

**CITY COUNCIL AGENDA**  
**City Hall, 833 South Spruce Street**  
**7:00 p.m. January 24, 2019**

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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 December 27, 2018](#)

**AUDIT OF BILLS:**

**PUBLIC COMMENTS:**

**COUNCIL COMMENTS:**

**MAYOR'S UPDATE:**

**PROCLAMATION:**

**SPECIAL PRESENTATION:** Presentation of the 2019 Skagit Valley Tulip Festival Poster – Cindy Verge

**COMMITTEE & BOARD REPORTS:**

**OFFICERS REPORTS:** TBD

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**UNFINISHED BUSINESS:**

1) [2019 Council Committee Assignments](#)

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**CONSENT AGENDA:**

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**NEW BUSINESS:**

- 1) [PUBLIC HEARING: Sanitary Sewer Rate Increase](#)
- 2) [PUBLIC HEARING: Budget Amendment Ordinance – Grant Funding – 300 Fund](#)
- 3) [Bid & Contract Award – Construction of Sewer Pump Station No. 4](#)
- 4) [Agreement with Gray & Osborne – Construction Management Services](#)
- 5) [Bid & Contract Award – Exhaust Extrication System – Fire Department](#)
- 6) [Procurement of Mower from WA State Contract – Facilities Maintenance](#)
- 7) [Procurement of Compact Tractor from WA State Contract – Facilities Maintenance](#)
- 8) [Procurement of John Deere Gator from WA State Contract – Streets Department](#)
- 9) [Procurement of Two Police Patrol Vehicles](#)
- 10) [Petition to City Council – Proposed Street Vacation](#)

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**FUTURE WORKSHOP:**

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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 **January 23, 2019** 9:00 a.m.  
Chamber of Commerce, 520 E Fairhaven Ave
- 2) AUDIT & FINANCE COMMITTEE: Thursday **January 24, 2019** 4:00 p.m.  
City Hall, 833 S Spruce Street
- 3) PARKS ADVISORY BOARD: Tuesday **February 5, 2019** 5:30 p.m.  
Parks & Recreation, 900 E Fairhaven Ave
- 6) LIBRARY BOARD: Tuesday **February 5, 2019** 6:00 p.m.  
Burlington Public Library, 820 E Washington Ave

# January 2019

January 2019							February 2019						
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	15	16	17	18	19	17	18	19	20	21	22	23
27	28	22	23	24	25	26	24	25	26	27	28		

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

# February 2019

February 2019							March 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jan 27	28	29	30	31	Feb 1	2
Jan 27 - Feb 2							
	3	4	5	6	7	8	9
Feb 3 - 9		5:30pm Parks Board (Parks & Rec Dept) - Judy Sheahan	6:00pm Library Board (Library)				
	10	11	12	13	14	15	16
Feb 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
Feb 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	Mar 1	2
Feb 24 - Mar 2				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. \_\_\_\_\_

OLD BUS.   x  

## AGENDA ITEM

Council Date: January 24, 2019 Subject: [2019 Council Committee Assignments and Recommendations](#)  
Steve Sexton, Mayor

Attachments: Proposed 2019 Council Committee Assignments Public Hearing Required: YES ( ) NO ( **X** )  
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### SUMMARY

The Mayor appoints Councilmembers to the following committees:

- Audit & Finance
- Public Works
- Public Safety
- Parks & Recreation Advisory Board & Cemetery Board
- Traffic Safety
- Board of Trustees of the Volunteer Firefighter’s Relief & Compensation Fund
- Land Use
- Americans with Disabilities
- Downtown Burlington Association

The Mayor recommends Councilmembers appointments to the following committees:

- Lodging Tax
- Emergency Service Council
- Historical Preservation Board
- Skagit Transit Board
- SCOG

### RECOMMENDATION

Motion to approve the Mayor’s 2019 Council Committee assignments; motion to elect a Mayor Pro Tempore and Investment Chair.



ITEM #: 1

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: January 24, 2019 Subject: [Sanitary Sewer Rate Increase](#)

Marv Pulst, Public Works Director

Attachments: Ordinance Repealing Sections of BMC 13.08 Public Hearing Required: YES (X) NO ( )

Ordinance Establishing new BMC 3.11

Resolution Adopting Sanitary Sewer Rates

### SUMMARY

City staff is recommending a change to the structure of billing for the sanitary sewer system. Currently, sewer fees are adopted by ordinance. As Council is likely aware, rates have remained unchanged since 2010, and have fallen behind the actual costs the City incurs to operate the sanitary sewer system. City staff is proposing a change so that the ordinance directs that specific fees for sanitary sewer are adopted by resolution. Adopting fees by resolution makes it more efficient for staff to be able to propose changes to rates when needed, without the time consuming and costly process of altering the municipal code. As Council may recall, most City fees are now adopted by resolution and incorporated into a master list, in order to make it easier for citizens to determine what fees the City charges for various services.

Additionally, City staff is proposing two specific changes to the fees. First, beginning in 2019 and ending in 2023, staff proposes an automatic 3% annual increase of fees based on the ongoing increasing costs associated with capital expenses. In addition, for years 2019 and 2020, staff proposes an additional 2% increase to account for rising inflation. In years 2021-23, staff proposes an increase on top of the base 3% to be tied to the consumer price index, whatever that may be, from zero to a maximum of 2%. In other words, an increase of no less than 3%, but no more than 5%, in those years. Further adjustments may only be made by City Council.

For example, a single family home with two occupants currently pays a base monthly fee of \$30.56. If Council passes this resolution, the rate change for the first three years will change to \$32.09 in 2019, \$33.69 in 2020, then somewhere between \$34.70 - \$35.37 in 2021. Years 2022 and 2023 are more difficult to calculate based on the unknown change to CPI. No increases beyond 2023 are authorized without further Council action.

The second proposed change is to charge vehicles delivering wastewater to the sanitary sewer system an annual license fee of \$50.00.

All three of these items should be adopted at the same time, if Council so chooses.

### RECOMMENDATION

Motion to approve the attached documents pertaining to the sanitary sewer rate increase and authorize the Mayor's signature.



ITEM #: 2

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: January 24, 2019 Subject: [Budget Amendment Ordinance to appropriate grant funding in 300 General Capital Reserve fund for Fire Station Facility Project](#)  
Marv Pulst, Public Works Director

Attachments: Ordinance – Budget Amendment Public Hearing Required: YES (X) NO ( )  
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### SUMMARY

The 300 General Capital Reserve Fund provides funding for Capital & Facility Improvement Projects. This budget amendment is needed to properly account for the recently awarded FEMA grant of \$94,120 for procurement and installation of an exhaust extraction system. The amount for City match funding is \$21,223. Following this budget amendment is the request to award the bid for this facility improvement project.

Last year, the Fire Department was awarded a FEMA grant in the amount of \$94,120 for procurement and installation of an exhaust extraction system. Engineering staff requested proposals to design and install a vehicle exhaust system capable of servicing five of the apparatus bays. Bids were opened on December 14<sup>th</sup>, 2018. The lowest responsive bid from Benz Air Engineering Company is for \$115,343.

### RECOMMENDATION

Motion to approve the amendment to the budget appropriations as presented in the proposed ordinance and authorize the Mayor's signature.



ITEM #: 3

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: January 24, 2019 Subject: [Bid & Contract Award – Construction of Sewer Pump Station No. 4](#)  
Marv Pulst, Public Works Director

Attachments: Letter of Approval Public Hearing Required: YES ( ) NO ( **X** )  
Contract  
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### **SUMMARY**

Wastewater pump station #4 located at 331 South Section Street was constructed in 1975 and has been identified for upgrade within the City of Burlington Wastewater Comprehensive Plan. City Council awarded the design contract in March of 2018.

Eight bids were received on January 10, 2019. The lowest, responsive bid was received from Interwest Construction (ICI) of Burlington, WA. Staff recommends award to Interwest Construction (ICI) for the amount of \$943,244.75.

### **RECOMMENDATION**

Motion to award bid and contract to Interwest Construction, Inc. for the demolition and construction of Sewer Pump Station No. 4 and authorize the Mayor's signature.



ITEM #: 4

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: January 24, 2019 Subject: [Agreement with Gray & Osborne for Construction Management Services – Sewer Pump Station No. 4](#)  
Marv Pulst, Public Works Director

Attachments: Proposed Agreement Public Hearing Required: YES ( ) NO ( **X** )  
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### SUMMARY

This \$32,980 contract with Gray & Osborne will provide construction management duties for the upgrade of Sewer Pump Station No. 4 on Section Street. Their duties include but are not limited to the following: Prepare progress payments, facilitate construction progress meetings, final inspection, record drawings, and submittal review. Gray & Osborne engineers provided the bid package (plans, specifications, and estimate). City sewer staff will provide daily inspection duties.

### RECOMMENDATION

Motion to approve the agreement with Gray & Osborne for the upgrade of Sewer Lift Station No. 4 and authorize the Mayor's signature.







ITEM #: 6

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: January 24, 2019 Subject: [Authorize Procurement of Mower for Facilities Maintenance Department from State Contract](#)  
Marv Pulst, Public Works Director

Attachments: State Contract Quote Public Hearing Required: YES ( ) NO ( X )  
Picture  
\_\_\_\_\_

### SUMMARY

Attached is quote from State Contract (Washington State Department of Enterprise Services) for procurement of a mower for the Facilities Management Department. The City Council approved in the Facilities Maintenance 2019 ER&R Budget purchase of a John Deere Ztrak Mower. Washington Tractor was awarded the state bid for sales of this brand new John Deere Ztrak Mower. The new Ztrak Mower will cost a total of \$12,442.05.

### RECOMMENDATION

Motion to authorize procurement of John Deere Mower from the state contract.



ITEM #: 7

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: January 24, 2019 Subject: [Authorize Procurement of Compact Tractor for Facilities Maintenance Department from State Contract](#)  
Marv Pulst, Public Works

Attachments: State Contract Quote Public Hearing Required: YES ( ) NO ( **X** )  
Picture  
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### SUMMARY

Attached is quote from State Contract (Washington State Department of Enterprise Services) for procurement of a compact tractor for the Facilities Management Department. The City Council approved in the Facilities Maintenance 2019 Budget to Purchase a John Deere Compact Tractor. Washington Tractor was awarded the state bid for the sales of this brand new John Deere Compact Tractor. New tractor will cost a total of \$25,227.07.

### RECOMMENDATION

Motion to authorize procurement of at John Deere Compact Tractor from the state contract.





ITEM #: 9

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: January 24, 2019 Subject: [Procurement of Police Patrol Vehicles \(2\)](#)

Mike Luvera, Police Chief

Attachments: State Bid Vehicle Quote Public Hearing Required: YES ( ) NO (X)

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### SUMMARY

The replacement of City of Burlington patrol vehicles is a significant expenditure and investment. In early 2018 BPD spent considerable time analyzing our vehicle fleet to include the number and type of vehicles, replacement schedule and necessary equipment to be installed and/or replaced. This process allowed us to update our replacement schedule which ultimately saved taxpayer money as we replaced 1 less vehicle than what was originally scheduled. We also determined that the Ford Police Interceptor Utility met our needs which also save additional taxpayer money.

Conducting this analysis in 2018 delayed our vehicle order until April which further delayed the equipping of vehicles. Our patrol vehicles were not put into patrol service until October 2018; 7 months from the date of order.

Wanting to avoid a similar delay in 2019 we need to purchase and place our order in January. The unfortunate part of this is that Ford is changing their Police Interceptor Utility design so they have stopped taking orders for the 2019 model. As Ford changes production to the 2020 model year we will face delivery delays estimated to be sometime after July. The number of orders, order in which orders are received and production will impact the delivery date.

### RECOMMENDATION

Authorize the purchase of two (2) Ford Police Interceptor Utility vehicles as outlined in the quote provided in the amount of \$77,349.90.



ITEM #: 10

CHECK ONE:

NEW BUS. X

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

## AGENDA ITEM

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Council Date: January 24, 2019 Subject: [Petition to City Council whether or not to move forward on a proposed street vacation on a portion of Hazel Avenue from N. Oak Street to the Burlington Northern Railroad right of way \(approx. 91 feet deep by 60 wide\) by David Hansen Credit Trust.](#)  
Brad Johnson, Senior Planner

Attachments: Proposed Resolution Public Hearing Required: YES ( ) NO (X)  
Exhibits

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### SUMMARY

David Hansen Credit Trust owns both parcels (P71452 & P71458) abutting the dead end of Hazel Avenue west of North Oak Street to the BNSF Railroad right of way and is proposing to vacate the west 91 feet of the street adjacent to these lots.

Approval of the Street Vacation petition by the City Council is the first step in moving forward with the street vacation process pursuant to RCW 35.79.

### RECOMMENDATION

Motion to approve the street vacation petition request to vacate the Hazel Avenue right of way located west of N. Oak Street to the BNSF Railroad right of way adjacent to P71452 and P71458 and authorize the Mayor's signature on the proposed resolution.