

CITY COUNCIL AGENDA
City Hall, 833 South Spruce Street
7:00 p.m. March 12, 2026

MEETING TO BE HELD IN-PERSON & REMOTELY
ZOOM WEBINAR LINK: <https://zoom.us/j/97859681042>
ZOOM DIAL-IN: +1-253-215-8782
WEBINAR ID: 978 5968 1042

COUNCIL WORKSHOP: March 12, 2026 @ 6:00 PM – Stormwater, Streets & Sewer

CALL TO ORDER:

MINUTES: [City Council Meeting of February 26, 2026](#)

AUDIT OF BILLS:

PRESENTATIONS:

PUBLIC COMMENTS:

MAYOR'S UPDATE:

COUNCIL COMMENTS:

COMMITTEE & BOARD REPORTS:

OFFICER'S REPORTS:

PROCLAMATIONS:

CONSENT:

- 1) [Purchase of 2 New ½ ton 4X4 pickups-Parks Department](#)
- 2) [Appointment of Carol Brobeck to the Planning Commission](#)

ACTION ITEMS:

- 1) [Agreement with Gray & Osborne, Inc. for Engineering Services-2026 Sanitary Sewer Pipe Replacement Project on Pine Street.](#)
- 2) [Police Department Remodel- Construction Bid Award](#)

INTRO/DISCUSSION ITEMS:

- 1) [Resolution approving the acquisition of an Interfund loan between General Fund and the Local Capital Improvement Fund](#)

EXECUTIVE SESSION:

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

ADJOURNMENT:

MEETINGS:

- 1) **AUDIT & FINANCE COMMITTEE:**

Thursday, March 12, 2026, 4:00 PM
Telephonic Meeting 1-774-777-4255
Conference ID# 589-8786

March 2026

March 2026							April 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 1	2	3 6:00pm Library Board (Library Meeting Room)	4 5:30pm Planning Commission (Council Chambers)	5	6	7
8	9 5:00pm Burlington Arts Commission Meeting (Burlington Public Library)	10 4:00pm Public Safety Committee (via Zoom) 6:00pm Parks Board (Zoom)	11	12 4:00pm Audit & Finance Committee 6:00pm Work Session- Streets/Storm, Sewer 7:00pm Council Meeting	13	14
15	16	17 4:00pm Public Works Committee (Telephonic)	18	19	20	21
22	23	24	25	26 4:00pm Audit & Finance 6:00pm Work Session- PROS Plan (CH 7:00pm Council Meeting (Council Chambers)	27	28
29	30	31	Apr 1	2	3	4

April 2026

April 2026							May 2026						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4					1	2	
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
Mar 29	30	31	Apr 1 5:30pm Planning Commission (Council Chambers)	2	3	4
5	6	7 6:00pm Library Board (Library Meeting Room)	8	9 4:00pm Audit & Finance Committee 6:00pm Work Session- Library, Parks & 7:00pm Council Meeting	10	11
12	13 5:00pm Burlington Arts Commission Meeting (Burlington Public Library)	14 4:00pm Public Safety Committee (via Zoom) 6:00pm Parks Board (Zoom)	15	16	17	18
19	20	21 3:00pm Historical Preservation Commission (Parks & 4:00pm Public Works Committee	22	23 4:00pm Audit & Finance 6:00pm Work Session- Admin/HR, Legal, IT, 7:00pm Council Meeting (Council Chambers)	24	25
26	27	28	29	30	May 1	2

MINUTES

CONSENT AGENDA



CONSENT AGENDA – March 12, 2026

1. Purchase of 2 New ½ ton 4x4 Pickups- Parks Department
2. Appointment of Carol Brobeck to the Planning Commission

RECOMMENDATION

Motion to approve Consent Agenda Item #1 & #2 and authorize the Mayor's signature on appropriate documents.



ITEM #: 1

CHECK ONE:

DISCUSSION

ACTION X

CONSENT AGENDA ITEM

Council Date: March 12, 2026 Subject: Purchase of 2 New ½ ton 4X4 Pickups

Submitted By: P. Travis Schwetz

Attachments: Karmart Chrysler Jeep Ram Fiat Public Hearing Required: YES () NO (X)
Washington State DES
Foothills Toyota
Dwayn Lanes' Skagit Ford
Blade Chevrolet

CONSENT AGENDA ITEM

This item is being included on the consent agenda because staff believe it is routine and non-controversial in nature. Including items like this on the consent agenda helps to quickly resolve items that are more administrative in nature, in order to allow more time during the meeting for Council to discuss other items that may not be routine and therefore require more time and attention. The consent agenda also shows respect for the valuable time of all attendees of Council meetings by reserving more discussion and debate time for those items that require it most. If Council desires to discuss this, or any other consent agenda item in depth, please make a motion to move the item to the regular agenda.

HISTORY AND SUMMARY

The half-ton pickup is an essential workhorse for the Parks Department, serving as daily transportation, trailer haulers, and general service vehicles. In landscaping and construction environments, the typical lifespan of a work truck is approximately ten years. Our current fleet consists of eight trucks, only two of which are less than thirteen years old, and two trucks have now reached 17 and 21 years of service. While routine maintenance is performed on all vehicles, several units now require major repairs that exceed their remaining value. The Parks Department also lacks specialized tools and staffing capacity to conduct these extensive repairs during peak operational seasons.

Federal and municipal fleet standards commonly define the useful life of light-duty and pickup trucks as:

- **10 years or 120,000 miles**, whichever occurs first (federal light-duty truck standard) [\[ecfr.gov\]](https://www.ecfr.gov)

Both TRK #521 and TRK #527 have exceeded industry-standard useful life, both in age and in effective engine wear.

TRK #527 – 2005 Ford F-150 4x4 Extra Cab

ER&R Schedule = 2023

Required repairs:

- Blown head gasket: \$3,700
- 4x4 system issues: \$200
- Seat replacement: \$900
- **Total estimated repairs: \$4,800**

Vehicle values:

- Trade-in value: **\$1,300**
- Estimated Blue Book: **\$1,950–\$3,500**
- Repair cost exceeds vehicle value.

Useful Life Comparison:

TRK #521 is **19 years old**, nearly **double** the standard 10-year life cycle for municipal pickup trucks.

TRK #521 – 2009 Ford F-150 2WD Standard Cab, Long Bed

ER&R Schedule = 2025

Required repairs:

- Rack-and-pinion replacement: \$2,150
- Rear springs and shocks: \$2,000
 - Ignition repairs: \$400
 - Seat replacement: \$900
- **Total estimated repairs: \$5,500**

Vehicle value:

- Estimated resale value: **~\$3,200**
- Repair cost exceeds vehicle value.

Useful Life Comparison:

TRK #527 is **17 years old**, past the **10-year / 120k-mile** federal guideline

COST-BENEFIT ANALYSIS

1. Cost of Repairing Existing Vehicles

TRK #527 – 2005 Ford F-150 4x4 Extra Cab

- Estimated Repairs: **\$4,800**
- Trade-in Value: **\$1,300**
- Kelley Blue Book Range: **\$1,950–\$3,500**
- **Repairs exceed vehicle value by 37–146%.**

TRK #521 – 2009 Ford F-150 2WD Standard Cab

- Estimated Repairs: **\$5,500**
- Resale Value: **~\$3,200**
- **Repairs exceed vehicle value by 72%.**

Total Combined Repairs: \$10,300

Total Combined Vehicle Value: \$4,500–\$6,700

Even after spending over **\$10,000**, both trucks would remain far beyond industry-standard useful life, with a high probability of additional major failures. This makes repair investment non-recoverable and economically inefficient.

Replacement provides the lowest long-term cost, the highest operational reliability, and the best value to the community.

Conclusion

Purchasing two new trucks will allow the Parks Department to maintain its annual operational schedule without diverting staff time or budget toward major repairs on aging vehicles. Replacing these units reduces the risk of breakdowns during seasonal workload peaks and ensures safe, reliable vehicles remain available to support park maintenance, safety responses, and community expectations.

ALTERNATIVES CONSIDERED

- **Repair Existing Trucks**

Not recommended. Repair costs exceed the value of both TRK #521 and TRK #527, and neither truck would meet long-term reliability standards even after repair.

- **Reallocate Vehicles from Other Departments**

Not feasible. No other department has surplus light-duty pickups suitable for Parks operational needs.

- **Do Nothing / Delay Replacement**

Not recommended. Increases risk of operational disruption, emergency repairs, and additional costs.

- **EV / Hybrid**

Cost prohibitive – Vehicles have a higher initial cost; EV option will require installation of charging infrastructure which is an additional cost over and above the purchase price of the vehicle.

- **Purchase Used Vehicles**

Purchasing a used truck will have a lower initial cost. There will be no warranty, and the vehicle will have a shorter life span. Which can result in out of pocket repair costs and the need to purchase replacements sooner.

BID REQUIREMENTS

Pursuant to Burlington Municipal Code 2.84.070, purchases with gross costs greater than \$15,000 require formal bids. That means that the City may use an approved system like the Washington State Bid, piggybacking or conduct its own formal bid. In other words, City staff cannot simply approach a local dealer and purchase a vehicle off the lot without first engaging in a bidding process. Local quotes are provided as illustration of the expected cost range for the final vehicle.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

Parks ER&R fund can purchase these vehicles without using other funding sources.

LEGAL ASPECTS – LEGAL REVIEW

As long as proper bidding requirements are followed, the Council may approve this purchase.

COUNCIL COMMITTEE RECOMMENDATION

These vehicles have been mentioned during the PW committee meetings and have neither received endorsement or had any push back from the council members on the committee.

STAFF RECOMMENDATION

Staff recommends moving forward with purchasing two new ½ ton pickup trucks as the existing trucks are at the end of their useful life and currently needed major repairs are more costly than their Value.

SUGGESTED COUNCIL MOTION LANGUAGE

"I move to authorize City staff to acquire two new ½ ton pickup trucks with a purchase price not to exceed \$90,000 and authorize the Mayor to sign the purchase order."

KARMART CHRYSLER DODGE JEEP RAM FIAT
660 AUTO BLVD
BURLINGTON, WA 982333700

Configuration Preview

Date Printed: 2026-01-26 6:38 PM
Estimated Ship Date:

VIN:
VON:

Quantity: 1
Status: BA - Pending order
FAN 1: 013WB City of Burlington
FAN 2:
Client Code:
Bid Number: TB6096
PO Number:

Sold to:
KARMART CHRYSLER DODGE JEEP RAM FIAT
(43194)
660 AUTO BLVD
BURLINGTON, WA 982333700

Ship to:
KARMART CHRYSLER DODGE JEEP RAM FIAT (43194)
660 AUTO BLVD
BURLINGTON, WA 982333700

Vehicle: 2026 1500 TRADESMAN QUAD CAB 4X4 (140 in WB 6 ft 4 in Box) (DT6L41)

	Sales Code	Description	MSRP(USD)
Model:	DT6L41	1500 TRADESMAN QUAD CAB 4X4 (140 in WB 6 ft 4 in Box)	44,125
Package:	21A	Customer Preferred Package 21A	0
	EFH	3.0L I6 Hurricane SO Twin Turbo ESS	1,695
	DFR	8-Spd Auto 8HP75 Trans	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
	-X8	Black/Diesel Gray	0
Options:	4DH	Prepaid Holdback	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	MY1	Steel Standard Hood	0
	DMH	3.92 Rear Axle Ratio	185
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	171	Zone 71-Los Angeles	0
	4EA	Sold Vehicle	0
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB6096	Government Incentives	0
Discounts:	YGE	5 Additional Gallons of Gas	0
Destination Fees:			2,095

Total Price: 48,110.

Order Type: Fleet
Scheduling Priority: 1-Sold Order
Salesperson:
Customer Name:
Customer Address:

PSP Month/Week:
Build Priority: 99

Instructions:

USA



your price: \$39,891 + Tax Lic. & Fees

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Taken From Washington State DES "CARS" website = all 1/2 ton options including EV's

Create quote	28423		2026 Chevrolet Silverado 1500 4WD WT	4WD	2026	Chevrolet	Bud Clary Chevrolet	\$40,475.00
Create quote	28423		2026 Chevrolet Silverado 2500 4WD Work Truck	4WD	2026	Chevrolet	Bud Clary Chevrolet	\$47,272.00
Create quote	28423		2026 Chevy Silverado 3500 WT 4WD	4WD	2026	Chevrolet	Bud Clary Chevrolet	\$49,147.00
Create quote	28423	Yes	2026 Chevy Silverado EV(CT35843) Crew Cab e4WD Truck	4WD	2026	Chevrolet	Bud Clary Chevrolet	\$58,250.00
Create quote	28423		2026 Silverado 1500 Crew Short Box LT 4WD	4WD	2026	Chevrolet	Frontier Chevrolet	\$54,192.00
Create quote	28423	Yes	2026 Ford F-150 4WD (ICE/HEV)	4WD	2026	Ford	Bud Clary Ford	\$41,073.00
Create quote	28423	Yes	2026 Ford F-150 ICE 4WD	4WD	2026	Ford	Corwin Of Pasco	\$41,083.50
Create quote	28423		2026 Ram 1500 Crew Cab 4WD	4WD	2026	Ram	Northsoun d Dwayne Lane	\$42,114.20
Create quote	28423		2026 Ram 1500 Quad Cab 4WD	4WD	2026	Ram	Northsoun d Dwayne Lane	\$39,402.55
Create quote	28423		2026 Ram 1500 4WD Truck	4WD	2026	Ram	Bud Clary ML CDJR	\$39,585.00
	28423	Yes	2026 Toyota Tundra 4WD	4WD	2026	Toyota	Bud Clary Toyota of Yakima	\$43,721.00
	28423		2025 Chevrolet Silverado 1500 4WD WT	4WD	2025	Chevrolet	Bud Clary Chevrolet	\$40,000.00
	28423	Yes	2025 Chevy Silverado EV Crew Cab e4WD Truck (BEV)	4WD	2025	Chevrolet	Bud Clary Chevrolet	\$57,000.00
Create quote	28423	Yes	2025 F-150 Lighting Flash Ext Range	4WD	2025	Ford	Mullinax Ford of Olympia	\$66,490.00
	28423		2025 Ford F-150 4WD	4WD	2025	Ford	Corwin of Pasco	\$40,990.00
	28423	Yes	2025 Ford F150 4WD (ICE/HEV)	4WD	2025	Ford	Bud Clary Ford	\$41,190.00
	28423	Yes	2025 Ford F150 Lightning 4WD (BEV)	4WD	2025	Ford	Bud Clary Ford	\$45,530.00
Create quote	28423		2025 FordF-150	2WD/4WD	2025	Ford	Mullinax Ford of Olympia	\$35,750.00
	28423		2025 Ram 1500 Quad Cab 4WD	4WD	2025	Ram	Northsoun d Dwayne Lane	\$39,178.94
	28423		2025 Ram 1500 4WD Truck	4WD	2025	Ram	Bud Clary ML CDJR	\$43,445.00
	28423		2025 Toyota Tundra	2WD/4WD	2025	Toyota	Bud Clary Toyota of Yakima	\$39,600.00
	28423	Yes	2024 Chevrolet Silverado EV Crew Cab e4WD Truck (BEV)	e4WD	2024	Chevrolet	Bud Clary Chevrolet	\$64,800.00
	28423		2024 Chevy Silverado 1500 4WD REG CAB 126 Work Truck	4WD	2024	Chevrolet	Bud Clary Chevrolet	\$38,330.00

FOOTHILLS AUTO CENTER

CUSTOMER INFORMATION

Buyer: _____ Co Buyer: _____ Deal #: 108380
Deal Date: 01/28/2026
Print Time: 11:36am
Home #: _____ Home #: _____ Sales Manager: _____
Work #: _____ Work #: _____ Salesperson: _____

VEHICLE INFORMATION

New ☐ Stock #: _____ Description: _____ VIN: _____ Mileage: _____
Used ☐
Demo ☐

SALE INFORMATION

List Price: \$ 46,554.00

Foothills Discount: \$ 1,774.00

Total Consumer Discount: \$ 1,774.00

Selling Price: \$ 44,780.00

Trade Difference: \$ 44,780.00

Doc Fee: ** \$ 200.00

Sales Tax: \$ 3,985.42

License and Title Fees: \$ 352.50

TOTAL PURCHASE PRICE: \$ 49,317.92

** The documentary service fee is a negotiable fee. Documentary service fees are not required by the State of Washington.

TRADE INFORMATION

Trade 1:

VIN: _____ Mileage: _____
0.00 Allowance: \$ 0.00
Reconditioned: 0.00 Payoff: \$ 0.00

0.00 0.00

Total Trade Allowance \$

Total Lien Payoff \$ 0.00

Total Equity \$ 0.00

CASH OPTION

Balance due of: \$ 49,317.92

Actual balance due may vary

FINANCE OPTION

Down Payment

The final terms of the loan may differ, depending on the actual terms of the financial institution's acceptance and the final terms are negotiable. Actual payments may vary. Loan payments subject to credit approval and terms and conditions of loan. Please see Retail Installment Contract for additional terms and conditions.

This is not a contract to purchase or lease the vehicle. Amounts are for informational purposes only.

Customer Signature _____

Dealership Approval _____



TOYOTA

Foothills Toyota

1881 Bouslog Road
Burlington WA 98233
360-757-7575

2026 Tundra

Tundra SR

Model: 2026 Tundra SR i-FORCE 3.4L Turbo V6 Engine 4-Wheel Drive 6.5-ft. bed Double Cab 8342A

Stock: N/A

Engine: i-FORCE V6 Engine

Transmission: 10-Speed Electronically Controlled automatic Transmission with intelligence (ECT-i) and sequential shift mode



EXTERIOR
Ice Cap

INTERIOR
Black Fabric

PRICE

Base MSRP *	\$44,260.00
Port Installed Packages & Accessories	\$199.00
Delivery Processing and Handling	\$2,095.00
Total Advertised Price	\$46,554.00

FUEL ECONOMY



INSTALLED PACKAGES & ACCESSORIES

50 State Emissions	FIO	\$0.00
SR Grade Package	FIO	\$0.00
All-Weather Floor Liners Engineered to precisely fit your Tundra and made from durable, weather-resistant material. Liners feature channels to better hold moisture.	PIO	\$199.00
Owner's Portfolio	PIO	\$0.00
Total Optional Equipment		\$199.00
Vehicle Base Model		\$44,260.00
Delivery Processing and Handling		\$2,095.00

FEATURES

Mechanical & Performance

- Ignition System: Stop and Start Engine System (S&S)
- Fuel System: D-4ST direct-injection and port-injection fuel system
- Off-Road: Engine and body undercovers
- Exhaust System: Stainless steel exhaust system
- Towing: Trailer-Sway Control (TSC)
- Transmission: 10-speed Electronically Controlled automatic Transmission with intelligence (ECT-i), sequential shift mode, and uphill/downhill shift logic
- Body/Frame: Fully boxed high-strength steel ladder frame
- Suspension: Independent double-wishbone front suspension; coil
- Ignition System: Conventional 12V starter
- Intake: Twin turbochargers with electric wastegate valve actuators and water-cooled intercooler
- Valvetrain: 24-valve DOHC aluminum cylinder heads with Dual Variable Valve Timing with intelligence (VVT-i); 3445 c.c. aluminum engine block; 85.5 x 100 (mm.) bore x stroke; 10.4:1 compression ratio
- Towing: Class-IV towing hitch receiver and wiring harness with 7-pin/4-pin connector
- Engine: i-FORCE 3.4L Twin-Turbo V6; 358 hp @ 5200 rpm; 406 lb-ft

KAN-003497 WA 4-REBUILT, NB, 003497, TA052 21424 22051207 1900

22051207 1900

CERTIFICATE OF TITLE

033449

17TXKL150

TKD06353

NB

GU13

2026 Model



F-150

2026 F-150 4X4 SUPER CAB
145" WHEELBASE
5.0L V8 ENGINE
ELEC TEN-SPEED AUTO TRANS

ford.com

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

- EXTERIOR**
- DAYTIME RUNNING LAMPS
 - EASY FUEL CAPLESS FILLER
 - FULLY BOXED STEEL FRAME
 - HEADLAMPS - AUTO HIGH BEAM
 - HEADLAMPS - AUTOLAMP (ON/OFF)
 - LED REFLECTOR HEADLAMPS
 - LOCKING REMOVABLE TAILGATE
 - MANUAL FOLD POWER MIRRORS
 - PICKUP BOX TIE DOWN HOOKS
 - POWER TAILGATE LOCK
 - TRAILER SWAY CONTROL
 - WIPERS - INTERMITTENT

- INTERIOR**
- 4" CLUSTER DISPLAY
 - CRUISE CONTROL
 - DOOR LOCKS - POWER
 - DUAL SUNROOFS
 - ILLUMINATED ENTRY
 - MESSAGE CTR. OUTSIDE TEMP.
 - COMPASS, TRIP COMPUTER
 - TILT/TELESCOPE STR COLUMN

- FUNCTIONAL**
- 8.4" TOUCHSCREEN
 - BLIS (BLIND SPOT MONITORING)
 - AUTO HOLD
 - BLIS W/DOOR-TRAFIC ALERT
 - CLASS IV TRAILER HITCH W/SMART TAIL TOW CONNECTOR
 - CRUISE CONTROL
 - FORD APP
 - LANE-KEEPING SYSTEM
 - POST-COLLISION ASSIST W/ABR
 - PRE-COLLISION ASSIST W/ABR
 - REAR PARKING SENSORS
 - REAR VIEW CAMERA
 - SELECTABLE DRIVE MODES
 - SYNC4 W/AVR & 12" SCREEN

- SAFETY/SECURITY**
- ADVANCETRAC™ WITH RSC®
 - AIRBAGS - FRONT SEAT
 - AIRBAGS - SECOND ROW
 - AIRBAGS - SEATBELT CANNOPY®
 - CTR HIGH MOUNT STOP LAMP
 - PERIMETER ALARM
 - SECURE PKG 1 YR INCLUDED
 - SOS POST-CRASH ALERT SYS™
 - TIRE PRESSURE MONIT SYS

- WARRANTY**
- 3YR/36,000 BUMPER TO BUMPER
 - 5YR/60,000 POWERTRAIN
 - 5YR/60,000 ROADSIDE ASSIST
 - 8YR/100,000 HYBRID BATTERY

INCLUDED ON THIS VEHICLE

EQUIPMENT GROUP 101A

(MSRP)

PRICE INFORMATION

(MSRP)

OPTIONAL EQUIPMENT/OTHER

- 17" SILVER STEEL WHEELS
- 5.0L V8 ENGINE
- 265/70R 17 BSW ALL-TERRAIN
- 3.73 ELECTRONIC LOCK RR AXLE
- 7100# GVWR PACKAGE
- FRONT LICENSE PLATE BRACKET
- BLACK PLATFORM RUNNING BOARDS
- 50 STATE EMISSIONS
- TOW/HAIL PACKAGE
- INTERGRADED TRAILER BRAKE CONT
- EXTENDED RANGE 38GAL FUEL TANK
- CONN PKG. 1 YR INCL W/FORD APP
- BEDLINER-TOUGH-BED SPRAY-IN ACCT

2,340.00
NO CHARGE
NO CHARGE
280.00
NO CHARGE
1,070.00
625.00

TOTAL VEHICLE & DELIVERY

49,625.00

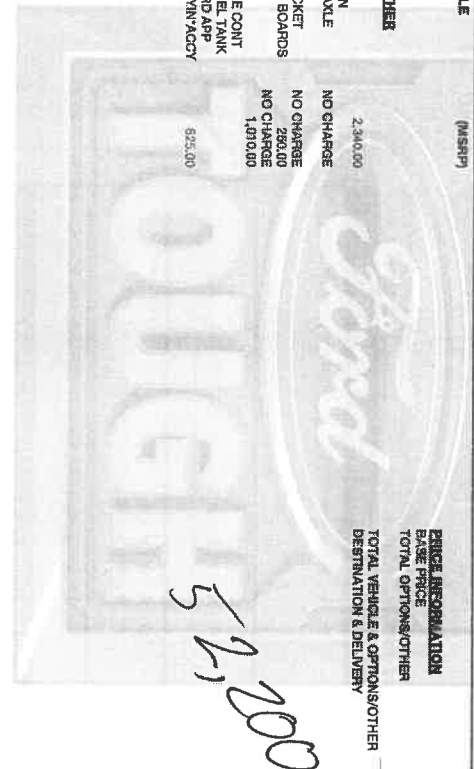
BASE PRICE

\$45,400.00

TOTAL OPTIONS/OTHER

4,225.00

52,200



RAMP ONE	CW7C
RAMP TWO	CONVOY
ITEM #	74-R191 ORT 1

TOTAL MSRP \$52,220.00

Scan The QR Code to get more details about this vehicle

SPECIAL ORDER

TA052 R RB X 625 003497 01 05 26

EPA Fuel Economy and Environment

Fuel Economy

19 MPG

combined city/hwy

city 16

highway 24

5.3 gallons per 100 miles

Standard Pickup Trucks range from 12 to 87 MPG. The best vehicle rates 146 MPGe.

You spend \$4,500 more in fuel costs over 5 years

compared to the average new vehicle.

Annual fuel cost \$2,600

Fuel Economy & Greenhouse Gas Rating (Pickup only)

Smog Rating (tailpipe only)

4

10 1 5 10

Best

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 29 MPG. Smog Rating is miles per gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

fuel economy.gov

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score ★ ★ ★ ★ ★

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash ★ ★ ★ ★ ★

Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Side Crash ★ ★ ★ ★ ★

Based on the risk of injury in a side impact.

Rollover ★ ★ ★ ★ ★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★ ★ ★ ★ ★), with 5 being the highest.

Source: National Highway Traffic Safety Administration (NHTSA).

www.safercar.gov or 1-888-327-4236



WARNING: Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.

Credit

Get prequalified now at www.ford.com/finance

Ford Protect

Get the Ford Protect. The only extended service plan fully backed by Ford. See how Ford dealers or visit www.fordprotect.com.

48 MONTH WARRANTY

AMERICA'S BEST SELLING TRUCKS

The FordPass® Connect program is active and sending vehicle data (e.g., diagnostics) to Ford. See in-vehicle settings for connectivity options.

*Based on 1977-2024 CY total sales. **On average, FordPass Connect (optional on select vehicles), when properly used, can help reduce fuel consumption and improve vehicle performance. Services are required for remote features like FordPass Connect. Connected service and features depend on compatible AT&T network coverage. Service may be limited by network coverage and vehicle connectivity. Connected service excludes Wi-Fi hotspots.

220512071900

Get Prequalified now at
www.ford.com/finance



2026 SILVERADO 1500 DBL WT 4WD

EXTERIOR: SUMMIT WHITE
INTERIOR: JET BLACK

ENGINE: 5.3L ECOTEC3 V8
TRANSMISSION: 10-SPEED AUTO

PULL THIS STRIP TO EXPOSE ADHESIVE

STANDARD EQUIPMENT

ITEMS LISTED BELOW ARE INCLUDED AT NO EXTRA CHARGE IN THE STANDARD VEHICLE PRICE SHOWN

OWNER BENEFITS

- 3 YEAR / 36,000 MILE* BUMPER-TO-BUMPER LIMITED WARRANTY
- 5 YEAR / 60,000 MILE* POWERTRAIN LIMITED WARRANTY, ROADSIDE ASSISTANCE & COURTESY TRANSPORTATION
- FIRST MAINTENANCE VISIT • WHICHEVER COMES FIRST
- *SEE CHEVROLET.COM OR DEALER FOR TERMS, DETAILS & LIMITS
- SAFETY & SECURITY**
- CHEV SAFETY ASSIST
- AUTOMATIC EMERGENCY BRAKING
- FORWARD COLLISION ALERT
- FRONT PEDESTRIAN BRAKING
- LANE KEEP ASSIST W/LANE

DEPARTURE WARNING

- FOLLOWING DISTANCE INDICATOR
- INTELLIBEAM-AUTO HIGH BEAM
- HD REAR VISION CAMERA
- TEEN DRIVER MODE
- TIRE PRESSURE MONITORING WITH TIRE FILL ALERT

PERFORMANCE & MECHANICAL

- AUTOTRAC TRANSFER CASE
- STABILITRAK W/ TRAILER SWAY CONTROL & HILL START ASSIST
- BRAKE PAD WEAR INDICATOR

CONNECTIVITY & TECHNOLOGY

- CHEVROLET INFOTAINMENT 3
- 7" DIAG COLOR TOUCHSCREEN
- ADDITIONAL FEATURES FOR COMPATIBLE PHONES INCLUDE: BLUETOOTH AUDIO STREAMING, VOICE COMMAND, PASSTHROUGH TO PHONE, WIRELESS ANDROID AUTO & APPLE CARPLAY CAPABLE
- 8 YEARS ONSTAR BASICS

SEE ONSTAR.COM FOR TERMS

- USB PORTS
- DRIVER INFORMATION CENTER
- REMOTE KEYLESS ENTRY
- PUSH BUTTON START
- REAR SEAT REMINDER

INTERIOR

- AIR CONDITIONING
- POWER WINDOWS
- POWER DOOR LOCKS
- FRONT 40/20/40 BENCH SEATS W/ ARMREST & UNDERSEAT STORAGE
- REAR 60/40 FOLDING BENCH SEAT

EXTERIOR

- CORNERSTEER REAR BUMPER
- LOCKING TAILGATE
- FRONT RECOVERY HOOPS

MANUFACTURER'S SUGGESTED RETAIL PRICE

STANDARD VEHICLE PRICE \$43,500.00

OPTIONS & PRICING

OPTIONS INSTALLED BY THE MANUFACTURER MAY REPLACE STANDARD EQUIPMENT SHOWN

ENGINE: 5.3L ECOTEC3 V8 WITH DYNAMIC FUEL MANAGEMENT WT VALUE PACKAGE 1,595.00

• DEEP-TINTED GLASS 960.00

• REAR WINDOW DEFROSTER

• OUTSIDE POWER MIRRORS

• TRAILERING PACKAGE 395.00

• AUTO LOCKING REAR DIFFERENTIAL 395.00

• ALL-TERRAIN TIRES 200.00

• CHROME BUMPERS 175.00

• WORK TRUCK PACKAGE

• SKID PLATES

• HEAVY-DUTY AIR FILTER

• GVWR: 7,000 LBS. (3,175 KG)

• REAR AXLE: 3.23 RATIO

• 17" PAINTED STEEL WHEELS

TOTAL OPTIONS \$3,720.00

TOTAL VEHICLE & OPTIONS \$47,220.00

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DESTINATION CHARGE

TOTAL BEFORE SAVINGS \$49,940.00

WT VALUE PACKAGE DISCOUNT -500.00

TOTAL VEHICLE PRICE* \$49,440.00

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This vehicle has not been rated by the government for overall vehicle score, frontal crash, side crash or rollover risk.

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PARTS CONTENT INFORMATION

FOR VEHICLES IN THIS CAPLINE:
U.S./CANADIAN PARTS CONTENT: 38%
MAJOR SOURCES OF FOREIGN PARTS
CONTENT: MEXICO 36%

NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.

FOR THIS VEHICLE:
FINAL ASSEMBLY POINT:
ROANOKE, IN U.S.A.
COUNTRY OF ORIGIN:
ENGINE: UNITED STATES
TRANSMISSION: UNITED STATES

OPENING AND TRAILING SALES CODE E

DEALER NO 1004

SALES MODEL CODE CN0753

ROANOKE, IN U.S.A.

VIN 1GCRKAE0D7Z171608

REISSUE

DEALER TO WHOM DELIVERED

MCCURLEY CHEVROLET

PO BOX 2898

PASCO, WA 99302-2898

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MILWAUKEE, WI 53203

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EPA Fuel Economy and Environment DOT

Fuel Economy

MPG

17

15

combined city/hwy

city

highway

5.9 gallons per 100 miles

SILVERADO 4WD

Standard pickup trucks range from 12 to 87 MPG. The best vehicle rates 146 MPG.

You spend \$6,000 more in fuel costs over 5 years compared to the average new vehicle.

Annual fuel cost

\$2,900

Fuel Economy & Greenhouse Gas Rating (tailpipe only)

Smog Rating (tailpipe only)

1 2 3 4 5 6 7 8 9 10

Best

This vehicle emits 331 grams CO₂ per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also create emissions. Learn more at fuelconomy.gov.

fuelconomy.gov

Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 28 MPG and costs \$8,500 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$3.30 per gallon. MPG is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

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2026 SILVERADO 1500 DBL WT 4WD		GENERAL MOTORS LLC	
GAZ ⁷ SUMMIT WHITE	/V8G		
H1T JET BLACK		RENAISSANCE CENTER	
ORDER NO. FMKFRG/TRE	STOCK NO.	DETROIT	MI 48243-1114
VIN 1GC RKAE D0 TZ171608		VEHICLE INVOICE 10D13541031	
*****7257*****13*19334S			
MODEL & FACTORY OPTIONS	MSRP	INV AMT	RETAIL - STOCK
CK10753 SILVERADO 1500 DBL WT 4WD	43500.00	41803.50	INVOICE 09/15/25
BAQ WORK TRUCK PACKAGE	175.00	159.25	SHIPPED 09/13/25
* SKID PLATES			EXP I/T 10/06/25
* HEAVY-DUTY AIR FILTER			INT COM 10/06/25
C5W GVWR: 7,000 LBS. (3,175 KG)	N/C	N/C	PRC EFF 09/13/25
GU5 REAR AXLE: 3.23 RATIO	N/C	N/C	KEYS XXXXX XXXXX
G80 AUTO LOCKING REAR DIFFERENTIAL	395.00	359.45	WFP-F QTR OPT-1
L84 ENGINE: 5.3L ECOTEC3 V8	1595.00	1451.45	BANK: JP MORGAN C
WITH DYNAMIC FUEL MANAGEMENT			CHG-TO 19-334
MHT TRANSMISSION: 10-SPEED AUTO	N/C	N/C	
NE1 50-STATE EMISSIONS	N/C	N/C	SHIP WT: 5012
PEB WT VALUE PACKAGE	960.00	873.60	HP: 45.7
* DEEP-TINTED GLASS			GVWR: 7000
* REAR WINDOW DEFOGGER			GAWR.FT: 3800
* OUTSIDE POWER MIRRORS			GAWR.RR: 3800
* TRAILERING PACKAGE			EMPLOY: 45839.35
RC5 ALL-TERRAIN TIRES	395.00	359.45	SUPPLR: 47628.70
RD6 17" PAINTED STEEL WHEELS	N/C	N/C	NTR: 1/2
V46 CHROME BUMPERS	200.00	182.00	DAN: 4WT53
1SZ WT VALUE PACKAGE DISCOUNT	500.00-	455.00-	EMPINC: 2673.97
			SUPINC: 884.62

TOTAL MODEL & OPTIONS	46720.00	44733.70	ACT 237	45927.10
DESTINATION CHARGE	2595.00	2595.00	H/B 261	1401.60
DEALER IMR CONTRIBUTION		467.20	ADV 261	467.20
LMA GROUP CONTRIBUTION		467.20	EXP 65A	467.20

TOTAL	49315.00	48263.10	PAY 310	48263.10
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MEMO: TOTAL LESS HOLDBACK AND

APPROX WHOLESALE FINANCE CREDIT	45948.00
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 INVOICE DOES NOT REFLECT DEALER'S ULTIMATE COST BECAUSE OF MANUFACTURER
 REBATES, ALLOWANCES, INCENTIVES, HOLDBACK, FINANCE CREDIT AND RETURN TO
 DEALER OF ADVERTISING MONIES, ALL OF WHICH MAY APPLY TO VEHICLE.

MCCURLEY CHEVROLET

CITY OF BURLINGTON

ASSET CONTROL FORM

Please complete the information below, attach the original invoice, and return it to the Finance Department for payment.

If you have any questions, please contact the Finance Department.

Asset #: _____

Task # _____

To be completed by Finance

COMPLETION OF THIS SECTION IS REQUIRED FOR ALL TRANSACTIONS

DESCRIPTION: 2005 1/2 Ton Pickup Truck – Super Cab 4X4

MAKE: Ford MODEL: F-150

SERIAL/VIN NUMBER: 1FTRX14W45NB81282

DEPARTMENT: PARKS PHYSICAL LOCATION: 951 S. Section Street

COMPLETE THIS SECTION FOR ADDITIONS ONLY

PURCHASE / IMPROVEMENT / CONSTRUCTION / DONATION / LEASE **(Circle One)**

REPLACED OR IMPROVED ITEM ASSET # _____

VENDOR(s): _____

DATE OF PURCHASE: _____ COST: \$ _____ INVOICE #: _____

EST. USEFUL LIFE: _____ CONDITION: _____

WARRANTY & MAINTENANCE INFORMATION: _____

DONATED BY: _____ EST. MARKET VALUE: _____

SOURCE OF FUNDING (federal grant, etc.): _____ AMOUNT: \$ _____

ADD-ONS: _____

DEPARTMENT: _____ SIGNATURE: _____

Department Head

(Continue to Page 2 for Transfers, Surplus and Disposal)

COMPLETE THIS SECTION FOR TRANSFERS ONLY

ASSET #: _____

TRANSFER FROM: _____ DEPT. SIGNATURE: _____
Department Head

TRANSFER TO: _____ DEPT. SIGNATURE: _____
Department Head

NEW PHYSICAL LOCATION: _____

COMPLETE THIS SECTION FOR SURPLUS/DISPOSAL ONLY

RETIRED/SURPLUSED: X ☐ DISPOSED: ☐

Pull Asset Tag &
Place Here
NO ASSET TAG

REASON FOR SURPLUS/DISPOSAL: Scheduled ER&R Replacement / Not Reliable for everyday use /Various repairs
needed cost = higher than vehicle value

CONDITION: ☐ EXCELLENT ☐ GOOD X ☐ POOR (check one) ESTIMATED VALUE: \$3,200

☐ DAMAGED ☐ LOST/STOLEN POLICE REPORT NO: _____

DATE RETIRED: 2-27-2026 DATE DISPOSED: TBD / Depends on lighter duty repurpose

FOR VEHICLES ONLY: 2005 MAKE: FORD MODEL: F150 Super Cab 4X4

MILEAGE: 70590 VIN NO: 1FTRX14W45NB81282

P. Travis Schwetz
Department Head

MAYOR AUTHORIZATION (est. value < \$2,500): _____

COUNCIL APPROVAL (est. value >\$2,500): _____

WITNESSED BY: _____

Transaction approved by Finance Director,

Date

CITY OF BURLINGTON

ASSET CONTROL FORM

Please complete the information below, attach the original invoice, and return it to the Finance Department for payment.

If you have any questions, please contact the Finance Department.

Asset #: _____

Task # _____

To be completed by Finance

COMPLETION OF THIS SECTION IS REQUIRED FOR ALL TRANSACTIONS

DESCRIPTION: 2009 1/2 Ton Pickup Truck – Regular Cab 2WD

MAKE: Ford MODEL: F-150

SERIAL/VIN NUMBER: 1FTRF12W49KB42141

DEPARTMENT: PARKS PHYSICAL LOCATION: 951 S. Section Street

COMPLETE THIS SECTION FOR ADDITIONS ONLY

PURCHASE / IMPROVEMENT / CONSTRUCTION / DONATION / LEASE **(Circle One)**

REPLACED OR IMPROVED ITEM ASSET # _____

VENDOR(s): _____

DATE OF PURCHASE: _____ COST: \$ _____ INVOICE #: _____

EST. USEFUL LIFE: _____ CONDITION: _____

WARRANTY & MAINTENANCE INFORMATION: _____

DONATED BY: _____ EST. MARKET VALUE: _____

SOURCE OF FUNDING (federal grant, etc.): _____ AMOUNT: \$ _____

ADD-ONS: _____

DEPARTMENT: _____ SIGNATURE: _____

Department Head

(Continue to Page 2 for Transfers, Surplus and Disposal)

COMPLETE THIS SECTION FOR TRANSFERS ONLY

ASSET #: _____

TRANSFER FROM: _____ DEPT. SIGNATURE: _____
Department Head

TRANSFER TO: _____ DEPT. SIGNATURE: _____
Department Head

NEW PHYSICAL LOCATION: _____

COMPLETE THIS SECTION FOR SURPLUS/DISPOSAL ONLY

RETIRED/SURPLUSED: X ☐ DISPOSED: ☐

Pull Asset Tag &
Place Here
NO ASSET TAG

REASON FOR SURPLUS/DISPOSAL: Scheduled ER&R Replacement / Not Reliable for everyday use /Various repairs needed cost = higher than vehicle value

CONDITION: ☐ EXCELLENT ☐ GOOD X ☐ POOR (check one) ESTIMATED VALUE: \$3,200

☐ DAMAGED ☐ LOST/STOLEN POLICE REPORT NO: _____

DATE RETIRED: 2-27-2026 DATE DISPOSED: TBD / Depends on lighter duty repurpose

FOR VEHICLES ONLY: 2009 MAKE: FORD MODEL: F150 Regular Cab

MILEAGE: 57856 VIN NO: 1FTRF12W49KB42141

P. Travis Schwetz
Department Head

MAYOR AUTHORIZATION (est. value < \$2,500): _____

COUNCIL APPROVAL (est. value >\$2,500): _____

WITNESSED BY: _____

Transaction approved by Finance Director,

Date



ITEM #: 2

CHECK ONE:

DISCUSSION

ACTION X

CONSENT AGENDA ITEM

Council Date: March 12, 2026 Subject: Appointment of Carol Brobeck to the Planning Commission
Submitted By: Amber Robinson, Admin Staff

Attachments: Application for Planning Commission Public Hearing Required: YES () NO (X)
Mayor's Letter of Recognition
BMC 17.115 & RCW 35.63.020

CONSENT AGENDA ITEM

This item is being included on the consent agenda because staff believe it is routine and non-controversial in nature. Including items like this on the consent agenda helps to quickly resolve items that are more administrative in nature, in order to allow more time during the meeting for Council to discuss other items that may not be routine and therefore require more time and attention. The consent agenda also shows respect for the valuable time of all attendees of Council meetings by reserving more discussion and debate time for those items that require it most. If Council desires to discuss this, or any other consent agenda item in depth, please make a motion to move the item to the regular agenda.

HISTORY AND SUMMARY

Pursuant to Burlington Municipal Code 17.115 the Planning Commission is to be comprised of seven members, appointed by the mayor, who serve without compensation. The Planning Commission currently has two vacancies and is seeking representatives to fill the open positions.

Carol Brobeck has expressed an interest in serving on the Planning Commission to fill the current vacancy for a term which expires in three years. Carol Brobeck is currently employed as a Planner in at the City of Oak Harbor. It is the recommendation of the Community Development Director to appoint Carol Brobeck to a term of service on the Planning Commission.

ALTERNATIVES CONSIDERED

N/A

BID REQUIREMENTS

None - the Planning Commission is comprised of volunteers and is supported by staff from the Community Development Department.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

N/A

LEGAL ASPECTS – LEGAL REVIEW

N/A

COUNCIL COMMITTEE RECOMMENDATION

N/A

STAFF RECOMMENDATION

Staff recommends that Council confirm the Mayor's appointment of Carol Brobeck to the Planning Commission. Appointment would help to ensure that the commission can maintain a quorum and function effectively.

SUGGESTED COUNCIL MOTION LANGUAGE

"I motion to confirm the mayor's appointment of Carol Brobeck to the Burlington Planning Commission, effective March 12, 2026, for a term of 3 years."



February 27, 2026

Carol Brobeck

Burlington, WA
98233

RE: Application for Planning Commission Vacancy

Ms. Brobeck:

Thank you for your interest in serving on the Burlington Planning Commission. I am encouraged by your skills, experience, and dedication to civic involvement, and believe you would contribute positively to the Planning Commission's work. Therefore, please accept my nomination for the position. This nomination is subject to confirmation by the City Council at their March 12, 2026 meeting.

If you have any questions regarding the Planning Commission, or the City Council confirmation process, please contact Kim O'Hara or Brad Johnson in the Community Development Department.

Thank you,

Bill Aslett,
Mayor, City of Burlington



PLANNING COMMISSION MEMBER APPLICATION

(360) 755-0531 or badmin@burlingtonwa.gov

New Member Contact Information

Name Carol Brobeck Date 2/13/2026

Home Address _____ City/St/Zip Burlington, WA 98233
(Must be within city limits of Burlington)

Mailing Address (if different) _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

Employer City of Oak Harbor Occupation Planner

Education/Volunteer Experience

I am an AICP certified practicing planner with 7.5 years of experience. I have a Masters degree from Univ of Illinois at Urbana Champaign in Urban Planning and a Bachelors in Sociology and Spanish from Berea College in Kentucky. I have previously volunteered with APA national and state chapters in a variety of capacities.

New Member Background Information *(attach additional sheets if necessary)*

Do you have a connection with land use or community planning?

Yes, I am a practicing AICP certified planner. I currently work in municipal planning but prior to my relocation to WA I worked as a land use / community planning consultant in the Chicago metro.

What skills, knowledge and approach would you bring to the Burlington Planning Commission?

In addition to my professional knowledge and expertise in land use planning, including economic development efforts, corridor planning, small area plans, and design guidelines, I will bring my own lived experience from a variety of urban contexts. I have lived in communities rural to urban and understand well that data-driven actions can fail without community support and vice versa.

Specify your main area of interest (if any, feel free to select more than one):

- ☒ Long-Range Planning: why? My affinity for planning lies here because my interest in planning is rooted in sustainability and socioeconomic progress.
- ☒ Residential/Urban Planning: why? Housing and its affordability is critical and I believe just as critical is discussion around transportation.
- ☐ Commercial/Industrial Planning: why? _____
- ☒ Downtown Planning: why? As a new resident, it was abundantly clear within the 1st week that Burlington has not yet found its footing in terms of central community space. I have a number of ideas and hope to inspire the community.

How would your involvement in the Planning Commission help to promote the goals, policies and objectives set for in the City's adopted Comprehensive Plan?

I strongly believe that the vision and future painted by the Comprehensive Plan will require some lifestyle changes in the community. I understand well the necessity of these changes and how hard it can be to adapt. As a commissioner, I would familiarize myself with all aspects of this plan to ensure well rounded, holistic discussions, and think critically about how to best balance objectives with larger goals and needs as they change over time.

References not Related to Applicant

Name Rojan Thomas Joseph Phone _____ Relationship long-time friend
Name Erin Ishizaki Phone _____ Relationship professional colleague

Any Other Relevant Information**Community Service Agreement**

The undersigned volunteer understands the nature and content of their duties, and in consideration of being permitted to participate in the volunteer program, agrees as follows:

1. To waive and release any and all claims for injuries or damages against the City of Burlington, it's officers, agents or employees which may arise out of, or in any way connected with the manner in which the duties are conducted; and,
2. To defend, indemnify, and hold harmless the City of Burlington, it's officers, agents and employees, from any liability for damage or claims for damage for personal injury, including death, and property damage, which may arise out of in in any way be connected with the manner in which the duties of a planning commissioner are carried out.

I authorize the City of Burlington, it's agents at the time of my application for volunteer, or anytime during my service, to verify the information contained in this application as it relates to the volunteer position. I certify my statements in this application are true, complete and correct to the best of my knowledge and belief. I understand any falsification or omission of information may bar me from continued volunteerism.

Signature: _____ Date _____

Email your New Member Application along with your Letter of Interest to kohara@burlingtonwa.gov

or drop off/mail your information to the address below:

**City of Burlington
ATTN: Bill Aslett
833 S. Spruce Street
Burlington WA 98233**

Please call (360) 755-0531 with any questions.

Title 17. Comprehensive Zoning Ordinance

Chapter 17.115. PLANNING COMMISSION

§ 17.115.010. Title.

This chapter shall be called "Planning Commission."
(Ord. 1857 § 2 (Exh. B), 2018)

§ 17.115.020. Application.

The provisions of this chapter shall be applicable to all actions of the planning commission as defined herein.
(Ord. 1857 § 2 (Exh. B), 2018)

§ 17.115.030. Purpose.

The purpose of this chapter is to establish the planning commission for proposed developmental action as specified in this title.
(Ord. 1857 § 2 (Exh. B), 2018)

§ 17.115.040. Authority.

This chapter is adopted pursuant to the authority set forth in chapters **35.63** and **35A.63** RCW allowing the creation of a planning commission and other applicable laws and regulations.
(Ord. 1857 § 2 (Exh. B), 2018)

§ 17.115.050. Created – Membership – Appointment – Tenure – Compensation.

The commission shall consist of seven in number, who shall be selected as follows:

- A. The seven members shall be selected and appointed by the mayor and confirmed by the city council.
- B. The term of office of the seven commissioners first appointed shall be designated from one to six years in such manner as to provide that the fewest possible terms will expire in any one year. Thereafter the term of office for each appointed member shall be six years. The terms of the first seven members appointed shall be fixed and designated by the mayor at the time of the appointment.
- C. Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired term.

- D. The members shall be selected without respect to political affiliations and they shall serve without compensation.
(Ord. 1857 § 2 (Exh. B), 2018)

§ 17.115.060. Organization – Meetings – Rules and records.

The commission shall elect its own chair and create and fill such other offices as it may determine it requires. Planning commission meetings shall be open to the public in accordance with the provisions of the Open Public Meetings Act and the time and date of each meeting shall be published in advance of the meeting. It shall adopt rules for transaction of business and shall keep a written record of its meetings, regulations, transactions, findings and determinations, which records shall be a public record.
(Ord. 1857 § 2 (Exh. B), 2018)

§ 17.115.070. Quorum.

A majority of the commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present at any regular or special meeting of the commission shall be taken as the action of the commission.
(Ord. 1857 § 2 (Exh. B), 2018)

§ 17.115.080. Powers and duties – Statutory authority.

The planning commission shall have the powers and perform the duties specified in chapter 35.63 RCW, including amendments enacted after the effective date of the ordinance.
(Ord. 1857 § 2 (Exh. B), 2018)

§ 17.115.090. Powers and duties – Designated.

- A. The commission may act as the research and fact finding agency of the municipality. To that end it may make such surveys, analyses, researches and reports as are generally authorized or requested by the council.
- B. The commission shall review proposed development projects for compliance with ordinances and plans for the physical development of the city, in such measure as is reasonably necessary or requisite in the interest of the general public and as further specified in the zoning and subdivision codes.
- C. The commission shall make recommendations to the council on adopting area-wide rezoning and development code text changes and subdivision ordinances.
- D. The commission shall make recommendations to the council on the adoption of a comprehensive plan and amendments to the plan.
- E. The commission shall make recommendations to the council as specified in BMC § 17.115.100.
(Ord. 1857 § 2 (Exh. B), 2018)

§ 17.115.100. Recommendation to city council.

- A. The city council shall refer to the planning commission for its recommendation and report on the adoption or amendment of:
 - 1. Zoning or development regulations;

2. The comprehensive plan and any amendments to the comprehensive plan;
 3. Functional or capital plans necessary to implement the comprehensive plan, including, but not limited to, sewer and stormwater plans, the capital improvement plan (CIP); and the transportation improvement plan (TIP);
 4. The annual review docket and the community development department's annual work plan.
- B. The commission shall make its written recommendation within 30 days subsequent to the date it has completed its public hearing or public meeting as required by ordinance.
(Ord. 1857 § 2 (Exh. B), 2018; Ord. 1933 § 1 (Exh. A), 2023)

RCW 35.63.020

Commissioners—Manner of appointment.

If any council or board desires to avail itself of the powers conferred by this chapter it shall create a city or county planning commission consisting of from three to twelve members to be appointed by the mayor or chair of the municipality and confirmed by the council or board: PROVIDED, That in cities of the first class having a commission form of government consisting of three or more members, the commissioner of public works shall appoint the planning commission, which appointment shall be confirmed by a majority of the city commissioners. Cities of the first class operating under self-government charters may extend the membership and the duties and powers of its commission beyond those prescribed in this chapter.

[**2009 c 549 s 2113**; **1965 c 7 s 35.63.020**. Prior: (i) 1935 c 44 s 2, part; RRS s 9322-2, part. (ii) **1935 c 44 s 12**; RRS s 9322-12.]

ACTION ITEMS



ITEM #: 1

CHECK ONE:

DISCUSSION

ACTION X

AGENDA ITEM

Council Date: March 12, 2026

Submitted By: Don Erickson, Sewer Supervisor

Subject: Agreement with Gray and Osborne, Inc. for Engineering services for the design and limited services during construction for the 2026 Sanitary Sewer Pipe Replacement Project on Pine St.

Attachments: Agreement with Gray and Osborn, Inc

Public Hearing Required: YES () NO (X)

and Exhibit A and B

HISTORY AND SUMMARY

The City of Burlington used the MRSC Rosters to solicit interest from qualified engineering firms for the Sanitary Sewer Pipe Replacement Project, which includes installing 675 feet of 12-inch HDPE pipe, 645 feet of 12-inch PVC sanitary sewer pipe using open-cut and trenchless methods and replacing six manholes. A Request for Qualifications was issued on January 30, 2026, and two submittals were received by February 12, 2026. Gray & Osborne were selected based on their experience and qualifications.

ALTERNATIVES CONSIDERED

This Engineering Services Agreement aligns with the Sewer Comprehensive Plan and supports the budgeted 2026 Capital Projects.

BID REQUIREMENTS

In accordance with BMC 2.84, Gray & Osborne was selected from the MRSC Consultant Roster.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

This is a planned project, and the Sewer fund has a budget to cover this expense.

LEGAL ASPECTS – LEGAL REVIEW

No legal issues identified.

COUNCIL COMMITTEE RECOMMENDATION

Identified on February 17, 2026, PW committee Agenda.

STAFF RECOMMENDATION

Staff recommend awarding the contract to Gray and Osborne, Inc. for engineering services for the 2026 Sanitary Sewer Pipe Replacement Project.

SUGGESTED COUNCIL MOTION LANGUAGE

Motion to approve the Agreement with Gray and Osborne, Inc. and authorize the mayor's signature.

CONTRACT NO. _____ DEPARTMENT: Public Works-Sewer
FEDERAL TAXPAYER I.D. 91-0890718 CONSULTANT: Gray & Osborne, Inc.
SERVICES PROVIDED: Engineering Services for Sanitary Sewer Replacement
AMOUNT: \$41,160. FUND SOURCE: Sewer
DURATION: FROM: March 12, 2026 TO: December 31, 2026

AGREEMENT

THIS AGREEMENT made and entered into on this 12th day of March 2026, by and between the *CITY OF BURLINGTON*, (hereafter referred to as the "City"), and **Gray & Osborne, Inc.**, (hereafter referred to as "Provider").

WITNESSETH:

WHEREAS, the City desires to contract with the Provider for providing of services; and

WHEREAS, the Provider is licensed and/or duly qualified to provide such services; and

WHEREAS, the City has an interest in promoting the health, safety and welfare of the citizens of the City of Burlington; and

WHEREAS, the Scope of Work included in this Agreement is consistent with promoting the interests of the City; and

WHEREAS, the City and the Provider are desirous of entering into an agreement to formalize their relationship.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the City and Provider do mutually agree as follows:

1. WORK AND/OR SERVICES TO BE PROVIDED BY THE PARTIES:

- a. The Provider shall complete in a satisfactory and proper manner, as determined by the City, the work and/or services described in "**Exhibit A, and B**", Scope of Work and/or Services of Provider, which is attached hereto and incorporated herein by reference.
- b. The City will provide such assistance and guidance to the Provider as may be required to support the objectives of this Agreement and additional duties as outlined in "**Exhibit A, and B**, Scope of Work and/or Services of City, which is attached hereto and incorporated herein by reference.

2. TIME OF PERFORMANCE:

All services described under Scope of Work and/or Services shall be conducted on or before December 31, 2026.

3. CONSIDERATION:

The City shall pay to the Provider for work and/or services as follows:
The sums billed to the City shall not exceed the total sum of **\$44,160.00**. Provider shall bill the City of Burlington monthly by way of itemized invoices for the services rendered under this Agreement. Any deposits paid by the City in advance shall be offset against amounts billed, and shall be reflected in the Provider's invoice.

4. RELATIONSHIP:

The City and Provider intend that an independent contractual relationship be created by this Agreement. Provider is not considered to be an employee of the City for any purpose, and neither the Provider nor any employee of the Provider shall be entitled to any of the benefits the City provides for the City's employees, including but not limited to health insurance, sick or annual leave, or worker's compensation. Provider specifically represents and stipulates that the Provider is engaged in the business of providing the services set forth in this Agreement, whether or not for profit, and that provider is fully registered and legally authorized to conduct such business, and pays all necessary taxes and assessments levied against such business.

5. SUSPENSION, TERMINATION, AND CLOSE OUT:

If the Provider fails to comply with the terms and conditions of this Agreement, the City may pursue such remedies as are legally available, including but not limited to, the suspension or termination of this Agreement.

Further, in the event the Provider has failed to perform any substantial obligation to be performed by the Provider under this Agreement, then the City may, upon written notice to the Provider, withhold all monies due and payable to Provider, without penalty, until such failure to perform is cured or otherwise adjudicated.

6. CHANGES, AMENDMENTS, MODIFICATIONS:

Either party may request changes to the Agreement. Any and all agreed modifications shall be in writing and signed by each of the parties.

7. REPORTS AND INFORMATION:

The Provider, in such form as the City may require, shall provide reports as to the status of the work or services undertaken pursuant to this Agreement, including the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

8. AUDITS AND INSPECTIONS:

The City or its delegates shall have the right to review and monitor the financial and other components of the work and services provided and undertaken as a part of the Agreement by whatever legal and reasonable means are deemed by the City.

9. DEFENSE & INDEMNITY AGREEMENT:

Provider agrees to defend, indemnify and save harmless the City, their appointed and elective officers, subcontractors, agents and/or employees, from and against all loss

or expense, including but not limited to judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the City, their appointed or elected officials, subcontractors, agents and/or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of Provider, its subcontractors, agents and/or employees, except only such injury or damage as shall have been occasioned by the sole negligence of the City, or their appointed or elected officials, subcontractors, agents and/or employees. It is further provided that no liability shall attach to the City by reason of entering into this Agreement, except as expressly provided herein.

10. NO THIRD-PARTY BENEFICIARIES:

Except as specifically provided herein, this Agreement is for the parties hereto only and is not intended to benefit any other person or entity, and no person or entity not a party to this Agreement shall have any third-party beneficiary or other rights whatsoever hereunder.

11. PROOF OF INSURANCE:

The Provider shall provide proof of insurance for general comprehensive liability in the amount of \$1,000,000 per occurrence to cover activities during the term of this Agreement. Proof of insurance shall be in a form acceptable and approved by the City. A certificate of insurance naming the City of Burlington at 833 S. Spruce Street, Burlington, WA 98233, its elected and/or appointed officials and/or officers, subcontractors, agents and/or employees as additional insureds shall accompany this Agreement for signing.

12. EQUAL OPPORTUNITY EMPLOYER:

The Provider shall comply with Federal, State and local laws as to the requirements of an Equal Opportunity Employer.

13. GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington, including any regulation, ordinance or other requirement of any governmental agency having or asserting jurisdiction over the services provided hereunder.

14. VENUE AND JURISDICTION:

All parties shall submit and not object to jurisdiction and venue being that of Skagit County, Washington, in connection with any claims arising out of this Agreement.

15. SEVERABILITY:

If any term or condition of this Agreement is held invalid, such invalidity shall not affect other terms, conditions or application which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

16. WAIVER:

Waiver of any breach or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No terms or conditions of this Agreement

shall be held to be waived, modified or deleted except by an instrument in writing, signed by the parties hereto.

17. ENTIRE AGREEMENT:

This written Agreement represents the entire agreement between the parties and supersedes any prior oral statements, discussions or understandings between the parties.

18. COUNTERPARTS:

This Agreement may be executed in any number of identical counterparts, notwithstanding that all parties have not signed the same counterpart, with the same effect as if all parties had signed the same document. All counterparts shall be construed as and shall constitute one and the same agreement.

19. SUCCESSORS AND ASSIGNS:

This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto; provided that no party hereto may assign this Agreement without the prior consent of the other party, which consent shall not be unreasonably delayed or withheld.

20. HEADINGS:

The headings to the paragraphs of this Agreement are solely for the convenience of the parties and are not an aid in the interpretation of the instrument.

21. NOTICES:

Any notices to be sent to the City shall be sent to the City at the following address:
City of Burlington
ATTN: City Clerk
833 S. Spruce Street
Burlington, WA 98233

With additional copies to: Burlington Public Works Department and Burlington City Attorney.

Any notices to be sent to Provider shall be sent to the following address:

Gray & Osborne, Inc.
1130 Rainier Ave. S. Suite 300
Seattle, WA 98144

AUTHORITY

Each individual executing this Agreement on behalf of the City and the Provider represents and warrants that such individual(s) are duly authorized to execute and deliver this Agreement on behalf of the City or the Providers.

IN WITNESS WHEREOF, the City and the Provider have executed this Agreement as of the date and year last written below.

CITY OF BURLINGTON

PROVIDER:

Bill Aslett
Mayor

By:_____

Gray & Osborne, Inc
Tax ID Number: 91-0890718
UBI Number: 600 087 923

Tyler Stamey, P.E.
Public Works Director

Sandy Kottke
Finance Director

Approved As To Form

City Attorney

EXHIBIT A

SCOPE OF WORK

CITY OF BURLINGTON 2026 SANITARY SEWER PIPE REPLACEMENT PROJECT

BACKGROUND

The City awarded the 2024 Sanitary Sewer Replacement project in August 2024 which included the pipe bursting replacement of approximately 1,830 linear feet of 12-inch and 15-inch gravity sewer pipe on Pine Street and Olympia Avenue. Only 272 linear feet of sanitary sewer pipe on Olympia Avenue was constructed, leaving approximately 1,560 linear feet of sewer pipe on Pine Street that still needs to be improved.

This scope of work includes the redesign of approximately 1,259 linear feet of sanitary sewer pipe on Pine Street for rebidding using repair and rehabilitation methods. The City would like to consider using construction methods including open cut replacement and pipe bursting to avoid conflicts with existing utilities and reduce the total project cost. The City is planning to do some cured-in-place pipe (CIPP) as part of another project. The City anticipates completing design in the spring of 2026 to allow the project to bid in early summer to allow a contractor to order materials and be ready to start the construction in August and September when conditions are best for deeper sewer construction.

Task 1 – Redesign of Plans and Specifications

- A. Conduct a site visit to re-walk the alignments.
- B. Update 2024 plans showing a plan of the sewer and manholes to be replaced and details of construction. Work with the City on the best construction method for each run of sewer pipe to be replaced.
- C. Update specifications in a State of Washington Department of Transportation (WSDOT) Standard Specifications 2026 format, including contract provisions. Add additional sections for additional methods of construction.
- D. Submit the preliminary Plans and Specifications to the city of Burlington for review.
- E. Conduct an internal quality assurance / quality control (QA/QC) review meeting.

- F. Prepare final contract documents incorporation comments from the City of Burlington and the internal QA/QC meeting.

Task 2 – Bidding/Award Services

- A. Prepare and place the advertisement for bids in the *Skagit Valley Herald* and the *Seattle Daily Journal of Commerce*.
- B. Post the Contract Documents on-line (accessible by bidders and plan centers).
- C. Answer and document bid inquiries.
- D. Maintain a Planholders' List.
- E. Prepare and issue addenda to the Contract Documents, as necessary.
- F. Conduct a pre-bid conference (if required).
- G. Prepare a bid tabulation.
- H. Perform bidders reference checks.
- I. Review the bidders' insurance information.
- J. Prepare the bidder responsibility checklist.
- K. Provide a written recommendation for award to the City of Burlington.

ASSUMPTIONS

- 1. No additional survey will be performed. Survey from the 2024 project will be reused.
- 2. No additional utility locates are anticipated.
- 3. A geotechnical analysis will not be required.
- 4. City will assist with any required permits.

BUDGET

Consultant will complete the scope of services for this work on a time and materials basis and the cost for the services will not exceed the price shown in Exhibit B, without authorization from the City. The level of effort that the Consultant anticipates for project is presented in Exhibit B.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

CITY OF BURLINGTON - 2026 SANITARY SEWER PIPE REPLACEMENT PROJECT

Tasks	Principal Hours	Project Manager Hours	Civil Eng. Hours	AutoCAD Technician Hours
1 Redesign of Plans and Specifications				
Site Visit		6	6	
Revised Plans	2	16	52	54
Revised Specifications	2	12	28	
Submittal of Preliminary Documents to the City		4	8	
QA/QC	8	4	8	
Final Plans and Specifications		4	6	8
2 Bidding/Award Services				
Advertisement			2	
Post Contract Documents On-line			4	
Answer and Document Bid Inquires		2	4	
Maintain a Planholders' List			2	
Prepare and Issue Addenda		2	6	
Conduct a Pre-bid Conference		4	4	
Bid Tabulation		2	4	
Bidders Reference Check			2	
Review Bidder's Insurance Information			2	
Prepare the Bidder's Responsibility Checklist			2	
Recommendation of Award		2	2	
Hour Estimate:	12	58	142	62
Fully Burdened Billing Rate Range:*	\$150 to \$245	\$140 to \$245	\$115 to \$180	\$65 to \$175
Estimated Fully Burdened Billing Rate:*	\$230	\$220	\$140	\$135
Fully Burdened Labor Cost:	\$2,760	\$12,760	\$19,880	\$8,370

Total Fully Burdened Labor Cost: \$ 43,770

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 390

TOTAL ESTIMATED COST: \$ 44,160

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



ITEM #: 2

CHECK ONE:

DISCUSSION. _____

ACTION. X

AGENDA ITEM

Council Date: March 12th, 2026 Subject: Police Department Remodel – Construction Bid Award
Submitted by: Kevin Turner, Chief of Police

Attachments: Bid Tab Sheet Public Hearing Required: YES () NO (X)

HISTORY AND SUMMARY

The Police Department was constructed in 2001 and is in relatively good condition. However, over the past 23 years staffing levels and operational demands have increased. As a result, existing work areas, storage capacity, and the break room are no longer able to support current operational needs.

To address this, staff requested consideration of a facility remodel to better align the building's interior configuration with present and future staffing levels.

In September 2024, the City Council received a Renovation Feasibility Study and Pre-Design Cost Estimate prepared by King Architecture. The preliminary estimate identified an anticipated total project cost of approximately \$600,000.

The City subsequently awarded the Architecture and Engineering (A&E) contract to King Architecture, and the project was advertised for competitive construction bids. Fourteen (14) bids were received and publicly opened at City Hall on February 26, 2026. Hi-Mark Construction submitted the lowest bid.

ALTERNATIVES CONSIDERED

Fourteen competitive bids were received. Staff reviewed the submissions and recommends awarding the contract to the lowest bidder, Hi-Mark Construction.

BID REQUIREMENTS

The Police Department remodel project was publicly advertised for construction bids through BXWA. Fourteen (14) bids were received and opened on February 26, 2026, in accordance with public bidding requirements.

CURRENT AND FUTURE BUDGET RAMIFICATIONS

The City allocated **\$600,000** in the 2026 General Fund budget for this project, which is also listed in the City Improvement Plan.

Based on the low bid, sales tax, permitting, professional fees, furniture and equipment, and construction contingency, the total projected project cost is **\$589,145.00**, anticipating this project to be completed within the approved budget.

No additional future budget impacts are anticipated beyond standard facility maintenance.

LEGAL ASPECTS – LEGAL REVIEW

The City Attorney will review and approve all contract documents.

COUNCIL COMMITTEE RECOMMENDATION

This project was discussed on March 10th, 2026, Public Safety Committee Meeting.

STAFF RECOMMENDATION

Staff respectfully recommends that Council award the construction contract to Hi-Mark Construction for the Police Department remodel project.

SUGGESTED COUNCIL MOTION LANGUAGE

“I move to award the construction contract for the Police Department remodel project to Hi-Mark Construction in the amount of the low responsive bid and authorize the Mayor to execute the construction contract and associated documents.”

BID TAB

Burlington Police Station Renovations
City of Burlington

King Architecture PLLC

BID DATE: Feb 26, 2026

Bid Submittal Time: 3:00 p.m.

GENERAL CONTRACTOR:	Tiger	ScoCon LLC	HB Hansen	Highline	Regency NW	Henefin
Bid Proposal Signature & Addendum Acknowledgment	✓	✓	✓	✓	✓	✓
Sub-Contractor list	✓	✓	✓	✓	✓	
Bid Bond	✓	✓	✓	✓	✓	✓
LUMP BASE BID	\$369,000.00	\$275,000.00	\$327,000.00	\$339,999.00	\$317,900.00	\$321,841.00
Plumbing	Woody's Plumbing	Woody's Plumbing	Woody's Plumbing	Woody's Plumbing	Woody's Plumbing	
Electrical	VP Electrical	Getchell Electric	Getchell Electric	Getchell Electric	LeMaster Electric	
HVAC	Feller Heating & AC	Feller Heating & AC	Feller Heating & AC	Nordic Temp Control	Nordic Temp Control	
Fire Sprinkler	Red Hawk	Fire Shield	Fire Shield	Smith Fire Systems		

						APPARENT LOWEST BID
GENERAL CONTRACTOR:	Trico	Summit	Rain Paint	Faber	Janicki	Hi Mark
Bid Proposal Signature & Addendum Acknowledgment	✓	✓	✓	✓	✓	✓
Sub-Contractor list	✓	✓	✓	✓		✓
Bid Bond	✓	✓	✓	✓	✓	✓
LUMP BASE BID	\$287,863.17	\$294,950.00	\$289,000.00	\$299,000.00	\$346,128.00	\$268,879.00
Plumbing	Woody's Plumbing	Woody's Plumbing	Woody's Plumbing	Woody's Plumbing		Reign NW
Electrical	Getchell Electric	Genetic Electric	Elite Electrical	LeMaster Electric		Getchell Electric
HVAC	Nordic Temp Control	Feller Heating & AC	Nordic Temp Control	Feller Heating & AC		DK Systems
Fire Sprinkler	Apollo Mechanical	Fire Shield	Fire Shield	Red Hawk		Fire Shield

GENERAL CONTRACTOR:	BFC Construction	Peak DWS				
Bid Proposal Signature & Addendum Acknowledgment	✓	✓				
Sub-Contractor list	✓	✓				
Bid Bond	✓	✓				
LUMP BASE BID	\$309,104.85	\$329,000.00				
Plumbing	Reign NW	Woody's Plumbing				
Electrical	Getchell Electric	LeMaster Electric				
HVAC	Feller Heating	KD Mechanical				
Fire Sprinkler	Fire Shield	Smith Fire				

City of Burlington - Police Station Renovations

Pre-Design Budget

Opinion of Probable Costs

King Architecture PLLC & Woolsey Company

27-Feb-26

Project MACC - Bid amount from HiMark Construction

\$268,879

Summary of Soft Costs

WSST	8.70%	\$23,392	
Permitting	3.00%	\$8,066	
A&E Fees		\$95,890	
Owner Construction testing & Misc Fees	3.40%	\$9,142	
FF&E Furniture, Fixtures and Equipment		\$130,000	
Construction Contingency	20.00%	\$53,776	
Total Soft Costs		35.10%	\$320,267

Total Project Budget

\$589,146

\$600,000

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DISCUSSION ITEM



ITEM #: 1

CHECK ONE:

DISCUSSION X

ACTION

AGENDA ITEM

Council Date: March 12, 2026 Subject: Resolution approving the acquisition of an
Submitted By: Sandy Kottke, Finance Director Interfund loan between the General Fund and
the Local Capital Improvement Fund

Attachments: Resolution Approving the Loan Acquisition to the Public Hearing Required: YES () NO (X)
Sewer Fund from the General Fund for Fire
Department Renovations

History and Summary

During the 2026 budget process, a decision was made to carry the loan for the Fire Remodel in Fund 401 instead of the General Fund. This will increase the fund balance in the General Fund, while using idle funds in the Sewer Fund. The terms of the loan remain the same. Beginning in 2026 loan payments will be made from Fund 301 to Fund 401 with interest.

The loan balance at the end of 2025 is \$1,690,967.95.

Alternatives Considered

The loan acquisition by the Sewer Fund was approved with the 2025 Budget Amendment. The alternative would be to keep the loan with the General Fund.

Current and Future Budget Ramifications

The loan acquisition by the Sewer Fund using idle funds increases the fund balance in the General Fund.

Legal Aspects

Reviewed by City Attorney's office – no issues.

Council Committee Recommendation

Will be discussed at the March 12, 2025, Audit & Finance Committee meeting.

Staff Recommendation

Recommend approval of the resolution acquiring the interfund loan by the Sewer Fund.

Suggested Motion

OPTION 1. *"I move to approve the resolution to allow the Sewer Fund to acquire the interfund loan held in the General Fund."*

OPTION 2. *"I move to have a discussion now and bring forward the request on the March 26, 2026, consent agenda"*

RESOLUTION NO. _____

A RESOLUTION BY THE BURLINGTON CITY COUNCIL TO APPROVE THE ACQUISITION BY THE SEWER FUND #401 OF AN INTERFUND LOAN BETWEEN THE GENERAL FUND #001 AND THE LOCAL CAPITAL IMPROVEMENT FUND #301.

WHEREAS, pursuant to Resolution No. 04-2023 the City of Burlington authorized an interfund loan in the amount of \$1,800,000 between the General Fund and the Local Capital Improvement Fund, to finance the renovation construction costs of the Burlington Fire Hall; and

WHEREAS, the Local Capital Improvement Fund has made payments as scheduled with a balance still outstanding as of December 31, 2025, of \$1,690,967.95; and

WHEREAS, the council determined it would be prudent to finance the construction costs from existing idle funds in the Sewer Fund approving the acquisition in the 2025 budget; and

WHEREAS, the city has sufficient funding available in the Sewer Fund to acquire the loan from the General Fund; and

WHEREAS, the loan will be repaid per the terms of the original agreement to the Sewer Fund; and

WHEREAS, the first payment will be due in calendar year 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURLINGTON, WASHINGTON, THAT RESOLUTION No. xx-2026 AUTHORIZING THE ACQUISITION OF THE INTERFUND LOAN BETWEEN THE CURRENT EXPENSE FUND AND THE LOCAL CAPITAL IMPROVEMENT FUND BY THE SEWER FUND IS APPROVED:

INTRODUCED and PASSED at a regular meeting of the City Council of the City of Burlington this 12th day of March 2026.

CITY OF BURLINGTON

Bill Aslett, Mayor

ATTEST:

Sandra Kottke, Finance Director

APPROVED AS TO FORM:

Leif Johnson, City Attorney

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