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- The public may also watch, listen to, or participate in the meeting live by visiting <https://us02web.zoom.us/j/89255646791> or by telephoning 1-253-215-8782 and entering Meeting ID 892 5564 6791.
- 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.
- Complete guidelines for virtual participation in Anacortes City Council meetings are available [here](#). View the quick video example for connecting to the meeting [here](#).



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

July 21, 2025
6:00 PM

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Public Works Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of July 14, 2025 (Action)
 - b. Approval of claims in the amount of \$500,281.21 (Action)
 - c. Special Event: Anacortes Half Marathon & 5K (Action)
 - d. Contract Modification: WWTP PS4 Flowmeter Vault & Force Main Installation #24-209-SEW-001 (Action)
6. **Other Business**
 - a. Contract Amendment: Residential Recyclables and Residential Organics Collection, 2015-2025 #15-102-SAN-001 (Discussion/Action)
 - b. * Residential and Commercial Recyclables and Organics Collection Contracting (Discussion/Action)
 - c. * Interlocal Agreement #25-201-IDS-001 with Fidalgo Pool and Fitness Center (Discussion/Possible Action)
 - d. * Resolution 3184: Fidalgo Pool and Fitness Center (Discussion/Possible Action)
 - e. * City Council Committees Structure (Discussion/Possible Action)
7. **Adjournment**

Per the council rules of procedure, a person who wishes to provide public comment at this meeting may do so:

- *On matters pertaining to a particular agenda item at the invitation of the chair at the time the City Council takes up discussion of that agenda item. Items open for public comment are indicated with an asterisk (*)*
- *On any other matter specifically pertaining to the City of Anacortes during the Public Comment agenda item.*

The City of Anacortes is committed to making public meetings available and accessible to all members of the community. For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.



Anacortes City Council

Municipal Building Council Chambers
904 Sixth Street

July 21, 2025
6:00 p.m.

PUBLIC COMMENT SIGN IN SHEET

Per Resolution 3051, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (*) may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting. These rules are intended to promote an orderly system of holding a public hearing or meeting, to give every person who wishes to speak an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his or her right to free speech.

Please print your name legibly so we can recognize you correctly in the minutes. Thank you!

Name

Topic

✓ David Hansen	6C - Interlocal Agreement
✓ Bill Turner	dog park
✓ Pat Barrett	Metropolitan Pool
✓ Judy Bellings 6:12	- Electric Ferry area
✓ Maggie Miller - SDP 6:13	Tennis Courts
✓ Mark Robinson	Dog park pools
✓ Suzanne Rohner	BESS
- Terrence McNett	Pool Commission
- Linda Martin 7:10	Pool Ballot
- Macole Moore	II
BARBARA SMART	II
WARA MCKENZIE	COMMITTEE

Continue on back of sheet as needed

Anacortes City Council,

As you are well aware, many of the local dog owners who visit the Ace of Hearts dog park have expressed great concern at the newly revealed Anacortes Parks Dept. rule stating that there will be no privately provide dog wading pools at the off leash, fenced dog parks.

Jonh Lunsford was kind enough to join us at the dog park a couple of weeks ago, and we had a spirited, friendly discussion. He requested that we provide an MOA and a written discussion about out concerns with adding another fence directly surrounding any wading pool within the park. I wrote and provided those via email to Jonh on July 3.

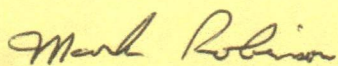
As of today, we have received no response addressing our concerns. As we are entering the hottest part of our summer, those concerns are at the top of our minds. Without the use of the previously present wading pools, our dog's risk great harm as our daytime temperatures rise. Dogs lack our ability to regulate body temperature by sweating, our pets have always enjoyed the option of cooling off in the wading pools. Up until this year. Now they just suffer, thanks to the Parks Department unilaterally, without regard to the desires of the public, outlawing the life saving wading pools.

At present, the Parks Department is claiming that the wading pools are a health hazard due to their possibly containing things like bacterial leptospirosis, parvovirus, giardia, coccidia and probably some that I do not want to contemplate. Good news is, Anacortes uses sodium hypochlorite to sanitize our drinking water, the source of the water in wading pools. This chemical is used to disinfect food handling equipment, beer and wine production equipment, and biological warfare chemical handing equipment. It effectively kills any and all of the potential nasties that might be a problem in our wading pools. Sorry Parks Department, keep looking for a legitimate reason, this one won't hunt.

We consider that our dogs suffering in the heat to be directly the cause of the Anacortes Parks Dept. banning of wading pools in the dog parks, despite a 20 year history of their being present without any of the problems they have brought up. The reasons being provided for that ban, such as disease, dog fighting and whatever else has been dreamed up, all have been debunked.

So at this time, we are notifying the City of Anacortes that any issues that our dogs encounter that we consider to be caused, partly of wholly, by the banning of the wading pools will be considered the fault of the City. Washington law would consider this to be a second degree cruelty offense, reckless harm to the dog, as noted in RCW 16.52.207.

You are forewarned. The City of Anacortes stands liable.



Mark Robinson

1907 Cay Way

Anacortes

Anacortes City Council Minutes - July 14, 2025

Call to Order

Mayor Matt Miller called to order the July 14, 2025, Anacortes City Council meeting at 6:00 p.m. Councilmembers TJ Fantini, Ryan Walters, Anthony Young, Carolyn Moulton, and Bruce McDougall were present. Councilmembers Christine Cleland-McGrath and Amanda Hubik were absent.

Ms. Moulton moved, seconded by Mr. Young, to excuse the absence of Ms. Cleland-McGrath and Ms. Hubik. The motion carried unanimously by voice vote.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller handed out certificates to the Fourth of July parade award winners announced at the last regular meeting. He then announced that the Commercial Avenue Complete Streets project phase 1 began last week and that there would be reduced driving lanes between 11th Street and 13th Street. He thanked the Parks and Recreation department for a successful Kids Are Best festival over the weekend and announced that the Ace of Hearts Dog Park will be closed beginning Monday, July 21st for approximately one week to allow city crews to complete work on the stormwater retention pond.

Finance Committee

Ms. Moulton reported from the Finance Committee meeting held July 10th. The topics discussed included an update to the city's purchasing policy as a result of state legislative changes, the kickoff of the enterprise resource planning software replacement process that is planned to last for the next two years, the Capital Facilities Plan process and the associated facility assessment, and a sales and utility tax revenue update. Mr. Fantini asked for clarification regarding the sales tax revenue update. Ms. Moulton responded that the sales tax revenue marginally exceeds projections for the year thus far.

Planning Committee

Mr. Walters reported from the Planning Committee meeting held earlier in the evening. The topics discussed included the obligation under the Growth Management Act to designate resource lands as part of the Comprehensive Plan update process, and possibly having University of Washington Professor Gregg Colburn and others come to talk about housing and its importance in the context of the Comprehensive Plan update to the Northstar Housing Task Force at a time and Skagit County location to be determined.

Public Safety Committee

Mr. Fantini reported from the Public Safety Committee meeting that was held immediately following the previous regular City Council meeting. The topics discussed included marine grant funding that could be utilized for the purchase of a police maritime response boat. He clarified that the purchase contract would not come before the full council due to the purchase price being below the price threshold. Mr. Young asked what other purposes the funds could serve. Mr. Fantini responded that it is largely for public safety maritime uses.

Public Comment

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

Public comment was given as follows:

Boshie Morris of Anacortes addressed the traffic, parking, street, and safety conditions of the Old Town neighborhood and the upland improvements around the Guemes Island ferry. She also spoke about the sound and its effects on nearby residences of the tennis courts at 22nd Street and K Avenue as a result of proposed

resurfacing for pickleball.

Malcom McCutcheon of Anacortes spoke about diagonal parking in his neighborhood, requesting that diagonal parking be eliminated, that parking enforcement be carried out on vehicles parked too close to the end of a block, and that there be two permitted parking spots for each residence on 6th Street and 7th Street near the Guemes Island ferry. He also mentioned Accessory Dwelling Unit regulations in Old Town.

Consent Agenda

Mr. McDougall moved, seconded by Mr. Young, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

a. Minutes of July 7, 2025

b. Approval of claims in the amount of \$757,115.83

The following vouchers/checks were approved for payment:

EFT numbers: 112975 through 113014, total \$414,310.85

Check numbers: 113015 through 113034, total \$341,944.34

Wire transfer numbers: 372129 through 372359, total \$860.64

Other Business

Presentation of Economic Development Strategic Plan

Planning, Community, and Economic Development Director John Coleman presented the Economic Development Strategic Plan, referring to a slide presentation that was added to the packet materials for the meeting.

Discussion topics included:

- Identifying challenges that need solutions and allowing for targeted efforts to address them.
- The cost of the assessment was reasonable.
- High quality of life ratings and the listing of professions.
- 20% of respondents left Anacortes for work.
- Improving community engagement.
 - Adding public information inserts to utility bills.
- The study's focus was on what Anacortes has or does not have; consideration of the surrounding county and other jurisdictions would come after.
- Significant civic engagement and economic potential from the retired community.
- Producing a tangible solution and implementing it.
- An objective outside perspective that confirmed local perceptions.
- Figuring out the 'how' for the entire list of recommendations.
- Improved housing density and availability through development regulation updates and the [Housing Action Plan](#).
- Mobility improvements through public transit - [Skagit Transit Long-Range Transit Plan](#).

Mayor Miller invited members of the audience to comment on this agenda item. No one present wished to address the Council.

Interlocal Agreement #25-201-IDS-001 with Fidalgo Pool and Fitness Center and Resolution 3184: Fidalgo Pool and Fitness Center

City Attorney Darcy Swetnam introduced proposed interlocal agreement #25-201-IDS-001 with Fidalgo Pool and Fitness Center that clarifies that the district will pay to the county all election-related costs associated with placing an initiative on November 4, 2025, general election ballot to create a metropolitan recreation district. She also introduced Resolution 3184 that would place an initiative on the general election ballot to create a

metropolitan park district, which would replace the Fidalgo Parks and Recreation District, referring to a slide presentation that was added to the packet materials for the meeting.

Discussion topics included:

- Approval would mean that the Fidalgo Pool and Fitness Center Board of Commissioners would be able to set the initial tax rate based upon the budget presented.
 - Then limited to raising the tax levy by 1% each year unless submitted to an additional vote of the people.
 - Funds would support operations and maintenance budgets and spread the cost among more households.
- Elected commissioners have requested this ballot measure.
- Clarity on the planned tax rate would be for the ballot measure.
- Voters did not know what the measure would do.
- The ballot measure language should contain the initial levy rate.
- Does the ballot language need to contain the maximum levy rate?
- The pool district could come up with the maximum levy rate.
- Verify the joint language requirement with the county.
- The Fidalgo Pool Board of Commissioners should have been present.
- August 5th deadline for the November ballot.
- Any limit on bringing the measure back before the voters?
 - No, assuming that the city and county act by resolution to add it to the ballot.
- Could citizens file a resolution to disband the taxing district if it were eventually approved?
- Add language that would clarify that this measure would replace the current pool district structure rather than add a new tax.

The mayor announced, and the council agreed, that the interlocal agreement and accompanying resolution will come back before the council at the next regular meeting.

Mayor Miller invited members of the audience to comment on this agenda item.

Public comment was given as follows:

Linda Martin of Anacortes expressed disappointment that the issue would come before the City Council for a second time and that the council should consider that the public had already disapproved of the measure the previous year. She also mentioned that the language "joint proposition" implies that Anacortes and Skagit County endorse the measure and should be changed and that the levy rate should be included in the ballot.

Suzanne Rohner of Anacortes spoke about citizens being subjected to excessive taxation and pointed out that levies appear to be permanent tax increases, and that a similar measure that is currently proposed was narrowly disapproved and that the people and not an elected board should determine what tax rate is appropriate. She also spoke about excessive taxation making it more difficult for citizens to access housing.

Steve Anderson of Anacortes asked why he should pay taxes and a membership or use a fee to use the Fidalgo Pool and Fitness Center. He also asked about a par course in the parks.

Malcolm McCutcheon agreed with the previous speakers, and asked if there could be a corresponding initiative to repeal the tax district if it were passed, and suggested term-limited bonds to temporarily raise required revenues.

Arik Dahlen, Executive Director of the Fidalgo Pool and Fitness Center, spoke about the reason the board of the Fidalgo Pool and Fitness Center decided to revisit this issue, pointing out that it is a replacement of an old tax, not a new tax, that adjusting the district boundaries would ensure that additional facility patrons are supporting the facility via the tax levy, that the facility is old and increased tax revenue gives the elected board of commissioners options to attain financing for a possible replacement facility, and that the pool continues to be there for everyone in the community.

Adjournment

There being no further business, at approximately 7:18 p.m. the Anacortes City Council meeting of July 14, 2025, 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 July 21, 2025 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
372671	3/12/2025	58462	BOUNCYHOUSE.COM	2025 KIDS R BEST FEST INFLATABLE GAMES	\$ 3,065.98	parks1
372856	6/1/2025	5071486585	RICOH USA, INC	S/N C86150637 CARNEGIE	\$ 125.95	finance
372685	6/11/2025	12230000x	WILSON DDS, NICHOLAS J	DENTAL SERVICE, LEOFF 1, T O'LEARY	\$ 209.00	hr
372636	6/13/2025	25000705 RI 05700	VEOLIA ENVIRONMENTAL SERVICES	HYDREX 9609 14 PALLETS - COAG SAND	\$ 14,443.80	dwtp
372700	6/16/2025	RE 41 JZ2216 L006	WASHINGTON STATE DEPARTMENT	REVIEW OF COMMERCIAL AVE ENHANCEMENT PROJECT - SR20 MP50.59-51.87	\$ 347.70	pw1
372699	6/16/2025	RE 41 JZ2374 L009	WASHINGTON STATE DEPARTMENT	REVIEW OF 12TH AND COMMERCIAL (SOUTH COMMERCIAL PHASE 1) PROJECT	\$ 653.82	pw1
372704	6/18/2025	MidWest Tape 7-2025	MIDWEST TAPE, LLC.	DVDS FOR LIBRARY COLLECTION	\$ 409.55	publib
372684	6/24/2025	1265952006	WILSON DDS, NICHOLAS J	DENTAL SERVICE, LEOFF 1 RETIREE, D MEAD.	\$ 262.00	hr
372533	6/25/2025	57798	SKAGIT PUBLISHING LLC	PUBLISH AA-647595	\$ 235.48	plan
372534	6/25/2025	57799	SKAGIT PUBLISHING LLC	PUBLISH AA-648275	\$ 138.04	plan
372536	6/25/2025	57800	SKAGIT PUBLISHING LLC	PUBLISH AA-648282	\$ 146.16	plan
372470	6/26/2025	CA09	AIRSTRIKE BIRD CONTROL INC	CITY HALL BIRD ABATEMENT - 6/16/25 - 6/30/25	\$ 2,275.00	pw1
372701	6/27/2025	2026045	GATEWAY CONTROLS, INC	PUBLIC SAFETY BUILDING POWER GATES REPAIR	\$ 939.22	pw1
372620	6/29/2025	700000142	FAMILY CARE NETWORK PLLC	PRE-EMPLOYMENT MED SCREENING; WEST	\$ 244.00	apd
372687	6/30/2025	141576	PROCOM LLC	DRUG TESTING, NEW HIRES AND FOLLOW UP	\$ 206.00	hr
372703	6/30/2025	232022	VANTAGE POINT SOLUTIONS, INC.	CALEA COMPLIANCE SUPPORT, JUNE 2025	\$ 275.00	fiber
372566	6/30/2025	23494 - 4	H W LOCHNER, INC	Q AVENUE PEDESTRIAN CROSSINGS - DESIGN - 5/24/25 - 6/30/25	\$ 7,225.92	pw1
372532	6/30/2025	289363	INFOSEND, INC.	JUNE 2025 PROCESSING	\$ 4,716.88	finance
372556	7/1/2025	045-528622	TYLER TECHNOLOGIES, INC	EERP QTRLY SAAS FEES 6/1/2025-8/31/2025	\$ 41,928.01	finance

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
372691	7/1/2025	2025-06-01-ANACORTES	PERISCOPE LEGAL	PUBLIC DEFENSE SERVICES - JUNE 2025	\$ 17,416.67	admsrv
372696	7/1/2025	41838	COMMERCIAL ALARM & DETECTION	LIBRARY FIRE ALARM MONITORING AGREEMENT	\$ 97.92	pw1
372695	7/1/2025	41951	COMMERCIAL ALARM & DETECTION	FIRE STATION 3 FIRE ALARM MONITORING	\$ 97.92	pw1
372613	7/1/2025	53016	ZUMAR INDUSTRIES, INC.	SUPPLIES FOR WATER MAINTENANCE	\$ 150.10	wdist
372471	7/1/2025	583466	MOMENTUM TELECOM INC	SIP TRUNKS 7/1-7/31/25	\$ 1,078.00	finance
372552	7/1/2025	7125	NORTHWEST PARKING EQUIPMENT	WA PARK PAYSTATION QUARTERLY MAINTENANCE	\$ 734.40	parks1
372688	7/1/2025	9170260139	SCHINDLER ELEVATOR CORPORATION	MONTHLY ELEVATOR SERVICE - JULY 2025	\$ 594.04	pw1
372632	7/2/2025	25-20076	EUROFINS ENVIRONMENT TESTING	COLIFORMS TEST	\$ 78.00	wdist
372637	7/2/2025	58234	SKAGIT PUBLISHING LLC	PUBLISH AA-649774	\$ 40.60	finance
372638	7/2/2025	58235	SKAGIT PUBLISHING LLC	PUBLISH AA-649777	\$ 40.60	finance
372639	7/2/2025	58236	SKAGIT PUBLISHING LLC	PUBLISH AA-649794	\$ 93.38	plan
372616	7/6/2025	325258	LAKESIDE INDUSTRIES, INC.	SUPPLIES FOR SEWER DEPT	\$ 619.93	dshop
372615	7/6/2025	325259	LAKESIDE INDUSTRIES, INC.	SUPPLIES FOR SEWER DEPT	\$ 717.42	dshop
372617	7/6/2025	325286	LAKESIDE INDUSTRIES, INC.	SUPPLIES FOR WATER MAINTENANCE	\$ 428.84	wdistcc
372634	7/7/2025	1603530	BIG STATE INDUSTRIAL SUPPLY	SUPPLIES FOR WATER MAINTENANCE	\$ 226.63	wdist
372621	7/7/2025	577494	PROFORCE LAW ENFORCEMENT	TASER BATTERIES	\$ 289.19	apd
372559	7/7/2025	FB68496	CAROLLO ENGINEERS, INC.	WATER SYSTEM PLAN UPDATE - THROUGH 6/30/25	\$ 15,793.75	pw1
372631	7/8/2025	0291629	POLLARD WATER	SUPPLIES FOR WATER MAINTENANCE	\$ 3,544.16	wdist
372465	7/8/2025	2025-06-HT	GDIXONLAW	PUB DEF CONFLICT	\$ 90.00	pubdef
372467	7/8/2025	2025-06-TW	GDIXONLAW	PUB DEF CONFLICT	\$ 130.00	pubdef
372952	7/8/2025	2025-06-JZ	GDIXONLAW	PUB DEF CONFLICT	\$ 40.00	pubdef
372550	7/8/2025	220013286525	PUGET SOUND ENERGY INC	HEART OF ANACORTES 6/5/25-7/7/25	\$ 42.21	parks1
372664	7/8/2025	22021901958	PUGET SOUND ENERGY INC	1958 PW TSUNAMI WARNING 6/6-7/7/25	\$ 10.89	dwwtp
372681	7/8/2025	24014131	MCKESSON MEDICAL-SURGICAL	RESTRAINTS, MEGAMOVERS, STETHOSCOPES,	\$ 581.17	medic
372702	7/8/2025	241555	BLYTHE MECHANICAL, INC	HVAC ON-CALL REPAIR SERVICES - CHILLER REPAIR AT WTP	\$ 1,887.78	dwwtp
372463	7/8/2025	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP NATURAL GAS 06/04/5 - 07/07/25	\$ 738.98	dwwtp

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
372692	7/8/2025	25-105	HANS VAN DUSEN	SOLID WASTE CONSULTING SERVICES	\$ 2,290.00	pw1
372551	7/8/2025	26769686	EWING IRRIGATION PRODUCTS, INC	PARKS IRRIGATION MAINTENANCE	\$ 398.91	parks1
372563	7/8/2025	3095718660	LEXISNEXIS	LEGAL RESEARCH DATABASE LICENSES FOR 2025	\$ 4,569.60	legal
372537	7/8/2025	382035	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 413.09	pwfac
372644	7/8/2025	40695	SKAGIT FARMERS SUPPLY	ETHANOL FREE UNLEADED 17.0970 GAL	\$ 82.90	dwtp
372622	7/8/2025	52811	BOSTEC INC	DRUG & ALCOHOL TESTING SUPPLIES	\$ 286.69	apd
372672	7/8/2025	INV00760957	USA BLUE BOOK	MAINTENANCE SUPPLIES	\$ 883.29	dwwtp
372689	7/8/2025	RA8940	WESTERN WASHINGTON	2024 STRATEGIC ECONOMIC DEVELOPMENT PLAN	\$ 20,000.00	plan
372648	7/8/2025	XA116017018:01	RWC INTERNATIONAL	PARTS FOR VEHICLE #605	\$ 194.60	dshop
372562	7/9/2025	1200736018	HDR ENGINEERING, INC	WHISTLE LAKE ROAD PIPE ARCH MODIFICATIONS - DESIGN - 6/1/25 - 6/28/25	\$ 13,257.76	dwtp
372561	7/9/2025	1200736025	HDR ENGINEERING, INC	WTP LEAD AND COPPER RULE (LCR) SAMPLING PLAN - 5/4/25 - 6/28/25	\$ 3,901.51	dwtp
372564	7/9/2025	1200736033	HDR ENGINEERING, INC	WTP FILTER AND BACKWASH STUDY - 6/1/25 - 6/28/25	\$ 5,583.26	dwtp
372674	7/9/2025	1200736042	HDR ENGINEERING, INC	GENERAL SEWER PLAN - 6/1/25 - 6/28/25	\$ 804.54	dwwtp
372697	7/9/2025	1200737251	HDR ENGINEERING, INC	WASTEWATER TREATMENT PLANT OUTFALL - CONSTRUCTION MANAGEMENT - 6/1/25-6/28/25	\$ 60,868.87	pw1
372462	7/9/2025	1210	BE ENTERPRISES LLC	PUBLIC RESTROOM MAINTENANCE	\$ 3,575.10	plan
372666	7/9/2025	15904	NORTHWEST CLEAN AIR AGENCY	AIR OPERATING PERMIT	\$ 18,038.89	dwwtp
372653	7/9/2025	1617256	LIFE ASSIST, INC	I-GELS, C-COLLARS, EXAM GLOVES.	\$ 1,267.36	medic
372686	7/9/2025	200000667101	PUGET SOUND ENERGY INC	LIBRARY 1220 10TH 6-7 TO 7-8-2025	\$ 4,997.60	publib
372651	7/9/2025	2025Q3-Ana	SKAGIT COUNTY DEM	3RD QUARTER DEM BILLING	\$ 22,073.61	medic
372565	7/9/2025	220013297076	PUGET SOUND ENERGY INC	6821 STATE ROUTE 20 6/7-7/8/25	\$ 14.28	finance
372649	7/9/2025	220013297498	PUGET SOUND ENERGY INC	CASINO DRIVE UNDER TWIN BRIDGE: 6/7-7/8/25	\$ 42.81	dshop

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
372665	7/9/2025	220022355618	PUGET SOUND ENERGY INC	5618 TSUNAMI SIREN 6/7-7/8/25	\$ 10.89	dwwtp
372657	7/9/2025	220035067093	PUGET SOUND ENERGY INC	MOLLY LANE OUTDOOR LIGHTING 6/6-7/8/25	\$ 76.07	medic
372560	7/9/2025	2347-16	MAKERS ARCHITECTURE	2025 PERIODIC COMPREHENSIVE PLAN UPDATE - THROUGH 6/30/25	\$ 6,492.50	plan
372628	7/9/2025	25-20290	EUROFINS ENVIRONMENT TESTING	LAB SAMPLE - FLUORIDE BLUE HERON	\$ 35.00	dwwtp
372557	7/9/2025	2923642	FOSTER GARVEY PC	PROPERTY ISSUES THROUGH 6/30/25	\$ 910.00	legal
372640	7/9/2025	300000000343	PUGET SOUND ENERGY INC	PARKS/CEM/WASH. PARK/FAC/DEPOT 6/5/25-7/7/25	\$ 5,213.00	parks1
372635	7/9/2025	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 6/6-7/5/25	\$ 8,401.82	dwwtp
372663	7/9/2025	300000300008	PUGET SOUND ENERGY INC	0008 WWTP 6/6-7/7/25	\$ 23,565.68	dwwtp
372650	7/9/2025	300000305007	PUGET SOUND ENERGY INC	SKYLINE STREET LIGHTS:6/3-7/1/25	\$ 213.60	dshop
372669	7/9/2025	898	OSBORN CONSULTING, INC	PROFESSIONAL PLAN REVIEW CONSULTANT SERVICES - THROUGH 6/30/25	\$ 7,631.51	pw1
372694	7/9/2025	CD_001162659	RINGCENTRAL INC	RINGCENTRAL VOIP SOFTWARE TELEPHONE SYSTEM - 6/28/25-7/27/25	\$ 4,508.29	infosys
372645	7/9/2025	I7060342	HD FOWLER COMPANY INC	4" PLUG VALVES NS-75730-2545	\$ 3,493.10	dwwtp
372627	7/9/2025	INV00762484	USA BLUE BOOK	LAB SUPPLY - ROSS ULTRA TRIODE REFILLABLE GLASS	\$ 3,459.22	dwwtp
372652	7/9/2025	INV44299	SEAWESTERN, INC.	STORZ AND STORZ CAP	\$ 553.49	medic
372469	7/9/2025	LTAC.2025.AFM.1	ANACORTES FARMERS MARKET	LTAC 2025 ANACORTES FARMERS MARKET	\$ 4,686.15	plan
372610	7/9/2025	XA116017097:01	RWC INTERNATIONAL	PARTS FOR VEHICLE #515	\$ 751.83	dshop
372611	7/9/2025	XA116017098:01	RWC INTERNATIONAL	PARTS FOR VEHICLE #516	\$ 2,040.70	dshop
372541	7/10/2025	070-1000-00	ALLEN, SANDRA	UB Refund Cst #040336	\$ 174.71	finance
372693	7/10/2025	10617	BUD CLARY CHEVROLET, INC.	FIRE BATTALION 2025 CHEVY SILVERADO - ERR2010	\$ 67,134.29	pw1
372542	7/10/2025	112-0320-00	HIGHLAND WOODS LLC, _	UB Refund Cst #042009	\$ 1,623.40	finance
372698	7/10/2025	13071	SKAGIT COUNTY PUBLIC HEALTH	SENIOR SERVICES PROGRAM 2025 - APRIL, MAY, JUNE 2025	\$ 11,150.00	parks1
372567	7/10/2025	2407-15	MAKERS ARCHITECTURE	ANACORTES CLIMATE ELEMENT - THROUGH 6/30/25	\$ 15,048.53	plan

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
372629	7/10/2025	25-21167	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - CHROMOGENIC SUBSTRATE TEST	\$ 26.00	dwtp
372641	7/10/2025	26805339	EWING IRRIGATION PRODUCTS, INC	PARKS IRRIGATION MAINTENANCE	\$ 630.88	parks1
372624	7/10/2025	381522A	BAY CITY SUPPLY	CLEANING SUPPLY	\$ 139.85	dwtp
372658	7/10/2025	53062	ZUMAR INDUSTRIES, INC.	SUPPLIES FOR STREET DEPT	\$ 1,463.14	dshop
372543	7/10/2025	700-1850-00	SCHMITT, COLTON	UB Refund Cst #063694	\$ 71.35	finance
372544	7/10/2025	700-3630-00	MCKNIGHT, MEGHAN	UB Refund Cst #064579	\$ 79.00	finance
372545	7/10/2025	700-7340-00	CROCKETT, KENNETH	UB Refund Cst #065400	\$ 153.58	finance
372464	7/10/2025	FiberFranchiseFees	SKAGIT COUNTY TREASURER	Q2 2025	\$ 177.12	finance
372625	7/10/2025	i22365	A-1 MOBILE LOCK AND KEY, INC.	WTP PLANT MAIN BLDG FRONT DOOR	\$ 1,218.56	dwtp
372538	7/10/2025	PSI00390377	WOOD'S LOGGING SUPPLY	SUPPLIES FOR #6993	\$ 37.21	dshop
372547	7/10/2025	RefundBolstad	BOLDSTAD, CORI	WA PARK CAMPING REFUND	\$ 73.00	parks1
372539	7/10/2025	RefundDeserre	DESERRE, JAKE	WA PARK CAMPING REFUND	\$ 47.00	parks1
372553	7/10/2025	RefundJames	JAMES, PHILLIP	WA PARK CAMPING REFUND	\$ 28.00	parks1
372540	7/10/2025	RefundKrajsky	KRAJSKY, ED	WA PARK CAMPING REFUND	\$ 249.00	parks1
372548	7/10/2025	RefundTrout	TROUT, TERRY	WA PARK CAMPING REFUND	\$ 140.00	parks1
372660	7/10/2025	X175373	CORE & MAIN LP	SUPPLIES FOR WATER MAINTENANCE	\$ 1,272.96	wdist
372647	7/11/2025	1805880	WALTON BEVERAGE COMPANY, INC	BREAKROOM SUPPLY - COFFEE	\$ 159.00	dwtp
372659	7/11/2025	53078	ZUMAR INDUSTRIES, INC.	SUPPLIES FOR STREET DEPT	\$ 424.18	dshop
372679	7/11/2025	5476	C & C TIMBER INC	WA PARK FIREWOOD BUNDLES	\$ 2,964.00	parks1
372661	7/11/2025	INV44438	SEAWESTERN, INC.	TACTICAL TIC & CHARGER FOR BC UNIT	\$ 5,133.18	medic
372662	7/11/2025	INV44485	SEAWESTERN, INC.	26 PAIRS EXTRICATION GLOVES	\$ 1,556.65	medic
372619	7/11/2025	IS-0494	CITY OF MOUNT VERNON	NETMOTION FOR MDTS (POLICE, MED AND FIRE)	\$ 13,714.80	apd
372682	7/12/2025	879343	KARMART	ANTIFREEZE COOLANT	\$ 16.48	medic
372656	7/14/2025	250707-1	SCHULTZ, WREN	INTERACTIVE/TEACHING JUGGLING/CIRCUS	\$ 400.00	pkrec
372667	7/14/2025	922	OSBORN CONSULTING, INC	NPDES PERMIT COMPLIANCE SUPPORT SERVICES - THROUGH 6/30/25	\$ 7,444.35	pw1
372673	7/14/2025	INV12	NORTHWEST PONY PARTIES	2025 KIDS R BEST FEST PONY RIDES	\$ 2,698.57	parks1
372655	7/14/2025	KRBF2025Austin	AUSTIN, TIA	FACEPAINTING AT KIDS R BEST FEST. JULY	\$ 150.00	pkrec

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
372678	7/15/2025	41020	SKAGIT SOILS, INC.	CEMETERY MAINTENANCE SUPPLIES	\$ 369.24	parks1
372670	7/15/2025	RBO248WA	REINER PUMP SYSTEMS, INC.	MAINTENANCE SUPPLIES	\$ 3,620.80	dwwtp
372675	7/15/2025	RefundModerow	MODEROW, JUDITH	SAILING CLASS REFUND	\$ 290.00	parks1
372676	7/15/2025	RefundPlace	PLACE, MELISSA	WA PARK CAMPING REFUND	\$ 61.00	parks1
372855	7/16/2025	1806518	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	\$ 526.00	finance
372853	7/16/2025	INV3033907	COPIERS NORTHWEST, INC	CANON/IRC5870I/3RD FLOOR 6/11-7/10/25	\$ 152.59	finance
372854	7/16/2025	INV3035083	COPIERS NORTHWEST, INC	CANON COPIERS CITY WIDE 6/15-7/14/25	\$ 131.14	finance
372612	7/28/2025	220015523313	PUGET SOUND ENERGY INC	CAR CHARGING STATION: 6/6-7/7/25	\$ 24.86	dshop
372654	8/1/2025	204	CHECK THE DOSE, LLC.	ANNUAL FEE	\$ 509.18	medic
	Total				\$ 500,281.21	



City Council Agenda Bill

Meeting Date: July 21, 2025 **Agenda Item:** 5.c.

Agenda Item Title: Special Event: Anacortes Half Marathon & 5K

Staff Contact(s): John Coleman, Stephanie Snyder

Approved for Submittal to Council by **Action Type**

Stephanie Snyder

Motion

John Coleman

Item Summary: 200+ participants for the half-marathon and 100 participants for the 5K. The race begins on the east side of Swinomish Casino. The two races, Half Marathon and 5k, have different routes. Please see the attached application description verbiage and map. This is the sixth year of the event.

Budget Impact:

0

Previous Action: Approved in 2024

Recommended Motion: Approve

Alternative Actions: Recommend modifications or disapprove

Attachments (listed in order presented):

1. Council Package
2. Traffic Safety 5K Event
3. Volunteer Map 2025 - Swinomish - Full Course - All Maps
4. 5K Special Event Indemnification Agreement - COA
5. Volunteer Map Half-Marathon (full course)



Special Event Application Processing

Administrator adds this event to the City Council agenda, creates the agenda bill, downloads the reviewed application and any attachments using the link in the email, and uploads those attachments in CivicClerk to go into the City Council packet.

View Anacortes Municipal Code Chapter 7.04, Special Events

Application

Application Date *

5/22/2025

Event Name *

Anacortes Half Marathon & 5K

Event Type

- ☐ Street Fair / Festival
- ☒ Athletic Event
- ☐ Parade
- ☐ Rally / Demonstration
- ☐ Filming
- ☐ Other identified in AMC 7.04.010

Applicant/Organization Name *

What the Heck LLC

Mailing Address *

2024 L AveAnacortes, WA 98221

Event Contact Person *

Chad Sage

Event Contact Email *

chadsage4@gmail.com

Event Contact Phone *

4252201083

Event Website

Estimated Number of Participants/Attendees *

300

Event Description *

We are looking to put on the 6th Annual Anacortes 5K & Half Marathon and would like to use parts of S March Point Rd and

March's Point Rd around the refineries as part of our route. The following are the details:

Scheduled for Saturday, 9/21.

200 participants for the half marathon a.nd 100 participants for the 5K

Half marathon runners will start at 8:00am and 5K runners at 8:10am

The race will start on the east side of the Swinomish Casino on a gravel walking path by the train trestle.

Runners will then head south on gravel paths under the Swinomish Channel Bridge and continue on an out and

back gravel path on tribal lands along the Swinomish Channel. 5k runners will head back to the start line to complete their race. Half Marathon runners will continue west onto Casino Drive (in front of the Swinomish Casino). Runners will then turn right and head west onto S March Point Rd. Runners will turn right on March's Point Rd where they will run counterclockwise around March's Point until they get back to S March Point Rd again where they will turn left and head east back towards Swinomish Casino. Runners will turn left back onto Casino Drive and will complete the race on the east side of the Swinomish Casino where it initially started.

Will food vendors participate in this event? *

All Food Vendors must be inspected by the Fire Marshall on site prior to the start of the event.

☐ Yes ☒ No

Date Event Starts *

9/20/2025

Time Event Starts *

8:00:00 AM

Date Event Ends *

9/20/2025

Time Event Ends *

11:00:00 AM

Does the event require a street closure? *

☐ Yes
☒ No

Parking Location

List any public parking areas that the event requests to use for dedicated event parking, including handicapped parking.

Parking will happen on the grounds of the Swinomish Casino.

Event Map (optional)

Upload one or more maps of the event

[Volunteer Map 2025 - Swinomi...](#) 282.35KB

Indemnification Agreement *

Upload scan of SIGNED indemnification agreement

[Special Event Indemnification A...](#) 46.19KB

Download the Indemnification Agreement [here](#).

Signage

Street closure signs will be provided by the City of Anacortes. Applicants must contact City staff one week prior to the event to arrange sign delivery. Event sponsor personnel are responsible for placing street closure signs, which may not be posted more than 72 hours prior to the approved closure, must be removed immediately following the event, and must be returned to city staff the first business day following the event.

Insurance

The applicant is required to provide public liability insurance subject to the provisions of AMC 7.04.100 unless the applicant can demonstrate that the event meets an exemption in that section. Applicants will be notified following application approval of insurance requirements for the specific event.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I state that I am over the age of 18, that I agree to assume responsibility for the above-described event and to abide by all conditions stipulated by the approval of the application. *

☒ Yes

Signature

Chad Sage

Admin Review

Council Meeting Date *

Target date for presentation to City Council; no later than 30 days prior to event

7/7/2025

Staff Review Deadline *

Staff review/approval required no later than 7 days prior to City Council meeting to allow packet preparation

6/30/2025

Administrator comments and conditions of approval

More information on traffic control details from Legal Dept. has been requested.

Insurance Certificate

Insurance certificate may be required by staff or as a condition of Council approval

Departmental Review

Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

Fire Department concerns, objections, or conditions of approval *

None

Legal Department concerns, objections, or conditions of approval *

As a condition of approval, applicant should provide in advance a written traffic control plan that addresses participant safety. All individuals performing traffic control must complete certified flagger training.

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

None

Police Department will provide the following services for this event:

regular police patrols

Police Department concerns, objections, or conditions of approval *

None

Public Works Department will provide the following services for this event:

Public Works Department concerns, objections, or conditions of approval *

None

Departmental attachments

Upload any staff memos, guidelines, or requirements that will be in effect for this event.

Stephanie Snyder

From: Chad Sage <chadsage4@gmail.com>
Sent: Friday, June 20, 2025 3:07 PM
To: Stephanie Snyder
Subject: Re: Special Event Question: Traffic and Pedestrian safety question

**** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. ****

Hi Stephanie,

I apologize for my delay in getting back to you on this. I've just been finishing out the end of my school year.

Regarding your question on traffic safety, I will have trained adults who have done this task at our past events. They are outfitted with bright yellow vests, flags and handheld stop signs. We also communicate our traffic plans to local law officials and any impacted groups and organizations along with quite a bit of highly visible signage.

I hope that helps. Please let me know if you have any other questions.

Chad

On Tue, Jun 3, 2025 at 9:28 AM Stephanie Snyder <stephanies@anacorteswa.gov> wrote:

Good morning Chad,

Our City Attorney would like more information on pedestrian safety and road crossings/flaggers please. Thanks.

Signature

Chad Sage

Admin Review

Council Meeting Date *

Target date for presentation to City Council; no later than 30 days prior to event

6/9/2025

Staff Review Deadline *

Staff review/approval required no later than 7 Council meeting to allow packet preparation

6/2/2025

Administrator comment and conditions of approval

Insurance Certificate

Insurance certificate may be required by staff or as a condition of Council approval

Departmental Review

Legal Department concerns, objections, or conditions of approval *

Please provide information on who will be doing traffic/pedestrian safety and flagging during the

Departmental attachments

Upload any staff memos, guidelines, or requirements that will be in effect for this event.

Thank you,



Stephanie Snyder

Community Development & Housing Coordinator

City of Anacortes

904 6th Street | Anacortes, WA 98221

P:360.293.1907

C:360.298.1814

Course Map

Half-Marathon



Start -
Finish

 = Aid & Water Station

 = Volunteer Location



Start -
Finish

Parking

Swinomish Northern
Lights Chevy

#10

#9

#2

#1

#8

#3

#4

+ = Aid & Water Station

#_ = Volunteer Location



Start -
Finish

Course Map

Half Marathon & 5k

 = Aid & Water Station

 = Volunteer Location

5K Turnaround →

Half Marathon
Turnaround →



SPECIAL EVENT INDEMNIFICATION AGREEMENT

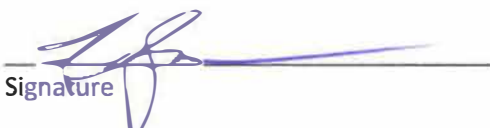
The undersigned applicant, by signing below, certifies that the applicant is the authorized officer of the sponsoring organization and agrees as follows:

Pursuant to Anacortes Municipal Code Title 7.04.090, the undersigned applicant agrees to defend, indemnify and hold the City of Anacortes, its agents, employees and officers, harmless from any and all claims, injuries, suits, damages, losses, demands and judgments including the attorneys' fees and other costs of their defense, arising out of in whole or in part, the activities, omissions or appliances of the applicant, their employees, agents, volunteers or otherwise, except any claims arising from the sole negligence of the City. The applicant further agrees to comply with all provisions of pertinent laws, rules and regulations, and agrees that any failure to so comply may lead to revocation of an applicant's permit. This Indemnification Agreement constitutes substantial adequate consideration in return for the City's issuance of a special event permit.

Date: 8/2/24

Chad Sage - organizer
Name and Title – Printed

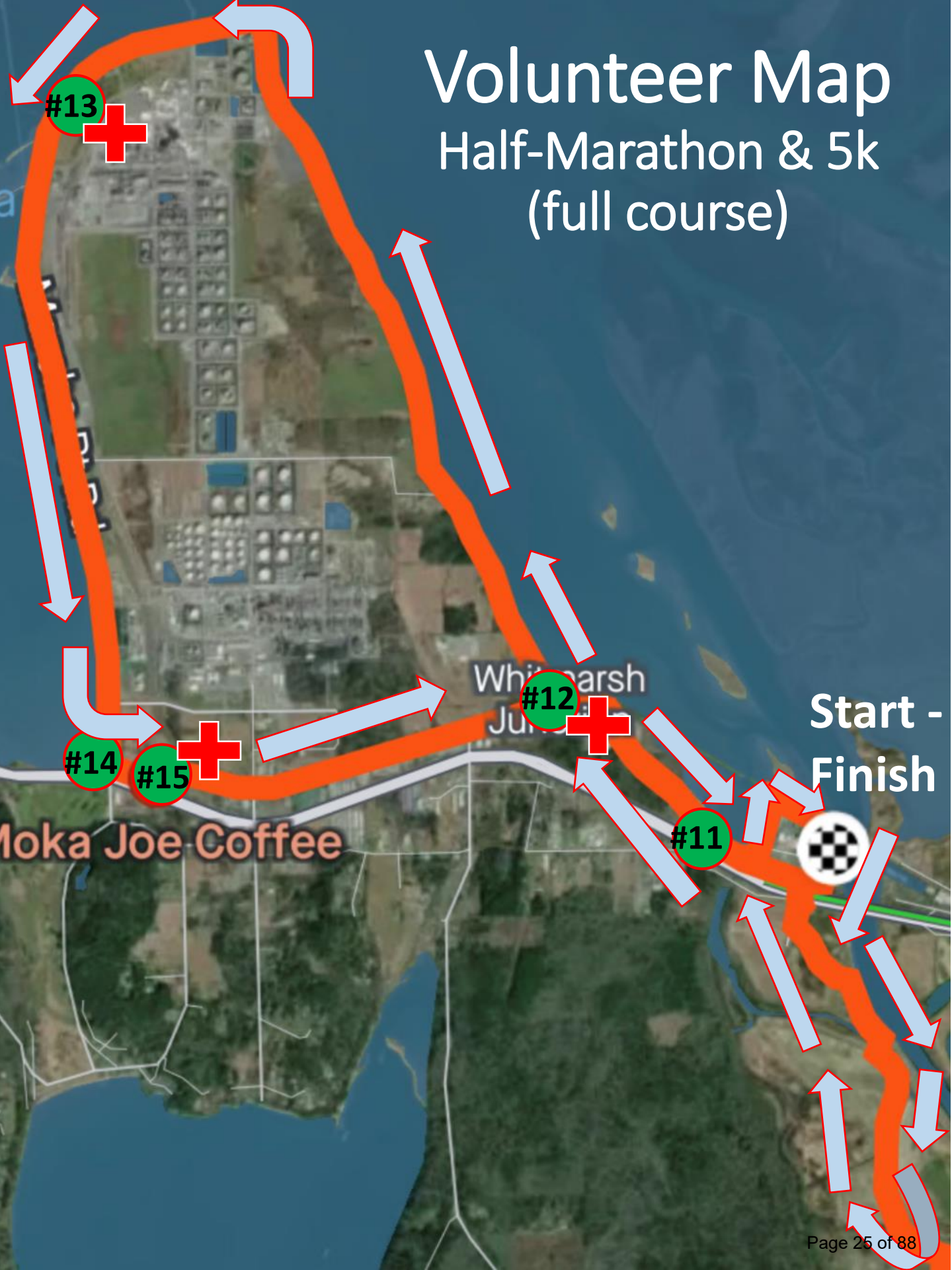
Name and Title – Printed


Signature

Signature

Volunteer Map

Half-Marathon & 5k (full course)





City Council Agenda Bill

Meeting Date: July 21, 2025 **Agenda Item:** 5.d.

Agenda Item Title: Contract Modification: WWTP PS4 Flowmeter Vault & Force Main Installation #24-209-SEW-001

Staff Contact(s): Andrew Rheume

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Tiffany Matson	Contract Modification
Andrew Rheume	

Item Summary: City staff seeks Council consent to issue a contract modification to Welch Brothers Construction Inc. in the amount of \$64,756.14, increasing the total contract price to \$124,038.00. A video inspection revealed a broken joint and a cracked pipe in the sewer force main from this pump station which will need to be replaced and upsized as part of the project. The quote included in the Scope of Work lists both 8 inch and 12 inch pipe but the City will only be using one of those sizes but not both as decided by the Project Manager.

Background:

1. **Reason for Contract Change:** During final preparations to begin this work it was discovered by city staff that the end of the force main was damaged. The damaged pipe will be replaced and upsized all at one time is the most reasonable approach.
2. **History:** The addition of a flow meter was planned and approved to be installed last fall at this pump station on T Ave to better monitor the amount of flow coming from the basin this station serves (all of Marches Point, Samish RV Park and the industrial area to the southeast of town). This pump station and force main have been identified by HDR as a location that will see increased sewer flow from the Marches Point area and will need to be replaced with a larger sized pipe.
3. **Key Terms:** increase of \$64,756.14, extension of the term through 12/31/25.
4. **Competitive Bidding:** In accordance with competitive bid requirements set forth under RCW 35.23.352 the project cost is under the competitive requirements and thus the Project Manager evaluated contractors and chose to contract with Welch Brothers Construction Inc.

Budget Impact:

Contractor	Welch Brothers Construction Inc.
Original Agreement Amount	\$59,281.86
Current Agreement Amount	\$59,281.86
Change Per This Modification	\$64,756.14
Total After Modification	\$124,038.00
Earmarked Funds	\$400,000.00
BARS #	440.750.535.81.48
Paid on Contract as of 7/15/25	\$0
Budget Amendment Required?	No
Start Date	Contract execution
End Date	12/31/25

Previous Action: Contract [24-209-SEW-001](#) was approved at the [8/5/2024](#) City Council meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with Welch Brothers Construction Inc. under Contract 24-209-SEW-001, in the amount of \$64,756.14 increasing the total contract price to \$124,038.00.

Alternative Actions: Not approve the modification.

Attachments (listed in order presented):

1. 24-209-SEW-001 - Modification 01



Date July 21, 2025
Page 1 of 1 Page

Contract Title WWTP PS4 FLOWMETER VAULT & FORCE MAIN INSTALLATION
Contractor WELCH BROTHERS CONSTRUCTION INC.

BACKGROUND

This modification is issued in accordance with Article 25, Changes/Additional Work and provides for an addition to the Scope of Work. A video inspection revealed a broken joint and a cracked pipe in the sewer force main from this pump station which will need to be replaced and upsized as part of the project. Accordingly, the contract price is increased by \$64,756.14, from \$59,281.86 to \$124,038.00, and the following changes are incorporated under this contract:

The title of the contract is changed to read: "WWTP PS4 Flowmeter Vault & Force Main Installation"

ARTICLE 1. Scope of Work. The paragraph is revised to read:

"Contractor shall furnish all materials, equipment and labor to perform the WWTP PS4 Flowmeter Vault & Force Main Installation project. Work is detailed in Exhibit A-1, which is attached hereto and incorporated by reference, with Items 5000 and 5100 as optional choices to be selected and approved by the City's Project Manager before work begins."

ARTICLE 2. Contract Price. The two sentences are revised to read:

"The Contractor will perform the scope of work above on a time and materials basis not-to-exceed **One Hundred Twenty-Four Thousand Thirty-Eight Dollars (\$124,038.00)**. Work is to be billed at the unit prices listed in Exhibit A-1. This includes all mobilization, demobilization, labor, materials, standard freight, administrative overhead, and 8.8% sales tax for the project."

ARTICLE 4. Time of Completion. The paragraph is revised to read:

"The Contractor shall complete the work by December 31, 2025."

All other terms of the contract remain unchanged.

CITY OF ANACORTES

WELCH BROTHERS CONSTRUCTION INC.

By _____

By _____

Date _____

Date _____

Original Agreement Amount	<u>\$59,281.86</u>	Original Contract Completion Date	<u>11/8/2024</u>
Current Agreement Amount	<u>\$59,281.86</u>	Current Contract Completion Date	<u>11/8/2024</u>
Change Per this Modification	<u>\$64,756.14</u>	Net Change	<u>418 Days</u>
Total After Modification	<u>\$124,038.00</u>	Contract Completion Date After Change	<u>12/31/2025</u>

CONTRACT #24-209-SEW-001 - EXHIBIT A-1

T AVE PUMP STATION FLOW METER INSTALL REVISED SCOPE



WELCH BROTHERS CONSTRUCTION INC.

PO BOX 818 ANACORTES WA. 98221

Contact: Mike Welch
Phone: 360-293-9848 office / 360-333-3040 cell
Fax: 360-299-9158

Quote To: CITY OF ANACORTES
Steve Doebler

Job Name: FLOW METER INSTALL
Date of Plans: NO PLAN
JOB WALK

Phone: 360-661-4033
Email: steved@anacorteswa.gov

Revision Date:

NO SALES TAX INCLUDED IN THIS QUOTE
SEE EXCLUSIONS

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1000	MOBILIZATION	1.00	LS	9,500.00	9,500.00
1100	TESC	1.00	LS	1,900.25	1,900.25
1600	BUDGET DEWATER (AS NEEDED)	1.00	LS	2,500.00	2,500.00
2000	SHORING	1.00	LS	6,500.00	6,500.00
3000	INSTALL 60" MAN HOLE	1.00	LS	15,073.03	15,073.03
3001	INSTALL 48 INCH MANHOLE	1.00	EA	9,000.00	9,000.00
3002	INSTALL UPTURNED 90 IN MH	1.00	EA	2,500.00	2,500.00
3003	INSTALL GRAVITY SEWER TO EXISTING MAIN	40.00	LF	190.00	7,600.00
3004	TIE INTO EXISTTIN PUMP LINE	1.00	LS	9,500.00	9,500.00
3100	HAUL OFF SPOILS FROM EXCAVATION	125.00	CY	44.11	5,513.75
3200	INSTALL FLOW METER SUPPLIED BY CITY	1.00	LS	12,000.00	12,000.00
3300	TRENCH FOR ELECTRICAL	1.00	LS	2,500.00	2,500.00
4000	RESTORATION	1.00	LS	1,900.00	1,900.00
5000	8 INCH C900 INCL FL METER CONNECTION NO METER	160.00	LF	130.00	20,800.00
5100	12 INCH C900 INCL FL METER CONNECTION NO METER	160.00		160.00	25,600.00

GRAND TOTAL

\$132,387.03

NOTES:

EXCLUSIONS

Dewatering-deep wells and well points (BUDGET ONLY)
Utility hookups at buildings
Over-excavation of unsuitable soils
Underground tank removal or well abatement
Moving or adjusting existing utilities
Excavation or blasting any rock
Contaminated soils handling

Engineering, surveying or construction staking
Permits, fees and Assessments

ASBESTOS TESTS AND REMOVAL

construction fencing

Inspection fees

Private locates

Soils testing

As builds

Concrete repair or install

Fencing

BAKER TANKS OR STORM WATER REMOVAL

Hazardous material handling

Erosion control management

Fabric OR irrigation

Soil aeration/ amendment or Well abandonment

Abandoned vehicles

Landscape

THIS IS A BUDGET QUOTE.

VALUT LID TO BE PROVIDED BY CITY OF ANACORES.

NOTE: Quote based on prevailing wages.

NO SALES TAX INCLUDED

NATIVE MATERIALS TO BE USED FOR BACKFILL HAUL OFF ANY SPOILS NOT USED FOR BACKFILL



City Council Agenda Bill

Meeting Date: July 21, 2025 **Agenda Item:** 6.a.

Agenda Item Title: Contract Amendment: Residential Recyclables and Residential Organics Collection, 2015-2025 #15-102-SAN-001

Staff Contact(s): Andrew Rheume

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Tiffany Matson	Contract Modification
Andrew Rheume	

Item Summary: City staff seeks Council consent to issue an amendment to contract 15-102-SAN-001 with Waste Management of Washington, Inc. in order to extend the contract term and modify the calculation method of the annual rate increase.

Reason for Contract Change: The Residential and Commercial Recyclables and Organics Collection Contract between the City of Anacortes and Waste Management is over ten years old and is in need of replacement or a contract with a new hauler established. Waste Management and the City have negotiated the proposed contract extension which includes a 6% increase to rates July 1, 2026 and forgoes a CPI adjustment January 1, 2026. This extension is the second term extension of the contract.

Budget Impact:

Previous Action: On March 16, 2015, City Council approved the [Residential Recyclables and Residential Organics Collection 2015-2025 Contract](#). City Council approved an [amendment](#) to the contract on [April 25, 2016](#). [Amendment 2](#) which increased residential recycling rates was approved at the [12/2/2019](#) meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign Amendment 3 to Contract 15-102-SAN-001 with Waste Management of Washington, Inc.

Alternative Actions: Not approve the amendment.

Attachments (listed in order presented):

1. 15-102-SAN-001 - Amendment 3

**THIRD AMENDMENT TO THE
RESIDENTIAL RECYCLABLES AND RESIDENTIAL ORGANICS
COLLECTION CONTRACT BETWEEN THE CITY OF ANACORTES, WASHINGTON AND
WASTE MANAGEMENT OF WASHINGTON, INC.**

This THIRD AMENDMENT TO THE RESIDENTIAL RECYCLABLES AND RESIDENTIAL ORGANICS COLLECTION CONTRACT BETWEEN THE CITY OF ANACORTES, WASHINGTON AND WASTE MANAGEMENT OF WASHINGTON, INC. (this “Amendment”) is dated June 24, 2025 and entered into by and between the City of Anacortes, Washington, a municipal corporation (the “City”), and Waste Management of Washington, Inc. (“Contractor”). Each of the City and Contractor may hereafter be referred to as a “Party” or together as the “Parties.”

RECITALS

- A. WHEREAS, the City and Contractor entered into Residential Recyclables and Residential Organics Collection Contract dated May 14, 2015 to provide residential recyclables and residential organics collection within the City of Anacortes, as amended (the “Contract”);
- B. WHEREAS, on June 6, 2016, the Parties executed the First Amendment to the Contract adding Multifamily Complex Recyclables Collection and Commercial Food Scrap Recycling services;
- C. WHEREAS, effective January 24, 2020 the Parties executed the Second Amendment to the Contract, amending the Contract with an updated Attachment C, “Recyclables List”; and
- D. WHEREAS, on July 3, 2024, the City sent a letter to Contractor to exercise its option to extend the Contract term by one (1) year to June 30, 2026, under the original terms and conditions as amended at the time of the extension;
- E. WHEREAS, Section 1 of the Contract provides for its term, termination, and expiration options, Section 4.3.1 provides for annual CPI increases, and Attachment B provides the Contract rates, all of which the Parties now wish to amend.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Section 1, Term of Contract.** Section 1, Term of Contract, is hereby deleted in its entirety and replaced as follows:

“The term of this Contract is twelve (12) years, starting on the Date of Commencement of Service, July 1, 2015 and expiring on June 30, 2027. Subsequent extensions of the Contract term may be made upon mutual written agreement of the Parties at least ninety (90) days prior to the expiration of the then existing term.”

2. **Mutually agreed rate adjustment and suspension of Section 4.3.1, Annual CPI Modification.**

The Parties hereby agree to a six percent (6%) rate adjustment, as set forth in Attachment B, for the service period of July 1, 2026 through June 30, 2027. In consideration of this negotiated rate adjustment, Section 4.3.1 notwithstanding, the Parties agree as follows:

(a) There shall be no CPI adjustment to the rates for the service period of January 1, 2026 through December 31, 2026;

(b) There shall be no CPI adjustment to the rates for the service period of January 1, 2027 through June 30, 2027.

3. **Contractor's Rate Schedule.** Attachment B to the Contract is hereby deleted in its entirety and replaced with revised Attachment B, as attached hereto.

4. **Full Force and Effect.** Except as otherwise provided in this Amendment, all other terms and provisions of the Contract shall remain in full force and effect.

5. **Counterparts; Signatures.** This Amendment may be executed in two (2) or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signatures transmitted electronically shall be deemed valid execution of this Contract and binding on the Parties.

Signature page follows.

IN WITNESS WHEREOF, the Parties enter into this Amendment. Each person signing this Amendment represents and warrants that he or she has been duly authorized to enter into this Amendment by the Party on whose behalf it is indicated that the person is signing.

**CITY OF ANACORTES,
WASHINGTON**

**WASTE MANAGEMENT OF
WASHINGTON, INC.**

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: ~~Jason S. Rose~~

Juan Gomez

Title: ~~President~~

Vice President and Assistant Secretary

Date: 06/24/2025

Attachment B
CONTRACT RATES
City of Anacortes Rate Sheet

CPI Increase **CPI Increase** **CPI Increase**
4.511% **3.626%** **6.00%**
January 1, 2024 **January 1, 2025** **July 1, 2026**

	Service Level	Total Service Fee	Total Service Fee	Total Service Fee
Weekly Residential Service	Recycling Cart Service	\$11.51	\$11.92	\$12.63
	Subscription Weekly Organics Cart Service	\$14.37	\$14.89	\$15.78
	Additional Organics Cart	\$5.13	\$5.31	\$5.62
	Organics Extra (Residential) - 32 gallon increments	\$4.03	\$4.17	\$4.42
	Cart Cleaning (per cart per event)	\$13.57	\$14.06	\$14.90
	Return Trip Fee (Recycling/Organics)	\$9.89	\$10.24	\$10.85
Weekly Commercial Service	Subscription Weekly Food Scrap Cart Service	\$20.52	\$21.26	\$22.53
	Return Trip Fee (Food Scrap)	\$9.89	\$10.24	\$10.85
	Food Scrap Extra (Commercial) - 32 gallon increments	\$5.81	\$6.02	\$6.38
	Food Scrap Extra Lift (On Service day)	\$5.81	\$6.02	\$6.38
	Food Scrap Extra Service (Not on Service day)	\$11.25	\$11.65	\$12.34
Multifamily Service	Recycling Cart Service	\$11.51	\$11.92	\$12.63
	Recycling 1 Yard Service	\$27.71	\$28.71	\$30.43
	Recycling 2 Yard Service	\$55.44	\$57.45	\$60.89
	Recycling 3 Yard Service	\$83.18	\$86.19	\$91.36
	Recycling 4 Yard Service	\$110.89	\$114.91	\$121.80
	Recycling 6 Yard Service	\$166.38	\$172.41	\$182.75
	Return Trip Fee (Recycling)	\$9.89	\$10.24	\$10.85
Event Services		Cost/Day	Cost/Day	Cost/Day
	Set of (2) 96-gal Carts, per event day	\$11.83	\$12.25	\$12.98
Hourly Rates	Service	Per Hour	Per Hour	Per Hour
	Rear/Side-load packer + driver	\$150.37	\$155.82	\$165.16
	Front-load packer + driver	\$150.37	\$155.82	\$165.16
	Drop-box Truck + driver	\$150.37	\$155.82	\$165.16
	Additional Labor (per person)	\$75.16	\$77.88	\$82.55



City Council Agenda Bill

Meeting Date: July 21, 2025 **Agenda Item:** 6.b.

Agenda Item Title: Residential and Commercial Recyclables and Organics Collection Contracting

Staff Contact(s): Andrew Rheume

Approved for Submittal to Council by **Action Type**

Andrew Rheume

Motion

Andrew Rheume

Item Summary: The Residential and Commercial Recyclables and Organics Collection Contract with Waste Management has been in place since July 1, 2015, it has expired, and we are now operating on a contract extension. Staff seek direction from City Council on how to proceed. As provided in the attached memo and rate comparison provided by Hans Van Dusen LLC, the City needs to decide if we want to negotiate solely with Waste Management on a new contract or request proposals from other potential recycling and organics haulers. If City Council decides to direct staff to negotiate with Waste Management, there is time and the ability to stop negotiations if the terms are not acceptable to City Council and switch to requesting proposals from haulers.

Budget Impact:

Recycle and yard waste rates will increase.

Previous Action: None

Recommended Motion: I move to direct staff to negotiate new contract terms with Waste Management for residential and commercial recycling and yard waste hauling.

Alternative Actions: I move to direct staff to request proposals from potential recycling and yard waste haulers.

Attachments (listed in order presented):

1. Attach - Rate Compare Table Revised
2. Van Dusen-Anacortes Memo 5-6-25 Revised

ATTACHMENT - REGIONAL RATES COMPARISON

Anacortes Rates				WM Payments				Retail Rates			
				2024	2025	2026		2024	2025		
Recycle											
SF or MF Cart				\$11.51	\$11.92	\$12.63		\$14.28	\$14.70	123%	
MF 1 yard				\$27.71	\$28.71	\$30.43		\$39.76	\$40.83	142%	
MF 2 yard				\$55.44	\$57.45	\$60.89		\$71.39	\$73.50	128%	
MF 6 yard				\$166.38	\$172.41	\$182.75		\$142.76	\$146.98	85%	
Yard/Food Waste											
SF or MF Cart				\$14.37	\$14.89	\$15.78		\$17.44	\$17.95	121%	
Biz FW				\$20.52	\$21.26	\$22.53		\$24.64	\$25.37	119%	
				4.5%	3.6%	6%					

Regional Recycle & YW Rates (\$/month)															
	Anacortes		Burlington	Skagit	Camino	Coupeville	Island	Oak Harbor	Everett	Port Angeles	King	Kitsap	Bremerton	Poulsbo	Bainbridge
	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2024	2024	2024	2024
	WM	Retail	WM	WM	WM	Waste Connect	Waste Connect	City	Rubatino	City/WM	Republic	WM	WM	BainD/WM	Bain. Disp
	Contract	Rates	Contract	WUTC	WUTC	Contract	WUTC	Municipal	WUTC	City/WUTC	WUTC	WUTC	Contract	Cont/WUTC	WUTC
Resi Recycle Wkly	\$11.92	\$14.70							\$10.20						
Resi Recycle EOW			\$10.60	\$11.32	\$11.33	In Garb. \$		In Garb. \$		\$14.50	\$12.51	\$7.40	In Garb. \$	\$13.00	\$10.00
MF Recycle - per cart	\$11.92	\$14.70					\$33.16								
MF Recycle - per 2yd	\$57.45	\$73.50													
MF Recycle - per unit			See Resi	See Resi	See Resi	In Garb. \$		In Garb. \$	Per garbage				In Garb. \$	\$5.70	\$5.10
Recycle Commodity \$	No	No	No	-\$1.69	-\$1.69	No		No	\$2.70		\$0.30			\$3.50	
Resi YW Weekly	\$14.89	\$17.95	\$15.37					\$13.25	\$15.47						
Resi YW EOW				\$10.90	\$10.93	None				\$10.17	\$13.98	\$8.47	\$10.00	\$8.47	\$13.00
Winter EOW															

Materials Accepted	Anacortes	Skagit Co	Island Co	Oak Harbor	Kitsap Co	King Co
	WM	WM	WC	City	WM	Various
Recycling						
Glass	Yes	Yes	No	No	Yes	Yes
Polycoat	Yes	No	No	No	No	Yes
Other plastics	Limited	Limited	No	No	Limited	Some
Yard Waste						
Food	Yes	Yes	No	No	Yes	Yes
Food paper	Yes	Yes	No	No	Yes	Yes
Food packaging	No	No	No	No	No	Some

TO: Andy Rheame, Public Works Director

FR: Hans Van Dusen

RE: Updated Rate Review

DA: May 7, 2025 - Revised

Please find below and attached an updated comparison of regional recycling and yard waste fees, relative to Anacortes proposal from WM for 2026 services. These comparisons are extremely rough, due to the many inconsistent cost and service variables in the various service arrangements:

2026 Prices (\$/month)	Anacortes pay WM	Est. Anacortes Charge to Customers	Est. Regional Customer Prices
Weekly Recycling Cart	\$12.63	\$15.50	---
EOW Recycling Cart	---	---	<i>\$11 to \$21</i>
Weekly Yard Waste Cart	\$15.78	\$19.50	\$14 to \$16
EOW Yard Waste Cart	---	---	\$11 to \$14

In general, the proposed new 2026 WM-Anacortes prices are still comparable to other local service prices, but on higher end of the median range. However, the Anacortes package still looks beneficial due to the strong service levels received by customers, with weekly pickup of recycling and yard/food waste and expansive list of accepted materials.

The review suggests that pursuing an amendment with WM, for services beyond June 2027 could be a productive opportunity; and/or proceeding directly to competitive procurement could also be a reasonable approach.

And here is potential outline and next steps for city process:

- Late 2024 – Anacortes sent letter to WM extending current contract to 6/30/26.
- April 2025 – WM proposed 6% rate adjustment for mutual extension to 6/30/27.
- May 2025 – Anacortes to complete a Letter of Agreement with WM for mutual extension to 6/30/27. (Must be completed prior to 12/31/25.)
- May 2025 – Anacortes considers potential future negotiations with WM for beyond 6/30/27
- 2025 – Negotiate with WM on potential amendment for beyond 6/30/27, *if desired*
- 2025 - 2026 – Potential RFP for services beyond 6/30/27, *if desired*

Let me know what other information would be helpful.



City Council Agenda Bill

Meeting Date: July 21, 2025 **Agenda Item:** 6.c.

Agenda Item Title: Interlocal Agreement #25-201-IDS-001 with Fidalgo Pool and Fitness Center

Staff Contact(s): Darcy Swetnam

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Greg Francioch	Contract Award
Darcy Swetnam	

Item Summary: This Interlocal Agreement is between the City and the Fidalgo Parks and Recreation District. The ILA clarifies that the District will pay to the County all election-related costs associated with placing an initiative on the November 4, 2025 general election ballot to create a metropolitan recreation district. The District will also prepare all election materials. This agreement accompanies Resolution 3137, which immediately follows on the agenda, by which the City will place the initiative on the November 4, 2025 ballot.

Budget Impact:

None

Previous Action: None

Recommended Motion: I move we authorize the Mayor to sign Interlocal Agreement with the Fidalgo Parks and Recreation District for allocation of election-related responsibilities.

Alternative Actions: Decline to proceed with ballot proposition

Attachments (listed in order presented):

1. 25-201-IDS-001
2. 250714 Fidalgo Park and Rec District ILA and Res

**INTERLOCAL COOPERATION ACT AGREEMENT
FOR ALLOCATION OF ELECTION-RELATED RESPONSIBILITIES REGARDING A
BALLOT PROPOSITION FOR THE FORMATION OF A METROPOLITAN PARK
DISTRICT.**

THIS AGREEMENT (“Agreement”) dated _____, is made and entered into by and between the City of Anacortes , a municipal corporation of the State of Washington (“CITY”); and the Fidalgo Park and Recreation District, a municipal corporation of the State of Washington (“DISTRICT”), pursuant to the authority of the Interlocal Cooperation Act at Chapter 39.34 of the Revised Code of Washington (“RCW”).

WITNESSETH:

WHEREAS, the District owns and operates the Fidalgo Pool and Fitness Center (“FPFC”), which is located within the City of Anacortes; and

WHEREAS, the FPFC provides a health benefit to both the citizens of Anacortes and to the people living in the unincorporated areas surrounding the City of all ages, but has reached the end of its expected useful life and needs to be updated; and

WHEREAS, in evaluating alternative options to update the facility, the Board of Park Commissioners of the District has elected to pursue the formation of a metropolitan park district, organized under Chapter 35.61 RCW, for the purpose of conveying or otherwise transferring ownership of the FPFC to the metropolitan park district; and

WHEREAS, the District has requested and recommended that the City adopt a resolution to place a proposition on an upcoming ballot which would authorize the formation of a metropolitan park district pursuant to RCW 35.61.020; and

WHEREAS, the City and the District (each, a “Party”) now wish to identify the responsibilities of each of the Parties in pursuing the ballot proposition;

NOW, THEREFORE, for and in consideration of the promises set forth hereafter, the City and the District hereby agree as follows:

1. City Ballot Resolution. The City hereby agrees to prepare a ballot proposition resolution for consideration by the City Council, which would request the Skagit County Board of County Commissioners to call and conduct an election in the manner provided by law in 2025 for the purpose of submitting to the voters of the proposed metropolitan park district, for their approval or rejection, a proposition (“Proposition”) authorizing the formation of the metropolitan park district.
2. Election Materials. If the Proposition is placed before the voters of the proposed metropolitan park district, the District agrees to prepare all election materials required to be prepared by the City for submission to the Skagit County Auditor, including but not limited to any explanatory statement and for and against committee appointments for the Proposition. Materials will be provided to or otherwise coordinated with the Skagit County elections office directly by the District.

3. Election Costs. The District agrees to pay the City's share of all election costs and expenses related to the Proposition, including but not limited to direct election expenses assessed by Skagit County on the City and any other costs incurred by the City related to the Proposition ("City Costs"). The District shall make every reasonable effort to pay all City Costs directly to Skagit County on behalf of the City. If the City pays any City Costs, the District shall reimburse the City for such City Costs within 30 days after the City's written request for reimbursement.

4. Miscellaneous Provisions:

- A. Duration of this Agreement. This Agreement shall continue in full force and effect until such time as the City has accepted performance of all obligations of the District in this Agreement.
- B. Termination of this Agreement. Either Party hereto may terminate this Agreement upon thirty (30) days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the Party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the Parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.
- C. Treatment of Assets and Property. No fixed assets or personal or real property will be jointly or cooperatively acquired, held, used, or disposed of pursuant to this Agreement.
- D. Administration. The following individuals are designated as representatives of the respective Parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the Party making the change shall notify the other Party.
- City: Darcy Swetnam, City Attorney
District: Arik Dahlen, Executive Director
- E. Waiver. No officer, employee, or agent of the City or the District has the power, right, or authority to waive any of the conditions or provisions of this Agreement. No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. Failure of either Party to enforce any of the provisions of this Agreement or to require performance of any of the provisions herein, shall in no way be construed to be a waiver of such provisions, nor in any way affect the validity of this Agreement or any part hereof, or the right of the City or the District to hereafter enforce each and every such provision.
- F. No Partnership or Joint Venture. No separate legal or administrative entity, joint board, partnership and/or joint venture exists between the Parties, and no separate legal or administrative entity, joint board, partnership and/or joint venture is created by and between the Parties by virtue of this Agreement. No agent, employee, contractor, subcontractor, consultant, volunteer, and/or other representative of the Parties shall be deemed an agent, employee, contractor, subcontractor, consultant, volunteer, or other representative of the other Party.

- G. Integration. This Agreement contains all of the terms and conditions agreed upon by the City and the District. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the Parties. The Parties have read and understand all of this Agreement, and now state that no representation, promise, or agreement not expressed in this Agreement has been made to induce the Parties to execute this Agreement.
- H. Severability. In the event any provision of this Agreement shall be declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, the validity, legality and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby.
- I. Execution of Agreement. This Agreement shall become effective upon the last Party to sign this Agreement after it is duly authorized by the City Council of the City and the Board of Park Commissioners District.

IN WITNESS WHEREOF, the City of Anacortes and the Fidalgo Park and Recreation District have executed this Agreement by their duly authorized officials pursuant to all requirements of law.

CITY OF ANACORTES

By: _____
Matt Miller, Mayor

Attest: _____
Steven D. Hoglund, City Clerk Treasurer

Approved as to form:

Darcy Swetnam, City Attorney, WSBA #40530

**FIDALGO PARK AND RECREATION
DISTRICT**

By: _____
Arik Dahlen, Executive Director

Attest: _____

Approved as to form:

ILA #25-201-IDS-001 FIDALGO PARKS AND REC DISTRICT

JULY 14, 2025

AGREEMENT TERMS

- Between the City and the Fidalgo Parks and Recreation District
- City will place initiative on November 4 ballot
- District will prepare all election materials
- District will pay all election-related costs

RESOLUTION 3184: FIDALGO PARKS AND REC DISTRICT

JULY 14, 2025

RESOLUTION TERMS

- City requests that Skagit County add Joint Proposition I to the Nov 4, 2025 ballot for the voters to decide
- Proposition I would create the Fidalgo Metropolitan Recreation District
 - To be governed by 5-member board of elected commissioners
 - Boundaries would be coterminous with the Anacortes School District
- Adoption of the Resolution simply places the proposition on the ballot



City Council Agenda Bill

Meeting Date: July 21, 2025 **Agenda Item:** 6.d.

Agenda Item Title: Resolution 3184: Fidalgo Pool and Fitness Center

Staff Contact(s): Darcy Swetnam

Approved for Submittal to Council by **Action Type**

Greg Francioch
Darcy Swetnam
Steve Hoglund

Resolution

Item Summary: This resolution is presented at the request of the Fidalgo Parks and Recreation District. It would place an initiative on the November 4, 2025 general election ballot to create a metropolitan park district, which would replace the Fidalgo Parks and Recreation District. This resolution is substantially similar to Resolution 3147, adopted by Council on February 5, 2024 placing the same initiative on the April 2024 special election ballot. Voters did not approve the proposition in April 2024, so the District now wishes to place the request on the November 2025 ballot.

Budget Impact:

N/A

Previous Action: Similar Resolution adopted by Council on February 5, 2024, which placed the same initiative on the April 2024 special election ballot.

Recommended Motion: I move to adopt Resolution 3184, requesting that a proposition to create the Fidalgo Metropolitan Recreation District be submitted to the voters.

Alternative Actions: Decline to adopt.

Attachments (listed in order presented):

1. 250714 Res Fidalgo Pool
2. 250721 - Updated Fidalgo Pool Resolution
3. 250721 Fidalgo Park and Rec District Contract and Res

RESOLUTION 3184

A RESOLUTION OF THE CITY OF ANACORTES, WASHINGTON, RELATING TO CREATION OF A METROPOLITAN PARK DISTRICT WITH BOUNDARIES COTERMINUS WITH ANACORTES SCHOOL DISTRICT NO. 103, REQUESTING THAT A PROPOSITION TO CREATE THE FIDALGO METROPOLITAN RECREATION DISTRICT BE SUBMITTED TO THE VOTERS WITHIN THE PROPOSED BOUNDARIES OF THE DISTRICT AT A GENERAL ELECTION; AND PROVIDING FOR RELATED MATTERS.

Whereas the Fidalgo Parks and Fitness Center (“FPFC”) is located within the City of Anacortes, but is owned and operated by Fidalgo Parks and Recreation District (“FPRD”) and that serves residents of Skagit County, and

Whereas FPFC provides a health benefit to both the citizens of Anacortes and to the people living in the unincorporated areas surrounding the City ages 0 to 100+, and

Whereas representatives of the FPRD have reported to the City that the FPFC facility has reached the end of its expected useful life and needs to be updated and this would be the first step in finding a replacement and provide for sustained, continuous funding to operate FPFC, and

Whereas, a representative from the FPRD has communicated with the City that after consideration of various alternatives, the Board of Commissioners of FPRD has recommended the formation of a Metropolitan Park District, organized under RCW Chapter 35.61, and has plans to succeed the business and assets of the FPRD and owning and operating the FPFC and other park and recreational facilities and programs within the boundaries coterminous with Anacortes School District No. 103, Skagit County, Washington (“Proposed Boundaries”) to the newly formed metropolitan park district if approved by the voters; and

Whereas Skagit County intends to consider Resolution No. _____ on July 28, 2025; and

Whereas the City wishes to put the question of formation to the voters.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ANACORTES, DOES HEREBY RESOLVE AS FOLLOWS:

Section One. Request for Election. The City of Anacortes, Washington, hereby requests that the Skagit County Board of County Commissioners, through the Skagit County Auditor, call a primary election on November 4, 2025, for the purpose of placing on the ballot the following proposition regarding formation of a Metropolitan Park District:

JOINT PROPOSITION NO. 1

SKAGIT COUNTY AND CITY OF ANACORTES

FIDALGO METROPOLITAN RECREATION DISTRICT

The Skagit County Board of County Commissioners adopted Resolution No. ____ and the City of Anacortes City Council adopted Resolution No. 3184, concerning a joint proposition to form a metropolitan park district. If approved, this proposition would create the Fidalgo Metropolitan Recreation District with the powers provided in chapter 35.61 RCW. The District would be governed by a five-member board of commissioners to be elected at large, and its boundaries would be coterminous with the Anacortes School District.

☐ For the formation of a metropolitan park district to be governed by a five-member board of commissioners to be elected at large.

☐ Against the formation of a metropolitan park district.

Section Two. Boundaries of the Fidalgo Metropolitan Recreation District. The boundaries of the Fidalgo Metropolitan Recreation District shall encompass the same boundaries as the Anacortes School District No. 103.

Section Three. Changes to Ballot Title. The Mayor is authorized to approve changes to the ballot title, if any, determined necessary by the City Treasurer or City Attorney.

Section Four. Severability. If any section, sentence, clause or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution, and in no way affects the validity of other provisions of this Resolution or of the levy or collection of the regular property taxes as so authorized herein.

Section Four. Effective Date. This Resolution takes effect immediately from and after its passage.

The foregoing resolution was ADOPTED by the City Council of the City of Anacortes, Washington, at a regular, open public meeting thereof this 14th day of July 2025.

CITY OF ANACORTES:

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, City Attorney WSBA #40530

RESOLUTION 3184

A RESOLUTION OF THE CITY OF ANACORTES, WASHINGTON, RELATING TO CREATION OF A METROPOLITAN PARK DISTRICT WITH BOUNDARIES COTERMINUS WITH ANACORTES SCHOOL DISTRICT NO. 103, REQUESTING THAT A PROPOSITION TO CREATE THE FIDALGO METROPOLITAN RECREATION DISTRICT BE SUBMITTED TO THE VOTERS WITHIN THE PROPOSED BOUNDARIES OF THE DISTRICT AT A GENERAL ELECTION; AND PROVIDING FOR RELATED MATTERS.

Whereas the Fidalgo Parks and Fitness Center (“FPFC”) is located within the City of Anacortes, but is owned and operated by Fidalgo Parks and Recreation District (“FPRD”) and that serves residents of Skagit County, and

Whereas FPFC provides a health benefit to both the citizens of Anacortes and to the people living in the unincorporated areas surrounding the City ages 0 to 100+, and

Whereas representatives of the FPRD have reported to the City that the FPFC facility has reached the end of its expected useful life and needs to be updated and this would be the first step in finding a replacement and provide for sustained, continuous funding to operate FPFC, and

Whereas, a representative from the FPRD has communicated with the City that after consideration of various alternatives, the Board of Commissioners of FPRD has recommended the formation of a Metropolitan Park District, organized under RCW Chapter 35.61, and has plans to succeed the business and assets of the FPRD and owning and operating the FPFC and other park and recreational facilities and programs within the boundaries coterminous with Anacortes School District No. 103, Skagit County, Washington (“Proposed Boundaries”) to the newly formed metropolitan park district if approved by the voters; and

Whereas Skagit County intends to consider Resolution No. _____ on July 28, 2025; and

Whereas the City wishes to put the question of formation to the voters.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ANACORTES, DOES HEREBY RESOLVE AS FOLLOWS:

Section One. Request for Election. The City of Anacortes, Washington, hereby requests that the Skagit County Board of County Commissioners, through the Skagit County Auditor, call a primary election on November 4, 2025, for the purpose of placing on the ballot the following proposition regarding formation of a Metropolitan Park District:

JOINT PROPOSITION NO. 1

SKAGIT COUNTY AND CITY OF ANACORTES

FIDALGO METROPOLITAN RECREATION DISTRICT

Skagit County Commissioners adopted Resolution. ____ and Anacortes City Council adopted Resolution. 3184, concerning a joint proposition to form a broad purpose metropolitan park district. If approved, it would create the Fidalgo Metropolitan Recreation District with the powers in 35.61 RCW. The District would be governed by a five-member board to be elected at large, with boundaries coterminous with the Anacortes School District. The District would levy a maximum property tax rate for 2027 of \$0.12/\$1000 of assessed valuation.

☐ For the formation of a metropolitan park district to be governed by a five-member board of commissioners to be elected at large.

☐ Against the formation of a metropolitan park district.

Section Two. Boundaries of the Fidalgo Metropolitan Recreation District. The boundaries of the Fidalgo Metropolitan Recreation District shall encompass the same boundaries as the Anacortes School District No. 103.

Section Three. Changes to Ballot Title. The Mayor is authorized to approve changes to the ballot title, if any, determined necessary by the City Treasurer or City Attorney.

Section Four. Severability. If any section, sentence, clause or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Resolution, and in no way affects the validity of other provisions of this Resolution or of the levy or collection of the regular property taxes as so authorized herein.

Section Four. Effective Date. This Resolution takes effect immediately from and after its passage.

The foregoing resolution was ADOPTED by the City Council of the City of Anacortes, Washington, at a regular, open public meeting thereof this 14th day of July 2025.

CITY OF ANACORTES:

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, City Attorney WSBA #40530

ILA #25-201-IDS-001 & RESOLUTION 3184: FIDALGO PARKS AND REC DISTRICT

JULY 21, 2025

RCW 35.61.020

- (5) A city, county, or contiguous group of cities or counties proposing or approving a petition regarding formation of a metropolitan park district **may limit the purpose and may limit the taxing powers of such proposed metropolitan park district in its resolution in cases where the metropolitan park district is being formed for specifically identified facilities** referenced in (a) of this subsection. The ballot proposition must reflect such limitations as follows:
 - (a) A city, county, or contiguous group of cities or counties may limit the proposed district's purposes to **providing the funds necessary to acquire, construct, renovate, expand, operate, maintain, and provide programming for specifically identified public parks or recreational facilities** that are otherwise authorized by law for metropolitan park districts. The ballot proposition must specifically identify those public parks or recreational facilities to be funded, which identification may be made by referencing a metropolitan park district plan that has been approved by the legislative authority of the city, county, or contiguous group of cities or counties proposing the formation of the district;
 - (b) A city, county, or contiguous group of cities or counties **may limit the maximum levy rate** that is available to such metropolitan park district to any levy rate that does not exceed the aggregate rate set forth under RCW **35.61.210(1)**. **The ballot proposition must state the maximum regular levy rate.**
- (6) Nothing herein prevents a city, county, or contiguous group of cities or counties from proposing formation of a metropolitan park district that is not limited under subsection (5) of this section.

BROAD PURPOSE OR LIMITED PURPOSE MET PARKS DISTRICT?

BROAD PURPOSE

- Funds can be used for any allowed purpose – allows for more flexibility and is preferred by District
- City may not be able to limit tax rate in the ballot proposition

LIMITED PURPOSE

- Provide funds to acquire, construct, renovate, expand, operate, maintain, and provide programming for a specific park or facility
- City may limit tax rate and must set limit in ballot proposition

UPDATED RESOLUTION LANGUAGE

JOINT PROPOSITION NO. 1

SKAGIT COUNTY AND CITY OF ANACORTES

FIDALGO METROPOLITAN RECREATION DISTRICT

~~The~~ Skagit County ~~Board of County~~ Commissioners adopted Resolution ~~No.~~ _____ and ~~the City of~~ Anacortes City Council adopted Resolution ~~No.~~ 3184, concerning a joint proposition to form a broad purpose metropolitan park district. If approved, ~~this proposition~~it would create the Fidalgo Metropolitan Recreation District with the powers ~~provided in chapter 35.61 RCW.~~ The District would be governed by a five-member board ~~of commissioners~~ to be elected at large, with ~~and its~~ boundaries ~~would be~~ coterminous with the Anacortes School District. The District would levy a maximum property tax rate for 2027 of \$0.12/\$1000 of assessed valuation.

☐ For the formation of a metropolitan park district to be governed by a five-member board of commissioners to be elected at large.

☐ Against the formation of a metropolitan park district.



City Council Agenda Bill

Meeting Date: July 21, 2025 **Agenda Item:** 6.e.

Agenda Item Title: City Council Committees Structure

Staff Contact(s): Emily Schuh

Approved for Submittal to Council by **Action Type**

Greg Francioch
Emily Schuh

Discussion

Item Summary:

In June 2025, the City Council held a retreat with the Mayor and Department Heads. Prior to the retreat, the facilitator conducted individual meetings with each councilmember to gather input and perspectives. During the retreat, the facilitator shared that several councilmembers had expressed interest in revisiting the Council Procedures, with particular focus on the structure of the council committees.

On May 27, 2025, Councilmember Fantini submitted a memorandum outlining recommendations for potential changes to the current committee structure based on feedback from community members. The topic was discussed at length during the retreat. Councilmember Fantini proposed the formation of an ad hoc committee to explore potential updates to the committee structure and other revisions to the City Council Procedures. While no formal action was taken, there was consensus that the matter should be brought forward for discussion at a future council meeting.

Budget Impact:

n/a

Previous Action: Council Retreat Discussion

Recommended Motion: I recommend that the Mayor Pro Tempore create an ad hoc

council committee to review and bring back recommendations about the city council procedures and committee structures.

Alternative Actions:

Attachments (listed in order presented):

1. Retreat Meeting Minutes 20250614
2. Council Procedures 20240508
3. Fantini Memo 20250527

Anacortes City Council Special Meeting Minutes - June 12, 2025

Call to Order

Mayor Matt Miller called to order the Anacortes City Council special meeting of June 12, 2025, at 8:10am in the Reid Harbor Room of the Northwest Educational Service District 189 Building at 1601 R Avenue in Anacortes. Councilmembers Ryan Walters, TJ Fantini, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Amanda Hubik were present.

Discussion

Facilitator Marilynne Beard of MMB Consulting led a discussion between the council, mayor, and department directors of the city budget and council policies and procedures. No final action was taken.

Adjournment

There being no further business, at approximately 3:45pm the Anacortes City Council special meeting of June 12, 2025, was adjourned.

RESOLUTION NO. 3094

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ANACORTES ADOPTING UPDATED CITY COUNCIL PROCEDURES**

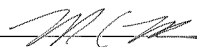
WHEREAS, On April 4, 2016, City Council adopted Resolution 1949 repealing Resolutions 1867 and 1923, and adopting new Council procedures, which have since been updated from time to time as Council has identified policy changes that were determined to be in the best interest of the City, and

WHEREAS, On June 27, 2022 City Council adopted resolution 3091, which identified all standing City Council Committees including several that are not currently listed in the City Council Procedures, and

WHEREAS, City Council has determined that all standing committees should be listed in the Council Procedures.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Anacortes, Washington, that the City Council Procedures are hereby amended to include the following Council Committees: Access – Anacortes Fiber Internet, Economic Development, Finance, Housing Affordability and Community Services, Information Technology, Library and Museum, Personnel, Planning, Parks and Recreation, Public Works, and Public Safety.

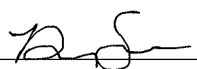
INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 5th day of July 2022.



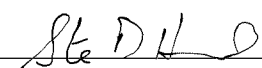
MATT MILLER, MAYOR

Approved as to form and legality:

ATTEST:



Darcy Swetnam, WSBA #40530
City Attorney



Steven D. Hoglund, City Clerk Treasurer

City Council Procedures
Revised through Resolution 3094 adopted July 5, 2022

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1 General Provisions

1.1 Authority

- (a) RCW 35A.11.020 provides that “the legislative body of each code city shall have power to organize and regulate its internal affairs...and to define the functions, powers, and duties of its officers and employees.”
- (b) RCW 35A.12.120 provides that “the council shall determine its own rules and order of business, and may establish rules for the conduct of council meetings and the maintenance of order.”

1.2 Definitions

- (a) “Chair” means the presiding officer of a meeting; for council meetings, usually the Mayor.
- (b) “Clerk/Treasurer” means the City Clerk/Treasurer or designee.
- (c) “Final action” has the same meaning as in RCW 42.30.020: a collective positive or negative decision, or an actual vote by a majority of the members of a governing body when sitting as a body or entity, upon a motion, proposal, resolution, order, or ordinance.

- 1.3 Savings.** These rules are meant to provide assistance to the Council and Mayor for orderly, cordial, and constructive proceedings. The failure to adhere to any of these rules shall not be cause to nullify, invalidate, void or render unenforceable any action taken or any non-action by the Council or any action by the City in reliance thereon. Without affecting rights otherwise provided by law, no person has any cause of action to challenge any ordinance, resolution, motion, decision, or any act whatsoever taken by the Council or the City based on any action or nonaction by the Council in violation of, or in alleged violation of, these rules.

2 Officers

2.1 Mayor

- (a) Per RCW 35A.12.100, the Mayor “shall preside over all meetings of the city council when present.”
- (b) The Mayor is an independently elected official of the City of Anacortes with duties and powers established by statute and city code. These procedures do not affect the Mayor’s duties and powers as established by statute or city code; instead, they govern the role of the Mayor in City Council meetings as presiding officer.
- (c) The Mayor does not have a vote on matters before the City Council except in the case of a tie vote as permitted by RCW 35A.12.100 with respect to matters other than the passage of any ordinance, grant or revocation of franchise or license, or any resolution for the payment of money.
- (d) The Mayor may participate in discussion of all issues that come before the Council.

2.2 Mayor Pro Tem.

- (a) Election. The City Council must elect a Mayor Pro Tem from among the Councilmembers at the first Council meeting in January after each general municipal election, and whenever a vacancy occurs.
- (b) Duties and Powers.
 - (1) In case of the absence or temporary disability of the Mayor, the Mayor Pro Tem may perform the duties of the Mayor.
 - (2) In the event of a vacancy in the office of Mayor pursuant to RCW 35A.12.050 or RCW 42.12.010, the Mayor Pro Tem shall perform the duties of mayor and preside over the Council during the interim period starting when the vacancy commences and ending upon the appointment to fill the vacancy pursuant to RCW Chapter 42.12.
 - (3) When acting for the Mayor, the Mayor Pro Tem has the power to:
 - (i) call special meetings;
 - (ii) administer oaths and affirmations;
 - (iii) take affidavits and certify them;
 - (iv) sign all conveyances made by the City and all instruments that require the seal of the City. See RCW 35A.12.100, Duties and Authority of the Mayor.
- (c) Right to vote. The appointment of a councilmember as Mayor Pro Tem does not in any way abridge that councilmember's right to vote upon all questions coming before the Council.

2.3 Clerk/Treasurer.

- (a) Duties. The City Clerk/Treasurer must:
 - (1) Prepare the council meeting agenda.
 - (2) Maintain and publish the list of council committees and their meeting schedules.

3 Council Meetings—Types

3.1 Regular Meetings.

- (a) Regular meetings of the City Council are held on the first, second, third, and fourth Monday of each month at 6:00 p.m., except that when any of these days falls on a holiday, the City Council meets on the next business day.
- (b) The City Council may cancel, postpone, or advance the date of any regular Council meeting, except per RCW 35A.12.110 the City Council may not hold fewer than one regular business meeting in each month.
- (c) Regular meetings are held in in the Council Chambers at City Hall.
- (d) In the event there are no agenda items to be considered at a scheduled meeting, such meeting may be canceled by notification by the Mayor to members of the City Council, the public, and other affected parties.

3.2 Special Meetings.

- (a) A special meeting is any meeting of the City Council other than a regular meeting.
- (b) Per RCW 35A.12.110, a special meeting may be called at any time by the Mayor or by any three council members.
- (c) Notice of special meetings must be provided in accordance with RCW 42.30.080.
- (d) Per RCW 42.30.080(3), final action at special meetings may only be taken on the items on the agenda.

3.4 Adjournment. Any regular, adjourned regular, special, or adjourned special meeting may be adjourned in the manner set forth in RCW 42.30.090.

3.5 Continuances. Any meeting or hearing being held, noticed, or ordered to be held by the City Council may be continued to a specified time and place in the manner set forth in RCW 42.30.100.

3.6 Executive Sessions.

- (a) The City Council may hold an executive session without the public as allowed by RCW 42.30.110.
- (b) When the Council adjourns to an executive session, the Mayor must:
 - (1) announce the general topic and the specific RCW authorizing the executive session;
 - (2) specify whether or not the City Council will reconvene afterward and the expected time the City Council will reconvene;
 - (3) announce that the Council will not take any final action in executive session.
- (c) Consistent with RCW 42.30.910, the authorized purposes for executive sessions are to be strictly construed.
- (d) Attendance at executive sessions is limited to councilmembers, the Mayor, and those staff necessary to discuss the subject of the executive session.
- (e) No Councilmember, employee of the City, or any other person present during an executive session may disclose the content or substance of any discussion or action that took place during the executive session, unless authorized to make such disclosure.
- (f) Any discussions in an executive session with its City Attorney or other legal counsel are subject to the attorney-client privilege.
- (g) The Council may not take any votes or any "final action" as defined by RCW 42.30.020(3) at any executive session.

3.7 Retreats

- (a) The Council may meet in an informal conversation setting for a variety of purposes related to City business. Such meetings constitute special meetings under RCW 42.30.

4 Council Meetings—Attendance

4.1 Quorum.

- (a) **Defined.** Per RCW 35A.12.120, a majority of all the members of the City Council constitutes a quorum.
- (b) No business may be conducted without a quorum of councilmembers present or participating in absentia.
- (c) If a quorum is not present at the beginning of a meeting, or if the absence of a quorum arises during a meeting, the presiding officer must adjourn the meeting.

4.2 Attendance Required.

- (a) All Councilmembers must attend all regular meetings of the City Council. Any Councilmember who cannot attend a meeting should notify the Mayor of the reason he or she cannot attend. The Mayor must advise the Council of the reason and entertain a motion to excuse the absence, if any.
- (b) At any regular meeting where a Councilmember is absent, any other Councilmember may move to excuse the absent member. A motion to excuse requires a second and majority vote for passage.
- (c) Per RCW 35A.12.060, a Councilmember is automatically removed from office after failure to attend three consecutive regular meetings without being excused.
- (d) A Councilmember participating in absentia is not considered absent for the purpose of RCW 35A.12.120 or RCW Chapter 42.30.

4.3 Participation in Absentia.

- (a) **Defined.** Participation in absentia means participation in a council meeting without being physically present.
- (b) A Councilmember participating in absentia must login to the City Council meeting using City provided login credentials, and use the electronic meeting link published by the Assistant to the City Clerk.

5 Council Meetings—Agenda

5.1 Preparation.

- (a) The City Clerk/Treasurer is responsible for preparation of the City Council's meeting agenda.

- (b) The City Clerk/Treasurer must distribute the agenda to Councilmembers and publish it to the City website for regular meetings at least five days prior the meeting.

5.2 Form and Standard Order of Business. Unless modified by the Chair for a single meeting, the agenda must list business in the following order:

- (a) Call to Order / Pledge of Allegiance;
- (b) Announcements and Committee Reports (including a list of Council Committees that met since the prior meeting);
- (c) Public Comment;
- (d) Consent Agenda;
- (e) any public hearings;
- (f) any high-priority business that must be conducted at that meeting;
- (g) any other business.

5.3 Addition of items to the agenda

- (a) A City Department Head may request addition of an item to a Council meeting agenda. An agenda item coversheet is required for all such agenda items.
- (b) Any two Councilmembers, by submitting a written request to the Clerk/Treasurer, may add an item to a Council meeting agenda for a specific date at least 6 days after the request. The Mayor may decline to put a requested item on an agenda if it is inappropriate, untimely, or unrelated to the business of the City. However, if three Councilmembers support the agenda request, the item must be included on the agenda. An agenda item coversheet is required for all such agenda items.
- (c) A member of the public may suggest or request, in writing, an item for a future Council meeting agenda. The Mayor has discretion to decide whether to add such an item to a Council meeting agenda, and may recommend the item be presented instead to a Council Committee.
- (d) On the second and fourth regular meeting of each month, items requiring final action, other than those qualifying for the consent agenda, should not be scheduled.

6 Council Meetings—Standard Business

6.1 Call to Order.

- (a) The Clerk/Treasurer must note the absence of any councilmember.
- (b) Attendees stand and recite the pledge of allegiance.

6.2 Announcements and Committee Reports.

Councilmembers and the Mayor should make any announcements related to city business that are relevant to the Council or the public.

6.3 Public Comment. See Rule 8 Council Meetings—Public Comment.

6.4 Consent Agenda.

- (a) The Consent Agenda is a list of routine items not requiring discussion or independent action.
- (b) The Council must approve the items on the Consent Agenda as a group, but any Councilmember may remove any item from the Consent Agenda to be considered separately.
- (c) All items on the Consent Agenda (except for minutes and routine payment of claims) require:
 - (1) a completed agenda item coversheet;
 - (2) the complete document for which approval is requested;
 - (3) approval as to content by the relevant department head;
 - (4) approval as to budget by the Clerk/Treasurer;
 - (5) approval as to form by the City Attorney.
- (d) Items eligible for consent agenda include the following.
 - (1) meeting minutes.
 - (2) payment of claims per AMC Chapter 3.02;
 - (3) street fair applications;
 - (4) resolutions to set the date of a public hearing;
 - (5) final decisions on land use applications that received unanimous preliminary approval at a previous meeting;
 - (6) grant agreements $\leq$ \$250,000;
 - (7) Public Works contracts that have been publicly bid $\leq$ \$200,000;
 - (8) purchased or personal services contracts on standard city forms $\leq$ \$100,000;
 - (9) any item the council has indicated may be placed on the Consent Agenda at a previous meeting.

7 Council Meetings—Motions, Voting, and Types of Action

7.1 Debate. Debate must follow the rules in Attachment B.

7.2 Voting.

- (a) All votes may be taken by voice vote except for final votes on the adoption of an ordinance or resolution, which must be by roll call.
- (b) Per RCW 35A.12.120, any vote must be by roll call vote if a council member requests it.
- (c) Per RCW 35A.12.120, the passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money requires the affirmative vote of at least a majority of the whole membership of the council.

7.3 Resolutions.

- (a) **Defined.** A resolution is a written form of a motion.
- (b) The City Council may use a resolution to formalize rules, recommendations, administrative policies, or expressions of opinion; to authorize contracts; and to take other actions that do not require an ordinance.
- (c) A resolution does not require approval of the Mayor. The Mayor's signature on a resolution indicates the Mayor's certification, as presiding officer, that the Council approved the resolution as written.

7.4 Ordinances

- (a) **Defined.** An ordinance is a law of the City. An ordinance is generally required for the following actions:
 - (1) imposing a tax;
 - (2) establishing fees or charges for city services;
 - (3) regulating the conduct of business;
 - (4) revising the Anacortes Municipal Code and other city regulations;
 - (5) adopting or revising the Comprehensive Plan;
 - (6) other items that State law or City policy requires to be enacted by means of an ordinance.
- (b) **Two-read rule.** An ordinance must be heard at two separate council meetings before it can be adopted.

8 Council Meetings—Public Comment

- (a) **Generally.**
 - (1) The chair should preserve order and decorum at all regular and special meetings of the City Council, in accordance with RCW 43.30.050.
 - (2) Meetings are intended to be of a neutral and businesslike atmosphere.
 - (3) These rules are intended to promote an orderly system of holding a public hearing or meeting, to give every person who wishes to speak an opportunity to be heard, and to ensure that no individual is embarrassed by exercising the right to free speech.
- (b) **Opportunities.**
 - (1) The agenda may indicate when opportunities for public comment are allowed or invited.
 - (2) The mayor or councilmembers may invite additional information, questions, or comments from the public, pertinent to the matters under discussion.
 - (3) Public input for quasi-judicial proceedings and other actions covered by specific rules of procedure are governed by the applicable rules.
 - (4) Comments on certain matters may be restricted to the date and time they are considered under an agenda, such as those requiring a public hearing or subject to a public participation plan.

(c) Time limits.

- (1) The chair may set uniform time limits or time allocations for testimony as necessary to manage the orderly progress of the meeting.
- (2) As time allows, additional time may be allowed by the chair to an individual or group, after everyone else has spoken.
- (3) Spokesperson for a group. In order to expedite matters and to avoid repetitious presentation, delay or interruption of the orderly business of the Council, whenever any group of persons wishes to address the Council on the same subject matter, the chair may request that a spokesperson be chosen by the group to address the Council. However, being a member of a group shall not preclude an individual from stating that they agree or disagree with the spokesperson, or from presenting additional comments not addressed by the spokesperson.

(d) Method of addressing Council.

- (1) A person desiring to address the Council must first obtain the permission of the chair.
- (2) A person addressing the Council must:
 - (i) provide their name for the record;
 - (ii) confine their remarks to those relevant the issues being considered.

(e) Disruptions.

- (1) The chair should maintain control over interruptions and disruptive behavior.
- (2) No person may:
 - (i) engage in any indecorous, abusive or inappropriate language;
 - (ii) make personal attacks on any other person;
 - (iii) impugn the integrity, honesty, or motives of any person;
 - (iv) in any way make slanderous remarks;
 - (v) wave signs, cheer or applaud, or take disruptive actions.
- (3) Any person whose comments have been ruled out of order by the chair must immediately cease and refrain from further improper comments. Anyone who persists in making "out of order" comments, interrupting others, or otherwise disrupting the meeting is subject to removal from the meeting.
- (4) In the event that any meeting is interrupted by a person or group of persons so as to render the orderly conduct of such meeting unfeasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the Council may vote to order the meeting room cleared and continue in session or may adjourn the meeting and reconvene at another location selected by majority vote of the members.

9 Council Meetings—Records

9.1 Recording. City staff must make audio and video recordings of all City Council meetings, and maintain an archive of all such recordings on the City website for access by the public.

9.2 Minutes

- (a) City staff must prepare minutes of all Council meetings and provide to each Councilmember for approval at a subsequent meeting.
- (b) Approved meeting minutes must be published on the City website.

10 Council Committees

10.1 Purpose.

- (a) Council Committees are for the purpose of studying and considering policy issues, and bringing recommendations on issues forward to the full Council for consideration. Issues may be referred to a Committee by the Council for the Committee to review and make a recommendation back to the Council. Issues may also be brought to a Committee's attention by any Councilmember, by City staff, or by the public through a Councilmember or staff. Committees will also assist staff by reviewing issues in advance of their presentation to the full Council.

10.2 Council Committees do not represent, and may not speak for, the City Council.

10.3 Standing Committees.

- (a) The Mayor Pro-Tem must appoint three Councilmembers to each standing committees at the second regular meeting of each year that follows a general municipal election. The appointments must be confirmed by the City Council.
- (b) The following standing committees are established for the purposes described:
 - (1) **Access – Anacortes Fiber Internet;** to make recommendations on Access projects, processes, and procedures.
 - (2) **Economic Development;** to make recommendations regarding economic development within the City of Anacortes.
 - (3) **Finance;** to make recommendations on the municipal budget, capital facilities financing, and to approve transactions as authorized by municipal code.
 - (4) **Housing Affordability and Community Services;** to develop a draft strategic plan to improve housing affordability and make recommendations on budget and CDBG grant allocations for social services.
 - (5) **Information Technology;** to make recommendations regarding City computing policies and procedures.
 - (6) **Library and Museum;** to make recommendations regarding Library and Museum policies and procedures.
 - (7) **Personnel;** to make recommendations regarding positions and personnel policies.
 - (8) **Planning;** to make recommendations regarding land use, comprehensive planning,

and development regulations.

- (9) **Parks and Recreation:** to make recommendations regarding park, recreation, and trail facilities, activities, and policies.
- (10) **Public Works:** to make recommendations regarding public works and city utilities.
- (11) **Public Safety:** to make recommendations regarding public safety, including the police and fire departments and emergency medical services.

10.4 Ad Hoc Committees. The Mayor Pro-Tem may appoint Ad Hoc Committees to consider and make reports or policy recommendations on specific topics. The appointments must be confirmed by the City Council.

10.5 Committee Meetings.

- (a) Council Committees may set their own meeting times, agendas, and work programs.
- (b) The regular Council Committee meeting schedule must be posted on the City website and upcoming meeting times should included on Council agendas.
- (c) A Committee may call a special meeting or re-schedule a regular meeting at any time with 24-hour notice consistent with RCW 42.30.080.
- (d) The Committees may prioritize the various issues that are put before them, and determine which ones to work on.
- (e) If an issue is referred to a Committee by Council vote, with a request for the Committee to make a recommendation back to Council, that issue shall have a high priority.
- (f) Duty to avoid a quorum. No more than three Councilmembers may attend any Committee meeting. A Councilmember may attend a committee meeting in the absence of a regular member if asked to do so by the remaining regular Committee members to facilitate the work of the Committee.

10.6 Committee Reports.

- (a) At regular council meetings, each committee that has met since a prior council meeting should provide a report of the committee's business.
- (b) Committees may request time at a full Council meeting for:
 - (1) discussion of an issue that the Committee is working on; or
 - (2) presentation of the Committee's formal recommendations to the Council with a request for Council action.
- (c) When the Committee members are not unanimous in their recommendation, a minority viewpoint may be presented.

10.7 Council Representatives

- (a) The Mayor Pro-Tem may appoint a Councilmember to be a Council representative or liaison to a community organization, a neighborhood group, a committee or group of another governmental entity, or in some way to coordinate between the Council or City and another group. The appointment must be confirmed by the City Council.
- (b) Council representatives must regularly report to the City Council.

11 Suspension and Amendment of these Procedures

- 11.1 Suspension of the Rules.** Any provision of these rules not governed by other laws may be suspended until the next meeting by 2/3 vote of those Councilmembers present.
- 11.2 Amendment of the Rules.** These rules may be amended or new rules adopted by a vote of at least four Councilmembers, provided that the proposed amendments or new rules must have been introduced at a prior Council meeting.

Attachment B—Rules of Debate

1.1 Generally

- (a) Unless otherwise stated in this document, or unless in conflict with state law, the Mayor shall maintain order, control the manner of discussion among the Councilmembers, and implement the City Council's rules. If a question arises regarding the application of the rules, any two members can appeal to the Council for a decision.
- (b) The presiding officer shall determine all points of order subject to the right of any Councilmember to appeal to the Council. If any appeal is taken, the point of order shall be decided by vote of the Council.

1.2 Introduction of Business

- (a) The presiding officer shall state all questions coming before the Council, provide opportunity for discussion from the floor where required by ordinance or statutes, or these rules of procedure, and at other times at his or her discretion, and announce all decisions of the Council.
- (b) The Mayor shall introduce each item of business and refer it to the appropriate spokesperson for explanation to the entire Council.

1.3 Right to Speak.

- (a) Each Councilmember desiring to speak shall address the presiding officer, and the Mayor shall recognize members of the Council in the order that they request the floor.
- (b) Upon recognition, each Councilmember shall confine his or her comments to the issues being considered. At the discretion of the Council, an informal conversational format may be utilized for discussion of some issues.
- (c) Interruptions. A member of the Council, once recognized, shall not be interrupted when speaking unless it is to call him or her to order. The Mayor shall maintain control over interruptions.

1.4 Motion Procedures.

- (a) Any Councilmember may make a motion with respect to the item of business on the floor.
- (b) Motions shall be clear and concise and not include statements for the motion within the motion.
- (c) If a motion does not receive a second, it dies. After a motion and a second, the Mayor shall restate the motion.
- (d) Motions that do not need a second include: nominations, agenda order, point of order, and adjournment. After consideration of the Mayor's ability to break a tie vote, according to State law, a motion that receives a tie vote is deemed to have failed.
- (e)
- (f) A motion to amend a motion, upon a second, may be discussed and must be decided before the principal motion is further considered.

- (g) A motion to postpone to a certain time, including later in the same meeting, is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting or at a future regular or special Council meeting.
- (h) Where there is insufficient information available to the Council to decide an issue, a motion to postpone to a time when the issue is deemed ready for further consideration may be made. A motion for consideration at such an indefinite time shall state with specificity the conditions to be met or deemed not meetable before the Council is to again consider the issue. If such a motion is seconded, it is debatable, amendable, and may be reconsidered at the same meeting. The question so postponed will be considered when the conditions have been met or are deemed impossible to meet.

1.5 Discussion.

- (a) Discussion of an issue may occur before a motion on the issue has been made. After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote; the post-motion discussion shall focus on the issue within the context of the merits of the motion.
- (b) All Councilmembers must be afforded an opportunity to speak on the issue. Public comment shall not be allowed when a motion is pending except at the request of a Councilmember to the Mayor to clarify the details of the issue at hand, for limited inquiry made to staff or legal counsel, or to a person who previously provided formal or informal testimony concerning the issue at hand. The Mayor shall insure that any response is limited to the inquiry made.

1.6 Closing Discussion.

- (a) A motion calling for the question shall close discussion on the main motion and is not debatable. Such a motion must receive a second and fails without a two-thirds (2/3) vote of those Councilmembers present.
- (b) Discussion is re-opened if the motion fails.

1.7 Voting.

- (a) The Mayor or recording secretary shall restate the motion prior to voting.
- (b) The recording secretary shall conduct any roll call votes.
- (c) No Councilmember shall be allowed to pass when called upon and then vote later in the order.
- (d) Councilmembers may abstain from the entire vote only where disqualified by reason of conflict of interest or where approved by the Mayor due to the Councilmember's non-participation in earlier proceedings concerning the subject of the motion. Should any Councilmember nonetheless fail to vote when his/her name is called or otherwise abstain, his/her vote will be counted as an "aye" on the question.
- (e) To meet a "two thirds of Councilmembers present" requirement, the vote must be as follows:
 - (1) if seven (7) members are present, then five (5) must vote in the affirmative;
 - (2) if six or five (6 or 5) members are present, then four (4) must vote in the affirmative;

(3) if four (4) members are present, then three (3) must vote in the affirmative.

(f) At the conclusion of any vote, the Mayor shall inform the Council of the result of the vote. The recording secretary may confirm the result.

1.8 Informal Concurrence. When the Council concurs or agrees with an item that does not require a formal motion, the Mayor will summarize the agreement at the conclusion of the discussion. Unless objection is made by a Councilmember after such a summary, the summary stands. If objection is made, the matter should be decided by formal motion.

1.9 Reconsideration. When a question other than: (a) a bond resolution; (b) a quasijudicial decision; (c) an ordinance enacting or amending a comprehensive plan, a development regulation, or the Shoreline Master Program; or (d) in reliance on which City staff has already acted and has been decided by vote of the Council, any Councilmember who voted in the majority may move for reconsideration. A motion for reconsideration may occur no later than the next following regular business meeting of the Council. Any such motion must receive a second to be considered.

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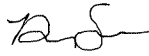
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Signer Events

Darcy Swetnam

darcys@cityofanacortes.org

City Attorney

Security Level: Email, Account Authentication
(None)**Signature**

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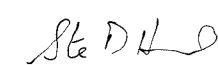
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Steve Hoglund

steveh@cityofanacortes.org

City Clerk/Treasurer

City of Anacortes

Security Level: Email, Account Authentication
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Matt Miller

mattm@cityofanacortes.org

Mayor

City of Anacortes

Security Level: Email, Account Authentication
(None)

Signature Adoption: Uploaded Signature Image

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RESOLUTION 3141

**A Resolution Amending the City Council's Rules of Procedure to
Limit Public Comment to Matters Specifically Pertaining to
the City of Anacortes**

Whereas the City Council last readopted its rules of procedure by Resolution 3094 in 2022;

Whereas the City Council's public comment period was recently used to spread anti-Semitic hate speech;

Whereas the City Council adopted Resolution 2060 in 2019 to reject and condemn acts of hate speech;

Whereas the City Council does not intend for its meetings to facilitate or be used as a platform for hateful public comment nor consumed by public comment unrelated to the city;

Whereas the City cannot restrict public comment based on viewpoint but may adopt viewpoint-neutral restrictions on public comment;

Now therefore be it resolved by the City Council that:

Section 1. Resolution 3094 section (8)(d) is amended to read as follows:

(d) Method of Addressing Council.

(1) A person desiring to address the Council must first obtain the permission of the chair.

(2) A person addressing the Council must:

(i) provide their name and city of residence for the record;

(ii) confine their remarks to the agenda item being considered, or for the general public comment period, to matters specifically pertaining to the City of Anacortes.

Section 2. The City Clerk is directed to add the following to City Council meeting agendas:

Per the council rules of procedure, a person who wishes to provide public comment at this meeting may do so:

- on matters pertaining to a particular agenda item at the invitation of the chair at the time the City Council takes up discussion of that agenda item;
- on any other matter specifically pertaining to the City of Anacortes during the Public Comment agenda item.

PASSED by the City Council this 11th day of December, 2023.

CITY OF ANACORTES



Matt Miller, Mayor

ATTEST:

Philip Steffen for Steven D. Hoglund

Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

Darcy Swetnam

Darcy Swetnam, City Attorney

Certificate Of Completion

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Darcy Swetnam

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City Attorney

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Philip Steffen for Steven D. Hoglund

steffenp@cityofanacortes.org

Finance Manager

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Matt Miller

mattm@cityofanacortes.org

Mayor

City of Anacortes

Security Level: Email, Account Authentication
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TJ Fantini

3602 W 5th St.

Anacortes, WA 98221

tjf@anacorteswa.gov

(818) 259-3613

Mayor Miller and Members of the Anacortes City Council

904 6th Street

Anacortes, WA 98221

May 27, 2025

Subject: Request for Governance Reforms at June Council Retreat – Transparency, Fairness, and Efficiency

Dear Mayor Miller and Council Members,

As we approach the June council retreat, I urge you to prioritize critical updates to our City Council procedures to **enhance transparency, fairness, and public trust** in our local government. The current structure has served us well, and with growing civic engagement and evolving best practices, now is the time to modernize our governance.

Specifically, I request that the following reforms be added to the retreat agenda for discussion and eventual action:

1. Replace Small Committees with a Committee-of-the-Whole Structure

The current small committee system limits full council engagement and can obscure decision-making. I propose fully transitioning to a Committee-of-the-Whole model, where all council members participate in discussions as one body. A Committee-of-the-Whole approach would:

- **Enhance Transparency** – All council members would participate in discussions, ensuring decisions are made in full view of the public rather than in fragmented, less visible committees.
- **Improve Collaboration** – Every council member would have equal access to information and deliberation, reducing silos and fostering more informed, unified decisions.
- **Increase Efficiency** – Eliminating redundant committee meetings streamlines governance, saving time for both council members and city staff.

- **Strengthen Public Trust** – Residents deserve to see their elected officials working together as a full body, not just in select subgroups where key recommendations may be made without full council input.

Exceptions: Some committees, like the Lodging Tax Advisory Committee (mandated by state law), would remain intact due to their required structure. However, all other standing committees (e.g., Finance, Planning, Public Safety, Public Works, HACCS, etc) would be absorbed into the Committee-of-the-Whole.

2. Adopt a Strong Code of Ethics for All Elected Officials

A formal Code of Ethics is essential to maintaining public confidence. It should:

- **Set Clear Standards** – Define expectations for conduct, conflicts of interest, and accountability.
- **Increase Public Confidence** – Residents deserve assurance that decisions are made ethically, not for personal or political gain.
- **Align with Best Practices** – Most well-run municipalities have such codes to prevent misconduct and maintain integrity.
- **Require Recusals** for conflicts of interest (financial, familial, or personal).
- **Prohibit Retaliation** against staff or residents who voice dissent.
- **Mandate Annual Ethics Training** to reinforce accountability.

3. Strengthen Public Comment & Meeting Accessibility

Recent updates (Resolution 3141) were a good start, but we can go further by:

- **Guaranteeing Equal Time** (e.g., 2-3 minutes per speaker) and clear rules for handling disruptions.
- **Formalizing Virtual Participation** to ensure all residents, including those with disabilities or scheduling conflicts—can engage.

4. Enhance Voting & Agenda-Setting Practices

- **Roll-Call Votes for Key Decisions** – Ensure every member’s position is recorded publicly.
- **Fairer Agenda Access** – Allow any two councilmembers (not three) to add items without mayoral override, fostering inclusivity.

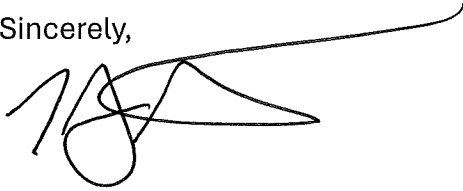
These reforms align with best practices in open government and address resident concerns about fairness and accountability. They are not about undermining existing work but about strengthening trust in our local democracy. Residents deserve to see their elected officials working together transparently, with clear rules that promote fairness.

Next Steps

I respectfully ask that these items be added to the June retreat agenda for robust discussion and a clear action plan. By working together on these improvements, we can ensure Anacortes remains a leader in open and effective governance. Our community deserves a government that is as collaborative, transparent, and forward-thinking as the people it serves.

Thank you for your leadership and consideration. I'm happy to discuss these ideas further or provide additional details.

Sincerely,

A handwritten signature in black ink, appearing to be 'TJ Fantini', with a long horizontal flourish extending to the right.

TJ Fantini

Anacortes City Council Member, Ward 3