

**CITY COUNCIL AGENDA**  
**City Hall, 833 South Spruce Street**  
**7:00 p.m. April 26, 2018**

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**CALL TO ORDER:**

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

**MINUTES:** [City Council Meeting April 12, 2018](#)

**AUDIT OF BILLS:**

**PUBLIC COMMENTS:**

**COUNCIL COMMENTS:**

**MAYOR'S UPDATE:**

**PROCLAMATION:** [Building Safety Month—May 2018](#)

**SPECIAL PRESENTATION:**

**COMMITTEE & BOARD REPORTS:** Library Board, 1<sup>st</sup> Quarter 2018 Update  
Public Safety Committee

**OFFICERS REPORTS:** TBD

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**UNFINISHED BUSINESS:**

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**CONSENT AGENDA:**

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**NEW BUSINESS:**

- 1) [Business Representative Appointment to the Parks & Recreation Advisory Board](#)
- 2) [Amendment to Parking Lease Agreement dated December 8, 2016 between the City of Burlington and Chinn Mei Fong](#)
- 3) [Fire Marshal Vehicle Purchase](#)
- 4) [Parks, Recreation, and Open Space Plan](#)

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**FUTURE WORKSHOP:**

**BUDGET AND FINANCE:**

Thursday **May 17, 2018** 6:00 p.m.  
City Hall, 833 S Spruce St

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**EXECUTIVE SESSION:**

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

**ADJOURNMENT:**

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**MEETINGS:**

- 1) **DOWNTOWN BURLINGTON ASSOCIATION:** Wednesday **April 25, 2018** 9:00 a.m.  
Chamber of Commerce, 520 E Fairhaven Ave
- 2) **AUDIT & FINANCE COMMITTEE:** Thursday **April 26, 2018** 4:00 p.m.  
City Hall, 833 S Spruce St
- 3) **LIBRARY BOARD:** Tuesday **May 1, 2018** 6:00 p.m.  
Burlington Public Library, 820 E Washington Ave
- 3) **PARKS ADVISORY BOARD:** Monday **May 7, 2018** 5:30 p.m.  
Parks & Recreation, 900 E Fairhaven Ave
- 4) **PUBLIC SAFETY COMMITTEE:** Tuesday **May 8, 2018** 6:00 p.m.  
Public Safety Building, 311 Cedar Street

# April 2018

April 2018							May 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 1 - 7	<b>Apr 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
		5:30pm Parks Board (Parks & Rec Dept) - Judy Sheahan	6:00pm Library Board (Library)				
Apr 8 - 14	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
			4:00pm Public Safety Committee (Public Safety Building) 5:00pm 6:00pm Historical Preservation Board (	5:30pm 7:00pm Planning Commission (Council Chambers)	4:00pm Audit & Finance Committee (City Hall) 7:00pm Council Meeting		
Apr 15 - 21	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
			4:00pm Public Works Committee (Engineering Conf Room)	1:00pm SKAT Board (Burlington City Hall) 7:00pm 9:00pm Planning Commission (City Council Chambers)	6:00pm 8:00pm Budget & Finance Council Workshop (Council Chambers)		
Apr 22 - 28	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
				9:00am 10:00am Downtown Burlington Associati 5:30pm 7:00pm Planning Commission (Counci	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting		
Apr 29 - May 5	<b>29</b>	<b>30</b>	<b>May 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

# May 2018

May 2018							June 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	8	9	10	11	12	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

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



ITEM #: 1

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: April 26, 2018 Subject: [Business Representative Appointment to the Parks & Recreation Advisory Board](#)

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Attachments: Parks Board Member Application – Adrian Santangelo Public Hearing Required: YES ( ) NO ( **X** )

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### **SUMMARY**

The City recently recruited for vacant positions on the Parks & Recreation Advisory Board. Adrian Santangelo, owner of Interpreting Technology, submitted an application for the position of Business Representative. Mr. Santangelo has been recommended by Mayor Sexton to fill the vacant Business Representative position effective May 1, 2018. The term for this position is three (3) years.

### **RECOMMENDATION**

Move to confirm the appointment of Adrian Santangelo, owner of Interpreting Technology, to the position of Business Representative on the Parks & Recreation Advisory Board effective May 1, 2018



ITEM #: 2

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

Council Date: April 26, 2018 Subject: [Amendment to Parking Lease Agreement dated December 8, 2016 between the City of Burlington and Chinn Mei Fong](#)

Attachments: Existing Parking Lease Public Hearing Required: YES ( ) NO (X)

### SUMMARY

Wanda and Linda Chinn have requested several amendments to the existing parking lot lease agreement between the City of Burlington and Chinn Mei Fong pertaining to the lease of approximately sixty parking spaces located at 423 East Fairhaven Street. Requested amendments are as follows:

2. Rent. The **Tenant** shall pay monthly rent in the amount of One Thousand Five Hundred Dollars (~~\$1,000~~ \$1,500), which amount shall be inclusive of taxes described in Section 11, below. Rental payments shall be payable in advance, and due on the first day of each month, to:

~~Wanda Chinn~~ Chinn Mei Fong, 216 North Spruce Street, Burlington, WA 98233

14. Termination. Either Party may terminate this Agreement by giving ninety (90) days advance notice to the other Party. Notice shall be given by certified mail, return receipt requested, and shall be deemed to be effective on the date deposited into the U.S. mail. In the alternative, notice may be effected by service on the following representative of the Parties:

For the ~~City~~ Tenant:

CITY OF BURLINGTON  
ATTN: CITY ATTORNEY  
833 SOUTH SPRUCE STREET  
BURLINGTON, WA 98233

For the ~~Tenant~~ Landlord:

~~WALLEN CHINN~~ CHINN MEI FONG

216 NORTH SPRUCE STREET

BURLINGTON, WA 98233

**RECOMMENDATION**

Consider the requested amendments to the Lease Agreement.



ITEM #: 3

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: April 26, 2018 Subject: [Fire Marshal Vehicle Purchase \(1\)](#)

Fire Marshal Kelly Blaine

Attachments: Three vehicle bids Public Hearing Required: YES ( ) NO (X)

Bid Specs

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### SUMMARY

The replacement of City of Burlington Fire Marshal vehicle is a significant expenditure and investment. With encouragement from Council and City Administration, the Fire Marshal analyzed the vehicle and equipment replacement process. The current vehicle does not provide enough space to carry all the tools to perform the job. We have opted to trade in the Dodge Charger to help offset the cost of the new purchase. An invitation of bids was published as well as hand delivered to each dealership in Burlington per City of Burlington bid process.

We received three bids for the new vehicle and we opened the sealed bids on April 18, 2018 at 11:28 hours. The bids received were \$43,663.00, \$35,820 and \$25,356 with Dodge Charger trade-in. The lowest bid received was \$25,356 with a trade-in value of \$8,000.

Other incidentals will include the striping/markings, canopy, tool rack and, radios and lighting equipment being reinstalled.

### RECOMMENDATION

Move to authorize the purchase of one 2017 Ford Full Size Half Ton Super Crew Cab Pickup 4 door, 4WD in the amount of \$25,356 (tax included).



ITEM #: 4

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: April 26, 2018 Subject: [Parks, Recreation and Open Space Plan](#)  
Jennifer Berner,  
Parks and Recreation Director

Attachments: BERK Consulting Qualifications Information Public Hearing Required: YES ( ) NO (X)  
Consultant Contract  
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### SUMMARY

The City of Burlington advertised a statement of Qualifications (SOQ) asking qualified firms to demonstrate their resources, experience and qualifications to provide the City with consultant services for updating of the City's Parks, Recreation and Open Space Plan. The purpose of this solicitation was to select a firm to work with the City of Burlington to provide Parks, Recreation and Open Space project planning services. Five (5) firms submitted Statement of Qualifications and staff selected three (3) firms to interview, BERK Consulting, Conservation Technix, and Beckwith Consulting.

#### ***Scope of Project:***

The City of Burlington owns, and manages approximately 250+ acres of parks and open space and three recreation programming facilities. The City's parks and recreation programs consist of managing the following assets:

- **Regional Parks:** Skagit River Park playfields and multiple facilities, Boat Launch
- **Neighborhood Parks:** Jason Boerner Park, Country Air Park, Jack Doyle Park
- **Community Parks:** Maiben Park, Rotary park, Visitor Information Center Park
- **Mini/Pocket Parks:** Grafton Park, Alpha Park
- **Trail & Park:** Tammi Wilson Memorial Trail/Park, Lyons Park & Hwy 20 Trail, Walnut Pond, Skagit River Park Dike Trail
- **Recreation Facilities:** Senior/Community Center, Parks & Recreation building, Maiben House
- **Cemetery:** Greenhills Memorial Cemetery
- **Open Space:** Burlington Hill, Gages Slough

The current Parks, Recreation and Open Space Comprehensive Plan and Capital Improvement Plan was adopted in 2010 by City Council, and is outdated. The Plan needs to be completely reorganized and modernized. An all-inclusive community engagement process is needed.



This project will be guided by City Staff with input from Citizens; the Parks Board, and Burlington City Council. Input will be provided by the different groups throughout the process.

The following is a preliminary scope of work that may be modified during the contract negotiations with the selected consultant. The preliminary scope of work is intended to outline and describe the range of major tasks anticipated for the project but is not intended to be complete. The project will consist of the following tasks:

1. Recommendations: Goals, Objectives and Action Plan
  - a. Review goals and objectives in current plan and based on new information and community input evaluate and recommend modifications.
  - b. Prepare draft and final Plan, including text, graphics and maps in electronic format for final adoption. Staff will assist and support.
2. Inventory
  - a. Review and gather City inventory, analyze to evaluate level of service and make recommendation on how the city can best use its facilities and properties to benefit the community.
  - b. Assess the current condition of parks and facilities for compliance with ADA.
  - c. Assess the current parks for sustainable practices.
3. Public Involvement
  - a. Conduct community involvement effort including focus groups, community-wide public meetings, survey at parks and community events, and online public survey.
  - b. Review data provided by the city regarding recreation programming provided by the city and other community providers and make recommendations for programming priorities to guide the city.
4. Demand and Need Analysis
  - a. Review of previous planning efforts, city historical information.
  - b. Prepare level of service analysis that is both feasible and aligned with the desires of citizens as expressed through the public involvement process.
  - c. Analysis of level of service needed for projected growth in Burlington.
5. Capital Improvement Program and Analysis of Park Impact Fees
  - a. Develop an action plan for project and programming implementation that can be used for Capital Improvement planning.
  - b. Analyze and recommend equitable Park Impact Fee formulas.

***Consultant Skills:***

The City looked for a consultant/consultant team with experience in preparing Park, Recreation and Open Space Plans that could work with staff, community residents, community advisory committees, and City Council.

The consultant demonstrates competence and qualifications related to the services performed including:

1. The consultant must have extensive experience working with local governments on Parks, Recreation and Open Space Plan projects;
2. Demonstrated ability to work with Committees, Commissions and City Councils to engage community participation;
3. Ability to respond to unexpected as well as regularly scheduled requests for service with minimal delay;
4. Ability to conduct public outreach processes;
5. Ability to conduct a comprehensive online survey;
6. Prepare graphic designs and maps;
7. Analyze and assess information;
8. Prepare a final Parks, Recreation and Open Space Plan.

***Budget:***

The City anticipates that this process will cost \$80,000. Funding for the project was approved by City Council in the 2018 Parks Reserve Fund.

***Selection Process:***

The interview team included Brad Johnson, Senior Planner, Jeff Ottesen, Parks and Recreation Board Member, Jim Rabenstein, Parks Supervisor and Jennifer Berner, Parks and Recreation Director. The selection process was based on a point scoring system as well as best-fit for the community. Staff has selected BERK Consulting Group to work with the City on this project.

BERK Consulting Group has teamed up with HBB Landscape Architect Firm for the project. BERK and HBB have experience supporting communities in developing and updating PROS Plans, recreation strategies and impact fees. They have experience developing PROS Plans for small communities such as Sumner as well as large communities such as Pierce County. They were able to demonstrate that they are able to develop plans that are both actionable and approachable and bounded in financial feasibility as well as being grant attractive.

***Agreement for Services:***

The selected consultant(s) will enter into the attached standard Professional Services Agreement. Insurance requirements will be included in that agreement.

**RECOMMENDATION**

Council Motion to award the PROS Plan contract to BERK Consulting Firm and approve the agreement and authorize the Mayor to sign.