000				\$110,000

Facilities Maintenance

The Facilities Maintenance Department provides functional and clean facilities for Burlington's residents, the general public, and City employees. They maintain the appearance of facilities and grounds at a level of professionalism expected by the residents of the City. The cleanliness of building interiors is attended to by the custodian staff. The department also provides support for City events.

City Building LED Light Upgrades

Project No.	PW-BG-13-2019		Completion Year:		2022 - 2023		
Location:	All City Buildings						
Description:	Each City Building will have a complete LED electrical upgrade with financial assistance from PSE						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$10,000	\$15,000					\$25,000
Total:	\$10,000	\$15,000					\$25,000

Backup Generator for City Hall

Project No.	PW-BG-11-2018		Completion Year:	2023			
Location:	City Hall						
Description:	Backup Generator to power emergency management functions during disasters						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET		\$200,000					\$200,000
Total:		\$200,000					\$200,000

Capital Facilities

This section details new City facilities – in this case the rebuild of the Skagit First Step Center on Pease Road. These revenues and expenditures will be accounted for in the Skagit First Step Center Construction Fund #303.

Rebuild of Skagit First Step Center - DESIGN

Project No.			Completion Year:	2022			
Location:	465 Pease Road						
Description:	Pre-Design and Final Design for the rebuild of the support building for the First Step Center						
Funding:	2022	2023	2024	2025	2026	2027	Total
Skagit County	\$30,000						\$30,000
Grant	\$300,000						\$300,000
Total:	\$330,000						\$330,000

Rebuild of Skagit First Step Center - CONSTRUCTION

Project No.			Completion Year:	2023/2024			
Location:	465 Pease Road						
Description:	Rebuild of Skagit First Step Center						
Funding:	2022	2023	2024	2025	2026	2027	Total
State Grant		\$2,000,000					\$2,000,000
Federal Grant		\$20,000,000					\$20,000,000
Total:		\$22,000,000					\$22,000,000

Streets

The Streets Department maintains approximately 45 miles of City paved roads which includes pothole repair, crack sealing, asphalt patching, road stripping, and raised pavement markings. The department also constructs and repairs concrete curbs and gutters in addition to repairing sidewalks and building new sidewalks where none exists. They repair damaged roadway signage and replace signage which has reached its useful life to keep the City's roadways safe. Streets are kept clear and passable by the Department during times of extreme weather which may litter the streets with tree debris or blanket them with snow. Vegetation control and landscaping in City right of way is performed by the Department to keep the City well-groomed and attractive.

Covered Storage - Plows

Project No.	PW-SO-1-2020	Completion Year:		2022			
Location:	Street HQ						
Description:	Covered storage for snow plows and sanders (in house?)						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$40,000						\$40,000
Total:	\$40,000						\$40,000

Remodel & Expansion of Street Office

Project No.	PW-SO-1-2022	Completion Year:		2022			
Location:	Street HQ						
Description:	Expand Lunch/Training Room & Construct New Entry Area						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$50,000						\$50,000
Total:	\$50,000						\$50,000

Information Technology (IT)

The IT Department provides hardware, software, and services to every department in the City. The items listed here are outside of the regular hardware and software supporting desktops, and laptops.

Replace and Expand Traffic Cameras

Project No.	IT-BG-1-2021		Completion Year:		2022 - 2024		
Location:	Burlington Blvd, Fairhaven, & Spruce						
Description:	Old existing (single lens) cameras need replacement with four lens models to cover intersections						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$20,000	\$20,000	\$20,000				\$60,000
Total:	\$20,000	\$20,000	\$20,000				\$60,000

Door Access Controller Replacement

Project No.	IT-BG-2-2021		Completion Year:		2022 - 2025		
Location:	Various Buildings						
Description:	The city's card access controllers are aging and cannot be replaced. These monies would serve to replace the controllers every year to ensure reliability.						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$30,000	\$30,000	\$30,000	\$30,000			\$120,000
Total:	\$30,000	\$30,000	\$30,000	\$30,000			\$120,000

Transportation

Public Works Engineering Department oversees planning and development of roadways and transportation features that will address future traffic growth within the City of Burlington. Projects are selected to align with both the six-year Transportation Improvement Program (TIP) as well as those transportation projects which form the basis for traffic impact fees.

East – West Connector - CONSTRUCTION

Project No.	PW-T-8-2018		Completion Year:		2022		
Location:	Burlington Blvd/Costco Drive Intersection to Walnut Street directly east						
Description:	Right of way & construct new arterial to serve undeveloped properties east of Costco						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$100,000						\$100,000
Grant	\$2,400,000						\$2,400,000
Total:	\$2,500,000						\$2,500,000

George Hopper / Costco Drive Signal Safety Project - CONSTRUCTION

Project No.	PW-T-6-2018		Completion Year:		2023		
Location:	George Hopper Road / Costco Drive Intersection						
Description:	Construction of safety improvements to signal and repave to Burlington Blvd						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET							
Grants		1,200,000					1,200,000
Total:		1,200,000					1,200,000

Traffic Signal @ SR-20/Skagit Street - CONSTRUCTION

Project No.	PW-T-10-2018	Completion Year:			2022		
Location:	State Route 20 @ Skagit Street						
Description:	Construction of Signal to Provide Safety and Capacity Improvements						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$236,250						\$236,250
Grant	\$1,513,750						\$1,513,750
Total:	\$1,750,000						\$1,750,000

George Hopper Improvements – EAST Side of the Interchange – DESIGN

Project No.	PW-T-2-2018		Completion Year:		2022		
Location:	George Hopper Road / Interstate 5 Interchange						
Description:	Design interchange expansion from Burlington Blvd to I-5 bridge						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$43,500						\$43,500
Grants	\$86,500						\$86,500
Total:	\$130,000						\$130,000

George Hopper Improvements – EAST Side of the Interchange - CONSTRUCTION							
Project No.	PW-T-3-2018		Completion Year:		2025		
Location:	George Hopper Road / Interstate 5 Interchange						
Description:	Construct interchange expansion from Burlington Blvd to I-5 bridge						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET				\$400,000			\$400,000
Grants				\$800,000			\$800,000
Total:				\$1,200,000			1,200,000

George Hopper Improvements – WEST Side of the Interchange - DESIGN							
Project No.	PW-T-11-2018		Completion Year:		Unknown		
Location:	George Hopper Road / Interstate 5 Interchange						
Description:	Design improvements across bridge and partial cloverleaf on west side – Re-Scoping Project						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET			unknown				Unknown
Grants			Unknown				Unknown
Total:			unknown				Unknown

George Hopper Improvements – WEST Side of the Interchange - CONSTRUCTION							
Project No.	PW-T-12-2018		Completion Year:		Unknown		
Location:	George Hopper Road / Interstate 5 Interchange						
Description:	Construct improvements across bridge and partial cloverleaf on west side - Re-Scoping Project						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET						unknown	unknown
Grants						unknown	unknown
Total:						unknown	unknown

Non-Motorized Trail Construction – Cascade Mall to Pease Road							
Project No.	PW-T-13-2018		Completion Year:		2022		
Location:	Burlington Boulevard from Cascade Mall Drive to Pease Road						
Description:	Shared Use Path						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$43,761						\$43,761
Grants	\$280,392						\$280,392
Total:	\$324,153						\$324,153

Railroad Overcrossing or Undercrossing – DESIGN							
Project No.		PW-T-16-2018		Completion Year:		2024	
Location:	Undetermined crossing of BNSF tracks						
Description:	Public Safety Project						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET			\$0				\$0
Grants			\$2,600,000				\$2,600,000
Total:			\$2,600,000				\$2,600,000

SR20 Alder Street to Cascade Highway Road Widening - DESIGN							
Project No.	PW-T-1-2021		Completion Year:		2024		
Location:	SR 20 – Alder Street to Cascade Highway						
Description:	Widening of Road and Shoulder						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET			\$50,000				\$50,000
Grants			\$350,000				\$350,000
Total:			\$400,000				\$400,000

SR20 Alder Street to Cascade Highway Road Widening – RIGHT OF WAY							
Project No.		PW-T-1-2021		Completion Year:		2024	
Location:	SR 20 – Alder Street to Cascade Highway						
Description:	Obtain Right of Way for Project						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET				\$50,000			\$50,000
Grants				\$350,000			\$350,000
Total:				\$400,000			\$400,000

SR20 Pedestrian Crossing Safety Project							
Project No.		PW-T-1-2022		Completion Year:		2022	
Location:	SR 20 – Between Oak Street & Anacortes Street						
Description:	Install Signalized Pedestrian Crosswalk						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$50,000						\$50,000
Grants							
Total:	\$50,000						\$50,000

Traffic Light – Andis & Burlington Blvd Intersection							
Project No.					Completion Year:		2022
Location:	Intersection of Andis Road and South Burlington Blvd						
Description:	Install Signalized Traffic Light						
Funding:	2022	2023	2024	2025	2026	2027	Total
301 REET	\$500,000						\$500,000
Grants							
Total:	\$500,000						\$500,000

Parks and Recreation

Department Description

The Parks and Recreation Department is comprised of a recreation division, parks and cemetery division and administrative division.

Funding and Expenditure Summary

The Parks Reserve Fund receives funding through Park Impact Fees and Real Estate Excise Tax (REET Fund #311). Additional funding sources are State and county grants and community partners.

Parks and Cemetery Shop Addition							
Project No.	PR-7-2018			Completion Year:		2022	
Location:	951-A South Section Street						
Description:	Expand current metal building to provide shower facility, locker room, restroom, and an additional bay to store and work on equipment.						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 REET	\$150,000						\$150,000
311 Impact Fees	\$100,000						\$100,000
Total:	\$250,000						\$250,000

New Park Entrance Signs							
Project No.	PR-15-2019		Completion Year:		2022 - 2025		
Location:	City Parks						
Description:	Develop park sign template/brand, purchase and install low maintenance recycled plastic park entrance signs for city parks.						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 REET	\$20,000	\$20,000	\$20,000	\$20,000			\$80,000
Total:	\$20,000	\$20,000	\$20,000	\$20,000			\$80,000

Skagit River Park Irrigation							
Project No.	PR-1-2018		Completion Year:		2022 - 2025		
Location:	1100 South Skagit Street						
Description:	Phased installation of sustainable permanent irrigation for the playfields						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 REET	\$200,000	\$100,000	\$100,000	\$100,000			\$500,000
Total:	\$200,000	\$100,000	\$100,000	\$100,000			\$500,000

Dog Park at Jack and Helen Doyle Park

Project No.	PR-16-2018	Completion Year:			2022		
Location:	Skagit River Park						
Description:	Create a dog park area in the Skagit River park at the south end of Whitmarsh playfields						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 Impact Fees	\$375,000						\$375,000
Grants							
Total:	\$375,000						\$375,000

Relocation of Community Garden

Project No.	PR-16-2018		Completion Year:		2022		
Location:	Skagit River Park						
Description:	Relocate and enlarge the Community Garden to better serve residents						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 Impact Fees	\$50,000						\$50,000
Grants							
Total:	\$50,000						\$50,000

Rotary Park Inclusive Playground

Project No.	PR-12-2018		Completion Year:		2022		
Location:	821 South Section Street						
Description:	ADA accessible playground Identified as a top need in the PROS plan.						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 Impact Fees	\$250,000						\$250,000
311 REET	\$50,000						\$50,000
RCO Grant	\$900,000						\$900,000
Total:	\$1,200,000						\$1,200,000

Pump Track at Rotary Park

Project No.	PR-01-2022		Completion Year:		2022		
Location:	Rotary Park						
Description:	Construct asphalt bicycle Pump Track at Rotary Park						
Funding:	2022	2023	2024	2025	2026	2027	Total
Grant							
311 Impact Fees		\$250,000					\$250,000
Total:		\$250,000					\$250,000

Maiben Park Improvements

Project No.	PR-6-2019		Completion Year:		2023 – 2027		
Location:	Maiben Park						
Description:	Phased construction of new bathrooms, expanded spray park, renovated playground, expanded parking and pathway throughout park.						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 REET				\$100,000		\$100,000	\$100,000
311 Impact Fees		\$80,000		\$50,000			\$130,000
Grants				\$100,000		\$10,000	\$110,000
Total:		\$80,000		\$250,000		\$110,000	\$440,000

Rotary Park Improvements

Project No.	PR-7-2019		Completion Year:		2024 - 2026		
Location:	Rotary Park						
Description:	Construct ballfield, lights, restroom, and picnic shelter improvements.						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 REET			\$50,000		\$100,000		\$150,000
Grants					\$100,000		\$100,000
Total:			\$50,000		\$200,000		\$250,000

Lions Park Improvements

Project No.	PR-8-2019		Completion Year:		2023		
Location:	Lions Park						
Description:	Minor Improvements to Park						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 REET		\$30,000					\$30,000
Grants		\$10,000					\$10,000
Total:		\$45,000					\$45,000

Jason Boerner Park Improvements

Project No.	PR-1-2020		Completion Year:		2023 - 2027		
Location:	Jason Boerner Memorial Park						
Description:	Playground improvement and addition of fitness equipment						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 Impact Fees		\$40,000		\$20,000		\$40,000	\$100,000
Grants		\$40,000		\$20,000		\$40,000	\$100,000
Total:		\$80,000		\$40,000		\$80,000	\$200,000

Alpha Park Improvements							
Project No.	PR-2-2020		Completion Year:		2024		
Location:	Alpha Park						
Description:	Park improvements, pathways, tables, benches, plants						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 REET			\$20,000				\$20,000
Grant			\$10,000				\$10,000
Total:			\$30,000				\$30,000

Grafton Park Improvements							
Project No.	PR-10-2019		Completion Year:		2023		
Location:	Grafton Park						
Description:	Provide new amenities to include a fitness component, benches, walking path, and picnic tables.						
Funding:	2022	2023	2024	2025	2026	2027	Total
Endowment		\$28,000					\$28,000
Grant		\$25,000					\$25,000
311 Impact Fees		\$25,000					\$25,000
Total:		\$78,000					\$78,000

Renovation of Parks Building Into Community Center							
Project No.	PR-6-2018		Completion Year:		2023 - 2027		
Location:	900 East Fairhaven						
Description:	Design services envisioned in 2022. The first phase of this project will provide for recreation classes or community rentals. In later phases additional community center space will be created.						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 Impact Fees	\$30,000	\$200,000		\$200,000			\$430,000
311 REET		\$50,000		\$50,000			\$100,000
Grants		\$250,000		\$50,000			\$300,000
Total:	\$30,000	\$500,000		\$300,000			\$830,000

Skagit River Park Stadium Design							
Project No.	PR-3-2020			Completion Year:		2027	
Location:	Skagit River Park – Dike District Fields						
Description:	Design a stadium with synthetic surface, lights and bleachers and parking						
Funding:	2022	2023	2024	2025	2026	2027	Total
311 Impact Fees						\$100,000	\$100,000
L-Tax/Grants						\$10,000	\$10,000
Total:						\$110,000	\$110,000

Wastewater

The Sewer Department operates a plant that services the city proper of Burlington plus limited areas of Skagit County to the west and north of the City. Under its current discharge permit limitation, the plant has the capabilities of treating 3.79 million gallons of wastewater per day. The wastewater collection system includes approximately 58 miles of gravity sewer pipes varying in size from 4-inch diameter local connections to 27-inch diameter interceptors. Because of the flat terrain in the Burlington area, sewage must be pumped via force mains to the treatment plant. There are a total of 21 pump stations within the system.

Wastewater Comprehensive Plan Update

Project No.	PW-SS-14-2018	Completion Year:		2022			
Location:	Wastewater Treatment Plant						
Description:	Update to the 2011 sewer comprehensive plan						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402	\$115,000						\$115,000
Total:	\$115,000						\$115,000

Wastewater Line Infiltration and Inflow (I&I) Mitigation

Project No.	PW-SS-1-2018	Completion Year:			Various				
Location:	Various Locations within the City								
Description:	Replace old sewer lines (1% to 2% annually)								
Funding:	2022	2023	2024	2025	2026	2027	Total		
Fund 402	\$125,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$875,000		
Total:	\$125,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$875,000		

Annual Equipment Replacement

Project No.	PW-SS-2-2018	Completion Year:		Ongoing			
Location:	Wastewater Treatment Plant						
Description:	Replace various equipment as they reach end of service life						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402	\$250,000	\$250,000	\$250,000	\$250,000	\$275,000	\$275,000	\$1,550,000
Total:	\$250,000	\$250,000	\$250,000	\$250,000	\$275,000	\$275,000	\$1,550,000

Wastewater Line Replacement Program

Project No.	PW-SS-3-2018		Completion Year:		Ongoing		
Location:	Various locations within the City						
Description:	Replace old sewer lines (1% to 2% annually)						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000
Total:	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000

Pump Station #8 Generator Replacement							
Project No.	PW-SS-10-2018		Completion Year:		2022		
Location:	17331 Peterson Road						
Description:	Replace 200 KW Generator						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402	\$175,000						\$175,000
Total:	\$175,000						\$175,000

New Wastewater Camera Truck							
Project No.	PW-SS-8-2018		Completion Year:		2022		
Location:	Wastewater Treatment Plant						
Description:	Replace sewer camera equipment and truck						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402	\$225,000						\$225,000
Total:	\$225,000						\$225,000

Primary Digester Design Report							
Project No.	PW-SS-17-2018		Completion Year:		2024		
Location:	Wastewater Treatment Plant						
Description:	Design report to upgrade primary digester for future capacity						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402			\$40,000				\$40,000
Total:			\$40,000				\$40,000

Koch Street Wastewater Line Replacement							
Project No.	PW-SS-12-2018	Completion Year:		2022			
Location:	Koch Street in east/west alley north of West Fairhaven						
Description:	Replace 6" sewer line in street and adjacent alley						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402	\$300,000						\$300,000
Total:	\$300,000						\$300,000

Digester Boiler Replacement							
Project No.	PW-SS-15-2018		Completion Year:		2024		
Location:	Wastewater Treatment Plant						
Description:	Replace 20+ year old digester boiler						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402			\$65,000				\$65,000
Total:			\$65,000				\$65,000

Pump Station Generators							
Project No.	PW-SS-13-2018		Completion Year:		Various		
Location:	Pump stations 1, 2, and 7						
Description:	Install emergency generators in pump stations 1, 2, and 7						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402	\$100,000	\$100,000	\$100,000				\$300,000
Total:	\$100,000	\$100,000	\$100,000				\$300,000

Pump Station Pump Replacement							
Project No.	PW-SS-16-2018		Completion Year:		Various		
Location:	Various Locations						
Description:	Replace two pumps at station #14						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$390,000
Total:	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000	\$390,000

Sharon Ave. Force Main Project							
Project No.	PW-SS-1-2019		Completion Year:		2026		
Location:	Sharon Ave. and Skagit St. to WWTP						
Description:	Repair and Upgrade for future capacity						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402					\$1,200,000		\$1,200,000
Total:					\$1,200,000		\$1,200,000

Bio Solids Dryer Replacement							
Project No.	PW-SS-7-2018		Completion Year:		2023		
Location:	Wastewater Treatment Plant						
Description:	Replace bio solids dryer machinery						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 402		\$1,250,000					\$1,250,000
Total:		\$1,250,000					\$1,250,000

Stormwater

The Stormwater Utility allows City staff to plan for and improve stormwater system functions which improve the city's water quality. Studies are used to determine the best type of water quality improvements to clean the stormwater entering Gages Slough and other tributaries. The Drainage Utility currently provides capital project funding and partial maintenance of the existing storm drain systems, including city-owned detention and conveyance facilities. The level of service for the installed system is to convey the 25-year storm event to receiving drainage basins without causing ponding or overflows into the system.

Gages Slough Restoration and Acquisition

Project No.	PW-SW-2-2018		Completion Year:		Ongoing		
Location:	Citywide along Gages Slough						
Description:	Acquire and restore wetlands along Gages Slough						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 426	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Total:	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000

City-Wide Drainage Improvements

Project No.	PW-SW-4-2018		Completion Year:		Ongoing		
Location:	City Wide						
Description:	Mitigate drainage issues in the city as they arise						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 426	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
Total:	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000

Walnut Street Drainage Improvements - DESIGN

Project No.	PW-SW-3-2018		Completion Year:		2022		
Location:	Pump station for vicinity of Walnut Street						
Description:	Design pump station to reduce flooding for region						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 426	\$100,000						\$100,000
Total:	\$100,000						\$100,000

Walnut Street Drainage Improvements - CONSTRUCTION

Project No.	PW-SW-3-2018		Completion Year:	2023			
Location:	Pump station for vicinity of Walnut Street						
Description:	Install pump station to reduce flooding for region						
Funding:	2022	2023	2024	2025	2026	2027	Total
Fund 426		\$900,000					\$900,000
Total:		\$900,000					\$900,000

Second a motion, second and vote to elect a Mayor Pro Tempore and Investment Chair for 2022.

City of Burlington 2022 Council Committee Assignments

Elected by Council

Appointed by Mayor

Recommended by Mayor, confirmed by Council

Elected by Council:

1) Mayor Pro-Tempore:

2) Investment:

City Administrator Greg Young
Finance Director Joe Stewart
Quarterly report provided by Finance Director

Appointed by Mayor:

3) Public Works:

Chair: Marv Pulst
Scott Green
Keith Chaplin
Joe DeGloria
Alternate(s): Bill Aslett
Mayor Steve Sexton
City Administrator Greg Young
Street Supervisor Travis Schwetz
Building & Grounds Supervisor
Sewer Supervisor Don Erickson
4:00 p.m., 3rd Tuesday
City Hall Conference Room

4) Public Safety:

Chair: Bill Aslett
Joe DeGloria
Rick DeGloria
Alternate: James Stavig
Mayor Steve Sexton
City Administrator Greg Young
Court Administrator Mickey Zitkovich
Fire Chief Rob Toth
Police Chief Mike Luvera
4:00 p.m., 2nd Tuesday
Police Public Safety Building Conference Room

5) Parks & Recreation Board & Cemetery Board:

Scott Green

James Stavig

Alternate: Jamie Weiss

Parks & Recreation Director

*one to three members of city council

6:00 p.m., 1st Tuesday

Parks & Recreation Department

6) Traffic Safety:

Chair: Scott Green

Alternate: Keith Chaplin

Member of Community:

Mayor Steve Sexton

City Administrator Greg Young

Police Chief Mike Luvera

Public Works Director Marv Pulst Meet as needed

7) Board of Trustees of the Volunteer Firefighter's Relief and Compensation Fund:

Joe DeGloria

Mayor Steve Sexton

City Administrator Greg Young

Finance Director Joe Stewart

Fire Chief Rob Toth Meet as needed

8) Land Use:

Chair: Scott Green

Keith Chaplin

Joe DeGloria

Mayor Steve Sexton

City Administrator Greg Young Meet as Needed

9) Americans with Disabilities:

Chair: Scott Green

Joe DeGloria

Keith Chaplin

Mayor Steve Sexton

City Administrator Greg Young

Public Works Director Marv Pulst Meet as needed

10) Downtown Burlington Association:

Scott Green

James Stavig

Alternate: Jamie Weiss

Meet as needed

Chamber of Commerce Office

Recommended by Mayor, confirmed by Council

- 11) Audit and Finance:** Chair: Scott Green
Keith Chaplin
James Stavig
Alternate: Bill Aslett
City Administrator Greg Young
Finance Director Joe Stewart
4:00 p.m., Day of Council meeting
City Hall Conference Room
- 12) Lodging Tax:** Chair: Keith Chaplin
Alternate: James Stavig
City Administrator Greg Young
- 13) Emergency Service Council:** Chair: Mayor Steve Sexton
James Stavig
Police Chief, Mike Luvera
Fire Chief Rob Toth
Fire Marshal Kelly Blaine
City Administrator Greg Young
Meet as needed
- 14) Historical Preservation Board (Commission):** Chair: Rick DeGloria
Alternate: Bill Aslett
Parks & Recreation Director
Meet as needed
- 15) Skagit Transit Board:** Rick DeGloria
Mayor Steve Sexton
Alternate: Bill Aslett
1:00 p.m., 3rd Wednesday
Burlington City Council Chambers
- 16) SCOG / RTPD / MPO:** Mayor Steve Sexton
Alternate: Rick DeGloria
2:00 p.m., 3rd Wednesday
Burlington City Council Chambers
- 17) Homeless Transition Committee:** Chair: Mayor Steve Sexton
James Stavig
Keith Chaplin
Bill Aslett
Police Chief Mike Luvera
City Attorney Leif Johnson
Police Commanders
City Administrator Greg Young
Site Management
4:00 p.m. 4th Tuesday of Every Month

