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- The public is encouraged to comment via email to cityclerk@cityofanacortes.org or via written comment addressed to City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received by the [City Clerk](#) prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.
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Anacortes City Council
Municipal Building Council Chambers
904 6th Street

September 11, 2023
6:00 PM

PRELIMINARY AGENDA
[Packet Materials](#) / [Watch Meeting](#)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Planning Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of September 5, 2023 (Action)
 - b. Approval of claims in the amount of \$1,232,132.02 (Action)
6. **Other Business**
 - a. * Resolution 3130: Recreation and Conservation Office Local Parks Maintenance Program Authorization (Discussion/Action)
7. **Adjournment**

Per Resolution 3051, citizens wishing to comment on items not on the agenda may do so under Public Comment. Citizens wishing to comment on items indicated with an asterisk () may do so as those items are considered by Council during the course of the meeting.*

The City of Anacortes is committed to making public meetings available and accessible to all members of the community.
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Anacortes City Council Minutes - September 5, 2023

Call to Order

Mayor Matt Miller called to order the Anacortes City Council meeting of September 5, 2023 at 6:00 p.m. Councilmembers Jeremy Carter, Ryan Walters, Anthony Young, Christine Cleland-McGrath, and Carolyn Moulton were present. Councilmember Bruce McDougall participated in the meeting remotely via Zoom. Councilmember Amanda Hubik was absent.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller shared a reminder that the first day of school is on Wednesday September 6th and to use caution when driving and walking, that there is a residential cleanup day scheduled for Saturday September 9th from 9am-12pm at the City of Anacortes Operations Facility at 2201 37th Street, and that Naval Air Station Whidbey Island will host an open house from 8am - 3pm on September 9th.

Police Officer Swearing In

Police Chief Dave Floyd introduced Code Enforcement Officer Riley Harris. Mayor Miller administered the oath of office to Code Enforcement Officer Riley Harris.

Samish Indian Nation Quarterly Meeting

Mayor Miller reported from the Samish Indian Nation quarterly meeting held on August 30th. The topics discussed included a Fidalgo Bay Road chip seal update, an update on the Early Learning Center, the Tommy Thompson Trestle replacement project, the lift station by Fidalgo Bay RV Park, and the 32nd Street project.

Housing Affordability and Community Services Committee

Ms. Moulton reported from the Housing Affordability and Community Services Committee meeting held August 30th. The topics discussed included the Housing Action Plan, specifically changing some conditional uses to permitted uses, the multi-family tax exemption initiative, new state accessory dwelling unit legislation, and tiny homes and hosting safe parking on religious organization property.

Public Works Committee

Ms. Moulton reported from the Public Works Committee meeting held earlier in the evening. The topics discussed included the shared operations property and building and the continuing growth of city and school district needs, a coming update of Title 13 of the Anacortes Municipal Code, and a water system antenna installation update.

Public Safety Committee

Ms. Cleland-McGrath reported from the Public Safety Committee meeting held earlier in the morning. The fire topics discussed included the extension of five job offers, a recent team visit to Wisconsin to observe the ongoing assembly of the ladder truck that is expected to be delivered in April 2024, the Washington Survey and Rating Bureau classification report results, and emergency operations plan updates. Police topics included a hiring update and the recent administration of a public safety test at Anacortes High School.

Port / City Liaison Committee

Mr. Young and Mr. Carter reported from the Port / City Liaison Committee meeting held earlier in the morning. The topics discussed included a review of marine terminal operations, a recap of the working waterfront meeting, a discussion about possible temporary event venues with the impending closure of the Transit Shed, and the RV park project that is scheduled to open in Spring 2024.

Public Comment

Mayor Miller invited the public to comment on any item not on the agenda.

Public comment was given as follows:

Steve Anderson of Anacortes suggested Anacortes High School as a possible event venue and pointed out that the street department should act to remove covers from stormwater drain grates that were installed to catch sediment from trenching operations before the onset of the fall and winter rains.

Consent Agenda

Ms. Cleland-McGrath moved, seconded by Mr. Walters, to approve Consent Agenda items 5.a., 5.b. and 5.d. The motion carried unanimously by voice vote.

a. Minutes of August 28, 2023

b. Approval of claims in the amount of \$573,544.47

The following vouchers/checks were approved for payment:

EFT numbers: 107223 through 107261, total \$509,949.47

Check numbers: 107262 through 107276, total \$55,948.58

Wire transfer numbers: 330218 through 330525, total \$7,646.42

d. Contract Award: 20th Street and Q Avenue Sewer Replacement #23-247-SEW-001

Ms. Cleland-McGrath removed Item 5.c., Contract Award: Alternative Response Team #23-243-IDS-001, from the Consent Agenda.

Contract Award: Alternative Response Team #23-243-IDS-001

Fire Chief, Bill Harris, and Police Chief, Dave Floyd, answered Councilmembers' questions regarding the proposed agreement with the Anacortes Family Center for the Alternative Response Team. Ms. Cleland-McGrath abstained from voting due to her membership on the Anacortes Family Center board.

Discussion topics included:

- Contract term, the community paramedic, North Sound Accountable Community of Health, the social worker and mental health professional position duties and needed specialties, Association of Washington Cities grant funds and associated requirements, agreement scope of work, a community services outreach plan, social navigator, pilot program, service organization coordination with the Alternative Response Team, coherent and transparent funding vehicles, program goals and details, and 2024 budget considerations.

RYAN WALTERS moved, seconded by ANTHONY YOUNG, to approve Alternative Response Team contract #23-243-IDS-001 with the Anacortes Family Center. Vote: Ayes - ANTHONY YOUNG, RYAN WALTERS, BRUCE MCDOUGALL, CAROLYN MOULTON, JEREMY CARTER. Nays - None. Abstentions - CHRISTINE CLELAND-MCGRATH. Result: Passed

Other Business

Contract Modification: Lead and Copper Rule (LCR) Sampling Plan Support and Lead and Copper Rule Revision (LCRR) Gap Analysis #22-285-WTR-001

Interim Public Works Director, Tim Hohmann, introduced Water System Manager, Brian McDaniel, who outlined the proposed contract modification for the Lead and Copper Rule (LCR) Sampling Plan Support and Lead and Copper Rule Revision (LCRR) Gap Analysis #22-285-WTR-001.

Discussion topics included:

- The importance of water to societal well-being and Department of Health requirements.

CAROLYN MOULTON moved, seconded by JEREMY CARTER, to authorize the Mayor to sign a contract modification with HDR Engineering. Vote: Ayes - ANTHONY YOUNG, CHRISTINE CLELAND-MCGRATH, RYAN WALTERS, BRUCE MCDOUGALL, CAROLYN MOULTON, JEREMY CARTER. Nays - None. Result: Passed

Interlocal Agreement: North Cascades Regional Special Weapons and Tactics (SWAT) Team #23-246-IDS-001

Fire Chief, Bill Harris, introduced the proposed interlocal agreement for the North Cascades Regional Special Weapons and Tactics (SWAT) Team #23-246-IDS-001.

Discussion topics included:

- Contract language, inclusion of the term 'Special Weapons', parties to the agreement, staffing levels and obligations, governing board representation and participation, termination options, agreement scope, and financial obligations.

RYAN WALTERS moved, seconded by JEREMY CARTER, to approve interlocal agreement #23-246-IDS-001 with Skagit County and the City of Oak Harbor as presented. Vote: Ayes - ANTHONY YOUNG, CHRISTINE CLELAND-MCGRATH, RYAN WALTERS, BRUCE MCDOUGALL, CAROLYN MOULTON, JEREMY CARTER. Nays - None. Result: Passed

Adjournment

There being no further business, at approximately 7:00 p.m. the Anacortes City Council meeting of September 5, 2023 was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the September 11, 2023 City Council meeting:

[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
330928	3/6/2023	INV-14434	NW COMMUNICATIONS, INC	CHARGER, BATTERIES, BELT	\$ 1,102.14	medic
330959	4/12/2023	INV-24338	IMAGE360	GRAPHICS- #3003	\$ 1,890.35	dshop
330897	8/4/2023	1680315	BLUEBEAM SOFTWARE INC	BLUEBEAM STUDIO PRIME SUBSCRIPTION - 8/11/23-8/10/24	\$ 2,545.92	plan
330568	8/10/2023	300000300008	PUGET SOUND ENERGY INC	WWTP AND PUMP STATIONS 7/6 - 8/4/2023	\$ 19,648.30	dwwtp
330899	8/11/2023	96029614	SOFTCHOICE CORPORATION	EXCHANGE SERVER MIGRATION	\$ 571.50	infosys
330953	8/18/2023	8281695002	MOTOROLA SOLUTIONS INC	MOTOROLA VEHICLE RADIO CHARGERS	\$ 809.73	medic
330884	8/18/2023	SDW-PSI16585	WOOD'S LOGGING SUPPLY	PARTS #2931	\$ 175.26	dshop
330566	8/22/2023	24-WA0020257-1	DEPARTMENT OF ECOLOGY	PERMIT FEE FY 2024 - JULY 1, 2023 THROUGH JUNE 30, 2024	\$ 16,099.00	dwwtp
330627	8/22/2023	595890	HUGHES FIRE EQUIPMENT, INC.	PARTS FOR VEHICLE 221	\$ 866.80	dshop
330933	8/23/2023	0023346-IN	GEARGRID CORPORATION	PPE STORAGE SHELVING	\$ 12,271.07	medic
330927	8/23/2023	08/23/2023	ECONOWASH LAUNDRY&CLEANERS	UNIFORM CLEANING 7/25-8/25/23	\$ 14.69	apd
330565	8/25/2023	0306938-IN	REISNER DISTRIBUTOR INC	INCINERATOR FUEL	\$ 1,820.94	dwwtp
330883	8/25/2023	2331-1201	JANICKI GENERAL CONTRACTING	BEN ROOT SKATEPARK CONSTRUCTION	\$ 350,390.40	parks1
330931	8/25/2023	3172	DEPARTMENT OF HEALTH	LOAN DM16-952-025/3172	\$ 311,967.81	finance
330898	8/26/2023	86478	GEO-TEST SERVICES, INC	BEN ROOT SKATEPARK MATERIALS INSPECTION - 7/3/23- 7/30/23	\$ 1,920.85	parks1
330920	8/28/2023	360-293-4900- 0912865	ZIPLY FIBER	APD BAC LINE 8/28-9/27/23	\$ 93.38	apd
330624	8/28/2023	360-293-6427- 0218975	ZIPLY FIBER	CITY HALL 911 8/28-9/27/23	\$ 86.96	finance
330628	8/28/2023	360-299-3674- 0214175	ZIPLY FIBER	OPS PHONE LINE 8/28-9/27/23	\$ 78.24	dshop
330918	8/28/2023	360-299-6615- 0615165	ZIPLY FIBER	APD 911 LINE 8/28-9/27/23	\$ 80.86	apd
330634	8/28/2023	98089262	ECO SERVICES OPERATIONS CORP	ALUMINUM SULFATE	\$ 4,408.92	dwwtp
330886	8/28/2023	9943097727	VERIZON WIRELESS	City Cell Phones 7/29-8/28/23	\$ 11,186.06	finance

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
330631	8/29/2023	007N6465	HARRINGTON INDUSTRIAL	VALVE BALL CHECK FOR SWM HYPO PORT	\$ 273.23	dwtp
330632	8/29/2023	007N6466	HARRINGTON INDUSTRIAL	VALVES FOR CHEM BUILDING AND UTILIDOR SUMP PUMP X 13	\$ 1,039.86	dwtp
330950	8/29/2023	1128541	FERGUSON ENTERPRISES, INC	WATER METER INVENTORY-RESOLUTION 3036	\$ 34,003.31	wdist
330569	8/29/2023	220015149234	PUGET SOUND ENERGY INC	8147 S MARCHS PT RD ST LIGHTS: 7/29-8/29/23	\$ 148.17	dshop
330636	8/29/2023	23-26166	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwtp
330711	8/29/2023	231047	T-SHIRTS BY DESIGN	SOCCER JERSEY ADD ONS	\$ 23.94	pkrec
330626	8/29/2023	277076	ENNIS-FLINT, INC, FLINT TRADING DIVISION	12" WHITE LINE - STREET DEPT	\$ 5,183.23	dshop
330625	8/29/2023	I6498019	HD FOWLER COMPANY INC	LOCATE MARKING PAINT	\$ 575.77	wdist
330922	8/30/2023	0014231	FERGUSON ENTERPRISES, INC	WATER INVENTORY SUPPLIES	\$ 1,864.60	wdist
330940	8/30/2023	10748381	NAVIA BENEFIT SOLUTIONS, INC	AUGUST FLEXIBLE SPENDING PARTICIPANT FEE	\$ 136.95	hr
330921	8/30/2023	12195	SKAGIT SHOOTING SPORTS, INC.	SIG SAUER GRIPS (LARGE AND SMALL)	\$ 102.44	apd
330567	8/30/2023	1767774	POLYDYNE, INC	MAINTENANCE INCINERATOR POLYMER	\$ 7,507.20	dwwtp
330635	8/30/2023	23-23599	EDGE ANALYTICAL, INC	WATER ANALYSIS - BULK WATER WEEKLY	\$ 658.00	dwtp
330633	8/30/2023	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP 8/2-8/29/23	\$ 2,415.67	dwtp
330638	8/30/2023	915338	HASA, INC	SODIUM HYPOCHLORITE	\$ 5,034.28	dwtp
330942	8/30/2023	AN 94186	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCE	\$ 124.60	medic
330951	8/30/2023	INV25867	SEAWESTERN, INC.	FIRE HELMETS (15)	\$ 6,086.60	medic
330560	8/30/2023	RefundBergfeld	BERGFELD, SALLY	WA PARK REFUND	\$ 111.00	parks1
330561	8/30/2023	RefundComstock	COMSTOCK, JOHN	WA PARK REFUND	\$ 140.00	parks1
330559	8/30/2023	RefundMatthews	MATTHEWS, CHARLES	WA PARK REFUND	\$ 140.00	parks1
330557	8/30/2023	RefundMattos	MATTOS, HEATHER	WA PARK REFUND	\$ 82.00	parks1
330558	8/30/2023	RefundScriven	SCRIVEN, LISA	WA PARK REFUND	\$ 164.00	parks1
330712	8/30/2023	T495259	CORE & MAIN LP	SUPPLIES FOR WATER MAINTENANCE	\$ 1,073.61	wdist
330896	8/31/2023	0005	HICKMAN, LANA	YOUTH ART CLASSES - 8/21-8/24/23	\$ 1,080.00	pkrec
330944	8/31/2023	11097994	LANGUAGE LINE SERVICES, INC	INTERPRETER SERVICES - LANGUAGE LINE	\$ 26.75	court
330956	8/31/2023	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 8/2-8/31-2023	\$ 11.59	publib

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
330957	8/31/2023	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M ST 8/2-8/31-2023	\$ 24.28	publib
330900	8/31/2023	220030712800	PUGET SOUND ENERGY INC	STREET LIGHTS: 8/2-8/31/23	\$ 4.77	dshop
330637	8/31/2023	23-26343	EDGE ANALYTICAL, INC	WATER ANALYSIS - TCR INTOWN	\$ 209.00	dwtpt
330941	8/31/2023	35657	ORCA INFORMATION, INC	BACKGROUND CHECKS - NEW HIRES	\$ 2,731.50	hr
330882	8/31/2023	CL65356	REISNER DISTRIBUTOR INC	VEHICLE FUEL - AUGUST 2023	\$ 39,738.82	finance
330913	8/31/2023	GC0011725	CODE PUBLISHING, LLC	CODIFICATION SERVICES	\$ 1,591.20	legal
330943	8/31/2023	INV25939	SEAWESTERN, INC.	BUNKER SET - BOYLE	\$ 7,141.11	medic
330947	8/31/2023	INV25950	SEAWESTERN, INC.	FIREFIGHTING GLOVES (5)	\$ 712.79	medic
330919	8/31/2023	P2258-NT-1	QCC QUALITY CONTROLS CORP.	WWTP PRESSURE DEVICES - STARTUP AND TESTING	\$ 615.00	dwwtp
330916	8/31/2023	P2258-T-1	QCC QUALITY CONTROLS CORP.	WWTP PRESSURE DEVICES	\$ 15,937.02	dwwtp
330893	8/31/2023	Pay App 9	SUMMITX CONTRACTORS, INC	ACCESS ANACORTES FIBER INTERNET GUEMES VIEW AREA UNDERGROUND CONSTRUCTION	\$ 81,368.64	fiber
330946	9/1/2023	0542005-001	UNUM LIFE INS CO OF AMERICA	SEPTEMBER UNUM LONG TERM CARE INSURANCE	\$ 1,247.70	hr
330911	9/1/2023	10624	PORT OF ANACORTES	MARINE 29 MOORAGE - SEPT	\$ 397.73	medic
330917	9/1/2023	2400769	WASHINGTON STATE PATROL	BACKGROUND CHECKS; AUGUST 2023	\$ 145.75	apd
330929	9/1/2023	263203	SIGNATURE FORMS, INC	COURT ENVELOPES - INSERTS	\$ 157.05	finance
330930	9/1/2023	263215	SIGNATURE FORMS, INC	COA ENVELOPES #10	\$ 514.56	finance
330952	9/1/2023	2849	OAB ENGINEERING, LLC	STA 3 INTERNET SERVICE: SEPTEMBER	\$ 150.00	medic
330905	9/1/2023	300000006951	PUGET SOUND ENERGY INC	STREET LIGHTS: 7/29-8/29/23	\$ 742.81	dshop
330894	9/1/2023	300000290043	PUGET SOUND ENERGY INC	STREET LIGHTS 7/1-8/1/23	\$ 19,426.05	dshop
330907	9/1/2023	300000325005	PUGET SOUND ENERGY INC	STREET LIGHTS: 7/8-8/7/23	\$ 83.67	dshop
330904	9/1/2023	300000340004	PUGET SOUND ENERGY INC	STREET LIGHTS: 7/29-8/29/23	\$ 88.46	dshop
330925	9/1/2023	5068033661	RICOH USA, INC	S/N C86138599 APD FRONT OFFICE COPIES 8/1-8/31/23	\$ 37.95	apd
330909	9/1/2023	5068034332	RICOH USA, INC	S/N C86152062 HR COPIES 8/1-8/31/23	\$ 15.31	hr
330910	9/1/2023	5068034397	RICOH USA, INC	S/N C86150637 CARNEGIE 6/1-8/30/23	\$ 96.94	museum
330912	9/1/2023	5068034509	RICOH USA, INC	S/N C86111493 COURT 6/1-8/31/23	\$ 94.20	court

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
330926	9/1/2023	5068035300	RICOH USA, INC	S/N C86138600 APD HALLWAY 6/1-8/31/23	\$ 53.64	apd
330890	9/2/2023	8498 30 017 0319913	COMCAST	LIBRARY INTERNET ACCESS 9/9-10/8/23	\$ 185.23	fiber
330945	9/2/2023	ReimbOLeary	O'LEARY, TIMOTHY	LONG TERM CARE PAYMENT REIMBURSEMENT LEOFF1 RETIREE	\$ 316.78	hr
330888	9/5/2023	03188	SKAGIT COUNTY SHERIFF'S OFFICE	JAIL TAX PAYMENT PER CONTRACT	\$ 103,316.68	finance
330719	9/5/2023	100	MURPHY, KELLEN	LIVE MUSIC FOR COMMUNITY DANCE	\$ 400.00	pkrec
330948	9/5/2023	119844	VECA ELECTRIC & TECHNOLOGIES	WTP ELECTRICAL SYSTEM: INTAKE TRANSFORMER INSTALLATION	\$ 30,000.00	dwtp
330958	9/5/2023	1639270	WALTON BEVERAGE COMPANY, INC	OPS: BREAKROOM SUPPLIES	\$ 151.00	dshop
330891	9/5/2023	21-043-FIN-001	ANACORTES FAMILY CENTER	AFFORDABLE HOUSING TAX PAYMENT	\$ 41,440.39	finance
330939	9/5/2023	21-138-STM-0011	WELCH BROTHERS CONSTRUCTION	RETAINAGE RELEASE	\$ 22,548.25	pw1
330889	9/5/2023	21-247-FIN-001	ANACORTES HOUSING AUTHORITY	AFFORDABLE HOUSING TAX PAYMENT	\$ 41,440.39	finance
330934	9/5/2023	2422	THE CLEAN TEAM	2023 JANITORIAL SERVICES - AUGUST 2023	\$ 4,776.00	pw1
330949	9/5/2023	ReimbHorne	HORNE, CHRISTOPHER	REIMBURSE FOR GYM MATS	\$ 1,361.72	medic
330955	9/5/2023	ReimbRemmenga	REMMENGA, JOSHUA	REFUND FOR LOST BOOK/RETURNED	\$ 25.00	publib
330895	9/5/2023	September 2023	COMMUNITY ACTION OF SKAGIT CTY	ANACORTES COMMUNITY ACTION OFFICE & CARE SPECIALIST - SEPTEMBER 2023	\$ 5,454.55	admsrv
330936	9/21/2023	23-149-SEW-0011	BECKWITH & KUFFEL	RETAINAGE RELEASE	\$ 1,335.10	pw1
	Total				\$ 1,232,132.02	



City Council Agenda Bill

Meeting Date: September **Agenda Item:** 6.a.
11, 2023

Agenda Item Title: Resolution 3130: Recreation and Conservation Office Local Parks Maintenance Program Authorization

Staff Contact(s): JONN LUNSFORD

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
JONN LUNSFORD	Resolution
STEVE HOGLUND	
DARCY SWETNAM	

Item Summary: Resolution 3130 allows staff to apply for a maintenance grant through the state Recreation and Conservation Office (RCO) to fund pathway and park road way repairs at Rotary Park and the Loop Road at Washington Park. The grant requires no matching funds from the City if awarded but is limited in its scope. These two projects are eligible within the scope of the grant because they do not add service but repair existing services. Our request is to overlay approximately 2805 linear feet of pathway and roads and our request is for \$55,966 in state funds. The work will be done by the Anacortes Street Department and the scope is feasible to complete within the grant's timeline and the other projects planned for 2024.

Budget Impact:

This will add \$55,966 to the Parks and Recreation 2024 budget, but will be 100% funded by the Recreation and Conservation Office if awarded.

Previous Action: This has been discussed at the Parks and Recreation Advisory Commission level.

Recommended Motion: Approve Resolution 3130.

Alternative Actions: Request more information.

Attachments (listed in order presented):

1. Resolution 3130 RC0 Maint Grant 23 1699M



Local Parks Maintenance Program Applicant Authorization and Electronic Signature

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project Number and Name _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS grant assistance is requested by our organization to aid in financing the cost of the Project referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Routing Order	Name of Signatory and Title of Person Authorized to Sign	Email Address
Grant application (submission thereof)			
Project contact (day-to-day administering of the grant and communicating with the RCO)			
Agreement/amendment approver ¹			
Agreement/amendment approver			
Agreement/amendment approver			
Agreement/amendment approver			
RCO Grant Agreement signer ²			
Agreement amendments signer ²			

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide updated documentation of authorized signers, if needed.

3. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
4. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
5. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
6. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
7. Our organization acknowledges that the grant will only be used for maintenance of local park property owned by our organization.
8. This resolution/authorization is deemed to be part of the formal grant application to the Office.
9. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises, and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:

Location: _____ Date: _____

You may reproduce the above language in your own format; however, text may not change.

¹ **Agreement/Amendment Approver:** refers to an individual or several individuals who review and approve the electronic document and contacts RCO if corrections are needed. The approver does not sign the document. You may add more than one approver but please designate the order for routing purposes.

² **RCO Grant Agreement/Agreement Amendments Signer:** refers to the individual who must officially sign the document with an electronic signature and may be required to enter data such as title, date, agency name, etc. into fields. The signer of Agreements may differ from the individual who is delegated to sign Amendment documents, but we can only accept one signature per document.