

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. February 27, 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 February 13, 2020](#)

AUDIT OF BILLS:

PUBLIC COMMENTS:

COUNCIL COMMENTS:

MAYOR'S UPDATE:

PROCLAMATION:

[Skagit Kids Read Week: March 8– 14, 2020](#)

SPECIAL PRESENTATION:

COMMITTEE & BOARD REPORTS:

OFFICERS REPORTS: TBD

UNFINISHED BUSINESS:

1) [Parks, Recreation, and Open Space Plan](#)

CONSENT AGENDA:

NEW BUSINESS:

- 1) [Procurement of Pickup Truck for Parks Department](#)
- 2) [Letter of Understanding \(LOU\) with International Association of Firefighters \(IAFF\) Union – Firefighter I Certification Deadline Extension](#)
- 3) [Tourism Promotion \(TPA\) Interlocal Agreement](#)

FUTURE WORKSHOP:

- 1) WORKSHOP: Fiber Service in Burlington & Discussion of Proposed Fiber Fee Adjustments
Thursday **February 27, 2020** 6:00 p.m.
City Hall, 833 S Spruce Street

EXECUTIVE SESSION:

ADJOURNMENT:

MEETINGS:

- 1) AUDIT & FINANCE COMMITTEE: Thursday **February 27, 2020** 4:00 p.m.
City Hall, 833 S Spruce Street
- 2) PARKS ADVISORY BOARD: Tuesday **March 3, 2020** 5:30 p.m.
Parks & Recreation, 900 E Fairhaven Ave
- 3) LIBRARY BOARD: Tuesday **March 3, 2020** 6:00 p.m.
Burlington Public Library, 820 E Washington Ave
- 4) PUBLIC SAFETY COMMITTEE: Tuesday **March 10, 2020** 4:00 p.m.
Public Safety Building, 311 Cedar Street



FUTURE COUNCIL AGENDA

City Council Meeting of February 27, 2020

6PM Workshop – Fiber Service in Burlington & Discussion of Proposed Fiber Fee Adjustments

Procurement of Pickup Truck for Parks Department – Results of RFP for Used Vehicle

PROS Plan Adoption

Letter of Understanding (LOU) with IAFF – Firefighter 1 Certification Timeline Extension

WORKSHOP – March 5, 2020 – 6PM to 8PM

Pre-Planning the 2021 Budget

Refined 2020 Budget Presentation

Discussion of Restricted Funds

Discussion of ER&R and Capital Improvement Plan

City Council Meeting of March 12, 2020

6PM Workshop – Transportation Projects: Hopper Interchange & East/West Connector Road

Engineering Contract – Costco/Hopper New Freeway On-Ramp Lane (Design Only)

Revised Internet Service Provider (ISP) Fiber Master Agreement

Fuel Supply Bid Award

Discussion and Direction on Potential New Revenues – Utility Taxes and B&O Taxes

Possible Assumption of Burlington Edison Youth Soccer by City

Ordinance Amending Fiber Fees

Revision to BMC 2.96.020 – Historical Advisory Commission Membership

WORKSHOP – March 19, 2020 – 6PM to 8PM

City Council Meeting of March 26, 2020

6PM Workshop – 2020 Budget Review & Discussion

Ordinance Amending the 2020 Budget

Revised Beginning Fund Balances

Allocation of Payroll to Departments & Removal of Personnel Placeholder

Councilmember Insurance Expenditures

Councilmember Premium Co-Pay Revenue

Fund 300 to General Fund Reimbursement for Fire Department Roof

Other Refinements to 2020 Budget Following Council Review

Agreement with Skagit Valley College – EMT Student Ride-Alongs

Ordinance Revising and Adding Utility Taxes

Ordinance Adopting Commercial Retail B&O Taxes

WORKSHOP – April 2, 2020 – 6PM to 8PM

City Council Meeting of April 9, 2020

6PM Workshop – 2021 Budget Discussion

Ordinance Amending the 2020 Budget – Possible Amendment for New Revenues

Discussion of Proposed Park Impact Fees Following PROS Plan Adoption

WORKSHOP – April 16, 2020 – 6PM to 8PM

City Council Meeting of April 23, 2020

Ordinance Adopting New Park Impact Fees Following PROS Plan Adoption

WORKSHOP – April 30, 2020 – 6PM to 8PM

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)	6:00pm 8:00pm Council Workshop: Discussion of 2020 Budget (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) 6:00pm 7:00pm Council Workshop: Fiber Ser 7:00pm Council Meeting		

March 2020

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

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



ITEM #: 1

CHECK ONE:

NEW BUS. _____

OLD BUS. X

AGENDA ITEM

Council Date: February 27, 2020 Subject: [Parks, Recreation & Open Space Plan](#)
Jennifer Berner,
Parks & Recreation Director

Attachments: DRAFT Parks, Recreation & Open Space Plan Public Hearing Required: YES () NO (X)
Proposed Resolution

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 one joint meeting in October 2019 and a joint public hearing 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 was included, all other comments were supportive.

The completed draft PROS Plan was presented to City Council on January 9, 2020 for review and questions and Council held a public hearing on January 23, 2020. The Plan received positive feedback and one concern. The concern was that specific sports were not identified with a specific field. Staff explained it was intentional in an effort to maintain flexibility in the future as community needs shift.

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 and programs
- 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)
- 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.
 - 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.
 - Guiding principles considered in the development of the system plan are based on the outreach themes.
 - 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.
- 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, and 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.

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 recommends adopting the proposed Parks, Recreation and Open Space Plan.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to adopt the City of Burlington's Parks, Recreation and Open Space Plan resolution and authorize the Mayor to sign the resolution.



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: February 27, 2020 Subject: [Procurement of Pickup Truck for Parks Department](#)
Jennifer Berner,
Parks and Recreation Director

Attachments: RFP for ¾ Ton New or Used Double Cab Pickup Truck Public Hearing Required: YES () NO (**X**)

State Contract Bid - 2020 Chevrolet Silverado 2500

Dwayne Lanes Bid – 2020 Ford F-250 Crew 4x4 XL

HISTORY AND SUMMARY

In the approved 2020 budget, The Parks and Recreation Department planned to purchase from the Equipment Rental & Replacement (ER&R) Fund a new pick-up truck. The new pick-up truck will replace a 15 year-old, 2005, parks crew pick-up truck that is in poor condition.

Staff released an RFP for a new or used full-size ¾ ton double cab pickup truck. The RFP was advertised in the Skagit Valley Herald, listed on the City's Website and was personally sent to six (6) dealerships. (Blade Chevrolet, Rally Auto, All Karmart Stores, Jerry Smith Chevrolet, NW Chevrolet, Dwayne Lanes Stores). The RFP generated 1 official quote from Dwayne Lanes and calls and emails from several of the dealerships. The quote from Dwayne Lanes included a deduction in price for trading-in the city's 2005 pickup truck. The City also has the official quote from the State Contract. In comparing the official bids and the various quotes from dealerships the State Contract was the lowest bidder.

- Dwayne Lanes - \$40,094, 2020 Ford F-250 Crew 4x4 XL (Includes 2005 Trade-in value \$1,250)
- Washington State Contract - \$38,631.84, 2020 Chevy Silverado 2500 Double Cab 4WD

Additionally, prior to the release of the RFP staff researched used truck options and was not able to find anything comparable to the State Contract. Purchasing from the State Contract staff is able to select vehicle options that are necessary for a work vehicle and forego needless options. Upon receipt of the new pick-up truck, staff will surplus one of the 2005 pick-up trucks.

ALTERNATIVES CONSIDERED

Staff researched used trucks, issued an RFP for a new or used truck, promoted the RFP and pulled information from the state contract to compare and seek the best alternative for a replacement truck. Through this process the State Contract provided the lowest price. State contracts leverage the state's collective buying power and are established for most frequently purchased products, making for the best use of resources for all types of Washington governments.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

Included in the 2020 budget is the authorized replacement expenditure in the ER&R fund for one of the 2005 Parks and Recreation Department's pick-up trucks. The new pick-up truck will be assigned an annual contribution rate to the ER&R fund based on the estimated useful life expectancy thus in 15 years there will be money available to purchase a replacement truck.

LEGAL ASPECTS-LEGAL REVIEW

Legal reviewed the RFP prior to releasing it to the public. State contracts meet the requirements for competitive bidding and other procurement laws, reducing the risk and can streamline the purchasing process.

STAFF RECOMMENDATION

Staff recommends approving the state contract quote for a new Chevrolet Silverado pick-up truck. By submitting the order in February, the truck will be delivered in late summer or early fall of 2020.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to authorize the Mayor to approve the purchase of a 2020 Chevrolet Silverado pick-up truck for the Parks and Recreation Department



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: February 27, 2020 Subject: [Letter of Understanding \(LOU\) with International Association of Firefighters \(IAFF\) Union – Firefighter I Certification Deadline Extension](#)
Submitted By: Greg Young – Interim City Administrator

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

HISTORY AND SUMMARY

When the City took over the EMS services from the County, we hired numerous Paramedics and one of the requirements for these new hires was to obtain their Firefighter I Certification within 12 months of hire. Due to the volume of Paramedic new hires, not all of them have received this certification and the Fire Chief believes it is advisable to extend the deadline for receiving this certification for six (6) additional months. This applies to two (2) individuals.

ALTERNATIVES CONSIDERED

With this being a condition of employment, an alternative is to terminate these individuals. However, they are considered good employees and their lack of receiving this certification was more of a factor of the large number of individuals who needed this certification and the somewhat limited time availability for this training.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

These individuals are otherwise fully trained Paramedics so there is no budget ramification to extending their certification deadline. If we were to rehire for these positions, we would need to begin the entire firefighter training again.

LEGAL ASPECTS – LEGAL REVIEW

None identified

STAFF RECOMMENDATION

Staff believes that extending the certification deadline by six (6) months should provide sufficient time for these few individuals to obtain the required training and certification.

SUGGESTED COUNCIL MOTION LANGUAGE

"I move to approve LOU with the IAFF and authorize the Mayor to sign it."



ITEM #: 3

CHECK ONE:

NEW BUS. X

OLD BUS. _____

AGENDA ITEM

Council Date: February 27, 2020 Subject: [TPA Interlocal Agreement](#)

Submitted By: Mayor Steve Sexton/Leif Johnson, City Attorney

Attachments: Proposed Interlocal Agreement Public Hearing Required: YES () NO (x)

HISTORY AND SUMMARY

The attached Interlocal is currently being considered by Skagit County, Anacortes, Mount Vernon, Sedro-Woolley, La Conner, Hamilton, Concrete and Lyman. Some of these entities have already approved and executed the agreement. The others have indicated they will likely approve it.

If approved by Council, this Interlocal will establish a tourism promotion area (TPA) in Skagit County. Doing so will allow for lodging charges to be imposed on hotel stays. Funds generated by those charges will be used to promote tourism for the parties to the Interlocal.

"Tourism promotion", under the statute, means activities and expenditures designed to increase tourism and convention business, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists, and operating tourism destination marketing organizations.

Charges for the TPA may not exceed \$2.00 per room, per night of stay. The charges are paid by the occupant. The revenue is collected by the State Department of Revenue and remitted to the County, which in turn holds it in a designated account to fund tourism promotion.

An advisory board, consisting of weighted representatives from the County, City, Town, EDASC, Skagit Lodging Association and Skagit County Chamber Association recommends usage of the funds to the County for adoption.

Once adopted, no one party to the Interlocal may withdraw for three years.

ALTERNATIVES CONSIDERED

Do not enter the Interlocal. Doing so will have ramifications to the overall agreement, potentially including failure of the agreement in full. Not adopting the Interlocal will also impact local hotel's ability to participate, which is contrary to staff's understanding of their wishes. Staff does not recommend this option.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

There is no known direct or indirect negative impact to the City's budget, since this is a new charge paid entirely through occupants of hotels countywide. Some of the funds generated may be used to support or augment the City's opportunities for tourism, so there may be a positive benefit to the City's budget that is difficult to predict at this stage.

LEGAL ASPECTS – LEGAL REVIEW

Legal has been involved with the creation of this document and has no concerns about it's form at this time.

STAFF RECOMMENDATION

Discuss this Interlocal. All of the local government entities have either already entered the agreement or have indicated their likely approval. Staff expects all of the local jurisdictions to approve this Interlocal in the coming weeks. Staff also understands that the community and business participants are in favor of adoption, most notably the hoteliers of Burlington. As Burlington hosts a large percentage of the total overall hotel rooms in the County, the City's hotel interests should be well represented by the advisory board.

SUGGESTED COUNCIL MOTION LANGUAGE

This item has been presented for the purpose of providing information and for discussion.