

**CITY COUNCIL AGENDA**  
**City Hall, 833 South Spruce Street**  
**7:00 p.m. August 12, 2021**

**VIA TELEPHONE: 1-774-777-4255**  
**CONFERENCE ID No.: 589-8786**

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**CALL TO ORDER:**

Mayor Sexton

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

**MINUTES:**

[City Council Meeting July 22, 2021](#)

**AUDIT OF BILLS:**

**PUBLIC COMMENTS:**

**COUNCIL COMMENTS:**

**MAYOR'S UPDATE:**

**PROCLAMATION:**

**PRESENTATION:**

**COMMITTEE & BOARD REPORTS:**

**OFFICERS REPORTS:**

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**UNFINISHED BUSINESS:**

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**CONSENT AGENDA:**

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**NEW BUSINESS:**

- 1) [Purchase of Remaining 8 Pallet Shelters](#)
- 2) [Update to Fee Schedule](#)
- 3) [Feasibility Study for Remodel of Fire Station](#)
- 4) [Police- Body Worn Cameras](#)
- 5) [Landscape Architect Contract for Dog Park Design](#)
- 6) [Council Retreat](#)

**DISCUSSION:**

**FUTURE WORKSHOP:**

- 1) WORKSHOP

Thursday, **September 9, 2021** @ 6:00PM  
City Hall, 833 S Spruce Street

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**EXECUTIVE SESSION:**

**ADJOURNMENT:**

**MEETINGS:**

- 1) AUDIT & FINANCE COMMITTEE:

**Thursday August 12, 2021** 4:00 p.m.  
MEETING TO BE HELD REMOTELY  
VIA TELEPHONE: 1-774-777-4255  
CONFERENCE ID No.: 589-8786



## **FUTURE COUNCIL AGENDA**

### **August 26, 2021 Council Meeting**

6PM – WORKSHOP – SKAGIT RIVER PARK IRRIGATION

Discussion & Public Hearing – 1/10<sup>th</sup> Sales Tax for Homelessness

Presentation – 2022 Budget Calendar and Schedule of Budget Workshops

Presentation - Private Development in the City – Highlighting a Current Project – Comm. Dev Director

Presentation – July 2021 Financial Results – Cash Position, Sales Tax, & Other Data

6-Year Street Plan Revisions

Comp Plan Update – PC Recommendation for Revisions to CI-1 and CI-2 Zoning Regulations

Inter-Local Agreement with Skagit County for GIS Mapping Services

Resolution Surplusing City Vehicles

### **September 9, 2021 Council Meeting**

6PM – 2022 Budget Workshop

1/10<sup>th</sup> Sales Tax for Homelessness - Adoption

Contract for Carnegie Library Architectural Services

Update on Private Development in the City – Highlighting a Current Project – Comm. Dev Director

Update on Dog Park Design

### **September 16 WORKSHOP – 6PM – 2022 Budget & America Rescue Plan Act Dollars**

Discussion – Use of America Rescue Plan Dollars

Options and Approaches to Providing Fiber to Burlington Residences.

Presentation/Discussion – Options for Internet Service Providers (ISP)

Presentation – Community Rating System (CRS) Program

**September 23, 2021 Council Meeting**

Presentation – August 2021 Financial Results – Cash Position, Sales Tax, & Other Data

Discussion – Federal Infrastructure Program – Potential Grant Applications

Discussion – Street Improvements to Fairhaven

**October 14, 2021 Council Meeting**

6PM – 2022 Budget Workshop

**October 21, 2021 2022 Budget WORKSHOP**

6PM – 8PM 2022 Budget

**October 28, 2021 Council Meeting**

Presentation - Private Development in the City – Highlighting a Current Project – Comm. Dev Director

Presentation – September 2021 Financial Results – Cash Position, Sales Tax, & Other Data

# August 2021

August 2021							September 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	5	6	7	8	9	10	11
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
Aug 1	2	3 6:00pm Library Board (Telephonic)	4	5	6	7
8	9	10 4:00pm SUSPENDED: Public Safety Committee (Public Parks & Rec Dept)	11	12 4:00pm Audit & Finance Committee (Telephonic) 7:00pm Council Meeting (Council Chambers)	13	14
15	16	17 4:00pm Public Works Committee (Telephonic)	18 1:00pm SUSPENDED: SKAT Board 5:30pm SUSPENDED: Planning Commission 7:00pm Planning	19	20	21
22	23	24 4:00pm Homeless Transition Committee (Zoom)	25 9:00am SUSPENDED: Downtown Burlington Association (Visitor Information Center/Chamber of	26 4:00pm Audit & Finance (Telephonic) 6:00pm Workshop: Skagit River Park 7:00pm Council Meeting	27	28
29	30	31	Sep 1	2	3	4

# September 2021

September 2021							October 2021						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug 29	30	31	Sep 1	2	3	4
5	6	7 6:00pm Library Board (Telephonic)	8	9 4:00pm Audit & Finance Committee (Telephonic) 7:00pm Council Meeting (Council Chambers)	10	11
12	13	14 4:00pm SUSPENDED: Public Safety Committee (Public 5:30pm Parks Board (Parks & Rec Dept)	15 1:00pm SUSPENDED: SKAT Board 5:30pm SUSPENDED: Planning Commission 7:00pm Planning	16 6:00pm Workshop: 2022 Budget & American Rescue Plan Act Dollars (Council Chambers)	17	18
19	20	21 4:00pm Public Works Committee (Telephonic)	22 9:00am SUSPENDED: Downtown Burlington Association (Visitor Information Center/Chamber of	23 4:00pm Audit & Finance (Telephonic) 7:00pm Council Meeting (Council Chambers)	24	25
26	27	28 4:00pm Homeless Transition Committee (Zoom)	29	30	Oct 1	2

July 22, 2021

**MEETING HELD TELEPHONICALLY DUE TO THE COVID-19 PANDEMIC**

**Mayor Steve Sexton** called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. Council members present: Bill Aslett, Keith Chaplin, Joe DeGloria, Rick DeGloria, Scott Green, Chris Loving, and James Stavig. Staff present: Janice Burwash, Don Erickson, Leif Johnson, Mike Luvera, Katie Olafson, Marv Pulst, Rob Toth, Travis Schwetz, and Greg Young.

**Mayor Sexton** requested a moment of silence to honor the passing of Colonel George Edmundson.

**MINUTES:**

A motion was made by **Councilors Aslett/R. DeGloria** to approve the minutes of the July 08, 2021, City Council meeting. All in favor; motion carried.

**AUDIT OF BILLS:**

A motion was made by **Councilors Loving/Chaplin** to approve Accounts Payable invoices to be paid as of July 22, 2021, in the amount of \$341,677.42 and Payroll Expenses for Pay Period ending June 15, 2021, in the amount of \$716,698.97. All in favor; motion carried.

**PUBLIC COMMENTS:**

**City Attorney Leif Johnson** stated that members of the public may submit comments or questions by mail to City Hall at 833 S. Spruce Street, ATTN: Greg Young, or by email to [badministration@burlingtonwa.gov](mailto:badministration@burlingtonwa.gov). Contact information for all the City Departments is available at [www.burlingtonwa.gov](http://www.burlingtonwa.gov).

**COUNCIL COMMENTS:**

**Councilor Keith Chaplin** attended a Skagit Housing Consortium meeting hosted by EDASC where they discussed opportunities to offer more housing by converting underutilized commercial spaces into residential mixed-use buildings.

**Councilor Bill Aslett** thanked **Streets Supervisor Travis Schwetz** for setting up safety barriers on Gardner Road. **Alsett** also updated Council about a large RC tournament that took place over the weekend and expressed his excitement in seeing the many diverse ways in which the parks are being used.

July 22, 2021

**MAYOR'S UPDATE:**

**Mayor Sexton** explained discussions of the one-tenth of one percent tax partnership with the County are still ongoing and would like to bring this as a discussion item as well as a possible public hearing in an upcoming Council meeting.

**Mayor Sexton** presented **Sewer Supervisor Don Erickson** with an outstanding performance award marking the department's seventh consecutive year. **Erickson** thanked **Mayor Sexton**, staff, and his crew for support and shared this was a big win for everyone. **Mayor Sexton** offered his thanks and gratitude for a job well done. **Councilor Keith Chaplin** also shared congratulations to the sewer department.

**SPECIAL PRESENTATION:**

**Police Chief Mike Luvera** gave a presentation to Council explaining the new 2021 Legislative Police Reform Laws. A lengthy discussion was held including the specifics of many changes being implemented. **Luvera** shared concerns about how the new laws being implanted may affect the way officers respond to calls. Key discussion topics included lethal force data, systemic policing, vehicle pursuits, use of force house bill, drug laws, and implementing mental health professionals. **Luvera** shared the department is committed to protecting the rights of individuals. **Representative Ramel** spoke in greater length about the legislative background of the new laws being presented. **Ramel** shared the intent behind these changes is to offer safety for the community. A discussion was held amongst the Council about concerns that may come from the new laws.

**PROCLAMATION:**

No Proclamation.

**COMMITTEE & BOARD REPORTS:**

**Councilor Keith Chaplin** shared a discussion from Parks and Recreation Board meeting, about conducting the majority of the work for the future dog park in-house which would offer substantial cost savings to the city. An additional discussion was held regarding the Skagit River Park PUD meter and new ways of watering the fields. **Chaplin** also shared an update from the Public Works meeting including a discussion regarding the new infrastructure plan as well as offering more fiber opportunities throughout the city.

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**OFFICERS REPORTS:**

**Human Resources and Administrative Manager Kristin Morrisen** shared an informational session regarding the new Washington State Long Term Care fund that will be taking place to offer Council and staff with information about the upcoming changes.

**City Administrator Greg Young** offered a brief update of the city's second-quarter finances. Young stated the city is seeing a healthy general fund despite the pandemic. The main source of revenue continues to be sales tax-driven with a current positive trend in sales.

**UNFINISHED BUSINESS:**

No Unfinished Business.

**CONSENT AGENDA**

**Ordinance Revising the Composition of the Preservation Commission**

**City Administrator Greg Young** explained Council previously approved revisions to the Burlington Historic Preservation Commission. These changes will be incorporated into our City Code by a firm called Code Publishing.

A motion was made by **Councilors Chris Loving/Joe DeGloria** to approve the Consent Agenda. All in favor; motion carried.

**NEW BUSINESS:**

**Agreement with Gray and Osborne, Inc. to Provide Engineering Services for the Design and Services for Rehabilitation of Approximately 1450 feet of 12-inch Sewer Line on Rio Vista Ave.**

**Sewer Supervisor Don Erickson** explained the city has used the MRSC Roster to solicit interest from engineering firms to provide professional engineering services, for the design and limited construction services for the rehabilitation of approximately 1450 feet of 12-inch sewer line on Rio Vista Ave. Three firms responded and Gray and Osborne, Inc. were selected. **Councilor Joe DeGloria** asked if Gray and Osborne, Inc. came in as the lowest bid and asked for all bid offers to be provided in the future. **Councilor James Stavig** spoke in agreement with **J. DeGloria** sharing he would like to see all the bids that were received. **Erickson** explained Gary and Osborne, Inc. has established an excellent customer base with the city over the years. **Public Works Director Marv Pulst** shared the



July 22, 2021

selection process is extremely thorough and fair. The selection committee does substantial research on all bids and ultimately selects the best quality.

A motion was made by **Councilors Scott Green/Bill Aslett** to approve the Agreement with Gray and Osborne, Inc. and authorize the Mayor's signature. All in favor; motion carried.

**EXECUTIVE SESSION:**

No Executive Session.

**ADJOURNMENT:**

**Mayor Sexton** adjourned the meeting at 9:05 p.m.

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Joe Stewart Steve Sexton  
Finance Director Mayor



ITEM #: 1

CHECK ONE:

NEW BUS. X

OLD BUS.           

## AGENDA ITEM

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Council Date: August 12, 2021 Subject: Purchase of Remaining 8 Pallet shelters

Submitted By: Greg Young – City Administrator

Attachments: None Public Hearing Required: YES ( ) NO (X )

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\_\_\_\_\_

### **HISTORY AND SUMMARY**

The Skagit First Step Center has now been open for nearly three months and its operation has been up to expectations. The Friendship house has staffed the facility and the Cabins are slowly being occupied. Wanting to ease into Shelter operations, the City did not initially purchase all of the planned units and the Friendship House did not immediately fill all of the cabins. Of the 37 units first purchase and delivered, about 25 of the units are now occupied.

On average, about 5 new occupants are added weekly.

The site can accommodate eight (8) more Pallet Shelter units and we are asking for authorization to order the remaining cabins. With the popularity of the Pallet Shelters, once we place the order it will be a few weeks more until the new units can be manufactured and delivered. We have previously poured the base for these units so once they are delivered, they can be assembled and will be ready for use.

### **ALTERNATIVES CONSIDERED**

Do not purchase the remaining units at this time.

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

The purchase of the Cabins is funded through an interlocal grant from Skagit County so there is no adverse budget implications for Burlington. After accounting for the existing outstanding financial commitments, we have in excess of \$60K in the fund – sufficient for this purchase

**LEGAL ASPECTS – LEGAL REVIEW**

None

**STAFF RECOMMENDATION**

Authorize the purchase of the remaining units

**SUGGESTED COUNCIL MOTION LANGUAGE**

“I move to authorize the purchase of the remaining eight Pallet Shelter units.”



ITEM #: 2

CHECK ONE:

NEW BUS. X

OLD BUS.           

## AGENDA ITEM

Council Date: August 12, 2021 Subject: Update to Fee Schedule

Jim Rabenstein, Parks Supervisor

Attachments: Proposed Changes to Fee Schedule Public Hearing Required: YES ( ) NO ( **X** )

Field Lining Fee Spreadsheet

### **HISTORY AND SUMMARY**

Parks & Rec recently entered into an updated contract with the company that provides portable restroom services for the city's parks system. The increased prices in the new contract prompted us to look at the department's existing fee schedule and make further adjustments to three other areas where the need has been noticed: **Miscellaneous Fees, Field/Court Rental Fees, and Field Lining Fees.**

**The proposed changes are noted in red /** Current fees are listed in black.

#### **1. Miscellaneous Fees**

Fees have been revised to either (1) ensure current rates cover hard costs or (2) to establish fees for new services provided

#### **2. Field Rental Fees**

In 2018, an overhaul of the City's athletic field use policy was completed which included a revamped, simplified fee structure for playfield reservations. After working with the new fee structure through 2019, we have noticed areas that could be improved upon. As a result, two new fee categories have been proposed: Youth and Adult non-profit organizations.

#### **3. Field Lining Fees**

A spreadsheet is included in council packets reflecting options for updates to lining fees. The spreadsheet offers 3 options for council to consider:

- (1) Update lining fees to simply cover hardcosts
- (2) Update fees to cover hardcost + 10%
- (3) Update fees to cover hardcost + 20%

### **ALTERNATIVES CONSIDERED**

Update portable restroom fees only to reflect new contracted rates.

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

The proposed updates to Miscellaneous and Field Lining Fees ensures that the City's hardcosts associated with the corresponding services are covered.

### **LEGAL ASPECTS-LEGAL REVIEW**

None

### **STAFF RECOMMENDATION**

Approve proposed changes to Field Rental Fees and Miscellaneous Fees

### **SUGGESTED COUNCIL MOTION LANGUAGE**

Motion to adopt proposed changes to Parks and Recreation's Fee Schedule using option # \_\_\_\_ for Field Lining Fees and authorize the Mayor to approve the updated Fee Resolution

Burlington Parks & Recreation  
Options for Field Lining Fee Updates

		OPTION 1		OPTION 2		OPTION 2	
Current Fee		City's Hard Cost	Proposed Fee	Hard Cost +10%	Proposed Fee	Hard Cost +20%	Proposed Fee
Initial Linings & Rotations							
Soccer	<b>\$100.00</b>	\$88.75	<b>\$120.00</b>	\$97.63	<b>\$132.00</b>	\$106.50	<b>\$145.00</b>
Rugby		\$120.50		\$132.55		\$144.60	
Lacrosse		\$120.50		\$132.55		\$144.60	
Ultimate		\$60.25		\$66.28		\$72.30	
Football	<b>\$100.00</b>	\$216.50	<b>\$217.00</b>	\$238.15	<b>\$239.00</b>	\$259.80	<b>\$260.00</b>
Soccer-Micro	<b>\$25.00</b>	\$46.00	<b>\$46.00</b>	\$50.60	<b>\$51.00</b>	\$55.20	<b>\$55.00</b>
Field Relinings							
Soccer	<b>\$50.00</b>	\$38.25	<b>\$53.00</b>	\$42.08	<b>\$58.00</b>	\$45.90	<b>\$65.00</b>
Rugby		\$52.50		\$57.75		\$63.00	
Lacrosse		\$52.50		\$57.75		\$66.90	
Ultimate		\$31.75		\$34.93		\$38.10	
Football	<b>\$50.00</b>	\$105.70	<b>\$106.00</b>	\$116.27	<b>\$117.00</b>	\$126.84	<b>\$130.00</b>
Soccer-Micro	<b>\$12.00</b>	\$28.50	<b>\$29.00</b>	\$31.35	<b>\$32.00</b>	\$34.20	<b>\$35.00</b>

**COURT RENTAL FEES**

Description		per Hour per Court	per Day per Court	per Day per Complex	Comments:
Sand Volleyball Courts	Rotary Park	\$5	\$30	\$100	4-Court Complex
Grass Volleyball Court (New Fee Type)	Rotary Park	N/A	\$36	N/A	Up to 50' x 80'
Basketball Courts	Maiben Park	\$5	\$20	\$50	3-Court Complex
<ul style="list-style-type: none"> <li>•If City staff cancels or declares a safety closure, renter will receive full refund</li> <li>•Date Change: All fees transfer with <u>first</u> date change. Additional date changes are considered cancellations.</li> <li>•Cancellations received 14-days or more prior to rental: 50% of rental fee refunded</li> <li>•Cancellations received 13-days or less prior to rental: No refund</li> <li>•No Show: Renter forfeits all fees associated with rental</li> </ul>					

**MISCELLANEOUS FEES**

Description	Amount	Comments
<b>Field Lining Fees:</b>		
Field Lining - Standard	New \$145 per field Prev \$100	includes paint, staff time
Field Relining - Standard	New \$65 per field Prev \$50	includes paint, staff time
Field Lining - Detailed (New Fee Type)	\$260 per field	includes paint, staff time (detailed lines or large field)
Field Relining- Detailed (New Fee Type)	\$130 per field	includes paint, staff time (detailed lines or large field)
Field Lining - Micro	New \$55 per field Prev \$25	includes paint, staff time (up to 30yds x 45yds)
Field Relining - Micro	New \$35 per field Prev \$12	includes paint, staff time (up to 30yds x 45yds)
Field Lining Paint	New \$44 per case Prev \$40	(12) 18oz aerosol cans per case
Staff Assistance	\$40 per hour	
<b>Portable Restrooms:</b>		
Standard Unit	New \$80 per unit Prev \$60	includes standard weekly service
Standard Unit w/ Sink	New \$130 per unit Prev \$110	includes standard weekly service
ADA Restroom	New \$125 per unit Prev \$100	includes standard weekly service
Single Basin Handwash (New Fee Type)	\$90 per unit	includes standard weekly service
Double Basin Handwash	New \$105 per unit Prev \$75	includes standard weekly service
Extra Cleaning	New \$35 per unit, per cleaning Prev \$25	

Miscellaenous Fees continued on next page

## MISCELLANEOUS FEES - Continued

Description	Amount	Comments
<b>Vendor Permit:</b>		
Vendor Application Fee	\$40 per application	non-refundable
Vendor Utility Fee	\$20 per day	
<b>Special Event Permit:</b>		
Standard Event Permit	New \$50 per application	non-refundable Prev \$35
Low-Impact Event Permit	\$25 per application	non-refundable (New Fee Type)
<b>Community Garden:</b>		
Pea Patch Garden Plot	\$50 per garden plot	non-refundable
<b>RV Parking:</b>		
Whitmarsh RV Slip	\$30 per day	(New Fee Type)
<b>SRP Concessions:</b>		
Concession Room	\$50 per day	



## Leagues, Camps/Clinics, Single/Incidental Use

### FIELD RENTAL FEES

						Proposed updates, 2021-05
Baseball/Softball (per field)	Youth B-E Service Area	Youth Non-Profit	Youth Organization	Adult Non-Profit	Adult Organization	Comments
Practice	\$0 p/hour	\$4 p/hour	New \$6 p/hour Prev \$4	\$10 p/hour	New \$12 p/hour Prev \$10	Minimum 2-hour rental
Games	\$6 p/hour	\$8 p/hour	New \$10 p/hour Prev \$8	\$20 p/hour	New \$24 p/hour Prev \$20	Minimum 2-hour rental (1-hour T-Ball)

Grass Fields Skagit River Park Complex (per field)	Youth B-E Service Area	Youth Non-Profit	Youth Organization	Adult Non-Profit	Adult Organization	Comments
Practice Up to 80yds x 125yds	\$0 p/hour	\$7 p/hour	New \$9 p/hour Prev \$7	\$14 p/hour	New \$16 p/hour Prev \$14	Minimum 2-hour rental
<u>Games:</u> <b>Standard Field</b> Up to 80yds x 125yds	\$12 p/hour	\$14 p/hour	New \$16 p/hour Prev \$14	\$28 p/hour	New \$30 p/hour Prev \$28	Minimum 2-hour rental
<b>Micro Field</b> Up to 30yds x 45yds	\$4 p/hour	\$6 p/hour	New \$8 p/hour Prev \$6	N/A	N/A	Minimum 1-hour rental
<b>Skagit River Park-Full Lobe</b> 1-10 Standard Fields	\$768 p/day	\$896 p/day	New \$1024 p/day Prev \$896	\$1,792 p/day	New \$1920 p/day Prev \$1792	
<b>Skagit River Park-Half Lobe</b> 1-5 Standard Fields	\$384 p/day	\$448 p/day	New \$512 p/day Prev \$448	\$896 p/day	New \$960 p/day Prev \$896	

### CANCELLATIONS, CHANGES, REFUNDS

●In cases where playfield reservations are cancelled by the City, cancellation/change penalty fees shall be waived and Organizer will be refunded or not billed, whichever shall apply.

#### SINGLE/INCIDENTAL FIELD USE

- Cancellations received 30-days or more prior to start of reservation: 50% of Field Rental Fee and 100% of Miscellaneous Fees (portable restrooms, field lining, etc.) are refunded.
- Cancellations received 29-days or less prior to start of reservation: No Refund of Field Rental Fee; No refund of unrecoverable Miscellaneous Fees (portable restrooms, field lining, etc.).
- No Shows: 100% of Field Rental Fee and Miscellaneous Fees (portable restrooms, field lining, etc.) are forfeit.

#### LEAGUE FIELD USE

- If a coach or umpire determines a field is unplayable after being determined playable by Parks Department staff, League Organizer must advise the Parks Supervisor, in writing, within 48-hours in order to receive credit or to arrange for rescheduling.
- League Organizer must notify the Parks Supervisor in writing at least 7-days prior to the scheduled reservation date if they desire to cancel and receive a refund or to not be billed, whichever applies.
- Changes to any contract will NOT be considered official until written confirmation from the Parks Supervisor is received by League Organizer. Changes to any contract will require at least 7-days prior notice.
- No Shows: Field Rental Fee and all applicable Miscellaneous Fees are forfeit.

The Parks and Recreation Director is authorized to adjust fees in limited circumstances as an incentive to expand the amount of field usage and/or usage variety to help promote field use in Burlington.

## Tournaments & Special Events

### FIELD RENTAL FEES

**Proposed updates, 2021-05**

Baseball/Softball (per field)	Youth Non-Profit	Youth Organization	Adult Non-Profit	Adult Organization	Commercial/ Special Event	Comments
Baseball-Skagit River Park	\$72 p/day	New \$100 p/day Prev \$72	\$176 p/day	New \$216 p/day Prev \$176	New N/A Prev \$216	4 Diamonds 60' Base Paths
Softball-Skagit River Park	\$72 p/day	New \$100 p/day Prev \$72	\$176 p/day	New \$216 p/day Prev \$176	New N/A Prev \$216	4 Diamonds 45'-60' Base Paths
Baseball-Rotary Park	\$72 p/day	New \$100 p/day Prev \$72	\$176 p/day	New \$216 p/day Prev \$176	New N/A Prev \$216	2 Diamonds 90' Base paths

Grass Fields	Youth Non-Profit	Youth Organization	Adult Non-Profit	Adult Organization	Commercial/ Special Event	Comments
Skagit River Park Complex						
East or West - Full Lobe	New \$2145 p/day (New Category)	New \$2243 p/day Prev \$2150	New \$2438 p/day (New Category)	New \$2535 p/day Prev \$2340	New \$2828 p/day Prev \$2800	10 Standard Fields (80yds x 120yds)
East or West - Half Lobe	New \$1073 p/day (New Category)	New \$1122 p/day Prev \$1075	New \$1219 p/day (New Category)	New \$1268 p/day Prev \$1170	New \$1414 p/day Prev \$1400	5 Standard Fields (80yds x 120yds)
Dike District Playfields	New \$429 p/day (New Category)	New \$449 p/day Prev \$390	New \$488 p/day (New Category)	New \$507 p/day Prev \$430	New \$566 p/day Prev \$515	2+ Standard Fields (80yds x 120yds)

#### REFUNDABLE SECURITY DEPOSIT\*

Description	Amount	
Baseball/Softball	\$500.00	
Grass Fields-Skagit River Park	\$2,000.00	Up to 20 Standard Fields (80yds x 120yds)
	\$1,000.00	Up to 10 Standard Fields (80yds x 120yds)
	\$500.00	Up to 5 Standard Fields (80yds x 120yds)
Grass Fields-Dike District	\$500.00	1-2+ Standard Fields (80yds x 120yds)

\*Paid at time of reservation confirmation

#### CANCELLATIONS, CHANGES, REFUNDS

- In cases where playfield reservations are cancelled by the City, cancellation/change penalty fees shall be waived and Organizer will be refunded or not billed, whichever shall apply.
- Organizer will forfeit security deposit for cancellations received 14-days or more prior to reservation start date.
- Organizers of new tournaments will forfeit 25% of security deposit for cancellations received 14-days or more prior to reservation date. A new tournament is described as a tournament hosted for 2 or less years in Burlington.
- Organizers will forfeit security deposit and 50% of all field rental fees and 100% of any unrecoverable miscellaneous fees (portable restrooms, field lining, etc.) for cancellations received 13-days or less prior to reservation start date.
- No Show: Organizers will forfeit security deposit and 100% of all field rental and miscellaneous fees (portable restrooms, field lining, etc.)

The Parks and Recreation Director is authorized to adjust fees in limited circumstances as an incentive to expand the amount of field usage and/or usage variety to help promote field use in Burlington.

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The City has received the enclosed pre-design scope of services from King Architecture, a design firm with significant experience in this realm. The proposal is rather modest since at this point in time, the goal is to determine the feasibility of completing modifications to the building prior to developing more significant plans for a future capital project.

**ALTERNATIVES CONSIDERED**

None – the existing facility is not considered to be appropriate for its expended use.

**CURRENT AND FUTURE BUDGET RAMIFICATIONS**

This project was included in the 2021 Capital Improvement Plan (CIP) and sufficient budget for this project is included in the 2021 budget.

**LEGAL ASPECTS – LEGAL REVIEW**

None

**STAFF RECOMMENDATION**

Approval of the Pre-Design Services

**SUGGESTED COUNCIL MOTION LANGUAGE**

“I move to approve the pre-design agreement with King Architecture and authorize the Mayor to sign.”

22 July 2021

Greg Young, City Administrator  
City of Burlington  
311 Cedar St.  
Burlington, WA 98233

RE: City of Burlington Fire Station  
Feasibility Study / Pre-Design  
Scope of Work/Project Agreement

Dear Greg:

Thank you for the opportunity to present this proposal for the Feasibility Study / Pre-Design services for renovations to the Burlington Fire Station. This letter is intended to constitute the agreement between the City of Burlington and King Architecture PLLC.

**General Project Description:**

The City of Burlington is looking to make improvements to the existing fire station on 350 Sharon Avenue. In general, we are presenting this proposal to provide a feasibility/pre-design study to begin the needs assessment & programming phase to review potential renovation ideas and associated preliminary budgets. This study would assist City officials in determining the feasibility and costs for a future renovation project at the Fire station.

**We discussed the following needs the fire department would be looking to incorporate into the future re-design.**

- Re-locate the existing washer and dryer from the existing Decon Room to the adjacent Utility/Storage room or into the re-configured bedroom / bathroom / shower rooms.
- Re-configure existing main floor restroom / locker room area into dedicated individual toilet rooms for public and office staff use & private fire fighter restroom / shower use.
- Enclose work out area located in the current apparatus bay.
- Provide dedicated fire fighter work stations for report writing.
- Review existing bedroom layout on main floor and upper floor. (8) existing bedrooms are small and have poor ventilation. Bedrooms need to accommodate (3) shifts.
- Add fire pole from upper floor directly into the apparatus bay.
- Re-configure and renovate kitchen space. Existing space is too small for (8) people on shift. Larger range would be desired.

King Architecture PLLC shall provide services for a pre-design and feasibility study that will evaluate design alternatives to accommodate the fire department needs noted above and will include projected costs.

The main purpose of this study is to provide information that addresses the needs of the fire station, and to provide information to facilitate decisions related to capital improvements of this building. The viability, issues and opportunities of the design will be assessed as part of this study.

Along with the needs already noted above, further dialog with fire department stakeholders will determine the specific goals and objectives. A building program identifying space needs will be further developed from this input.

A rough order of magnitude cost estimate will be developed for improvements identified in the conceptual designs.

Original building plans and site plans will be provided to King Architecture by the fire department. There appears to have been several changes made over the years that are not reflected in the plans received. We will field measure and create base drawings of the existing building for the purposes of this study. Additional field work would likely be needed if full construction plans were to be developed.

No sub-consultants are included in developing these conceptual plans or in the basic assessment of the existing building systems. The assessment in this scope of work will be general in nature and will identify areas where additional study by sub-consultants would be advised. King Architecture will not be providing detailed assessments of site infrastructure, structural systems, plumbing systems, HVAC systems or electrical / data systems. Any assessment of hazardous materials will be by others and is not included in this scope of work. The existing building was constructed in the late 90's, we would anticipate hazardous materials would not be present.

King Architecture will consider the following elements when developing the conceptual plan:

- Basic programmatic needs as established by fire department stakeholders
- Sustainable design opportunities
- Building maintenance and operations
- Accessibility for persons with disabilities
- Assessment of existing mechanical systems will come from discussion with contractor known to service the building and city maintenance staff. No mechanical engineering services are included in this scope of work.
- Assessment of existing electrical and data systems will come from discussion with contractor known to service the building and city maintenance staff. No electrical engineering services are included in this scope of work.

We anticipate participation from fire department stakeholders, City of Burlington Public Works Department, Building Department and Planning Department in the analysis of utilities, building code and zoning requirements for the building and site.

The deliverables will include:

- A written summary with a description of space allocations and programmatic needs
- A brief description of the assessment of the conditions of the existing facility and systems
- Documents delineating the conceptual design. This includes Site plan & Building Floor plans from 3D Revit model.
- Construction cost projections
- Base drawings of the existing building
- An executive summary
- Two meetings with the fire department stakeholders
- One presentation to City of Burlington administration (as required)
- One printed and one digital copy of the final document

The work by King Architecture will be completed for an Hourly Not to Exceed fee of \$14,965. See also attached Fee Matrix, dated 22 July 2021. Reimbursable expenses for such things as copies or enlargements of original renderings are an additional expense and will be invoiced at cost plus 10% or can be paid for directly by the City of Burlington to the reprographics company.

Payments to King Architecture by the City of Burlington will be invoiced monthly based on the percentage of work completed. Payment from the City of Burlington is expected within approximately 30 days of the date of the invoice.

If the terms of this agreement are acceptable, please sign, date and return to King Architecture.

We look forward to working with you on this project!

Sincerely,



Tim Faber AIA, Principal  
King Architecture PLLC

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City of Burlington

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Date

# FEE MATRIX

## City of Burlington - Fire station Renovations Feasibility Study / Pre-Design

King Architecture LLC

22-Jul-21

### Description:

- Work related to Feasibility Study and Pre-Design to provide City of Burlington sufficient information for decisions regarding capital improvements.

Architectural Services	Prin	Arch 1	Tech	Cleric	
Field assessment / Field measure		4	4		8
Creation of base as-built drawings		1	18		19
Preliminary code review		4			4
Discussion w City Plng, Bldg Dept & PW staff	1	1			2
Creation of Building Condition Assessment Report	1	6		3	10
Meet with fire dept stakeholders	4	4			8
Create building program from stakeholder input	6	2			8
Develop schematic design options	12	6	23		41
present to stakeholders	2	2			4
revise schematic design based on stakeholder input	4	1	8		13
Produce Rough-order-of-magnitude opinion of probable costs	1	4	1		6
Compile final document	1	1		4	6
Present to City Officials	1	1			2
Sub-total hours	33	37	54	7	131
Wage Rates	\$160	\$120	\$90	\$55	
Sub-total Wages	\$5,280	\$4,440	\$4,860	\$385	
TOTAL ARCHITECTURAL SALARY COST					\$14,965
Sub-consultant Services					
No sub-consultants at this time					\$0
Sub-total Sub-consultant Services					
Coordination/Administration of Consultants	10%				\$0
TOTAL SUB-CONSULTANT SERVICES COSTS					\$0
<b>TOTAL HNTE FEE</b>					<b>\$14,965</b>





ITEM #: 4

CHECK ONE:

NEW BUS. X

OLD BUS.           

## AGENDA ITEM

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Council Date: August 12<sup>th</sup>, 2021 Subject: Police- Body Worn Cameras

Submitted By: Eddie Rogge

Attachments: Quote from Motorola Solutions/ WatchGuard Public Hearing Required: YES ( ) NO ( **x** )

\_\_\_\_\_  
\_\_\_\_\_

### **HISTORY AND SUMMARY**

The 2021 Washington State Legislative Session passed many pieces of legislation relating to Police Reform. One of the pieces of legislation was HB 1223 which requires electronic recordation of custodial interrogations. This requires officers to be outfitted with a BWC (Body Worn Camera) to legally and efficiently perform their essential duties. In addition to the legislative mandate, BWC's would provide further transparency between the Burlington Police Department and our citizens.

### **ALTERNATIVES CONSIDERED**

We considered and received bids from several other Body Worn Camera Systems. We attended webinars and virtual meetings while evaluating the different products. We concluded that the Motorola Solutions/WatchGuard option was the best value for a product that would serve our needs. Motorola Solutions does manufacture our current radios and owns our current CAD system which allows the different systems to integrate together.

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

The current contract would extend for the next 5 years with a total cost of \$99,320- over that period of time. The contract is a one-time payment that covers the 5-year contract. We did receive additional savings by making the lump-sum payment compared with paying annually. If we paid annually the total cost would be \$102,095-. The purchase does include training, support, equipment updates, cloud storage, etc.

### **LEGAL ASPECTS – LEGAL REVIEW**

Contract was sent to legal for review and no known issues.

### **STAFF RECOMMENDATION**

Our contract with Motorola Solutions/ WatchGuard would fulfil our current BWC needs and into the future. We would recommend passing the attached agreement contract with Motorola Solutions/ WatchGuard.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

“I move to approve the one time purchase price for the attached 5-year contract for the BWC’s (Body Worn Cameras) as quoted by Motorola Solutions/ WatchGuard”.

**WatchGuard Video**

415 E. Exchange

Allen, TX 75002

(P) 800-605-6734 (F) 212-383-9661

**Prepared For:**Burlington Police Department Attention: Commander Eddie Rogge  
(25) V300 BWC**QUOTATION - MCH-0184-03****DATE: 07-07-21**

## PROJECT QUOTATION

We at WatchGuard Video are pleased to quote the following systems for the above referenced project:

### Video-As-A-Service

Deliverables / Materials / Services	Qty	Unit Price	Amount
<b>Body-worn camera and evidence management software - 5 Year Video-as-a-Service Package @ \$49 per Month</b>	<b>30</b>	<b>\$2,940.00</b>	<b>\$88,200.00</b>
AAS-BWC-5YR-001 ( <b>PaaS</b> )			
Video-as-a-Service includes CommandCentral Evidence, the cloud-based evidence management system with unlimited device storage and unlimited cloud sharing.			
User licenses on a per-device basis.			
50 GB of non-device storage included per device, averaged across all devices in the program			
CommandCentral Evidence, Records, Redaction, Sharing, Community Engagement capabilities and capture application included.			
Body-worn camera (battery + choice of mount included)			
Third year technology (Hardware) refresh.			
5-year agreement (billed Quarterly or Annually)			
Advanced hardware replacement service & 24/7 support			
No-Fault hardware warranty			
<b>USB Docking Station Video-as-a-Service Package @ \$4 per Month</b>	<b>3</b>	<b>\$240.00</b>	<b>\$720.00</b>
AAS-BWC-USB-DOC ( <b>PaaS</b> )			
USB Dock for Body-worn camera including USB Cable			
<b>Transfer Station (8 Bay) Video-as-a-Service Package @ \$30 per Month</b>	<b>3</b>	<b>\$1,800.00</b>	<b>\$5,400.00</b>
AAS-BWC-XFS-DOC ( <b>PaaS</b> )			
8-Bay Ethernet Transfer Station			
Ethernet Cable, Rack mount (optional) & Power Cord			
<b>Subtotal Price</b>			<b>\$94,320.00</b>

Deliverables / Materials / Services	Qty	Unit Price	Amount
V300, Battery, Removable and Rechargeable, 3.8V, 4180mAh WGP02614	25	\$99.00	\$2,475.00
Managed Software Installation Service; On-Site Assist Install, Training, Configuration, Project Management, Consultation WGW00122-400	1	\$5,000.00	\$5,000.00
Spillman Integration 000-000	1	\$0.00	\$0.00
Freight Charge (BWC) TEST_FREIGHT_PN FOB First Destination	30	\$10.00	\$300.00
Subtotal Price			\$7,775.00

5-Year Cost Breakdown
Year 1 - \$26,639.00
Year 2 - \$18,864.00
Year 3 - \$18,864.00
Year 4 - \$18,864.00
Year 5 - \$18,864.00
<b>5-year total: \$102,095.00</b>

If Burlington pays all 5-years in Year 1 the total discount would be **\$2,560.00**

**Total 5-Year Cost: \$99,535.00**

#### Notes:

1. This Quote is valid for 90 days from the Quote Date. Pricing may change thereafter.
2. Any sales transaction resulting from this Quote is based on and subject to the applicable Motorola's Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents.
3. Motorola's Standard Terms and Conditions are found at [www.motorolasolutions.com/product-terms](http://www.motorolasolutions.com/product-terms).
4. Payment Terms: Equipment-Net 30 days upon shipment; Installation-Net 30 days upon completion; Services and Subscription Agreements-Net 30 days from receipt of Order.

5. The pricing in this Quote does not include any applicable taxes (e.g. sales/use tax).
6. NOTE TO SELLER: For existing customers, please validate whether additional terms are required for the sale of any new product, software, service or subscription with your assigned territory legal resource.

Quoted by: Madeline Hodson - 800-605-6734 - [madeline.hodson@motorolasolutions.com](mailto:madeline.hodson@motorolasolutions.com)



**LEGAL ASPECTS – LEGAL REVIEW**

None

**STAFF RECOMMENDATION**

Approval on the Contract

**SUGGESTED COUNCIL MOTION LANGUAGE**

“I move to approve the design contract with HBB Landscape Architects and authorize the Mayor to sign.”

## SCOPE OF WORK

### Dog Park at Jack & Helen Doyle Memorial Park

Burlington, Washington

26 July 2021

HBB Landscape Architecture (HBB) is pleased to submit this proposal for Dog Park design services at Jack & Helen Doyle Memorial Park. We understand this project will include developing concept design drawings that reflects your community's identity and the city's overall goals for the project. The city will utilize the concept design to develop final construction documents in-house. The project will generally include a review and analysis of the existing site, a development of concept alternatives, and a final preferred conceptual design.

Based upon our knowledge of this project and previous discussions with you, we are proposing the following professional services for your consideration. Our proposed scope of work will easily permit modification as we progress through the design process. The tasks that we are proposing for your project include the following:

#### **TASK 1 BACKGROUND INFORMATION / ANALYSIS / PROJECT MANAGEMENT**

- 1.1 *Kick-off Meeting / Site Visit.* Meet with City Staff and hold a visioning workshop at the park to understand current city goals, evaluate the site, and identify any potential challenges or opportunities for a new dog park at the site. This could include a short segment of the meeting where immediately adjacent residents can join the discussion and offer their initial concerns or ideas for the project.
- 1.2 *Site Analysis.* Document the site analysis in plan view (hand sketch, black/white, on aerial or survey). Analysis will generally include views and sight lines, maintenance considerations, accessibility and access, programming and park use, existing vegetation, required buffers, and topographic analysis.

**Assumptions:**

- A geotechnical report for stormwater infiltration testing is not required. Any soil sampling will be conducted by the City.

#### **TASK 2 PUBLIC ENGAGEMENT**

- 2.1 *City Council Meetings.* Attend up one (1) meeting with the City Council. One (1) design team member to attend the meeting. Materials presented will be the same as those developed under other tasks, assumed to be Preferred Concept Design.

#### **TASK 3 CONCEPT ALTERNATIVES**

- 3.1 *Concept Design Alternatives.* Develop up to three (3) concept alternatives for the dog park at Jack & Helen Doyle Memorial Park. Concepts will address access and circulation, open space enhancement, ADA accessibility, off leash dog area surfacing, off-leash dog area fences and gates, off-leash dog area amenities, and an assessment of infrastructure needed to support proposed concepts. Concepts will be presented in one plan graphic with a comparison matrix to facilitate evaluation of the concepts and photo examples of proposed improvements. Design concepts will be hand-drawn with color added for clarity. Cost comparison will be provided.
- 3.2 *Preferred Concept Design.* Develop a Preferred Concept Design for site improvements based on the feedback received from the City, key stakeholders, and elected officials. Preferred Concept Design will be drawn in AutoCAD and color-rendered for presentation purposes. Photo examples of proposed improvements will be revised as needed.

#### **TASK 4 ADDITIONAL SERVICES ON-CALL**

- 4.1. *Support Services (hourly as needed).* Assist with questions, revisions, product substitutions, construction details, or other coordination items not identified above on an as-needed basis. City of Burlington will initiate HBB if additional assistance is required.



## **ASSUMPTIONS**

- The above fee is an estimate of how we expect to allocate our time. We reserve the right to move time between phases, consultants, and tasks as needed to accomplish the overall goals of the project.
- Meeting locations, noticing, mailing, and copies of any handouts (if required) will be provided by the City. No presentation boards or other hard-copy materials are anticipated.
- Project website and all social media posts will be by the City.
- All translation services, if needed, will be by the City.
- Traffic analysis, survey, environmental analysis, engineering, and arboricultural services are not included.
- All design development, permitting, and construction documents will be by the City.

## **FEE PROPOSAL – See Exhibit A**

In consideration of the above services, we are proposing the following estimated fee:

### **BASE SERVICES**

TASK 1. Background Information / Analysis	\$ 2,487.00
TASK 2. Public Engagement (City Council)	\$ 192.00
TASK 3. Concept Alternatives	<u>\$ 3,650.00</u>

<b>BASE SERVICES TOTAL</b>	<b>\$ 6,329.00</b>
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### **ADDITIONAL SERVICES**

TASK 4. Support Services as Needed	\$ 5,000.00
Project Expenses (transportation, reproduction, etc.)	<u>\$ 200.00</u>

<b>SERVICES TOTAL</b>	<b>\$ 11,529.00</b>
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## EXHIBIT A

## Dog Park at Jack &amp; Helen Doyle Memorial Park

26-Jul-21

	HBB					Subtotal Hours and Estimated Cost by Task
	Principal	Project Manager/LA	Design	CAD / Tech	Admin	
2021 Hourly Rate	\$192	\$178	\$150	\$127	\$87	
<b>TASK 1. Background Information / Analysis</b>						
1.1 Kick-Off Meeting / Site Visit	6	6				\$2,220
1.2 Site Analysis		1.5				\$267
SUBTOTAL HOURS	6	7.5	0	0	0	\$2,487
<b>TASK 2. Public / Advisory Board / City Council Engagement</b>						
2.1 City Council Meetings	1					\$192
SUBTOTAL HOURS	1	0	0	0	0	\$192
<b>TASK 3. Concept Alternatives</b>						
3.1 Concept Design Alternatives	2	2		16		\$2,772
3.2 Preferred Concept Design	1	1		4		\$878
SUBTOTAL HOURS	3	3	0	20	0	\$3,650
<b>TOTAL BASE SERVICES HOURS</b>	10	*****	0	20	0	40.5
						\$6,329
<b>TASK 4. Additional Services On Call</b>						
4.1 Support services - hourly as needed						\$5,000
SUBTOTAL HOURS						\$5,000
Subtotal Cost						\$11,329
Project Expenses						\$200
<b>TOTAL SERVICES</b>						\$11,529

The proposed Council Retreat will be one that brainstorms, develops, and prioritizes Council projects to be addressed over the next couple of years. It is meant to be pragmatic not idealistic – we will not spend time developing a mission statement, there will not be any sustainability goals, core value discussions, no equity and inclusion directives, or other fluffy conceptual models. It will be a “what do you want to get done” Retreat.

### **ALTERNATIVES CONSIDERED**

Continue as is with no clear course of action or priorities.

### **CURRENT AND FUTURE BUDGET RAMIFICATIONS**

Undoubtedly, we will prioritize projects that are already in varying stages of completion (and in the budget) but there will also be new ideas and projects that will need dedicated staff and financial resources. The mantra for the Retreat will be “if money were no object, what would you want to get done”. However, as we all know, money will play into what we can feasibly accomplish. With this said, the outcome of the Retreat will directly inform our budget for 2022 and beyond.

### **LEGAL ASPECTS – LEGAL REVIEW**

None

### **STAFF RECOMMENDATION**

Determine a time and place for the Retreat in August. We will begin our 2022 budget deliberations in September so holding the Retreat in the next few weeks will set us up to begin the budget season.

### **SUGGESTED COUNCIL MOTION LANGUAGE**

None – We just need to determine the best time and place for the Retreat.

# City of Burlington Council Retreat Discussion

August 12, 2021  
Greg Young, City Administrator



We are all in Burlington, in this room, at this time for one reason – to make the City of Burlington the best it can be – to spend tax-payers money in the best way possible. We all want to make our community better, safer, more beautiful, and more welcoming for everyone.

**We might all share a common purpose but we need a unified approach, a shared vision, a set of agreed-to principals that drive what we do, how we do it, and when we do it. We can begin this process with a Council Retreat.**

## What is a Council Retreat?

Every one of you ran for office for a reason – you were motivated to serve the public because you wanted to do something. What was it and do you feel you have accomplished what you set out to do when you first filed for office?

A Council retreat can help shape the future direction of the City. It is the best way for a Council to consider and then prioritize what needs to be done.

Having facilitated Council retreats for many years, I've developed an approach that enables the shared vision of the Council to be developed in a collaborative manner. At the end of the retreat we will have developed three prioritized lists of future projects. They are called the "Must-Do List", the "Should-Do List", and the "Could-Do List". As the names imply, we will have three tiers of potential projects, roughly ranked in importance by the Council itself.

These lists will drive our budget process. It will focus our efforts to secure grants. It will inform future staffing. It will empower staff to move projects forward that will fulfill the wishes and desires of the Council. What we accomplish in the next few years will be a reflection of the Council's work at the Retreat to establish the City's priorities.

## How Long Will It Take?

Ideally we will meet on a Saturday morning that works for everyone's schedule. Since the Retreat's purpose is to establish shared goals, it is very important that all Councilmembers participate. If we were to begin at 9AM, we can be finished by 1PM.

[Return to Agenda](#)