

August 8, 2019

CALL TO ORDER:

Mayor Sexton called the meeting to order at 7:01 p.m. with the Pledge of Allegiance. Council members present: J. DeGloria, R. DeGloria, Edie Edmundson, Scott Green, Chris Loving, and James Stavig. Staff present: Jennifer Berner, Mike Ganz, Leif Johnson, Katie Olafson, Marv Pulst, Joe Stewart, Sarah Ward, and Greg Young.

A motion was made to excuse **Councilor Aslett** by **Councilors R. DeGloria /Loving/**. All in favor; motion carried.

MINUTES:

A motion was made to approve the minutes of the July 25, 2019 council meeting by **Councilors Loving/J. DeGloria**. All in favor; motion carried.

AUDIT OF BILLS:

Councilor J. DeGloria discussed a key stroke error on the Accounts Payable document, noticed earlier in the day at the Audit and Finance meeting and asked if a correction had been made. **Finance Director Joe Stewart** stated that the correction had been made and the document had been updated.

A motion was made by **Councilors J. DeGloria/Loving** to approve Accounts Payable invoices to be paid as reviewed on August 8, 2019 in the amount of \$150,810.96 and Payroll Expenses for Pay Period Ending July 25, 2019 in the amount of \$677,219.86. All in favor; motion carried.

SPECIAL PRESENTATION:

No special presentation.

PUBLIC COMMENTS:

No public comments.

COUNCIL COMMENTS:

Councilor Stavig discussed the new Council packet format and how he prefers to have any questions about agenda items asked during Council meetings. **Councilor Edmundson** spoke in favor of the new packet and shared how it is important to come to Council meetings prepared and ask thought provoking questions. **Councilor Stavig** shared that asking questions during Council meetings makes for a more interesting meeting.

MAYOR'S UPDATE:

Mayor Sexton shared two thank you cards he had received. The first was from the former **City Administrator Bryan Harrison** and his wife thanking the staff for pitching in to purchase a retirement gift for a weekend stay at the Salish Lodge in Snoqualmie Falls. The second thank you card was from **David Brickam** from the Gurney Tourney Basketball Tournament. The card stated how wonderful the Parks and Recreation staff was to work with and how seamless the event ran. The card went on to say Shelley Johnstone is a delight to work with and Jim Robenstein and his crew did an amazing job.

PROCLAMATION:

No proclamation.

COMMITTEE & BOARD REPORTS:

No Committee & Board Reports

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OFFICER REPORTS:

Public Works Director Marv Pulst updated the Council on the paving program happening this summer. Paving will begin Monday August 12, 2019 on Peterson Road, east of I-5, continuing down to Pulver Road. This particular paving project will take about 6 weeks to complete and will cost about \$800,000.00.

UNFINISHED BUSINESS:

No unfinished business.

NEW BUSINESS:

Public Hearing: Update Burlington Municipal Code Parks and Recreation 2.70

Parks and Recreation Director Jennifer Berner discussed the current Burlington Municipal Code, Chapter 2.70 - Parks and Recreation Department has been updated to amend the duties and responsibilities of the Parks and Recreation Department and amend the composition and duties of the Parks and Recreation Advisory Board. Chapter 2.70 was titled Parks and Recreation Department and only covered items related to the development of the department. The new proposed title is Parks and Recreation and staff moved all the Park and Recreation Advisory Board information to Chapter 2.70 from Chapter 2.72. **Berner** went over the four (4) changes that were being made to the code. **Councilor J. DeGloria** asked if Council could receive a copy of the changes that were being made with edits clearly marked in red. **Berner** stated that she had spoken with the legal team and felt the edits were too numerous and the red lines would be more of a hindrance than a benefit. **Mayor Sexton** opened the Public Hearing. A motion to close the Public Hearing was made by **Councilors Loving/J. Degloria**.

A motion to adopt the ordinance to repeal and replace Chapter 2.70 of the Burlington Municipal Code and authorize the Mayor to sign the ordinance was made by **Loving/R. DeGloria**. All in favor; motion carried.

Update Burlington Municipal Code: City Park Code 2.72

Parks and Recreation Director Jennifer Berner discussed the current Burlington Municipal Code, Chapter 2.72 – City Park has been updated to better define what is permitted in Burlington Parks. The proposed modification to Chapter 2.72 is to change the title to City Park Code and focus on a comprehensive list of permitted uses allowed in Burlington parks. Having a clear and comprehensive park code explains allowable uses to the public and helps city staff with enforcement. The proposed changes will help support the City's interest in promoting the health, safety and welfare of the users of the City's parks. Many of the proposed changes are updates with added language to better define the allowable usage. The proposed changes include: animals at large, permit for assemblies required, vehicles, golfing and metal detecting, remote control models, paragliders, hot air balloons, consumption or possession of liquor in a city park, opening or consuming marijuana in a city park, all public park smoking and tobacco use prohibited, trail use, loudspeakers and sound amplification, parking for certain purposes prohibited, skateboards and skates, and building fires **Councilor Edmundson** asked for an example of what trespassing would be in a public park. **City Attorney Leif Johnson** stated that trespassing is dependent on certain factors. **Councilor Green** asked if there could be any informational signage posted that the public could refer to. **Berner** shared there are currently no signs in the parks and that friendly signage was the next step. **Councilor Stavig** asked how staff would know if people are conducting business in the

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park. **Berner** stated that crews in the parks see activities and hear conversation that can help determine if business is being conducted. **Berner** further explained that if the public would like to conduct business in the park they would need to apply for a permit and pay a fee to hold their activities in the park. **Councilor Stavig** asked if smoking in a vehicle in the parking lot of the park would be permitted. **L. Johnson** stated that the parking lot is a part of the park but it would be difficult to enforce park code in a private vehicle. **Mayor Sexton** opened the public hearing. A motion to close the public hearing was made by **Councilors J. DeGloria/R. Degloria**. **L. Johnson** added that if the proposed ordinance were to pass it would not override the Constitution.

A motion to adopt the ordinance to repeal and replace Chapter 2.72 of the Burlington Municipal Code and authorize the Mayor to sign the ordinance was made by **Councilors Stavig/Scott**. All in favor; motion carried.

Renaming of Jack Doyle Memorial Park

Parks and Recreation Director Jennifer Berner shared the Doyle family came to the July 9, 2019 Parks and Recreation Advisory Board meeting to request the name of the Jack Doyle Memorial Park be changed to Jack and Helen Doyle Memorial Park. The Doyle family shared that the park started out as a hayfield where locals played a variety of sports pick-up games and gained access to the slough. The City later turned the land into the Section Street Park. When Jack Doyle passed away the City renamed the park to Jack Doyle Memorial Park to Commemorate Jack's great contributions to the Burlington community. Helen Doyle passed away this last year and the family is asking to rename the park to also commemorate Helen's contributions to the City. Helen Doyle was a founding member of the Parks and Recreation Board and Parks Foundation, served on the Library Board, and served as a Burlington City Council Member for 12 years. The Parks and Recreation Advisory Board unanimously voted to recommend to City Council the Park name change to Jack and Helen Doyle Memorial Park. **Berner** stated that if Council approved the resolution, the sign for the park with the new name would be added to the 2020 budget. **Councilor Loving** shared found memories of Jack and Helen Doyle and shared how much they contributed to make Burlington what it is today.

A motion to adopt the resolution renaming Jack Doyle Memorial Park to Jack and Helen Doyle Memorial Park, and authorize the Mayors signature was made by **Councilors Loving/Stavig**. All in favor; motion carried.

Street Clousures for 2019 Touch A Truck Event

This year's Touch-A-Truck event is scheduled for Saturday, August 17, 2019. The Event will span Washington Avenue from Anacortes Street through to S. Skagit Street and will encompass the library, Parks and Recreation building and Maiben Park. The apparatuses from a variety of Municipal organizations including City departments will be parked along Washington Avenue. AirLift NW has committed to land a helicopter at Maiben Park for the event providing the air ambulance is not needed for critical care. Erica Littlewood with the Fire Department coordinated this feature. If the helicopter is able to be a part of the event, the landing zone is in Maiben Park and the Fire Department will be taking the lead on Supervising the landing zone with help from other City staff members that will be participating in the event. The following street closures are being

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requested 1.) Close E Washington Avenue from S. Anacortes Street's east corner to S. Skagit Street's west corner. 2.) Close the unnamed alleyway west of the library between the intersection at E. Washington Avenue to the Alley's north corner at E. Vernon Avenue. 3.) Close roadways by 9:00AM and reopen at 2:00PM. The Touch-A-Truck event is from 11:00AM – 1:00PM. **Berner** talked about the success of this event in previous years. **Berner** further discussed that in years past the event has been held on a weekday and thinks that hosting the event on a Saturday this year will be a big benefit. **Councilor Stavig** asked about the success of the Books Are Magic Festival. **Library Director Sarah Ward** spoke about attendance being lower than passed years due to changing the name from Quidditch Fest to Books Are Magic Festival but, said it was the smoothest running year yet and there is a lot to think about for next year. **Councilor R. DeGloria** spoke in favor of hosting the Touch-A-Truck event on a Saturday and shared memories of last year's event.

A motion to approve the street closures and helicopter landing zone for the 2019 Touch-A-Truck event and authorize the Mayor's signature on appropriate documents was made by **Councilor Stavig/R. Degloria**. All in favor; motion carried.

Additional Finance Department Staff Member

Interim City Administrator Greg Young explained there has been staff turnover in the Finance Department leading to a loss in experience and minimal cross training opportunities. To partially offset this situation, the Council has approved the hiring of temporary accounting staff in 2019. This has resulted in additional staff being hired to complete the work that enabled the City to both return to the Cash-Basis of accounting and to keep up with the daily finance-related accounting workload. While this initial work has been completed, one long-time employee has recently moved out of state and a new employee is scheduled to replace her in the coming weeks. This replacement worker will return the full-time staff to four (4). While temporary staffing was very much appreciated and has improved the financial accounting of the City, there is concern that without additional permanent staffing, we might jeopardize the success of this hard work. As a result, the Finance Department is asking to add one additional staff member. In the not too distant past there were six (6) accounting individuals in the Finance Department. Stemming from the economic downturn, this was reduced to four (4). It now appears that the right number of accounting staff is five (5). **Councilor Edmundson** asked if Council were to approve this item how soon could the Finance Department hire. **Young** stated that the hiring process would start as soon as possible. **Councilor Stavig** spoke in opposition of hiring a new staff member discussing frustrations about the payroll software change, budget concerns, and stating the timing of presenting this matter to Council was poor. **Councilor J. DeGloria** spoke in agreement with **Councilor Stavig** and added that he could see a need for additional staffing but could not justify the decision at this time. **Councilor Loving** spoke in favor of the additional staffing stating hiring a permanent full time employee would cost less than what the City is currently paying in temp staffing. **Councilor Loving** further discussed making steps forward in the Finance Department and sharing his support for the addition. **Councilor Edmundson** agreed with **Councilor Loving** and expressed that she could see the need for additional staffing. **Finance Director Joe Stewart** discussed many ways an additional staff member would be a benefit to the Finance Department. **Stewart** went on to say

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that the Finance Department touches every department in the City as well as day to day customer service for the public. **Stewart** expressed that the Finance Department is in critical need of additional staffing. **Councilor Stavig** asked if the Finance Department could wait 5 months to budget for additional staffing in the 2020. **Stewart** shared that the department is making progress and wants to keep the momentum moving forward. **Young** explained that the need for additional staffing will not go away. **Young** further explained the Finance Department could not continue with the current number of staff and successfully maintain the workload. **Councilor J. DeGloria** asked with the switch to the new payroll system, what percentage of staff time could be taken off of payroll management. **Young** explained that the payroll transition will take place in January 2020 and the department does expect to benefit from efficiencies of the new software but emphasized the workload in Finance is greater than payroll alone. **Mayor Sexton** discussed the commitment Council has made to improve the Finance Department and wants to continue to move forward. **Councilor Green** referenced the cost of \$45,000 for the rest of the year would actually be less. **Young** explained that for a full year the cost would be \$90,000.00 but the Finance Department would hire around September so the actual cost would be lower.

A motion to increase the accounting staff in the Finance Department from four (4) full time employees to five (5) full time employees was made by **Councilors Loving/Edmundson**. **Councilors R. DeGloria/Edmundson/Loving** in favor; **Councilors J. DeGloria/ Green/Stavig** opposed; motion failed.

City Attorney Leif Johnson explained four votes are needed to pass a motion; in this event the number of in favor votes were three (3) and opposed votes were three (3) therefore the motion failed.

ADJOURNMENT:

Mayor Sexton adjourned the meeting at 8:27 p.m.

Joe Stewart
Finance Director

Steve Sexton
Mayor