

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. August 22, 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, Moser, Nelson, Olafson, Peterson, Pulst, Rabenstein, Schwetz, Stewart,
Toth, Ward, and Young.

MINUTES:

[City Council Meeting August 8, 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) [Forklift Replacement for Sewer Operations](#)
- 2) [EMS Power Cot Purchase](#)
- 3) [Comprehensive Plan, Map Updates – Phase I](#)
- 4) [Creation of a Computer Rental and Replacement Fund No. 502](#)

FUTURE WORKSHOP:

- 1) WORKSHOP Thursday **September 5, 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) PUBLIC WORKS COMMITTEE: Tuesday **August 20, 2019** 4:00 p.m.
City Hall, 833 S Spruce Street
- 2) SKAT BOARD: Wednesday **August 21, 2019** 1:00 p.m.
Council Chambers, 833 S Spruce Street
City Hall, 833 S Spruce Street
- 3) PLANNING COMMISSION Thursday **August 21, 2019** 5:30 p.m.
Council Chambers, 833 S Spruce Street
- 4) PLANNING COMMISSION Thursday **August 21, 2019** 7:00 p.m.
Council Chambers, 833 S Spruce Street
- 5) AUDIT & FINANCE COMMITTEE: Thursday **August 22, 2019** 4:00 p.m.
City Hall, 833 S Spruce Street



FUTURE COUNCIL AGENDA

- **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

EMS Hub District Interlocal with Skagit County

- **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

Agreement with Skagit Valley College – EMT Student Ride-Alongs

- **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

Ordinance Revising Planning and Permitting Fees

City Council Meeting of November 28, 2019

PROS Plan Adoption

Authorization for City Participation in Ground Emergency Medical Transportation (GEMT) Program

City Council Meeting of December 12, 2019

Ordinance Revising Park Impact Fees

City Council Meeting of December 26, 2019

CANCELLED

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	29	30	31	Aug 1	2	3
Jul 28 - Aug 3					6:00pm 8:00pm Council Workshop (Council Chambers)		
	4	5	6	7	8	9	10
Aug 4 - 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
Aug 11 - 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)	
	18	19	20	21	22	23	24
Aug 18 - 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		
	25	26	27	28	29	30	31
Aug 25 - 31				9:00am 10:00am Downtown Burlington Association (Visitor Information Center/Chamber of			

September 2019

September 2019							October 2019						
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
Sep 1 - 7	Sep 1	2	3	4	5	6	7
		5:30pm Parks Board (Parks & Rec Dept) - Judy Sheahan	6:00pm Library Board (Library)				
Sep 8 - 14	8	9	10	11	12	13	14
			4:00pm Public Safety Committee (Public Safety Building)		4:00pm Audit & Finance Committee (City Hall) 7:00pm Council Meeting		
Sep 15 - 21	15	16	17	18	19	20	21
			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)		
Sep 22 - 28	22	23	24	25	26	27	28
				9:00am 10:00am Downtown Burlington Association (Visitor Information Center/Chamber of	4:00pm Audit & Finance (City Hall) 7:00pm Council Meeting		
Sep 29 - Oct 5	29	30	Oct 1	2	3	4	5



ITEM #: 1

CHECK ONE:

NEW BUS. x

OLD BUS. _____

AGENDA ITEM

Council Date: August 22, 2019 Subject: Forklift replacement for Sewer Operations

Submitted By: Marv Pulst, Public Works Director

Attachments: State Bid Pricing Quote #2019-8-107 Public Hearing Required: YES () NO (X)

HISTORY AND SUMMARY

This is a request to purchase a replacement forklift for the Sewer Department. (State bid pricing). This new forklift will be replacing our 1984 forklift; this piece of equipment is used at the Wastewater Treatment Plant for safely loading/unloading trucks, moving stock and equipment. The old forklift will be surplused and the proceeds will be returned to the Sewer ER&R Fund.

ALTERNATIVES CONSIDERED

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The funding will be from the ER&R Sewer fund 501 000 594 35 60 02 and was budgeted in 2019.

LEGAL ASPECTS – LEGAL REVIEW

This purchase is through the Department of Enterprise Services.

STAFF RECOMMENDATION

Staff Recommends Purchase of a Toyota Forklift Model 8FGU25 5000 lbs. from Toyota Lift Northwest for sewer operations.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to approve the purchase of a forklift from Toyota Lift Northwest for sewer operations and authorize the Mayor's signature.



ITEM #: 2

CHECK ONE:

NEW BUS. _____

OLD BUS. _____

AGENDA ITEM

Council Date: August 22, 2019 Subject: [EMS Power Cot Purchase](#)

Submitted By: Interim Fire Chief Mike Ganz

Attachments: Stryker Medical Bid Quote Public Hearing Required: YES () NO (**x**)

Power Cot Stretcher

Quote Number: 10011240

HISTORY AND SUMMARY

The City of Burlington Fire Department is currently requesting the approval to purchase a Stryker Power Cot to upgrade and replace current equipment, due to age and safety reasons. This unit will be placed in the fire department's current Basic Life Support (BLS) Ambulance, Aid 1819, and serves to be similar equipment to what is currently utilized in the Advanced Life Support (ALS) Medic Unit. In maintaining efforts to reduce injuries associated with heavy lifting of patients and repetitive physical strain on firefighters bodies, this unit will allow for the unassisted lifting capacity of up to 500 pound patients (maximum 700 pound load capacity), with expanded patient surfaces that allow for larger patients. As mentioned, this type of unit is currently used in our medic unit and will also allow for easy transfer interoperability between our units. Stryker Manual Cots like the one to be replaced have a maximum weight capacity of 650 pounds with no ability to auto lift any weight placed on it. These manual cots that are currently within our organization were purchased in 2004, and have exceeded the manufacturers' recommended 7 year service life. This will be a sole source purchase due to the interoperability without the need for equipment change between the transport units. The purchase of this unit will also meet the interoperability at the county resource level, as almost all ALS and BLS transport agencies are currently utilizing Stryker units.

ALTERNATIVES CONSIDERED

The Fire Department considered several alternatives for the replacement of this primary unit stretcher.

1. Replace the current stretcher with a Stryker Power Cot achieving both an upgrade from a manual lift unit to a power assist lifting unit and brings the department into compliance for recommended service life on a primary transport ambulance.

2. Purchase a new manual cot which achieves service life compliance on a primary ambulance unit but does not provide power assist lifting for personnel in added weight situations.
3. Do not replace the unit which creates both liability regarding service life on a primary ambulance unit and creates lifting safety issues for personnel.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The fire department identified the need to make the purchase in the 2019 CIP plan. 2019 Project Number PS-4-2019 listed out the need to replace the primary BLS ambulance stretcher utilizing a Power Cot with a listed replacement estimation cost of \$25,000.

The current quote for this stretcher is \$18,354.06 plus tax for a total of \$19,914.16 if purchased prior to October 1, 2019.

The Fire Department currently has a stretcher maintenance program with the Stryker Company to which this Power Cot would be added. The additional cost would be about \$1,000 annually.

The funding for this purchase was anticipated to be from the General Fund and/or the Fire Department 2019 Equipment Rental and Replacement (E R&R) Fund. At this time the recommendation is to fund via the E R&R.

LEGAL ASPECTS – LEGAL REVIEW

The purchase of this cot would be considered a sole source purchase based on the interoperability requirements for using the unit between the existing ALS and BLS primary transport units. Legal has reviewed and approved the existing stretcher maintenance agreement to which this stretcher would be covered under. The Fire Department for these reasons is pursuing a sole source procurement unless otherwise stipulated by the City Attorney.

STAFF RECOMMENDATION

The Fire Department recommends the replacement of the 2004 manual stretcher on its primary BLS ambulance with a new Stryker Power Lift Cot for safety and liability reasons.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to approve the purchase of a Stryker Power Cot stretcher and authorize the Mayor to sign the sole source bid with Stryker Medical in the amount of \$19,914.16.



ITEM #: 3

CHECK ONE:

NEW BUS. _____

OLD BUS. _____

AGENDA ITEM

Council Date: August 22, 2019 Subject: [Comprehensive Plan, Map Updates - Phase I](#)

Submitted By: Brad Johnson, Community Development

- Attachments:
- 1) Planning Commission Recommendation – Revised Comprehensive Plan Map Designations
 - 2) Planning Commission Recommendation – Revised Special Growth Area Maps
 - 3) Revised Comprehensive Plan Map
 - 4) Revised Special Growth Areas Map

Public Hearing Required: YES () NO (X)

HISTORY AND SUMMARY

As part of the ongoing comprehensive plan update, the Planning Commission has recommended the adoption of revised and updated comprehensive plan maps. The new maps are intended to implement the Land Use Element of the Comprehensive Plan which was approved by the Planning Commission on May 15, 2019 and presented to the City Council on July 11, 2019.

While related, the City’s comprehensive plan map is not the same as its zoning map. The comprehensive plan illustrates, in a very broad and general way, where different land uses are permitted. In contrast, the zoning map is much more detailed and specific. For example, the comprehensive plan map has a single designation for “detached housing”, whereas the zoning map contains three separate designations for the same use. By law the City must have both a comprehensive plan map and the zoning map. Also, the zoning map must be consistent with, and implement the comprehensive plan map.

The revised maps included with this agenda item illustrate the revised land use designation system and priority growth area boundaries described in the Land Use Element previously approved by the Planning Commission. These changes represent a first step in the process of updating the comprehensive plan maps, and do not, by themselves, change where different types of development are permitted or prohibited. Substantive changes will be presented to the Council for consideration at a later date.

ALTERNATIVES CONSIDERED

Continue to use the land use designations described in the current comprehensive plan. The Planning Commission determined this was not a desirable or practical alternative. The current designations do not relate logically to one another and don't clearly illustrate the type of development each designation is intended to permit.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

By completing the comprehensive plan update the City will again be eligible for certain grants.

LEGAL ASPECTS – LEGAL REVIEW

STAFF RECOMMENDATION

Accept the Planning Commission's recommendations

SUGGESTED COUNCIL MOTION LANGUAGE

Approval: *"I make a motion to accept the Planning Commission's recommendations dated May 15, 2019 and authorize the Mayor to sign the attached resolution".*

Remand: *"I make a motion to remand the Planning Commission's recommendations dated May 15, 2019 and direct the Planning Commission to address the following concerns...."* (if Council chooses this option they will need to identify the specific concerns or changes they would like the Planning Commission to address)



ITEM #: 4

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: August 22, 2019 Subject: [Creation of a Computer Rental and Replacement Fund No. 502](#)
Submitted By: Greg Young – Interim City Administrator

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

HISTORY AND SUMMARY

During our current 2020 budget discussions, it was suggested that we create a Computer Rental and Replacement Fund to collect annual transfers from various departments to allow for the periodic replacement of the City's computer hardware and software. To this end, administration has developed replacement schedules and annual transfer estimations for Council consideration during their year 2020 budget deliberations. The purpose of this proposed Ordinance is to create this new fund who's funding and expenditure amounts will be part of the 2020 budget development process.

ALTERNATIVES CONSIDERED

An alternative to creating this new fund is to continue to include these types of potential expenditures within the City's Capital Improvement Plan (CIP). However, due to the reoccurring and relatively small dollar amounts, including them in the CIP is not recommended as the purpose of the CIP is to list large capital projects.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

This alternative method of funding the periodic replacement of computer hardware and software will not alter the anticipated and budgeted expenditure needs but will rather consolidate these types of purchases into a new fund and allow for annual contributions from the various departments that utilize the technology.

LEGAL ASPECTS – LEGAL REVIEW

None identified

STAFF RECOMMENDATION

Staff believes that utilizing this methodology for determining appropriate funding for computer replacement will enable the City to better plan for the future and with the consolidation of these expenditures into a separate dedicated fund, enhance the understanding and transparency of the City's on-going computer needs.

SUGGESTED COUNCIL MOTION LANGUAGE

"I move to approve the Ordinance creating the Computer Rental and Replacement Fund No. 502 and authorize the Mayor to sign the Ordinance."