

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. January 23, 2020

CALL TO ORDER:

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

MINUTES:

[City Council Meeting January 9, 2020](#)

AUDIT OF BILLS:

PUBLIC COMMENTS:

COUNCIL COMMENTS:

MAYOR'S UPDATE:

PROCLAMATION:

SPECIAL PRESENTATION: Recognition of Jeff Ottesen, Parks Board Member

COMMITTEE & BOARD REPORTS:

OFFICERS REPORTS: TBD

UNFINISHED BUSINESS:

CONSENT AGENDA:

NEW BUSINESS:

- 1) [Councilmember Insurance Premiums](#)
- 2) [Resolution to Declare Certain Property as Surplus](#)
- 3) [Parks, Recreation, and Open Space Plan](#)
- 4) [BERK Consulting Agreement Amendment](#)
- 5) [Bid Award – Generator for Sewer Department](#)
- 6) [Expense to Construct a Replacement 5-Yard Dump Truck](#)
- 7) [Patrol Vehicle Purchase](#)

FUTURE WORKSHOP:

- 1) WORKSHOP: Irrigation Needs and Options for Skagit River Park Thursday **January 23, 2020** 6:00 p.m.
City Hall, 833 S Spruce Street
- 2) WORKSHOP: Review of 2020 Budget, and Discussion of Financial Stability Thursday **January 30, 2020** 6:00 p.m.
City Hall, 833 S Spruce Street

EXECUTIVE SESSION:

ADJOURNMENT:

MEETINGS:

- 1) PUBLIC WORKS COMMITTEE: Tuesday **January 21, 2020** 4:00 p.m.
City Hall, 833 S Spruce Street
- 2) AUDIT & FINANCE COMMITTEE: Thursday **January 23, 2020** 4:00 p.m.
City Hall, 833 S Spruce Street
- 3) HISTORICAL PRESERVATION BOARD: Tuesday **January 28, 2020** 2:00 p.m.
Parks & Recreation, 900 E Fairhaven Ave
- 4) PARKS ADVISORY BOARD: Tuesday **February 4, 2020** 5:30 p.m.
Parks & Recreation, 900 E Fairhaven Ave

January 2020

January 2020							February 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29

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

February 2020

February 2020							March 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
							29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jan 26	27	28	29	30	31	Feb 1
Jan 26 - Feb 1							
	2	3	4	5	6	7	8
Feb 2 - 8			5:30pm Parks Board (Parks & Rec Dept) 6:00pm Library Board (Library)				
	9	10	11	12	13	14	15
Feb 9 - 15			4:00pm Public Safety Committee (Public Safety Building)		4:00pm Audit & Finance Committee (City Hall) 7:00pm Council Meeting		
	16	17	18	19	20	21	22
Feb 16 - 22			4:00pm Public Works Committee (Engineering Conf Room)	1:00pm SKAT Board (Burlington City Hall) 5:30pm 7:00pm Planning Commission (Council Chambers)			
	23	24	25	26	27	28	29
Feb 23 - 29				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: January 23, 2020 Subject: [Councilmember Insurance Premiums](#)

Submitted By: Greg Young – Interim City Administrator

Attachments: Resolution Setting Percentage of Insurance Premiums Public Hearing Required: YES () NO (X)

Payable by Councilmembers Electing to Receive City

Coverage

HISTORY AND SUMMARY

In follow up to the decision by a sufficient number of Councilmembers to receive City insurance coverage, it has been determined that while prior discussions were had regarding the 25% premium responsibility of Councilmembers, no formal policy was adopted. The attached Resolution would formalize the required Councilmember insurance premium responsibilities.

ALTERNATIVES CONSIDERED

None considered – It is proper public administration practice to formalize through a resolution these types of arrangements.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The cost of Councilmember insurance coverage was not included in the Year 2020 budget.

Given the specific individual and family insurance coverages chosen by the affected Councilmembers, the resulting Year 2020 insurance premiums total approximately \$50,000. With the attached resolution formally establishing a 25% Councilmember responsibility, the net 2020 Budget ramification will total about \$37,500. It is understood that some Councilmembers may elect to pay more than the 25% of their premiums, thus lowering this net budget effect.

LEGAL ASPECTS – LEGAL REVIEW

None identified

STAFF RECOMMENDATION

Staff recommends that the attached Resolution be adopted. Following this action, staff will also bring a future Year 2020 Budget amendment that rolls the Councilmember insurance premium cost into the 2020 budget.

SUGGESTED COUNCIL MOTION LANGUAGE

“I move to adopt the Resolution setting Councilmember insurance premium responsibilities and direct staff to bring a 2020 budget amendment to the Council for the purpose of including these costs in the budget.”



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: January 23, 2020 Subject: [Resolution to Declare Certain Property as Surplus](#)

Submitted By: Robert Toth, Fire Chief

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

HISTORY AND SUMMARY

This proposed resolution would authorize the sale of City surplus equipment and a vehicle. For 2019, the Fire Department is requesting the following vehicle and equipment to be surplused:

1. 1996 Simon/Duplex Ladder Truck, VIN 1S91F74J8V1020021 LTI 100' Aerial Device and associated equipment.

- Integrated Fixed Diesel generator (10 KW)
- Integrated Cord Reel 2@200'
- Ground Ladders:
 - Attic Ladder 1-10', 1-12'
 - Roof Ladder 1-18', 1-20'
 - A-Frame Ladder 1-15'
 - Extension Ladder 2-35', 1-28'

2. 2004 Stryker MX Pro Rugged Stretcher s/n 040540206.

3. 3 Inch Large Diameter Hose, 50 ft Lengths

Serial #'s:

- #1 3005
- #1 3008
- #1 3013

#1 3018
#1 3021
#1 3023
#1 3025
#1 3027
#1 3030
#6 3007
#6 3013
#6 3014
#6 3016
#6 3034
#6 3035
#6 3045
#6 3048
#6 3049

ALTERNATIVES CONSIDERED

The listed equipment and vehicle have reached and/or exceeded their serviceable use span. The equipment if authorized to surplus will be sold and/or disposed of at the best value to the City. The fire hose was offered to other City Departments, but no need for this type of hose currently exists. In the case of the LTI Ladder Truck, a used fire equipment clearing house that advertises nationally is the primary resale method.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

Proceeds from the sale of this surplus equipment will be placed back in the fire department's Equipment Rental and Replacement Fund for future equipment acquisitions.

LEGAL ASPECTS – LEGAL REVIEW

A resolution shall be approved by City Council authorizing sale of surplus equipment and vehicles.

STAFF RECOMMENDATION

Staff recommends approval of a resolution for the sale of this surplus equipment.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to approve resolution declaring property as surplus and authorize Mayor to sign appropriate agreements for the transfer and/or sale of listed equipment that has outlived its service life with the City of Burlington.



ITEM #: 3

CHECK ONE:

NEW BUS.

OLD BUS. X

AGENDA ITEM

Council Date: January 23, 2020 Subject: [Parks, Recreation & Open Space Plan](#)
Jennifer Berner,
Parks & Recreation Director

Attachments: DRAFT Parks, Recreation & Open Space Plan Public Hearing Required: YES (X) NO ()
Planning Commission Recommendation

HISTORY AND SUMMARY

April 2018 the City of Burlington entered into a contract with BERK consulting to assist the Parks and Recreation Department in developing the City's first Parks, Recreation and Open Space (PROS) Plan. A PROS Plan is important to the City because it creates a vision for the Parks and Recreation Department, helps to efficiently manage the system, supports the Comprehensive Plan and establishes funding eligibility with Washington State's Recreation Conservation Office (RCO). There have been several updates to City Council and the Park Board throughout the process. The City of Burlington's Park Board and Planning Commission held two public hearings one in October 2019 and another in November 2019 to consider public comments on the draft PROS Plan. There was one recommendation to include the word passive recreation in the goals/objective section, which has been included, all other comments were supportive.

While evolving the PROS Plan many phases were implemented to derive at the final draft that is for Council's consideration.

- Development of Vision and Goals and Objectives
 - These elements will roll into the City's Comprehensive Plan
- Inventory and Management
 - Inventory of parks, trails, and recreation facilities
 - To facilitate planning, design and maintenance, updated the classifications of facilities: Regional, Community, Neighborhood, Trails, Special Use (i.e. park shop facility, Maiben House, cemetery)

- Describes current recreation programs that allow the community to enjoy the parks and recreation facilities.
- Describes the City's maintenance practices promoting quality and safety of the properties within limited resources.
- Community Engagement
 - Online Survey, Pop-up Event at Terrace Apartments, Back To School Fair, Vision Workshop at City Hall and Allen School, Parks System Workshop at Sr./Community Center, Public meetings (Parks Board, City Council, Planning Commission)
 - Each engagement event was advertised on the project website, email blasts to interested parties, social media, fliers, reader board, school newsletters, senior newsletter, chamber website and newspaper ads.
- Demand and Need – reviewed needs and trends
 - Review of needs and trends including participation with parks and recreation; community demographics and growth; gaps and opportunities; level of service.
 - Review of state, national and local recreation trends
 - Growth – 9% increase between 2010 and 2019
 - Demographics – programs and facilities serve the whole community and support different social and cultural experiences.
 - Gaps and Opportunities – much of the community is within a quarter mile of existing parks, particularly east of I-5. Gaps are: north of Burlington Hill property, West of I-5 and central Burlington east of City Hall. Steps to fill the gaps could include opening undeveloped parkland such as Burlington Hill, connecting isolated areas with trails; seek partnerships with other public agencies that own land in the gap areas.
 - Participation with parks and recreation, community demographics and growth, gaps and opportunities, level of service (standard used to guide how facilities or services may need to be expanded as population grows)
- Parks & Recreation System Plan
 - System Plan is based on the vision, community involvement, and community demographic growth trends. The plan addresses parks, trails, programs and maintenance resources.
 - Guiding principles considered in the development of the system plan are based on the outreach themes; family and gathering, active outdoor, connection, community and inclusion and safe and sustainable.
 - Nine (9) park concept plans were developed based on the vision, community involvement and community demographic and growth trends.
 - Trail recommendations; adding to existing trails, identifies missing links to meet community access needs, new trail connections to create loops within the community to connect neighborhoods to downtown, other parks and the slough.
 - Recreation Program recommendations; Key concepts include; focus on health, wellness and lifelong skills, provide accessible inclusive programs, consider

community needs and trends, fill in the gaps of services/programs, serve as many as possible, ongoing evaluation of programs.

- Through engagement process community members requested some additional programs designed for youth sports leagues, before and after school care, special needs/disabled persons and classes that develop skills.
- Program areas already offered but considered important to community members and could be strengthened include community events, family activities, preschool age activities and health, wellness, skills and music classes.
- As the parks and recreation system is improved or expanded, additional maintenance resources can be incorporated.
- Capital Improvements Plan
 - Describes Burlington's current capital funding sources and potential funding options and describes the capital facility plan meeting community needs and the Plan Vision.
 - Funding Options; update Parks Impact Fees, implement cost recovery policies, seek grant funding, attract private sources, partnerships to provide regional funding.
- Implementation Strategies
 - City will continue to track performance periodically to determine progress on implementation of the Plan.
 - The PROS Plan will be reflected in the City's updated Comprehensive Plan.
 - The City has plans and codes that ensure adequate consideration when development applications are proposed.

ALTERNATIVES CONSIDERED

No alternatives were considered.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The proposed PROS Plan identifies future park and recreation needs, contains a capital spending framework, and includes goals and policies to inform future city decisions.

In order to obtain funding from Washington State Recreation and Conservation Office (RCO) the City is required to have a PROS Plan that is certified by the State. The proposed draft PROS Plan contains the required elements for State certification and contains sufficient information to guide future capital spending decisions or prioritize the provision of parks and recreation services.

The proposed PROS Plan includes detailed study regarding impact fee rates and capital spending needs to ensure consistency, as required by the Growth Management Act, the impact fee study will be evaluated separately, in conjunction with the development of the Capital Facilities Element of the comprehensive plan.

LEGAL ASPECTS-LEGAL REVIEW

The proposed draft PROS Plan contains information that can be used to guide the development of the comprehensive plan's parks and recreation elements. Legal has been a part of the updates provided to City Council throughout the process. Legal has been provided a draft copy of the PROS Plan.

STAFF RECOMMENDATION

Staff provided City Council with updates over this past year during the development of the Parks, Recreation and Open Space (PROS) Plan and recommends the draft Plan to City Council for public review and comment. Staff will bring the PROS Plan back for adoption at the February 13, 2020 City Council meeting.

SUGGESTED COUNCIL MOTION LANGUAGE

No motion necessary at this time, public hearing and discussion item only.



ITEM #: 4

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: January 23, 2020 Subject: [BERK Consulting Agreement Amendment](#)
Jennifer Berner,
Parks & Recreation Director

Attachments: Original Agreement Public Hearing Required: YES () NO (X)
Amendment Letter

HISTORY AND SUMMARY

April 2018 the City of Burlington entered into a contract with BERK consulting to assist the Parks and Recreation Department in developing the City's first Parks, Recreation and Open Space (PROS) Plan. A PROS Plan is important to the City because it creates a vision for the Parks and Recreation Department, helps to efficiently manage the system, supports the Comprehensive Plan and establishes funding eligibility with Washington State's Recreation Conservation Office (RCO). While evolving the PROS Plan several iterations were drafted to derive at the final draft Plan.

An amendment to BERK's agreement for an additional \$1,800 is needed to compensate BERK for their work on the PROS Plan project. In an effort to comply with the Recreation Conservation Office, Manual 2, some additional work was required around funding resources.

ALTERNATIVES CONSIDERED

No additional alternatives were considered, complying with the RCO guidelines are needed for the PROS Plan certification by Washington State's Recreation and Conservation Office.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The PROS Plan is funded out of 311 Parks Reserve Unrestricted Professional Services. There is sufficient funding in this fund for the additional \$1,800.

LEGAL ASPECTS-LEGAL REVIEW

A letter amending BERKS contract is added to their file to accurately reflect the modification.

STAFF RECOMMENDATION

Staff recommends amending BERK's contract for the additional \$1,800 to complete the final work on the PROS Plan project.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to approve the amendment to BERK's contract for an additional \$1,800 to complete the work on the PROS Plan project.



ITEM #: 5

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: January 23, 2020 Subject: [Bid Award – Generator for Sewer Department](#)

Submitted By: Marv Pulst, Public Works Director

Attachments: NC Power Systems Bid Public Hearing Required: YES () NO (X)

HISTORY AND SUMMARY

The project consists of procuring a 100 kW diesel generator for use by the Sewer Department. Bids were opened on January 9th at 11 a.m. The low, responsive bid was received from NC Power Systems, located in Tukwila, WA for the amount of \$70,724 plus taxes. A second bid was received from Star Rentals, but it did not meet requirements of the bid, therefore, it is considered non-responsive.

ALTERNATIVES CONSIDERED

There are 12 existing sewer pump stations that do not have dedicated standby generators. When there are wide spread power outages, Sewer staff shuttle the trailer mounted units from station to station to keep the collection system operational. The Sewer Department currently has two, trailer-mounted generators. One of the existing generators is 50 kW from 1975 that needs to be replaced.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

Work is budgeted within the current ER&R Sewer Fund.

LEGAL ASPECTS – LEGAL REVIEW

No legal issues identified.

STAFF RECOMMENDATION

Staff reviewed both bids for conformance with the bid specifications, and recommends award to NC Power Systems for \$70,724 plus taxes.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to award bid and authorize procurement of generator from NC Power Systems.



ITEM #: 6

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: January 23, 2020 Subject: [Expense to Construct a Replacement 5-yard Dump Truck](#)

Submitted By: Marv Pulst, Public Works Director

Attachments: Invoice from Corbell's Portable Welding & Fabrication Public Hearing Required: YES () NO ()

HISTORY AND SUMMARY

A frequently used vehicle in the Street Department is the 5-yard dump truck. This vehicle is scheduled for replacement in year 2021 per the Capital Improvement Plan (CIP), and is slated for surplus and disposal through public auction. A second vehicle which has been surplused and is awaiting auction is the decommissioned bucket truck. The current 5-yard dump truck's dump box is still in good condition (chassis is not), and the chassis of the bucket truck is in good condition (bucket apparatus is not). The Street Department has salvaged the good dump box and the good chassis and has combined them into a serviceable 5-yard dump truck. The estimate for outside specialty work was less than \$15,000 (does not require Council approval). However, the final invoice with tax is \$15,732.50 (covered by 2019 Street budget funds).

ALTERNATIVES CONSIDERED

Replace the 5-yard dump truck next year per the CIP at an estimated cost of \$165,000.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

A future budget savings of approximately \$150,000

LEGAL ASPECTS – LEGAL REVIEW

No legal ramifications. This is a programmed expenditure per the City CIP.

STAFF RECOMMENDATION

Staff recommends modifying two used / unserviceable trucks to form a good functional truck.

SUGGESTED COUNCIL MOTION LANGUAGE

I move to approve the expenditure of \$15,732.50 with Corbell's Welding to help modify two unserviceable trucks into a replacement 5-yard dump truck.



ITEM #: 7

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: January 23, 2020 Subject: [Patrol Vehicle Purchase](#)

Submitted By: Michael Luvera

Attachments: State Bid Vehicle Pricing Public Hearing Required: YES () NO (**x**)

Estimated equipment costs

HISTORY AND SUMMARY

BPD has a vehicle replacement schedule that is re-evaluated each year. The replacement plan in 2020 called for the replacement of three (3) patrol vehicles that were purchased in 2016. Due to our re-evaluation we determined we could replace two (2) vehicles in 2020 and stay on a reasonable replacement track. This track has patrol vehicles being replaced approximately every 4 years. The patrol vehicle is then refitted and assigned to a detective, administrator, or assigned as a travel/training vehicle.

In addition, general city vehicles are provided through the PD fleet vehicle program. The replacement of two (2) vehicles in 2020 will allow the PD to transfer an SUV and sedan to other City departments for their use.

ALTERNATIVES CONSIDERED

There is no good alternative. We drafted a plan to assign a few vehicles to only 1 officer. This would have allowed us to extend the use and potentially double the "life" of a patrol vehicle. We are not able to logistically implement this plan without a bulk purchase of vehicles. In addition, this would halt the feeder of vehicles to administrators, detectives and other City departments (causing each to purchase vehicles for their use).

Patrol vehicles are not readily available and set up for purchase should we have a need for an exigent replacement. It is imperative that we have a fleet that allows for vehicles to be taken out of service for repair and maintenance. It is in this same vein that we replace patrol

vehicles and equipment to ensure that we can continue to respond and deliver emergency services.

Delaying the purchase of patrol vehicles puts Burlington further down the list and sometimes can prevent us from obtaining vehicles in a given year. In example, in 2019 we ordered vehicles in the first quarter and we were not able to put them into service until December.

Lastly, as we were switching from Chevrolet Tahoe's to Ford's, I met with the local Ford dealership and their fleet manager. They told me that they were not able to order vehicles for us and that we needed to go through the dealership that won the State bid.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

ER&R has funding to cover the vehicle expenses but a budget adjustment is necessary. This is due to the ER&R being drafted using the 8 year replacement concept (the schedule if we did a bulk vehicle purchase and assigned vehicles to a single officer). This replacement schedule is not feasible at this time.

LEGAL ASPECTS – LEGAL REVIEW

None known.

STAFF RECOMMENDATION

Authorize the purchase of two (2) patrol vehicles and purchase the equipment to make them patrol ready.

SUGGESTED COUNCIL MOTION LANGUAGE

"I motion to approve the purchase of two (2) patrol vehicles and equipment"