

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. May 10, 2018

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 26, 2018](#)

AUDIT OF BILLS:

PUBLIC COMMENTS:

COUNCIL COMMENTS:

MAYOR'S UPDATE:

PROCLAMATION:

SPECIAL PRESENTATION: Skagit BAG BAND Wagon

COMMITTEE & BOARD REPORTS: Public Works Committee

OFFICERS REPORTS: TBD

UNFINISHED BUSINESS:

CONSENT AGENDA:

NEW BUSINESS:

- 1) [Skagit County Solid Waste Management Plan](#)
- 2) [Bucket Truck: Sewer Department](#)
- 3) [Fireworks Contract for Berry Dairy Days](#)
- 4) [Co-Sponsorship Policy](#)

FUTURE WORKSHOP:

BUDGET AND FINANCE:

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

EXECUTIVE SESSION:

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

ADJOURNMENT:

MEETINGS:

- 1) **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 St.
- 3) **AUDIT & FINANCE COMMITTEE:** Thursday **May 10, 2018** 4:00 p.m.
City Hall, 833 S Spruce St
- 3) **PUBLIC WORKS COMMITTEE:** Tuesday **May 15, 2018** 4:00 p.m.
City Hall, 833 S Spruce St
- 4) **SKAT BOARD:** Wednesday **May 16, 2018** 1:00 p.m.
Council Chambers, 833 S Spruce ST

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 | Apr 29 | 30 | May 1 | 2 | 3 | 4 | 5 |
| | | | 6:00pm Library Board (Library) | | | | |
| May 6 - 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | | 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 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | | 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 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | | | 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 | 27 | 28 | 29 | 30 | 31 | Jun 1 | 2 |
| | | | | | | | |

June 2018

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

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



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: May 10, 2018 Subject: [Skagit County Solid Waste Management Plan](#)

Attachments: Resolution XX -2018 Public Hearing Required: YES () NO (**X**)

Executive Summary from SCSWMP

SUMMARY

Skagit County has received conditional approval from the Department of Ecology of the final draft of the Skagit County Solid Waste Management Plan (SCSWMP). This plan sets the solid waste priorities for Skagit County for 2018-2023. This plan was approved by the Skagit County Solid Waste Advisory Committee and by the Skagit County Solid Waste Governance Board. For final adoption, this plan must be approved by all municipalities in Skagit County. The County has requested that each municipality approve the plan.

RECOMMENDATION

Motion to authorize Mayor to sign resolution approving the Skagit County Solid Waste Management Plan



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: May 10, 2018 Subject: [Bucket Truck Sewer Dept.](#)

Attachments: Quote Number 41643-2 Public Hearing Required: YES () NO (**X**)

SUMMARY

This agenda item will procure a telescopic/articulating aerial device (bucket truck) which will be used by multiple departments...Sewer, Streets, Buildings & Grounds and Parks. Up until this past year, the departments shared a 20 year old bucket truck which has developed a series of major mechanical problems that compromise safety and are not economically practical to correct. An extended boom truck is used by crews several times per week which makes rental of a vehicle impractical. Aerial projects have become backlogged since the old truck has been "sidelined". Bids for a replacement truck were reviewed from WA State Department of Enterprise Services (State Contract). Attached is a bid from Altec for a vehicle that meets the needs of all departments for the amount of \$110,988.96.

The Sewer Department's available cash in the ER&R fund can easily absorb the cost of this equipment.

RECOMMENDATION

Motion to authorize procurement of a bucket truck from the State Contract.



ITEM #: 3

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: May 10, 2018 Subject: [Fireworks Contract for Berry Dairy Days](#)
Christi Kinney, Recreation Coordinator

Attachments: Western Display Fireworks Proposal Public Hearing Required: YES () NO (**X**)
City of Burlington Agreement with Western Display

SUMMARY

The 2018 Festival's budget includes \$10,000 for a firework show at the Berry Dairy Days event on June 15, 2018. Staff developed a Request for Proposal for a fireworks display with four (4) bids being submitted. The Fire Marshal and Recreation Coordinator reviewed the bids and selected Western Display Fireworks to provide the show for the 2018 Berry Dairy Days event.

Western Display, whom has 65yrs of experience, submitted a proposal that provided 95 additional fireworks shells than the next highest bidder. Western Display Fireworks designed a custom 20 minute fireworks display, others mentioned "approximately" up to 20 minute show. Western Display provides over 100 shows per year including displays for Seafair, Mulkiteo Lighthouse Festival, Oak Harbor NYE & 4th of July Celebrations, Macy's Starlight Celebration, among others. Their proposal by far was the most complete and accurate.

RECOMMENDATION

Council Motion to award the fireworks agreement to Western Display Fireworks for the 2018 Berry Dairy Days event and approve the agreement and authorize the Mayor to sign.



ITEM #: 4

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: May 10, 2018 Subject: [Co-Sponsorship Policy](#)
Jennifer Berner,
Parks and Recreation Director

Attachments: Co-Sponsorship Guidelines Public Hearing Required: YES () NO (X)
Co-Sponsorship Application

SUMMARY

The purpose for creating a co-sponsorship grant process is to provide an avenue for the City to support groups that promote new or existing activities that enhance the general well-being of the community and are free of charge and open to the general public. The co-sponsorship grant will allow for a “no fee” use of specified city facilities to groups that are able to demonstrate they meet the co-sponsorship guidelines requirements. Applicants must satisfy the following criteria:

- The activity must enhance the general well-being of the community, be free of charge and open to the general public.
- The activity must take place in a City facility or park.
- The activity must be completed by December 31 of the year for which the co-sponsorship grant is awarded.
- Applicants submitting an application for more than one activity must complete a separate application for each activity.

The benefits to being a co-sponsored event:

- Facility rental fees are waived.
- Special Event Permit application fees may be waived.
- All or part of City staff fees may be waived, subject to review.
- Complimentary use of City equipment, subject to availability. (i.e. cones barricades, sound system, canopies)
- City able to assist with advertising as available and appropriate to include use of the City sign board, listing in Parks and Recreation advertising brochure, and/or link on City website.

The City's Co-sponsorship Review Committee will evaluate the grant applications and determine which applications meet the criteria and can be accommodated. The City has final determination on the date, time and location of the co-sponsored activity. Use limits are proposed for the specified locations, Burlington Community Center, Maiben House and City Parks. Skagit River Park is not currently included as a co-sponsored, free use facility.

Each application will be evaluated on how it meets:

Threshold Criteria:

- Eligibility, Duration, Organized Support in Place, and Complete Application Package

Competitive Criteria:

- Appropriate Site (yes or no)
- Community Benefit (30 pts)
- Organized Support (25 pts)
- Partnerships (20 pts)
- Clarity (10 pts)
- Scale of Project (5 pts)
- Self-Evaluation (10 pts)

The co-sponsorship process:

- Solicitation period annually will occur from the 2nd Monday in September through the 2nd Monday in October for activities occurring the next year.
- Co-sponsorship Review Committee evaluation
- Applicants notified if awarded co-sponsorship grant
- City staff send acknowledgement letters
- Awarded applicants submit follow up paperwork and insurance

The City's Parks and Recreation Department will oversee the process and offer assistance as needed to groups applying to have their activity Co-sponsored by the City.

RECOMMENDATION

Council Motion to approve the new Co-sponsorship Guidelines and Application with implementation beginning with the 2019 granting cycle.