

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. July 25, 2019

CALL TO ORDER:

Mayor Sexton
Council Members: Aslett, J. DeGloria, R. DeGloria, Edmundson, Green, Loving, and Stavig
Staff: Berner, Blaine, Dempsey, Erickson, Ganz, Hampton, Hawes, Brad Johnson, L. Johnson,
Jongsma, Luvera, Morrison, Moser, Nelson, Peterson, Pulst, Rabenstein, Schwetz, Stewart,
Toth, Ward, and Young.

MINUTES:

[City Council Meeting July 11, 2019](#)

AUDIT OF BILLS:

PUBLIC COMMENTS:

COUNCIL COMMENTS:

MAYOR'S UPDATE:

PROCLAMATION:

SPECIAL PRESENTATION:

COMMITTEE & BOARD REPORTS:

OFFICERS REPORTS: TBD

UNFINISHED BUSINESS:

CONSENT AGENDA:

NEW BUSINESS:

- 1) [Maiben Glen Phase III – Final Plat Approval](#)
- 2) [Comprehensive Plan Update – Preliminary Adoption of Natural Resources Element](#)
- 3) [Comprehensive Plan Update – Preliminary Adoption of Implementation Element](#)
- 4) [2019 Budget Amendment #1 and #2](#)
- 5) [Appointments to the Lodging Tax Advisory Committee](#)
- 6) [Proposed Resolution Revising the Composition of the Lodging Tax Advisory Committee](#)
- 7) [Citizen Representative Appointment to the Parks & Recreation Advisory Board](#)
- 8) [Bid & Contract Award – Sewer Cured in Place Pipe \(CIPP\) Project](#)
- 9) [Springbrook Payroll Software Re-Implementation](#)

FUTURE WORKSHOP:

- 1) WORKSHOP Thursday **August 1, 2019** 6:00 p.m.
City Hall, 833 S Spruce Street

EXECUTIVE SESSION:

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

ADJOURNMENT:

MEETINGS:

- 1) DOWNTOWN BURLINGTON ASSOCIATION: Wednesday **July 24, 2019** 9:00 a.m.
Chamber of Commerce, 520 E Fairhaven Ave
- 2) AUDIT & FINANCE COMMITTEE: Thursday **July 25, 2019** 4:00 p.m.
City Hall, 833 S Spruce Street
- 3) PARKS ADVISORY BOARD: Monday, **August 5, 2019** 5:30 p.m.
Parks & Recreation, 900 E Fairhaven Ave
- 4) LIBRARY BOARD: Tuesday **August 6, 2019** 6:00 p.m.
Burlington Public Library, 820 E Washington Ave



FUTURE COUNCIL AGENDA

- **2020 Budget SPECIAL Council Workshop August 1, 2019 – 6PM**

2nd Quarter (**Thru June**) 2019 Revenues And Expenses
Initial Estimations of 2020 General Fund Revenues

Revised Schedule for Funding and Purchases for:

- Equipment Rental and Replacement (**ER&R**)
- Capital Improvement Plan (**CIP**)
- Computer Rental and Replacement (**CR&R**) – new potential fund

City Council Meeting of August 8, 2019

Wastewater Treatment Plant – Pine/Greenleaf Alley Sewer Line Replacement Contract

Public Hearing - Parks and Recreation City Code Updates

Potential Ordinance – Creating Computer Rental and Replacement Fund #502

EMS Hub District Interlocal with Skagit County

Resolution Renaming Jack Doyle Memorial Park

Ground Emergency Medical Transportation (GEMT) Payment Program Participation Agreement

Request for Additional Finance Department Staffing

- **2020 Budget SPECIAL Council Workshop August 15, 2019 – 6PM**

Anticipated **2020 Revenues and Expenditures** for:

- Park Endowment Fund 107
- Cemetery & Cemetery Endowment Fund 116/701
- Substance Abuse Fund 119
- Lodging Tax Fund 197
- 2008 Debt Service Fund 201
- General Capital Reserve Fund 300
- Local Capital Improvement Fund 301
- Parks Capital Reserve Fund 311

City Council Meeting of August 22, 2019

Outstanding Wastewater Plant Award Presentation

Agreement with Skagit Valley College – EMT Student Ride-Alongs

Ordinance Revising Planning and Permitting Fees

- **2020 Budget SPECIAL Council Workshop September 5, 2019 – 6PM**

Anticipated **2020 Revenues and Expenditures** for:

- Police
- Street Fund 101
- Arterial Street Fund 102

City Council Meeting of September 12, 2019

- **2020 Budget SPECIAL Council Workshop September 19 – 6PM**

Anticipated **2020 Expenditures** for:

- Fire/EMS Fund 150
- Indigent Defense
- Legal & Risk Management

Anticipated **2020 Revenues and Expenditures** for:

- Sewer Fund 401
- Sewer Reserve Fund 402
- Storm Drainage Fund 425
- Storm Drainage Fund 426

City Council Meeting of September 26, 2019 – SPECIAL START TIME 6PM

6PM to 7PM – Preferred Package of Options for New/Enhanced Revenues Sources for City

Public Hearing on Revenue Sources for 2020 Budget

Public Hearing on Initial Preliminary 2020 Budget

- **2020 Budget SPECIAL Council Workshop October 3 – 6PM**

3rd Quarter (Thru September) 2019 Revenues and Expenses

Anticipated **2020 Expenditures** for:

- Legislative (Council)
- Municipal Court
- Executive
- Finance
- Human Resource
- Facilities Management
- Information Technology
- Emergency Management
- Community Development Department – Planning/Permitting/Inspection/Code Enforcement
- Information Technology – Fiber
- Engineering
- Mental Health & Senior Services

City Council Meeting of October 10, 2019

Ordinance Setting Year 2020 Property Tax Levy

Public Hearing on Revised Preliminary 2020 Budget

- **2020 Budget SPECIAL Council Workshop October 17 – 6PM**

Anticipated **2020 Expenditures** for:

- Parks & Recreation – Admin/Recreation/Festivals/Park Facilities
- Library

City Council Meeting of October 24, 2019

1st Public Hearing – 2020 Budget

- **2020 Budget SPECIAL Council Workshop November 7 – 6PM**

Review and Final Alterations to Proposed 2020 Budget

City Council Meeting of November 14, 2019

Final Public Hearing – 2020 Budget

Ordinance Adopting Year 2020 Budget

City Council Meeting of November 28, 2019

City Council Meeting of December 12, 2019

PROS Plan Adoption

Ordinance Revising Park Impact Fees

City Council Meeting of December 26, 2019

CANCELLED

July 2019

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

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

August 2019

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 28 - Aug 3	Jul 28	29	30	31	Aug 1	2	3
					6:00pm 8:00pm Council Workshop (Council Chambers)		
Aug 4 - 10	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		
Aug 11 - 17	11	12	13	14	15	16	17
			4:00pm Public Safety Committee (Public Safety Building)		6:00pm 8:00pm Budget & Finance Council Workshop (Council Chambers)	8:30am 9:00am United Way Board Meeting (Council Chambers)	
Aug 18 - 24	18	19	20	21	22	23	24
			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	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting		
Aug 25 - 31	25	26	27	28	29	30	31
				9:00am 10:00am Downtown Burlington Association (Visitor Information Center/Chamber of			



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: July 25, 2019 Subject: [Maiben Glen Phase III – Final Plat Approval](#)

Submitted By: Community Development, Brad Johnson

Attachments: (1) Application Form – Final Plat Public Hearing Required: YES (X) NO ()

(2) Final Plat Map

(3) Public Works Certification

(4) Proposed Ordinance

HISTORY AND SUMMARY

This agenda item concerns a request for final plat approval. In the City of Burlington subdivisions are approved in a three step process, including (1) preliminary plat, (2) engineering review and construction, and (3) final plat. During the first step in the review process, the proposed subdivision is reviewed for compliance with applicable zoning and land use regulations. A cursory engineering review is also performed to identify any necessary public improvements, such as streets, sidewalks, and sewer lines. Once this first review step is complete, the developer submits detailed engineering plans for review and constructs the required improvements. During the third and final step in the review process, the City signs the final plat document which is then recorded with the Skagit County Auditor’s office.

The Maiben Glen subdivision was granted preliminary approval on June 14, 2007. The original developer subsequently experienced financial difficulties and on June 11, 2015 the City authorized an amendment to the preliminary approval which broke the project into three phases. The first two phases were granted final approval on November 9, 2017. The developer has now completed the construction work associated with the third phase and has requested final plat approval. The Public Works department has inspected the subdivision and determined that all of the required public improvements have been constructed. The Planning Department has determined that all of the requirements for final plat approval have been met.

ALTERNATIVES CONSIDERED

None, this item concerns an application for final plat approval. Pursuant to Washington State law and the Burlington Municipal Code, final plat applications must be approved if the final plat is (a) consistent with the conditions of the approved preliminary plat, and (b) all of the required public improvements have been constructed. This application is consistent with the conditions of the approved preliminary plat and all of the required public improvements have been constructed; therefore, it must be approved.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The City of Burlington will ultimately assume responsibility for maintaining the streets, sidewalks, sewer lines, and storm-water infrastructure within the plat boundaries.

LEGAL ASPECTS – LEGAL REVIEW

N/A

STAFF RECOMMENDATION

Approve the final plat application and authorize the Mayor to sign the attached, proposed ordinance and final plat.

SUGGESTED COUNCIL MOTION LANGUAGE

1. (approval) ***“I make a motion to approve the final plat of Maiben Glen Phase III and authorize the Mayor to sign the attached proposed ordinance and final plat”.***
2. (denial) ***“I make a motion to reject the final plat of Maiben Glen Phase III and direct staff to draft findings of fact for Council’s approval identifying the following deficiencies.....”*** (Note: If Council rejects the final plat application the specific reasons for rejection must be identified. The reasons for denial must relate to either (a) inconsistencies between the approved preliminary plat and the final plat, or (b) public improvements that were required as a condition of preliminary plat approval but not completed.)



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: July 25, 2019 Subject: [Comprehensive Plan Update – Preliminary Adoption of Natural Resources Element](#)

Submitted By: Community Development, Brad Johnson

Attachments: 1 – Planning Commission Recommendation on BAS Public Hearing Required: YES () NO (X)

2 – Planning Commission Recommendation on Natural Resources Element

3 – Report on Natural Resources in the City of Burlington

4 – Natural Resources Element

5 – Proposed Resolution

HISTORY AND SUMMARY

Cities are required by the Washington State Growth Management Act (GMA) to adopt a comprehensive plan. Cities are also required to review and update their comprehensive plans on an eight year cycle. Burlington last completed an update in 2005 and was required to complete another update by June of 2016. The City's comprehensive plan update is behind schedule and must be completed as soon as possible.

By law a city's comprehensive plan must include a number of "elements" including; land use, housing, capital facilities, utilities, transportation, economic development, and parks. These elements are essentially chapters and each one addresses a specific topic. Cities are also required to regulate development in critical areas and adopt policies that protect water resources. In order to address these requirements the Planning Commission has recommended that a Natural Resources Element be added to the comprehensive plan. The Natural Resources Element recommended by the Planning Commission is based on a report summarizing available technical and scientific information. This report was reviewed by the Planning Commission and City Council in August of 2018.

ALTERNATIVES CONSIDERED

1. Do nothing: Under this alternative the City would not update its comprehensive plan. Decisions would be made without the benefit of a coherent long term strategy and the City would be ineligible State grants and other funding sources.

2. Develop an alternative strategy for protecting critical areas and water resources: Because critical areas in the City of Burlington are limited and concentrated in specific areas, the Natural Resources Element establishes a series of “special management areas”. The special management areas are intended to provide greater certainty to permit applicants and to speed the permit review process. Alternatives would likely involve more site specific evaluation delaying permit review times and providing less certainty for applicants.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

This action involves adopting a resolution in support of a draft document. Final adoption of the comprehensive plan will occur at a later date. This action will not have any direct impact on the City’s budget. By adopting an updated comprehensive plan the City will again be eligible for State grants and funding sources. The proposed Natural Resources Element is intended to control future City expenses by avoiding development in hazardous areas and minimizing infrastructure requirements by managing storm-water through onsite infiltration and low impact development.

LEGAL ASPECTS – LEGAL REVIEW

This is a preliminary action only and is not subject appealable.

STAFF RECOMMENDATION

Adopt a resolution in support of the draft Natural Resources Element

SUGGESTED COUNCIL MOTION LANGUAGE

1. Adopt the resolution: **“I make a motion to adopt the Planning Commission’s recommendation dated March 27, 2019 and authorize the Mayor to sign the attached, proposed resolution”.**
2. Remand the Planning Commission’s recommendation for further work: **“I make a motion to remand the Planning Commission’s recommendation for further work and direct the Planning Commission to address the following concerns”.** (If Council chooses this option they should identify specific areas of concern for the Planning Commission to address)



ITEM #: 3

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: July 25, 2019 Subject: [Comprehensive Plan Update – Preliminary Adoption of Implementation Element](#)

Submitted By: Community Development, Brad Johnson

Attachments: 1 – Planning Commission Recommendation Public Hearing Required: YES () NO (X)

2 – Draft Implementation Element

4 – Proposed Resolution

HISTORY AND SUMMARY

Cities are required by the Washington State Growth Management Act (GMA) to adopt a comprehensive plan. Cities are also required to review and update their comprehensive plans on an eight year cycle. Burlington last completed an update in 2005 and was required to complete another update by June of 2016. The City’s comprehensive plan update is behind schedule and must be completed as soon as possible.

By law a city’s comprehensive plan must include a number of “elements” including; land use, housing, capital facilities, utilities, transportation, economic development, and parks. These elements are essentially chapters and each one addresses a specific topic. In addition to the elements listed above the City’s Planning Commission has determined that an Implementation Element should also be added. The Implementation Element is intended to describe how the comprehensive plan will be applied, updated, and amended. The Implementation Element is also to consolidate the City’s policies on public participation and permit processing.

ALTERNATIVES CONSIDERED

1. Do nothing: Under this alternative the City would not update its comprehensive plan. Decisions would be made without the benefit of a coherent long term strategy and the City would be ineligible State grants and other funding sources.
2. Do not add an Implementation Element: Under this alternative the policies included in the Implementation Element would be added to other sections of the comprehensive plan. While this would not change anything from a legal or regulatory perspective, the implementation policies would be more difficult to locate.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

This action involves adopting a resolution in support of a draft document. Final adoption of the comprehensive plan will occur at a later date. This action will not have any direct impact on the City's budget. By adopting an updated comprehensive plan the City will again be eligible for State grants and funding sources.

LEGAL ASPECTS – LEGAL REVIEW

This is a preliminary action only and is not subject appealable.

STAFF RECOMMENDATION

Adopt a resolution in support of the draft Implementation Element

SUGGESTED COUNCIL MOTION LANGUAGE

1. Adopt the resolution: ***“I make a motion to adopt the Planning Commission’s recommendation dated June 19, 2019 and authorize the Mayor to sign the attached, proposed resolution”.***
2. Remand the Planning Commission’s recommendation for further work: ***“I make a motion to remand the Planning Commission’s recommendation for further work and direct the Planning Commission to address the following concerns”.*** (If Council chooses this option they should identify specific areas of concern for the Planning Commission to address)



ITEM #: 4

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: July 25, 2019 Subject: [2019 Budget Amendment #1 and #2](#)

Submitted By: Greg Young, City Administrator

Attachments: Proposed Ordinance Amending the 2019 Budget

Public Hearing Required: YES () NO (X)

together with

Attachment A listing line-item adjustments to 2019

budget

Exhibit A – Summary of Budget Amendment #1

components

Exhibit B – Summary of Budget Amendment #2

component

Exhibit C – Summary of ER&R adjustments resulting from Amendment #1 & Amendment #2

HISTORY AND SUMMARY

The City has gone through a multi-month financial effort to reverse the accounting entries related to moving from a Modified Accrual-Basis of accounting back to a Cash-Basis of accounting system for 2017, 2018 and into 2019.

Additionally, the 2019 budget has been reviewed and certain expenditure line items have been recommended for modification. As a result, this Agenda Item is broken down into the Budget Amendment #1 component and the Budget Amendment #2 component.

The transition from Modified Accrual Basis of Accounting to the Cash Basis of Accounting has resulted in recommended changes to our 2019 accounting records which are reflected on the 2019 Budget Amendment #1 component (listed as “Exhibit A” in your materials) – First, certain accounting entries booked in 2018 are now booked into 2019. This has changed our ending 2018 fund balances (and thus beginning 2019 balances). The second change is a revision to budgeted revenue transfers into the ER&R Fund to a) partially offset the cost of the cash purchase of the Quint and b) provide sufficient revenue for budgeted ER&R purchases in

2019. Thirdly, the 2019 budget has been increased to support the cost of the temporary staffing hired to accomplish this change in accounting system.

The Budget Amendment #2 component (listed as “Exhibit B” in your materials) serves not to recommend budget adjustments related to the change in account system but rather, to reduce the 2019 General Fund operating budget to better reflect the budget needed to provide the anticipated services to the public.

ALTERNATIVES CONSIDERED

With the desire to move back to the more appropriate Cash Basis of accounting prescribed by the State Auditor’s Office, there was no viable alternative other than the city going through the recent finance efforts resulting in the 2019 Budget Amendment #1. Additionally, monitoring and adjusting the current year budget provides better management oversight and thus, the alternative of not monitoring and adjusting the budget to better reflect current budgetary needs is an option but not one that is recommended.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The 2019 Budget Amendment #1 component will 1) replace the estimated (budgeted) 2019 beginning fund balances with the actual beginning balances for all funds of the city, 2) puts past General Fund expenditures into their proper year, and 3) adjust revenue transfers into the ER&R Fund to provide adequate funding for planned purchases.

The 2019 Budget Amendment #2 component will better align our anticipated 2019 budgeted General Fund expenditures with historic and amounts needed for 2019. This will also aid in our formulation of the year 2020 General Fund budget.

LEGAL ASPECTS – LEGAL REVIEW

Questions regarding legal review may be directed to the City Attorney at the Council's discretion.

STAFF RECOMMENDATION

After review of the recommended budget amendments, adopt the proposed Ordinance amending the 2019 budget.

SUGGESTED COUNCIL MOTION LANGUAGE

“I move to approve to approve the proposed Ordinance amending the 2019 budget as presented by staff.”



ITEM #: 5

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: July 25, 2019 Subject: [Appointments to the Lodging Tax Advisory Committee](#)

Submitted By: Greg Young, City Administrator

Attachments: Letter of Interest: Therese Lundvall Public Hearing Required: YES () NO (X)

Letter of Interest: Roger Gietzen

HISTORY AND SUMMARY

The City recently recruited for vacant positions on the Lodging Tax Advisory Committee.

Therese Lundvall, General Manager of the Cocusa Motel, has submitted a letter of interest for the position of Business Representative. Ms. Lundvall has been recommended by Mayor Sexton to fill the vacant Business Representative position effective July 25, 2019.

Roger Gietzen, Executive Director of the Lincoln Theatre Center Foundation, has submitted a letter of interest for the position of Alternate Representative of an Entity Authorized to be Funded. Mr. Gietzen has been recommended by Mayor Sexton to fill the vacant Alternate Representative of an Entity Authorized to be Funded.

ALTERNATIVES CONSIDERED

The City is required to have representatives from the lodging community on this committee.

While there may always be open position, it is in the best interests of the city to have the committee as fully staffed as possible. So not filling the open position is an alternative but not one that is preferred.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

This committee is assigned the task of recommending awards of Lodging Tax funds to the Council for approval and inclusion in the annual budget. As such, these individuals will help shape the 2020 budget.

LEGAL ASPECTS – LEGAL REVIEW

State law requires that certain individuals from the community sit on this committee. It is not a requirement that they be residents but rather, that they are in the employ of an entity that collects this tax on behalf of the city.

STAFF RECOMMENDATION

It appears that these individuals are qualified to sit on this committee and therefore, it is staff's recommendation to approve the appointments.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to confirm the appointment of Therese Lundvall to the position of Business Representative, and Roger Gietzen to the position of Alternate Representative of an Entity Authorized to be Funded on the Lodging Tax Advisory Committee effective July 25, 2019.



ITEM #: 6

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: July 25, 2019 Subject: [Proposed Resolution Revising the Composition of the Lodging Tax Advisory Committee](#)
Submitted By: Greg Young, City Administrator

Attachments: Proposed Resolution Public Hearing Required: YES () NO (X)
Ordinance 1831

HISTORY AND SUMMARY

Per BMC 2.74, the representatives appointed to the Lodging Tax Advisory Committee are to be reviewed annually. With new members on the Committee, this resolution will reflect the current composition of the advisory committee

ALTERNATIVES CONSIDERED

Since we desire to have accurate resolutions reflecting the actual participation of the advisory committee, the alternative is to not pass this resolution which is not recommended by staff.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

No budget ramifications

LEGAL ASPECTS – LEGAL REVIEW

The City is required to have the Lodging Tax Advisory Committee and State law dictates from which employment sector the members of the committee must originate. The proposed resolution fulfills the City's legal requirement for the expenditures of Lodging Taxes.

STAFF RECOMMENDATION

Staff recommends approval of the resolution revising the composition of the Lodging Tax Advisory Committee.

SUGGESTED COUNCIL MOTION LANGUAGE

I move to approve the proposed resolution appointing all voting and alternate members to the Lodging Tax Advisory Committee, and authorize the Mayor to sign.



ITEM #: 7

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: July 25, 2019 Subject: [Citizen Representative Appointment to the Parks & Recreation Advisory Board](#)

Submitted By: Greg Young, City Administrator

Attachments: Cover Letter Public Hearing Required: YES () NO (X)

Application

HISTORY AND SUMMARY

The City recently received an application for a vacant position on the Parks & Recreation Advisory Board. Bridgid Roney submitted an application for the position of Citizen Representative. Ms. Roney has been recommended by Mayor Sexton to fill the vacant Business Representative position effective July 25. The term for this position is three (3) years.

ALTERNATIVES CONSIDERED

Active citizen participation on advisory committees is a city goal. As such, attempting to fill open advisory committee positions is considered the best alternative. Another option would be to keep the seat open but this is not considered the preferred alternative

CURRENT AND FUTURE BUDGET RAMIFICATIONS

Since this committee does not have budgetary authority, there are no budget ramifications in filling this open seat.

LEGAL ASPECTS – LEGAL REVIEW

The City has adopted a policy of encouraging citizen participation on advisory committees and have taken the formal steps to form the Parks and Recreation Advisory Committee. While there is no legal requirement for this advisory committee, it does fulfill a Council imposed desire to solicit citizen input for certain operations in the city.

STAFF RECOMMENDATION

It appears that the applicant meets the requirements for appointment to this position and therefore, staff recommends the Council appoint Ms. Roney to the Parks and Recreation Advisory Committee.

SUGGESTED COUNCIL MOTION LANGUAGE

Move to confirm the appointment of Brigid Roney to the position of Citizen Representative on the Parks & Recreation Advisory Board effective July 25, 2019.



ITEM #: 8

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: July 25, 2019 Subject: [Bid & Contract Award – Sewer Cured in Place Pipe \(CIPP\) Project](#)

Submitted By: Marv Pulst, Public Works Director

Attachments: Agreement Public Hearing Required: YES () NO (X)

Bid Tab

HISTORY AND SUMMARY

Through the small works roster, sealed bids were requested to rehabilitate approximately 3000 lineal feet of sanitary sewer piping utilizing the cured-in-place pipe (CIPP) technology. CIPP is a jointless, seamless, pipe-within-a-pipe. Little to no digging is involved, making for a less disruptive method than traditional "dig and replace" pipe repair methods. CIPP pipe rehabilitation was chosen due to cost advantages associated with this trenchless technology.

In 2017 the existing pipe was found to be deteriorating in places. The 2011 Sewer Comprehensive Plan recommended upgrading this section of sewer piping due to capacity issues. A parallel forcemain was installed last year as part of a recommended, phased upgrade.

ALTERNATIVES CONSIDERED

Various forms of pipe rehabilitation were considered. The final recommendation was chosen from the February, 2018, Sharon Avenue Sewer Replacement Alternatives Analysis Report. Seven alternatives were evaluated by Gray & Osborne engineers in order to upgrade sewer piping from Sharon Avenue to the WasteWater Treatment Plant. The chosen alternative includes rehabilitating sewer piping utilizing the CIPP technology and installation of a parallel forcemain. This alternative had fewer impacts and a lower capital cost compared to the other alternatives.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

Work is budgeted within the current 402 Sewer Fund.

LEGAL ASPECTS – LEGAL REVIEW

Staff reviewed low bidder qualifications. Bidder is qualified and bid is responsive.

STAFF RECOMMENDATION

Staff recommends award to lowest, responsive bidder.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to award bid and authorize Mayor to sign agreement with Michels Corporation for Sewer Project.



ITEM #: 9

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: July 25, 2019 Subject: [Springbrook Payroll Software Re-Implementation](#)

Submitted By: Joe Stewart, Finance Director

Attachments: Springbrook order form/quote Public Hearing Required: YES () NO (**X**)

HISTORY AND SUMMARY

In 2018 a decision was made to change the payroll software system from Springbrook to Caselle in order to reduce the time required to process payroll. The new system was implemented in January of 2019. Since implementation, the Finance Department has experienced numerous issues with the software program and the time commitment to payroll has almost doubled. The system is not integrated with our current General Ledger (GL) software (Springbrook) and we have had numerous problems getting data from Caselle into our GL. In addition, the semi-monthly payroll process has been problematic and cumbersome. There are glitches in the system and programming issues that require hours of manual data manipulation to process payroll.

ALTERNATIVES CONSIDERED

We have considered maintaining the current system, implementing an entirely new system, or re-implementing the Springbrook system.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

Outside of the re-implementation costs, there would be no additional costs for re-implementation. In fact, the annual cost associated with Caselle are approximately \$23,285. Those costs would be eliminated. Current annual costs for the entire Springbrook suite (including payroll module) is \$15,117. The cost of re-implementation would be recouped in the first year.

LEGAL ASPECTS – LEGAL REVIEW

STAFF RECOMMENDATION

The efficiency and effectiveness of a fully integrated system cannot be overstated. The most practical and cost effective solution is to re-implement the Springbrook payroll module into the existing Springbrook General Ledger system.

SUGGESTED COUNCIL MOTION LANGUAGE.

I move to approve the Springbrook quote in the amount of \$16,610.00 for the re-implementation of the Springbrook Payroll Software Module.