

- Meetings may be viewed on the [City of Anacortes website](#), on the City of Anacortes [YouTube Channel](#), or on TV [Channel 10](#).
- 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@anacorteswa.gov 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

September 15, 2025
6:00 PM

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Finance Committee (Report)
 - b. Public Works Committee (Report)
 - c. Fiber Committee (Report)
 - d. Economic Development Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of September 8, 2025 (Action)
 - b. Approval of claims in the amount of \$1,746,818.64 (Action)
 - c. Special Event: Walk With Santa Holiday Parade (Action)
 - d. Special Event: Coastal Christmas Tree Lighting (Action)
 - e. Special Event: Bier Near the Pier (Action)
 - f. Special Event: Downtown Anacortes Trick or Treat (Action)
6. **Other Business**
 - a. Downtown Anacortes Alliance Consumer Survey Presentation - Jordan Hay (Presentation)
 - b. Resolution 3187: 2025 Lodging Tax Advisory Committee Appointments (Action)
 - c. North Star Opioid Settlement Funds Proposal (Presentation)

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.

- d. Capital Facilities Plan (2026-2031) - General Government (Discussion)
 - e. Contract Award: Three Police Patrol Chevrolet Tahoes #25-235-ERR-001 (Discussion/Action)
 - f. * Continued | City Council Procedures & Committee Structure Workshop (Discussion)
7. **Executive Session**
- a. Potential Real Estate Transaction per RCW 42.30.110(1) (10 minutes) (Discussion)
8. **Adjournment**

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- *On any other matter specifically pertaining to the City of Anacortes during the Public Comment agenda item.*

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From: [Todd Harris](#)
To: [CityClerk](#)
Subject: public comment for City Council meeting - ACFL
Date: Wednesday, September 10, 2025 6:19:46 PM

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

Hello,

My name is Todd Harris, and I live near the Heart Lake trails. My wife and I absolutely love the ACFL and are on the trails nearly every day. We hike throughout the entire trail system and greatly value the work the ACFL crew does to keep our forests maintained and accessible and would like to raise a concern to be discussed at the next city council meeting when the ACFL is discussed. Hopefully sharing this concern via email is acceptable and will get it on the agenda.

Specifically, we would like to raise a concern that we (and our neighbors) strongly believe that the presence of motorbikes on the trails should really be reconsidered. While we understand there is a long history of motorcycle use, the noise, exhaust, and trail damage caused by this very, very small group of users is disruptive to the vast majority of walkers, cyclists, equestrians, and families enjoying the forest. This comment is prompted by a recent event on trail 23 when two motorcycles sped past me at a very high speed without slowing down at all. I had to pull my dog out of harm's way and the noise and exhaust lingered long after (these motorcycles were exceptionally loud). This is just one of many examples/experiences we've had over the years. Encounters like this leave me wondering if shared use of these trails by motorbikes is truly compatible with the safety and enjoyment of others — not to mention the well-being of the forest's wildlife. I'm sure this issue has come before the council in the past, but I hope you will consider re-examining it. And if there is a way I can help with a study, etc, please let me know. Thank you for your continued stewardship of the ACFL — it is truly one of the best parts of living in Anacortes.

Sincerely
Todd Harris



City Council Agenda Bill

Meeting Date: September 15, 2025 **Agenda Item:** 5.a.

Agenda Item Title: Minutes of September 8, 2025

Staff Contact(s): Greg Francioch

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Greg Francioch	Minutes
Greg Francioch	

Item Summary:

Budget Impact:

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. 2025-09-08 Minutes Draft

Anacortes City Council Minutes - September 8, 2025

Call to Order

Mayor Matt Miller called to order the September 8, 2025, Anacortes City Council meeting at 6:00 p.m. Councilmembers TJ Fantini, Ryan Walters, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Amanda Hubik were present.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller reminded the public of two events occurring from 6:30-8:30pm on September 9th, including the Skagit County Department of Emergency Management taking public input on the 2025 Hazard Mitigation Plan in the City Council chambers, and the North Star Housing Forum at the Mount Vernon Public Library. He then reminded the public of events taking place on Saturday, September 13th, including residential cleanup day from 9am-noon at the city operations facility at 2201 37th Street, the Senior Resource Fair from 10am-2pm at the Senior Activity Center, and Fidalgo Bay Day from 11am-3pm at the Fidalgo Bay Resort. Finally, he announced that the Anacortes Schools Foundation and HF Sinclair are partnering to sponsor the Fueling Education Fun Run on Sunday, September 14th, from 8:30-11am at Washington Park.

Housing Affordability and Community Services Committee

Mayor Miller announced that the Housing Affordability and Community Services committee meeting was postponed to a later date.

Planning Committee

Ms. Moulton reported from the Planning Committee meeting held earlier in the evening. The topics discussed included the development review process report being produced by the city's consultants, Matrix, and that it would be available for the Council and public review in the near term. She then described the multi-layered process that Matrix followed, which included interviewing individuals who had applied for permits, review of the code and processes with best practices recommendations that will be refined specifically to the staff's needs and then implemented. The committee also discussed the SmartGov software suite and associated challenges and ideas for using it more effectively, that a new Permit Coordinator will start in late September with the permit counter being open on Fridays beginning in October, and the possibility of instituting permitting appointments.

Mr. Young asked when the draft development review process report would be ready for the council to review.

Ms. Moulton responded that it would be available within the next month.

Personnel Committee

Mr. Fantini reported from the Personnel Committee meeting held September 4th. The topics discussed included a recruiting update, with three parks seasonal and three student recreation assistants being hired, seven of the eight exits being for seasonal positions, and four active openings. He then announced that the Fire and Police departments were nearing full staffing levels. Mr. Fantini added that the committee also received a briefing from Police Chief Dave Floyd on overtime. Ms. Cleland-McGrath added, regarding police overtime, that there were similar levels of hours the past two years, and that even though the department would be fully staffed, the overtime numbers would likely not decrease in a significant way. She also mentioned that with full staffing levels, personnel overlap would lead to decreased response time for calls and the capacity to serve at community events with reimbursement from the supported organizations for a portion of that overtime. Mr. Young added that the conversation informed how public safety is paying close attention to their expenditures to conserve funds and work more efficiently.

Mr. Fantini mentioned the successful Anacortes Music Project festival over the weekend.

Public Comment

Mayor Miller invited the public to comment on any item not on the agenda and the City Council Procedures discussion.

Public comment was given as follows:

Pat Gardner of Anacortes asked if there was some way for the public to verify on the website if council committee meetings would in fact take place?

Mr. Walters responded that sometimes committee meetings are canceled, though the meeting times rarely change from the published schedule.

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 September 2, 2025

b. Approval of claims in the amount of \$595,618.61

The following vouchers/checks were approved for payment:

EFT numbers: 113459 through 113490, total \$572,335.57

Check numbers: 113491 through 113502, total \$11,877.39

Wire transfer numbers: 375369 through 375458, total \$11,405.65

c. Contract Award: Grand View Cemetery Columbariums #25-228-PRK-001

d. Contract Modification: Anacortes Public Library Young Adults Interior Renovation Project #23-192-LIB-003

e. Ordinance 5004: Amending AMC Section 5.04.030 Regarding Business Licensing

Other Business

City Council Procedures & Committee Structure Workshop

Administrative Services Director Emily Schuh and City Attorney Darcy Swetnam facilitated the round-table conversation regarding City Council procedures between the mayor, council and department heads, referring to a slide presentation that was added to the packet materials for the meeting. Other department heads present included Planning Community and Economic Development - John Coleman; Parks and Recreation – Jonn Lunsford; Human Resources and Labor Relations – Kendall Moyle; Library – Jeff Vogel; Public Works – Andrew Rheume; Police – Chief Dave Floyd; Fire and Emergency Medical Services – Chief Bill Harris; and Finance Director and City Clerk – Steve Hoglund.

Discussion topics included:

- Committee Structure
- Conduct of Meetings
- City Council Agendas
- Public Comment

Adjournment

There being no further business, at approximately 8:35 pm, the Anacortes City Council meeting of September 8, 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 September 15, 2025 City Council meeting:**
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
375801	4/14/2025	1200713412	HDR ENGINEERING, INC	COMBINED SEWER OVERFLOW PUMP STATION DESIGN - 1/26/25- 3/29/25	\$ 6,269.06	pw1
375705	6/5/2025	1606523	LIFE ASSIST, INC	CRICOTHYROTOMY IT	\$ 25.39	medic
375799	6/12/2025	1200729105	HDR ENGINEERING, INC	WTP FILTER AND BACKWASH STUDY - 2/23/25-5/31/25	\$ 5,003.94	dwtpt
375800	6/12/2025	1200729812	HDR ENGINEERING, INC	COMBINED SEWER OVERFLOW PUMP STATION DESIGN - 5/4/25- 5/31/25	\$ 3,724.37	pw1
374206	7/24/2025	7869-1	THE SHERWIN WILLIAMS CO	PAINT FOR REPAIR/MAINTENANCE	\$ 131.54	dwtpt
375550	7/31/2025	00120011	OWEN EQUIPMENT COMPANY	SERVICE FOR VEHICLE #6000	\$ 1,364.92	dshop
375773	7/31/2025	43904	SKAGIT SOILS, INC.	SUPPLIES FOR WATER MAINTENANCE	\$ 309.51	wdist
375797	7/31/2025	Pay App 2	FABER CONSTRUCTION CORP	SEWER PUMP STATION NO. 16 UPGRADE	\$ 344,740.02	pw1
375607	8/5/2025	CA12	AIRSTRIKE BIRD CONTROL INC	CITY HALL BIRD ABATEMENT - 8/1/25 - 8/15/25	\$ 1,950.00	pw1
375802	8/7/2025	34625	ANCHOR QEA, INC	A AVENUE LANDFILL MATTER NO. 200	\$ 457.75	pw1
375780	8/11/2025	8498 30 017 0464628	COMCAST	WA PARK INTERNET SERVICE	\$ 113.16	parks1
375787	8/15/2025	P0001-115A	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - JULY 2025	\$ 3,325.00	dwwtp
375789	8/15/2025	P0001-115B	QCC QUALITY CONTROLS CORP.	WWTP TEMPORARY/EMERGENCY PORTABLE PS CONTROL PANEL - JULY 2025	\$ 8,712.50	dwwtp
375790	8/15/2025	P0001-116	QCC QUALITY CONTROLS CORP.	WWTP TEMPORARY/EMERGENCY PORTABLE PS CONTROL PANEL - PANEL HARDWARE	\$ 9,847.49	dwwtp
375783	8/19/2025	26-WAG994323-1	DEPARTMENT OF ECOLOGY	HEART LAKE PERMIT	\$ 530.00	parks1
375606	8/20/2025	6121554137	VERIZON WIRELESS	SCADA COMMUNICATION	\$ 1,246.77	dwwtp
375777	8/20/2025	999100851955	GALE/CENGAGE LEARNING, INC	CENGAGE/GALE DATABASE SUBSCRIPTION 2025-2026	\$ 539.65	publib

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
375708	8/25/2025	19951	WILSON ENGINEERING, LLC	WWTP PUMP STATION 16 RECONSTRUCTION - DESIGN - THROUGH 8/22/25	\$ 22,042.56	pw1
375464	8/26/2025	132401	VECA ELECTRIC & TECHNOLOGIES	GENERATOR REPLACEMENT PROJECT - FRR7932/FRR7933/FRR7934	\$ 139,831.98	pw1
375609	8/26/2025	41600571200	LES SCHWAB TIRE CENTERS	SERVICE FOR VEHICLE #033	\$ 54.39	dshop
375805	8/27/2025	1254	COLUMBIA BASIN WATER WORKS INC	INDUSTRIAL WATER METERS FIELD TESTING	\$ 5,465.60	dwwtp
375788	8/27/2025	9350018022	GRAYBAR ELECTRIC COMPANY, INC	FIBER OPTIC FUSION SPLICER	\$ 5,354.48	fiber
375794	8/27/2025	IN964509	NOANET	OUTSIDE PLANT ENGINEERING SUPPORT	\$ 40.50	fiber
375485	8/28/2025	360-299-0973-1017915	ZIPLY FIBER	WWTP PHONE LINE 8/28-9/27/25	\$ 550.55	dwwtp
375610	8/28/2025	826591	BLADE CHEVROLET, INC	PART FOR VEHICLE #196	\$ 138.47	dshop
375796	8/28/2025	B20192960	SHI INTERNATIONAL CORP.	WTP & AFD CELLULAR MODEM PURCHASE	\$ 6,170.82	infosys
375472	8/29/2025	53287414	UNIVAR USA INC	WTP SODIUM HYDROXIDE (CAUSTIC) 25%	\$ 6,822.72	dwwtp
375539	8/29/2025	53780	ZUMAR INDUSTRIES, INC.	SUPPLIES FOR STREET DEPT	\$ 1,272.98	dshop
375795	8/29/2025	B20199986	SHI INTERNATIONAL CORP.	WTP & AFD CELLULAR MODEM PURCHASE	\$ 22,808.51	infosys
375537	8/29/2025	I7112773	HD FOWLER COMPANY INC	SUPPLIES FOR WATER MAINTENANCE	\$ 1,444.75	wdist
375798	8/29/2025	Pay App 3	FABER CONSTRUCTION CORP	SEWER PUMP STATION NO. 16 UPGRADE	\$ 373,675.56	pw1
375696	8/31/2025	00010	ZERVAS GROUP ARCHITECTS	WWTP ADMINISTRATION BUILDING ADDITION - DESIGN	\$ 4,443.75	pw1
375545	8/31/2025	14425	PETDATA, INC	PETDATA LICENSING FEES AUGUST	\$ 500.00	finance
375536	8/31/2025	333587	LAKESIDE INDUSTRIES, INC.	SUPPLIES FOR WATER MAINTENANCE	\$ 792.69	wdist
375779	8/31/2025	45442	ORCA INFORMATION, INC	BACKGROUND INVESTIGATIONS	\$ 1,065.00	hr
375615	8/31/2025	5080122	UTILITIES UNDERGROUND LOCATION	AUGUST LOCATE TICKETS	\$ 247.05	dshop
375491	8/31/2025	51867234	LINDE GAS & EQUIPMENT INC.	MAINTENANCE SUPPLIES	\$ 491.10	dwwtp
375704	8/31/2025	56772	PACIFIC SECURITY	SECURITY DETAIL COURT DAYS	\$ 705.47	court
375707	8/31/2025	9020577002	LANGUAGE LINE SERVICES, INC	TELEPHONE INTERPRETER SERVICES	\$ 25.75	court
375791	8/31/2025	9350057602	GRAYBAR ELECTRIC COMPANY, INC	FIBER OPTIC CABLE	\$ 4,748.17	fiber

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
375807	8/31/2025	Apr-Aug2025	BOYS & GIRLS CLUBS	FUNDING AGREEMENT - LUNCH PROGRAM - APRIL THRU AUGUST 25	\$ 1,880.00	finance
375482	8/31/2025	CL94922	NELSON-REISNER DISTRIBUTOR INC	VEHICLE FUEL - AUGUST	\$ 30,603.19	finance
375803	8/31/2025	IN964877	NOANET	DEDICATED INTERNET ACCESS - AUG 2025	\$ 4,310.00	fiber
375793	8/31/2025	IN964962	NOANET	OUTSOURCED NOC SERVICES - AUG 2025	\$ 11,913.50	fiber
375473	8/31/2025	INV-5564912	UNITED SITE SERVICES, INC	PENN AVE PORTA POTTY 8/1/25 - 8/31/25	\$ 210.25	dwtpt
375709	9/1/2025	052-0010-00	CITY OF ANACORTES	OPS: 8/1-8/31/2025	\$ 1,747.72	dshop
375608	9/1/2025	1400532-0043-8	WASTE MANAGEMENT	AUGUST 2025 CONTRACTED SERVICES	\$ 158,803.08	finance
375781	9/1/2025	150923	VENTEK INTERNATIONAL	WA PARK PAY STATION MONITORING 9/1-9/30/25	\$ 270.00	parks1
375612	9/1/2025	1538-0925	DXTEL LLC	ONLINE MARKETING LIBRARY SUBSCRIPTION, SEPT 2025	\$ 895.00	fiber
375614	9/1/2025	190-1840-00	CITY OF ANACORTES	UTILITY BILL FOR WWTP	\$ 8,372.67	dwwtp
375761	9/1/2025	202	THRIFTY CLEANERS	UNIFORM CLEANING 8/1-8/31/25	\$ 126.09	apd
375480	9/1/2025	2761677-0043-0	WASTE MANAGEMENT	WTP TRASH ACCT#22-79868-03009 , RECYCLE PICKUP - 8/1/25 - 8/31/25	\$ 303.42	dwtpt
375792	9/1/2025	Cogent-250901	COGENT COMMUNICATIONS, LLC	BACKUP INTERNET, SEPT 2025	\$ 3,705.87	fiber
375681	9/2/2025	1633589	LIFE ASSIST, INC	GAUZE, BANDAGES, SPONGES, NEBULIZERS	\$ 967.29	medic
375774	9/2/2025	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 8/2-9/2/2025	\$ 18.47	publib
375775	9/2/2025	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M ST 8/2-9/2/2025	\$ 31.23	publib
375619	9/2/2025	2025-08-01-ANACORTES	PERISCOPE LEGAL	PUBLIC DEFENSE SERVICES - AUGUST 2025	\$ 23,750.00	admsrv
375546	9/2/2025	220025931985	PUGET SOUND ENERGY INC	CHERRY LN & ORCHARD AVE ST LIGHTS: 8/2-9/2/25	\$ 12.73	dshop
375547	9/2/2025	220030712800	PUGET SOUND ENERGY INC	STREET LIGHTS: 8/2-9/2/25	\$ 8.04	dshop
375543	9/2/2025	300000290043	PUGET SOUND ENERGY INC	STREET LIGHTS: 7/2-8/1/25	\$ 7,806.56	dshop
375542	9/2/2025	XA116019113:01	RWC INTERNATIONAL	PARTS FOR VEHICLE #221	\$ 46.52	dshop
375474	9/3/2025	00999-WOLFE	CAMPBELL LAW FIRM	PUB DEF CONFLICT	\$ 280.00	pubdef
375479	9/3/2025	01002-CHRISTIAN	CAMPBELL LAW FIRM	PUB DEF CONFLICT	\$ 140.00	pubdef
375477	9/3/2025	01006-RODARTEHERNAND	CAMPBELL LAW FIRM	PUB DEF CONFLICT	\$ 70.00	pubdef

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
375478	9/3/2025	01007-HERNANDEZ	CAMPBELL LAW FIRM	PUB DEF CONFLICT	\$ 20.00	pubdef
375475	9/3/2025	01008-WILLIAMS	CAMPBELL LAW FIRM	PUB DEF CONFLICT	\$ 230.00	pubdef
375476	9/3/2025	01059-VAGEN	CAMPBELL LAW FIRM	PUB DEF CONFLICT	\$ 110.00	pubdef
375484	9/3/2025	1100000146	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - UCMR 5	\$ 415.00	dwtpt
375552	9/3/2025	1100000158	EUROFINS ENVIRONMENT TESTING	LAB TESTING - MERCURY EFFICIENCY SPC TESTING	\$ 903.56	dwwtpt
375786	9/3/2025	14576993	BROWN AND CALDWELL	WWTP INCINERATION EVALUATION/SOLIDS SYSTEM PLANNING - 7/25/25 - 8/21/25	\$ 8,349.00	dwwtpt
375481	9/3/2025	183-1	SKAGIT COUNTY INVESTIGATIONS	PROFESSIONAL SERVICES	\$ 312.50	pubdef
375616	9/3/2025	200012505505	PUGET SOUND ENERGY INC	WTP 8/1/25 - 8/31/25	\$ 121,218.79	dwtpt
375540	9/3/2025	2666-4	THE SHERWIN WILLIAMS CO	SUPPLIES FOR STREET DEPT	\$ 27,572.10	dshop
375486	9/3/2025	AUG 25	THE LAW OFFICE OF	PROS ATTY SERVICES- AUG	\$ 8,700.00	attorney
375487	9/3/2025	CC AUG 25	THE LAW OFFICE OF	PROS ATTY SERVICES- CC	\$ 1,760.00	attorney
375764	9/3/2025	I2601175	WASHINGTON STATE PATROL	BACKGROUND CHECKS; AUGUST 2025	\$ 144.00	apd
375776	9/3/2025	RefundHagen	HAGEN, RHONDA	REFUND FOR FEES PAID, BOOK RETURNED	\$ 15.00	publib
375682	9/4/2025	0002481263	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCES	\$ 125.62	medic
375549	9/4/2025	1901	ELECTRONIC MOBILE SOLUTIONS	EMERGENCY VEHICLE UP-FITTING SERVICES	\$ 4,308.48	pw1
375804	9/4/2025	25-002-03	HLN ENGINEERING	6TH ST & MINNESOTA AVE PARK PROJECT - CONCEPTUAL DESIGN	\$ 1,140.00	parks1
375613	9/4/2025	385279	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 82.57	pwfac
375538	9/4/2025	53840	ZUMAR INDUSTRIES, INC.	SUPPLIES FOR STREET DEPT	\$ 255.60	dshop
375548	9/4/2025	INV-27331	SKAGIT SIGN CO	SERVICE FOR EQUIP #2008 & #2009	\$ 369.39	dshop
375551	9/4/2025	Pay App 4	SUMMITX CONTRACTORS, INC	2025 WATERLINE REPLACEMENTS	\$ 287,463.91	pw1
375533	9/4/2025	ReimbHamburg	HAMBURG, CORRIN	REIMBURSEMENT FOR AIR TRAVEL	\$ 108.30	dwwtpt
375534	9/4/2025	ReimbHamburg	HAMBURG, CORRIN	REIMBURSEMENT FOR AIR TRAVEL	\$ 158.30	dwwtpt
375759	9/5/2025	10507-1	ANACORTES TOWING, LLC	TOWING APD CASE 25-A05769	\$ 208.90	apd
375758	9/5/2025	1694	FIDALGO CLEANING	APD CLEANING & SUPPLIES 8/25-9/7/25	\$ 905.00	apd
375698	9/5/2025	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP 8/5-9/4/25	\$ 2,923.02	dwtpt

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
375772	9/5/2025	629187	HUGHES FIRE EQUIPMENT, INC.	PARTS FOR VEHICLE #222	\$ 23.57	dshop
375697	9/5/2025	90292605	CHEMTRADE CHEMICALS US LLC	WTP ALUMINUM SULFATE LIQ STD	\$ 7,505.99	dwtpt
375785	9/5/2025	9350117065	GRAYBAR ELECTRIC COMPANY, INC	CONDUIT SWEEPS	\$ 977.26	fiber
375766	9/5/2025	APD6553	BESTLINE LTD	APD POLOS; NEW OFFICERS	\$ 69.00	apd
375706	9/8/2025	1234	BE ENTERPRISES LLC	2025 WTP JANITORIAL SERVICES - AUGUST 2025	\$ 1,120.00	dwtpt
375703	9/8/2025	1235	BE ENTERPRISES LLC	2025 JANITORIAL SERVICES - AUGUST 2025	\$ 11,227.30	pw1
375694	9/8/2025	141-0120-01	WALKER, BRETT	UB Refund Cst #064124	\$ 138.06	finance
375689	9/8/2025	142-9200-02	NELSON, MICHAEL	UB Refund Cst #060744	\$ 20.66	finance
375688	9/8/2025	143-1180-04	ROBINSON, CYNTHIA	UB Refund Cst #059992	\$ 156.52	finance
375691	9/8/2025	145-1700-02	JOSEPH MIOLANO TRUST	UB Refund Cst #061060	\$ 324.48	finance
375699	9/8/2025	2025-08	GDIXONLAW	PUB DEF CONFLICT AUGUST	\$ 2,470.00	pubdef
375687	9/8/2025	210-4920-01	REISNER FAMILY PROPERTIES LLC	UB Refund Cst #058970	\$ 124.72	finance
375690	9/8/2025	220-2111-01	PETERSON, DONALD	UB Refund Cst #060790	\$ 26.90	finance
375806	9/8/2025	220021901958	PUGET SOUND ENERGY INC	1958 PW TSUNAMI WARNING 8/7 9/5/25	\$ 10.89	dwwtpt
375685	9/8/2025	250-1200-01	SWANFIELD LLC	UB Refund Cst #044902	\$ 145.00	finance
	Total				\$ 1,746,818.64	



City Council Agenda Bill

Meeting Date: September **Agenda Item:** 5.c.
15, 2025

Agenda Item Title: Special Event: Walk With Santa Holiday Parade

Staff Contact(s): Stephanie Snyder

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Stephanie Snyder	Motion
John Coleman	

Item Summary: The annual Walk With Santa parade is sponsored by the Lions Club. The procession will include the town crier, city Mayor, firetrucks, club entries and floats. This event occurs on Dec. 6 2025 and the parade begins at 11am. The road closure will be on Commercial Ave from 2nd St to 10th Street, turning West to N Ave and back to starting point to disperse. The street closure begins at 9am and ends at 1pm per the application.

Budget Impact:
0

Previous Action: Approved in 2024

Recommended Motion: Approve event

Alternative Actions: Disapprove or Modify

Attachments (listed in order presented):

1. Application Walk w Santa.2025.staff approvals completed
2. Indemnification.Walk w Santa 2025
3. SANTA PARADE MAP (2)



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 *

9/4/2025

Event Name *

Walk With Santa Holiday Parade

Event Type

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

Applicant/Organization Name *

Anacortes Lions Club

Mailing Address *

P O Box 61, Anacortes Wa 98221

Event Contact Person *

Cathryn Woods

Event Contact Email *

lioncatowoods@gmail.com

Event Contact Phone *

360-708-9314

Event Website

<https://e-clubhouse.org/sites/anacortes/calendar.php>

Estimated Number of Participants/Attendees *

300

Event Description *

Annual Lions "Walk With Santa" Holiday Parade with Town Crier leading the Mayor, Firetrucks, Club entries & floats, and individual walkers to welcome the holiday season to Anacortes

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 *

12/6/2025

Time Event Starts *

10:00:00

AM ▾

Date Event Ends *

12/6/2025

Time Event Ends *

12:00:00

PM ▾

Does the event require a street closure? *

☒ Yes

☐ No

Date Street Closure Starts *

Include requested closures before and after the event hours if required for set up and tear down.

12/6/2025

Time Street Closure Starts *

9:00:00

AM ▾

Date Street Closure Ends *

12/6/2025

Time Street Closure Ends *

1:00:00

PM ▾

Event Location *

List end points of each street that will be closed (e.g. 6th Street from O Ave to Q Ave). Also include location and dimensions of any structures that will be erected and locations of the event that will not be on city street right of way.

2nd Street to 10th, to O Avenue on 2nd and 3rd and 10th Street to N Ave, turning corner there to head back to starting point to disperse

Parking Location

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

Event Map (optional)

Upload one or more maps of the event

Upload

SANTA PARADE MAP.pdf 346.9KB

Indemnification Agreement*

Upload scan of SIGNED indemnification agreement

Upload

indemnification form Updated 9... 129.46KB

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

Cathryn (Cato) Woods

Admin Review

Council Meeting Date*

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

9/15/2025

Staff Review Deadline*

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

9/8/2025

Administrator comments and conditions of approval

Insurance Certificate

Upload

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 *

Please provide required insurance and traffic control plan.

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.

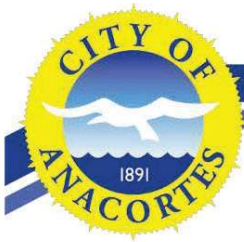
Upload

Comments

2000 characters left

Council Packet Complete

Cancel Application



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: Sept 4, 2025

Cathryn (Cato) Woods Secretary
Name and Title – Printed

Cathryn (Cato) Woods
Signature

Anacortes Lions Club
Name and Title – Printed

Cathryn (Cato) Woods
Signature



Parade Start 11:00am
Line Up 10:00am
2nd St & Commercial:
Town Crier 1
Flag Bearers
Mayor
Santas Cars with Classic C
& Marathon & EM
Line Up 3rd & Commercial: (going
Lions Trucks, Band, Choir
Lining up on 3rd & O:
Floats, Vans, Busses, Walk
Lining Up on 2nd near Cortland
Equestrian, Horse Trolley & 4H



City Council Agenda Bill

Meeting Date: September **Agenda Item:** 5.d.
15, 2025

Agenda Item Title: Special Event: Coastal Christmas Tree Lighting

Staff Contact(s): Stephanie Snyder

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Stephanie Snyder	Motion
John Coleman	

Item Summary: Annual Christmas tree lighting in the parking lot of the Anacortes Chamber of Commerce. There will be performances in the parking lot with overflow onto Commercial and 9th Ave. The event is on Dec 5th and begins at 6pm lasting one hour until 7pm. Road closure will begin at 5pm and end at 7pm closing the intersection around the Chamber, at 9th & O and 9th and Q including Commercial Ave from 8th to 10th Streets.

Budget Impact:
Included in Chamber of Commerces annual budget.

Previous Action: Approved in 2024

Recommended Motion: Approve

Alternative Actions: Disapprove or modify

Attachments (listed in order presented):

1. Coastal Christmas Tree Lighting application 2025
2. Christmas Tree Lighting Map
3. Indemnification Christmas Tree Lighting 2025



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 *

8/29/2025

Event Name *

Coastal Christmas Tree Lighting

Event Type

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

Applicant/Organization Name *

Anacortes Chamber of Commerce

Mailing Address *

819 Commercial Ave, Ste F

Event Contact Person *

Jordan Weeks

Event Contact Email *

jordan@anacortes.org

Event Contact Phone *

360-293-7911

Event Website

Estimated Number of Participants/Attendees ***Event Description ***

Tree lighting and stage performances in the Chamber parking lot, with overflow into Commercial Ave and 9th St.

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 ***Time Event Starts *** ▼**Date Event Ends *****Time Event Ends *** ▼**Does the event require a street closure? ***

☒ Yes
☐ No

Date Street Closure Starts *

Include requested closures before and after the event hours if required for set up and tear down.

Time Street Closure Starts * ▼**Date Street Closure Ends *****Time Street Closure Ends *** ▼**Event Location ***

List end points of each street that will be closed (e.g. 6th Street from O Ave to Q Ave). Also include location and dimensions of any structures that will be erected and locations of the event that will not be on city street right of way.

Closed on 9th St at O Ave and Q Ave. And closed on Commercial Ave from 8th St to 10th St.

Parking Location

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

Event Map (optional)

Upload one or more maps of the event

Upload

road closure map 2023.jpg 35.47KB

Indemnification Agreement*

Upload scan of SIGNED indemnification agreement

Upload

doc02080620250829144822.pdf 300.99KB

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

Jordan Weeks

Admin Review

Council Meeting Date*

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

9/15/2025

Staff Review Deadline*

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

9/8/2025

Administrator comments and conditions of approval

Insurance Certificate

Upload

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 *

Please provide required insurance and a traffic control plan for the closed portion of Commercial.

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.

Upload

Comments

2000 characters left

Council Packet Complete

Cancel Application





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.

Name and Title – Printed

Signature



City Council Agenda Bill

Meeting Date: September 15, 2025 **Agenda Item:** 5.e.

Agenda Item Title: Special Event: Bier Near the Pier

Staff Contact(s): Stephanie Snyder

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

Stephanie Snyder
John Coleman

Motion

Item Summary: Annual event taking place the first weekend in October (Friday-Sat, Oct 3 & 4th) 20 breweries and cideries will participate with stationed tasting tables. Fees will be charged in the form of ticket sales and provide 5 oz tasting glasses to participants. Live music and 3 to 4 food trucks. This event will take place in the Depot as well as the plaza out back. The Chamber is working together with the Anacortes Farmers Market to make room for the event on Saturday. There will be security fencing and security guards for the weekend. This is for 21 and older adults only.

Budget Impact:

2025 LTAC Funds approved and provided for tent costs of \$42,000. This event was previously held in the Transit Shed and must use tents for the current event.

Previous Action: Approved in 2024

Recommended Motion: Approve

Alternative Actions: Disapprove or modify

Attachments (listed in order presented):

1. Bier Near the Pier Event application.2025
2. BNP Map 2025
3. BNP Indem.2025



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 *

8/29/2025

Event Name *

Bier Near the Pier

Event Type

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

Applicant/Organization Name *

Anacortes Chamber of Commerce

Mailing Address *

819 Commercial Ste F

Event Contact Person *

Jordan Weeks

Event Contact Email *

jordan@anacortes.org

Event Contact Phone *

360-293-7911

Event Website

Estimated Number of Participants/Attendees ***Event Description ***

This event takes place on Friday, Oct 3 (5-8), Saturday, Oct 4 (12-3), and Oct 4 (4-7). Attendees purchase tickets to this event, which include a program, a 5-oz tasting glass, 8 tasting tickets, and 21+ identifiable wristband. There will be 20 breweries/cideries stationed at tables with 2 or 3 styles of beers/ciders to pour in the 5-oz glass in exchange for a ticket. There will be live music, and 3-4 food trucks. The event will take place inside the Depot Center as well as the plaza out back. Adequate WSLCB fencing will be in place, and we will have security guards there for the entirety of the weekend.

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 ***Time Event Starts *** ▼**Date Event Ends *****Time Event Ends *** ▼**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.

The gravel lot behind South of the Depot Center, accessible from Market Rd.

Event Map (optional)

Upload one or more maps of the event

[BNP Map.pdf](#)

224.73KB

Indemnification Agreement *

Upload scan of SIGNED indemnification agreement

[doc02080320250829143310.pdf](#)

304.84KB

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

Jordan Weeks

Admin Review

Council Meeting Date *

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

9/15/2025 

Staff Review Deadline *

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

9/8/2025

Administrator comments and conditions of approval

Insurance Certificate

Upload

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 *

Please provide insurance.

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.

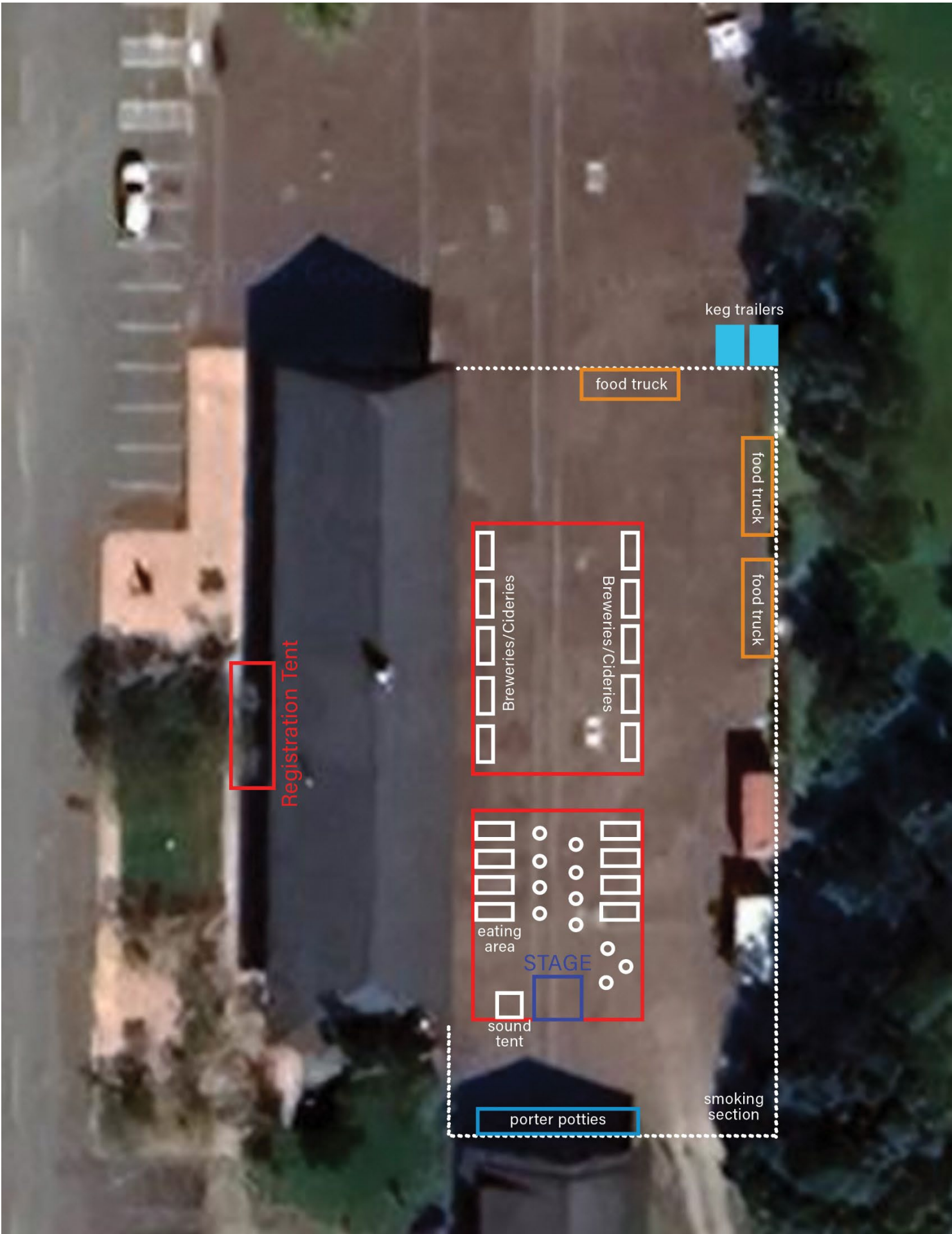
Upload

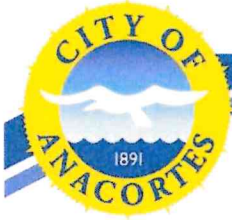
Comments

2000 characters left

Council Packet Complete

Cancel Application





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: 8-29-25

<u>Jordan Weeks</u>	<u>Events +</u>	
Name and Title – Printed	<u>Communications</u>	Name and Title – Printed
	<u>Coordinator</u>	

[Signature]
Signature

Signature



City Council Agenda Bill

Meeting Date: September **Agenda Item:** 5.f.
15, 2025

Agenda Item Title: Special Event: Downtown Anacortes Trick or Treat

Staff Contact(s): Stephanie Snyder

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Stephanie Snyder	Motion
John Coleman	

Item Summary: Annual downtown event on Halloween with road closure from 3-6 pm on Commercial Avenue between 3rd & 10th. This will allow citizens and kids in costumes to trick or treat the local business community and remain safe from traffic crossing Commercial.

Budget Impact:
0

Previous Action: Approved in 2024

Recommended Motion: Approve

Alternative Actions: Disapprove or modify

Attachments (listed in order presented):

1. Application 2025.TrickOrTreat
2. Trick or Treat 2025 Map
3. Indem.Trick or Treat 2025



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 *

9/2/2025

Event Name *

Downtown Anacortes Trick or Treat

Event Type

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

Applicant/Organization Name *

Downtown Anacortes Alliance

Mailing Address *

P.O. Box 703 Anacortes, WA 98221

Event Contact Person *

Caprice Bents

Event Contact Email *

cbents@downtownanacortes.org

Event Contact Phone *

360.982.6830

Event Website

downtownanacortes.org

Estimated Number of Participants/Attendees ***Event Description *****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 ***Time Event Starts *** ▼**Date Event Ends *****Time Event Ends *** ▼**Does the event require a street closure? ***

☒ Yes
☐ No

Date Street Closure Starts *

Include requested closures before and after the event hours if required for set up and tear down.

Time Street Closure Starts * ▼**Date Street Closure Ends *****Time Street Closure Ends *** ▼**Event Location ***

List end points of each street that will be closed (e.g. 6th Street from O Ave to Q Ave). Also include location and dimensions of any structures that will be erected and locations of the event that will not be on city street right of way.

Parking Location

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

Event Map (optional)

Upload one or more maps of the event

Upload

Trick or Treat 2025 Map.pdf 140.99KB

Indemnification Agreement*

Upload scan of SIGNED indemnification agreement

Upload

Indem.Trick or Treat 2025.pdf 403.91KB

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

Caprice J. Bents

Admin Review

Council Meeting Date*

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

9/15/2025 

Staff Review Deadline*

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

9/8/2025

Administrator comments and conditions of approval

Insurance Certificate

Upload

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 *

Please provide insurance and traffic control plan

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.

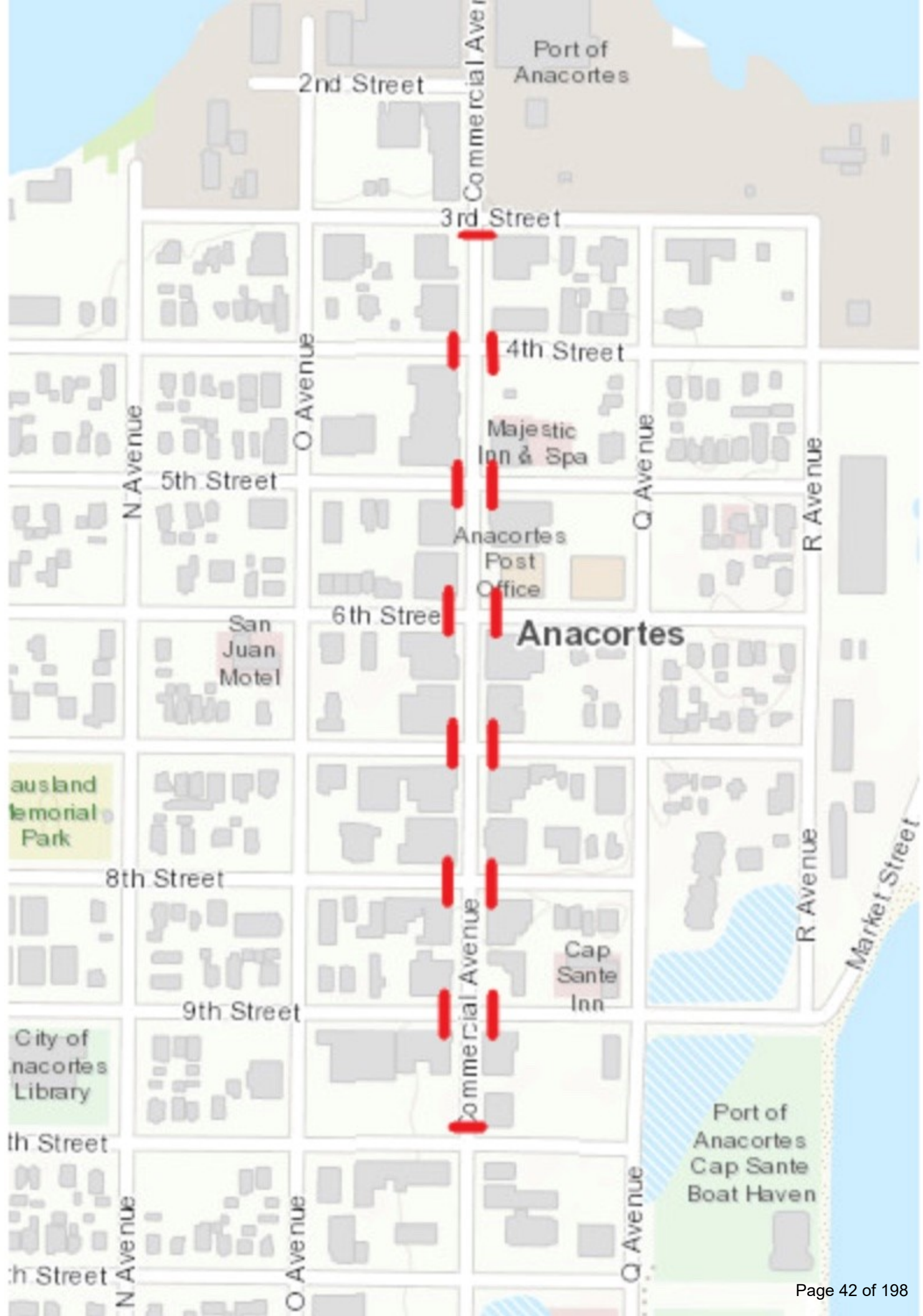
Upload

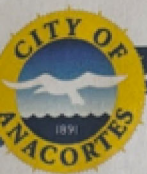
Comments

2000 characters left

Council Packet Complete

Cancel Application





SPECIAL EVENT INDEMNIFICATION AGREEMENT

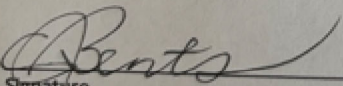
The undersigned applicant, by signing below, certifies that the applicant is the authorized officer of the sponsoring organization and agrees as follows:

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: September 2, 2025

Caprice Bents / Project Manager
Downtown Anacortes Alliance

Name and Title – Printed


Signature

Name and Title – Printed

Signature



City Council Agenda Bill

Meeting Date: September **Agenda Item:** 6.a.
15, 2025

Agenda Item Title: Downtown Anacortes Alliance Consumer Survey Presentation -
Jordan Hay

Staff Contact(s): John Coleman

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Greg Francioch	Presentation
John Coleman	

Item Summary: Jordan Hay, Executive Director of the Downtown Anacortes Association (DAA), will share some insights from the Consumer Survey that the DAA performed this spring/summer, as a brief update about what the DAA is up to recently.

Budget Impact:
NA

Previous Action:

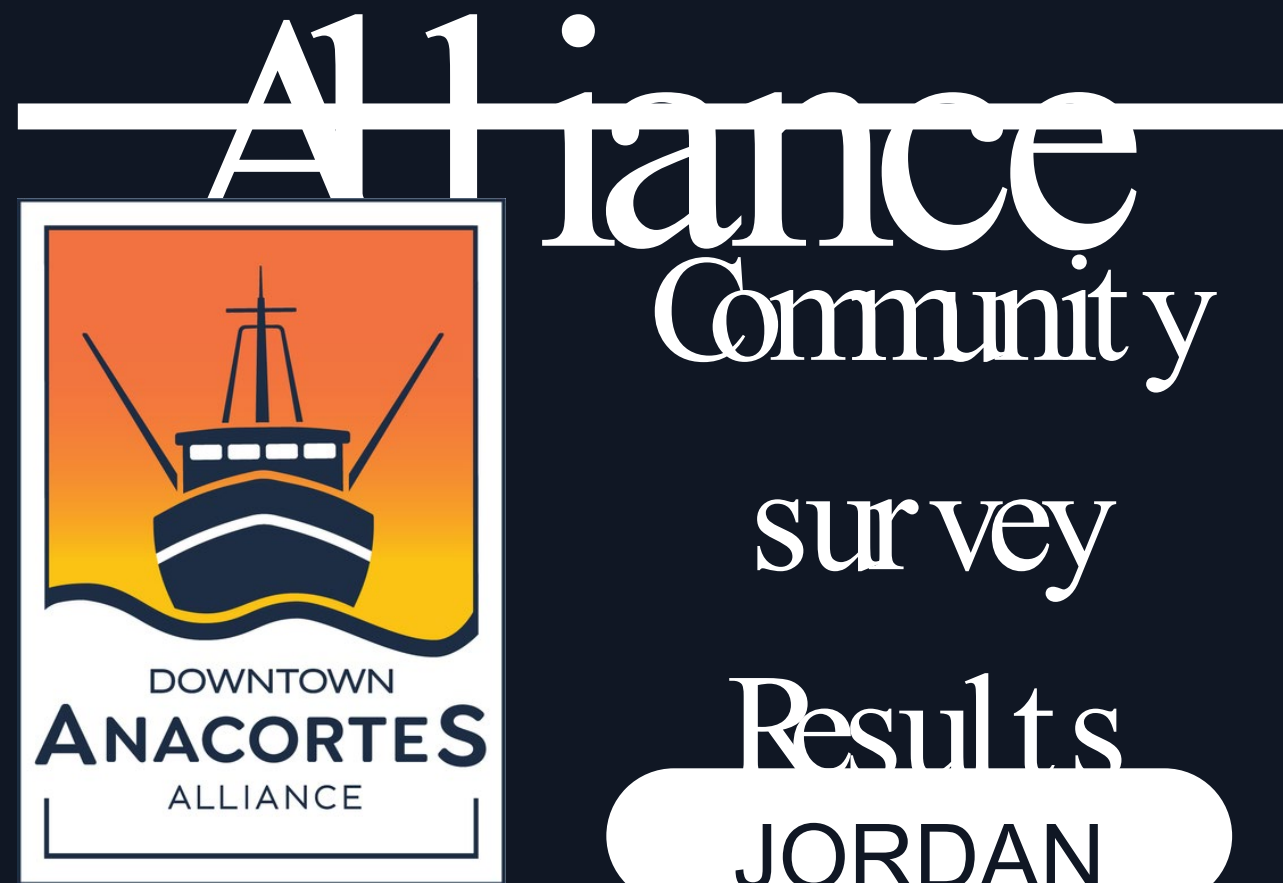
Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. DAA-Survey-for-City-Council - 092025

Downtown Anacortes



1 Alliance
Community

survey

Results
JORDAN





0

What we're
up to



Bring people downt own



Social Media (3k+ followers)

Whale of a Sale (6,000+ attendees)

Earth Day (2,500+)

Elves Night Out (700+)

Help people discover downtown businesses
they want to visit again and again



beautiful and cared for

30+ volunteers refreshed all planters
new façade grant program launched
Streetscape Plan underway



People make our Community



1,800 volunteer hours in
the first 6 months of 2025

Volunteer opportunities:
Committees, Halloween, Elves, Gardeners
DowntownAnacortes.com/volunteer

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2

New initiatives



BEFORE



AFTER



Example from Vancouver,
WA

Facade Grants

- Matching grants to help business and building owners improve storefronts.
- Supports projects like paint, signage, awnings, and architectural details.
- Already receiving applications in 2025, with plans to continue as a recurring program.

Local's

Pass

- 10% discount at 25+ participating downtown shops and restaurants.
- Thank-you to locals who keep downtown thriving year-round.
- Free card mailed to 8,000 households in Anacortes this fall.



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What the Community Told Us

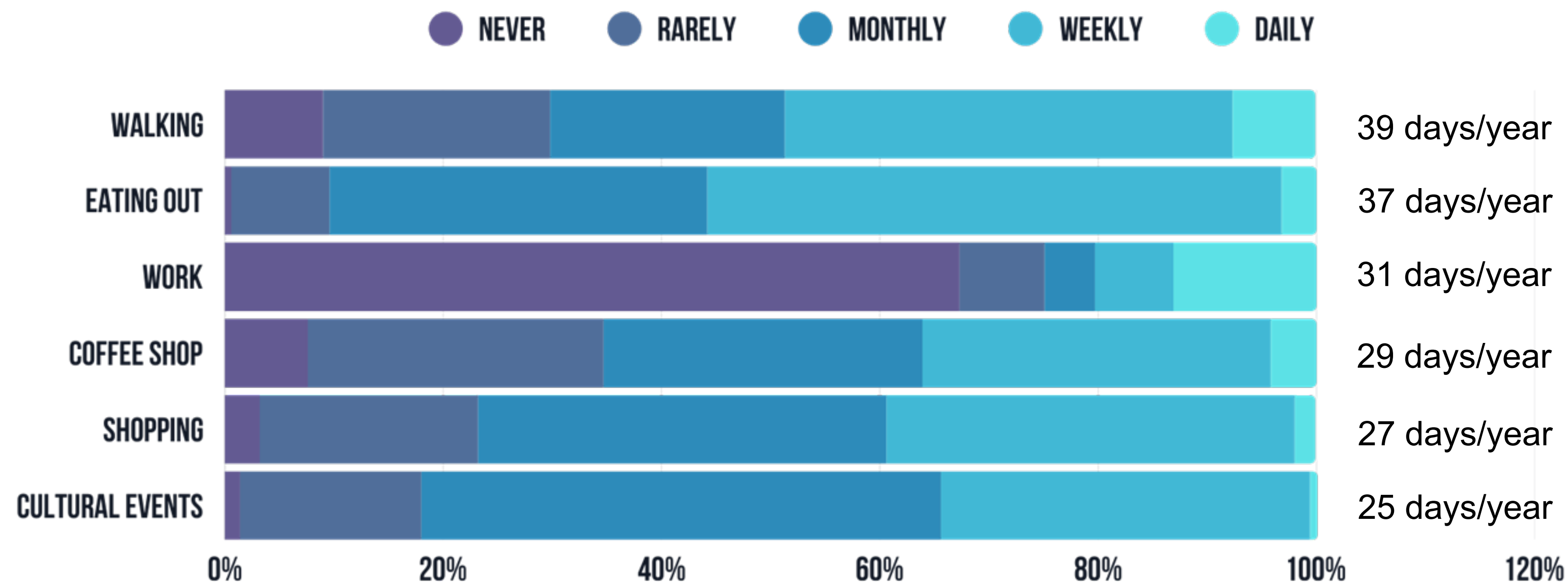


People Love Downtown

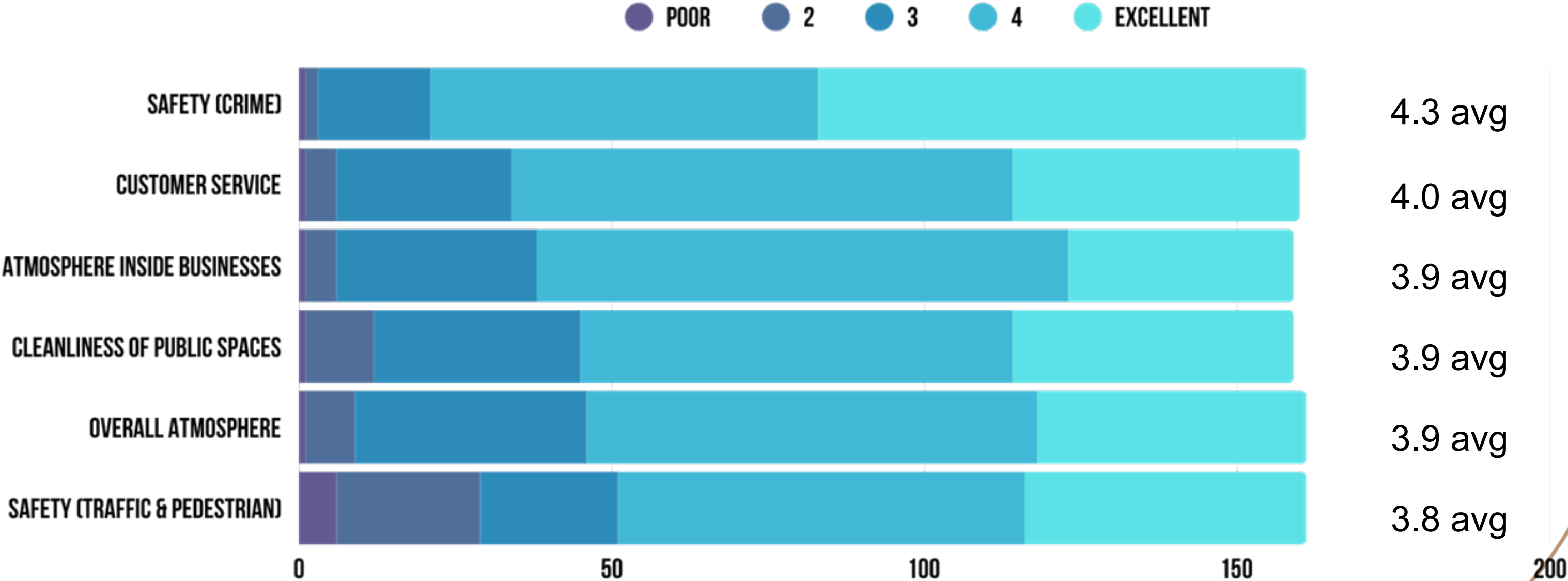
What Three Words Come to Mind When You Think About Downtown?



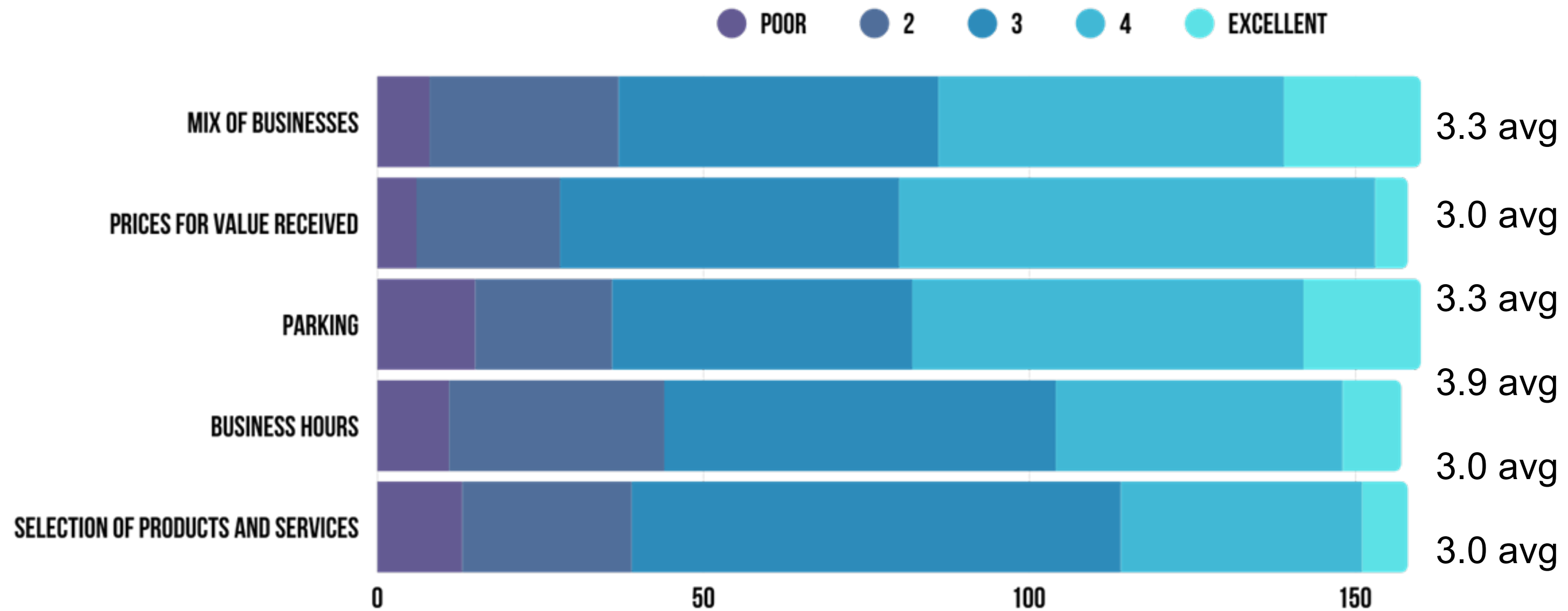
What brings people downtown



Strengths we can build on



Opportunities to improve





People love downtown but want more reasons to

- Top draw: dining
- Walking, shopping, events, and arts follow
- Desire for more everyday activity (coffee, grab-and-go, casual hangouts)



Events are strong and valuable

- Right number of events overall
- Arts Festival & Farmers Market are favorites
- Interest in more music, art, and family-friendly programming





Physical improvements n

- More places to sit, gather, and linger
- Safer crosswalks & pedestrian safety
- Beautification is a top priority

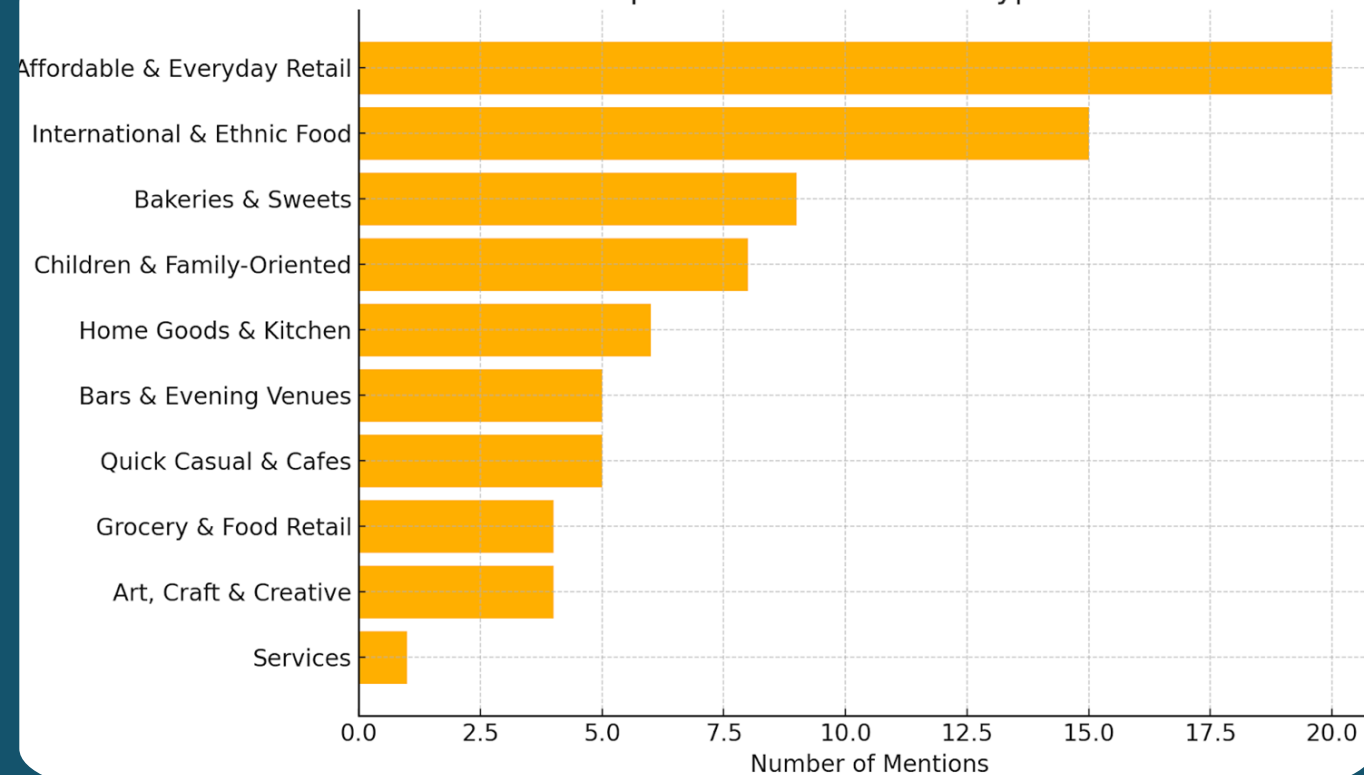




Businesses matter

- Interest in more diverse and affordable restaurants & shops
- Expanded evening and weekend hours
- Many want to start businesses if spaces were available and barriers lower

Most Requested New Business Types Downtown





Arts & culture are

- Arts are central to identity
 - 58% say arts are very important
- Community wants more visibility and accessibility
- Desire for integration into everyday downtown experience

THANKS



Full Survey



DowntownAnacortes.

org



City Council Agenda Bill

Meeting Date: September **Agenda Item:** 6.b.
15, 2025

Agenda Item Title: Resolution 3187: 2025 Lodging Tax Advisory Committee Appointments

Staff Contact(s): Ryan Walters

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

Greg Francioch

Resolution

Ryan Walters

John Coleman

STEVE HOGLUND

DARCY SWETNAM

Item Summary: Proposed Resolution 3187 will appoint the Lodging Tax Advisory Committee (LTAC) for 2025. [Anacortes Municipal Code Chapter 2.48](#) (and the statute) requires the Council to reappoint membership each year; one member of LTAC must be an elected city official, three members must be representatives of businesses that are required to collect the lodging tax, and three members must be involved in activities that are authorized to be funded by the lodging tax. We've recently received our third application for a hotelier representative and so are now ready to appoint the committee.

Several current members of the Lodging Tax Advisory Committee have confirmed they wish to be reappointed to the committee. The returning member(s) from businesses required to collect the tax are Travis Sherman (The Majestic Inn and Spa) and Jessica Ferguson (Nantucket Inn). The two returning members from groups authorized to receive funding are Sommer Carter (Anacortes Music Project) and Kristy Southard (Port of Anacortes). The City Council appointed Councilmember Ryan Walters chair of the committee for 2024-2025.

Budget Impact:

none

Previous Action:

Recommended Motion: I move to adopt Resolution 3187, approving the

appointment of Lodging Tax Advisory Committee members for 2025.

Alternative Actions:

Attachments (listed in order presented):

1. Resolution No. 3187 LTAC Membership 2025
2. Kendra McConnell LTAC app
3. Manpreet Dhaliwal LTAC app

RESOLUTION 3187

A RESOLUTION ESTABLISHING THE LODGING TAX ADVISORY COMMITTEE MEMBERSHIP FOR 2025

WHEREAS, the City Council adopted Chapter 2.38 AMC, setting requirements and rules for the Lodging Tax Advisory Committee (LTAC) consistent with RCW 67.28.1816 and 67.28.1817; and

WHEREAS, the City Council has authority to appoint LTAC members for the calendar year consistent with AMC 2.48.030.A; and

WHEREAS, the City Council appointed Councilmember Ryan Walters as LTAC chair for 2024-2025;

NOW THEREFORE, BE IT RESOLVED BY THE ANACORTES CITY COUNCIL THAT THE FOLLOWING PERSONS ARE NAMED AS LODGING TAX ADVISORY COMMITTEE MEMBERS FOR THE YEAR 2025:

Representing Lodging Tax Revenue-Generating Businesses:

1. Jessica Ferguson, Nantucket Inn
2. Travis Sherman, Majestic Inn & Spa
3. Manpreet Dhaliwal, Salish Inn and Cap Sante Inn

Representing Organizations Potentially funded by Lodging Tax Revenue

1. Sommer Carter, Anacortes Music Project
2. Kendra McConnell, Friends of the ACFL
3. Kristy Southard, Port of Anacortes

PASSED AND APPROVED by the City Council this 15th day of September 2025.

CITY OF ANACORTES

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk/Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, WSBA #40530
City Attorney



Talent Bank Application for Public Involvement

Thank you for your interest in serving on a Board or Commission! The City keeps all applications on file for two years and reviews them whenever there is an opening. If you are not selected right away, remember that many people apply and that there are not always openings available.

What position(s) are you interested in being considered for? *

Check all that apply

- | | |
|---|--|
| ☐ Anacortes Arts Commission | ☐ Civil Service Commission |
| ☐ Forest Advisory Board | ☐ Historic Preservation Board |
| ☐ Housing Authority Board | ☒ Lodging Tax Advisory Committee |
| ☐ Library Board of Trustees | ☐ Museum Advisory Board |
| ☐ Parks and Recreation Board | ☐ Planning Commission |

Applicant Information

First Name *

Kendra

Last Name *

McConnell

Preferred or Go-By Name

Ken

Address *

404 Commercial Ave

City, State ZIP *

Anacortes, WA 98221

Phone Number *

3602933725

Alternative Phone Number

Email *

kendra@friendsoftheacfl.org

Please describe your reasons for wanting to volunteer with the City of Anacortes *

I work for Friends of the ACFL and am on the planning committee for Earth Day in Anacortes, so have a vested interest in the success of tourism in Anacortes.

Please summarize your job-related skills, specialized training, or volunteer experience *

I work as the Outreach & Development Coordinator for Friends' and previously as a Marketing and Communications organizer for Camp Kirby. I have a degree in Business Administration with a Concentration in Management from Western Washington University and own an art business as well as previously owned an event planning business.

List professional, trade, business, or civic associations and any offices held *

None

List any additional information you would like us to consider *

Lynne Jordan, of the LTAC committee, is a personal and professional connection of mine.

Attachments

Please attach a resume and/or other biographical information if you wish.

References

Please provide the name and contact information for two references who are knowledgeable about your qualifications and skills relative to volunteering at the City of Anacortes.

First Reference Name *

Lynne Jordan

Email Address *

lpjordan3@gmail.com

Title/Position/Organization

Former Board Member, Friends of the Anacortes Community Forest Lands

Phone Number *

206.372.9634

Alternative Phone Number**Second Reference Name ***

Jordan Hay

Email Address *

jordanhay@downtownanacortes.org

Title/Position/Organization

Executive Director, Downtown Anacortes Alliance

Phone Number *

360.207.5770

Alternative Phone Number**Acknowledgements**

My signature affirms that all information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature *A rectangular box containing a handwritten signature in black ink that reads "Kendra McConnell".**Date ***

8/8/2025



Talent Bank Application for Public Involvement

Thank you for your interest in serving on a Board or Commission! The City keeps all applications on file for two years and reviews them whenever there is an opening. If you are not selected right away, remember that many people apply and that there are not always openings available.

What position(s) are you interested in being considered for? *

Check all that apply

- | | |
|---|--|
| ☐ Anacortes Arts Commission | ☐ Civil Service Commission |
| ☐ Forest Advisory Board | ☐ Historic Preservation Board |
| ☐ Housing Authority Board | ☒ Lodging Tax Advisory Committee |
| ☐ Library Board of Trustees | ☐ Museum Advisory Board |
| ☐ Parks and Recreation Board | ☐ Planning Commission |

Applicant Information

First Name *

Manpreet

Last Name *

Dhaliwal

Preferred or Go-By Name

Manny

Address *

906 9th St

City, State ZIP *

Anacortes, WA 98221

Phone Number *

8047043234

Alternative Phone Number

Email *

mdhaliwal1998@gmail.com

Please describe your reasons for wanting to volunteer with the City of Anacortes *

I would like to help promote the the tourism and lodging industry within Anacortes

Please summarize your job-related skills, specialized training, or volunteer experience *

Manager at the Salish and Cap Sante Inn

List professional, trade, business, or civic associations and any offices held *

N/A

List any additional information you would like us to consider *

N/A

Attachments

Please attach a resume and/or other biographical information if you wish.

References

Please provide the name and contact information for two references who are knowledgeable about your qualifications and skills relative to volunteering at the City of Anacortes.

First Reference Name *

Kulwinder Dhaliwal

Email Address *

anudhaliwal1@yahoo.com

Title/Position/Organization

Phone Number *

8045025338

Second Reference Name *

Russ Olivier

Title/Position/Organization

Alternative Phone Number

Email Address *

rolivier@viphgroup.com

Phone Number *

3608999666

Alternative Phone Number

Acknowledgements

My signature affirms that all information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature *

A rectangular box containing a handwritten signature in cursive script that reads "Manpreet Dhalival".

Date *

7/16/2025



MEMO

To: Anacortes City Council

From: George Kosovich, Skagit County Community Services Manager,
Monica Negrila, Skagit County Director of Strategic Initiatives

Date: September 10, 2025

RE: Regional Opioid Settlement Funds Proposal – North Star

Attachments: A. Power Point Presentation

Goal

The purpose of this presentation is to seek City Council feedback on the proposed allocation for opioid settlement funds, and to confirm continued support for three identified priority investments.

Background

As part of the North Star initiative, the participating jurisdictions in Skagit County have expressed interest in working collaboratively to invest opioid settlement funds in projects that maximize regional impact while meeting local needs. Priorities were identified during the June 6 Joint Meeting and serve as the basis for the current proposal.

The Opioid Settlement Funds originated from lawsuits against opioid manufacturers and distributors due to their role in the opioid crisis. Legal action began in 2018 and resulted in major settlements with pharmaceutical companies and distributors. To date \$2.6 *million* has been brought into our region. Existing settlements are scheduled to bring \$8.3 million in total to Skagit County jurisdictions, which does not include additional settlements that are in progress. For example, Purdue Pharma and the Sackler family settled recently, but since final estimates are not yet available, the proposed funding investment options do not include revenues from this settlement.

Proposal

The proposed allocation model balances investment in regional initiatives with leaving some local funding for individual jurisdictions, using an 80% regional and 20% local split for the following priorities identified during the June 6, Joint City Council Meeting and the North Star Leadership Team:



- Skagit STAR Center Start-up: \$1.5 million (\$1 million county/\$500,000 cities)
A one-time investment of ~\$3 million is needed to support start-up activities, including hiring 75 FTEs. This will ensure readiness for law enforcement drop-offs on day one. Annual operating costs are projected at \$12.5 million. A request for \$1 million in support is under review with the BH-ASO.
- Bridge Housing: \$150,000 (\$50,000 county/\$100,000 cities)
Proposal includes a two-year funding commitment to provide short-term housing for people exiting detox or treatment without a safe place to live
- Recovery Housing: \$650,000 (\$450,000 county/\$200,000 cities)
Add additional recovery housing, which is a type of shared transitional housing for people in recovery from substance use.

Discussion Points for Council Consideration

- Does the Council support the three proposed investment areas?
 - STAR Center start-up
 - Bridge Housing
 - Recovery Housing
- Are there alternative directions or priorities the Council would like to recommend?

Next Steps

Following Council input – plan to:

- Implement changes based on direction received.
- Return to City Council for formal action.

North Star

Opioid Settlement Funds

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Purpose



Seek City Council's consideration and support for the proposed regional collaboration options utilizing Opioid Settlement Funds.

Agenda

- Background
- Proposal
- Next Steps
- Other Updates

Background

- Originated from lawsuits against opioid manufacturers and distributors
- Legal action began in 2018 due to their role in the opioid crisis
- Resulted in major settlements with pharmaceutical companies and distributors.

Background –cont.

- To date, a total of \$2.6 million from eight different settlements
- Upcoming: recent settlement with manufactures and Purdue & Sackler Family
- Funds may be used for opioid abatement and recovery efforts.

Background –cont.

- 2023-2024- Engagement with City Councils
- 2025- June 6- North Star Joint City Councils, Mayors, and County Commissioners Meeting:
 - Expressed Interest in regional collaboration
 - Identified priorities for joint efforts

Proposal

Proposed Formula for Use of Opioid Funds:

- Balances investments in regional initiatives,
- Allocates funds for individual jurisdictions,
- Provides options based on priorities identified at the June 6 Joint Meeting.

Options for Regional Investments

Proposed allocation:

Joint projects –80%

City –specific allocations –20%

Priorities:

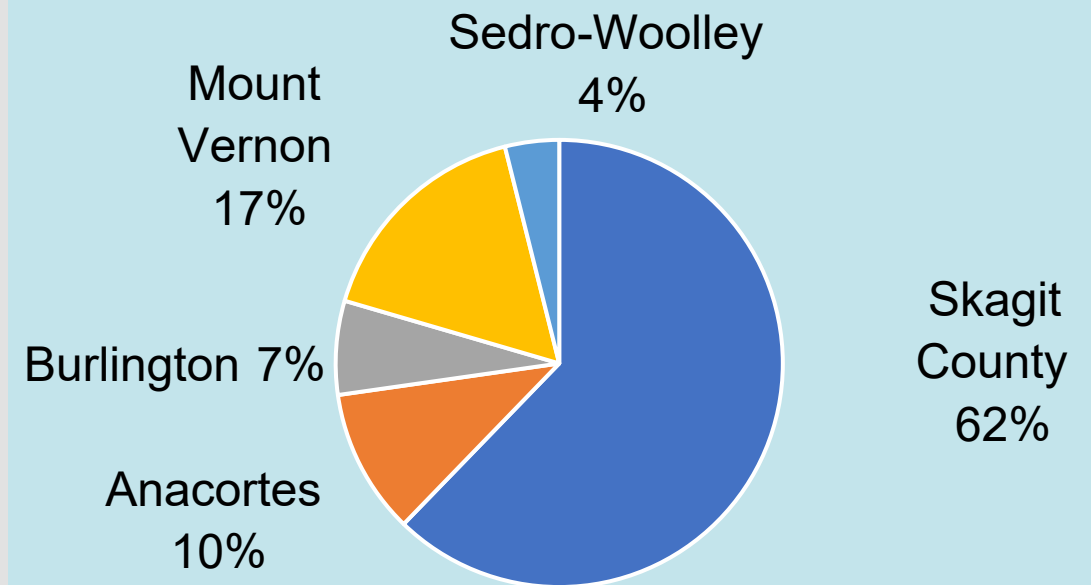
Skagit STAR Center Start-up

Recovery Housing/Bridge Housing

Recovery Support Services

NEW: Purdue Pharma settled recently;
funding not included here.

Funding Breakdown



Options for Joint Investments

Projects requiring 2 -year Commitment

- Detox Bridge Housing
- Additional Recovery Housing

One-time Investment Opportunities

- Supplement start-up funds for the STAR Center

Example Outcomes

Projects requiring 2 -year Commitment

	Total	Estimated Annual Services	Result
Detox Bridge Housing	\$150,000	25 people w/average 2 week stay	Reduce OD risk, increase likelihood of inpatient treatment
Additional Recovery Housing	\$650,000	~25-30 beds added	Maintain recovery, housing stability
Subtotal 2 year spend	\$800,000		

One-time Investment Opportunities

	Total	Estimated Annual Services	Result
STAR Center Start Up	\$1,500,000	17,000 bed nights of stabilization, detox, co-occurring treatment	Diversion from ED, jail, improved health and well-being from treatment and recovery

Options for Joint Investments: Cities & County

Jurisdiction	Skagit County	City Funding	Total
Total available	\$1,656,951	\$1,004,948	\$2,661,899
One-time program commitment			
Skagit STAR Center	\$1,000,000	\$500,000	\$1,500,000
Remaining Available	\$656,951	\$504,948	\$1,161,899
Holdback for city priorities (20%)		\$200,990	\$200,990
Remaining Available	\$656,951	\$303,958	\$960,909
2 Year program commitment			Total
Detox Bridge Housing	\$50,000	\$100,000	\$150,000
Additional Recovery Housing	\$450,000	\$200,000	\$650,000
Subtotal 2 year spend	\$500,000	\$300,000	\$800,000
Remaining Unspent for Future Projects	\$156,951	\$3,958	

Options for Joint Investments: Cities & County

	Anacortes	Burlington	Mount Vernon	S-W	Total cities
Total available	\$ 279,411	\$ 180,533	\$ 440,929	\$ 104,075	\$ 1,004,948
Allocated	\$ 222,428	\$ 143,715	\$ 351,006	\$ 82,850	\$ 800,000
20% Remaining	\$ 55,882	\$ 36,107	\$ 88,186	\$ 20,815	\$ 200,990

Note: does not include newest manufactures and Purdue/Sackler settlements.

Options

- Approve proposal as presented,
- Propose a different funding allocation formula,
- Propose something different.

Discussion

- Does the Council support the three proposed investment areas?
 - STAR Center start-up
 - Bridge Housing
 - Recovery Housing
- Are there alternative directions or priorities the Council would like to recommend?

Timing & Next Steps



Implement changes based on direction received.



Return to City Council for formal action.

Other Updates



Joint Meetings: Sept. 30 and
November 6.



STAR Center Ribbon Cutting
Ceremony – Dec. 16



North Star
All Skagit Thriving

www.northstarskagit.org

Payor	Payment 1	Payment 2	Payment 3	Payment 4	Payment 5	Payment 6	Payment 7	Payment 8	Total Received	Date Paid (1)	Date Paid (2)	Date Paid (3)	Date Paid (4)	Date Paid (5)	Date Paid (7)	Date Paid (8)
Distributor	\$13,865.07	\$14,571.51	\$14,571.51	\$18,238.31	\$4,676.04		\$8,027.55	\$18,238.31	\$92,188.30	3/31/2023	3/31/2023	8/1/2023	7/31/2024	4/22/2025	3/15/2024	8/11/2025
Janssen of WA	\$97,750.07								\$97,750.07	6/17/2024						
Teva	\$4,869.07	\$4,954.87						\$4,954.87	\$14,778.81	3/15/2024	7/31/2024					8/11/2025
Allergan	\$5,395.69	\$5,445.02						\$5,445.02	\$16,285.73	3/15/2024	7/31/2024					8/11/2025
CVS	\$6,008.49	\$4,807.26						\$9,523.25	\$20,339.00	3/15/2024	7/31/2024					8/11/2025
Walgreens	\$6,951.04	\$4,676.04							\$11,627.08	3/15/2024	3/15/2024					
Wal-Mart	\$47,275.19								\$47,275.19	3/15/2024						
Mckinsey	7512.12								\$7,512.12	9/6/2024						
Kroger	\$3,260.36	\$3,260.36							\$6,520.72	6/17/2025	6/17/2025					

Total Inflows \$314,277.02

Outflows: (K-9) 15,000

Current Balance: \$299,277.02

Total Year to Date

2023	2024	2025	Total
\$ 43,008.09	\$ 221,910.72	\$ 49,358.21	\$ 314,277.02

PROJECTED ALLOCATION AMOUNTS - NATIONAL OPIOID SETTLEMENT

2026

April	\$4,676.04
July	\$38,266.17
Payment month unspecified	\$5,000.05
Total	\$47,942.26

2027

April	\$4,676.04
July	\$34,889.65
Payment month unspecified	\$6,235.99
Total	\$45,801.68

2028

April	\$4,763.92
July	\$44,191.24
Payment month unspecified	\$5,744.51
Total	\$54,699.67

2029

April	\$4,763.92
July	\$44,352.01
Payment month unspecified	\$3,177.18
Total	\$52,293.11

2030

April	\$6,951.04
July	\$38,549.95
Payment month unspecified	\$4,632.33
Total	\$50,133.32

2031

April	\$6,951.04
July	\$34,519.89
Payment month unspecified	\$4,968.68
Total	\$46,439.61

2032

April	\$6,951.04
July	\$34,519.89
Payment month unspecified	\$4,158.95
Total	\$45,629.88

2033

April	\$6,951.04
July	\$26,031.11
Payment month unspecified	\$4,386.53
Total	\$37,368.68

2034

April	\$6,951.04
July	\$26,031.11
Payment month unspecified	\$3,313.12
Total	\$36,295.27

2035

April	\$6,951.04
July	\$26,031.11
Payment month unspecified	\$3,637.39
Total	\$36,619.54

2036

April	\$6,951.04
July	\$21,213.26
Payment month unspecified	\$3,637.39
Total	\$31,801.69

2037

April	\$6,951.04
July	\$21,213.26
Payment month unspecified	\$3,637.39
Total	\$31,801.69

2038

July	\$21,213.26
Payment month unspecified	\$6,815.86
Total	\$28,029.12

2039

Payment month unspecified	\$6,815.86
Total	\$6,815.86

2040

Payment month unspecified	\$6,941.79
Total	\$6,941.79

“The projected calculations below were prepared solely by the Directing Administrator and are the preliminary amounts that the Director Administrator has projected that the indicated State(s) and/or Subdivision(s) may receive in future payment years pursuant to the Settlement Agreements if all relevant facts and circumstances were to remain unchanged.”

BrownGreer PLC

PROJECTED ALLOCATION AMOUNTS - BREAKDOWN BY COMPANY

Distributor Projected Payment 6 (July, 2026)	\$18,238.31
Distributor Projected Payment 7 (July, 2027)	\$14,976.35
Distributor Projected Payment 8 (July, 2028)	\$24,466.44
Distributor Projected Payment 9 (July, 2029)	\$25,235.83
Distributor Projected Payment 10 (July, 2030)	\$25,235.83
Distributor Projected Payment 11 (July, 2031)	\$21,213.26
Distributor Projected Payment 12 (July, 2032)	\$21,213.26
Distributor Projected Payment 13 (July, 2033)	\$21,213.26
Distributor Projected Payment 14 (July, 2034)	\$21,213.26
Distributor Projected Payment 15 (July, 2035)	\$21,213.26
Distributor Projected Payment 16 (July, 2036)	\$21,213.26
Distributor Projected Payment 17 (July, 2037)	\$21,213.26
Distributor Projected Payment 18 (July, 2038)	\$21,213.26
Teva Year 4 Projected Payment Amount (July, 2026)	\$4,954.87
Teva Year 5 Projected Payment Amount (July, 2027)	\$4,954.87
Teva Year 6 Projected Payment Amount (July, 2028)	\$4,954.87
Teva Year 7 Projected Payment Amount (July, 2029)	\$4,817.85
Teva Year 8 Projected Payment Amount (July, 2030)	\$4,817.85
Teva Year 9 Projected Payment Amount (July, 2031)	\$4,817.85
Teva Year 10 Projected Payment Amount (July, 2032)	\$4,817.85
Teva Year 11 Projected Payment Amount (July, 2033)	\$4,817.85
Teva Year 12 Projected Payment Amount (July, 2034)	\$4,817.85
Teva Year 13 Projected Payment Amount (July, 2035)	\$4,817.85
Allergan Year 4 Projected Payment Amount (July, 2026)	\$5,445.02
Allergan Year 5 Projected Payment Amount (July, 2027)	\$5,330.46
Allergan Year 6 Projected Payment Amount (July, 2028)	\$5,330.46
Allergan Year 7 Projected Payment Amount (July, 2029)	\$5,330.46
CVS Year 4 Projected Payment Amount (July, 2026)	\$9,627.97
CVS Year 5 Projected Payment Amount (July, 2027)	\$9,627.97
CVS Year 6 Projected Payment Amount (July, 2028)	\$9,439.47
CVS Year 7 Projected Payment Amount (July, 2029)	\$8,967.87
CVS Year 8 Projected Payment Amount (July, 2030)	\$8,496.27
CVS Year 9 Projected Payment Amount (July, 2031)	\$8,488.78
CVS Year 10 Projected Payment Amount (July, 2032)	\$8,488.78
Walgreens Year 4 Projected Payment Amount (April, 2026)	\$4,676.04
Walgreens Year 5 Projected Payment Amount (April, 2027)	\$4,676.04
Walgreens Year 6 Projected Payment Amount (April, 2028)	\$4,763.92
Walgreens Year 7 Projected Payment Amount (April, 2029)	\$4,763.92
Walgreens Year 8 Projected Payment Amount (April, 2030)	\$6,951.04
Walgreens Year 9 Projected Payment Amount (April, 2031)	\$6,951.04
Walgreens Year 10 Projected Payment Amount (April, 2032)	\$6,951.04
Walgreens Year 11 Projected Payment Amount (April, 2033)	\$6,951.04
Walgreens Year 12 Projected Payment Amount (April, 2034)	\$6,951.04
Walgreens Year 13 Projected Payment Amount (April, 2035)	\$6,951.04
Walgreens Year 14 Projected Payment Amount (April, 2036)	\$6,951.04
Walgreens Year 15 Projected Payment Amount (January, 2037)	\$6,951.04

G8 Settlements Estimated Abatement Payment (2026)	\$717.78
G8 Settlements Estimated Abatement Payment (2027)	\$929.33
G8 Settlements Estimated Abatement Payment (2028)	\$929.33
G8 Settlements Estimated Abatement Payment (2029)	\$766.82
G8 Settlements Estimated Abatement Payment (2030)	\$766.82
G8 Settlements Estimated Abatement Payment (2031)	\$620.57
G8 Settlements Estimated Abatement Payment (2032)	\$620.57
G8 Settlements Estimated Abatement Payment (2033)	\$720.44
G8 Settlements Estimated Abatement Payment (2034)	\$20.73
Purdue & Sackler Settlement Payment Estimates (2026)	\$4,282.27
Purdue & Sackler Settlement Payment Estimates (2027)	\$5,306.66
Purdue & Sackler Settlement Payment Estimates (2028)	\$4,815.18
Purdue & Sackler Settlement Payment Estimates (2029)	\$2,410.36
Purdue & Sackler Settlement Payment Estimates (2030)	\$3,865.51
Purdue & Sackler Settlement Payment Estimates (2031)	\$4,348.11
Purdue & Sackler Settlement Payment Estimates (2032)	\$3,538.38
Purdue & Sackler Settlement Payment Estimates (2033)	\$3,666.09
Purdue & Sackler Settlement Payment Estimates (2034)	\$3,292.39
Purdue & Sackler Settlement Payment Estimates (2035)	\$3,637.39
Purdue & Sackler Settlement Payment Estimates (2036)	\$3,637.39
Purdue & Sackler Settlement Payment Estimates (2037)	\$3,637.39
Purdue & Sackler Settlement Payment Estimates (2038)	\$6,815.86
Purdue & Sackler Settlement Payment Estimates (2039)	\$6,815.86
Purdue & Sackler Settlement Payment Estimates (2040)	\$6,941.79



MEMO

To: Anacortes City Council

From: George Kosovich, Skagit County Community Services Manager,
Monica Negrila, Skagit County Director of Strategic Initiatives

Date: September 10, 2025

RE: Regional Opioid Settlement Funds Proposal – North Star

Attachments: A. Power Point Presentation

Goal

The purpose of this presentation is to seek City Council feedback on the proposed allocation for opioid settlement funds, and to confirm continued support for three identified priority investments.

Background

As part of the North Star initiative, the participating jurisdictions in Skagit County have expressed interest in working collaboratively to invest opioid settlement funds in projects that maximize regional impact while meeting local needs. Priorities were identified during the June 6 Joint Meeting and serve as the basis for the current proposal.

The Opioid Settlement Funds originated from lawsuits against opioid manufacturers and distributors due to their role in the opioid crisis. Legal action began in 2018 and resulted in major settlements with pharmaceutical companies and distributors. To date \$2.6 *million* has been brought into our region. Existing settlements are scheduled to bring \$8.3 million in total to Skagit County jurisdictions, which does not include additional settlements that are in progress. For example, Purdue Pharma and the Sackler family settled recently, but since final estimates are not yet available, the proposed funding investment options do not include revenues from this settlement.

Proposal

The proposed allocation model balances investment in regional initiatives with leaving some local funding for individual jurisdictions, using an 80% regional and 20% local split for the following priorities identified during the June 6, Joint City Council Meeting and the North Star Leadership Team:



- Skagit STAR Center Start-up: \$1.5 million (\$1 million county/\$500,000 cities)
A one-time investment of ~\$3 million is needed to support start-up activities, including hiring 75 FTEs. This will ensure readiness for law enforcement drop-offs on day one. Annual operating costs are projected at \$12.5 million. A request for \$1 million in support is under review with the BH-ASO.
- Bridge Housing: \$150,000 (\$50,000 county/\$100,000 cities)
Proposal includes a two-year funding commitment to provide short-term housing for people exiting detox or treatment without a safe place to live
- Recovery Housing: \$650,000 (\$450,000 county/\$200,000 cities)
Add additional recovery housing, which is a type of shared transitional housing for people in recovery from substance use.

Discussion Points for Council Consideration

- Does the Council support the three proposed investment areas?
 - STAR Center start-up
 - Bridge Housing
 - Recovery Housing
- Are there alternative directions or priorities the Council would like to recommend?

Next Steps

Following Council input – plan to:

- Implement changes based on direction received.
- Return to City Council for formal action.



City Council Agenda Bill

Meeting Date: September **Agenda Item:** 6.d.
15, 2025

Agenda Item Title: Capital Facilities Plan (2026-2031) - General Government

Staff Contact(s): Steve Hoglund

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

Greg Francioch

Discussion

Rhonda Peck

Steve Hoglund

Item Summary:

Budget Impact:

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Council Review 9.15.22

2026 – 2031 CFP

September 15, 2025

General Government
Fire
Fiber
Parks & Recreation



**GEN GOVERNMENT CFP
2026 - 2031**



Project Summary Sheet

Project Costs:		2026	2027	2028	2029	2030	2031	Total
3	Museum Storage Workshop	\$290,000	\$0	\$0	\$0	\$0	\$0	\$290,000
4	Breakwater Repair	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000
5	Creosote Pilings	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000
6	Police Vehicles	\$285,000	\$0	\$0	\$0	\$0	\$0	\$285,000
Totals		\$1,960,000	\$0	\$0	\$0	\$0	\$0	\$1,960,000
Project Funding Sources:		2026	2027	2028	2029	2030	2031	Total
	Taxes	\$0	\$0	\$0	\$0	\$0	\$0	0
	REET	\$90,000	\$0	\$0	\$0	\$0	\$0	90,000
	Utility Tax	\$0	\$0	\$0	\$0	\$0	\$0	0
	Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
	Grants	\$0	\$0	\$0	\$0	\$0	\$0	0
	Rates/User Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
	Contributions	\$150,000	\$0	\$0	\$0	\$0	\$0	150,000
	Fund Balance	\$1,720,000	\$0	\$0	\$0	\$0	\$0	1,720,000
Totals		\$1,960,000	\$0	\$0	\$0	\$0	\$0	\$1,960,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$290,000						\$290,000
Totals	\$290,000	\$0	\$0	\$0	\$0	\$0	\$290,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET	\$90,000						\$90,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions	\$150,000						\$150,000
Fund Balance	\$50,000						\$50,000
Totals	\$290,000	\$0	\$0	\$0	\$0	\$0	\$290,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$600,000						\$600,000
Totals	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance	\$600,000						\$600,000
Totals	\$600,000	\$0	\$0	\$0	\$0	\$0	\$600,000


ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

 Facility Type:

 Project Title:

 Location:

Description:

The creosote piles will need to be removed and replaced with non-creosote (steel) piles consistent with the DNR Aquatic Land Lease. The due date for project completion per the DNR Lease is January 2, 2026.

Justification:

For compliance with the DNR Aquatic Lands lease and furthers Shoreline Master Program goals related to improving water quality by replacing creosote pilings with non-toxic alternatives.

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of

Change from

Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$500,000						\$500,000
Totals	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance	\$500,000						\$500,000
Totals	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000


ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$285,000						\$285,000
Totals	\$285,000	\$0	\$0	\$0	\$0	\$0	\$285,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance	\$285,000						\$285,000
Totals	\$285,000	\$0	\$0	\$0	\$0	\$0	\$285,000

**FIRE CFP
2026 - 2031**



page

Project Costs:	2026	2027	2028	2029	2030	2031	Total
Fire and EMS Boat	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000
Station 3 Generator	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Antique Fire Engine Display	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Fire Facilities Remodel	\$0	\$75,000	\$0	\$8,000,000	\$7,000,000	\$0	\$15,075,000
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$800,000	\$225,000	\$0	\$8,000,000	\$7,000,000	\$0	\$16,025,000
Project Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	0
REET	\$0	\$0	\$0	\$0	\$0	\$0	0
Bond	\$0	\$0	\$0	\$8,000,000	\$7,000,000	\$0	15,000,000
Impact Fees	\$165,000	\$0	\$0	\$0	\$0	\$0	165,000
Grants	\$525,000	\$0	\$0	\$0	\$0	\$0	525,000
Rates/User Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
Contributions	\$100,000	\$150,000	\$0	\$0	\$0	\$0	250,000
Fund Balance	\$10,000	\$75,000	\$0	\$0	\$0	\$0	85,000
Totals	\$800,000	\$225,000	\$0	\$8,000,000	\$7,000,000	\$0	\$16,025,000



City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Please limit responses to size of box

Project Title:

Location:

Description:

The city of Anacortes is located on Fidalgo Island in the Pacific Northwest, Skagit County, Washington State. Anacortes is a small city with a current population of 18,271, however experiences a large "transit population" related to both its maritime activities and position as the gateway to the greater Puget Sound region, Vancouver Island British Columbia, Canada, and the San Juan Island archipelago made up of 172 named islands and reefs. Fidalgo Island boasts 77,000 feet of saltwater shoreline along its rugged beaches and serene state parks.

The City of Anacortes has six active marinas, either publicly or privately managed, with a total of 2,443 marina slips, made up of covered or uncovered slip spaces within either secure or unsecure dock gates. Additionally, there are over 8,000 additional boats launched annually with 17,900 "guest boater night" reservations confirmed with the marinas.

The City of Anacortes is also home to a Washington State Ferry Terminal and a Skagit County Ferry Terminal, with a combined annual census of transports numbering 2,323,000 "tickets" counting passengers and their vehicles. The Port of Anacortes is also home to Island Adventure Whale Watching Tours that take over 30,000 passengers whale watching out of Anacortes annually.

Fidalgo Island is the home to two oil refineries, Marathon Petroleum and HF Sinclair, which produce approximately 270,000 barrels of product per day.

Two additional industries located along the Fidalgo Island waterfront are Trident Seafood and Dakota Creek Industries, Inc. Dakota Creek Industries is a complete ship building and repair facility specializing in construction and repair of steel and aluminum vessels up to four hundred feet in length. Trident Seafood Plant is a state-of-the-art secondary processing facility, which includes a large cold storage operation.

The Anacortes Fire Department is an "All Hazards Fire Department" responsible for structural fire protection, Emergency Medical Responses (EMS), wildland firefighting, hazards materials responses, rope rescue incidents, confined space rescues and maritime firefighting and rescue responses. Additionally, the Anacortes Fire Department provides Advanced Life Support (ALS) service to all of Fidalgo Island, and five surrounding inhabited islands with no commercial ferry services, and numerous other uninhabited islands which are frequently visited by boaters for recreational activities such as camping and hiking.

All these factors present the Anacortes Fire Department with very challenging situations, varying from potential terrorist attacks to soft targets, such as state and county ferry boats or cruise liners, potentially posing a mass casualty incident at sea, and/or a terrorist attack against oil tankers causing a significant fire at sea, risking the lives of crew members, disrupting the fuel supply chain to the most densely populated area of the Pacific Northwest, and reprehensible environment damages. In addition to potential terrorist threats, the Anacortes Fire Department is dispatched to boat fires, both within the marinas and outside waterways. Additionally, Anacortes Fire Department receives dispatches to rescue kayakers, paddle boarders, and personal watercrafts in distress, to medical emergencies on islands that do not have local EMS responses, capsized and sinking vessels, dock and pier fires, and special events which need medical standby for, such as sailboat and kayak races in our waterways.

In Previous CFP? Click on box/click on arrow to select

Does nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$700,000						\$700,000
Totals	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees	\$75,000						\$75,000
Grants	\$525,000						\$525,000
Rates/User Fees							\$0
Contributions	\$100,000						\$100,000
Fund Balance							\$0
Totals	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$100,000						\$100,000
Totals	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees	\$90,000						\$90,000
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance	\$10,000						\$10,000
Totals	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000



ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type:



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$150,000					\$150,000
Totals	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions		\$150,000					\$150,000
Fund Balance							\$0
Totals	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Please limit responses to size of box

Project Title:

Location:

Description: Additional sleeping/living space for anticipated staff growth in all stations. Additional apparatus space at Stations 1 and 3. Additional classroom and training tower space at a site to be determined.

Justification:

We will need to prepare for the growth anticipated in our 20 year comprehensive plan. There is a high likelihood that service demands will outpace our current facilities capacity in the next 5-8 years. It is our recommendation that we complete a Fire and EMS Master Plan in 2027 and utilize that data to develop a comprehensive facilities upgrade need that may encompass all stations and training facilities and consider a bond in 2029 to implement all or some of those recommendations.

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Master plan study moved from 2026 to 2027 and changed from 150k to 75k based on verbal quotes. If the SAFER grant application is successful we would like to move this back to 2026.

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$75,000		\$8,000,000	\$7,000,000	\$0	\$15,075,000
Totals	\$0	\$75,000	\$0	\$8,000,000	\$7,000,000	\$0	\$15,075,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Bond				\$8,000,000	\$7,000,000		\$15,000,000
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance		\$75,000					\$75,000
Totals	\$0	\$75,000	\$0	\$8,000,000	\$7,000,000	\$0	\$15,075,000

**FIBER CFP
2026 - 2031**



PAGE	Project Summary Sheet							
	Project Costs:	2026	2027	2028	2029	2030	2031	Total
	3 Developer Materials	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$210,000
	4 Fiber Backbone Const	\$100,000	\$25,000	\$0	\$0	\$0	\$0	\$125,000
	5 Installation Costs	\$580,000	\$250,000	\$0	\$0	\$0	\$0	\$830,000
	6 2 Node Fiber Cluster Ntwk	\$53,000	\$0	\$0	\$0	\$0	\$0	\$53,000
	Totals	\$768,000	\$310,000	\$35,000	\$35,000	\$35,000	\$35,000	\$1,218,000
	Project Funding Sources:	2026	2027	2028	2029	2030	2031	Total
	Taxes	\$0	\$0	\$0	\$0	\$0	\$0	0
	REET	\$0	\$0	\$0	\$0	\$0	\$0	0
	Utility Tax	\$0	\$0	\$0	\$0	\$0	\$0	0
	Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
	Grants	\$0	\$0	\$0	\$0	\$0	\$0	0
	Interfund Loan	\$0	\$0	\$0	\$0	\$0	\$0	0
	Financing	\$0	\$0	\$0	\$0	\$0	\$0	0
	Fund Balance	\$768,000	\$310,000	\$35,000	\$35,000	\$35,000	\$35,000	1,218,000
	Totals	\$768,000	\$310,000	\$35,000	\$35,000	\$35,000	\$35,000	\$1,218,000

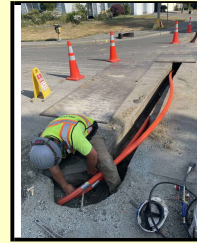


ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Please limit responses to size of box

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$210,000
Totals	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$210,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Interfund Loan							\$0
Financing							\$0
Fund Balance	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$210,000
Totals	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$210,000



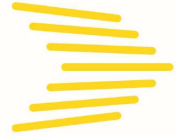
ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Insert and Resize Picture Here

Facility Type:

access
ANACORTES FIBER INTERNET



Please limit responses to size of box

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$100,000	\$25,000					\$125,000
Totals	\$100,000	\$25,000	\$0	\$0	\$0	\$0	\$125,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Interfund Loan							\$0
Financing							\$0
Fund Balance	\$100,000	\$25,000					\$125,000
Totals	\$100,000	\$25,000	\$0	\$0	\$0	\$0	\$125,000



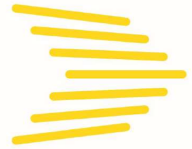
ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Insert and Resize Picture Here

Facility Type:

access
ANACORTES FIBER INTERNET



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$580,000	\$250,000					\$830,000
Totals	\$580,000	\$250,000	\$0	\$0	\$0	\$0	\$830,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Interfund Loan							\$0
Financing							\$0
Fund Balance	\$580,000	\$250,000					\$830,000
Totals	\$580,000	\$250,000	\$0	\$0	\$0	\$0	\$830,000



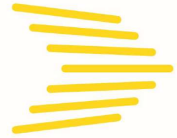
ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2024-2029 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here

access
ANACORTES FIBER INTERNET



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$53,000						\$53,000
Totals	\$53,000	\$0	\$0	\$0	\$0	\$0	\$53,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Interfund Loan							\$0
Financing							\$0
Fund Balance	\$53,000						\$53,000
Totals	\$53,000	\$0	\$0	\$0	\$0	\$0	\$53,000

**PARKS & RECREATION CFP
2026 - 2031**

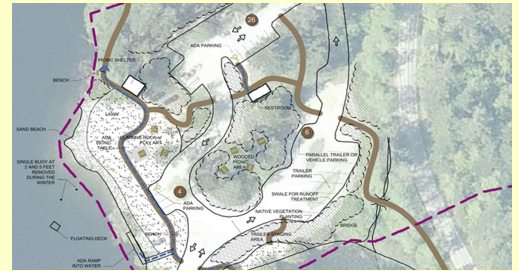


PAGE	Project Summary Sheet							
	Project Costs:	2026	2027	2028	2029	2030	2031	Total
3	Heart Lake Shoreline Restoration	\$400,000	\$700,000	\$0	\$0	\$0	\$0	\$1,100,000
4	West Side Park Construction	\$75,000	\$50,000	\$0	\$0	\$0	\$0	\$125,000
5	Skate Park Restroom & Parking.	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000
6	Qelechihch Park Improv.	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
7	Columbarium Installation	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
8	Depot Plaza Expansion	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
9	ASAC program space upgrade	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000
10	Pickleball Infrastruct.	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
11	Parks Infrastructure	\$0	\$50,000	\$0	\$50,000	\$0	\$0	\$100,000
12	Ship Harbor Wetland Int. Trail	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000
13	Ace of Hearts Park Improvements	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
14	Guemes Channel Trail	\$0	\$728,000	\$0	\$0	\$3,100,000	\$0	\$3,828,000
15	Bicycle & Pedestrian Connection	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000
16	Storvik Field & Lighting Improv	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
17	Volunteer Park Field Improvemen	\$0	\$0	\$1,100,000	\$0	\$0	\$0	\$1,100,000
18	Shannon Point Trail	\$0	\$25,000	\$0	\$0	\$25,000	\$0	\$50,000
19	Pocket Park Construction	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
20	ASAC Expansion	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000
21	WA Park Upper Restroom Replacement	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000
22	Trailhead Infrastructure Improv	\$0	\$0	\$60,000	\$0	\$0	\$60,000	\$120,000
23	Heart Lake Water Quality	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
24	FAC-ASAC Generator Connection	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
25	Storvik Sand VB Courts	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
26	Causland Park Wall Repairs	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
27	Cemetery Road Improvements	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
28	Rec Center	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$20,000,000
	Totals	\$1,675,000	\$4,183,000	\$2,060,000	\$650,000	\$3,175,000	\$20,560,000	\$32,303,000
	Project Funding Sources:	2026	2027	2028	2029	2030	2031	Total
	Taxes	\$0	\$0	\$0	\$0	\$0	\$0	0
	REET	\$50,000	\$1,050,000	\$675,000	\$350,000	\$25,000	\$400,000	2,550,000
	Utility Tax	\$0	\$0	\$0	\$0	\$0	\$0	0
	Impact Fees	\$75,000	\$200,000	\$0	\$100,000	\$50,000	\$60,000	485,000
	Grants	\$450,000	\$2,498,000	\$1,260,000	\$0	\$3,100,000	\$0	7,308,000
	Rates/User Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
	Contributions	\$880,000	\$55,000	\$125,000	\$0	\$0	\$20,100,000	21,160,000
	Fund Balance/Reserves	\$220,000	\$380,000	\$0	\$200,000	\$0	\$0	800,000
	Totals	\$1,675,000	\$4,183,000	\$2,060,000	\$650,000	\$3,175,000	\$20,560,000	\$32,303,000



**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description:

This improvement has recreational, conservation and transportation elements in its design. Once the path from 41st Street to the forestlands is constructed along "H" Avenue, it will create an important link to the community forest lands. A 2010 Heart Lake master plan was developed to make improvements that would amplify the benefits from this 41st Street connection by improving amenities at Heart Lake. These include a major redesign of the parking lot to better organize the parking and replace gravel with native plantings. A new boat launch, dock and pit toilet system are part of this plan.

Justification:

The City was awarded a grant with the Recreation and Conservation Office (RCO) through the Aquatic Lands Enhancement Account (ALEA) to treat the runoff from the parking lot, remove and replace the boat launch, replant approximately 20,000 sf of gravel parking lot and provide ADA access to the beach. We are working with the Samish Indian Nation on our planting plan for shoreline restoration.

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

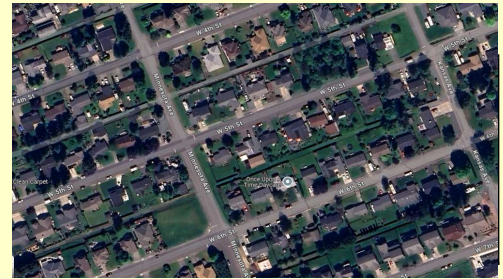
Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$400,000	\$700,000					\$1,100,000
Totals	\$400,000	\$700,000	\$0	\$0	\$0	\$0	\$1,100,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET	0	\$100,000					\$100,000
Utility Tax							\$0
Impact Fees		\$100,000					\$100,000
Grants	\$200,000	\$270,000					\$470,000
Rates/User Fees							\$0
Contributions	\$50,000	\$50,000					\$100,000
Fund Balance	\$150,000	\$180,000					\$330,000
Totals	\$400,000	\$700,000	\$0	\$0	\$0	\$0	\$1,100,000



City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Project Title:

Location:

Description:

Our goal is to add another west end neighborhood park that will provide this section of town with a neighborhood playground. It will be limited by the size of the lot identified at West 6th Street and Minnesota Avenue for the park location. Tursi Park is similar to what could be designed here. We hold neighborhood meetings and design what could fit here with help of the community's input.

Justification:

The west streets have limited parks and playgrounds within walking and biking distance given the increasing density of this neighborhood. The Community Forest Lands do offer recreational opportunities, but they lack the playgrounds and other amenities found in a more traditional park

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$75,000	\$50,000					\$125,000
Totals	\$75,000	\$50,000	\$0	\$0	\$0	\$0	\$125,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET	\$0						\$0
Utility Tax							\$0
Impact Fees	\$75,000	\$50,000					\$125,000
Grants	\$0						\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$75,000	\$50,000	\$0	\$0	\$0	\$0	\$125,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$700,000						\$700,000
Totals	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions	\$700,000						\$700,000
Fund Balance							\$0
Totals	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000

ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type: Parks & Recreation

*Please limit responses to size of box*

Project Title: Qelechihch Park Improv.

Location: N Avenue and Third Street

Description: This project is a collaboration with the Samish Nation to rename the park and place interpretive signs and continue the renovations. The park is also partially owned by the Port of Anacortes. All parties are collaborating on the renovation but we are currently waiting on the ongoing clean up project that the Port and Department of Ecology are engaged in on site.

Justification: The park is growing in popularity and use and was renamed Q'elech'ilhch Park (translated to Ironwoods) after the Samish village on Guemes and Fidalgo Island in this vicinity

In Previous CFP? Yes Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$20,000						\$20,000
Totals	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance	\$20,000						\$20,000
Totals	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Please limit responses to size of box

Project Title:

Location:

Description:

Placement of columbarium's at Grand View Cemetery is called for in the cemetery expansion plans. The first phase was completed in 2021. The site is largely prepared for the installation of these upright burial location for cremated remains.

Justification:

This is an often requested service at Grand View that we are currently unable to provide. It is our expectation that spaces in the Columbarium's would be sold quickly to local residents seeking that type of service.

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$50,000						\$50,000
Totals	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000

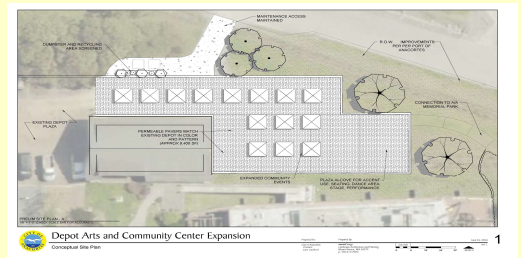
Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance	\$50,000						\$50,000
Totals	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description: The City was recently awarded a grant from Skagit County through their economic development program to extend the depot plaza south of its current location to accommodate Farmer's Market expansion and other community events. The plan is to build the plaza on the east side of the WT Preston and replicate the current depot plaza in style and utility with water and electrical connections.

Justification: The Anacortes Farmers Market is a proven success. Over 70,000 visitors a year come to the Market to enjoy its 150 vendors. Of those 150 vendors, 107 are from Skagit Valley bringing important produce, agricultural products and crafts to sell. The Market is out growing the current facilities. This is a main driver in our goal to expand. The last time we expanded the plaza for the Market - their operation grew by 43%. This leads to jobs at the Market, more income for Market vendors, more tourist dollars creating jobs in the City. (9 former vendors are now full time storefronts down town)

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$300,000						\$300,000
Totals	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET	\$50,000						\$50,000
Utility Tax							\$0
Impact Fees							\$0
Grants	\$250,000						\$250,000
Rates/User Fees							\$0
Contributions	\$0						\$0
Fund Balance							\$0
Totals	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000

PAGE

ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here

*Please limit responses to size of box*Project Title: Location:

Description:

We will convert administrative office space in the Senior Activity Center into program and classroom space. In turn we will move the administrative offices into smaller spaces that more conducive to that use.

Justification:

This change will address the need for more space for classes and programs and turn under used areas into usable office space. The funding will come from a generous donation from the Senior Center Foundation

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Planning delayed the work from the 2025 budget to the 2026 budget.

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$60,000						\$60,000
Totals	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions	\$60,000						\$60,000
Fund Balance							\$0
Totals	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000

ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type: *Please limit responses to size of box*Project Title: Location:

Description: The City is looking for alternative locations to build or improve pickleball courts for public use. We will examine our own public spaces and possible collaboration with other public agencies.

Justification: The community has identified the need for additional public pickleball courts to add capacity and provide more opportunities besides Clearidge Courts.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$70,000						\$70,000
Totals	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions	\$70,000						\$70,000
Fund Balance							\$0
Totals	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000



**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$50,000		\$50,000			\$100,000
Totals	\$0	\$50,000	\$0	\$50,000	\$0	\$0	\$100,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$50,000		\$50,000			\$100,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$50,000	\$0	\$50,000	\$0	\$0	\$100,000



City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan



Facility Type:

Project Title:

Location:

Description: The SHIP trail was recently damaged in December 2022 during the King Tides when a 100+ foot section was undermined by the tide. We have started planning for the repair of this section of trail. We are working with an engineering firm, biologist and permitting agencies to prepare designs for the repair and possible connection to the Washington State Ferry Terminal.

Justification: We expect that due to the complexity of the project and the ecological benefits of repairing a trail to protect the new wetlands, this should be eligible for grant opportunities. Our goal is to get the project to 15% development drawings so we can pursue funding for additional construction drawings and grant application.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$1,200,000					\$1,200,000
Totals	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants		\$1,200,000					\$1,200,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000

ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type: Parks & Recreation



Project Title: Ace of Hearts Park Improvements

Location: Ace of Hearts Park

Description:

The park was built in approximately 2011, adding a new dog park and athletic field to our inventory. At that time we did not have the funds to complete all the items the parks needs to serve the community. These include a concrete pathways, a restroom, covered dugouts and bleachers. We would also like to pave the access road and parking. We are looking for funding to complete various pieces of this list.

Justification:

As Anacortes continues to grow we are seeing increasing use of our parks. Our own recreational leagues are growing and using more spaces for practices, especially during soccer season. Other leagues run by local athletic non-profits use these fields as well. Completing the park is an important element in our goal to provide adequate recreational facilities for our growing community.

In Previous CFP?

Yes

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year						\$500,000	\$500,000
Totals	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET						\$400,000	\$400,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions						\$100,000	\$100,000
Fund Balance							\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000



City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Project Title:

Location:

Description: The plan is to conduct Environmental Impact Statement for Guemes Channel Trail that will address the plan and alternatives. Design and construct a bicycle and pedestrian trail: Phase II - Ferry Terminal Road to Edwards Way Phase III - Ferry Terminal Road to Washington Park Phase VI - Hartford Ave. vicinity to 6th St. vicinity.

Justification: The Comprehensive Plan and Shoreline Master Program direct extending the Guemes Channel Trail to enhance physical and visual access to the water and to provide a nonmotorized connection between Washington Park and the Tommy Thompson trail. The trail may need to alter its current width depending on site conditions.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$728,000			\$3,100,000		\$3,828,000
Totals	\$0	\$728,000	\$0	\$0	\$3,100,000	\$0	\$3,828,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$400,000					\$400,000
Utility Tax							\$0
Impact Fees							\$0
Grants		\$328,000			\$3,100,000		\$3,428,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$728,000	\$0	\$0	\$3,100,000	\$0	\$3,828,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type: Parks & Recreation



Project Title: Bicycle & Pedestrian Connection

Location: Various

Description: These elements include improvement to sidewalks at the trail heads, amenities, signage and pedestrian crossings.

Justification: We added this element to our impact fees and comprehensive plan because of the increase use of non motorized travel to reach our parks in trails. Our goal is to improve the infrastructure to accommodate the needs of our users to safely access and use our parks and trails.

In Previous CFP? Yes Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$50,000			\$50,000		\$100,000
Totals	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees		\$50,000			\$50,000		\$100,000
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan



Facility Type:

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$1,000,000					\$1,000,000
Totals	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$400,000					\$400,000
Utility Tax							\$0
Impact Fees							\$0
Grants		\$600,000					\$600,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000



City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Project Title:

Location:

Description: The reurfing of Volunteer Field with synthetic turf extends the use of the area throughout the year and provides opportunities for other groups to use them. This field already has lighting so turf improvements would improve usability for various community groups and leagues.

Justification:

The City has worked with private donors to improve our facilities at Volunteer Park over the last 20 years. Recently we were able to place synthetic turf on Alton Daniels Field and reurf the Marguerite and Don Daniels Field. These are primarily used for baseball and fastpitch but we are increasingly using them for soccer practices and other activities because they have lights and all weather surfaces. We now have the opportunity to change out Volunteer Field from grass to synthetic turf which would allow us to use this field for more activities and practices that benefit baseball, soccer, lacrosse and potentially softball. The donor is asking for public and other private funds to contribute to the identified donated funds

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$1,100,000				\$1,100,000
Totals	\$0	\$0	\$1,100,000	\$0	\$0	\$0	\$1,100,000

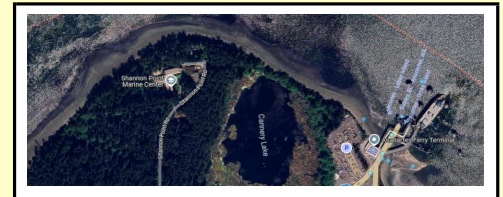
Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET			\$450,000				\$450,000
Utility Tax							\$0
Impact Fees							\$0
Grants			\$550,000				\$550,000
Rates/User Fees							\$0
Contributions			\$100,000				\$100,000
Fund Balance							\$0
Totals	\$0	\$0	\$1,100,000	\$0	\$0	\$0	\$1,100,000



City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$25,000			\$25,000		\$50,000
Totals	\$0	\$25,000	\$0	\$0	\$25,000	\$0	\$50,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$25,000			\$25,000		\$50,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$25,000	\$0	\$0	\$25,000	\$0	\$50,000



**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**



Facility Type:

Project Title:

Location:

Description: The addition of Pickett Pocket Park near Commercial Avenue and 22nd Street has turned out to be an important neighborhood and community park that was especially used during the COVID shutdowns as an outdoor gathering place. We are encouraged to look for additional opportunities along Commercial Avenue for public open spaces.

Justification: A new pocket park in the downtown corridor would provide added green space downtown.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$150,000				\$150,000
Totals	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET			\$100,000				\$100,000
Utility Tax							\$0
Impact Fees							\$0
Grants			\$50,000				\$50,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type: Parks & Recreation



Please limit responses to size of box

Project Title: ASAC Expansion

Location: Anacortes Senior Activity Center

Description: The Senior Activity Center is exceeding pre-pandemic daily use numbers. To accommodate this growth and prepare for future participants we are planning to expand the dining room to the east over the existing patio area. We estimate this will expand the center by approximately 600sf. Architectural and engineering services will be needed to begin this process.

Justification: We would do this work in partnership with the Senior Activity Center Foundation. This would accommodate the need for more class room space at the Center.

In Previous CFP? Yes Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$600,000				\$600,000
Totals	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants			\$600,000				\$600,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000

ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type: *Please limit responses to size of box*Project Title: Location:

Description: This restroom is over 50 years old and is experiencing many problems with the showers, flooring, HVAC, lighting and efficient use of space. We have tried a series of upgrades and they have not solved our problems. Our goal now is to replace this restroom.

Justification: The facility has outlived its useful life and would benefit guests by providing a better camping experience and allow for easier cleaning and maintenance. The current showers and toilets are challenged when we have high use due to increased visitation to the park. A new facility would help us accommodate growing use at the park.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year				\$600,000			\$600,000
Totals	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET				\$300,000			\$300,000
Utility Tax							\$0
Impact Fees				\$100,000			\$100,000
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance				\$200,000			\$200,000
Totals	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type: Parks & Recreation



Please limit responses to size of box

Project Title: Trailhead Infrastructure Improv

Location: Various Trailheads Throughout our Parks System

Description: Parks and Recreation will take advantage of grant opportunities and donations to improve and repair trails in our parks system. These include paved roads and pathways such as the Thompson Trail, Rotary Park, the Loop Road, and other minor trails and pathways in our system.

Justification: This will improve our trail systems and better connect our pedestrian and bicycle trail to other city infrastructure.

In Previous CFP? Yes Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$60,000			\$60,000	\$120,000
Totals	\$0	\$0	\$60,000	\$0	\$0	\$60,000	\$120,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees						\$60,000	\$60,000
Grants			\$60,000				\$60,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$0	\$60,000	\$0	\$0	\$60,000	\$120,000

ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type: Parks & Recreation

*Please limit responses to size of box*

Project Title: Heart Lake Water Quality

Location: Heart Lake

Description: Continued management of the water quality at Heart Lake including milfoil and algae treatments.

Justification: This should be done as aquatic survey and lake testing dictates. Aquatic weed and algae treatment at the lake will need continued attention and treatment to preserve existing habitat and recreation opportunities. Eliminating or broadly reducing blooms of toxic cyanobacteria will benefit public health.

In Previous CFP? Yes Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$300,000					\$300,000
Totals	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants		\$100,000					\$100,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance		\$200,000					\$200,000
Totals	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Project Title:

Location:

Description: Adding a Generator manual transfer switch/connection to the ASAC would allow a portable generator to be brought in in case of a long term outage to supply power to the building.

Justification: This would allow a mobile generator to be connected in case of emergency.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$55,000					\$55,000
Totals	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000

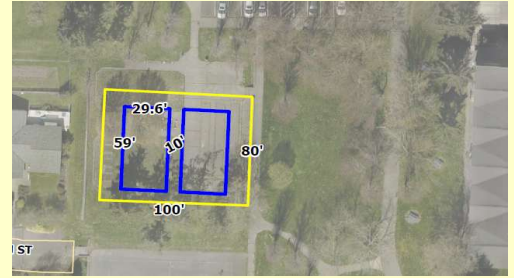
Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$55,000					\$55,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Debt							\$0
Fund Balance							\$0
Totals	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description: The small courts area in the NW corner of Storvik Park is slated to be repaired and replaced with sand volleyball courts. This need was identified at a community meeting and subsequently reviewed by the Parks and Recreation Advisory Commission.

Justification: The City lacks outdoor volleyball and sand volleyball in particular in its current infrastructure. This facility has been requested by user groups and Storvik Park has existing infrastructure to support this use.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$100,000				\$100,000
Totals	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET			\$75,000				\$75,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions			\$25,000				\$25,000
Fund Balance							\$0
Totals	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type: Parks & Recreation

Insert and Resize Picture Here

Please limit responses to size of box

Project Title: Causland Park Wall Repairs

Location: Causland Park

Description: Continue wall and bandstand repair to historic memorial park.

Justification: This project has been ongoing for the past 20 year to repair seating and walls within the park. Our goal is to continue this project protect this historic site.

In Previous CFP? Yes Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$25,000					\$25,000
Totals	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$20,000					\$20,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions		\$5,000					\$5,000
Fund Balance							\$0
Totals	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Please limit responses to size of box

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$50,000				\$50,000
Totals	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET			\$50,000				\$50,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Insert and Resize Picture Here

Facility Type:

Please limit responses to size of box

Project Title:

Location:

Description:

A Community Recreation Center of about 20000sf with an accompanying parking area and green space. The Center would house a gymnasium and community space for various activities for youths and adults. The gym space would be approximately 9000sf.

Justification:

The community has long needed a large space that is not occupied during school hours and can be used for indoor recreation and the arts for adults, and after school for teens and other youths. It would have programmed and/or supervised activities for youths after school and on weekends.

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

No, there is no significant change.

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year						\$20,000,000	\$20,000,000
Totals	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$20,000,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions						\$20,000,000	\$20,000,000
Fund Balance							\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$20,000,000



City Council Agenda Bill

Meeting Date: September 15, 2025 **Agenda Item:** 6.e.

Agenda Item Title: Contract Award: Three Police Patrol Chevrolet Tahoes #25-235-ERR-001

Staff Contact(s): WiL Ludemann, Dave Floyd

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Rhonda Peck	Contract Award
Andrew Rheume	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$274,120.84 to Bud Clary Chevrolet, Inc. for the purchase of 3 Police Patrol Chevrolet Tahoes. The contract piggybacks on Washington State contract [28423](#).

Background:

1. **History:** Approved for purchase in 2024 in anticipation of the levy lift positions to be filled but was then canceled due to the time needed to fill the positions. Positions are now filled or soon-to-be filled and the vehicles are needed in 2026.
2. **Key Terms:**
 - o Price of \$91,373.61 with tax per vehicle, for a total contract price of \$274,120.84.
3. **Competitive Bidding:** The City has a cooperative purchasing agreement with the State of Washington and is procuring this purchase through Washington State contract 28423.

Budget Impact:

Vendor	Bud Clary Chevrolet, Inc.
Contract Amount	\$274,120.84
Earmarked Funds	will be in the 2026 budget
BARS #	001.310.594.21.64

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign PO #25-235-ERR-001 with Bud Clary Chevrolet, Inc. in the amount of \$274,120.84 for the purchase of three Police Patrol Chevrolet Tahoes.

Alternative Actions: Not approve the contract.

Attachments (listed in order presented):

1. 25-235-ERR-001



City of Anacortes
Legal Department
PO Box 547
Anacortes, WA 98221
contracts@anacorteswa.gov

PURCHASE ORDER #25-235-ERR-001
POLICE PATROL CHEVROLET TAHOES—ERR3013, ERR3014, ERR2015

VENDOR: BUD CLARY CHEVROLET, INC.
BECKY DAVIS
P O BOX 127
LONGVIEW, WA 98632

Date: September 15, 2025

Contact: WiL Ludemann
Department: Public Works Department
Equipment Rental
(360) 293-1921
ludemannw@anacorteswa.gov

Email: becky.davis@budclary.com
Phone: 360-423-1700

Item	Qty	DESCRIPTION	U/M	Unit Price	Amount
1	3	New/Unused 2026 Chevrolet Tahoe Police Pursuit Vehicle (CK10706) 4WD and accessories, as specified in Exhibit A.	EA	\$60,167.00	\$180,501.00
2	3	Keer quote #50-6271 factory upfit This Work is subject to: • Specifications, incorporated as Exhibit A, • Washington State Contract 28423 and related Amendments, incorporated as Exhibit B. The aforementioned Exhibits A and B are hereby incorporated by reference and made a part hereof.	EA	\$24,126.00	\$72,378.00
Sum Total					\$252,879.00
Sales Tax @ 8.4%					\$21,241.84
Total Price					\$274,120.84

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents. Each of the persons signing below on behalf of any party hereby represents and warrants that they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

CITY OF ANACORTES

BUD CLARY CHEVROLET, INC.

Matt Miller, Mayor

Date

Date

COA PO #25-235-ERR-001
EXHIBIT A - 4 PAGES

Quote Number: 2025-9-146

Quote Created By: ludemannw@cityofanacortes.org

Organization: 22901 - ANACORTES, CITY OF - 22901

Order Contact: wil ludemann

Contact Email: ludemannw@cityofanacortes.org

Contact Phone: 360 293 1921

Organization Reference #: city of anacortes

Delivery City: ANACORTES

Internal Notes: Please Add Kerr quote # 50-6271 for Vehicle upfit for \$24,126. per vehicle.

Notes to Dealer: SEE KEER Quote.

Please enter a contact area code & phone #

Contract & Dealer Information

Contract #: 28423 - Motor Vehicles

Dealer: Bud Clary Chevrolet

Dealer Contact: Becky Davis

Dealer Phone: (360) 423-1700

Dealer Email: Chevy.orders@budclary.com

Color Options

Color Name	Qty
BLACK (GBA)	3

Tax Exempt: N

Vehicle Options

Order Code	Order Code Description	Qty	Unit Price	Ext. Price
2026-05009-0001	2026 Chevrolet Tahoe PPV 2WD(CC10706) Police	3	\$54,340.00	\$163,020.00
2026-05009-0007	2026 CHEVROLET TAHOE POLICE PURSUIT VEHICLE-(CK10706)4WD 9C1-Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20 steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires,(V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)-see available options for this trim 2025-0501-075	3	\$3,200.00	\$9,600.00
2026-05009-0044	***Options listed below for 2026 Tahoe 4WD PPV (9C1) Police Tahoe	3	\$0.00	\$0.00
2026-05009-0050	(PQA)IFL Safety Package includes (UEU) Forward Collision Alert, (UKM) Enhanced Lane Keep Assist with Lane Departure Warning, (UKI) Blind Zone Steering Assist, (UHY) Automatic Emergency Braking, (UFB) Rear Cross Traffic Braking, (UKT) Front Pedestrian and	3	\$825.00	\$2,475.00
2026-05009-0051	(6J3)Wiring, grille lamps and siren speakers	3	\$92.00	\$276.00
2026-05009-0052	(6J4) Wiring, horn and siren circuit	3	\$75.00	\$225.00
2026-05009-0053	(WX7) Wiring, auxiliary speaker. For upfitter connection to front door and windshield pillar speakers.	3	\$100.00	\$300.00
2026-05009-0054	(6C7)Lighting, red and white front auxiliary dome Red and white LED auxiliary dome lamp is located on headliner between front row seats. The auxiliary lamp is wired independently from standard dome lamp	3	\$170.00	\$510.00
2026-05009-0060	(7X3) Spotlamp, left-hand (Deletes A-pillar mounted assist handle.)Not available with SEO (7X2) left and right-hand spotlamps.)	3	\$800.00	\$2,400.00
2026-05009-0067	(T53)Lamps, alternate flashing Red & Blue rear compartment lid warning (visible when liftgate is open) and controlled by momentary liftgate mounted switch or ground wire	3	\$565.00	\$1,695.00

Catalytic Converter Marking

No, our organization declines catalytic converter marking

Request Totals

Please enter a contact area code & phone #		Total Vehicles:	3
		Sub Total:	\$180,501.00
		8.400 % Sales Tax:	\$15,162.08
		Request Total:	\$195,663.08

Save/Close

Submit to Dealer



Blair Schofield
B.schofield@kerrindustries.com
Dallas – Chicago – Detroit – Toronto
Cell 1-905-449-7698
Office 1-800-585-1774

SEPT-25

Quote#
50-6271

To: Becky Davis – Bud Clary Chevrolet
WiL Ludemann - City of Anacortes

From: Blair Schofield
Kerr Industries

The following options can be ordered for installation on a batch of 3 police 2026 Tahoe units. Dealer is responsible for routing the vehicles to and from Kerr by ordering at least one of the following options on the factory order: 7X2, 7X3, WX7, 6J3, 6J4, 6C7, T53, UN9

PUSH BUMPER ASSEMBLY - Supply & install a Setina PB450-4L lighted push bumper assembly to the front. The assembly includes four TRIO red/blue/white ION LEDs, two mounted forward-facing in the top crossbar, and one mounted side-facing to each bumper end plate. The White LED outputs will be connected into SCENE and TAKEDOWN lighting functions.

Note: Customer to order factory option 6J3

SIREN SPEAKER- Supply & install a 100-watt siren speaker mounted to the underside of the lower bumper cross-plate, positioned against the passenger side upright.

ROOF LIGHTBAR- Supply & install a 54" Whelen Liberty DUO LED lightbar secured to the roof with a vehicle specific hook mounting kit. The bar will be configured with primary module colors, red on driver side and blue on passenger side. The white as a secondary color for the side and front modules to provide enhanced SCENE and TAKEDOWN functions. The rear of the bar will have amber as a secondary color to provide classic traffic advisor patterns, and will be tied into a dedicated AMBER button on the central controller along with other amber perimeter lights.

BALLISTIC PANEL – DRIVER SIDE - Supply & install a Kerr NIJ Level 3+ ballistic solid steel door panel insert for front driver side door. Kit includes the panel itself along with, all necessary mounting brackets, hardware, labels, and heavy-duty swing check strap.

CENTER CONSOLE- Supply & install a Havis VSX widebody console assembly, with integrated printer housing, dual internal cup holder, armrest assembly with storage pocket, bracket to mount Whelen Core control head into the printer panel front, radio faceplate, and blank faceplates to fill out the remaining space

LAPTOP MOUNTING- Supply & install an 8.5" heavy-duty telescoping pole that will mount internally in the above console. The mounting pole will be topped with an 11" slide, swing, and tilt laptop motion platform.

SIREN & LIGHT CONTROLLER- Supply & install a Whelen Cencom Core central control system that will have all emergency light and siren equipment wired in. The main amplifier unit will mount behind the driver side rear cargo trim, and the 21-button remote control head will mount in the front equipment console for easy driver access. An AMBER button will be provided on the controller to trigger the lightbar rear amber along with any amber perimeter lights.

Note: Customer to order factory option 6J4

ANTENNA PRE-WIRE- Supply & install a pair of roof mount NMO style antenna bases with 17ft antenna cables. Each cable end will be finished with the adapter specific for the Motorola APX dual band radio, and both cables will be routed to the front side of the prisoner partition and coiled up behind the passenger side seat.

GUN RACK- Supply & install a Setina gun rack assembly mounted in the partition recess panel behind the front equipment console. The rack will provide a single Blac-Rac 1082-E which will be wired into the Cencom controller with a dedicated button for timed lock release.

FRONT PARTITION- Supply & install a Setina brand 10VS-RP front prisoner partition with center recess panel, two-piece lower kick panel, and a polycarbonate upper panel with a horizontal sliding window.

Note: Customer to order factory option 6N5 & 6N6

PRISONER SEAT- Supply & install a Setina full replacement poly rear prisoner seat assembly. The kit includes a custom center pull seat belt system to prevent the officer from needing to reach across the prisoner's body.

Note: The removed factory rear seat will be placed back into the vehicle and returned To Anacortes with the completed vehicle. Build plan is NOT compatible with factory option ATZ

CARGO PARTITION- Supply & install a cargo partition mounted behind the second-row seats. The lower portion will be a solid panel, and the upper portion will be an expanded metal window.

SIDE-FACING LIGHTS- Supply & install a dual color Whelen ION red/blue/amber TRIO LED mounted side-facing out both the driver and passenger rear cargo side windows

REAR-FACING LIGHTS- Supply & install a pair of dual color Whelen ION red/blue/amber TRIO LEDs mounted rear-facing out the bottom edge of the liftgate glass.

WHITE BUMPER LIGHTS- Supply & install a Rigid brand flush mount #980033 backup lighting kit to be installed in the rear fascia and we wired into a separate switch in the Cencom control head.

POWER DISTRIBUTION- Supply & install a power distribution system that includes a pair of BIT13 fuse & timer panels, one located in the front console and the second located behind the driver side rear cargo trim. The two panels together will provide 26 fuse protected circuits, 10 – Battery, 10 – ignition, and 6 timed auto shutdown circuits. The timed circuits are independently adjustable to 0.5, 1.0, 2.0, and 4.0-hour intervals.

Total per vehicle Dealer Cost For The Above Tahoe Package - USD

\$24126.-

RECOMMENDED MINIMUM FACTORY POLICE OPTIONS

7X3 – Driver side spotlight

6J3 – Grille & siren harness

6J4 – Horn tap wiring

6C7 – red/white LED front dome

T53 – Led lights on the lower lip of the liftgate, red-DS and blue-PS

Price is quoted in US funds and is exclusive of any applicable taxes

All equipment supplied and Installed by Kerr Industries has a warranty of 3 years/36,000 miles.

Please Note:

- Pricing valid for 60 days.
- Kerr Industries assumes no liability for the specifications of the dealer ordered factory vehicle options. Please consult with your OEM/Dealer order book to confirm spec and pricing of factory options.
- This document is ONLY a quote and not an order confirmation. To apply these options to your vehicles please provide the factory order confirmation numbers to Kerr and we will supply you with a detailed Kerr order summary for your review and sign back.

Thank you for the opportunity,
Blair



City Council Agenda Bill

Meeting Date: September **Agenda Item:** 6.f.
15, 2025

Agenda Item Title: Continued | City Council Procedures & Committee Structure Workshop

Staff Contact(s): Emily Schuh, Darcy Swetnam

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Rhonda Peck	Discussion
Darcy Swetnam	
Emily Schuh	

Item Summary: This workshop is a continuation of City Council conversations to review the City Council Procedures, including how the Council Committees are structured.

Budget Impact:
N/A

Previous Action: The City Council Procedures and Council Committee Structure were discussed at the July 21, 2025 City Council meeting and the June 12, 2025 City Council/Mayor/Department Head Retreat. Council members provided comments for compilation and further discussion in preparation for this discussion.

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. 250908 Council Procedures Comment Compilation
2. Council Procedures (Resolution 3094 adopted 07/2022 & Resolution 3141 adopted 12/2023))
3. Councilmember Fantini Memo 05/2025
4. Councilmembers Walters Memo 06/2025
5. Council Procedures and Committee Structure Powerpoint 250915

CITY OF ANACORTES - MEMORANDUM

TO: CITY COUNCIL, MAYOR MILLER
FROM: EMILY SCHUH, DARCY SWETNAM
SUBJECT: COUNCIL PROCEDURES UPDATE
DATE: SEPTEMBER 8, 2025
CC:

SUMMARY

This memorandum summarizes comments from City Councilmembers and staff regarding proposed changes to the City Council Procedures. Staff have organized these by topic and included individual Councilmembers comments within each topic.

I. CHANGES TO COMMITTEE STRUCTURE

COUNCILMEMBER FANTINI:

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:

- 1.1 **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.
- 1.2 **Improve Collaboration** - Every council member would have equal access to information and deliberation, reducing silos and fostering more informed, unified decisions.
- 1.3 **Increase Efficiency-** Eliminating redundant committee meetings streamlines governance, saving time for both council members and city staff.
- 1.4 **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.
- 1.5 **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, HACS, etc) would be absorbed into the Committee-of-the-Whole.

COUNCILMEMBER HUBIK:

- 1. Council should have work sessions and Committees of the Whole once a month on an alternating basis. This allows time for three full council meetings each month.

2. City Council Meetings are scheduled every first four Mondays, every 5th Monday off
3. Each Second or Third Monday of even months is a Work Session (I'm open to whether this is limited to max 90 mins with a regular meeting following the work session)
4. Each Second or Third Monday of odd months is a Committee of the whole (same sentiment for regular mtg following)
5. I also wouldn't be opposed to some sort of language like --> *during November and December, due to the urgency of passing budgets, council can vote in October to make all meetings standard council meetings*
6. Committee of the Whole is the smaller depts that meet quarterly, all rolled up into this one
IT, Library, Museum, Parks, Personnel

Finance absorbs Fiber
Planning absorbs HACs
Public Safety - no change
Public Works - no change
Econ Dev - no change
7. Then for those five committees above, I wouldn't mind seeing term limits. No more than three 2-year consecutive assignments, since those are decided by a mayor pro-tem every other year.
8. I also wouldn't be sad if there were more guardrails on who goes where - if you're on planning, you're not also on public works, for example.
9. I think this is a solid mix of what we have and just one big-ol' meeting where 10-12 depts try to give updates (that honestly sounds like a wretched slog)

COUNCILMEMBER MOULTON:

1. 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.

COUNCILMEMBER WALTERS¹:

1. Reduce the number of standing committees through consolidation or deletion (e.g., Planning/HACs; IT/Fiber)
2. Create charters for each standing committee
3. Clarify that committees are for the purpose of generating policy, not simply hearing what is happening in various departments
4. Clarify purpose of committee reports

¹ Councilmember Cleland-McGrath indicated support for all of Councilmember Walters's comments.

II. CONDUCT OF MEETINGS

COUNCILMEMBER MOULTON:

1. Establish who acts as mayor when the mayor and mayor pro tem are absent.
2. Revisit number of meetings a Councilmember is able to attend remotely: We took action on this several years ago, and I believe we settled on 6 or 12. However, it was never added to the procedures
3. Discuss how many meetings Councilmembers may miss whether excused or unexcused: Exemptions for health, caring for family member, etc.?

COUNCILMEMBER WALTERS²:

1. Change “mayor” to “chair” in most cases in the text, because presiding officer is not always the mayor (see definitions)
2. Request general reason for absence to qualify for excused absence
3. Prohibit campaigning (e.g., for candidates, ballot measures) by anyone, councilmembers or by public during public comment
4. Adopt procedures/checklist for quasi-judicial matters
5. Provide procedure for entry into exec session at any time when needed
6. Clarify two-read rule to apply only to regulatory, non-emergency ordinances (e.g., not the budget, not moratoria, not vacations)
7. Replace Attachment B with adoption of Roberts Rules

COUNCILMEMBER FANTINI:

1. **Enhance Voting & Agenda-Setting Practices**
2. **Roll-Call Votes for Key Decisions** - Ensure every member's position is recorded publicly.
3. **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.

III. PUBLIC COMMENT

COUNCILMEMBER WALTERS:

1. Public comment

² Councilmember Cleland-McGrath indicated support for all of Councilmember Walters’s comments.

- 1.1 Require statement of what neighborhood commenter lives in or other mechanism to identify commenters who do not live in Anacortes
- 1.2 Revise limitation on public comment to be consistent with other cities, to limit to matters on the agenda or matters within the City Council's authority
- 1.3 Revise limitation on applause to allow during announcements
- 1.4 Require zoom commenters to register in advance, while complying with RCW 42.30.240
- 1.5 Provide limited ability for council to respond to public comments
- 1.6 Describe the extent to which meeting minutes must document public comment

COUNCILMEMBER FANTINI:

Strengthen Public Comment & Meeting Accessibility

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

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

COUNCILMEMBER MOULTON:

1. Public Comment - Method of addressing Council.
2. We also ask for city of residence – should we formalize it here?
3. Right to Speak. – We could add that all Councilmembers will be given the opportunity to speak before one is allowed to speak twice or more.
4. 1.4e (Motion Procedures) is blank

STAFF RECOMMENDATIONS:

1. Public Comments: Whether Council wants to update some provisions regarding public comment:
 - a. Whether Council wants to prohibit speakers providing public comment from presenting slide decks on the podium computer.
 - b. Whether Council wants to limit zoom testimony to avoid zoom bombing.
Some options could include:
 - i. Require zoom attendees to pre-register
 - ii. Require zoom commentors to keep their video on
 - iii. Eliminate remote testimony
 - c. Whether procedures should set the 3-minute limit for speakers.
2. Mayor Pro Tem Question: Should there be language identifying who should lead the meeting if the Mayor and Pro Tem are unavailable?

IV. AGENDA

COUNCILMEMBER MOULTON:

1. Addition of items to the agenda
- A. 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.
2. Ordinance
- A. b) Two-read rule. An ordinance must be heard at two separate council meetings before it can be adopted
- B. We occasionally waive this rule. Do we have the ability to waive additional rules? Just curious

COUNCILMEMBER WALTERS³:

1. Established preferred requirements for agenda item cover sheets
2. Separate cover sheets for contracts vs other types of agenda items
3. Budgeted/earmarked/CFP expense (in lieu of "requires budget amendment")
4. Clarify what "staff contact" means and why there are multiple contacts, note author is not always staff
5. Clarify what "approved for submittal to council" means
6. Replace BARS number with identification of various funding sources
7. Reconsider including "views of others"
8. Require maps

STAFF RECOMMENDATION:

1. Consent Agenda: Updates to Section 6.4 of the procedures on Consent Agenda. Contracts staff have encountered inefficiencies related to items eligible for the consent agenda and recommend the following changes to Section 6.4:
 - a. Request the language for item 6.4(d)(7) be modified: "public work contracts ~~that have been publicly bid~~ < \$200,000"
 - b. Request language in item 6.4(d)(8) be modified: "purchased or personal service contracts ~~on standard city forms~~ < \$100,000"
 - c. Request clarification for when the following items can be on Consent:
 - i. Contracts for goods/materials/supplies not connected to a public work project
 - ii. Contract modifications
 - iii. Interlocal agreements
 - iv. Interlocal amendments

³ Councilmember Cleland-McGrath indicated support for all of Councilmember Walters's comments.

V. ETHICS

COUNCILMEMBER FANTINI:

Adopt a Strong Code of Ethics for All Elected Officials

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

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

VI. EXPECTATIONS OF STAFF

COUNCILMEMBER WALTERS⁴:

- 1. Articulate expectations of staff with respect to Council
- 2. Provide materials in advance of Monday night, exception for presentations that don't include new material and late-breaking information
- 3. Obligation to follow-up on council requests
- 4. Define duties of clerk to track council requests, receive and prepare notices, etc.
- 5. Compliance with AMC 9.08.010
- 6. Notify us of pending applications/appeals that will be council quasi-judicial matters

VII. OPMA ISSUES

COUNCILMEMBER WALTERS:

- 1. Clarify how a councilmember can send information to the entire council
- 2. Note obligation of staff to NOT schedule topics for multiple committees, to avoid serial meetings
- 3. Address situations where we're currently issuing a "Notice of Council Attendance" which is not a type of notice recognized by OPMA
- 4. For executive sessions, add reference to RCW 42.23.070(4) and RCW 42.23.050 for prohibition on revealing exec session information

⁴ Councilmember Cleland-McGrath indicated support for all of Councilmember Walters's comments.

VIII. MISCELLANEOUS

COUNCILMEMBER WALTERS⁵:

1. Include restatement of council authority based on RCW 35A.11.020
2. Create position of “council president,” with defined duties in service to the council separate from any service as mayor pro tem
3. Specify scheduled time for reconsideration of ordinances that have been vetoed

STAFF RECOMMENDATIONS:

1. Delete 5.3(d), which says that nothing requiring final action other than the consent agenda should be added to 2nd and 4th meetings of the month. This is inconsistent with current practice, but Council may want to retain this rule if it decides to switch to a committee of the whole structure.
2. Move Section 7.4(a)(2), which says all fees or charges for city services must be done by ordinance, when we adopt fees into the unified fee schedule by resolution. This language is inconsistent with current practice.
3. Clarify and define “applicable rules” in section 8(b)(3) for input on quasi-judicial proceedings.
4. Consider changing language in Section 10.5(f) which allows a councilmember to attend a committee meeting in place of an absent regular councilmember. This could lead to serial meetings and OPMA issues if four councilmembers ultimately end up discussing the same issue over the course of a couple of committee meetings.
5. Consider whether there should be a limit on virtual attendance by Council and/or a requirement that remote Councilmembers keep their camera on during meeting.

⁵ Councilmember Cleland-McGrath indicated support for all of Councilmember Walters’s comments.

RESOLUTION NO. 3094

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

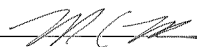
WHEREAS, On April 4, 2016, City Council adopted Resolution 1949 repealing Resolutions 1867 and 1923, and adopting new Council procedures, which have since been updated from time to time as Council has identified policy changes that were determined to be in the best interest of the City, and

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.

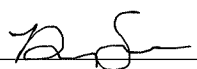
**INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY
OF ANACORTES on this 5th day of July 2022.**



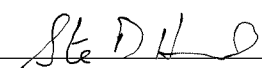
MATT MILLER, MAYOR

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.

Certificate Of Completion

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 City Clerk
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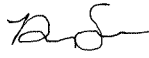
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 cityclerk@cityofanacortes.org

Location: DocuSign

Signer Events

Darcy Swetnam
 darcys@cityofanacortes.org
 City Attorney
 Security Level: Email, Account Authentication (None)

Signature


Signature Adoption: Drawn on Device
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Steve Hoglund
 steveh@cityofanacortes.org
 City Clerk/Treasurer
 City of Anacortes
 Security Level: Email, Account Authentication (None)



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Matt Miller
 mattm@cityofanacortes.org
 Mayor
 City of Anacortes
 Security Level: Email, Account Authentication (None)



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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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Subject: SIGNATURE REQUIRED: Approved Resolution 3141

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City Clerk

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904 6th St

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Anacortes, WA 98221

cityclerk@cityofanacortes.org

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Darcy Swetnam

darcys@cityofanacortes.org

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

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Electronic Record and Signature Disclosure		

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.

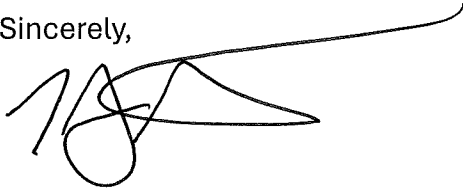
These reforms align with best practices in open government and address resident concerns about fairness and accountability. They are not about undermining existing work but about strengthening trust in our local democracy. Residents deserve to see their elected officials working together transparently,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

Memorandum



To: City Council
From: Councilmember Ryan Walters
Date: June 12, 2025
Re: Additional Council Procedures Updates

In addition to or in lieu of those revisions that have been proposed by others, I propose that the City Council consider revisions to Council procedures as follows:

- 1 Include restatement of council authority based on RCW 35A.11.020
- 2 Create position of “council president,” with defined duties in service to the council separate from any service as mayor pro tem
- 3 Established preferred requirements for agenda item cover sheets
 - 3.1 Separate cover sheets for contracts vs other types of agenda items
 - 3.2 Budgeted/earmarked/CFP expense (in lieu of “requires budget amendment”)
 - 3.3 Clarify what "staff contact" means and why there are multiple contacts, note not author is not always staff
 - 3.4 Clarify what “approved for submittal to council” means
 - 3.5 Replace BARS number with identification of various funding sources
 - 3.6 Reconsider including “views of others”
 - 3.7 Require maps
- 4 Articulate expectations of staff with respect to Council
 - 4.1 Provide materials in advance of Monday night, exception for presentations that don’t include new material and late-breaking information
 - 4.2 Obligation to follow-up on council requests
 - 4.3 Define duties of clerk to track council requests, receive and prepare notices, etc.
 - 4.4 Compliance with AMC 9.08.010
 - 4.5 Notify us of pending applications/appeals that will be council quasi-judicial matters
- 5 Conduct of meetings
 - 5.1 Change “mayor” to “chair” in most cases in the text, because presiding officer is not always the mayor (see definitions)
 - 5.2 Request general reason for absence to qualify for excused absence
 - 5.3 Prohibit campaigning (e.g., for candidates, ballot measures) by anyone, councilmembers or by public during public comment
 - 5.4 Adopt procedures/checklist for quasi-judicial matters

- 5.5 Provide procedure for entry into exec session at any time when needed
- 5.6 Clarify two-read rule to apply only to regulatory, non-emergency ordinances (e.g., not the budget, not moratoria, not vacations)
- 5.7 Replace Attachment B with adoption of Roberts Rules
- 6 Public comment
 - 6.1 Require statement of what neighborhood commenter lives in or other mechanism to identify commenters who do not live in Anacortes
 - 6.2 Revise limitation on public comment to be consistent with other cities, to limit to matters on the agenda or matters within the City Council's authority
 - 6.3 Revise limitation on applause to allow during announcements
 - 6.4 Require zoom commenters to register in advance, while complying with RCW 42.30.240
 - 6.5 Provide limited ability for council to respond to public comments
 - 6.6 Describe the extent to which meeting minutes must document public comment
- 7 OPMA
 - 7.1 Clarify how a councilmember can send information to the entire council
 - 7.2 Note obligation of staff to NOT schedule topics for multiple committees, to avoid serial meetings
 - 7.3 Address situations where we're currently issuing a "Notice of Council Attendance" which is not a type of notice recognized by OPMA
 - 7.4 For executive sessions, add reference to RCW 42.23.070(4) and RCW 42.23.050 for prohibition on revealing exec session information
- 8 Committees
 - 8.1 Reduce the number of standing committees through consolidation or deletion (e.g., Planning/HACS; IT/Fiber)
 - 8.2 Create charters for each standing committee
 - 8.3 Clarify that committees are for the purpose of generating policy, not simply hearing what is happening in various departments
 - 8.4 Clarify purpose of committee reports
- 9 Specify scheduled time for reconsideration of ordinances that have been vetoed

CITY COUNCIL
PROCEDURES
WORKSHOP
SEPTEMBER 8, 2025



BACKGROUND

- Prior city council procedures and council committee structure discussions
 - July 21, 2025 city council meeting
 - June 12, 2025 City Council/Mayor/Department Head Retreat.
- In preparation city council members and city staff provided feedback

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RESOLUTION NO. 3894

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

BROAD TOPICS OF DISCUSSION

- Changes to Committee Structure
- Conduct of Meetings
- Public Comment
- Agenda
- Ethics
- Expectations of Staff
- Open Public Meetings Act

COMMITTEE STRUCTURE

- Replace current council committees with a committee-of-the-whole structure
- Evaluate the number of council meetings each month
- Transition some council meetings into council work sessions
- Consolidate current committees
- Consider term limits on committees and limitations of who serves on which committees
- Create charter for committee and clarify purpose of generating policy

CONDUCT OF MEETINGS

- Establish who acts as mayor in absence of mayor and mayor pro tem
- Formalize number of meetings councilmembers may attend remotely
- Consider whether there should be a limit on virtual attendance by Council and/or a requirement that remote Councilmembers keep their camera on during meeting
- Discuss number of absences a councilmember may have (excused or unexcused) and provide general reason for absence to be excused
- Replace term “mayor” with “chair” in most cases
- Prohibit any campaigning
- Adopt procedures for quasi-judicial matters and entry into executive session
- Clarify two read rule
- Adopt Roberts Rules of Order
- Roll call key decisions
- Reduce number of councilmembers necessary to add item to agenda without mayoral override

AGENDA

- Update what can be added to agenda if study sessions replace some of the regular meetings
- Evaluate Two Read Rule requirements
- Reevaluate agenda memo and format requirements. Differentiate requirements for contract agenda memos. Identify backup materials required in packets.
- Modify consent agenda language to comply with current RCW. Review additional items that could be included on consent agenda.
 - Contracts for goods/materials/supplies not connected to a public work project
 - Contract modifications
 - Interlocal agreements
 - Interlocal amendments

PUBLIC COMMENT

- Require commenter to identify what City they live in
- Limit public comment to matters on the agenda or matters within City Council's authority
- Limit applause to during announcements
- Formalize online participation requirements
 - Require pre-registration
 - Require video to be on
 - Another option, eliminate remote testimony
- Provide limited ability for council to respond to public comment
- Describe how public comments are documented in meeting minutes
- Standardize amount of time allowed each speaker
- Address how disruptions are handled
- Clarify commenter is addressing council
- Limit use of presentations during public comment

ETHICS

- Adopt a code of ethics for all elected officials

EXPECTATIONS OF STAFF

- Articulate expectations of staff
- Provide materials in advance of meeting
- Follow through on council request
- Define city clerk duties
- Notify of potential quasi-judicial matters

OPEN PUBLIC MEETINGS ACT

- Clarify how councilmember can communicate via email with entire council
- Avoid serial meetings through multiple council committees' discussion on same topic
- Consider changing language in Section 10.5(f) which allows a councilmember to attend a committee meeting in place of an absent regular councilmember. This could lead to serial meetings and OPMA issues if four councilmembers ultimately end up discussing the same issue over the course of a couple of committee meetings.
- Review “Notice of Council Attendance” practice
- Add RCW references on prohibition of revealing executive session information (RCW 42.23.070(4) and 42.23.050)

MISCELLANEOUS

- Restate council authority based on RCW 35A.11.020
- Create Council President position, separate from may pro tem
- Specify timeframe for reconsideration of vetoed ordinances
- Delete 5.3(d) unless moving to a committee of the whole structure
- Align 7.4(a)(2) with practice of Unified Fee Schedule being adopted by resolution
- Clarify and define “applicable rules” in 8(b)(3) for input on quasi-judicial proceedings
- Consider changing language in section 10.5(f) which allows councilmember to attend a committee meeting in place of another councilmember to avoid potential serial meeting and OPMA issue