

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. June 8, 2017

CALL TO ORDER:

Mayor Sexton
Council Members: Aslett, Bieche, J. DeGloria, R. DeGloria, Edmundson, Loving and Montgomery
Staff: Berner, Blaine, Dempsey, Erickson, Harrison, Hawes, Brad Johnson, Brittany Johnson, L. Johnson, Jongsma, Moser, Peterson, Pulst, Schwetz, Sinclair, Toth, Ward, Yengoyan

MINUTES:

City Council Meeting May 25, 2017

AUDIT OF BILLS:

PUBLIC COMMENTS:

COUNCIL COMMENTS:

MAYOR'S UPDATE:

PROCLAMATION:

SPECIAL PRESENTATION:

1) Community Action Update – Bill Henkel

OFFICERS REPORTS:

TBD

UNFINISHED BUSINESS:

CONSENT AGENDA:

NEW BUSINESS:

- 1) Resolution declaring Columbus Day (2nd Monday of October) Indigenous Peoples' Day in the City of Burlington
- 2) Ordinance requiring public hearings and a minimum time period before changing Elected Officials Compensation
- 3) Bid Award – 2017 Overlay Project
- 4) Authorization to purchase tasers and holsters from ProForce
- 5) Road Closure & Alcohol in Skagit River Park – DaVita Bicycle Tour

FUTURE WORKSHOP:

EXECUTIVE SESSION:

- An Executive Session may be held to discuss Personnel, Litigation, and/or Land Acquisition.

ADJOURNMENT:

MEETINGS:

- | | |
|---|--|
| 1) <u>PARKS & RECREATION BOARD:</u> | Monday June 5, 2017 5:30 p.m.
Parks & Recreation, 900 E Fairhaven Ave |
| 2) <u>LIBRARY BOARD:</u> | Tuesday June 6, 2017 6:00 p.m.
Burlington Public Library, 820 E Washington Ave |
| 4) <u>AUDIT & FINANCE COMMITTEE:</u> | Thursday June 8, 2017 4:00 p.m.
City Hall, 833 S Spruce Street |
| 5) <u>PUBLIC SAFETY COMMITTEE:</u> | Tuesday June 13, 2017 4:00 p.m.
Public Safety Building, 311 Cedar Street |
|
<u>Berry Dairy Days Activities – June 16 – 18, 2017</u> | |

Friday - Music, Salmon BBQ, Fireworks, and Movie at Skagit River Park beginning at 6:00 p.m.
Saturday - Road Run 8 a.m., Grand Parade 11 a.m. followed by fun at Railroad Park
Sunday - Berry Cool Car Show 10 a.m. – 3 p.m. on Fairhaven Avenue



June 2017

June 2017

July 2017

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

Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 28	29	30	31	Jun 1	2	3
4	5	6	7	8	9	10
	5:30pm Parks Board (Parks & Rec Dept) - Judy Sheahan	6:00pm Library Board (Library)		4:00pm Audit & Finance Committee (City Hall) 7:00pm Council Meeting		
11	12	13	14	15	16	17
		4:00pm Public Safety Committee (Public Safety Building)				
18	19	20	21	22	23	24
		4:00pm Public Works Committee (Engineering Conf Room)	1:00pm SKAT Board (Burlington City Hall) 7:00pm 9:00pm Planning Commission (City Council Chambers)	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting		
25	26	27	28	29	30	Jul 1
			9:00am 10:00am Downtown Burlington Association (Visitor Information Center/Chamber of			

May 28 - Jun 3

Jun 4 - 10

Jun 11 - 17

Jun 18 - 24

Jun 25 - Jul 1

July 2017

July 2017

August 2017

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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	29	30	31		
30	31												

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 25	26	27	28	29	30	Jul 1
6/25 - 30						
2	3	4	5	6	7	8
	5:30pm Parks Board (Parks & Rec Dept) - Judy Sheahan	6:00pm Library Board (Library)				
9	10	11	12	13	14	15
7/2 - 7		4:00pm Public Safety Committee (Public Safety Building) 5:00pm 6:00pm Historical Preservati		4:00pm Audit & Finance Committee (City Hall) 7:00pm Council Meeting		
16	17	18	19	20	21	22
7/9 - 14		4:00pm Public Works Committee (Engineering Conf Room)	1:00pm SKAT Board (Burlington City Hall) 7:00pm 9:00pm Planning Commission (City Co			
23	24	25	26	27	28	29
7/16 - 21			9:00am 10:00am Downtown Burlington Association (Visitor Information Center/	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting		
30	31	Aug 1	2	3	4	5
7/23 - 28						
7/30 - 8/4						

May 25, 2017

CALL TO ORDER:

Mayor Steve Sexton called the meeting to order at 7:00 p.m., with the Pledge of Allegiance. Council members present: Bill Aslett, Tonya Bieche, Joe DeGloria, Rick DeGloria, Edie Edmundson, Chris Loving, and Ted Montgomery. Staff present: Jennifer Berner, Kelly Blaine, Bryan Harrison, Brittany Johnson, Leif Johnson, Tom Moser, Marv Pulst, Robert Toth, Sarah Ward, and Levon Yengoyan.

MINUTES:

A motion was made to approve the minutes of the May 11, 2017 council meeting by **Councilors R. DeGloria/Aslett**. All in favor; motion carried.

AUDIT OF BILLS:

A motion was made by **Councilors J. DeGloria/Aslett** to approve Accounts Payable checks numbered 36485 – 36569 in the amount of \$367,418.05; and May 15 payroll checks numbered 36460 – 36484 in the amount of \$385,639.73. All in favor; motion carried.

PUBLIC COMMENTS:

No Public Comments.

COUNCIL COMMENTS:

Councilor Edmundson motioned to add agenda item #3 to discuss Public Works projects that were budgeted for 2017, but postponed to begin until the middle of 2017 motion was seconded by **Councilor J. DeGloria**. All in favor; motion carried.

Councilor Aslett stated that if this discussion needs to be had the information should be given to council prior to the meeting. Discussion ensued regarding Public Works projects and the timeline for 2017 projects that have been funded.

Councilor Bieche stated that she would like to work with staff to draft an ordinance requiring three Public Hearings to discuss elected official compensation. **City Attorney Leif Johnson** reviewed the current law regarding elected official compensation and the further information that he and **Councilor Bieche** have discussed to draft the ordinance.

MAYOR COMMENTS:

Mayor Sexton read a letter that he received from Nancy Gentry applauding the Sewer Department for their quick response and professionalism to residence and businesses in Burlington when they are called upon.

May 25, 2017

SPECIAL PRESENTATIONS:

SPECIAL RECOGNITION – PLANNING COMMISSION MEMBER BRIAN HANSON

Mayor Sexton recognized longtime Planning Commission Member Brian Hanson for his service on the Planning Commission from 2005 – 2017. **Mayor Sexton** presented Brian Hanson with a certificate of appreciation for his service.

GOALS FOR 2017 & ACCOMPLISHMENTS OF 2016 – POLICE/FIRE

Interim Chief Tom Moser and **Police Administrative Assistant Jane Burt** reviewed the goals and accomplishments for the Burlington Police Department. **Fire Chief Levon Yengoyan** reviewed the goals and accomplishments of the Parks & Recreation Department. **Councilor Aslett** stated that he is very appreciative of Chief Yengoyan's efforts in collaborating with other departments throughout the region and for being a leader of that effort.

OFFICER REPORTS

Public Works Director Marv Pulst informed council that the Public Works Department had to initiate the emergency contract process for the 21 inch sewer line that collapsed. The contract was entered into with ICI Construction. **Pulst** reviewed the details and timeline of the project. **Pulst** informed council that the Transportation Improvement Board is distributing emergency grants for repair of critical areas for damage sustained during the winter. The Public Works Department has determined the repairs need in the amount of \$46,000 and funds were awarded. The 15% match will be paid from the Transportation Improvement Board pavement program funds. **Pulst** informed council that a bid opening was held for the pavement project. The low bid was Lakeside Industries at \$510,000 and the budgeted amount was \$450,000. Discussions will be had with Lakeside to have them get within the budget, if not, the bids will be rejected.

City Administrator Bryan Harrison reviewed the Community Open House that was held on May 24th. **Harrison** informed council that the Skagit County Community Justice Center Ribbon Cutting will be held on Tuesday, July 11th, at 2:30 p.m. The event will include tours of the facility. Tours will also be taking place on Saturday, July 15th beginning at 9:00 a.m. **Harrison** informed council that George Sidhu, Director of Skagit PUD, would like to come to council in the fall to present what services they provide. PUD will be inviting council members from the area on July and August to tour the PUD facilities. **Harrison** stated that the Maiben House Grand Opening and Ribbon Cutting will be held on Saturday, June 3rd, at 11:00 a.m. **Harrison** informed council that AWC will be holding their annual conference June 21 – 23 in Vancouver, WA. Please contact Brittany Johnson if you would like to attend.

May 25, 2017

UNFINISHED BUSINESS:

MAYORAL COMPENSATION

Councilor Edmundson asked that council move this item to the end of the agenda.

A motion was made to move the Unfinished Business – Mayoral Compensation item to the end of the agenda by **Councilors Edmundson/Bieche**. **Councilors J. DeGloria/R. DeGloria/Loving/Montgomery** in favor; **Councilor Aslett** opposed. Motion carried.

CONSENT AGENDA:

1. ***Berry Dairy Days Road Run Special Event Permit and Street Closure***
Request: The Berry Dairy Days Road Run organizers, Kevin Ryan and Chris Whan, are requesting street closures as well as a special event permit for Saturday, June 17, 2017. Street Closures: 1.) Oak between Victoria Avenue and E. Fairhaven Avenue; 2.) E. Fairhaven Ave at Oak through Skagit. There are no changes from the previous year and there were no issues with the run.
2. ***Berry Dairy Days Grand Parade and Festival Special Event Permit and Street Closure Request:*** The Burlington Chamber of Commerce is requesting street closures as well as approval of a special event permit for the Berry Dairy Days Grand Parade and Festival. The Festival will take place at the Visitor Information Center (VIC) Amphitheater area and the Parade will take place along E. Fairhaven Avenue. The Festival will begin setting up on Friday, June 16, 2017; however, both events will take place on Saturday, June 17, 2017. The Grand Parade will start at 11:00am with the Festival beginning at the VIC Amphitheatre following the parade. Street Closures: 1.) E. Fairhaven Avenue from Alder to Skagit Street; 2.) Walnut Avenue from E. Fairhaven Avenue to Green leaf; 3.) Washington Street from Alder Street to S. Spruce Street; 4.) E. Fairhaven Avenue from Oak to S. Skagit. There are no changes from the previous year and there were no issues with either activity.
3. ***Berry Cool Car Show Special Event Permit and Street Closure Request:*** The Cascade Street Rod Association is requesting street closures as well as approval of a special event permit for the annual “Berry Cool Car Show” to take place on Sunday, June 18, 2017 from 8:00am-3:00pm. The car show will take place on E. Fairhaven Avenue. Street Closures: 1.) E. Fairhaven Avenue from Alder Street east to the Railroad Tracks; 2.) Walnut Street on both sides of the railroad tracks. There were no issues with the event last year

May 25, 2017

A motion was made to approve items #1 - #3 on the Consent Agenda by **Councilors Loving/Aslett**. All in favor; motion carried.

NEW BUSINESS:

RESOLUTION – HOME CONSORTIUM INTERLOCAL AGREEMENT

Senior Planner Brad Johnson stated that this resolution is allowing the Mayor to sign an interlocal agreement allowing HUD funding to be received by the City of Burlington. This is a county wide interlocal agreement. A representative from Skagit County Public Health reviewed the purpose of the HOME Consortium and stated that this allows funding to be accessed regionally and described the current projects being funded by these funds.

A motion was made to approve a resolution authorizing the Mayor to sign the HOME Consortium interlocal agreement by **Councilors Loving/Aslett**. All in favor; motion carried.

STREET CLOSURE REQUEST FOR WASHINGTON AVENUE AND THE ALLEY BEHIND THE LIBRARY FOR THE “TOUCH A TRUCK” EVENT

Library Director Sarah Ward described the Summer Reading Program and the Touch a Truck event; the kick-off event for the Summer Reading Program.

A motion was made to approve the request for street closure for Washington Avenue and the alley behind the library on Thursday, June 22, from 11:30 a.m. – 2:00 p.m. for the Burlington Public Library’s Touch a Truck event by **Councilors Aslett/J. DeGloria**. All in favor; motion carried.

DISCUSSION – PUBLIC WORKS PROJECTS

Public Works Director Marv Pulst reviewed the budget projects for 2017 and stated that the projects were Capital Improvement projects. Discussion ensued amongst council regarding the budget for these projects and the need for project completion in 2017, concerns regarding the current budget and spending, the budget process, the revenues projected for 2017, and concern with accuracy of revenues and financial statements. **Councilor Aslett** stated he has not received information regarding the budget information he has requested; made clarification on the information and the format that would be helpful for council to make decisions. **Mayor Sexton** stated that he would make sure that council received all of the information requested. **City Administrator Bryan Harrison** suggested that council schedule a workshop to discuss the budget and revenues for a future date.

May 25, 2017

MAYORAL COMPENSATION

Councilor Edie Edmundson stated that this is continued discussion from the May 11 council meeting. **Councilor Loving** stated that this request has been made by three Mayors and now is the time to make the change. **Councilor Loving** stated that the City of Burlington is need of a full-time Mayor and the position of Mayor should earn a living wage and be available full-time. Extensive discussion ensued regarding the position of Mayor, clarification of reasoning behind request, and the need for the availability of the position of Mayor full-time. **Councilor Loving** stated that there are other positions within the City that have been promoted and receive a wage of \$80,000 - \$86,000 and they do not even live in the City of Burlington. Discussion continued regarding compensation and when the appropriate time is to make an adjustment to compensation for the position of Mayor.

A motion was made to keep the compensations as it currently is for the position of Mayor until new term by **Councilors Aslett/J. DeGloria**. **Councilors Bieche/Montgomery** in favor; **Councilors Edmundson/R. DeGloria/Edmundson/Loving** opposed. Motion failed.

A motion was made to set compensation for the position of Mayor in the amount of \$80,000 - \$86,000 annually including benefits by **Councilor Loving**.

City Attorney Leif Johnson stated that clarification was needed for the motion in regards to including COLA and pay period and stated that an ordinance would need to be drafted for the change in compensation.

A motion was made to raise the base salary of the position of Mayor to \$80,000 with benefits and with COLA linked to non-represented employees effective next available pay period by **Councilors Loving/Edmundson**. **Councilor R. DeGloria** in favor; **Councilors Aslett/Bieche/J. DeGloria/Montgomery** opposed. Motion failed.

EXECUTIVE SESSION

City Attorney Leif Johnson stated that an Executive Session will be held Per RCW 42.30.110 to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. The executive session should take approximately twenty minutes and no action is expected as a result of the executive session. Council and city staff adjourned for Executive Session at 8:55 p.m.

COUNCIL CHAMBERS

CITY HALL

BURLINGTON, WA

May 25, 2017

ADJOURNMENT:

Mayor Steve Sexton adjourned the meeting at 9:18 p.m.

Renee Sinclair
Director of Budget & Accounting

Steve Sexton
Mayor

RESOLUTION NO. 05-2017

WHEREAS, in 2011 the Affiliated Tribes of Northwest Indians, representing 59 Tribes from Washington, Oregon, Idaho, Northern California, Western Montana and some Alaskan Tribes, passed resolution #11-00 to "Support to Change Columbus Day (2nd Monday of October) to Indigenous Peoples' Day"; and

WHEREAS, the City of Burlington recognizes that the Indigenous Peoples of the lands that would later become known as the Americas have occupied these lands since time immemorial; and

WHEREAS, the City recognizes that Burlington is likely built upon the homelands and villages of the Indigenous Peoples of this region, without whom the building of the City would likely not have been possible; and

WHEREAS, the City values the many contributions made to our community through Indigenous Peoples' knowledge, labor, technology, science, philosophy, arts and the deep cultural contribution that have substantially shaped the character of the City of Burlington; and

WHEREAS, the City of Burlington has a responsibility to oppose the systematic racism towards Indigenous people in the United States, which perpetuates high rates of poverty. When communities are confronted with extreme poverty and income inequality, they are further challenged by disproportionate health, education, and social crises; and

WHEREAS, the City promotes the closing of the equity gap for Indigenous Peoples through policies and practices that reflect the experiences of Indigenous Peoples, ensure greater access and opportunity, and honor our nation's indigenous roots, history, and contributions; and

WHEREAS, the lands later known as the Americas were considered by countless Indigenous People as home for many generations before the arrival of Christopher Columbus in 1492; and

WHEREAS, the story of the Americas by Indigenous Peoples since time immemorial provides an authentic historical narrative that honors, respects, and celebrates the culture, language, and traditions of our Indigenous ancestors; and

WHEREAS, Indigenous Peoples' Day was first proposed in 1977 by a delegation of Native Nations to the United Nations-sponsored International Conference on Discrimination Against Indigenous Populations in the Americas.

NOW, THEREFORE BE IT RESOLVED THAT:

Section 1. The City of Burlington strongly supports that Indigenous Peoples Day shall be an opportunity to celebrate the thriving cultures and values of the Indigenous Peoples of our region; and

Section 2. The City of Burlington strongly encourages Burlington Public Schools to include the teaching of indigenous peoples' history as recommended by 2005 H.B. 1495; and

Section 3. The City of Burlington encourages other businesses, organizations, and public institutions to recognize Indigenous Peoples' Day; and

Section 4. The City of Burlington firmly commits to continue its efforts to promote the well-being and growth of Burlington's American Indian and Indigenous community.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Mayor and City Council of the City of Burlington jointly declare the second Monday in October as Indigenous Peoples' Day in the City of Burlington.

Adopted by the City Council and signed by me in open session this 8th day of June, 2017.

CITY OF BURLINGTON

Steve Sexton, Mayor

Attest:

Renee Sinclair, Director of Budget & Accounting

Approved as to Form:

Leif Johnson, City Attorney



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS.

AGENDA ITEM

Council Date: June 8, 2017

Councilor Tonya Bieche

Subject: Ordinance requiring public hearings and a minimum time period before changing Mayor or Councilmember salaries.

Attachments: Proposed Ordinance

Public Hearing Required: YES () NO (X)

SUMMARY

Councilor Tonya Bieche requested that staff prepare a draft ordinance to establish a series of public hearings prior to any change to Mayor or Councilmember salaries. If adopted, the attached draft ordinance would require at least three public hearings at three separate regular council meetings with at least seven days' notice before each hearing, and at least five days before an effective date. With those requirements, no change could be made with less than nearly six weeks' notice to the public.

In general, Council has great latitude to set the salaries of the Mayor or Councilmembers, with very few restrictions. RCW 35.27.130 grants Council the power to raise it's own salary after an election cycle, or the Mayor's salary at any time when the Mayor does not vote on the ordinance. No specific process of public hearings or public notification, like the draft ordinance describes, is required under State statutes.

While not contemplated by the attached draft ordinance, Council also has the authority to appoint a salary commission pursuant to RCW 35.21.015, if it so chooses.

RECOMMENDATION

Council may choose to adopt the draft ordinance, return it to staff with further suggestions for revisions, or take no action.

DRAFT ORDINANCE NO. _____

**AN ORDINANCE of the City of Burlington, Washington adding a new section to
Burlington Municipal Code Chapter 2.56 Compensation,
To Require Public Hearings Before Amending Elected Official Salaries**

WHEREAS, the process of establishing salaries for elected officials should be open, transparent, and accountable to the electorate; and

WHEREAS, the City recognizes the need for adequate and fair compensation for it's elected officials; and

WHEREAS, City Council has authority pursuant to RCW 35.27.130 to set the salaries of Mayor and Council, subject to certain restrictions; and

WHEREAS, Council wishes to establish a process to encourage public comment and discussion prior to changes to Mayor and Council salaries through a series of public hearings.

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

Section 1. Section 2.56.060 of the Burlington Municipal Code is hereby added, to read as follows:

2.56.060 Public Hearings

Public hearings are required prior to any proposed change to the salary of the Mayor or City Councilmembers. An ordinance altering Mayor or City Councilmember salary shall not be adopted until at least three public hearings have occurred regarding the proposed ordinance at three separate regularly scheduled City Council meetings. Notice of the required public hearings shall be made at least seven days prior to each meeting.

Section 2. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

INTRODUCED PASSED AND APPROVED at a regular meeting of the City Council this 8th day of June, 2017.

THE CITY OF BURLINGTON

Steve Sexton, Mayor

ATTEST:

Dr. Renée C. Sinclair, CPFO, Director of Budget & Accounting

APPROVED AS TO FORM:

Leif Johnson, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Signed by the Mayor:
Published:

DRAFT



ITEM #: 3

CHECK ONE:

NEW BUS. X

OLD BUS.

AGENDA ITEM

Council Date: June 8, 2017 Subject: Bid Award - 2017 Overlay Project
Marv Pulst, Public Works Director

Attachments: Bid Results Public Hearing Required: YES () NO (X)
Contract

SUMMARY

Bids were opened for the 2017 Overlay Project on Thursday, May 25th at 11:00 a.m. The low, responsive bidder is Lakeside Industries, located in Burlington, WA, for the amount of \$510,065.25.

The project consists of 2-inch pavement overlay of Burlington Boulevard between George Hopper Road & Riverside Bridge and East Fairhaven Avenue between Skagit & Section Streets. In addition, pavement repair patching will occur at 25 different locations throughout the City. The Washington State Transportation Improvement Board is funding \$50,000 for pavement repair patching.

RECOMMENDATION

I motion to award bid and authorize Mayor to sign agreement with Lakeside Industries for the 2017 Overlay Project.



Bid Opening Form

2017 Overlay

May 25, 2017 at 11:00 AM

Contractor		Signed Proposal	Bid Bond or Bid Deposit	Bid
1	Lakeside Industries	X	X	510,315.25
2	Granite Construction	X	X	588,505.75
3				
4				
5				

CONTRACT

THIS AGREEMENT AND CONTRACT (two copies of which) made and entered into at Burlington, Washington, this _____ day of June, 2017, between the CITY OF BURLINGTON, hereinafter called the "Contracting Agency", and _____, hereinafter called the "CONTRACTOR".

WITNESSETH: That in consideration of the terms and conditions contained herein and attached and made a part of this agreement, the parties hereto covenant and agree as follows:

I. The CONTRACTOR shall do all Work and furnish all tools, materials and equipment for the 2017 Overlay Road Project in accordance with the Proposal filed by the CONTRACTOR on the _____ day of _____, 2017, and as described in the attached Plans and Specifications and the 2016 Standard Specifications for Road, Bridge, and Municipal Construction, prepared by the Washington State Department of Transportation and amendments thereto, which are by this reference, incorporated herein and made a part hereof, and shall perform any alterations in, or additions to, the Work provided under this Contract and every part thereof.

Contract shall be executed within ten (10) days after the notification of Award and the Contract time shall commence within ten (10) days after the Contracting Agency issues the Notice to Proceed.

Work shall be completed by **August 31, 2017**.

If said Work is not completed within the time specified, the CONTRACTOR agrees to pay to City of Burlington, liquidated damages as specified in Section 1-08.9 of the Washington State Department of Transportation 2016 Standard Specifications for Road, Bridge and Municipal Construction for each working day said Work remains uncompleted after expiration of the specified Contract time.

The CONTRACTOR shall provide and bear the expense of all equipment, Work, and labor of any sort whatsoever that may be required for transfer of materials and for constructing and completing the Work provided for in this Contract and every part thereof.

II. City of Burlington, hereby promises and agrees with the CONTRACTOR to employ and does employ, the CONTRACTOR to provide the materials and to do and cause to be done the above-described Work and to complete and finish the same according to the attached Plans and Specifications and the terms and conditions herein contained and hereby contracts to pay for the same according to the attached Specifications and the aforesaid Proposal hereto attached, at the time and in the manner and upon the conditions provided for

Part II – Contract Forms

in this Contract.

III. The CONTRACTOR for itself, and for their heirs, executors, administrators, successors and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the CONTRACTOR.

IV. It is further provided that no liability shall attach to City of Burlington, by reason of entering into this Contract, except as expressly provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed the day and year first hereinabove written.

City of Burlington

By: _____

CONTRACTOR:

(Signature of Contractor) Title

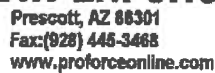
Corporate Seal of Contractor

Countersigned

this _____ day of _____, 2017.

ATTEST:

I motion to approve the purchase of 8 tasers and 8 holsters from ProForce in the amount of \$8,926.25



P R I C E	QUOTE#	PAGE
	360098	1
	SHIP DATE	A.S.A.P.

SOLD
TO

BURLINGTON POLICE DEPARTMENT
311 CEDAR ST STE B

BURLINGTON WA 98233

360-755-2392

SHIP
TO

BURLINGTON POLICE DEPARTMENT
DETECTIVE ADRIAN KUSCHNEREIT
311 CEDAR ST SUITE B
BURLINGTON WA 98233

JOB #	DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
NA	05/19/17	009265	A	CURTIS WHEELER	FX G-FOB	ORIGIN
QTY. QUOTED	ITEM NO./DESC.			UNIT PRICE	UOM DISC.	NET PRICE
8	11002 TSR X26P BLK CLASS III LASER			975.6200	EA .00	7,804.96
2	11501 TSR HLST X26P BLACKHAWK RH			52.7500	EA .00	105.50
6	11504 TSR HLST X26P BLACKHAWK LH			52.7500	EA .00	316.50
<p>This quote is valid for 45 days from the date of issue, pending credit approval, and is subject to inventory, manufacturer's availability and price change. Please call to receive price update upon expiration.</p> <p>ORDERING INSTRUCTIONS: Please reply to your sales representative in writing to process this order or send an email to sales@proforceonline.com. For orders over \$5,000, a PO or signed quote is required to process the order.</p> <p>Returned items are subject to 20% restocking fee. All sales are final on non-stocked/special order items</p> <p>PLEASE READ ATTACHED:</p> <p>Please be aware that handling charges are not actual freight and are therefore subject to sales tax in California and Washington.</p>						
COMMENT						
TERMS						

PROFORCE LAW ENFORCEMENT

3000 North Highway 80
Tel: (928) 776-7192
sales@proforceonline.com
FFL # 9-86-025-01-4G-00508

Prescott, AZ 86301
Fax: (928) 445-3466
www.proforceonline.com

PRICE

QUOTE

QUOTE# PAGE

360098 2

SHIP DATE

A.S.A.P.

SOLD
TO

BURLINGTON POLICE DEPARTMENT
311 CEDAR ST STE B

BURLINGTON WA 98233

SHIP
TO

BURLINGTON POLICE DEPARTMENT
DETECTIVE ADRIAN KUSCHNEREIT
311 CEDAR ST SUITE B
BURLINGTON WA 98233

360-755-2392

JOB #	DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
NA	05/19/17	009265	A	CURTIS WHEELER	FX G-FOB ORIGIN	
QTY. QUOTED	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE		
	<p>ProForce Law Enforcement agrees to defend, indemnify and hold harmless its customer from claims for personal injury or property damages, to the extent arising from the negligent acts or omissions of ProForce Law Enforcement or its employees, agents or independent contractors.</p> <p>IMPORTANT: To order from this quotation, please sign below, attach Purchase Order, and email to sales@proforceonline.com</p> <p>Printed Name: _____</p> <p>Date: _____ P.O.: _____</p> <p>Signature: _____</p>					
<p>COMMENT FOR: ADRIAN KUSCHNEREIT PEER WSC# 02315 BY: MATT ANDERSON TERMS DUE NET 30 DAYS</p>					<p>SALES AMOUNT 8,226.96</p> <p>8.500% SALES TAX 699.29</p> <p>SUB TOTAL 8,926.25</p>	

Axon Enterprise, Inc.*Protect Life.*

17800 N 85th St.
Scottsdale, Arizona 85255
United States
Phone: (800) 978-2737
Fax: (480) 360-7713

Adrian Kuschnerreit
(360) 632-4338
adriank@burlingtonwa.gov

**Quotation****Quote:** Q-67323-3**Date:** 5/23/2017 11:36 AM**Quote Expiration:** 6/30/2016**Contract Start Date*:** 4/27/2016**Contract Term:** 1 year**AX Account Number:**

114199

Bill To:
Burlington Police Dept. - WA
311 Cedar Street
Suite B
BURLINGTON, WA 98233
US

Ship To:
Adrian Kuschnerreit
Burlington Police Dept. - WA
311 Cedar Street
Suite B
BURLINGTON, WA 98233
US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Joseph Marioni	(480) 515-6328	jmarioni@taser.com	Fedex - Ground	Net 30

*Note this will vary based on the shipment date of the product.

Hardware

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	11002	HANDLE, BLACK, CLASS III, X26P	USD 975.62	USD 7,804.96	USD 0.00	USD 7,804.96
2	11501	HOLSTER, BLACKHAWK, RIGHT, X26P	USD 57.72	USD 115.44	USD 0.00	USD 115.44
6	11504	HOLSTER, BLACKHAWK, LEFT, X26P	USD 57.72	USD 346.32	USD 0.00	USD 346.32
Hardware Total Before Discounts:						USD 8,266.72
Hardware Net Amount Due:						USD 8,266.72
Subtotal						USD 8,266.72
Estimated Tax						USD 702.67
Grand Total						USD 8,969.39

**Axon Enterprise, Inc.'s Sales Terms and Conditions
for Direct Sales to End User Purchasers**

By signing this Quote, you are entering into a contract and you certify that you have read and agree to the provisions set forth in this Quote and Axon's Master Services and Purchasing Agreement posted at www.axon.com/legal. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

Signature: _____	Date: _____
Name (Print): _____	Title: _____
PO# (if needed): _____	

Quote: Q-67323-3

Please sign and email to Joseph Marioni at jmarioni@taser.com or fax to (480) 360-7713

THANK YOU FOR YOUR BUSINESS!

'Protect Life'® and TASER® are registered trademarks of Axon Enterprise, Inc, registered in the U.S.
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Shopping Cart

	Product Name		Unit Price	Qty	Subtotal
	Taser X26P (https://www.defensetech.co/taser-x26p.html)	Edit (https://www.defensetech.co/checkout/cart/configure?id/443/)	\$1,199.99	8	\$9,599.92
	Black Hawk Right hand Hoister for the X26P (https://www.defensetech.co/black-hawk-right-hand-holster-for-the-x26p.html)	Edit (https://www.defensetech.co/checkout/cart/configure?id/444/)	\$79.99	2	\$159.98
	Black Hawk Left hand Hoister for the X26P (https://www.defensetech.co/black-hawk-left-hand-holster-for-the-x26p.html)	Edit (https://www.defensetech.co/checkout/cart/configure?id/445/)	\$79.99	6	\$479.94

[Continue Shopping](#)[Update Shopping Cart](#)[Clear Shopping C](#)

• [defensetech.co](https://www.defensetech.co)
2120 Corporate Square Blvd. Ste. #1,
Jacksonville, FL 32216

• **Telephone:**
+1 (800) 859-5566

SUBTOTAL	\$10,239.84
----------	-------------

SHIPPING & HANDLING (UNITED PARCEL SERVICE - GROUND)	\$0.00
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GRAND TOTAL	\$10,239.84
-------------	-------------

[Proceed to Checkout](#)

[Checkout with Multiple Addresses](#)
(<https://www.defensetech.co/index.php/checkout/multishipping/>)



ITEM #: 5

CHECK ONE:

NEW BUS. X

OLD BUS.

AGENDA ITEM

Council Date: June 8, 2017
Jennifer Berner, Parks & Recreation
Director

Subject: Road Closure & Alcohol in Skagit River Park – DaVita
Bicycle Tour

Attachments: DaVita Bicycle Tour Application
DaVita Bicycle Tour Street Closure Request Application
& Temporary Beer, Wine, Spirits Request Application
DaVita Layout of event and description of event
information

Public Hearing Required: YES () NO (X)

SUMMARY

1. ***DaVita Bicycle Tour Special Event Permit to close a road and allow Alcohol in Skagit River Park***
Request: The DaVita Bicycle Tour is a charity bicycle event that raises awareness of kidney disease and raise funds for Bridge of Life. The 5-day bicycle event moves from state to state each year as a way to increase awareness around kidney disease. The event has taken place in Tennessee, Michigan, Wisconsin, Connecticut, Iowa, South Carolina, Oregon, Washington and North Carolina.

The participants are all employees of DaVita Inc. who are riding their bicycles 60 – 100 miles a day to raise money through pledges they solicit pre-event. During the week of October 7-11, 2017 nearly 500 bicycle riders and 100 support staff are expected to participate. The plan is to set up roughly 350 sleeping tents, several large event tents, portable toilets, shower trucks, a caterer and a waste management team.

The event plan for 2017 is to start in Monroe and end in Burlington, at Skagit River Park. The one road closure that is requested for the ride, Monday-Wednesday, Oct. 9-11, 2017 is S. Skagit Street from E. Gilkey Rd., south to the Y-intersection just south of the concessions building. The road would be re-opened on Oct. 11, 2017 at 5pm.

The event organizers are also asking permission to have alcohol at the event. On Monday, October 9, 2017 beer and wine will be served to the riders as they come in from their ride and that evening at dinner. Then again on Tuesday, October 10, beer and wine served as riders come in from their ride and then at the evening event they would like to serve beer, wine and spirits. The alcohol will be managed within the setup of the event and signs will be posted stating “private event in process” to define the space alcohol will be served.

Sunday, Oct. 8 – Begin set up

Monday, Oct. 9 – Riders arrive from Monroe to Burlington – arriving throughout the afternoon, music playing throughout the day, evening program, and riders overnight at the park.

Tuesday, Oct. 10 – Riders are doing a loop ride starting and ending at Skagit River Park, music playing at the finish line throughout the day, evening program, and riders overnight at the park.

Wednesday, Oct. 11 – Riders will depart by bus between 5am and 9am. Staff remains on site to pack and clean-up the site. All staff gone at end of day, only event tents remain.

Thursday, Oct. 12 – Event tent company to finish breakdown by 5pm.

RECOMMENDATION

Motion to approve the DaVita Bicycle Tour road closure and approve use of alcohol in Skagit River Park during the event as outlined and authorize the Mayor's signature on appropriate documents.



Special Event Permit Application

Burlington Parks & Recreation
900 E. Fairhaven Avenue
Burlington, WA 98233
Phone: (360) 755-9469
Fax: (360) 755-1017
bparks@burlingtonwa.gov

Application Date: April 3, 2017

Event Start Date: October 9, 2017

Application & supporting documentation must be submitted to the City at least 60 days prior to the event start date.

Permit Number: _____

Permit Number assigned upon submittal.

- ☐ Permit has been approved as outlined.
☐ Permit has been approved with changes; see page 4.
☐ Permit has been disapproved.

APPLICANT / EVENT ORGANIZER INFORMATION

Name of Applicant/Organization: Jason Stawiski / Tour DaVita Charity Bicycle Event

Mailing Address: 3005 S 1030 W

(City, State, Zip) Salt Lake City, UT, 84119

Name of Primary Contact Person/Event Coordinator: Jason Stawiski

Day Phone: 858-945-5057 Other: _____ Email: jason_stawiski@backroads.com

Name of Best Onsite Contact Person on Event Day: Jason Stawiski

Cell Phone: 858-945-5057 Email: jason_stawiski@backroads.com

EVENT OVERVIEW

Name of your event: Tour DaVita Charity Bicycle Ride

Describe your event: Please see attached word document.

Anticipated # of event guests/participants: 600 # of staff/volunteers on event day: 150

Proposed event location: Skagit River Park

Reserving a City facility? ☒ N/A ☐ A room in the Community Center ☐ A Covered Picnic Shelter ☐
A Facility Rental Agreement and Reservation Fee apply.

Your event OPENS to guests/participants on what date? Monday, October 9 Time: 10am

Your event CLOSES to guests/participants on what date? Wednesday, October 11 Time: 10am

Your event SETUP will begin on what date? Tuesday, October 3 Time: 8am

Your event CLEANUP will be finished on what date? Thursday, October 12 Time: 5pm

Will event guests/participants pay an entry fee or donation? No ☒ Yes ☐ If yes, amount: \$ _____

Is this an annual event? No ☐ Yes ☒ If yes, what year did your event begin? 2007

Have there been *substantial* changes to the event from the previous year? N/A ☐ No ☒ Yes ☐
If yes, please describe:

The event changes states each year, so we have a new location for each year's event.

EVENT FEATURES (continued)

☐ **PARADE / MARCH.**

Proposed Start Location: _____

Proposed End Location: _____

Proposed Staging Area(s): _____

Start Time: _____

Estimated End Time: _____

Submit a detailed diagram indicating the parade's route and staging area(s) with your Application.

☒ **PORTABLE RESTROOMS.**

Number of Units Requested:

Standard Units _____

ADA Units _____

Handwash Units _____

Extra Cleanings _____

Please refer to item #17 in your Special Event Guidelines for current rates and information.

☐ **ROAD or TRAIL RUN/WALK.**

Proposed Run Headquarters location: _____

Proposed Start location for runners: _____

Proposed Finish Line for runners: _____

Start Time(s): _____

All runners will be off road by what time? _____

Submit a diagram with your Application detailing the entire route including start, finish & staging area.

☒ **STREET CLOSURE.**

A Street Closure Request Form must be submitted. Refer to item #21 in your Special Event Guidelines.

☒ **WASTE / RECYCLE ROLLAWAY.** Refer to items #16 and #19 in your Special Event Guidelines for options.

☒ **OTHER NOTABLE ITEMS OR REQUESTS:** Describe: We will provide our own waste management/recycling team, and we will bring in our own toilets. We will also look into street closure for entrance to the park.

INSURANCE DOCUMENTATION

The City of Burlington does not maintain insurance that will respond to claims against you, the Event Organizer. You are required to provide to the City at least 14 days prior to your event start date a Certificate of Liability Insurance accompanied by an Endorsement that meets the City's minimum requirements.

Please refer to item #7 in your Special Event Guidelines for detailed information regarding requirements.

APPLICATION CHECKLIST

Minimum Application Requirements:

1. **EVENT LAYOUT DIAGRAM** depicting explicit event detail. Refer to item #5 in your Special Event Guidelines for requirements.
2. **APPLICATION FEE**, if applicable. Refer to item #2 in your Special Event Guidelines for more information.
3. **SIGNED EVENT PERMIT APPLICATION.** Please sign where highlighted on page 4.

Possible Application Requirements:

- ☐ **COPY OF NOTIFICATION LETTER.** Please refer to item #12 in your Special Event Guidelines.
- ☐ **STREET CLOSURE REQUEST FORM.** Please refer to item #21 in your Special Event Guidelines.
- ☐ **BEER / WINE GARDEN PERMIT REQUEST.** Please refer to item #8 in your Special Event Guidelines.

Required 14 days prior to event start date:

- ☐ **INSURANCE DOCUMENTATION** meeting the City's minimum requirements. Refer to item #7 in your Special Event Guidelines.
- ☐ **LIST of FOOD or MERCHANDISE VENDORS** invited to participate in your event. Additional permit and fee applies for each vendor. Please refer to item #14 in your Special Event Guidelines.

EVENT FEATURES

Please mark all that apply:

☒ **ALCOHOL/BEER/WINE.** Restrictions and an additional permit apply for alcohol service. Please refer to item #8 in your Special Event Guidelines for more information.

☒ **AMPLIFIED SOUND.** Describe: Band ☒ D.J. ☒ PA System ☒ Other: _____
Please refer to item #9 in your Special Event Guidelines for information regarding restrictions.

☐ **ANIMALS.** Please describe the animals' primary purpose(s) at your event:

☐ Petting Zoo or Similar ☐ Wagon Ride or Similar ☐ Amusement Ride or Similar

Please describe the type of animals that will participate in your event:

☐ **BOUNCE HOUSE/INFLATABLE, CLIMBING WALL, DUNK TANK, OR OTHER AMUSEMENT STYLE RIDES.**

Describe: _____

Additional permit and insurance requirements apply when amusement style structures are a feature of your event. Please refer to Item #10 in your Special Event Guidelines for more information.

☒ **EQUIPMENT/STRUCTURES.** Briefly describe the structures or equipment that will be erected for your event (i.e. stage, bleachers, canopies/tents, generators...):

_____ Please see attached word document describing equipment set up.

☐ **USE OF CITY OWNED EQUIPMENT/SUPPLIES REQUESTED.** Requested items: _____

☐ **FIREWORKS/PYROTECHNICS.** Date: _____ Start Time: _____ End Time: _____

Name of Pyrotechnic provider: _____

Special permit is required. Please refer to item #13 in your Special Event Guidelines.

☒ **FIRST AID STATION.** Please identify location of first aid station on your event layout diagram.

☒ **FOOD SERVICE.**

☐ Provided at no charge. Name of provider: _____

☒ Catered. Name of Caterer: Four Five One Events (not selling, provided at not charge)

☐ Mobile Food Vendor. List names of all mobile food vendors invited to participate in your event:

Additional permit and fee apply for food sales. Refer to item #14 in your Special Event Guidelines.

☐ **GAMBLING.** ☐ Raffle ☐ Bingo ☐ Cards/Dice Other: _____

Please refer to item #15 in your Special Event Guidelines for more information.

☐ **MERCHANDISE SALES.** (Non-Food Items). List all merchandise vendors invited to participate in our event:

Additional permit and fee apply for merchandise sales, including sales conducted by the Event Organizer. Please refer to item #14 in your Special Event Guidelines for information.

☐ **MUSIC / SINGING, UNAMPLIFIED.** Describe: _____

☒ **OPEN FLAME.** Describe: We would like to set up small self-contained metal fire pits with lids that sit 3 feet off the ground.

☒ **OVERNIGHT CAMPING.** Location requested: Skagit River Park

Overnighters will begin to arrive on what date? Monday, Oct 9 Departure date: Wednesday, Oct 11

AGREEMENT and INDEMNIFICATION

The undersigned hereby makes Application to the City of Burlington for use of the City facilities described within and certifies that the information given in the application is correct and complete. The undersigned further states that he/she has the authority to make this Application on behalf of the Event Organizer and agrees to observe the rules/regulations and policies/procedures set forth in the Guidelines for Special Event Organizers and by the City of Burlington.

The Applicant/Authorized Officer agrees that he/she will not exclude anyone from participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, handicap or other protected class status during the use of City's facilities and for the duration of the Special Event.

The Applicant agrees to reimburse the City for any costs incurred by the City in repairing damage to City property resulting from the Special Event. Moreover, the Applicant shall defend, indemnify and hold harmless the City of Burlington, its Elected Officials, Appointed Officers, Employees, Volunteers and Agents from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of City premises or from any activity, work or thing done, permitted or suffered by the Applicant in or about the premises or roadways, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Burlington.

Applicant / Authorized Agent: Jason Stawiski

Today's Date: April 3, 2017

Mail or deliver your completed application & supporting documentation to:

Burlington Parks and Recreation
900 E. Fairhaven Avenue
Burlington, WA 98233
or Email: bparks@burlingtonwa.gov

For City Use

Date Application Received: _____ **By:** _____ **Date Routed:** _____

\$35 Application Fee **Date Paid:** _____ **Receipt#** _____ **FOP:** _____

Application Fee Waived **Justification:** _____

- ☐ Permit Application IS NOT recommended for approval.
- ☐ Permit Application IS recommended for approval as submitted.
- ☐ Permit Application IS recommended for approval with recommended changes: _____

 _____ **Parks and Recreation Director or Designee** _____ **Date**

- ☐ Permit Application IS NOT approved.
- ☐ Permit Application IS recommended for approval as submitted.
- ☐ Permit Application IS recommended for approval with recommended changes.

 _____ **City of Burlington Mayor or Designee** _____ **Date**

- ☐ Valid Insurance Documentation due no later than (date): _____.
- ☐ Insurance Documentation meeting minimum requirements received on (date): _____.



City of Burlington Street Closure Request Form

If you plan to host a special event in Burlington that includes a City park and will require a street closure, please submit this Street Closure Request Form and a detailed diagram of the closure request with your Special Event Permit Application to the Parks and Recreation Department at least 60 days prior to your event start date. The department can be contacted at: 900 E. Fairhaven Avenue, Burlington WA 98233
(Use East Entrance off Regent for Business Office)
P: (360) 755-9649 or F: (360) 755-1017
BParks@burlingtonwa.gov

Approval of street closure request is determined by the Burlington City Council. The closure request will be placed on the first available meeting agenda after its submittal and review. Applicant will be notified of meeting date and will be responsible for presentation of request at Council meeting. (Burlington City Council typically meets the 2nd and 4th Thursdays of each month. Meetings begin at 7:00PM.)

If your special event plans do not include use of a City park, contact the Burlington Planning Department for your street closure request: 833 S. Spruce Street, Burlington, WA 98233
(1st Floor, City Hall)
P: (360) 755-9717
BPlanning@burlingtonwa.gov

Application Date: April 3, 2017

APPLICANT/ EVENT ORGANIZER INFORMATION

Name of Applicant/Organization: Jason Stawiski / Tour DaVita Charity Bicycle Event

Mailing Address: 3005 S 1030 W

(City, State, Zip): Salt Lake City, UT, 84119

Name of Primary Event Coordinator: Jason Stawiski

Phone1: 858-945-5057

Phone2: _____

Email: jason_stawiski@backroads.com

Cell ☒ Landline ☐

Cell ☐ Landline ☐

Name of Street Closure Coordinator on Event Day: Jason Stawiski

Phone1: 858-945-5057

Phone2: _____

Email: jason_stawiski@gmail.com

Cell ☒ Landline ☐

Cell ☐ Landline ☐

EVENT INFORMATION/OVERVIEW OF CLOSURE REQUEST

Name of your Event: Tour DaVita Charity Bicycle Event

Start date of your Event: Monday, October 9

Reason for closure request? Parade ☐ Run/Walk ☐ Street Fair/Festival ☒ Other: Bicycle Event

Estimated number of participants/floats: 600 and/or Estimated number of spectators/guests: _____

Street Barricades: Will be provided by Event Organizer ☒ City-owned barricades are requested ☐

STREET CLOSURE DETAIL. Attach to your application a detailed diagram outlining the information below.

[illegible]

REQUEST TO CLOSE CITY-OWNED PUBLIC PARKING AREA

Name or Location of Parking Area	Closure Date	Close by what time	Reopen at what time
Skagit River Park Parking Lot on S. Skagit St, with intersection of E. Gilkey Rd.	10/9-10/11	10/9 at 8am	10/11 at 5pm

PLEASE NOTE:

PLEASE NOTE:

- To name additional Street/Parking Area closure requests, you may attach an 8.5x11 sheet of paper to this request form listing the additional information in the above format.
- If closure request is approved, it is your responsibility as the Event Organizer to directly notify ALL neighboring residents, businesses and agencies that will be affected by the closure at least 7 days prior to the closure:
 - Neighboring residents and businesses
 - 9-1-1 Emergency Services 360-428-3200
 - S.K.A.T 360-757-4433
 - Burlington-Edison School District 360-757-3311
 - Burlington Northern Santa Fe Railroad North Operations (817) 352-2992
BNSF Headquarters: (800) 795-2673

With my signature below, I certify that I am an authorized representative of the Applicant and that the information provided in my application is complete and accurate to the best of my knowledge. I understand that I must submit a revised application if my event plans change from those outlined within.

➤ APPLICANT SIGNATURE:

PRINTED NAME: Jason Stawiski

DATE: April 3, 2017



Special Event

TEMPORARY BEER / WINE / SPIRITS GARDEN PERMIT APPLICATION

If you plan to host a special event in Burlington that includes a City park and you would like to include a beer/wine/spirits garden at your event, please submit this permit application to the Parks and Recreation Department at least (60) days prior to your desired event date. Contact the department at 900 E. Fairhaven Avenue, Burlington WA 98233, (360) 755-9649 or BParks@burlingtonwa.gov.

Approval of your permit request is determined by Burlington City Council. The request will be placed on the first available meeting agenda after its submittal and review. Applicant will be notified of the scheduled meeting date and will be responsible for presentation of request at Council meeting. (Burlington City Council typically meets the 2nd and 4th Thursdays of each month. Meetings begin at 7:00 pm.)

If your special event plans do not include use of a City park, please contact the Burlington Planning Department for more information: 833 S. Spruce Street, Burlington WA 98233, (360) 755-9717 or BPlanning@burlingtonwa.gov.

Today's Date: _____ Non-Profit Federal Employer ID#: _____
Name of Event Sponsor/Organization: _____
Mailing Address (including City & Zip): _____
Name of Contact Person: _____ Day Phone#: _____
Email Address: _____

1. Desired location of Beer/Wine/Spirits Garden. (Please also attach event layout indicating specific location of Garden.)
SKAGIT RIVER PARK – EAST PLAYFIELD AREA

2. Event Name:	Event Date(s):	Times of day Garden will be open to participants:	
TOUR DaVITA CHARITY			
BICYCLE EVENT	MON 10/09/17	From: _____	To: _____
	TUE 10/10/17	From: _____	To: _____
	WED 10/11/17	From: _____	To: _____

3. The presence of a Security Guard and/or off-duty Burlington Police Officer (or Officers) during the "active" hours of the Garden may be required. Scheduling of the guard or officer would be handled by the Parks and Recreation Department. The expense would be paid by the Event Sponsor. The guard would be scheduled to arrive ½-hour prior to the garden's opening and to depart ½-hour after its closing. These stipulations would be determined upon permit application review.

4. The Garden will be operated by ☐ Event Sponsor or by ☐ Caterer. Name of Caterer: _____
*If catered, caterer's business address: _____
Caterer's Phone Number: _____

A City of Burlington Vendor Permit is required if sales are being conducted. A valid liquor license/permit issued by the Washington State Liquor Control Board is also required from the Garden's operator. Please refer to your Special Event Guidelines for more detail regarding the requirements.

*If catered, the caterer will also be required to provide to the City a Certificate of Liability Insurance with endorsement which names the City of Burlington at 833 S. Spruce Street, Burlington WA 98233 as an "Additional Insured". The liability insurance must provide a minimum threshold of \$1,000,000 per occurrence with \$2,000,000 General Aggregate coverage.

As a condition of approval, the applicant will be required to obtain the appropriate permit/liquor license from the Washington State Liquor Control Board and a copy of the permit/liquor license must be provided to the Parks and Recreation at least fourteen (14) days before event. Additional information regarding WSLCB requirements can be found on their website, <http://www.liq.wa.gov/licensing/special-licenses-and-permits>, or by phoning WSLCB at (360) 664-1600. All requirements imposed by the City of Burlington as a condition of permit approval should be considered supplemental to the requirements of the Washington State Liquor Control Board and the Skagit County Health Department.

Signature of Applicant: _____ Date: _____

For City Use:

Parks & Recreation Director Recommendation: Approve ☐ Disapprove ☐

Remarks: _____

Signature of P&R Director: _____ Date: _____

Temporary Beer/Wine/Spirits Garden Permit Is Approved ☐ Is NOT Approved ☐

Signature of Mayor or Designee: _____ Date: _____

Approved at Burlington City Council meeting on this _____ day of _____, 20____.

Tour DaVita Charity Bicycle Ride
October 9-11, 2017
Skagit River Park – East Playfields
Primary Contact Person:
Jason Stawiski (858) 945-5057

WEST PLAYFIELDS
REMAIN OPEN TO
THE PUBLIC.



w/ signage for "Private Event"

SKAGIT RIVER PARK EAST PLAYFIELDS

Main Entrance for Riders
& Finish Line for Riders

Add'l
Event
Tent
Area if
needed

"Tent City" 350
Tents Rider Lodging

EVENT CENTER
"Village Square"

First Aid & EMT

Street Closure Barricade
w/ signage for "Private Event"

S. Skagit Street / Street Closure

Bike Parking

Skagit
Park

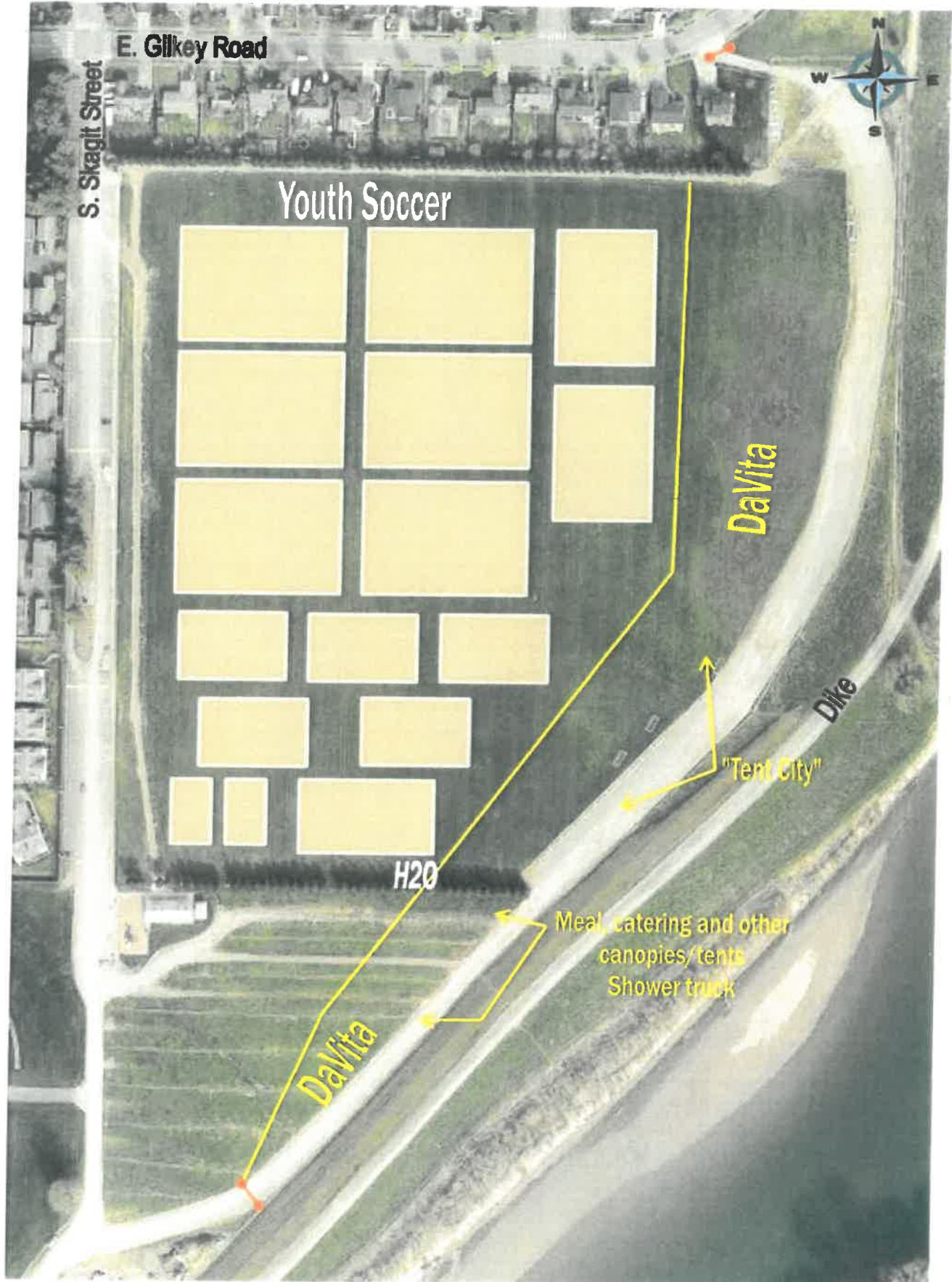
S. Anacortes Street

Hawthorn Rd

Pease Rd

Steel
Cycling

Skagit River Park - EAST Playfields



Description of event:

Our event is Tour DaVita (www.tourdavita.org), a charity bicycle event that raises awareness of kidney disease and funds for Bridge of Life (www.bridgeoflifeinternational.org).

Tour DaVita is a 5-day bicycle event that moves from state to state each year as a way to increase awareness around kidney disease. We have done the event in Tennessee, Michigan, Wisconsin, Washington, Connecticut, Iowa, South Carolina, Oregon and North Carolina. In 2017, we are bringing the event back to Washington. The participants are all employees of DaVita Inc. (www.davita.com) who are riding their bicycles 60-100 miles a day to educate and raise money through pledges they solicit pre-event.

During the week of October 7-11, 2017, we are expecting nearly 600 bicycle riders and over 100 support staff to participate. We plan to set up roughly 350 sleeping tents, and several large event tents. We also plan to bring in portable toilets, shower trucks, a caterer, and a waste management team.

We will be starting our event in Monroe, and we would like to end in Burlington, at Skagit River Park. Here is a timeline of our use:

-Tuesday, October 3:

Event Tent company begins setting up large tents. This date is still TBD, depending on the company. They will set up throughout the week.

-Sunday, October 8:

Staff to come do some set up throughout the day.

-Monday, October 9:

Riders will be riding from Monroe to Burlington on this day.

Staff will begin arriving around at 9am.

Riders arrive throughout the afternoon. Music playing at the finish line throughout the day.

Evening program in meal tent in park.

Riders and staff overnight at the park.

-Tuesday, October 10:

Riders depart at 8am and will do a loop ride, starting and ending at Skagit River Park.

Riders arrive throughout the afternoon. Music playing at the finish line throughout the day.

Evening program in meal tent in park.

DaVita employee band to play in meal tent after the evening program.

Riders and staff overnight at the park.

-Wednesday, October 11:

Riders depart by bus between 5am-9am.

Staff remains on site until about 5pm to finish packing up/cleaning up.

All staff gone at end of day, only large event tents remain.

-Thursday, October 12:

Event Tent company to finish break down by 5pm.

In order to ensure the safety of our riders, we are requesting the closure of S. Skagit street from the intersection of E. Gilkey Rd, along with the private use of the parking lot on S. Skagit street. We will have volunteers at the entrance of S. Skagit street to inform all vehicles of alternative entrances. We would also like the private use of the dirt road on the east side of the soccer fields for all of our vehicular traffic.

We would also like to serve (not sell) beer and wine to all the riders on Monday, October 9 and to serve beer, wine, and spirits on Tuesday, October 10. We like to do this as an appreciation to all the riders for how much work they have put into raising funds for the charity and for making it out to the event. All participants and staff are 21+ years of age, and we are happy to work with a local vendor if needed. We will abide by all regulations and obtain all necessary permits. We are also happy to pay for local security if the city would prefer. We have served alcohol at this event for the last 10 years and have never had an issue. This is by no means a party event, this is a charity ride and a company event. I am happy to discuss this with the city if needed.

Equipment/Structures set up for Tour DaVita Charity Bicycle Event:

Event Tents:

- 100x180' Meal Tent: breakfast and dinner will be served in this tent, and this is where the evening program will take place each night. This is also where the band will play on Tuesday night.
- 30x60' kitchen tent: for preparing food.
- 20x40' catering tent: for serving food to staff.
- 30x90' bike tent: for all bike related gear, mechanics, etc. Set up near the bikes.
- 40x60' Village Square tent: social media, lost and found, cell phone charging, and first aid/EMT can all be found in Village Square.
- 40x60' Massage tent: post ride massages for riders.
- 20x40' Staff tent: this is for the Backroads staff to have their meetings.
- 20x20' finish line tent: for end of ride.
- 10x10' finish line misc tents: for end of ride. There will be a handful of these tents.

Generators:

We will rent some small generators to power everything.

Lighting Trees:

We will bring in a couple lighting trees to help light up certain areas.

Shower Trucks:

We will bring in (2) 56' shower trucks to provide showers for the riders. If we do not have a good water source on location we can find a way to truck in water. If there is greywater removal on site we would consider using it, if not, we will have a pump truck come to pump all the grey water and dispose of properly.

2017 TOUR DATES OCTOBER 9-11 (MON-WEDS)