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- 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

October 27, 2025
6:00 PM

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

1. **Call to Order**
2. **Closed Session**
 - a. Collective Bargaining topics per RCW 42.30.140(4)(b) (30 minutes)
3. **Pledge of Allegiance**
4. **Announcements and Committee Reports**
 - a. Fiber Committee (Report)
 - b. Finance Committee (Report)
 - c. Planning Committee (Report)
 - d. Mayor's Budget Message (Announcement)
5. **Public Comment**
6. **Consent Agenda**
 - a. Minutes of October 20, 2025 (Action)
 - b. Minutes of North Star Special Joint Meeting September 30, 2025 (Action)
 - c. Approval of claims in the amount of \$365,999.26 (Action)
 - d. Contract Award: Social Worker Agreement #26-007-APD-001 (Action)
7. **Other Business**
 - a. Interlocal Agreement #26-005-APD-001 with Skagit County for Vessel Registration Fees (Discussion/Action)
 - b. Interlocal #IL265 Amendment #2 with Anacortes School District 103 for the School Resource Officer Program (Discussion/Action)
 - c. Interlocal Agreement 25-270-APD-001 with Washington Traffic Safety Commission for

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.

Traffic Safety Grant (Discussion/Action)

- d. Contract Modification: South Commercial Avenue Corridor Phase II - 13th to 34th Streets – Design #19-097-TRN-001 (Discussion/Action)
 - e. * 2026 Budget Work Session - Public Works (Discussion)
 - f. Resolution 3188: City Council Procedures (Discussion/Possible Action)
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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City Council will now enter into a closed session pursuant to RCW 42.30.140(4)(b) regarding collective bargaining topics.

This closed session is expected to last 30 minutes. No action will be taken.

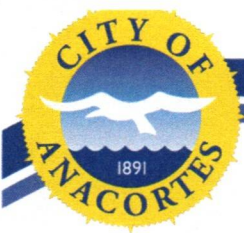
Upon completion of the closed session, Council will return to the open meeting and resume our agenda.

CLOSED SESSION

MAYOR MATT MILLER



CITY COUNCIL MEETING OCTOBER 27,
2025



MATT MILLER, MAYOR
CITY OF ANACORTES

2026 MAYOR'S BUDGET MESSAGE

In accordance with RCW 35A.33.050 I am presenting my proposed \$114.8 million, balanced 2026 City of Anacortes Budget.

As we prepare this year's budget, we face a stark financial reality and must make painful but necessary decisions to ensure our city's long-term stability and resilience. Inflation and declining revenue streams have created one of the most difficult budgets we have faced, requiring significant reductions and structural changes. This budget reflects substantial efforts to close a \$9 million budget gap. This proposal both increases revenues (taxes) and significantly cuts expenses, including staff, to present a balanced budget.

Despite extensive cost-saving measures layoffs are necessary. The proposed budget removes 8.9 full-time equivalent (FTE) positions of 246 employees across multiple departments affecting 13 individuals. This is not a decision we make lightly. Our employees are the city; they deliver every service and embody the commitment to our residents. We deeply value their dedication and professionalism and will work to support affected staff through this transition. The last time the City of Anacortes had to lay off employees was during the 2008 economic downturn.

I know these reductions have real impacts on people — on families, on livelihoods, and on teams that have served together for years. These are not decisions made from a distance; they come after long discussions and hard reflection. We move forward with empathy, and the resolve to rebuild a more sustainable path for everyone who calls Anacortes home. This budget reflects our community's priorities and values. It captures the essential services that only the government closest to the people can provide: *public safety, clean water, emergency response, safe streets, parks, and facilities*. These services are the foundation of what makes Anacortes a vibrant and connected community.

But like many cities across Washington, we are confronting sustained financial pressures; the cost of providing these services continues to rise, while revenues have remained flat or even declined.

For perspective and to better understand what led to these challenges:

- Wages and benefits costs have risen by more than 20% over the past four years;
- Construction costs have increased by nearly 50% during the same period;
- Sales tax revenues have been flat or declining;
- As our city has grown, our staff and service demands have also grown;
- While our reserves are stable, our cash balances are no longer sufficient to “buy us out” of this shortfall; and,
- Ultimately, City revenues would need to grow by roughly 8% each year to maintain current service levels, growth we have not experienced. Our expenses cannot continue to exceed our revenues.

ADDRESSING THE SHORTFALL

In developing this budget, we worked to minimize impacts on essential public-facing services, but we have reached the limits of what can be achieved through efficiencies alone. The budget includes a mix of reductions, reallocations, and targeted revenue increases, including:

- Eliminating certain equipment and information systems repair and replacement charges in the General Fund;
- Reducing training and travel budgets to focus on required certifications only;
- Reducing City funding for certain nonprofit partnerships (e.g., Community Action of Skagit County and Anacortes Downtown Alliance);
- Reallocating \$250,000 from the Library Reserve Fund to the General Fund;
- Deferring many capital projects to maintain cash flow;
- Allocating opioid settlement funds to support the Anacortes Family Center Social Worker, School Resource Officer, preventive programming through Parks, Library, and Museum, Police K-9 expenses, and range training agreements;
- Removing staffing costs by eliminating 2025 budgeted, but unfilled positions and 8.9 FTEs in the 2026 budget;
- Adopting a 1% property tax increase, a 2% utility tax increase for water, wastewater, and stormwater, and rate adjustments for both the stormwater and sewer utilities, requiring City Council adoption.

These reductions will inevitably lead to some changes in how we deliver services. While essential operations such as police, fire, and emergency responses are not impacted, other departments may experience reduced hours, scaled-back programs, and longer waiting times in certain areas.

The budget is a comprehensive effort to preserve public safety, core infrastructure, and community access, while positioning Anacortes for a more stable financial future. Every department has participated in this effort, identifying ways to adjust operations, defer

expenses, and focus on the services that only local government can provide. The following summaries highlight key adjustments and priorities by department.

DEPARTMENTAL OVERVIEW

EXECUTIVE

The Executive budget remains largely unchanged to ensure continuity and stability during the transition to a new incoming mayor.

LEGISLATIVE

The Legislative budget is reduced to reflect lower County Voter Registration fees in even-numbered years when fewer local elections occur. *A Town Is Our Town* remains in the budget in a condensed, electronic-only format.

FINANCE

The Finance Department is focusing budget priority on the two-year implementation of a new enterprise-wide business management system (ERP) that will modernize financial, payroll, and operational systems across all departments.

HUMAN RESOURCES

Human Resources is currently negotiating with three of our four bargaining units. The Anacortes Commissioned Police Guild Collective Bargaining Agreement which expired December 31, 2024, is expected to move to interest arbitration. Collective bargaining is underway with Teamster's Local 231 and IAFF Local 1537. The impacted bargaining units have been notified of the layoffs, and we are committed to sharing financial data which has led to staffing reductions across departments. Civil Service promotional assessments for public safety are included in the budget.

ADMINISTRATIVE SERVICES

In the IT Division, replacement costs have been removed from General Fund allocations, and equipment replacement schedules extended to reflect longer life cycles. The City will enter a new agreement with Microsoft in 2026 and continues to prioritize cybersecurity and end-user security training. ACCESS Anacortes Fiber Internet construction is nearing completion. The Fiber Division is projected to begin contributing to the General Fund in 2027. In the Court Division, the State's new case management system, in 2026, may further impact local court operations and caseloads continue to be monitored. Contracted Public Defense services continue to ensure compliance with Washington Supreme Court caseload limits.

LEGAL

In-house prosecutor funding was removed and the 2026 budget continues contracted prosecution and advisory services for the Police Department.

PLANNING, COMMUNITY, AND ECONOMIC DEVELOPMENT (PCED)

In 2026, 20% of Community Development Block Grant (CDBG) allocations will be withheld to offset community project costs for projects including the Salvation Army Cold Weather shelter program. The City is reducing the financial support of Downtown Alliance and Community Action programs. The Creosote Pilings replacement project will move forward using existing fund balance, in compliance with Department of Natural Resources lease agreement.

The City plans to fund the Community Event Facility project in partnership with the Port of Anacortes, through a general obligation bond, supported by lodging tax revenues which are restricted to tourism-related activities and grants. This funding approach does not draw from the City's general fund. The project's estimated cost is \$8M with \$6M expected to be bonded. The resulting economic activity, including lodging and sales tax revenue will help strengthen long-term fiscal stability without requiring new taxes.

PARKS & RECREATION

The majority of the Parks projects are funded through grants (county, state, private), impact fees, and external contributions rather than Real Estate Excise Tax (REET) funds which allows us to continue moving forward with improvements to the Depot Maritime Plaza, Skate Park parking lot, Westside Park, Heart Lake parking lot, and the Senior Activity Center classrooms.

LIBRARY

The Library has built a healthy reserve through careful stewardship to address current shortfalls. The normal \$250K in property tax is reallocated from the Library Reserve Fund to the General Fund. The Library budget is significantly reduced.

MUSEUM

Anacortes is unique among cities of its size in operating a municipal museum. In 2026, the Museum budget is significantly reduced.

PUBLIC SAFETY

Voter-approved Proposition 1 continues to fund established Police and Fire staffing levels.

Police: The Anacortes School District will no longer fund the School Resource Officer position; this budget shifts that cost to APD which in 2026 will be offset in part by opioid settlement funds.

Fire: The fire department received a SAFER Grant which covers 75% of wages and benefit costs for three new firefighter/paramedic positions. The remaining new staffing costs will be offset by eliminating one Assistant Chief position and Skagit County EMS revenue. These positions will be filled in mid-2026.

PUBLIC WORKS

Public Works manages essential services, including streets, water, wastewater, stormwater, solid waste, fleet, and facilities. Most of these services are enterprise funds, meaning funded by rates. The facilities assessments completed in 2025 will guide priority maintenance and capital planning. Transportation funding is reduced, with \$1.5 million in REET allocated for transportation, sidewalks, and ADA improvements. The \$3.5 million South Commercial Avenue repaving project will need to be phased, delaying completion dependent on additional funding opportunities, as we are spending local funds to improve this portion of a state highway where the state has failed to do so.

IN CONCLUSION

In the coming weeks, City staff will work collaboratively with the City Council, labor partners, and the public to refine and adopt this budget. Three City Council work sessions are scheduled, starting tonight, and public comments are encouraged throughout the budget process until the public hearing is closed.

The pursuit of long-term fiscal stability remains our shared responsibility. The impact will be felt by the community and individual city employees. Through difficult decisions, disciplined priority setting, and a continued focus on essential services, this budget positions Anacortes to weather current challenges and continue providing the core services and community connections. Together, we must build budgets that reflect our community's values while being fiscally sustainable – now, and into the future.

From: [Tim Marquez](#)
To: [pced](#); [CityClerk](#)
Subject: Housing
Date: Friday, October 24, 2025 5:54:38 AM

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

City Council, Planning Commission, and PCED Team,

If the City wants to see more housing built—especially higher-density and affordable units instead of more single-family homes—then the question needs to be asked: what is Anacortes actually doing to incentivize that?

After speaking with other builders in town, it's clear that very few are interested in developing new rental or affordable housing properties locally. Washington State continues to move further toward a tenant-first approach, with landlord rights shrinking every legislative session. Managing rental housing has become increasingly difficult and legally risky. I don't see this trend reversing, which means providing affordable and market-rate rental units in our community is becoming less and less desirable.

As a landlord with multiple properties in Skagit County and Anacortes, I've seen these challenges firsthand. The regulatory burden, constant policy changes, and added costs make it harder to justify new projects—especially affordable ones where margins are already tight. Developers and investors are taking their money to places like Idaho, Arizona, and other states where it's simply easier, faster, and less risky to build and operate housing.

On top of that, the ever-tightening energy codes continue to drive up construction costs without any corresponding increase in rental income or financial support from the city or state. Builders and developers are the ones assuming all of the risk to deliver housing—especially affordable housing—and yet the environment keeps getting more restrictive.

If Anacortes truly wants more affordable and workforce housing, we have to make it feasible and less risky to build. That means creating real, tangible local incentives.

Like:

Establishing an MFTE (Multifamily Tax Exemption) program in Anacortes to offset long-term operating costs

Reducing or waiving permit and impact fees for multi family and qualified affordable or workforce housing projects

Expedited permitting for multifamily or affordable developments to shorten timelines and reduce holding costs

Relaxed parking requirements to lower project costs and make smaller infill projects more viable

Builders and developers take on the financial and regulatory risk to create the housing this city needs. We need to incentivize more, otherwise, we'll be having this same conversation every

year while the housing shortage continues to grow.

Anacortes City Council Minutes - October 20, 2025

Call to Order

Mayor Matt Miller called to order the October 20, 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.

Executive Session

Potential Litigation or Litigation per RCW 42.30.110(1)(i) (15 minutes)

At 6:00 pm, Mayor Miller announced that City Council and the City Attorney would convene in Executive Session per RCW 42.30.110 (i) for approximately 15 minutes to discuss potential litigation or litigation. The mayor advised that the regular meeting would then reconvene with no final action having been taken. Councilmembers TJ Fantini, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Amanda Hubik attended the executive session.

At 6:15 pm, Mayor Miller called the meeting back to order and announced that no final action had been taken during the executive session.

Mr. Fantini moved, seconded by Mr. Young, to move item 7.d. Resolution 3188: City Council Procedures for a future meeting. The motion carried unanimously by voice vote.

Mr. Walters moved seconded by Mr. McDougall to amend the agenda to add item 3.b. Motion to Authorize Litigation to the agenda. The motion carried unanimously by voice vote.

Authorizing Litigation

Mr. Walters moved, seconded by Mr. Fantini to authorize the City Attorney or her legal representative to bring any legal action she deems appropriate in the name of the City of Anacortes and named employees against David Douglas Speidel and other appropriate or necessary parties, including seeking an anti-harassment order and any other relief she deems necessary. The motion carried unanimously by voice vote.

Announcements and Committee Reports

Mayor Miller announced that the Haunted Forest will be on Saturday October 25th at 6 pm. He also reminded the public of the importance of having working smoke detectors, reporting that working smoke detectors allowed for a successful evacuation and no injuries in a fire that occurred in an apartment building on 6th Street on October 18th. He then thanked all involved with the ribbon cutting for the Samish Early Learning Center on 16th Street. He then announced that Skagit County would hold two public hearings: The first would be regarding the Guemes Island Ferry fare schedule on October 21st at 1 pm in the Commissioners' Hearing Room. The second, would be regarding a proposed 0.1% sales tax increase for public safety programs and services on October 28th at 3:30 pm in the Commissioners' Hearing Room. Finally, he announced that the Association of Washington Cities would hold a meeting for new and returning elected officials on December 6th.

Economic Development Committee

Mr. Young reported from the Economic Development Committee meeting held October 14th. The topics discussed included the 2026 budget and funding for future plans, pass-through traffic and how to capture more tourist dollars from those motorists by considering how other local municipalities accomplish that goal, all with the aim of funding initiatives such as downtown beautification, job enhancement, housing, and childcare availability.

Public Works Committee

Mr. Walters and Ms. Moulton reported from the Public Works Committee meeting held earlier in the evening. The topics discussed included a presentation by the Coalition Against Bigger Trucks transiting Anacortes in anticipation of an upcoming review of regulations in the current congressional session, and a presentation by business owners from the area around 12th Street and O Avenue who will lose 13 total parking spaces along the street due to the multimodal improvements with the 12th Street and Commercial Avenue intersection project. Ms. Cleland-McGrath asked if, when the project was reviewed before the council, there was no mention of the loss of parking spaces for these businesses. Ms. Moulton responded that this effect of the construction was not previously discussed or acknowledged at the council or committee level.

Public Comment

Mayor Miller invited the public to comment on any item not on the agenda. No one present wished to address the Council on any topic not already on the agenda.

Consent Agenda

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

a. Minutes of October 13, 2025

b. Approval of claims in the amount of \$716,406.51

The following vouchers/checks were approved for payment:

EFT numbers: 113824 through 113862, total \$633,975.69

Check numbers: 113863 through 113875, total \$55,272.59

Wire transfer numbers: 377822 through 378169, total \$27,158.23

c. Ordinance 5007: Fiber Municipal Code Update

Other Business

Community Action of Skagit County

Mayor Miller introduced Community Action of Skagit County Chief Strategy Officer Sandi Phinney, who was accompanied by Executive Director Bill Henkel. Ms. Phinney spoke about their organization's activities year-to-date, and planned services for 2026, referring to a slide presentation that was included in the packet materials for the meeting.

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

Discussion topics included:

- Energy assistance is key to avoiding difficulties in paying other obligations such as rent or mortgage.
- Funding for the Energy Assistance Program is provided by Puget Sound Energy and the Low Income Heating and Energy Assistance Program.
- Community Action assists those people on the margins with more constrained fiscal times.
- Appreciation for the actions taken to keep
- People above the poverty line who cannot make ends meet.
- Organization of the Anacortes Resource Center.
- The status of Meals on Wheels for senior citizens.
- Connections to home energy audits. Possibly Skagit County Housing Authority.
- Relationship between local farmers and getting blemished items to food banks and pantries.
 - The federal grant that enabled the connection ended.
- Established resource center.

- Benefits that extend income.

Opioid Settlement Funds to support Anacortes Youths

Parks and Recreation Director Jonn Lunsford, Library Director Jeff Vogel, and Museum Director Bret Lunsford introduced a proposal to allocate \$75,000 in opioid settlement funds over five years to Parks and Recreation, the Museum and Library departments to support youth programs in Anacortes, referring to a slide presentation that was included in the packet materials for the meeting.

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

Discussion topics included:

- \$5k per department for 5 years.
 - Is that enough?
 - How much additional open gym time does that allow?
 - Hiring a young adult or a youth to supervise.
 - Each department must quantify what they can do with \$5k per year.
- Appreciation of the initiative to target young people due to the lack of activities for them in the community.
- Goal for the use of opioid funds is to prevent or treat addiction. Does this idea fit?
- How many young people / students would be involved with the program?
- Is there a plan to try to connect with youths who have the greatest need for additional attention and / or services?
- Good example of a council work study session topic.
- Categorization of funds for wages and programs.

Contract Modification – Master Services Agreement #21-024-LEG-001

Public Works Director Andrew Rheume introduced the proposed contract modification for \$34,690 to the master services agreement #21-024-LEG-001 with Anchor QEA for the A Avenue Landfill project to finalize the remedial investigation work plan and the quality assurance project plan with the Department of Ecology, referring to a slide presentation that was added to the packet materials for the meeting.

Discussion topics included:

- The council already authorized \$2 million to Anchor QEA, which was mostly for the former Water Treatment Plant cleanup site.

Carolyn Moulton moved, seconded by Bruce McDougall, to authorize the mayor to sign the modification to contract #21-024-LEG-001 with Anchor QEA.

Vote: Ayes - Carolyn Moulton, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Bruce McDougall, Amanda Hubik, TJ Fantini. Nays - None. Abstentions - None. Result: Passed

2025-2045 Comprehensive Plan - Planning Commission Recommendation

Planning, Community, and Economic Development Director John Coleman introduced the 2025-2045 Comprehensive Plan update with the Planning Commission's recommendations, referring to a slide presentation that was added to the packet materials for the meeting.

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

Discussion topics included:

Future Land Use Map Amendments

- Solicit feedback from the Port on the Planning Commission recommendation for zoning parcels north of Seafarers Memorial Park.

Questions

- Councilmembers should read, focusing on the strike through portions of the update, and cite policy number(s) that should be amended.

Adjournment

There being no further business, at approximately 7:35 p.m. the Anacortes City Council meeting of October 20, 2025, was adjourned.

Anacortes City Council Special Meeting Minutes – September 30, 2025

The Anacortes City Council met in a special joint session with the Skagit County Board of Commissioners and the Cities of Burlington, Mount Vernon, and Sedro-Woolley on Tuesday, September 30, 2025, with Councilmembers Carolyn Moulton (Mayor Pro Tempore), Christine Cleland-McGrath and Bruce McDougall present.

I. CALL TO ORDER AND ROLL CALL:

Skagit County Chair Lisa Janicki, Mayor Pro Tem Carolyn Moulton, Burlington Mayor Bill Aslett, Mount Vernon Mayor Peter Donovan, and Sedro-Woolley Mayor Julia Johnson called the proceedings to order at approximately 6:13 p.m.

Skagit County Commissioners Lisa Janicki (Chair), Ron Wesen, and Peter Browning were present.

Councilmembers present from the City of Burlington included Elizabeth Turman-Bryant, Dr. Jesús Pérez-Linares, Kelsey Freeman, and James Stavig.

Councilmembers present from the City of Mount Vernon included Andrew Vander Stoep, and Mary Hudson.

Councilmembers present from the City of Sedro-Woolley included Kevin Loy, Allan Henderson, Paul Cocke, JoEllen Kesti, Joe Burns, and Nick Lavacca.

Other staff in attendance included Skagit County Director of Strategic Initiatives Monica Negrila, Skagit County Public Health Assistant Director Sarah Hinman, Skagit County Senior Public Health Analyst George Kosovich, Skagit County District Court Judge Jenifer Howson, Skagit County Communications Coordinator Andrea Harrison, Skagit County Clerk of the Board Katie Williams, and Mike Bonetto from Tenfold Health.

II. AGENDA:

- a) 6:00 p.m. - 8:00 p.m. Joint Meeting with Cities of Anacortes, Burlington, Mount Vernon and Sedro-Woolley RE: North Star (Public Health, Chinook Conference Room, 301 Valley Mall Way, Suite 110, Mount Vernon)

- 1. Dinner & Networking (15 minutes) – 6:00 p.m.

Dinner and networking was held from approximately 6:00 p.m. to 6:13 p.m.

- 2. Welcome & Agenda Overview (10 minutes) – 6:15 p.m.

Chair Janicki shared her appreciation for the desire to serve collaboratively in a way that would jointly fund important programs for the community and thanked Councilmembers for their work on the Interlocal Agreement for consideration. Chair Janicki then introduced Director of Strategic Initiatives Monica Negrila.

Ms. Negrila opened the public comment period.

- 3. Public Comments – 6:25 p.m.

Susan Hill of Anacortes shared comments regarding the facilitation of a coordinated/integrated county-wide system for dealing with substance abuse and community fallout related to opioid addiction.

- 4. Draft Interlocal Agreement (ILA) Formalizing North Star (45 minutes) – 6:30 p.m.

Director of Strategic Initiatives Monica Negrila provided a brief overview and background information on how the Draft Interlocal Agreement was initiated. She said that an initial Draft Interlocal Agreement had been created in 2023 to formalize North Star and noted that changes had been recommended and that implementation of changes began in 2024. Ms. Negrila shared that conversations had been restarted in early 2025 on formalizing the North

Anacortes City Council Special Meeting Minutes – September 30, 2025

Star Collaborative, and from June to September 2025 a Joint Meeting was held and an Interlocal Workgroup began working on the Draft Interlocal Agreement (ILA).

Ms. Negrila provided an overview of the 2023 Draft Interlocal and said the purpose was to provide a collaborative forum for local jurisdictions to coordinate efforts around homelessness, housing, and behavioral health. She noted that two cities had signed the Agreement and two cities had requested amendments to implement: North Star Advisory Group Meetings – public meetings, with meeting agendas and minutes; City Council representatives were added to the North Star Advisory Group Meetings, and direct communication began with City Councils.

Ms. Negrila said that when the conversation restarted in 2025 at a June 6 Joint Meeting there was consensus to consider formalizing the North Star Collaborative to form a regional partnership. The ILA Workgroup was formed which consisted of Councilmembers from each city: Councilmember Cocke (Sedro-Woolley), Councilmember Hudson (Mount Vernon), Councilmember Moulton (Anacortes), Councilmember Walters (Anacortes), Councilmember Stavig (Burlington), and Councilmember Pérez-Linares (Burlington) and the Mayors. The group finished their work on the ILA and a draft was sent to City partners and their attorneys for review.

Ms. Negrila provided an overview of the 2025 Draft ILA and said that similar to the 2023 Draft ILA, it established a strategic partnership among the four cities and Skagit County to address homelessness, housing instability, and behavioral health challenges and noted that no funds were attached to the ILA. The Agreement would be led by a Leadership Team to promote consensus-based decision making and coordination and would not create a separate legal entity or decision-making authority. She reviewed workgroup highlights that included commitment to regional collaboration, balance between prevention and urgent services, use of data to track progress, commitment to ongoing improvement and transparency, to include voices of people with lived experience, reduce jargon, and streamline language.

Group discussion was held regarding initial impressions.

Ms. Negrila outlined proposed next steps that included reviewing progress with the broader group at next Joint meeting, working with legal departments on revisions, scheduling an additional meeting of the ILA workgroup to review legal recommendations, and holding a Joint meeting on November 6 to review a final draft ILA with the broader group and identify steps for signatures.

5. Roundtable: Jurisdictional Cross-Sharing (30 minutes) – 7:15 p.m.

Roundtable discussion was held regarding highlights and unique approaches from each jurisdiction, recent challenges, opportunities for regional collaboration since the last meeting, and looking ahead to 2026 for suggestions that could be incorporated into a future workplan.

6. Updates on Opioid Settlement Funds Proposals (10 minutes) – 7:45 p.m.

Due to time constraints, this subject was not discussed and Ms. Negrila shared that she would email additional information regarding updates on Opioid Settlement Fund Proposals.

7. Summary & Next Steps (5 minutes) – 7:55 p.m.

Ms. Negrila thanked attendees for their meaningful discussions and feedback and noted that the next Joint Meeting was scheduled for November 6, 2025, at 6:00 p.m.

Link to Agenda, Draft Interlocal Agreement, and PowerPoint Presentation:

<https://www.skagitcounty.net/CountyCommissioners/Documents/AgendaPackets/09299025.zip>

III. ADJOURNMENT:

Chair Janicki, Mayor Pro Tem Moulton, Mayor Aslett, Mayor Donovan, and Mayor Johnson adjourned the proceedings at approximately 7:57 p.m.

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 October 27, 2025 City Council meeting:

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

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
378274	8/5/2025	5609	C & C TIMBER INC	FIREWOOD BUNDLES FOR RESALE	\$ 2,964.00	parks1
378406	8/7/2025	1200746772	HDR ENGINEERING, INC	COMBINED SEWER OVERFLOW PUMP STATION DESIGN - 6/29/25 - 7/26/25	\$ 1,667.54	pw1
378267	8/7/2025	1200746776	HDR ENGINEERING, INC	WTP FILTER AND BACKWASH STUDY - 6/29/25 - 7/26/25	\$ 3,394.27	dwtpp
378277	8/7/2025	1200746779	HDR ENGINEERING, INC	WHISTLE LAKE ROAD PIPE ARCH MODIFICATIONS - DESIGN - 6/29/25 - 7/26/25	\$ 1,622.39	dwtpp
376716	8/11/2025	1-592165-68	DIAMOND RENTALS, INC.	CEMETERY PORTABLE RESTROOMS	\$ 40.00	finance
376914	8/14/2025	48339	INTL INST OF MUNICIPAL CLERKS	INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS - FRANCIOCH 2025-26 DUES	\$ 195.00	legalcc
377565	8/21/2025	1063429	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 221.42	courtcc
375973	8/24/2025	90004862	INGRAM LIBRARY SERVICES, LLC	INGRAM ADULT BOOKS	\$ 2,477.01	libcc
375964	8/28/2025	6192	RAINIER ENVIRONMENTAL LAB	LAB TESTING	\$ 1,000.00	wwtppcc
375974	8/31/2025	90178313	INGRAM LIBRARY SERVICES, LLC	INGRAM CHILDREN'S/YA BOOKS	\$ 2,006.47	libcc
378271	9/4/2025	5824	C & C TIMBER INC	FIREWOOD BUNDLES FOR RESALE	\$ 2,964.00	parks1
375976	9/7/2025	90311201	INGRAM LIBRARY SERVICES, LLC	INGRAM ADULT BOOKS	\$ 1,021.81	libcc
375975	9/7/2025	90311202	INGRAM LIBRARY SERVICES, LLC	INGRAM CHILDREN'S/YA BOOKS	\$ 804.93	libcc
375769	9/8/2025	1-592167-35	DIAMOND RENTALS, INC.	CEMETERY PORTABLE RESTROOMS 8/11-9/8/25	\$ 180.00	parks1
375770	9/8/2025	1-592167-69	DIAMOND RENTALS, INC.	TTP PORTABLE RESTROOMS 8/11-9/8/25	\$ 365.00	parks1
375965	9/9/2025	2078	WEST MARINE PRODUCTS, INC	MARINE PATROL SUPPLIES	\$ 501.50	apdcc
375962	9/9/2025	467193215	XPO LOGISTICS FREIGHT, INC	MAINTENANCE - PUMP SHIPMENT	\$ 1,364.20	wwtppcc
376931	9/9/2025	900123629	BLACKSTONE PUBLISHING	AUDIO BOOKS	\$ 49.75	libcc
375969	9/9/2025	SO4106084-1	SHRM	HR ASSISTANT - PROFESSIONAL SHRM CERTIFICATION	\$ 420.00	hrcc
375967	9/10/2025	0768432-IN	NATIONAL SAFETY, INC	OUTSIDE SERVICE REPAIR	\$ 86.59	wwtppcc

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375966	9/10/2025	113-4122085-8681025	AMAZON.COM SERVICES, INC	LAMINATING POUCHES-BUSINESS CARD SIZE	\$ 7.75	apdcc
376038	9/10/2025	24279237	PURCELL TIRE AND SERVICE CENTE	SERVICE FOR VEHICLE #516	\$ 101.32	shopcc
375931	9/10/2025	273873191	SURETY PEST CONTROL	PEST CONTROL ACC 34803359 2102 PENNSYLVANIA AVE	\$ 65.28	dwtpp
376034	9/10/2025	366954	NAPA	PARKS MAINTENANCE SUPPLIES	\$ 141.68	parksccl
375972	9/10/2025	3986-405968	O'REILLY AUTO PARTS	PART FOR VEHICLE #3011	\$ 53.74	shopcc
375979	9/10/2025	48672	SKAGIT SOILS, INC.	PARK MAINTENANCE SUPPLIES-TURSI	\$ 96.11	parksccl
376035	9/10/2025	8255 9094 8736 4397	DISH NETWORK CORP	STA 3 - SEPTEMBER SERVICE	\$ 117.89	afdcc
375980	9/10/2025	97347	LOWE'S BUSINESS ACCOUNT/GEMB	SMALL TOOLS: BLK HEX 1/4 X 1 3/4, SILICONE CAULK, SPRAY	\$ 104.34	wtpcc
375968	9/10/2025	E72787/1	ACE HARDWARE	SUPPLIES FOR STREET DEPT	\$ 8.80	shopcc
375978	9/10/2025	E72803/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 16.31	parksccl
375981	9/10/2025	E73014/1	ACE HARDWARE	SUPPLIES FOR STREET DEPT	\$ 68.53	shopcc
376048	9/10/2025	S7287758.002	ARAMSCO INC	SUPPLIES FOR STREET DEPT	\$ 2,873.09	shopcc
375977	9/10/2025	T65510	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 9.79	pwfacc
375982	9/10/2025	T65517	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 21.30	shopcc
376031	9/11/2025	0630DFC7-0096	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION	\$ 120.00	parksccl
376032	9/11/2025	0630DFC7-0097	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION	\$ 120.00	parksccl
376180	9/11/2025	112-6302980-5357825	AMAZON.COM SERVICES, INC	SMALL TOOLS	\$ 152.28	wwtpcc
376027	9/11/2025	113-2763913-7702652	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 17.39	wdistcc
375963	9/11/2025	114-5154995-4322629	AMAZON.COM SERVICES, INC	PART FOR EQUIP #821	\$ 32.63	shopcc
376030	9/11/2025	1Z3Y592X0303356278	UNITED PARCEL SERVICE, INC	LAB TEST SHIPPING	\$ 14.15	wwtpcc
376175	9/11/2025	232429	NAPA	DIESEL FUEL SYSTEM PARTS: HYDRAULIC FILTER	\$ 101.92	wtpcc
376029	9/11/2025	260134184-00	TACOMA SCREW PRODUCTS, INC.	SUPPLIES FOR SHOP STOCK	\$ 250.80	shopcc
376153	9/11/2025	270999	W.A. HAMMOND DRIERITE COMPANY	LAB SUPPLIES	\$ 309.75	wwtpcc
376173	9/11/2025	31875	HOLLINGER METAL EDGE, INC	EXHIBIT SUPPLIES	\$ 150.33	museumcc

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376042	9/11/2025	3986-406062	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 44.03	shopcc
376043	9/11/2025	3986-406074	O'REILLY AUTO PARTS	PART FOR VEHICLE #028	\$ 319.11	shopcc
376040	9/11/2025	3986-406140	O'REILLY AUTO PARTS	SUPPLIES FOR EQUIP #3011	\$ 25.01	shopcc
376041	9/11/2025	3986-406149	O'REILLY AUTO PARTS	SUPPLIES FOR EQUIP #3011	\$ 25.01	shopcc
376039	9/11/2025	3986-406169	O'REILLY AUTO PARTS	PART FOR EQUIP #3011	\$ 7.65	shopcc
376036	9/11/2025	519930-W5G1F7	HUMAN RESOURCE CERTIFICATION	HR ASSISTANT - HRCI CERTIFICATION EXAM	\$ 395.00	hrcc
376037	9/11/2025	6321	PUBLIC SAFETY PSYCHOLOGICAL	PRE-EMPLOYMENT PSYCH EVAL; SIMPSON	\$ 480.00	apdcc
376069	9/11/2025	6560635344	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.32	apd
376047	9/11/2025	99460	LOWE'S BUSINESS ACCOUNT/GEMB	PLANT SIGNAGE MATERIALS	\$ 52.14	wtpcc
376046	9/11/2025	G25090	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 52.13	parkscc1
376045	9/11/2025	G25189	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 10.23	pwfacc
376026	9/11/2025	G26203	SEBO'S DO-IT CENTER	GLOVES & DRILL BITS	\$ 96.03	fibercc
376028	9/11/2025	T65626	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 63.89	wdistcc
376044	9/11/2025	T65654	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 62.56	wwtpcc
376179	9/12/2025	002634744134153	HARBOR FREIGHT TOOLS	SUPPLIES FOR STREET DEPT	\$ 334.94	shopcc
376162	9/12/2025	023278	COASTAL FARM &	APPLY TO WORK PANTS BUDGET BALANCE - LANCE JORDAN	\$ 38.00	pwfacc
376181	9/12/2025	071232469310	SAFEWAY INC	FIDALGO BAY DAY TABLE SUPPLIES	\$ 33.98	wwtpcc
376183	9/12/2025	111-4045693-6050617	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 32.44	wwtpcc
376184	9/12/2025	111-7605875-3517028	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 32.38	wwtpcc
376182	9/12/2025	111-8866163-3029042	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 76.14	wwtpcc
376156	9/12/2025	113-4560218-6994645	AMAZON.COM SERVICES, INC	TRIPLE MONITOR MOUNT; RECORDS MNGR INGRAM	\$ 81.59	apdcc
376168	9/12/2025	24279218	PURCELL TIRE AND SERVICE CENTE	TIRES FOR SHOP STOCK & EQUIP #3012	\$ 1,431.08	shopcc
376166	9/12/2025	24279275	PURCELL TIRE AND SERVICE CENTE	SERVICE FOR VEHICLE #516	\$ 79.48	shopcc
376167	9/12/2025	24279284	PURCELL TIRE AND SERVICE CENTE	SERVICE FOR VEHICLE #513	\$ 71.89	shopcc
376311	9/12/2025	3269003	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 321.39	wwtpcc
376165	9/12/2025	3986-406281	O'REILLY AUTO PARTS	SUPPLIES FOR EQUIP #3011	\$ 13.05	shopcc
376172	9/12/2025	620861	DARA HOLSTERS & GEAR INC	FIREARMS HOLSTERS , INC.~	\$ 311.19	apdcc

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376176	9/12/2025	662 2 396 34	COSTCO WHOLESALE CORPORATION	TRAINING SUPPLIES	\$ 60.93	shopcc
376155	9/12/2025	910-21075-49185	NORTH HARBOR DIESEL & YACHT	SUPPLIES FOR EQUIP #3011	\$ 256.31	shopcc
376163	9/12/2025	A23279/44	COASTAL FARM &	WORK BOOTS FUND - LANCE JORDAN	\$ 147.96	pwfacc
376151	9/12/2025	A23373/44	COASTAL FARM &	WORK UNIFORM	\$ 140.00	wdistcc
376178	9/12/2025	T65863	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 10.23	pwfacc
376174	9/12/2025	T65927	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 23.33	parksccl
376157	9/12/2025	T66017	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 23.30	wwtpcc
376169	9/12/2025	US3345749	UBIQUITI INC	UNIFI CLOUD GATEWAY ULTRA FOR CAMERA	\$ 154.51	infosyscc
376170	9/12/2025	USPS-Passport-9-2025	UNITED STATES POSTAL SERVICE	PREPAID PASSPORT ENVELOPES	\$ 1,375.00	libcc
376154	9/12/2025	113-3488334-8115436	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 17.78	attorneycc
376161	9/13/2025	032474855	GALLS, LLC.	UNIFORM BOOTS; CORP MICHAEL	\$ 166.46	apdcc
376158	9/13/2025	10835942594	DELL MARKETING LP	EXTRA AND REPLACEMENT BATTERIES FOR 7230 RUGGED TABLET	\$ 261.09	infosyscc
376159	9/13/2025	112-5108431-2658626	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE SUPPLIES	\$ 54.06	execc
376185	9/13/2025	144638	PETSTOP	K9 ZEKE FOOD	\$ 76.29	apdcc
376171	9/14/2025	111-0038685-4242615	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 21.47	libcc
376160	9/14/2025	111-2150648-5601830	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE AND SAFETY SUPPLIES	\$ 296.87	execc
376263	9/14/2025	111-7893601-2409866	AMAZON.COM SERVICES, INC	EXHIBIT SUPPLIES	\$ 44.62	museumcc
376152	9/14/2025	114-2875275-8216269	AMAZON.COM SERVICES, INC	REPLACEMENT 29-2 ICE MAKER (24.04 CREDIT FOR WARRANTY ON PREVIOUS)	\$ 67.35	afdcc
376765	9/14/2025	90471775	INGRAM LIBRARY SERVICES, LLC	INGRAM CHILDREN'S BOOKS	\$ 1,085.64	libcc
376177	9/14/2025	T66480	SEBO'S DO-IT CENTER	SAW BLADES (2911)	\$ 43.50	afdcc
376265	9/15/2025	003547241081500	HARBOR FREIGHT TOOLS	SUPPLIES FOR STREET DEPT	\$ 17.40	shopcc
376264	9/15/2025	077031	CAP SANTE MARINA	MARINE 29 (#2003) FUEL	\$ 34.56	afdcc
376310	9/15/2025	114-7508132-8688225	AMAZON.COM SERVICES, INC	PART FOR EQUIP #821	\$ 15.77	shopcc
376268	9/15/2025	1351200	FRONTIER BUILDING SUPPLY	WA PARK MAINTENANCE SUPPLIES	\$ 24.74	parksccl

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376257	9/15/2025	2500644	T-SHIRTS BY DESIGN	UNIFORM	\$ 186.05	shopcc
376312	9/15/2025	272480049	SURETY PEST CONTROL	DEPOT PEST CONTROL	\$ 133.82	parksccl
376313	9/15/2025	273873134	SURETY PEST CONTROL	CEMETERY PEST CONTROL	\$ 81.60	parksccl
376256	9/15/2025	3548766	AMERICAN PLANNING ASSOCIATION	CREDENTIAL RENEWALS AICP; APA: WA CHAPTER PLANNING ASSOC.	\$ 610.00	plancc
376258	9/15/2025	41521879	ULINE, INC.	OPERATING SUPPLIES	\$ 887.81	wwtpcc
376259	9/15/2025	6560635347	VESTIS SERVICES LLC	OPS MAT CLEANING	\$ 62.34	shopcc
376260	9/15/2025	6560635348	VESTIS SERVICES LLC	OPS & PARKS LAUNDRY SERVICE	\$ 74.76	shopcc
376434	9/15/2025	6560636946	VESTIS SERVICES LLC	LAUNDRY SERVICES	\$ 42.96	wwtpcc
376266	9/15/2025	E75214/1	ACE HARDWARE	SUPPLIES FOR STREET DEPT	\$ 164.47	shopcc
376262	9/15/2025	T66703	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 10.65	pwfacc
376269	9/15/2025	T66771	SEBO'S DO-IT CENTER	SMALL TOOLS	\$ 21.30	wwtpcc
376309	9/15/2025	U2516038185	ICONIX WATERWORKS INC	SUPPLIES FOR WATER MAINTENANCE	\$ 502.19	wdistcc
376261	9/15/2025	WAANA164040	FASTENAL COMPANY	SUPPLIES FOR WATER MAINTENANCE	\$ 318.57	wdistcc
376318	9/16/2025	032505293	GALLS, LLC.	UNIFORM SHIRTS; WEST AND WALLACE	\$ 730.86	apdcc
376319	9/16/2025	04641-47762402	CANVA US INC	SUBSCRIPTION: CANVA* TEAM ACCESS FOR PLANNING DEPT	\$ 400.00	plancc
376854	9/16/2025	0982470553	NORTHERN SAFETY CO INC	SAFETY SUPPLIES	\$ 56.36	wwtpcc
376321	9/16/2025	112-3980218-5065853	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 10.87	wwtpcc
376317	9/16/2025	113-7682568-3041051	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 11.91	shopcc
376316	9/16/2025	113-8394305-4825043	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 10.33	shopcc
376315	9/16/2025	114-0652187-3313841	AMAZON.COM SERVICES, INC	REC PROGRAM SUPPLIES	\$ 270.50	pkrecc
376389	9/16/2025	214131430080	SAFEWAY INC	REHAB: WATER	\$ 43.43	afdcc
376388	9/16/2025	766616	SKAGIT REGIONAL HEALTH	DOT PHYSICAL	\$ 110.00	wdistcc
376374	9/16/2025	85618712747	HOME DEPOT	PARKS MAINTENANCE SUPPLIES	\$ 31.27	parksccl
376322	9/16/2025	A-329040	LIGHTHOUSE UNIFORM INC	CLASS A UNIFORM (ELY)	\$ 797.66	afdcc
376325	9/16/2025	A24837/44	COASTAL FARM &	UNIFORM: WADE HOSKINSON PANTS BUDGET	\$ 201.43	wtpcc
376320	9/16/2025	T66900	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 9.59	pwfacc
376308	9/16/2025	WAANA164053	FASTENAL COMPANY	SUPPLIES FOR WATER MAINTENANCE	\$ 5.11	wdistcc

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376377	9/16/2025	WJ92381646	HOME DEPOT	FLOOR SQUEEGEES	\$ 100.10	afdcc
376385	9/17/2025	112-5749851-4537858	AMAZON.COM SERVICES, INC	PADDLE ADAPTOR FOR DETECTIVE HOLSTER	\$ 14.14	apdcc
376387	9/17/2025	113-4356857-6758617	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 66.34	wwtpcc
376419	9/17/2025	196753	FRONTIER FORD	SERVICE FOR VEHICLE #054	\$ 1,465.12	shopcc
376396	9/17/2025	250000901	ALL BATTERY SALES & SERVICE	SUPPLIES FOR SHOP	\$ 50.92	shopcc
376281	9/17/2025	273871958	SURETY PEST CONTROL	PEST CONTROL ACCT 34798464 A AVE BOOSTER 2205 37TH ST	\$ 64.19	dwtpp
376289	9/17/2025	273872536	SURETY PEST CONTROL	CITY HALL PEST CONTROL SEPT	\$ 79.42	finance
376424	9/17/2025	273872834	SURETY PEST CONTROL	WA PARK PEST CONTROL	\$ 137.09	parksccl
376423	9/17/2025	3301162601	HYATT, ALL LOCATIONS	TRAVEL - OF	\$ 692.55	wwtpcc
376422	9/17/2025	3301162602	HYATT, ALL LOCATIONS	TRAVEL - CH	\$ 692.55	wwtpcc
376425	9/17/2025	592224433760	SAFEWAY INC	REC PROGRAM SUPPLIES	\$ 12.99	pkreccc
376395	9/17/2025	6GA05891PM4479905	WASHINGTON ASSOCIATION OF	BOOK PURCHASED FOR FD WITH WABO MEMBER DISCOUNT	\$ 220.51	bldgcc
376376	9/17/2025	BURL27970	A-1 MOBILE LOCK AND KEY, INC.	KEY AND HITCH LOCK - MARINE	\$ 84.79	apdcc
376380	9/17/2025	E0500XGVB9	MICROSOFT CORPORATION	AZURE: DEVELOPER SUPPORT 8/16-9/15/25	\$ 29.00	infosyscc
376379	9/17/2025	E76399/1	ACE HARDWARE	PART FOR EQUIP #821	\$ 48.95	shopcc
376394	9/17/2025	G27881	SEBO'S DO-IT CENTER	EVOC TRAINING SUPPLIES	\$ 51.96	apdcc
376398	9/17/2025	T67135	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 54.38	shopcc
376391	9/17/2025	T67140	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 111.16	parksccl
376397	9/17/2025	T67276	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #821	\$ 77.73	shopcc
376384	9/17/2025	T67325	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 40.35	wwtpcc
376386	9/17/2025	T67336	SEBO'S DO-IT CENTER	PROPANE	\$ 18.56	afdcc
376390	9/17/2025	T67354	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 40.19	pwfacc
376378	9/17/2025	UZR00EGUG	TRUEWERK	WORK UNIFORM	\$ 524.34	wdistcc
376314	9/17/2025	VP_2GQJBFG6	VISTAPRINT	SENIOR CENTER BUSINESS CARDS	\$ 22.83	parksccl
376392	9/18/2025	0012275767537	AMERICAN AIRLINES INC	AIRFARE FOR TRAINING; CORP MICHAEL	\$ 700.97	apdcc
376430	9/18/2025	032538596	GALLS, LLC.	UNIFORM JUMPSUIT; SGT CLIFFORD	\$ 648.88	apdcc
376421	9/18/2025	036453	CAP SANTE MARINA	FUEL - 29-3 GAS CAN	\$ 9.12	afdcc
376547	9/18/2025	0593176000925091802	SAFEWAY INC	DEV. SERVICES KICKOFF - BREAKFAST MEETING	\$ 40.17	plancc

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376539	9/18/2025	1066315	BAYSHORE OFFICE PRODUCTS INC	SAFETY SUPPLIES	\$ 9.74	wwtpcc
376383	9/18/2025	111-2273771-2506647	AMAZON.COM SERVICES, INC	REC PROGRAM SUPPLIES	\$ 28.50	pkreccc
376375	9/18/2025	113-8123327-5273819	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 59.39	wdistcc
376429	9/18/2025	113-8394305-4825043	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 77.40	shopcc
376427	9/18/2025	114-2141556-8952211	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 95.70	wdistcc
376537	9/18/2025	114-5612268-1785018	AMAZON.COM SERVICES, INC	MARINE SUPPLIES; AUTO INFLATABLE JACKET	\$ 401.02	apdcc
376432	9/18/2025	12992	LAW ENFORCEMENT BICYCLE ASSOC	LAW ENF BICYCLE TRAINING; CORP MICHAEL	\$ 950.00	apdcc
376418	9/18/2025	200917	CAP SANTE MARINA	FUEL FOR MARINE 29 (#2003)	\$ 40.29	afdcc
376283	9/18/2025	273872694	SURETY PEST CONTROL	OPS PEST CONTROL	\$ 126.21	dshop
376614	9/18/2025	305WB1172	TELEDYNE ISCO INC	SAFETY SUPPLIES	\$ 136.01	wwtpcc
376435	9/18/2025	43400172131	LES SCHWAB TIRE CENTERS	FLAT TIRE REPAIR FOR LAWN MOWER	\$ 51.12	wtpcc
376713	9/18/2025	6560639304	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.32	apd
376382	9/18/2025	73720756-146170364	PIKTOCHART	REC DEPT SUBSCRIPTION	\$ 31.55	pkreccc
376381	9/18/2025	E0500XGPS7	MICROSOFT CORPORATION	AZURE: PAY AS YOU GO 8/16-9/15/25	\$ 25.89	infosyscc
376420	9/18/2025	E77219	ACE HARDWARE	POWER STRIP (29-3)	\$ 27.19	afdcc
376393	9/18/2025	OWLUGJ	AMERICAN AIRLINES INC	TRIP INSURANCE; CORP MICHAEL - LAW ENF BICYCLE TRAINING	\$ 38.55	apdcc
376431	9/18/2025	VP_BGW1GV9T	VISTAPRINT	ENGINEERING BUSINESS CARD ORDER: JOHN NORRIS	\$ 28.27	wtpcc
376333	9/18/2025	WAANA164087	FASTENAL COMPANY	OPERATING SUPPLIES	\$ 20.45	dwwtp
376426	9/18/2025	WAANA164093	FASTENAL COMPANY	OPERATING SUPPLIES	\$ 57.30	wwtpcc
376433	9/18/2025	1352749	FRONTIER BUILDING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 19.64	parkscc1
376558	9/19/2025	034302	US BANK	FUEL IN OREGON (TRAINING) VEHICLE #2005	\$ 103.26	afdcc
376533	9/19/2025	1004463138	COAST WENATCHEE CENTER HOTEL	LODGING FOR FIRE MECHANICS WORKSHOP	\$ 856.36	shopcc
376534	9/19/2025	1005750207	COAST WENATCHEE CENTER HOTEL	LODGING FOR FIRE MECHANICS WORKSHOP	\$ 856.36	shopcc
376553	9/19/2025	1066412	BAYSHORE OFFICE PRODUCTS INC	MISC OFFICE SUPPLIES	\$ 265.96	financecc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
376562	9/19/2025	111-2881904-8790616	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 78.23	wwtpcc
376621	9/19/2025	112-8433842-9725030	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 12.16	shopcc
376530	9/19/2025	113-3916922-0853812	AMAZON.COM SERVICES, INC	TTRPG GRANT DF	\$ 56.55	libcc
376428	9/19/2025	114-2319070-0615461	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 182.60	wdistcc
376551	9/19/2025	11849655	PARK N JET PARKING LOT 2	PARKING AT SEATAC; CORP MICHAEL - LAW ENF BICYCLE TRAINING	\$ 226.12	apdcc
376536	9/19/2025	1587080652	US BANK	CAR RENTAL; CORP MICHAEL - LAW ENF BICYCLE TRAINING	\$ 516.11	apdcc
376527	9/19/2025	233730	NAPA	FILTER UNDERDRAIN PLUG VALVES	\$ 60.14	wtpcc
376548	9/19/2025	24279483	PURCELL TIRE AND SERVICE CENTE	TIRES FOR SHOP STOCK	\$ 326.03	shopcc
376549	9/19/2025	24279485	PURCELL TIRE AND SERVICE CENTE	TIRES FOR EQUIP #832	\$ 373.51	shopcc
376552	9/19/2025	3986-407777	O'REILLY AUTO PARTS	MARINE SUPPLIES	\$ 36.97	apdcc
376559	9/19/2025	399127	HOLIDAY INN	HOTEL FOR CP CERTIFICATION	\$ 145.86	afdcc
376535	9/19/2025	628375	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 44.79	museumcc
376545	9/19/2025	6560639305	VESTIS SERVICES LLC	OPS & PARKS LAUNDRY SERVICE	\$ 74.76	shopcc
376541	9/19/2025	A25745/44	COASTAL FARM &	WORK UNIFORM	\$ 156.64	wdistcc
376550	9/19/2025	G28294	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 25.57	pwfaccc
376557	9/19/2025	G28483	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 51.11	parksccl
376528	9/19/2025	T67622	SEBO'S DO-IT CENTER	FASTENERS	\$ 3.50	afdcc
376347	9/19/2025	WAANA164096	FASTENAL COMPANY	OPERATING SUPPLIES	\$ 421.02	dwwtp
376631	9/19/2025	273873189	SURETY PEST CONTROL	PEST CONTROL ACCT # 34803357 FIDALGO BOOSTER	\$ 66.37	wtpcc
376554	9/20/2025	07880095	SKAGIT FARMERS SUPPLY	SMALL EQUIPMENT FUEL TANKS	\$ 37.15	wtpcc
376546	9/20/2025	102080190	INTERNATIONAL CODE COUNCIL,INC	INT'L CODE COUNCIL TRAINING FOR BLDG INSPECTORS	\$ 300.00	bldgcc
376556	45920	112-4094474-462666	AMAZON.COM SERVICES, INC	SUPPLIES FOR SOLID WASTE	\$ 18.60	shopcc
376555	9/20/2025	112-8433842-9725030	AMAZON.COM SERVICES, INC	SUPPLIES FOR SOLID WASTE	\$ 25.83	shopcc
376544	9/20/2025	114-2319070-0615461	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 361.50	wdistcc

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376563	9/20/2025	3827	FIDALGO ANIMAL MEDICAL CENTER	K9 ZEKE; FECAL PROFILE WITH GIARDIA	\$ 40.17	apdcc
376526	9/20/2025	96350	ODDJOB HATS	LARGE HATS	\$ 80.00	afdcc
376543	9/20/2025	G28882	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 5.32	wwtpcc
376529	9/20/2025	T67855	SEBO'S DO-IT CENTER	FASTENERS FOR SCBA COMPRESSOR	\$ 2.17	afdcc
376538	9/21/2025	112-4051933-3697050	AMAZON.COM SERVICES, INC	MARINE SUPPLIES; FLOATING KEYCHAINS	\$ 20.66	apdcc
376560	9/21/2025	113-5079203-0109046	AMAZON.COM SERVICES, INC	OPEN HOUSE PUB-ED SUPPLIES	\$ 451.46	afdcc
376531	9/21/2025	113-9770649-4257818	AMAZON.COM SERVICES, INC	TTRPG GRANT DF	\$ 785.73	libcc
376532	9/21/2025	113-9770649-4257818	AMAZON.COM SERVICES, INC	TTRPG GRANT DF	\$ 53.89	libcc
376540	9/21/2025	83925	SPRAY EQUIPMENT SERVICE CENTER	OPERATING SUPPLIES	\$ 377.20	wwtpcc
376542	9/21/2025	A26739/44	COASTAL FARM &	WORK UNIFORM	\$ 82.64	shopcc
376679	9/22/2025	112-5175008-5345864	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE AND SAFETY SUPPLIES	\$ 38.12	execc
376617	9/22/2025	01NFGVX7BD	GREEN RIVER COMMUNITY COLLEGE	WATERWORKS EXAM APPLICATION	\$ 87.00	pwfacc
376620	9/22/2025	086978	CAP SANTE MARINA	MARINE 29 FUEL (#2003)	\$ 48.76	afdcc
376610	9/22/2025	0930616244 / 45	BSN SPORTS, LLC	RECC PROGRAM SUPPLIES	\$ 1,049.30	pkrecc
376689	9/22/2025	112-6259084-8950604	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 25.95	wwtpcc
376624	9/22/2025	112-8215009-4708235	AMAZON.COM SERVICES, INC	SMALL TOOLS	\$ 208.36	wwtpcc
376622	9/22/2025	1354655	FRONTIER BUILDING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 25.66	parksc1
376613	9/22/2025	1Z3Y592X0310272292	UNITED PARCEL SERVICE, INC	SHIPPING - CONFINED SPACE METER	\$ 13.39	wwtpcc
376612	9/22/2025	2023414	NATIONAL COUNCIL OF EXAMINERS, ENGINEERING & SURVEYING	CBT - FE CIVIL EXAM - JEFF BELTRAMINI	\$ 225.00	pwfacc
376618	9/22/2025	3986-408222	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #205	\$ 706.26	shopcc
376757	9/22/2025	504769	LANGUAGE EXCHANGE INC	INTERPRETER SERVICES; OFC CHEESEBORO	\$ 36.30	apdcc
376696	9/22/2025	6560640848	VESTIS SERVICES LLC	LAUNDRY SERVICES FOR WWTP	\$ 42.96	wwtpcc
376681	9/22/2025	7615537234175	REI CORPORATE & GROUP SALES	SAFETY WORK BOOTS - JOHN NORRIS	\$ 218.00	pwfacc
376611	9/22/2025	909-21085-47583	NORTH HARBOR DIESEL & YACHT	PART FOR EQUIP #3011	\$ 64.64	shopcc

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376615	9/22/2025	A26875/44	COASTAL FARM &	WORK UNIFORM	\$ 121.82	wdistcc
376609	9/22/2025	T68293	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 12.78	parksccl
376619	9/22/2025	T68427	SEBO'S DO-IT CENTER	CURATORIAL SUPPLIES	\$ 31.54	museumcc
376686	9/23/2025	012108	CAP SANTE MARINA	MARINE 29 FUEL (#2003)	\$ 41.00	afdcc
376697	9/23/2025	112-2733840-6875418	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 89.30	wwtpcc
376670	9/23/2025	113-3256420-9874633	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 18.48	wdistcc
376695	9/23/2025	113-3608800-9972236	AMAZON.COM SERVICES, INC	COPY PAPER	\$ 43.49	afdcc
376674	9/23/2025	114-7382561-8478611	AMAZON.COM SERVICES, INC	FIBER OPTIC JUMPER CABLE	\$ 10.33	fibercc
376752	9/23/2025	13151	MARSHALL SCIENTIFIC, LLC	INCINERATOR LAB SUPPLIES WATERBATH	\$ 1,841.31	wwtpcc
376698	9/23/2025	16423702	PAPE MACHINERY INC.	MOWER MAINTENANCE CONSUMABLES	\$ 95.70	wtpcc
376671	9/23/2025	2500669	T-SHIRTS BY DESIGN	APD HATS	\$ 169.73	apdcc
376768	9/23/2025	273871954	SURETY PEST CONTROL	STATION 1: SEPTEMBER	\$ 99.01	afdcc
376684	9/23/2025	3986-408525	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #205	\$ 105.32	shopcc
376690	9/23/2025	600001064	SKAGIT REGIONAL HEALTH	PHYSICALS FOR NEW HIRES: HALPIN, MCCLELLAN, GIBSON, GUARD	\$ 3,062.00	afdcc
376767	9/23/2025	643794	ACTIVE911, INC.	ANNUAL SUBSCRIPTION	\$ 921.32	afdcc
376691	9/23/2025	6560632267	VESTIS SERVICES LLC	STA 3: 9/5/25	\$ 16.32	afdcc
376693	9/23/2025	6560636967	VESTIS SERVICES LLC	STA 1: 9/15	\$ 20.02	afdcc
376692	9/23/2025	6560636969	VESTIS SERVICES LLC	STA 2: 9/15	\$ 16.32	afdcc
376694	9/23/2025	6560640136	VESTIS SERVICES LLC	STA 3: 9/19	\$ 16.32	afdcc
376673	9/23/2025	910-21086-51587	NORTH HARBOR DIESEL & YACHT	PART FOR EQUIP #3011	\$ 286.09	shopcc
376687	9/23/2025	E79395/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 22.50	parksccl
376678	9/23/2025	E79459/1	ACE HARDWARE	SUPPLIES FOR STREET DEPT	\$ 11.74	shopcc
376685	9/23/2025	E79594/1	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 13.61	wwtpcc
376672	9/23/2025	E79740/1	ACE HARDWARE	SUPPLIES FOR EQUIP #3011	\$ 5.42	shopcc
376669	9/23/2025	G30192	SEBO'S DO-IT CENTER	FIBER CUSTOMER INSTALLATION MATERIAL	\$ 26.31	fibercc
376688	9/23/2025	T68699	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 8.79	parksccl
376676	9/23/2025	T68754	SEBO'S DO-IT CENTER	WORKGLOVES	\$ 23.00	fibercc
376776	9/23/2025	WAANA164194	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 180.97	dwwtp

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376699	9/23/2025	95951	LOWE'S BUSINESS ACCOUNT/GEMB	WASP SPRAY & WIRE BRUSH FOR MAINTENANCE	\$ 20.50	wtpcc
376677	9/23/2025	T68689	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 53.30	parksccl
377637	9/24/2025	41600574385	LES SCHWAB TIRE CENTERS	SERVICE FOR EQUIP #710	\$ 93.52	dshop
378167	9/24/2025	CA15	AIRSTRIKE BIRD CONTROL INC	CITY HALL BIRD ABATEMENT - 9/16/25 - 9/30/25	\$ 1,300.00	pw1
376680	9/24/2025	112-5175008-534864-2	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE AND SAFETY SUPPLIES	\$ 90.75	execc
376772	9/24/2025	113-8090154-3261818	AMAZON.COM SERVICES, INC	PLIERS	\$ 8.69	afdcc
376769	9/24/2025	032551263	GALLS, LLC.	UNIFORMS: G-L	\$ 866.38	afdcc
376770	9/24/2025	032589704	GALLS, LLC.	UNIFORM PANTS,, BELT (SM)	\$ 406.62	afdcc
376766	9/24/2025	044838	CAP SANTE MARINA	FUEL MARINE 29 (2003)	\$ 47.72	afdcc
376751	9/24/2025	050449	CAP SANTE MARINA	FUEL: MARINE 29 (2003)	\$ 39.75	afdcc
376755	9/24/2025	106011	ANACORTES DIVING & SUPPLY, INC	STANDARD AIR FILL	\$ 15.23	apdcc
376773	9/24/2025	113-0829014-6894603	AMAZON.COM SERVICES, INC	JACKET FOR UNIFORM	\$ 44.60	afdcc
376675	9/24/2025	113-5174696-3682645	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 20.64	parksccl
376759	9/24/2025	1356001	FRONTIER BUILDING SUPPLY	ENGINEERING DEPARTMENT SUPPLIES	\$ 100.08	pwfacccl
376704	9/24/2025	273873190	SURETY PEST CONTROL	PEST CONTROL ACCT # 34803358 CASTILLEJA BLUFF 3802 MARINE HEIGHTS WAY	\$ 65.28	dwtpl
376761	9/24/2025	3986-408726	O'REILLY AUTO PARTS	SUPPLIES FOR EQUIP #417	\$ 21.74	shopcc
376763	9/24/2025	3986-408758	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #036	\$ 168.05	shopcc
376756	9/24/2025	4146	ANACORTES PRINTING & SIGNS	PRINTING; OT/LEAVE REQUEST FORMS	\$ 250.24	apdcc
376749	9/24/2025	50015102	USA FLAG CO	SUPPLIES FOR FACILITIES	\$ 149.91	pwfacccl
376758	9/24/2025	6414	PUBLIC SAFETY PSYCHOLOGICAL	PRE-EMPLOYMENT PSYCH EVAL; ECKES	\$ 480.00	apdcc
376764	9/24/2025	90641350	INGRAM LIBRARY SERVICES, LLC	INGRAM ADULT BOOKS	\$ 147.10	libcc
376753	9/24/2025	G30852	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 36.23	shopcc
376754	9/24/2025	T68965	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 55.46	museumcc
376748	9/24/2025	5301	AMERICAN PLANNING ASSOCIATION	AMERICAN PLANNING ASSOC CONFERENCE	\$ 515.00	plancc
376938	9/25/2025	009922	CARHARTT	STAFF UNIFORMS - SD	\$ 259.17	wwtpcc
376843	9/25/2025	108661/10/31820	STOWES, INC	BOOT ALLOWANCE	\$ 213.01	wwtpcc
376865	9/25/2025	111-7514041-2429856	AMAZON.COM SERVICES, INC	ESRI MAP BOOK, VOLUME 40	\$ 32.63	pwfacccl

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376846	9/25/2025	114-2002866-0970610	AMAZON.COM SERVICES, INC	DATA CENTER CABLING	\$ 53.82	fibercc
376750	9/25/2025	114-2872669-1758605	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 51.63	pwfacc
376853	9/25/2025	1Z3Y591X0311892898	UNITED PARCEL SERVICE, INC	SHIPMENT TO NATIONAL SAFETY	\$ 13.39	wwtpcc
376916	9/25/2025	210640000	WRANGLER	STAFF UNIFORMS - JR	\$ 289.02	wwtpcc
376862	9/25/2025	2334437	HEALTH & SAFETY INSTITUTE	CERT CARDS FOR COA CPR	\$ 219.83	afdcc
376863	9/25/2025	2334440	HEALTH & SAFETY INSTITUTE	INSTRUCTOR RECERT: BYER	\$ 45.00	afdcc
376774	9/25/2025	273873192	SURETY PEST CONTROL	PEST CONTROL ACCT 34803360 POINT PUMPHOUSE	\$ 64.07	dwtpt
376945	9/25/2025	273873402	SURETY PEST CONTROL	PEST CONTROL	\$ 80.51	museum
376866	9/25/2025	300-10175482	ALL BATTERY SALES & SERVICE	SUPPLIES FOR SHOP STOCK	\$ 16.16	shopcc
377603	9/25/2025	5009599852	FERRELLGAS, LP	SEPTEMBER PROPANE INVOICE - AUTOGAS ACCOUNT	\$ 91.77	finance
376991	9/25/2025	6560643080	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.32	apd
376852	9/25/2025	6684	VILLAGE PIZZA	OYSTER RUN FOOD FOR PATROL	\$ 366.60	apdcc
376845	9/25/2025	803	UNITED STATES POSTAL SERVICE	USPS SHIPPING; APD 25-A05994	\$ 11.70	apdcc
376856	9/25/2025	9/25/2025	UNITED STATES POSTAL SERVICE	POSTAGE FOR THOMSON	\$ 30.63	legalcc
376855	9/25/2025	A27945/44	COASTAL FARM &	WORK UNIFORM	\$ 182.77	wdistcc
376867	9/25/2025	T69158	SEBO'S DO-IT CENTER	PARTS FOR VEHICLE #613	\$ 10.83	shopcc
376857	9/25/2025	1236-3554	JURASSIC PARLIAMENT	MANAGEMENT,CONSULTING- JURASSICPARLIAMENT.COM	\$ 87.00	plancc
376847	9/25/2025	14329042	4IMPRINT, INC	REC EVENT SUPPLIES	\$ 607.69	pkreccc
376849	9/25/2025	608379125	SPIRIT HALLOWEEN	REC EVENT SUPPLIES	\$ 109.79	pkreccc
376848	9/25/2025	G31034	SEBO'S DO-IT CENTER	REC DEP SUPPLIES	\$ 54.37	pkreccc
376864	9/25/2025	T69068	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 38.36	parksc1
376917	9/26/2025	0293820298	CARHARTT	STAFF UNIFORMS - JR	\$ 190.32	wwtpcc
376935	9/26/2025	042512	CAP SANTE MARINA	FUELL: MARINE 29 (2003)	\$ 40.68	afdcc
376940	9/26/2025	069950/41	COASTAL FARM &	STAFF UNIFORMS - SD	\$ 31.99	wwtpcc
377740	9/26/2025	0769891-IN	NATIONAL SAFETY, INC	SAFETY SUPPLIES	\$ 86.59	wwtpcc
376943	9/26/2025	111-6835264-7777852	AMAZON.COM SERVICES, INC	COFFEE FILTERS	\$ 27.38	afdcc
376932	9/26/2025	112-3572458-7129825	AMAZON.COM SERVICES, INC	VIDEO GAMES FOR COLLECTION	\$ 155.39	libcc

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376925	9/26/2025	112-5884469-8704235	AMAZON.COM SERVICES, INC	SUPPLIES FOR VEHICLE #6002	\$ 21.75	shopcc
376868	9/26/2025	113-1386068-2277022	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES SP SAFETY	\$ 20.48	libcc
376918	9/26/2025	113-2543273-0637052	AMAZON.COM SERVICES, INC	UNIFORM: PANTS ALLOWANCE FOR JOHN KRAMER	\$ 286.72	pwfacc
376858	9/26/2025	113-8075388-2215402	AMAZON.COM SERVICES, INC	UNIFORM: HEAVYWEIGHT CREW NECK TEES - JOHN KRAMER	\$ 86.10	pwfacc
376851	9/26/2025	113-8381169-3657828	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES; CLIPBOARDS	\$ 10.33	apdcc
376844	9/26/2025	114-6601034-4749008	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 962.64	pwfacc
376939	9/26/2025	26994302	COASTAL FARM &	STAFF UNIFORMS - SD	\$ 199.23	wwtpcc
376924	9/26/2025	3986-409171	O'REILLY AUTO PARTS	PART FOR VEHICLE #017	\$ 20.66	shopcc
376927	9/26/2025	6068212	PLATT ELECTRIC SUPPLY INC	OPERATING SUPPLIES	\$ 292.18	wwtpcc
376920	9/26/2025	6560643083	VESTIS SERVICES LLC	OPS MAT CLEANING	\$ 62.34	shopcc
376921	9/26/2025	6560643084	VESTIS SERVICES LLC	OPS & PARKS LAUNDRY SERVICE	\$ 74.76	shopcc
376937	9/26/2025	E80992/1	ACE HARDWARE	SUPPLIES FOR VEHICLE #6002	\$ 7.81	shopcc
376923	9/26/2025	G31458	SEBO'S DO-IT CENTER	PIPE FOR TOOL MOUNTS	\$ 52.65	afdcc
376922	9/26/2025	VP_VK1XL9N3	VISTAPRINT	BUSINESS CARD; OFC MOWRER	\$ 22.83	apdcc
376910	9/26/2025	WO Z0041223	NOVUS AUTO GLASS	SERVICE FOR VEHICLE #3010	\$ 586.43	shopcc
376930	9/26/2025	0713142908662603	WALGREENS	WA PARK STAFF SUPPLIES	\$ 15.76	parksc1
376850	9/26/2025	111-8072451-9385006	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 278.12	pkrecc
376911	9/26/2025	111-9031730-4528255	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 69.62	pkrecc
376909	9/27/2025	10490069-7533	US BANK	POETRY BOOKS FOR COLLECTION	\$ 56.00	libcc
376913	9/27/2025	113-0994478-7012209	AMAZON.COM SERVICES, INC	SIT-STAND STATION; RECORDS SUPPORT NEW HIRE	\$ 969.28	apdcc
376929	9/27/2025	3230080603	ADOBE SYSTEMS INCORPORATED	ADOBE SUBSCRIPTION FOR LIBRARY 2	\$ 32.64	libcc
376928	9/27/2025	3230114278	ADOBE SYSTEMS INCORPORATED	ADOBE SUBSCRIPTION FOR LIBRARY 1	\$ 32.64	libcc

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376926	9/27/2025	6831	PROFESSIONAL TRAINING	REVIEW & EXAM PREP FOR WATER DISTRIBUTION MANAGER/OPERATOR LEVEL 3 & 4	\$ 1,220.00	wtpcc
376934	9/27/2025	A28735/44	COASTAL FARM &	WORK UNIFORM	\$ 243.39	shopcc
376936	9/27/2025	T69642	SEBO'S DO-IT CENTER	KITCHEN/BATH SUPPLIES	\$ 26.09	afdcc
376941	9/27/2025	Uber - SD	UBER	TRAVEL - TRANSPORTATION	\$ 58.25	wwtpcc
376907	9/27/2025	HMMANKS9MK	AIRBNB, INC	LODGING FOR PLANNING CONFERENCE	\$ 215.30	plancc
376944	9/28/2025	114-2254755-9942668	AMAZON.COM SERVICES, INC	BED FRAME	\$ 88.12	afdcc
376933	9/28/2025	26614	US BANK	ADULT BOOKS	\$ 203.95	libcc
377889	9/28/2025	90811995	INGRAM LIBRARY SERVICES, LLC	INGRAM IPAGE REVIEWS	\$ 364.99	libcc
376912	9/28/2025	T69865	SEBO'S DO-IT CENTER	GEAR BINS	\$ 76.14	afdcc
377198	9/28/2025	738769679a	ORIENTAL TRADING CO INC	REC EVENT SUPPLIES	\$ 119.67	pkrecc
377204	9/29/2025	00120678	OWEN EQUIPMENT COMPANY	PART FOR VEHICLE #6000	\$ 1,290.25	shopcc
377283	9/29/2025	1067361	BAYSHORE OFFICE PRODUCTS INC	WHITE BOARD FOR GYM	\$ 53.88	afdcc
377201	9/29/2025	111-5991704-8953836	AMAZON.COM SERVICES, INC	CABLE PULLING TOOL	\$ 404.18	fibercc
377298	9/29/2025	111-6256272-0065840	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 39.15	wwtpcc
377214	9/29/2025	111-8687158-2197005	AMAZON.COM SERVICES, INC	GRAPHIC NOVELS FOR LIBRARY	\$ 10.87	libcc
377280	9/29/2025	112-1756079-0783456	AMAZON.COM SERVICES, INC	STAFF UNIFORMS - AV	\$ 167.10	wwtpcc
376908	9/29/2025	114-0039433-4969879	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP STOCK	\$ 24.44	shopcc
377193	9/29/2025	182198	A-1 MOBILE LOCK AND KEY, INC.	SUPPLIES FOR FACILITIES	\$ 201.28	pwfaccc
377203	9/29/2025	209331569	DEPARTMENT OF LICENSING	LICENSING FEES FOR EQUIP #69003 & #6002	\$ 119.48	shopcc
377290	9/29/2025	24279687	PURCELL TIRE AND SERVICE CENTE	SERVICE FOR VEHICLE #517	\$ 232.83	shopcc
377291	9/29/2025	24279688	PURCELL TIRE AND SERVICE CENTE	SERVICE FOR VEHICLE #517	\$ 40.75	shopcc
377192	9/29/2025	2500692	T-SHIRTS BY DESIGN	UNIFORM VEST	\$ 54.40	afdcc
376919	9/29/2025	2542124	MAVERICK WORK WEAR, INC.	WORK UNIFORM	\$ 515.24	shopcc
376781	9/29/2025	273873399	SURETY PEST CONTROL	PEST CONTROL AT WWTP	\$ 221.95	dwwtp
377194	9/29/2025	2968	PRESTIGE WORLDWIDE TECH	SUPPLIES FOR WATER MAINTENANCE	\$ 7,348.16	wdistcc

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377205	9/29/2025	3986-409764	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #6002	\$ 6.52	shopcc
377206	9/29/2025	3986-409773	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #5001	\$ 11.96	shopcc
377207	9/29/2025	3986-409792	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #6002	\$ 19.57	shopcc
377208	9/29/2025	3986-409798	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #006	\$ 170.77	shopcc
377209	9/29/2025	4300593829	LES SCHWAB TIRE CENTERS	SERVICE FOR VEHICLE #053	\$ 71.72	wtpcc
377219	9/29/2025	634	SEDRO-WOOLLEY COUNTRY STORE	K9 ZEKE SUPPLIES; ASSORTED BOWLS	\$ 32.00	apdcc
377573	9/29/2025	6560644666	VESTIS SERVICES LLC	LAUNDRY SERVICE FOR WWTP	\$ 42.96	wwtpcc
377196	9/29/2025	89QZXK2UR	TRUEWERK	SAFETY SUPPLIES	\$ 873.93	wdistcc
377200	9/29/2025	A29603/44	COASTAL FARM &	WORK UNIFORM	\$ 65.00	shopcc
377212	9/29/2025	A29954/11	COASTAL FARM &	STAFF UNIFORMS - OF	\$ 200.00	wwtpcc
377213	9/29/2025	A29955/11	COASTAL FARM &	STAFF UNIFORMS - OF	\$ 300.00	wwtpcc
377195	9/29/2025	E82656/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 11.73	wdistcc
377197	9/29/2025	T69964	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 10.41	wdistcc
377210	9/29/2025	T70014	SEBO'S DO-IT CENTER	WATER DIST IT SUPPLIES	\$ 82.13	infosyscc
377289	9/29/2025	0558006059480929257	HOBBY LOBBY	AGING MASTERY SUPPLIES	\$ 8.67	parksc1
377297	9/29/2025	1067277	BAYSHORE OFFICE PRODUCTS INC	WA PARK SUPPLIES	\$ 4.79	parksc1
377202	9/29/2025	210662002020225092	COSTCO WHOLESALE CORPORATION	AGING MASTERY SUPPLIES	\$ 72.55	parksc1
377285	9/29/2025	739769679	ORIENTAL TRADING CO INC	REC EVENT SUPPLIES	\$ 52.58	pkreccc
378536	9/30/2025	090087001-0925	KIMLEY-HORN AND ASSOCIATES, IN	PASS LAKE 10-INCH WATERMAIN REPLACEMENT PROJECT - DESIGN - THROUGH 9/30/25	\$ 29,895.00	pw1
378265	9/30/2025	22410 - 14	H W LOCHNER, INC	16TH STREET AND D AVENUE IMPROVEMENT PROJECT: DESIGN - 7/1/25 - 9/30/25	\$ 1,290.22	pw1
378269	9/30/2025	2825	SKAGIT CONSERVATION DISTRICT	NPDES II OUTREACH & EDUCATION - SEPTEMBER 2025	\$ 2,403.27	pw1
378266	9/30/2025	33631684	KIMLEY-HORN AND ASSOCIATES, IN	MARCH'S POINT ROAD WATER MAIN AND BIKE LANE PROJECT - DESIGN - THROUGH 9/30/25	\$ 9,251.42	pw1
377429	9/30/2025	0293947563	CARHARTT	STAFF UNIFORMS - WS	\$ 195.77	wwtpcc

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377284	9/30/2025	111-1563650-888346	AMAZON.COM SERVICES, INC	TTRPG GRANT DF	\$ 146.40	libcc
377344	9/30/2025	111-6259872-555381	AMAZON.COM SERVICES, INC	LAB WIPES	\$ 124.86	wwtpcc
377215	9/30/2025	111-8687158-219700	AMAZON.COM SERVICES, INC	GRAPHIC NOVELS FOR LIBRARY	\$ 40.88	libcc
377365	9/30/2025	112-1319442-023701	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 20.04	wwtpcc
377218	9/30/2025	112-8420382-948905	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 114.60	pwfacc
377199	9/30/2025	113-8007056-167065	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES; HEADPHONES FOR RECORDS STAFF	\$ 7.37	apdcc
377288	9/30/2025	133-4344690-235700	AMAZON.COM SERVICES, INC	KITCHEN SUPPLIES	\$ 7.39	apdcc
377295	9/30/2025	3986-409867	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP STOCK	\$ 35.97	shopcc
377293	9/30/2025	3986-409891	O'REILLY AUTO PARTS	PARTS FOR SHOP STOCK	\$ 405.43	shopcc
377292	9/30/2025	3986-409934	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #5001	\$ 62.53	shopcc
377286	9/30/2025	41600575070	LES SCHWAB TIRE CENTERS	SERVICE FOR VEHICLE #038	\$ 206.67	shopcc
377216	9/30/2025	434308	GEORGIA BOOT	WORK UNIFORM	\$ 179.53	shopcc
377356	9/30/2025	5269034000	DEMCO, INC.	OFFICE SUPPLIES: CASTER WHEELS FOR BOOK CART	\$ 89.40	libcc
377296	9/30/2025	527300010109	COSTCO WHOLESALE CORPORATION	REPLACEMENT VACUUM CLEANER FOR 29-2	\$ 423.92	afdcc
377299	9/30/2025	80092	LOWE'S BUSINESS ACCOUNT/GEMB	PEG BOARD TOOL ORGANIZER FOR FILTER GALLERY	\$ 109.82	wtppcc
377337	9/30/2025	8561 00002 53880	HOME DEPOT	LATCHING WHEELED BINS	\$ 70.39	afdcc
377211	9/30/2025	9210401504	STRYKER SALES CORPORATION	3 BATTERY PACKS	\$ 2,159.14	afdcc
377281	9/30/2025	A30358/44	COASTAL FARM &	STAFF UNIFORMS - BW	\$ 207.16	wwtpcc
377282	9/30/2025	A30359/44	COASTAL FARM &	STAFF UNIFORMS - BW	\$ 143.57	wwtpcc
377287	9/30/2025	111-8544310-523540	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 22.64	pkreccc
377346	9/30/2025	738769679b	ORIENTAL TRADING CO INC	REC EVENT SUPPLIES	\$ 77.78	pkreccc
377568	9/30/2025	PL209159685	ALASKA AIRLINES	TRAINING - REVISION ON TRAVEL FOR INFRASTRUCTURE MANAGEMENT GIS CONF 2025	\$ 59.99	pwfacc
378542	10/1/2025	1411208750	MOTOROLA SOLUTIONS INC	BODY WORN CAMERAS FOR POLICE OFFICERS - VIDEO-AS-A-SERVICE 10/31/25-10/30/26	\$ 7,206.91	apd
377333	10/1/2025	0293295528	CARHARTT	STAFF UNIFORMS - BH	\$ 271.96	wwtpcc
377352	10/1/2025	032646558	GALLS, LLC.	UNIFORM PANT; WALLACE	\$ 175.71	apdcc
377404	10/1/2025	111-6977742-3556248	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 21.06	wwtpcc

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377343	10/1/2025	114-0098417-3871472	AMAZON.COM SERVICES, INC	NETWORK MONITORING EQUIPMENT	\$ 402.93	fibercc
377335	10/1/2025	114-7400850-8732244	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 83.13	pwfacc
377338	10/1/2025	114-7951957-3553027	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP	\$ 236.79	shopcc
377342	10/1/2025	114-9708359-8012246	AMAZON.COM SERVICES, INC	IT OFFICE SUPPLIES	\$ 27.19	infosyscc
377339	10/1/2025	114-9787148-4191405	AMAZON.COM SERVICES, INC	PART FOR VEHICLE #1018	\$ 147.54	shopcc
377345	10/1/2025	121444	BERG VAULT COMPANY	SUPPLIES FOR STORM DEPT	\$ 651.71	shopcc
377360	10/1/2025	1252-7140	CODE 3 ASSOCIATES	TRAINING; ACO NYBO - WARRANT PREP	\$ 25.50	apdcc
377357	10/1/2025	167793	THE HOSE SHOP, INC	PARTS FOR VEHICLE #5001	\$ 107.23	pwfacc
377426	10/1/2025	3705485401	HYATT, ALL LOCATIONS	TRAVEL - HOTEL - SD	\$ 70.44	wwtpcc
377355	10/1/2025	3986-410109	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #184	\$ 162.28	shopcc
377354	10/1/2025	3986-410214	O'REILLY AUTO PARTS	SUPPLIES FOR EQUIP #405	\$ 19.82	shopcc
377460	10/1/2025	4905356S185	LEMAY MOBILE SHREDDING	CONTAINER SHREDDING - CITY HALL SEPTEMBER	\$ 35.00	finance
377606	10/1/2025	490535S185	LEMAY MOBILE SHREDDING	APD AND COURT ON-SITE SHREDDING	\$ 79.90	apd
377364	10/1/2025	76776903	COAST WENATCHEE CENTER HOTEL	CONFERENCE ACCOMMODATION	\$ 250.62	afdcc
377418	10/1/2025	8561 00052 31782	HOME DEPOT	SUPPLIES FOR FACILITIES	\$ 29.35	pwfacc
377428	10/1/2025	888373	AEROPARKING	TRAVEL EXPENSE	\$ 3.00	wwtpcc
377358	10/1/2025	G33306	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 16.59	pwfacc
377349	10/1/2025	Google-250930	GOOGLE ANALYTICS	GOOGLE ADVERTISING, SEPT 2025	\$ 212.80	fibercc
377348	10/1/2025	SO1021777	KLEENRITE	OPERATING SUPPLIES	\$ 734.28	wwtpcc
377351	10/1/2025	T70303	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 32.37	wdistcc
377336	10/1/2025	T70309	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 149.01	wwtpcc
377350	10/1/2025	T70489	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 2.87	wwtpcc
377361	10/1/2025	T70513	SEBO'S DO-IT CENTER	STOP STICK TRAINING SUPPLIES	\$ 11.74	apdcc
377402	10/1/2025	WN35170020	HOME DEPOT	SUPPLIES FOR SHOP	\$ 1,958.36	shopcc
377347	10/1/2025	113-7016590-4988269	AMAZON.COM SERVICES, INC	EVIDENCE CLEANING KIT FOR DRYING ROOM	\$ 31.31	apdcc
377427	10/1/2025	3705485401b	HYATT, ALL LOCATIONS	TRAVEL - HOTEL - SD	\$ 1,117.56	wwtpcc
377359	10/1/2025	E83501/1	ACE HARDWARE	WA PARK MAINTENANCE SUPPLIES	\$ 20.50	parksc1

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377363	10/1/2025	T70289	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 49.46	parksccl
378549	10/2/2025	1723	FIDALGO CLEANING	MUSEUM 10/2-10/16/25	\$ 200.00	museum
378550	10/2/2025	1724	FIDALGO CLEANING	HERITAGE CENTER 10/2/25	\$ 70.00	museum
377401	10/2/2025	087378	CIRCLE K	GASOLINE	\$ 12.38	museumcc
377569	10/2/2025	1067766	BAYSHORE OFFICE PRODUCTS INC	EMERGENCY OPERATIONS CENTER SUPPLIES	\$ 32.64	pwfacc
377405	10/2/2025	111-5741810-2406642	AMAZON.COM SERVICES, INC	STAFF UNIFORMS - WS	\$ 299.78	wwtpcc
377340	10/2/2025	114-2506905-4521850	AMAZON.COM SERVICES, INC	SUPPLIES FOR VEHICLE #1018	\$ 869.65	shopcc
377400	10/2/2025	114-7720096-0246603	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 102.82	pwfacc
377410	10/2/2025	1629018	MOS EQUIPMENT	EVIDENCE BOX WITH VENT & FAN	\$ 3,942.60	apdcc
377421	10/2/2025	188893	WATERMARK BOOK COMPANY	ADULT BOOKS	\$ 216.38	libcc
377557	10/2/2025	24279848	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #184	\$ 248.06	shopcc
377558	10/2/2025	24279849	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #006	\$ 730.78	shopcc
377559	10/2/2025	24279851	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #607	\$ 29.10	shopcc
377560	10/2/2025	24279852	PURCELL TIRE AND SERVICE CENTE	SERVICE FOR VEHICLE #513	\$ 71.89	shopcc
377561	10/2/2025	24279853	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #515	\$ 69.85	shopcc
377414	10/2/2025	2500721	T-SHIRTS BY DESIGN	EMBROIDERY OF CITY LOGO ON CUSTOMER PROVIDED APPAREL	\$ 65.28	pwfacc
377341	10/2/2025	37629525	ULINE, INC.	SUPPLIES FOR SHOP	\$ 3,953.59	shopcc
377417	10/2/2025	3986-410320	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #516	\$ 109.88	shopcc
377415	10/2/2025	3986-410330	O'REILLY AUTO PARTS	PARTS FOR EQUIP #873	\$ 108.77	shopcc
377416	10/2/2025	3986-410336	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #516	\$ 109.88	shopcc
377576	10/2/2025	64058	US BANK	LODGING; WHIA CONF - CLIFFORD	\$ 501.24	apdcc
377612	10/2/2025	6560646939	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.32	apd
377408	10/2/2025	B86543/4	WORK 'N MORE	STAFF UNIFORMS - EK	\$ 198.80	wwtpcc
377409	10/2/2025	B86544/4	WORK 'N MORE	STAFF UNIFORMS - EK	\$ 164.06	wwtpcc
377403	10/2/2025	BKD-73655177913	CLEVERBRIDGE INC	LANSWEEPER STARTER & SUPPORT ANNUAL SUBSCRIPTION 10/2/2025-10/1/2026	\$ 4,189.67	infosyscc

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377412	10/2/2025	E83916/1	ACE HARDWARE	OPERATING SUPPLIES	\$ 46.01	wwtpcc
377399	10/2/2025	E84180	ACE HARDWARE	HEADLIGHT	\$ 35.89	afdcc
377419	10/2/2025	G33581	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 26.65	pwfacc
377420	10/2/2025	G33588	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 8.52	pwfacc
377425	10/2/2025	G33677	SEBO'S DO-IT CENTER	SUPPLIES FOR EQUIP #873	\$ 90.00	shopcc
377422	10/2/2025	INV32412701	ZOOM VIDEO COMMUNICATIONS INC.	ZOOM MONTHLY SUBSCRIPTION FOR COURT SESSIONS	\$ 17.40	courtcc
377413	10/2/2025	T76585	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 34.92	wwtpcc
377398	10/2/2025	US3477802	UBIQUITI INC	UNIFI CONTROLLER FOR DEPOT	\$ 296.62	infosyscc
377407	10/2/2025	111-9874930-8793020	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 58.73	pkrecc
377406	10/2/2025	MC22177143	MAILCHIMP	REC DEPT NEWSLETTER SUBSCRIPTION	\$ 28.83	parksc1
377423	10/2/2025	T70542	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 14.91	parksc1
377547	10/3/2025	INV324270616	ZOOM VIDEO COMMUNICATIONS INC.	EXECUTIVE 10/03-11/02/2025	\$ 69.62	execc
377570	10/3/2025	009556	WEST MARINE PRODUCTS, INC	SUPPLIES FOR EQUIP #873	\$ 77.78	shopcc
377531	10/3/2025	1066466	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES FOR FACILITIES	\$ 302.43	pwfacc
377574	10/3/2025	111-2284110-9281804	AMAZON.COM SERVICES, INC	STAFF UNIFORMS - SC	\$ 176.16	wwtpcc
377895	10/3/2025	111-6032657-3299419	AMAZON.COM SERVICES, INC	STAFF UNIFORMS - SC	\$ 15.49	wwtpcc
377545	10/3/2025	112-0535488-5252241	AMAZON.COM SERVICES, INC	UNIFORM BOOTS; CORP BUFFUM	\$ 217.60	apdcc
377411	10/3/2025	113-4160257-0978606	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 31.59	wwtpcc
377535	10/3/2025	113-6206510-9842638	AMAZON.COM SERVICES, INC	WORK UNIFORMS	\$ 139.59	wdistcc
377616	10/3/2025	1131695843	FERRELLGAS, LP	PROPANE FOR SHOP	\$ 168.41	dshop
377538	10/3/2025	114-3984641-9269852	AMAZON.COM SERVICES, INC	PART FOR VEHICLE #5001	\$ 10.83	shopcc
377532	10/3/2025	1227114547-#115	COSTCO WHOLESALE CORPORATION	CLEANING SUPPLIES	\$ 477.60	afdcc
377544	10/3/2025	201758	CAP SANTE MARINA	MARINE PATROL FUEL	\$ 100.55	apdcc
377562	10/3/2025	2500732	T-SHIRTS BY DESIGN	WORK UNIFORMS	\$ 722.43	shopcc
377564	10/3/2025	E284624/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 16.64	pwfacc
377542	10/3/2025	T7C782	SEBO'S DO-IT CENTER	CUSTOMER INSTALLATION MATERIAL	\$ 12.78	fibercc

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37756	10/3/2025	U2516041229	ICONIX WATERWORKS INC	SUPPLIES FOR WATER MAINTENANCE	\$ 761.99	wdistcc
377552	10/3/2025	1065170	BAYSHORE OFFICE PRODUCTS INC	SENIOR CENTER OFFICE SUPPLIES	\$ 154.87	parksc1
377543	10/3/2025	111-0260886-4915468	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 20.66	pkrecc
377528	10/3/2025	112-3942841-4678664	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 52.76	parksc1
377571	10/3/2025	E84616/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 178.60	parksc1
377572	10/3/2025	E84658/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 15.67	parksc1
377529	10/3/2025	G34083	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 1.96	parksc1
377527	10/3/2025	USFS_680411	UNITED STATES FLAG STORE	FLAG POLE SUPPLIES	\$ 249.76	parksc1
377563	10/4/2025	0294006777	CARHARTT	STAFF UNIFORMS - MG	\$ 440.53	wwtpcc
377553	10/4/2025	032698878	GALLS, LLC.	UNIFORM PANT; CAPT FULLER	\$ 60.11	apdcc
377554	10/4/2025	032709769	GALLS, LLC.	UNIFORM VEST; WEST	\$ 1,328.30	apdcc
377566	10/4/2025	10/4/2025	BARGAIN'S GALORE THRIFT STORE	EXHIBIT SUPPLIES	\$ 2.71	museumcc
377536	10/4/2025	113-5472424-1701019	AMAZON.COM SERVICES, INC	WORK UNIFORMS	\$ 56.27	wdistcc
377539	10/4/2025	114-7951957-3553027	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP	\$ 591.26	shopcc
377567	10/4/2025	810425406090	SAFEWAY INC	OFFICE SUPPLIES	\$ 16.31	museumcc
377548	10/4/2025	96301476	FIDALGO PARKS & RECREATION	RESCUE SWIMMING	\$ 72.00	afdcc
377555	10/4/2025	CW-108493963	DEPARTMENT OF ECOLOGY	WA DEPARTMENT OF ECOLOGY WORKSHOP	\$ 50.00	plancc
377556	10/4/2025	CW-108493963 Part 2	DEPARTMENT OF ECOLOGY	-WA ECOLOGY*SERVICE COASTAL WORKSHOP:PLANNING	\$ 1.60	plancc
378538	10/5/2025	700000153	FAMILY CARE NETWORK PLLC	PRE-EMPLOYMENT MEDICAL - KENELLER	\$ 218.40	apd
377537	10/5/2025	113-5659317-1071460	AMAZON.COM SERVICES, INC	WORK UNIFORMS	\$ 67.40	wdistcc
377540	10/5/2025	114-4501116-0390625	AMAZON.COM SERVICES, INC	FIBER OPTIC PATCH CABLES	\$ 26.34	fibercc
377550	10/5/2025	12051	SWINOMISH MARKET CASINO	DIESEL (205) 83976 MILES	\$ 13.85	afdcc
377551	10/5/2025	12054	SWINOMISH MARKET CASINO	DIESEL (205) 83976 MILES	\$ 50.00	afdcc
377888	10/5/2025	90981395	INGRAM LIBRARY SERVICES, LLC	ADULT BOOKS	\$ 2,507.32	libcc
377887	10/5/2025	90981396	INGRAM LIBRARY SERVICES, LLC	INGRAM CHILDREN'S BOOKS	\$ 2,186.03	libcc
377530	10/5/2025	G35042	SEBO'S DO-IT CENTER	LAB SUPPLIES	\$ 23.44	wwtpcc

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377534	10/5/2025	INV00847368	USA BLUE BOOK	LAB SUPPLIES	\$ 542.93	wtpcc
377549	10/5/2025	SO660521	WITMER PUBLIC SAFETY GROUP INC	10 STREAMLIGHTS, 6 GLOVES	\$ 829.37	afdcc
377725	10/5/2025	5315	AMERICAN PLANNING ASSOCIATION	AMERICAN PLANNING ASSOC TOUR OF TACOMA @ CONFERENCE	\$ 15.00	plancc
377803	10/6/2025	030972	SHELL	FUEL FOR MED 12 (PACIFIC PRIDE OOS) #205	\$ 113.86	afdcc
377748	10/6/2025	102002908173742	TARGET	CD/DVD FOR LIBRARY COLLECTION	\$ 22.83	libcc
377802	10/6/2025	1068064	BAYSHORE OFFICE PRODUCTS INC	BATTERIES FOR FINANCE	\$ 35.08	financecc
377754	10/6/2025	111-3622262-9842612	AMAZON.COM SERVICES, INC	AA BATTERIES	\$ 81.12	afdcc
377753	10/6/2025	111-4289561-8945803	AMAZON.COM SERVICES, INC	9 VOLT SMOKE DETECTOR BATTERIES	\$ 24.63	afdcc
377751	10/6/2025	112-1480352-4794603	AMAZON.COM SERVICES, INC	SMALL TOOLS	\$ 82.63	wwtpcc
377745	10/6/2025	112-7263498-4499454	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP	\$ 69.61	shopcc
377731	10/6/2025	113-0227466-7983445	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 118.59	wdistcc
377733	10/6/2025	113-3809662-9477014	AMAZON.COM SERVICES, INC	WORK UNIFORM	\$ 20.66	wdistcc
377732	10/6/2025	113-4089053-6889803	AMAZON.COM SERVICES, INC	WORK UNIFORM	\$ 39.00	wdistcc
377546	10/6/2025	113-6261703-8138613	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES; ENVELOPES	\$ 29.80	apdcc
377726	10/6/2025	114-7643126-1101039	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 471.65	pwfacc
377735	10/6/2025	114-8116322-6076208	AMAZON.COM SERVICES, INC	OFFICE CHAIR MAT	\$ 67.17	fibercc
377533	10/6/2025	114-8373144-9467408	AMAZON.COM SERVICES, INC	WHITE BOARD, BROOM HOLDER	\$ 106.17	afdcc
377736	10/6/2025	1360917	FRONTIER BUILDING SUPPLY	OPERATING SUPPLIES	\$ 51.32	shopcc
377755	10/6/2025	143488	PROCOM LLC	DRUG TESTS: MGL, SM (+ HR - JO)	\$ 234.00	afdcc
377727	10/6/2025	200343	A-1 MOBILE LOCK AND KEY, INC.	SUPPLIES FOR FACILITIES	\$ 42.44	pwfacc
377742	10/6/2025	2025-80736	ADAMS CABLE EQUIPMENT INC	DROP CABLE TERMINATIONS	\$ 1,401.58	fibercc
377741	10/6/2025	25100644717989	ERA	LAB PROFICIENCY SUPPLY FOR LAB ACCREDITATION	\$ 690.39	wtpcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
377743	10/6/2025	6560646940	VESTIS SERVICES LLC	OPS & PARKS LAUNDRY SERVICE	\$ 74.76	shopcc
377958	10/6/2025	6560648570	VESTIS SERVICES LLC	LAUNDRY SERVICE FOR WWTP	\$ 42.96	wwtpcc
377752	10/6/2025	7544	LISTEN AUDIOLOGY SERVICES INC	HEARING EXAMS: 25 STAFF	\$ 1,360.00	afdcc
377800	10/6/2025	776980	SKAGIT REGIONAL HEALTH	CDL PHYSICAL	\$ 110.00	shopcc
377791	10/6/2025	8561 00088 88489	HOME DEPOT	PARTS FOR WATER PORTABLE GENERATOR	\$ 43.44	wdistcc
377750	10/6/2025	E85825/1	ACE HARDWARE	EXHIBIT SUPPLIES	\$ 15.63	museumcc
377734	10/6/2025	E85986/1	ACE HARDWARE	SUPPLIES FOR SHOP	\$ 42.25	shopcc
377749	10/6/2025	G35362	SEBO'S DO-IT CENTER	EXHIBIT SUPPLIES	\$ 39.54	museumcc
377466	10/6/2025	POB 410	UNITED STATES POSTAL SERVICE	PO BOX 410 1 YR RENEWAL 11/1/25-10/31/26	\$ 436.00	finance
377747	10/6/2025	T71409	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 7.03	pwfacc
377744	10/6/2025	WAANA164428	FASTENAL COMPANY	OPERATING SUPPLIES	\$ 445.34	wwtpcc
377738	10/6/2025	WO Z0041301	NOVUS AUTO GLASS	SERVICE FOR VEHICLE #054	\$ 978.11	shopcc
377463	10/6/2025	1131629746	FERRELLGAS, LP	WA PARK PROPANE REFILL 5410 SUNSET	\$ 458.50	parksc1
377462	10/6/2025	1131649722	FERRELLGAS, LP	WA PARK PROPANE 6300 SUNSET	\$ 52.57	parksc1
377737	10/6/2025	30225048	4IMPRINT, INC	REC PROGRAM SUPPLIES	\$ 950.59	pkrecc
377729	10/6/2025	4748	POSM SOFTWARE LLC	POSM SOFTWARE	\$ 2,500.00	shopcc
377757	10/6/2025	LOST RECEIPT	PETSTOP	K9 ZEKE FOOD	\$ 76.29	apdcc
378541	10/7/2025	1-136569924398	JOHNSON CONTROLS INC	WTP HVAC SOFTWARE SUBSCRIPTION - 10/01/25- /9/30/26	\$ 19,010.43	dwt
378172	10/7/2025	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP 9/5/-10/6/25	\$ 6,595.38	dwt
377789	10/7/2025	060351	LOU'S GLOVES, INC	SAFETY SUPPLIES	\$ 364.00	wwtpcc
377864	10/7/2025	098293	HOME DEPOT	WOOD, STAIN PROBLE PHOTO PROJECT	\$ 122.54	afdcc
377746	10/7/2025	111-0618441-2869005	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES SB	\$ 10.33	libcc
377950	10/7/2025	111-0701588-4905812	AMAZON.COM SERVICES, INC	STAFF UNIFORMS - KW	\$ 176.20	wwtpcc
377797	10/7/2025	111-1411339-3609821	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES PW	\$ 22.39	libcc
377799	10/7/2025	111-3281221-5619460	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 10.33	libcc
377793	10/7/2025	111-4038795-8975423	AMAZON.COM SERVICES, INC	STAFF UNIFORMS - KW	\$ 41.28	wwtpcc

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377949	10/7/2025	111-6754407-4859453	AMAZON.COM SERVICES, INC	STAFF UNIFORMS - KW	\$ 237.70	wwtpcc
377796	10/7/2025	112-7263498-4499454	AMAZON.COM SERVICES, INC	SHOP SUPPLIES	\$ 117.32	shopcc
377730	10/7/2025	112-9220675-3415414	AMAZON.COM SERVICES, INC	NOTEBOOK, PENS, MARKERS	\$ 24.57	fibercc
377739	10/7/2025	113-9988718-1288245	AMAZON.COM SERVICES, INC	EXTENSION CABLE FOR HEADPHONES	\$ 5.86	apdcc
377787	10/7/2025	114-1482731-4185857	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 282.78	pwfacc
377728	10/7/2025	114-7667272-8863418	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 647.35	pwfacc
377872	10/7/2025	239289	SEATAC PARK	TRAVEL - PARKING AT SEATAC	\$ 72.00	wwtpcc
377944	10/7/2025	288344955-01	BEST WESTERN	LODGING; USE OF FORCE CORE PRINCIPLES; SGT NATIONS	\$ 311.00	apdcc
377943	10/7/2025	288344955-02	BEST WESTERN	LODGING; USE OF FORCE CORE PRINCIPLES; OFC CHEESEBORO	\$ 311.00	apdcc
377805	10/7/2025	313277-5	BIRCH EQUIPMENT CO., INC	EQUIPMENT RENTAL FOR FACILITIES	\$ 109.69	pwfacc
377795	10/7/2025	3986-411226	O'REILLY AUTO PARTS	PARTS #3002	\$ 367.16	shopcc
377804	10/7/2025	3986-411272	O'REILLY AUTO PARTS	WIPER BLADES (MED 12), 2-CYCLE OIL	\$ 56.78	afdcc
377785	10/7/2025	4064	TROPHY DEPOT	ENGRAVING PLATES (PROBIE PHOTO PROJECT)	\$ 97.90	afdcc
377801	10/7/2025	G36124	SEBO'S DO-IT CENTER	EXHIBIT EXPENSES	\$ 4.34	museumcc
377869	10/7/2025	NKRU-325	HAMPTON INN/SUITES	TRAVEL - PARKING - CH	\$ 10.00	wwtpcc
377870	10/7/2025	NKRU-326	HAMPTON INN/SUITES	TRAVEL-PARKING-BW	\$ 10.00	wwtpcc
377786	10/7/2025	T71847	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 1.20	wwtpcc
377790	10/7/2025	00120776	OWEN EQUIPMENT COMPANY	PART FOR VEHICLE #6001	\$ 1,374.12	shopcc
377792	10/7/2025	214208	PELICAN BAY BOOKS	AGING MASTERY SUPPLIES	\$ 125.00	parksc1
377877	10/7/2025	5932984284	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 11.07	parksc1
378544	10/8/2025	241768	BLYTHE MECHANICAL, INC	HVAC ANNUAL PREVENTIVE MAINTENANCE 2025 - CITY HALL	\$ 1,351.30	pw1
377886	10/8/2025	ANA-20252026	SKAGIT VALLEY HERALD	ANACORTES AMERICAN ANNUAL SUBSCRIPTION RENEWAL	\$ 130.80	libcc
377879	10/8/2025	032737787	GALLS, LLC.	UNIFORM PANT; WEST	\$ 81.38	apdcc

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377866	10/8/2025	063975	COSTCO WHOLESALE CORPORATION	OPEN HOUSE SUPPLIES	\$ 39.98	afdcc
377938	10/8/2025	1068312	BAYSHORE OFFICE PRODUCTS INC	POWER STRIPS	\$ 61.06	fibercc
377798	10/8/2025	111-0618441-2869005	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES SB	\$ 26.47	libcc
377873	10/8/2025	113-0168026-3883432	AMAZON.COM SERVICES, INC	BOOKS YA	\$ 28.28	libcc
377788	10/8/2025	113-9989268-8457040	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 41.56	shopcc
377884	10/8/2025	3986-411500	O'REILLY AUTO PARTS	PART FOR VEHICLE #513	\$ 71.37	shopcc
377883	10/8/2025	3986-411504	O'REILLY AUTO PARTS	PART FOR VEHICLE #513	\$ 30.98	shopcc
377893	10/8/2025	41600575910	LES SCHWAB TIRE CENTERS	SERVICE FOR VEHICLE #3002	\$ 78.29	shopcc
377865	10/8/2025	5700193058	WOODLAND MANUFACTURING	WOOD LETTERS & NUMBER (PROBIE PHOTO PROJECT)	\$ 85.19	afdcc
377871	10/8/2025	574385426	ENTERPRISE OFFICE SYSTEMS INC	TRAVEL - BW CH CAR RENTAL	\$ 217.53	wwtpcc
377878	10/8/2025	59240574	MUNICIPAL RESEARCH &	TRAINING; PRA CONVERSATIONS-ASK ANYTHING; RECORDS STAFF	\$ 100.00	apdcc
377880	10/8/2025	6518	PUBLIC SAFETY PSYCHOLOGICAL	PRE-EMPLOYMENT PSYCH EVAL; KENELLER	\$ 480.00	apdcc
377891	10/8/2025	BB11220818	BOOTBARN.COM	UNIFORM BOOTS; CAPT PRUIETT	\$ 261.07	apdcc
377890	10/8/2025	G36222	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 18.32	pwfacc
377892	10/8/2025	T72088	SEBO'S DO-IT CENTER	OFFICE SUPPLIES; SNAP LINK	\$ 20.66	apdcc
377932	10/8/2025	051642	HOTEL MURANO	PARKING LOTS AND GARAGES-HOTEL MURANO PARKING	\$ 23.15	plancc
377874	10/8/2025	111-7505842-3165043	AMAZON.COM SERVICES, INC	REC DEPT SUPPLIES	\$ 6.29	pkreccc
377885	10/8/2025	25193i	BEAVER EQUIPMENT, LLC	ROTORK DISPLAY SCREENS FOR THE INTAKE	\$ 5,329.44	wtpcc
377875	10/8/2025	N4719338	SUBURBAN TOPPERS	PART FOR VEHICLE #044	\$ 118.60	shopcc
378555	10/9/2025	00010079	CASCADE DENTAL, LLC	DENTAL SERVICES, I JOHNSON, LEOFF1 RETIREE	\$ 353.00	hr
378275	10/9/2025	INV47552	SEAWESTERN, INC.	STRUCTURAL GLOVES (ASSORTED)	\$ 1,211.12	medic
377953	10/9/2025	111-4706733-8237060	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES RL/MARKETING PAPER	\$ 24.83	libcc
377946	10/9/2025	111-6482009-0378615A	AMAZON.COM SERVICES, INC	DISPOSABLE COVERALLS	\$ 49.59	fibercc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
377947	10/9/2025	111-6482009-0378615B	AMAZON.COM SERVICES, INC	CABLE PULLING TOOL, ZIP TIES, ELECTRICAL TAPE	\$ 443.42	fibercc
377956	10/9/2025	111-8098361-7594629	IMPORTED P CARD TRANSACTION	IFC & IRC CODE MANUALS & TABS	\$ 346.97	afdcc
377957	10/9/2025	112-4415646-7929847	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 63.08	wwtpcc
377933	10/9/2025	114-1274363-2034603	AMAZON.COM SERVICES, INC	SIGN HOLDERS (PROBIE PHOTO PROJECT)	\$ 86.96	afdcc
377867	10/9/2025	114-6003009-1229805	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP	\$ 300.15	shopcc
377954	10/9/2025	1363099	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 27.35	pwfacc
377934	10/9/2025	138730258	BLAKLADER WORKWEAR	SUPPLIES FOR STREET DEPT	\$ 309.97	shopcc
377951	10/9/2025	3986-411743	O'REILLY AUTO PARTS	PART FOR #90009	\$ 7.62	shopcc
377952	10/9/2025	3986-411746	O'REILLY AUTO PARTS	PARTS FOR EQUIP #2004	\$ 50.62	shopcc
377868	10/9/2025	E0600XJ1PT	MICROSOFT CORPORATION	AZURE: DISASTER AND RECOVERY 9/2-10/1/25	\$ 1,117.72	infosyscc
377937	10/9/2025	INV00847578	USA BLUE BOOK	BACKORDERED LAB SUPPLY	\$ 14.49	wtppcc
377948	10/9/2025	VP_Q89P4L58	VISTAPRINT	BUSINESS CARDS; CLIFFORD	\$ 41.31	apdcc
377945	10/9/2025	38461	RC MOWERS	PARTS FOR EQUIP #715	\$ 246.69	shopcc
377941	10/9/2025	608701773	SPIRIT HALLOWEEN	REC EVENT SUPPLIES	\$ 324.10	pkreccc
377882	10/9/2025	775407	CAMPBELL'S	AWC MEMBER EXPO - LODGING	\$ 176.49	hrcc
377876	10/9/2025	775412	CAMPBELL'S	AWC MEMBER EXPO - LODGING	\$ 176.49	hrcc
377930	10/9/2025	E87157/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 34.26	parksc1
377931	10/9/2025	T72153	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 26.65	parksc1
377939	10/9/2025	T72184	SEBO'S DO-IT CENTER	REC EVENT SUPPLIES	\$ 43.26	pkreccc
377940	10/9/2025	T72188	SEBO'S DO-IT CENTER	REC PROGRAM SUPPLIES	\$ 34.81	pkreccc
378543	10/10/2025	241623	BLYTHE MECHANICAL, INC	HVAC ON-CALL REPAIR SERVICES - CITY HALL BOILER TROUBLESHOOTING	\$ 184.69	pw1
378278	10/10/2025	INV47635	SEAWESTERN, INC.	SCBA COMPRESSOR REPAIR	\$ 172.97	medic
377955	10/10/2025	112-5491098-3292260	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 38.78	pwfacc
377936	10/10/2025	113-1276010-4844244	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES FOR STREET DEPT	\$ 163.20	shopcc
377935	10/10/2025	113-4400043-6853860	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES FOR STREET DEPT	\$ 239.10	shopcc
377942	10/10/2025	114-1105955-4457000	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 39.27	pkreccc

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378174	10/13/2025	0345600-IN	NELSON-REISNER DISTRIBUTOR INC	FM HYDRAULIC OIL 32	\$ 136.68	dwtp
378282	10/13/2025	0345687-IN	NELSON-REISNER DISTRIBUTOR INC	OIL FOR THE PLANT	\$ 306.00	dwwtp
378537	10/13/2025	038 200 0000 2	CASCADE NATURAL GAS CORP.	APD 9/11-10/10/25	\$ 444.30	apd
378272	10/13/2025	169 400 0000 9	CASCADE NATURAL GAS CORP.	STA 2: 9/11-10/10/25	\$ 47.38	medic
378547	10/13/2025	199 800 0000 4	CASCADE NATURAL GAS CORP.	HERITAGE CENTER 9/11-10/10/25	\$ 21.52	museum
378289	10/13/2025	225100288	ALERT-ALL CORPORATION	PUB-ED HELMETS	\$ 1,011.84	medic
378170	10/13/2025	2347-19	MAKERS ARCHITECTURE	2025 PERIODIC COMPREHENSIVE PLAN UPDATE - THROUGH 9/30/25	\$ 2,490.00	plan
378171	10/13/2025	2407-18	MAKERS ARCHITECTURE	ANACORTES CLIMATE ELEMENT - THROUGH 9/30/25	\$ 10,239.37	plan
378556	10/13/2025	410501-25	IDENTIFIX	FLEET SOFTWARE	\$ 1,549.48	dshop
378270	10/13/2025	674 400 0000 7	CASCADE NATURAL GAS CORP.	STA 1: 9/11-10/10/25	\$ 85.39	medic
378122	10/13/2025	710 300 0000 5	CASCADE NATURAL GAS CORP.	OPS: 9/11-10/10/25	\$ 429.09	dshop
378546	10/13/2025	912 800 0000 0	CASCADE NATURAL GAS CORP.	MUSEUM 9/11-10/10/25	\$ 79.52	museum
378255	10/13/2025	989 800 0000 8	CASCADE NATURAL GAS CORP.	989 800 0000 8 WWTP 9/11-10/10/25	\$ 170.56	dwwtp
378281	10/14/2025	1647224	LIFE ASSIST, INC	RESUS PACKS, CAPNOMETERS, GLOVES,	\$ 1,639.79	medic
378110	10/14/2025	26030	INDUSTRIAL RESOURCES, INC.	MAINTENANCE - OUTSIDE SERVICE	\$ 293.09	dwwtp
378273	10/14/2025	978 800 0000 1	CASCADE NATURAL GAS CORP.	STA 3: 9/12 - 10/13	\$ 43.94	medic
378184	10/14/2025	981287	JCI JONES CHEMICALS INC	WTP SODIUM HYPOCHLORITE, SS 150	\$ 7,389.79	dwtp
378569	10/14/2025	P2348-NT-2	QCC QUALITY CONTROLS CORP.	WWTP PUMP STATION 3 PANEL UPGRADE	\$ 4,200.00	dwwtp
378290	10/15/2025	1200766816	HDR ENGINEERING, INC	WTP LEAD AND COPPER RULE (LCR) SAMPLING PLAN - 8/24/25 - 9/27/25	\$ 10,759.30	dwtp
378545	10/15/2025	15-251014500	CUMMINS, INC.	ANNUAL CUMMINS GENERATOR TESTING AND SERVICING - PMS-WWLS#18 7-905	\$ 1,160.66	pw1
378564	10/15/2025	1500002019	EUROFINS ENVIRONMENT TESTING	BACTERIA TEST FOR OAKES AVE	\$ 22.00	wdist
378561	10/15/2025	I7157512	HD FOWLER COMPANY INC	SUPPLIES FOR WATER MAINTENANCE	\$ 250.35	wdist
378259	10/15/2025	INV119623	TURF STAR WESTERN	PART FOR EQUIP #713	\$ 2,601.67	dshop

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378535	10/15/2025	INV3080640	COPIERS NORTHWEST, INC	APD CANNON COPIES 9/14-10/13/25	\$ 60.09	apd
378258	10/16/2025	120	SKAGIT COUNTY OFFICE OF	SKAGIT COUNTY ASSIGNED COUNSEL INDIGENCY SCREENING	\$ 924.00	pubdef
378560	10/16/2025	166547	SUMMIT LAW GROUP, PLLC	FIRE & POLICE CBA	\$ 2,838.50	hr
378558	10/16/2025	25-58101	BUDGET TOWING & AUTO REPAIR	TOW FOR EQUIP #2010	\$ 306.82	dshop
378268	10/16/2025	2500793	T-SHIRTS BY DESIGN	T-SHIRTS, SWEATPANTS	\$ 256.59	medic
378256	10/16/2025	26075	INDUSTRIAL RESOURCES, INC.	MAINTENANCE OUTSIDE SERVICE FABRICATION	\$ 8,835.65	dwwtp
378570	10/16/2025	8491025	OVIVO USA, LLC	WWTP HIGH EFFICIENCY DIFFUSER SYSTEM EQUIPMENT PURCHASE	\$ 13,546.69	dwwtp
378280	10/16/2025	907263363	EVOQUA WATER TECHNOLOGIES LLC	BIOXIDE FOR PS14 FERRY TERMINAL	\$ 8,951.68	dwwtp
378181	10/16/2025	INV3081140	COPIERS NORTHWEST, INC	CANON COPIERS CITY WIDE 9/15-10/14/25	\$ 336.68	finance
378261	10/16/2025	XA116021450:01	RWC INTERNATIONAL	PART FOR VEHICLE #213	\$ 78.00	dshop
378264	10/17/2025	10/17/2025	ANACORTES FAMILY CENTER	SOCIAL WORKER AGREEMENT - OCTOBER 2025	\$ 5,000.00	apd
378405	10/17/2025	1744	FIDALGO CLEANING	APD CLEANING & SUPPLIES 10/6-10/19/25	\$ 905.00	apd
378548	10/17/2025	7443749827	CARDINAL HEALTH 110, INC.	PHARMA: DILTIAZEM, ROCURONIUM,	\$ 1,085.36	medic
378572	10/17/2025	Assement17408	STATE OF WASHINGTON	PENALTY ON OVERDUE PROPERTY PLUS INTEREST	\$ 104.79	finance
378575	10/17/2025	INV3081755	COPIERS NORTHWEST, INC	COURT & ASC COPIES 9/16-10/15/25	\$ 1,036.59	finance
378438	10/17/2025	ReimbIngram	INGRAM, KATIE	NWCJIS CONFERENCE; FERRY BACK FROM PORT TOWNSEND; INGRAM	\$ 25.10	apd
378279	10/20/2025	1646881	LIFE ASSIST, INC	3 COMBICARRIER/BACKBOARDS	\$ 3,412.58	medic
378286	10/20/2025	450-0008-00	SKYLINE COURT CONDO ASSOCIATIO, _	UB Refund Cst #046217	\$ 11,819.10	finance
378539	10/21/2025	014	SAFE KIDS SNOHOMISH CTY, SOUTH COUNTY FIRE	TRAINING FOR CAR SEAT CLASS - LINDQUIST	\$ 55.00	apd
378557	10/21/2025	14	ISLAND HEALTH	SEPTEMBER AMBULANCE SUPPLIES	\$ 1,741.80	medic
378571	10/21/2025	17773	SKAGIT COUNTY PUBLIC HEALTH	SENIOR SERVICES PROGRAM 2025 - JULY, AUGUST, SEPTEMBER	\$ 11,150.00	parks1

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
378563	10/21/2025	24-218-FAC-0021	VECA ELECTRIC & TECHNOLOGIES	RETAINAGE RELEASE	\$ 1,253.44	pw1
378566	10/21/2025	25-105-SEW-0011	INDUSTRIAL RESOURCES, INC.	RETAINAGE RELEASE	\$ 263.27	pw1
378568	10/21/2025	25-212-IDS-0011	CRANETECH INC	RETAINAGE RELEASE	\$ 384.68	pw1
378576	10/21/2025	INV3082751	COPIERS NORTHWEST, INC	S/N 2YJ30356 LIBRARY FL1 TECH SERVICES COPIER 9/18-10/17/25	\$ 248.83	finance
	Total				\$ 365,999.26	



City Council Agenda Bill

Meeting Date: October 27, 2025 **Agenda Item:** 6.d.

Agenda Item Title: Contract Award: Social Worker Agreement #26-007-APD-001

Staff Contact(s): Dave Floyd

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Tiffany Matson	Contract Award
Dave Floyd	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$30,000.00 to the Anacortes Family Center (AFC) in order for AFC to continue providing social service coordination and resources to APD, AFD, and other City departments as needed for transient individuals and individuals with need for specialized social services.

Background:

1. **History:** On 4/26/2021 the City and AFC entered into an agreement to develop a pilot program in order to provide assistance those contacted by City staff who are in need of homeless services, chemical dependency counseling or ongoing case support. The AFC is available 7 days a week to assist City staff in these areas.
2. **Key Terms:**
 - Contract is for a fixed price of \$30,000.00 on an annual basis. The City will make equal monthly payments to the AFC for the annual stipend.
 - The period of performance is from January 1, 2026 – December 31, 2026.

Budget Impact:

Contractor	Anacortes Family Center
Contract Amount	\$30,000.00
Funding Source	To be paid by opioid settlement funds
BARS #	001.310.521.10.41
Budget Amendment Required?	No

Start Date	Execution
End Date	12/31/2026

Previous Action: The City and AFC have entered into contracts for this service since 2021.

Recommended Motion: I move that City Council authorize the Mayor to sign contract 26-007-APD-001 with Anacortes Family Center in the amount of \$30,000.00.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 26-007-APD-001



AGREEMENT #26-007-APD-001
Between
CITY OF ANACORTES
and
ANACORTES FAMILY CENTER

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and the Anacortes Family Center, hereinafter referred to as the "AFC", together referred to as "Parties".

WHEREAS the City works cooperatively with the AFC to address homelessness and those in need due to crises involving addiction, violence and mental health; and

WHEREAS the City has seen greater success in addressing these issues due to the expertise and case workers provided by the AFC; and

WHEREAS the City staff in the Anacortes Police Department, Planning Economic and Community Development and Parks and Recreation see a reduction in staff time and call volume in cases where there is collaboration with the AFC; and

WHEREAS the City through the Anacortes Police Department have built a strong working relationship with the AFC staff and rely regularly on the resources the AFC provides to better serve the community; and

WHEREAS the City has identified the need to develop stronger coordination between the Anacortes Police Department and social services including the Anacortes Family Center in response to emergency calls and developed a program to provide social services under the umbrella of the Anacortes Police Department to the community; and

WHEREAS the AFC has the potential capacity to expand its services to include case workers with a background in chemical dependency treatment and homelessness, and can contract with mental health providers to augment its in-house capacity to provide the skills the City requires; and

WHEREAS, the City and AFC have entered into agreements since 2021 to implement and maintain the social services program and both parties desire to continue the program;

NOW, THEREFORE, the Parties agree as follows:

1. **Parties' Responsibilities.**

a. **City Responsibilities**

- i. The City will provide an annual stipend of \$30,000 to the AFC to respond to calls from the City to assist with people in crisis due to homelessness, chemical dependency, domestic violence or mental health issues. Payments for a portion of any calendar year will be prorated based on the duration of the program during that calendar year. The City will make equal monthly payments to the AFC for the annual stipend.
- ii. City will identify and prescribe metrics for data collection pursuant to this Agreement and will review and update those metrics throughout the Term of this Agreement based on what data best informs the Parties' assessment of the efficacy of the program. The metrics must include at least numbers of individuals served and data-based assessment of the expanded outreach of the APD under this program. Metrics should also include pre-program data so the Parties and public can evaluate program success.
- iii. City will present at regular City Council meetings periodic reports on the efficacy of the pilot program no less frequently than quarterly. Such reports will include the full set of data collected pursuant to the metrics identified and prescribed by the City under paragraph 1(a)(ii).

b. **AFC Responsibilities**

- i. The AFC will respond to all requests from the City for assistance with individuals in crisis. AFC shall make every reasonable effort to respond to requests from the City within 24 hours. For after-hour requests, Anacortes Police Department (APD) or Anacortes Fire Department (AFD) can drop off individuals that qualify for Motel Voucher support at a participating motel. AFC will pre-arrange authorization for motel voucher access for APD and AFD. A referral for services will be emailed to AFC's Community Resource Manager by APD, including the individual's name and situation, so that AFC staff can follow-up to provide support the following morning.
- ii. The AFC will either provide the necessary response with their in-house staff or contract with certified professionals.
- iii. AFC Staff and consultants will be available 8:30 to 5pm 7 days a week to respond to requests from the City.
- iv. AFC will invoice the City monthly.
- v. The AFC will provide an accounting of hours and/or number of calls taken for evaluation on an annual basis.
- vi. The AFC will provide the City data showing numbers of individuals served under this Agreement and work cooperatively with the City to prepare the quarterly reports before Council. AFC will provide data to the City in a format prescribed by the City pursuant to paragraph (1)(a)(ii) above.

2. **Term.** The term of this Agreement is from January 1, 2026 – December 31, 2026.
3. **Termination.** Either Party terminate this Agreement upon thirty (30) days' written notice delivered according to Section 9. Notices. If this Agreement is so terminated, the Parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination, except that the duty to indemnify pursuant to Section 4 shall survive such termination.
4. **Indemnification:** The Parties shall defend, indemnify and hold each other and the indemnified party's officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, solely arising out of or solely resulting from the acts, errors or omissions of the indemnifying party in performance of this Agreement.
5. **Insurance.**
 - a. **Insurance Term:** AFC shall procure and maintain insurance, as required in this Section, without interruption from commencement of the work through the term of the Agreement, unless otherwise indicated herein.
 - b. **No Limitation:** AFC's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the AFC to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
 - c. **Minimum Scope of Insurance:** AFC's required insurance shall be of the types and coverage as stated below:
 - i. **Automobile Liability** insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
 - ii. **Commercial General Liability** insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The **City shall be named as an additional insured** under AFC's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad

as ISO endorsement form CG 20 26.

- iii. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 - d. **Minimum Amounts of Insurance:** AFC shall maintain the following insurance limits:
 - i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - ii. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
 - e. **City Full Availability of AFC Limits:** If the AFC maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the AFC, irrespective of whether such limits maintained by the AFC are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the AFC.
 - f. **Other Insurance Provision:** AFC's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the AFC's insurance and shall not contribute with it.
 - g. **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
 - h. **Verification of Coverage:** AFC shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the AFC within 10 days of contract execution and before scheduling of the work. Upon request by the City, the AFC shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.
 - i. **Notice of Cancellation:** AFC shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.
 - j. **Failure to Maintain Insurance:** Failure on the part of the AFC to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the AFC to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the AFC from the City.
6. **Changes, Modifications, Amendments and Waivers.** The Agreement may be changed, modified, amended or waived only by written agreement executed by the Parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.
7. **No Joint Ventures.** The Parties acknowledge that no joint venture or partnership is created by this Agreement. No agent, employee or representative of AFC shall be deemed to be an agent, employee or representative of the City for any purpose. AFC shall be solely responsible for all acts of its agents, employees, representatives and subcontractors.
8. **Effectiveness.** This Agreement shall be effective as of the date this agreement is executed by both parties.

9. **Notices**. All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given and received (a) when personally delivered, or delivered by same-day courier; or (b) on the third business day after mailing by registered or certified mail, postage prepaid, return receipt requested; or (c) upon delivery when sent by prepaid overnight express delivery service (e.g., FedEx, UPS); or (d) when sent by email and upon the receipt by the sending party of written confirmation by the receiving party; provided, however, that an automated email confirmation of delivery or read receipt shall not constitute such confirmation. Notices shall be sent to the following addresses:

To the City: City of Anacortes
Attn: Darcy Swetnam, City Attorney
PO Box 547
Anacortes, WA 98221
darcys@anacorteswa.gov

To the AFC: Anacortes Family Center
Attn: Dustin Johnson, CFRE
Executive Director
2702 Commercial Avenue
Anacortes, WA 98221
dustin@anacortesfamily.org

10. **Governing Law; Binding Effect**. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington applicable to contracts made and performed in such state without giving effect to the choice of law principles of such state that would require or permit the application of the laws of another jurisdiction.
11. **Severability**. If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.
12. **Counterparts**. This Agreement may be executed in one or more counterparts, including electronic mail counterparts, each of which shall be deemed to be an original copy of this Agreement, and all of which, when taken together, shall be deemed to constitute one and the same agreement. Delivery of such counterparts by electronic mail (in PDF or.tiff format) shall be deemed effective as manual delivery.

IN WITNESS WHEREOF, the City and AFC have executed this Agreement as of _____.

CITY OF ANACORTES

ANACORTES FAMILY CENTER

Matt Miller, Mayor

Dustin Johnson, Executive Director



City Council Agenda Bill

Meeting Date: October 27, 2025 **Agenda Item:** 7.a.

Agenda Item Title: Interlocal Agreement #26-005-APD-001 with Skagit County for Vessel Registration Fees

Staff Contact(s): Dave Floyd

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Tiffany Matson	Contract Award
Dave Floyd	

Item Summary: City staff seeks City Council consent to execute Interlocal Agreement 26-005-APD-001 with Skagit County. This agreement outlines the distribution of vessel registration fees from the County to the City for the Anacortes Police Department's boating safety program.

Key Terms:

- Term of agreement is from January 1, 2026 - December 31, 2027 and automatically renews for additional 1-year terms.
- Once a year the County will distribute to Anacortes 30% of the vessel registration fees the state distributes to the County.

Budget Impact:

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to execute Interlocal Agreement 26-005-APD-001 between City of Anacortes and Skagit County.

Alternative Actions: Not approve the interlocal.

Attachments (listed in order presented):

1. 26-005-APD-001

INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN
SKAGIT COUNTY
AND
THE CITY OF ANACORTES

The City of Anacortes, Washington (Anacortes) and Skagit County, Washington (County) agree to the following under RCW 39.34 et seq., INTERLOCAL COOPERATION ACT. This Agreement becomes effective as of the last day set forth on the signature page. Party or Parties refers to each party to this Agreement or all, as applicable.

1. PURPOSE:

Under RCW 88.02.650, the Washington State Department of Licensing collects vessel registration fees on an annual basis, retains the first 1.1 million dollars of what it collects and then distributes the remainder to Washington counties that have approved boating safety programs. The County has an approved boating safety program. Under WAC 352-65-030, when a county has an approved boating safety program, the county's legislative authority is responsible for equitably distributing funds allocated by the state to local jurisdictions with approved boating safety programs within the county. The state approved Anacortes' boating safety program and it is eligible to receive an equitable share of the vessel registration fees distributed to the County. The County and Anacortes enter into this cooperative agreement to improve boating safety program services within the County's waters and allocate state funds for such programs.

2. RESPONSIBILITIES:

A. Anacortes' Responsibilities.

Anacortes will use the funds the County provides under this agreement only for boating safety purposes as WAC 352-65-040 defines. Anacortes' boating safety programs that use the funds will comply with the state's boating safety program requirements and all applicable federal, state and local laws in performing any activities resulting from the use of the funds distributed under this agreement. Anacortes must maintain state approval for their boating safety program as WAC 352-65-030 requires, including conforming with WAC 352-65-040.

B. County's Responsibilities

The County will distribute to Anacortes 30% of the vessel registration fees the state distributes to the County. The County will distribute the funds to Anacortes once a year on the second Monday in December. If the state sends the funds to County after November, the County will distribute the funds to Anacortes as soon as reasonably possible.

3. TERM OF AGREEMENT:

This Agreement is effective from January 1, 2026 to December 31, 2027 and automatically renews for additional one-year terms until termination per Article 8.

4. MANNER OF FINANCING:

The Parties are not financing any joint or cooperative undertaking in this Agreement, except as set forth herein. The Parties are not maintaining any budget for any joint or cooperative undertaking under this Agreement.

5. ADMINISTRATION:

The following individuals or their designees shall administer, coordinate, and monitor performance under this Agreement. If a Party changes its representative, it shall notify the other Party. The Parties must provide notice to the representatives as this Agreement, local, state, and federal laws, codes, ordinances, statutes, and regulations may require.

County	Anacortes
Skagit County Sheriff 600 South Third Street Mount Vernon WA 98273 (or its primary administrative address if the Sheriff's Office moves)	Anacortes Police Chief PO Box 547 904 6 th St Anacortes, WA 98221

6. TREATMENT OF ASSETS AND PROPERTY:

A. No Property Acquisition

The Parties will not jointly or cooperatively, acquire, hold, use, or dispose of any fixed assets or personal or real property under this Agreement.

B. Joint Administrative Board

This Agreement does not create any separate legal or administrative entity. To the extent necessary, and for no other purpose, the Parties or their designees jointly administer this Agreement, who together, shall constitute the board contemplated in RCW 39.34.030(4)(a).

C. Third Parties

This Agreement does not create any rights in any third party or form the basis for any liability to any third party from the Parties.

D. Public Records and Tort Claims

Under the Public Records Act, RCW 42.56, each Party has a separate designated person assigned to respond to public records requests. Nothing in this Agreement shall abrogate or alter the venue and tort claims processes involving any Party, including under RCW 4.92 or any other tort claim process. The Parties agree that neither Party shall prepare, own, use, or retain any records or data related to the other Party's fund use.

7. INDEMNIFICATION:

Each Party assumes liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other Party harmless from any such liability. The Parties shall not be liable for entering

into this Agreement except as expressly provided herein. These indemnity provisions survive this Agreement's termination.

8. TERMINATION:

A. Termination for Public Convenience

Each Party may terminate this Agreement in whole or in part whenever it determines, in its sole discretion, that termination is in its best interests. A Party will not breach this agreement if it terminates this Agreement at any time during its term, whether for default or convenience.

B. Termination Procedure

To terminate this Agreement, a Party must give 30 days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the contract administrator set forth above.

C. Automatic Termination

In addition to any other provision, this Agreement immediately and automatically terminates if the state revokes Anacortes' boating safety program approval under WAC 352-65-060.

D. Liability Limits

The Parties are liable only for their performance rendered or costs incurred before the effective termination date.

9. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS:

The Parties may change, modify, amend, or waive this Agreement or any portion only in writing signed by the Parties' authorized representatives. If a Party waives any Agreement term, breach, or condition, that waiver does not waive any past or future breach, or other past or future issues regarding terms and conditions.

10. SEVERABILITY:

If a competent court or tribunal holds invalid any Agreement term, condition, or application to any person or circumstances, the Agreement's other terms, conditions, or applications shall remain valid, and the Parties, court, or tribunal must sever any invalid language if possible.

11. OTHER PROVISIONS:

A. No Assignment

The Parties may not assign this Agreement. Any purported assignment is void.

B. Agreement Subject to Law

This Agreement is subject to all applicable local, state, and federal laws, codes, ordinances, statutes, and regulations.

C. Venue and Choice of Law

Any litigation regarding this Agreement shall be in the Skagit County Superior Court. Washington law governs this Agreement.

D. Enforceability

This Agreement is enforceable between the Parties even if either Party fails to file or publish this Agreement as RCW 39.34.040 provides.

12. ENTIRE AGREEMENT:

This Agreement contains all the Parties' agreed terms and conditions. Any items incorporated by reference are attached (if any). The Parties do not have any other binding understandings, oral or otherwise, regarding this Agreement's subject matter.

City of Anacortes:

Matt Miller, Mayor

Date _____

Mailing Address:
(Street address required
in addition to P.O. Box)

904 6th St
PO Box 547
Anacortes, WA 98221

Skagit County:

DATED this _____ day of _____, 20__.

**BOARD OF COUNTY COMMISSIONERS,
SKAGIT COUNTY, WASHINGTON**

Lisa Janicki, Chair

Peter Browning, Commissioner

Ron Wesen, Commissioner

Attest:

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director



City Council Agenda Bill

Meeting Date: October 27, 2025 **Agenda Item:** 7.b.

Agenda Item Title: Interlocal #IL265 Amendment #2 with Anacortes School District 103 for the School Resource Officer Program

Staff Contact(s): Dave Floyd

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

Item Summary: City staff seeks approval to execute Amendment #2 to Interlocal Cooperative Agreement IL265 with Anacortes School District (ASD) 103 for the School Resource Officer (SRO) Program. Revisions to the funding section of the Interlocal are needed to reflect that the City will pay the ASD half of the SRO due to the current ASD financial hardship for the 2025/2026 school year.

Background:

1. **Reason for the Contract Change:** Whereas the Anacortes School District is currently unable to fund their half of the School Resource Officer program, and the presence of a School Resource Officer has substantially increased a safe learning environment for students while reducing the overall number of reactive calls for service by the Anacortes Police Department for school / student related issues, it is in the best interest for both the City and School District to maintain the program during the School District's budget challenges.
2. **History:** The City and ASD 103 first entered into an Interlocal Agreement to create the SRO Program in June of 2015, and the current Interlocal Agreement IL265 was executed on 6/14/2018. Since that time, the SRO has worked in the schools and both City and School District have been very happy with the success of the program.
3. **Funding Source:** Unspent Prop 1 resources.

Budget Impact:

Previous Action: Interlocal Agreement [IL265](#) was approved at the [6/4/2018](#) Council meeting. [Amendment 1](#) to the interlocal was approved at the [11/14/2022](#) meeting.

Recommended Motion: I move that City Council authorize the Mayor to execute Amendment #2 to Interlocal Cooperative Agreement IL265 between City of Anacortes and Anacortes School District 103.

Alternative Actions: Not approve the interlocal amendment.

Attachments (listed in order presented):

1. IL265 Amendment 2
2. Written Public Comment - AHS Principal Erin Duez - SRO
3. Written Public Comment - Anacortes School District & AHS Guidance Counselors - SRO
4. Written Public Comment - Erica McColl - SRO

IL265 AMENDMENT #2 TO AGREEMENT BETWEEN THE CITY OF ANACORTES AND THE ANACORTES SCHOOL DISTRICT 103 FOR SCHOOL RESOURCE OFFICER PROGRAM

This Second Amendment to Agreement Between the City of Anacortes and the Anacortes School District 103 for the School Resource Officer Program, which amends a certain Agreement Between the City of Anacortes and the Anacortes School District 103 for School Resource Officer Program, dated June 14, 2018, is entered into by and between the City of Anacortes, a Washington municipal corporation ("City"), and Anacortes School District 103, a Washington municipal corporation ("District"), individually referenced as Party or collectively as Parties.

RECITALS

1. On June 14, 2018, the Parties entered into an agreement pursuant to Chapter 39.34 of the Revised Code of Washington entitled the "Agreement Between the City of Anacortes and the Anacortes School District 103 for School Resource Officer Program" ("2018 Agreement"), for the provision of a commissioned Anacortes Police Officer to serve as a School Resource Officer ("SRO") in the Anacortes Public Schools through a shared funding model.
2. The SRO program has been very successful in improving school safety, providing resources to improve student outcomes, connecting youth and police officers, and reducing juvenile crime, and the Parties wish to continue the program consistent with the terms of the 2018 Agreement.
3. Whereas the Anacortes School District is currently unable to fund their half of the SRO program for the 2025-2026 school year, and the presence of a SRO has substantially increased a safe learning environment for students while reducing the overall number of reactive calls for service by the Anacortes Police Department for school / student related issues, it is in the best interest for both the City and District to maintain the program during the District's budget challenges.
4. The Parties now wish to amend the 2018 Agreement to modify the funding of the SRO Program for the 2025-2026 school year.

NOW, THEREFORE, the Parties agree to amend the 2018 Agreement as follows:

A new paragraph c. under Article 6. Funding shall be added to the 2018 Agreement as follows:

6. Funding

- a. The District will pay 50% of the officer's applicable salary, benefits, and premium expenses. The City will invoice the District quarterly for the actual costs.
- b. The City will pay all remaining costs associated with the officer's employment.
- c. The Parties agree that for the 2025-2026 school year the City will pay 100% of the officer's applicable salary, benefits, and premium expenses.

All remaining terms of the 2018 Agreement remain in full force and effect.

Signed:

Matt Miller, Mayor
City of Anacortes

Dr. Carl Bruner, Superintendent
Anacortes School District

Date

Date



Anacortes High School

1600 20th Street
Anacortes, WA 98221
Phone: (360) 503-1300
Fax: (360) 503-1301

Erin Duez
Principal

Molly Huggins
Assistant Principal

Justin Portz
Activities and
Athletic Director

October 27, 2025

Dear Anacortes City Council,

I am writing to express our gratitude for the School Resource Officer (SRO) program at Anacortes High School. The SRO program is an invaluable resource for our students, staff, and families. Officer Kellington's primary role is focused on prevention. Officer Kellington has built strong relationships with our students and families. Students often seek Officer Kellington out to ask questions and get help navigating situations. Officer Kellington also teaches lessons to classes and entire grade levels on topics such as substance use, traffic safety, constitutional rights, careers in law enforcement, and many others. Additionally, Officer Kellington provides guidance to our staff on safety drills and other measures to improve the safety and security of our school.

Officer Kellington serves as an important community resource in our building following traumatic events in our students' lives. Kellington connects affected students with resources, including school social workers and counselors. Due to Officer Kellington's close relationship with students, they feel comfortable reporting incidents to him instead of calling 911 and speaking with someone they don't know. Many situations have been resolved, and students have been helped thanks to this early reporting.

Our School Principal-School Resource Officer partnership is an important bridge between the community, our school, and students. Often, as a principal, I share information with Kellington about planned fights or other incidents in the community. Officer Kellington can then go there and help prevent the fight from occurring.

Thank you for your support of the School Resource Program at Anacortes High School

Sincerely,

Erin Duez

Anacortes High School

From: Nicole Tesch <ntesch@asd103.org>
Sent: Monday, October 27, 2025 1:45 PM
To: Greg Francioch; Darcy Swetnam; City Council
Cc: Erin Duez; Dave Floyd; Carl Bruner
Subject: Statement for Tonight's City Council Meeting, ILA #IL265 Amendment #2
Attachments: SRO statement.pdf

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

Dear City Council (and Gregory too!),

On behalf of the Anacortes School District, we want to sincerely thank the City of Anacortes for its ongoing partnership in supporting our students, staff, and community through Interlocal Agreement #IL265 Amendment #2 for the School Resource Officer (SRO) Program. Attached is a PDF statement from the Anacortes High School Counseling Team for tonight's City Council meeting, highlighting how valued this program is within our schools.

The SRO program is more than a safety measure; it is a critical prevention and support system. Having an SRO in our schools allows us to proactively address challenges before they escalate, providing guidance, mentorship, and crisis response in real time. Students and staff alike benefit from the relationships built with Officer Kellington, and the program fosters meaningful connections to our community's first responders.

We also want to acknowledge that recent budget constraints have made sustaining programs like this more challenging. Even so, the City's continued commitment ensures that our schools maintain a trusted, responsive, and compassionate presence that prioritizes both safety and prevention, an investment that truly pays dividends for our entire community.

Thank you again for your partnership and for supporting the well-being, growth, and safety of all Anacortes students.

With appreciation,

Nicole Tesch

Assistant to Superintendent and School Board | District Communications
Risk Management Coordinator | Public Records Officer
Anacortes School District 103
2200 M Avenue, Anacortes WA 98221
PHONE: (360) 503-1211
EMAIL: ntesch@asd103.org | **WEBSITE:** www.asd103.org

** [Submit a Communications Project Request | Share Your Story!](#) **



DISCLAIMER:

Anacortes School District Confidentiality Notice: This email message, including any attachments, may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution of privileged information, including information protected by the Family Educational Rights and Privacy Act (FERPA) or other provisions of law, is prohibited. If you are not the intended recipient, please contact the sender by e-mail and destroy all copies of the original message.

Interlocal #IL265 Amendment #2 with Anacortes School District 103 for the School Resource Officer Program

We cannot speak highly enough of the integrative role and impact that having an SRO program has created in our schools. It is a steadfast support system for outreach and consultation, and an immediate response to high-need, crisis-laden situations—from the individual level to school-wide concerns. Our team has open dialogue and collaboration with our SRO daily when he is in the building, and we trust the throughline it creates to our community first responder agencies as well - it allows direct, clear, and supportive communication and answers to be provided in a timely and effective manner. On a student level, it creates a sense of security and safety, as equally as a trusted adult centered rapport and sounding board. Students seek out Officer Kellington in times of difficulty or conflict, as often as they do to talk about athletics, life events, and post-secondary pathways to Criminal Justice studies or Law Enforcement work. He was a vital part of our Career Fair day and strives to be a constant, welcoming presence throughout our halls, in our lunchroom, and across our campuses. This is a foundational component of our middle to high school transition as well as having an SRO; students have expressed their appreciation and already established a connection with Officer Kellington as rising 9th graders. They are grateful to have a familiar face of security and support during such a tremendous shift in their educational pathway. Statistically speaking, it has been demonstrated how impactful the presence of a police vehicle and officer on campus can be for safety-related issues or threats; I know emphatically that our staff feel significantly better about the culture and safety of the building because of our SRO being here several days a week, and available as ever needed on days he serves other district sites. He has helped our team navigate police reporting, detective meetings, and student crises with professionalism and respect for our varied roles. We believe it is a vital and invaluable part of our community within the school district, and we are so grateful it has been continuously supported and funded.

Anacortes High School Counselors

From: [No Reply](#)
To: [CityClerk](#)
Subject: Public Comment Submission
Date: Monday, October 27, 2025 11:57:11 AM

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

Submitted by: Erica McColl
Email Address: egreen41026@gmail.com

Commented on event: <https://anacorteswa.portal.civicclerk.com/event/1206/overview>
If you are having trouble viewing the URL above, cut and paste the string into your browser window.

User comment: Dear Mayor Miller and City Council Members, As a former administrator of the Anacortes School District, I am writing to strongly urge you to maintain the School Resource Officer position within our schools. Having worked directly with Officer Kellington during my tenure, I cannot overstate the vital role this position plays in creating a safe, supportive, and thriving educational environment for our students. School Resource Officers make lifelong impacts on students, families, and our entire community. Officer Kellington was not simply a security presence; they were an integral partner in our educational mission, building trust and positive relationships with students while ensuring their safety and well-being. I am now employed with another school district that does not have an SRO, and the difference is stark and concerning. The absence of this crucial role has made me acutely aware of the numerous benefits we enjoyed in Anacortes. The collaborative partnership we had with Officer Kellington enhanced every aspect of school safety and student support. Consider these specific examples from my experience: During emergency drills, having an SRO's expertise and coordination was invaluable. Officer Kellington helped us refine our procedures, identify potential vulnerabilities, and ensure our responses were aligned with best practices and local law enforcement protocols. This collaboration provided immeasurable peace of mind to staff, students, and parents. Equally important was the SRO's role in supporting students facing challenges. When a student was struggling emotionally or behaviorally, Officer Kellington could engage in supportive conversations that often prevented situations from escalating. Their unique position—as both an authority figure and a trusted adult—allowed them to reach students in ways that traditional school staff sometimes could not. These interventions often became turning points in young people's lives. The SRO position represents far more than security—it embodies prevention, mentorship, and community partnership. Officer Kellington attended school events, knew students by name, and became a positive role model who helped shape students' perceptions of law enforcement for years to come. In my current district without an SRO, I see daily what we are missing: the proactive relationship building, the immediate expertise during crisis planning, the bridge between schools and law enforcement, and most importantly, the trusted adult who can intervene positively in a student's life at critical moments. I respectfully urge you to continue funding this essential position. The investment in a School Resource Officer yields returns that cannot be measured solely in dollars—it is an investment in student safety, community relationships, and the future of Anacortes' young people. Thank you for your consideration of this critical matter. I would be happy to discuss my experiences further if that would be helpful to your deliberations.
Sincerely, Erica McColl



City Council Agenda Bill

Meeting Date: October 27, 2025 **Agenda Item:** 7.c.

Agenda Item Title: Interlocal Agreement 25-270-APD-001 with Washington Traffic Safety Commission for Traffic Safety Grant

Staff Contact(s): Dave Floyd

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Tiffany Matson	Contract Award
Dave Floyd	

Item Summary: City staff seeks approval to execute Interlocal Cooperative Agreement 25-270-APD-001 with Washington Traffic Safety Commission (WTSC), under which the City will receive funds from the traffic safety grant 2026-HVE-5733-Region 11 Target Zero Task Force. WTSC reimburses the APD/City of Anacortes for the overtime costs of officers working statewide DUI, seatbelt, distracted driving, motorcycle emphasis patrols.

Key Terms:

- This agreement provides for up to \$90,000 reimbursement of straight time or overtime work split between all agencies within Region 11.
- The term shall be from execution through September 30, 2026.

Budget Impact:

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to execute Interlocal Cooperative Agreement 25-270-APD-001 between the City of Anacortes and Washington Traffic Safety Commission.

Alternative Actions: Not approve the interlocal.

Attachments (listed in order presented):

1. 25-270-APD-001

**INTERAGENCY AGREEMENT BETWEEN THE
Washington Traffic Safety Commission**

AND

City of Anacortes

THIS AGREEMENT is made and entered into by and between the Washington Traffic Safety Commission, hereinafter referred to as "WTSC," and City of Anacortes, hereinafter referred to as "SUB-RECIPIENT."

NOW THEREFORE, in consideration of the authority provided to WTSC in RCW 43.59 and RCW 39.34, terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties mutually agree as follows:

1. PURPOSE OF THE AGREEMENT:

The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Assistance Listings Catalog of Federal Domestic Assistance (CFDA) numbers 20.600 and 20.616 for traffic safety grant project 2026-HVE-5733-Region 11 HVE, specifically to provide funding for the law enforcement agencies in WTSC Region 11 to conduct straight time or overtime enforcement activities (traffic safety emphasis patrols) as outlined in the Statement of Work (SOW), in support of Target Zero priorities. The Target Zero Manager (TzM) and/or the Law Enforcement Liaison (LEL) shall coordinate the SOW with the SUB-RECIPIENT with the goal of reducing traffic crashes.

WTSC grant 2026-HVE-5733-Region 11 HVE was awarded to the WTSC Region 11 to support collaborative efforts to conduct HVE activities. By signing this agreement, the SUB-RECIPIENT can seek reimbursement for straight time or overtime for approved law enforcement activity expenses incurred as a participant in the region's HVE grant.

2. PERIOD OF PERFORMANCE

The period of performance of this Agreement shall commence upon the date of execution by both parties, but not earlier than October 1, 2025, and remain in effect until September 30, 2026 unless terminated sooner, as provided herein.

3. SCOPE OF WORK

3.1.1 Problem ID and/or Opportunity

In 2023, Washington State experienced the deadliest year on its roads since 1990. The trajectory of this rise in fatalities reflects a broader trend of increasing impairment-related crashes, speeding, and compounding issues in law enforcement, medical, and judicial systems. This uptick in fatal crashes is deeply intertwined with impaired driving, law enforcement challenges, and societal impacts.

A Decade of Increasing Traffic Fatalities

The rise in fatalities has been both sharp and persistent:

- 2015 saw a drastic 19.3% increase in traffic fatalities, the largest single-year jump since data collection began in 1968.
- Following this spike, fatalities stabilized between 2015 and 2019.
- In 2020, despite pandemic-related reductions in traffic volume, fatalities climbed 6.7%, from 538 to 574.
- The situation worsened in 2021-2023, when fatalities surged by 20.2%, from 674 in 2021 to 810 in 2023, the highest number since 1990. This five-year increase represents the most rapid rise in traffic fatalities recorded in Washington State's history.
- Pedestrian fatalities were a record-high of 157 in 2023 and pedestrian serious injuries reached 472, also a record high for the state.

This project will fund locally coordinated enforcement mobilizations to address impaired driving, distracted driving, seat belt safety, speeding, and motorcycle safety. Funding and events will be organized by local Target Zero Managers (TZMs) & the statewide Law Enforcement Liaison networks and their local Target Zero Task Force. These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination.

3.1.2 Project Purpose and Strategies

This project will fund High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols to prevent impaired driving, distracted driving, seat belt use, speeding, and motorcycle safety. High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols are designed to create deterrence by increasing the expectation of a citation/fine/arrest. Officers may also remove high risk (impaired) drivers when encountered. So together, this countermeasure works by preventing dangerous driving behaviors and stopping those who still decide to engage in those behaviors. Funding and events will be organized by local TZMs, LELs, and their local Target Zero Task Force. Task forces will use local data and professional judgement to determine enforcement priorities for their jurisdictions and will schedule and plan enforcement and outreach activities. Regional participation in the following National Campaigns is mandatory:

- Impaired driving enforcement during the Holiday DUI campaign (December 2025).
- Distracted driving enforcement during the Distracted Driving campaign (April 2026)
- Seatbelt enforcement during the Click It or Ticket campaign (May 2026).
- Impaired driving enforcement during the Summer DUI campaign (August 2026).

These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination with the WSP.

3.1.3 Requirements for National Mobilizations and Traffic Safety Enforcement Program (TSEP)

3.1.3.1. HVE events will be data informed; based on crash data, anecdotal evidence, and the professional judgement of task force members. WTSC strongly believes in the expertise of local officers to understand

the highest priority areas in their communities to focus their efforts.

3.1.3.2. The SUB-RECIPIENT will ensure that all officers participating in these patrols are BAC certified and have received and passed the SFST refresher training.

3.1.3.3. SUB-RECIPIENT will ensure all officers participating in Impaired Driving patrols have also received Advanced Roadside Impaired Driving Enforcement (ARIDE) training.

3.1.3.4. SUB-RECIPIENT shall ensure all participating personnel will use the WEMS system provided by the WTSC to record all activities in digital activity logs conducted by their commissioned officers pursuant to the HVE events. Participating officers will fill out all applicable fields of the digital activity log and use the comments field to provide details on irregularities, challenges or other details that would help explain what was encountered during their shift. SUB- RECIPIENT will also ensure all supervisors and fiscal staff have the ability to review and edit those activity logs.

3.1.4 Project Intent and Best Practice

3.1.4.1. SUB-RECIPIENT is encouraged to help their Region Task Force fulfill the requirement to participate in the four mandatory National Campaigns. (Holiday DUI campaign in December 2025, Distracted Driving campaign in April 2026, Click It or Ticket campaign in May 2026, and Summer DUI campaign in August 2026).

NOTE: Agencies must participate in speed or impaired driving enforcement under this agreement to be eligible to receive funding under the WASPC equipment grant.

3.1.4.2. SUB-RECIPIENT is strongly encouraged to participate in their task force to plan and execute enforcement events.

3.1.4.3. Regional task force will be submitting quarterly progress reports and SUB-RECIPIENT is encouraged to participate to the fullest extent possible. Quarterly progress reports are due January 15, April 15, July 15, and October 15.

3.1.4.4. WTSC encourages participating officers to prioritize violations that directly contribute to the injury and death of road users, such as impaired driving, speeding, distracted driving, non-restraint, etc.

3.1.4.5. SUB-RECIPIENT should promote patrol events through all earned, owned and, if funded, paid media that is available so that the public is made aware of the event before, during, and after the enforcement takes place. It is best practice to translate messages as needed and invite local media involvement in the effort to reach communities in which HVE will occur.

3.1.4.6. SUB-RECIPIENT should strive to actively enforce traffic safety laws focused on collision causing behaviors in priority areas throughout the year outside of HVE events.

3.1.4.7. When participating in motorcycle patrols SUB-RECIPIENT should focus on the illegal and unsafe

driving actions of all motor vehicles interacting with motorcycles. This includes speeding, failure to yield to a motorcycle, following too closely to a motorcycle, distracted driving, etc.

3.1.4.8. When participating in motorcycle patrols SUB-RECIPIENT should ensure that enforcement will focus on the illegal and unsafe driving actions of motorcycles that are known to cause serious and fatal crashes. This includes impaired driving, speeding, and following too closely.

3.1.4.9. Performance will be monitored by the regional TZM, LEL, and Task Force, as well as WTSC. WTSC reserves the right to designate specific officers as ineligible for cost reimbursement. This will occur if an officer is determined to not have not met the purpose/intent of this grant in multiple emphasis patrols.

3.1.4.10. Funds can be used to support the mentoring of officers in traffic enforcement. This can be focused on impaired driving, or general traffic enforcement.

For DUI mentorship, WTSC has found it to be best practice to include a mix of instruction and practical experience. The mentor should be a DRE when possible, or a highly effective DUI emphasis patrol officer with a minimum of ARIDE training. Mentor/mentee activities will be pre-approved by the TZM or LEL after the mentee submits their interest.

3.1.4.11. Community outreach/collaboration: Funds can be used to pay for traffic safety focused community outreach and collaboration activities. The operational approach for regional community outreach and collaboration activities should be developed at the Task Force level and be approved by the WTSC. WTSC recommends that these activities include an opportunity for the audience to provide feedback on local traffic safety priorities and activities, which ideally will influence the region's plan for traffic safety programming.

3.1.4.12. In order to receive funding from this grant, agencies must participate with the regional traffic safety task force/coalition in the planning efforts for these activities.

3.1.4.13. WTSC also encourages all law enforcement agencies in Washington to utilize WTSC's data analysis resources, such as interactive dashboards and data from a statewide attitudinal survey, as well their regional Target Zero Manager to identify priorities for engaging with the community.

3.1.4.14. WTSC will provide tools for documenting community collaboration activities, such as the WEMS activity log.

3.1.5 NATIONAL AND STATE-WIDE MOBILIZATIONS

Not all agencies are required to participate in all of the mobilizations listed below. However, the region must have some law enforcement participation in all of the mobilizations listed. Dates are tentative and may change when NHTSA publishes their FFY2026 mobilization calendar.

Mobilization Dates

Holiday DUI December 16, 2025 - January 1, 2026



U Drive. U Text. U Pay. April 6 - 13, 2026

Click It or Ticket May 11 - May 31, 2026

It's a Fine Line (optional if funded) July 2026 (Dates TBD)

DUI Drive Sober or Get Pulled Over August 19 - September 7, 2026

3.2 PROJECT GOALS

Prevent traffic crashes to reduce traffic related deaths and serious injuries through active, visible, consistent, and targeted traffic law enforcement, law enforcement training, and community outreach. Law enforcement can have a profound effect on traffic safety and this project aims to increase participation to accomplish that.

3.3 COMPENSATION

3.3.1 The Compensation for the straight time or overtime work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the SOW will not exceed dollar total from amounts listed below. Payment for satisfactory performance shall not exceed this amount unless the WTSC and SUB-RECIPIENT mutually agree to a higher amount in a written Amendment to this Agreement executed by both the WTSC and SUB-RECIPIENT. Comp-time is not considered overtime and will not be approved for payment. All law enforcement agencies who are active members of the Region's traffic safety task force with a fully executed grant agreement are eligible to participate in this grant.

3.3.2 WTSC will reimburse for personnel straight time or overtime expenses at 150 percent of the officer's normal salary rate plus SUB-RECIPIENT's contributions to employee benefits, limited to the following:

- **FICA**
- Medicare
- Any portion of L&I that is paid by the employer (SUB-RECIPIENT)
- Retirement contributions paid by the employer (SUB-RECIPIENT) can be included if the contribution is based on a percentage of their hours worked.

Health insurance, or any other benefits not listed above, are not eligible for reimbursement.

The SUB-RECIPIENT will provide law enforcement officers with appropriate equipment (e.g., vehicles, radars, portable breath testers, etc.) to participate in the emphasis patrols.

3.3.3 Funding alterations are permitted as follows: Upon agreement by the regional TZM and all other parties impacted by a proposed budget alteration, the budget category amounts may be increased or decreased without amending this agreement, so long as the total grant award amount does not increase. HVE grant funds should be managed collaboratively by the SUB-RECIPIENT and the TZM.

These alterations must be requested through email communication between the regional TZM and assigned WTSC Program Manager. This communication shall include details of the requested budget modifications and a description of why these changes are needed. The TZM will also send an updated

quarterly Operations Plan to the WASPC representative monitoring the project if the budget modification will result in changes to the previously submitted plan.

3.3.4 These funds, designated for salaries and benefits, are intended to pay for the hourly straight time or overtime costs and proportional amounts of fringe benefits of commissioned staff pursuing the activities described in the statement of work. These funds may not be used for any other purpose for example any work required to maintain a law enforcement commission including recertification trainings like firearm qualification. This agreement is expressly designated to fund salaries and benefits. By signing this agreement, SUB-RECIPIENT agrees to supply all necessary equipment and vehicles needed to accomplish the work in the scope of work. WTSC is not responsible for any equipment that is lost, stolen, or destroyed in the execution of the scope of work.

3.3.5 Dispatch: WTSC will reimburse communications officers/dispatch personnel for work on this project providing SUB- RECIPIENT has received prior approval from their region's TZM. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

3.3.6 Transport Officers: WTSC will reimburse transport officers for their work on this project providing SUB-RECIPIENT has received approval from their regions TZM. The TZM will work with the regional LEL to determine if need is warranted for the type of HVE activity. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

3.3.7 The law enforcement agency involved will not schedule individual officer overtime shifts for longer than eight hours. WTSC understands there may be instances when more than eight hours are billed due to DUI processing or other reasons and an explanation should be provided on the WEMS Officer Activity Log.

3.3.8 The law enforcement agency involved will ensure that any reserve officer for whom reimbursement is claimed has exceeded his/her normal weekly working hours when participating in an emphasis patrol and is authorized to be paid at the amount requested. Reserve officers may only be paid at the normal hourly rate and not at the 150 percent overtime rate.

3.4 PROJECT COSTS

The WTSC has awarded **\$90,000.00** to the WTSC Region 11 Traffic Safety Task Force for the purpose of conducting coordinated HVE enforcement and community outreach/collaboration activities. The funding must be used for traffic safety purposes in the areas of impaired driving, distracted driving, occupant restraint use, speeding, and motorcycle safety. See the project in WEMS for an updated distribution of funding by specific emphasis area.

By signing this agreement, the SUB-RECIPIENT can seek reimbursement for approved straight time or overtime expenses incurred as a participant in this grant. Funds are expressly designated for staffing activities and may not be used for other expenses that may be incurred, such as vehicle damage, supply replacement, etc. All activity must be coordinated by the region's traffic safety task force and TZM to be eligible for reimbursement.



APPLICABLE STATE AND FEDERAL TERMS AND CONDITIONS:

4. ACTIVITY REPORTS

The SUB-RECIPIENT agrees to have all personnel who work HVE patrols submit a WEMS Officer Activity Log within 24 hours of the end of all shifts worked. These same logs will be associated with invoices as detailed in the "BILLING PROCEDURE" section. Use of the Officer Activity Log in the WTSC's online grant management system, WEMS, is required. Supervisor review and accuracy certification will also be done in WEMS.

5. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by the WTSC.

6. AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties in the form of a written request to amend this Agreement. Such amendments shall only be binding if they are in writing and signed by personnel authorized to bind each of the Parties. Changes to the budget, SUB-RECIPIENT'S Primary Contact, and WTSC Program Manager can be made through email communication and signatures are not required.

7. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

8. ASSIGNMENT

The SUB-RECIPIENT may not assign the work to be provided under this Agreement, in whole or in part, without the express prior written consent of the WTSC, which consent shall not be unreasonably withheld. The SUB-RECIPIENT shall provide the WTSC a copy of all third-party contracts and agreements entered into for purposes of fulfilling the SOW. Such third-party contracts and agreements must follow applicable federal, state, and local law, including but not limited to procurement law, rules, and procedures. If any of the funds provided under this Agreement include funds from NHTSA, such third-party contracts and agreements must include the federal provisions set forth in this Agreement in sections 32 through 40.

9. ATTORNEYS' FEES

In the event of litigation or other action brought to enforce the Agreement terms, each party agrees to bear its own attorney fees and costs.

10. BILLING PROCEDURE

All invoices for reimbursement of HVE activities will be done using the WTSC's grant management system, WEMS. WEMS Officer Activity logs will be attached to invoices, directly linking the cost of the



activity to the invoice. Because the activity, approval, and invoicing are all done within WEMS, no back up documentation is required in most cases.

Once submitted by the SUB-RECIPIENT, invoices are routed to the regional TZM for review and approval. The TZM will submit all approved invoices to the WTSC via WEMS within 10 days of receipt.

Payment to the SUB-RECIPIENT for approved and completed work will be made by warrant or account transfer by WTSC within 30 days of receipt of such properly documented invoices acceptable to WTSC. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, 2026, must be received by WTSC no later than August 10, 2026. All invoices for goods received or services performed between July 1, 2026 and September 30, 2026, must be received by WTSC no later than November 15, 2026.

11. CONFIDENTIALITY/ SAFEGUARDING OF INFORMATION

The SUB-RECIPIENT shall not use or disclose any information concerning the WTSC, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of the WTSC, or as may be required by law.

12. COST PRINCIPLES

Costs incurred under this Agreement shall adhere to provisions of 2 CFR Part 200 Subpart E.

13. COVENANT AGAINST CONTINGENT FEES

The SUB-RECIPIENT warrants that it has not paid, and agrees not to pay, any bonus, commission, brokerage, or contingent fee to solicit or secure this Agreement or to obtain approval of any application for federal financial assistance for this Agreement. The WTSC shall have the right, in the event of breach of this section by the SUB-RECIPIENT, to annul this Agreement without liability.

14. DISPUTES

14.1. Disputes arising in the performance of this Agreement, which are not resolved by agreement of the parties, shall be decided in writing by the WTSC Deputy Director or designee. This decision shall be final and conclusive, unless within 10 days from the date of the SUB-RECIPIENT's receipt of WTSC's written decision, the SUB-RECIPIENT furnishes a written appeal to the WTSC Director. The SUB-RECIPIENT's appeal shall be decided in writing by the Director or designee within 30 days of receipt of the appeal by the Director. The decision shall be binding upon the SUB-RECIPIENT and the SUB-RECIPIENT shall abide by the decision.

14.2. Performance During Dispute. Unless otherwise directed by WTSC, the SUB-RECIPIENT shall continue performance under this Agreement while matters in dispute are being resolved.

14.3 In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties hereto agree that any such action or proceedings

shall be brought in the superior court situated in Thurston County, Washington.

15. GOVERNANCE

15.1. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

15.2. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

15.2.1. Applicable federal and state statutes and rules

15.2.2. Terms and Conditions of this Agreement

15.2.3. Any Amendment executed under this Agreement

15.2.4. Any SOW executed under this Agreement

15.2.5. Any other provisions of the Agreement, including materials incorporated by reference

16. INCOME

Any income earned by the SUB-RECIPIENT from the conduct of the SOW (e.g., sale of publications, registration fees, or service charges) must be accounted for, reported to WTSC, and that income must be applied to project purposes or used to reduce project costs.

17. INDEMNIFICATION

17.1. To the fullest extent permitted by law, the SUB-RECIPIENT shall indemnify and hold harmless the WTSC, its officers, employees, and agents, and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind ("claims") brought against WTSC arising out of or in connection with this Agreement and/or the SUB-RECIPIENT's performance or failure to perform any aspect of the Agreement. This indemnity provision applies to all claims against WTSC, its officers, employees, and agents arising out of, in connection with, or incident to the acts or omissions of the SUB-RECIPIENT, its officers, employees, agents, contractors, and subcontractors. Provided, however, that nothing herein shall require the SUB-RECIPIENT to indemnify and hold harmless or defend the WTSC, its agents, employees, or officers to the extent that claims are caused by the negligent acts or omissions of the WTSC, its officers, employees or agents; and provided further that if such claims result from the concurrent negligence of

(a) the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors, and (b) the WTSC, its officers, employees, or agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors.

17.2. The SUB-RECIPIENT agrees that its obligations under this Section extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents in the performance of this agreement. For this purpose, the SUB- RECIPIENT, by mutual negotiation, hereby waives with respect to WTSC only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions chapter 51.12 RCW.

17.3. The indemnification and hold harmless provision shall survive termination of this Agreement.

18. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

19. INSURANCE COVERAGE

19.1. The SUB-RECIPIENT shall comply with the provisions of Title 51 RCW, Industrial Insurance, if required by law.

19.2. If the SUB-RECIPIENT is not required to maintain insurance in accordance with Title 51 RCW, prior to the start of any performance of work under this Agreement, the SUB-RECIPIENT shall provide WTSC with proof of insurance coverage (e.g., vehicle liability insurance, private property liability insurance, or commercial property liability insurance), as determined appropriate by WTSC, which protects the SUB-RECIPIENT and WTSC from risks associated with executing the SOW associated with this Agreement.

20. LICENSING, ACCREDITATION, AND REGISTRATION

The SUB-RECIPIENT shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of this Agreement. The SUB-RECIPIENT shall complete registration with the Washington State Department of Revenue, if required, and be responsible for payment of all taxes due on payments made under this Agreement.

21. RECORDS MAINTENANCE

21.1. During the term of this Agreement and for six years thereafter, the SUB-RECIPIENT shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. These records shall be subject to inspection, review, or audit by authorized personnel of the WTSC, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration. The Office of the State Auditor, federal auditors, the WTSC, and any duly authorized representatives shall have full access and the right to examine any of these materials during this period.

21.2. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving them a reasonable opportunity to respond. Each party will utilize reasonable security

procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

22. RIGHT OF INSPECTION

The SUB-RECIPIENT shall provide right of access to its facilities to the WTSC or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement. The SUB-RECIPIENT shall make available information necessary for WTSC to comply with the right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The SUB-RECIPIENT shall upon request make available to the WTSC and the United States Secretary of the Department of Health and Human Services all internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Agreement.

23. RIGHTS IN DATA

23.1. WTSC and SUB-RECIPIENT agree that all data and work products (collectively called "Work Product") pursuant to this Agreement shall be considered works made for hire under the U.S. Copyright Act, 17 USC §101 et seq., and shall be owned by the state of Washington. Work Product includes, but is not limited to, reports, documents, pamphlets, advertisement, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, designs, plans, diagrams, drawings, software, and/or databases to the extent provided by law. Ownership includes the right to copyright, register the copyright, distribute, prepare derivative works, publicly perform, publicly display, and the ability to otherwise use and transfer these rights.

23.2. If for any reason the Work Product would not be considered a work made for hire under applicable law, the SUB-RECIPIENT assigns and transfers to WTSC the entire right, title, and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

23.3. The SUB-RECIPIENT may publish, at its own expense, the results of project activities without prior review by the WTSC, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by NHTSA and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other actions required to protect the public interest.

24. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the SOW under this Agreement, the WTSC may terminate the Agreement under the "TERMINATION FOR CONVENIENCE" clause, without the 30-day notice requirement. The Agreement is subject to renegotiation at the WTSC's discretion under any new

funding limitations or conditions.

25. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

26. SITE SECURITY

While on WTSC premises, the SUB-RECIPIENT, its agents, employees, or sub-contractors shall conform in all respects with all WTSC physical, fire, or other security policies and applicable regulations.

27. TAXES

All payments of payroll taxes, unemployment contributions, any other taxes, insurance, or other such expenses for the SUB- RECIPIENT or its staff shall be the sole responsibility of the SUB-RECIPIENT.

28. TERMINATION FOR CAUSE

If the SUB-RECIPIENT does not fulfill in a timely and proper manner its obligations under this Agreement or violates any of these terms and conditions, the WTSC will give the SUB-RECIPIENT written notice of such failure or violation, and may terminate this Agreement immediately. At the WTSC's discretion, the SUB-RECIPIENT may be given 15 days to correct the violation or failure. In the event that the SUB-RECIPIENT is given the opportunity to correct the violation and the violation is not corrected within the 15-day period, this Agreement may be terminated at the end of that period by written notice of the WTSC.

29. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Agreement, either party may terminate this Agreement, without cause or reason, with 30 days written notice to the other party. If this Agreement is so terminated, the WTSC shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

30. TREATMENT OF ASSETS

30.1. Title to all property furnished by the WTSC shall remain property of the WTSC. Title to all property furnished by the SUB- RECIPIENT for the cost of which the SUB-RECIPIENT is entitled to be reimbursed as a direct item of cost under this Agreement shall pass to and vest in the WTSC upon delivery of such property by the SUB-RECIPIENT. Title to other property, the cost of which is reimbursable to the SUB-RECIPIENT under this Agreement, shall pass to and vest in the WTSC upon (i) issuance for use of such property in the performance of this Agreement, or (ii) commencement of use of such property in the performance of this Agreement, or (iii) reimbursement of the cost thereof by the WTSC in whole or in part, whichever first occurs.

30.2. Any property of the WTSC furnished to the SUB-RECIPIENT shall, unless otherwise provided herein

or approved by the WTSC, be used only for the performance of this Agreement.

30.3. The SUB-RECIPIENT shall be responsible for any loss or damage to property of the WTSC which results from the negligence of the SUB-RECIPIENT or which results from the failure on the part of the SUB-RECIPIENT to maintain and administer that property in accordance with sound management practices.

30.4. If any WTSC property is lost, destroyed, or damaged, the SUB-RECIPIENT shall immediately notify the WTSC and shall take all reasonable steps to protect the property from further damage.

30.5. The SUB-RECIPIENT shall surrender to the WTSC all property of the WTSC upon completion, termination, or cancellation of this Agreement.

30.6. All reference to the SUB-RECIPIENT under this clause shall also include SUB-RECIPIENT'S employees, agents, or sub- contractors.

31. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement.

APPLICABLE CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS (23 CFR PART 1300 APPENDIX A):

32. BUY AMERICA ACT

The SUB-RECIPIENT will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using federal funds. Buy America requires the SUB-RECIPIENT to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use federal funds to purchase foreign produced items, the WTSC must submit a waiver request that provides an adequate basis and justification, and which is approved by the Secretary of Transportation.

33. DEBARMENT AND SUSPENSION

Instructions for Lower Tier Certification

33.1. By signing this Agreement, the SUB-RECIPIENT (hereinafter in this section referred to as the "lower tier participant") is providing the certification set out below and agrees to comply with the requirements of 2 CFR part 180 and 23 CFR part 1200.

33.2. The certification in this section is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the lower tier participant knowingly

rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

33.3. The lower tier participant shall provide immediate written notice to the WTSC if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

33.4. The terms covered transaction, civil judgement, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200.

33.5. The lower tier participant agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by WTSC.

33.6. The lower tier participant further agrees by signing this Agreement that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions, and will require lower tier participants to comply with 2 CFR part 180 and 23 CFR part 1200.

33.7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

33.8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

33.9. Except for transactions authorized under paragraph 33.5. of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

33.10. The lower tier participant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

33.11. Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Agreement.

34. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

34.1. The SUB-RECIPIENT shall:

34.1.1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the SUB-RECIPIENT's workplace, and shall specify the actions that will be taken against employees for violation of such prohibition.

34.1.2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the SUB- RECIPIENT's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations occurring in the workplace.

34.1.3. Make it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 34.1.1. of this section.

34.1.4. Notify the employee in the statement required by paragraph 34.1.1. of this section that, as a condition of employment under the grant, the employee will abide by the terms of the statement, notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction, and notify the WTSC within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

34.1.5. Take one of the following actions within 30 days of receiving notice under paragraph 34.1.3. of this section, with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

34.1.6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

35. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

In accordance with FFATA, the SUB-RECIPIENT shall, upon request, provide WTSC the names and total

compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received \$25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

36. FEDERAL LOBBYING

36.1. The undersigned certifies, to the best of his or her knowledge and belief, that

36.1.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

36.1.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

36.1.3. The undersigned shall require that the language of this certification be included in the award documents for all sub- awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements), and that all sub- recipients shall certify and disclose accordingly.

36.2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

37. FEDERAL NONDISCRIMINATION (Title VI, 42 U.S.C. § 2000d et seq.)

37.1. During the performance of this Agreement, the SUB-RECIPIENT agrees:

37.1.1. To comply with all federal statutes and implementing regulations relating to nondiscrimination ("Federal

Nondiscrimination Authorities"). These include but are not limited to:

37.1.1.1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252

37.1.1.2. 49 CFR part 21

37.1.1.3. 28 CFR section 50.3

37.1.1.4. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

37.1.1.5. Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.)

37.1.1.6. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.)

37.1.1.7. The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.)

37.1.1.8. The Civil Rights Restoration Act of 1987

37.1.1.9. Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189)

37.1.2. Not to participate directly or indirectly in the discrimination prohibited by any federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR Part 21 and herein.

37.1.3. To keep and permit access to its books, records, accounts, other sources of information, and its facilities as required by the WTSC, USDOT, or NHTSA in a timely, complete, and accurate way. Additionally, the SUB-RECIPIENT must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance

37.1.4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding Agreement, the WTSC will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies, and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

37.1.5. In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the SUB-RECIPIENT hereby gives assurance that it will promptly take any measures necessary to ensure that: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA".

37.1.6. To insert this clause, including all paragraphs, in every sub-contract and sub-agreement and in every solicitation for a sub- contract or sub-agreement that receives federal funds under this program.

38. POLITICAL ACTIVITY (HATCH ACT)

The SUB-RECIPIENT will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

39. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

The SUB-RECIPIENT will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists. This Agreement does not include any aspects or elements of helmet usage or checkpoints, and so fully complies with this requirement.

40. STATE LOBBYING

None of the funds under this Agreement will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

41. CERTIFICATION ON CONFLICT OF INTEREST

GENERAL REQUIREMENTS

41.1. No employee, officer or agent of the SUB-RECIPIENT who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward.

41.2. Based on this policy:

41.2.1. The SUB-RECIPIENT shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents. The code or standards shall provide that the SUB-RECIPIENT's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential sub-awardees, including contractors or parties to subcontracts and establish penalties, sanctions or other disciplinary actions for violations, as permitted by State or local law or regulation.

41.2.2. The SUB-RECIPIENT shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

41.3. No SUB-RECIPIENT, including its officers, employees or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities.

41.3.1. The SUB-RECIPIENT shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to WTSC. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.

41.3.2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine



that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.

41.3.3. Conflicts of interest that require disclosure include all past, present or currently planned organizational, financial, contractual or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any SUB-RECIPIENT, affiliate, proposed consultant, proposed subcontractor and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a SUB-RECIPIENT, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

42. DESIGNATED CONTACTS

The following named individuals will serve as designated contacts for each of the parties for all communications, notices, and reimbursements regarding this Agreement:

The Contact for the SUB- RECIPIENT is:

Chris Fuller

fullerc@anacorteswa.gov

The Contact for WTSC is:

Jerry Noviello

WTSC Program Manager

jnoviello@wtsc.wa.gov

360-725-9897

AUTHORITY TO SIGN

The undersigned acknowledge that they are authorized to execute this Agreement and bind their respective agencies or entities to the obligations set forth herein.

IN WITNESS WHEREOF, the parties have executed this Agreement.

SUB-RECIPIENT:

Signature



Matt Miller

Printed Name

Mayor

Title

Date

WASHINGTON TRAFFIC SAFETY COMMISSION

Signature

Printed Name

Title

Date



City Council Agenda Bill

Meeting Date: October 27, 2025 **Agenda Item:** 7.d.

Agenda Item Title: Contract Modification: South Commercial Avenue Corridor Phase II - 13th to 34th Streets – Design #19-097-TRN-001

Staff Contact(s): Andrew Rheume, Logan Lee

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

Item Summary: City staff seeks Council consent to issue a contract modification to Osborn Consulting, Inc. in the amount of \$133,465.00, increasing the total contract price to \$253,905.00, to provide for additional design work to update and expand the Plan Set, Maximum Extent Feasible, and Basis of Design Documents to current WSDOT requirements for WSDOT review, comment, and approval.

Background:

1. Reason for Contract Change: During review of the project, WSDOT requested the existing pedestrian push button system at signalized intersections be upgraded to current standards as part of the project. This work will require unanticipated additional design work including a specialized sub-consultant.

2. History: In 2024, the City engaged WSDOT to overlay Commercial Ave from 13th to 34th. To pave Commercial Ave, the city is required to include bike lanes, fix all crosswalk ramps so they are American with Disabilities Act (ADA) compliant, and, as of September 2025, replace all crosswalk push buttons with ADA-compliant buttons. Osborn Consulting was not scoped or funded to design the replacement of the crosswalk push buttons. This change requires updating various documents required for review and approval by WSDOT.

3. Competitive Bidding: Per RCW 39.80 this engineering consultant was selected from the City's MRSC Architectural, Landscape Architectural, and Engineering Service Roster to provide a proposal for this scope of work.

4. Key Terms:

- Contract is on a time and materials basis not-to-exceed \$253,905.00.

- The term is through 12/31/26.

Budget Impact:

Consultant	Osborn Consulting, Inc.
Original Agreement Amount	\$120,440.00
Modification 01	\$0 – time extension only
Current Agreement Amount	\$120,440.00
Change Per this Modification	\$133,465.00
Total After Modification	\$253,905.00
Total Sum Increase from Original Amount	110%
Earmarked Funds	\$3,500,000.00
BARS #	105.720.595.30.63
Paid on Contract as of 10/20/25	\$57,803.28
Budget Amendment Required?	No
Start Date	Inception
End Date	12/31/26

Previous Action: On [January 21, 2025](#), City Council directed to proceed with this project without grant funding. Council approved Contract [19-097-TRN-001](#) at the [2/24/2025](#) meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign a modification to contract 19-097-TRN-001 with Osborn Consulting, Inc. in the amount of \$133,465.00, increasing the total contract price to \$253,905.00.

Alternative Actions: Not approve the contract modification.

Attachments (listed in order presented):

1. 19-097-TRN-001 - Mod 02



**Contract Number 19-097-TRN-001
MODIFICATION 02**

Date October 27, 2025

Page 1 of 1 Page

Contract Title	COMMERCIAL AVENUE ENHANCEMENT PROJECT - DESIGN
Consultant	OSBORN CONSULTING, INC.

BACKGROUND

This modification is issued in accordance with Article 21, Changes/Additional Work and provides for additional design work to update and expand the Channelization Plan, Maximum Extent Feasible, and Basis of Design Documents to current WSDOT requirements for WSDOT review, comment, and approval. Accordingly, the contract price is increased by \$133,465.00, from \$120,440.00 to \$253,905.00, and the following changes are incorporated under this contract:

ARTICLE 1. Scope of Work. The following second paragraph is added:

“Per Modification 02, the Consultant will provide additional design work to update and expand the Channelization Plan, Maximum Extent Feasible, and Basis of Design Documents to current WSDOT requirements for WSDOT review, comment, and approval, as detailed in Exhibit C which is attached hereto and incorporated by reference.”

ARTICLE 2. Price and Payment Terms. The paragraph is revised to read:

“The services provided under this Agreement shall be on a time and materials basis not-to-exceed **Two Hundred Fifty-Three Thousand Nine Hundred Five Dollars (\$253,905.00)**. The estimated prices per tasks are identified in Exhibits A, B, and C.”

All other terms of the contract remain unchanged.

CITY OF ANACORTES

OSBORN CONSULTING, INC.

By _____

By _____

Date _____

Date _____

Original Agreement Amount	<u>\$120,440.00</u>	Original Contract Completion Date	<u>12/31/2025</u>
Current Agreement Amount	<u>\$120,440.00</u>	Current Contract Completion Date	<u>12/31/2026</u>
Change Per this Modification	<u>\$133,465.00</u>	Net Change	<u>0 Days</u>
Total After Modification	<u>\$253,905.00</u>	Contract Completion Date After Change	<u>12/31/2026</u>

AGREEMENT 19-097-TRN-001

EXHIBIT C

ADDITIONAL SCOPE OF WORK

Project Name:	Commercial Avenue (SR 20 Spur) Multimodal Enhancement
Client:	City of Anacortes
Prime Consultant:	Osborn Consulting
Contract Number:	

BACKGROUND

The original contract for Commercial Avenue (SR 20 Spur) Multimodal Enhancement project assumed the Washington State Department of Transportation (WSDOT) Channelization Plan for Approval (Chan Plan) task had been approved by WSDOT and was excluded from the contract. Per Roland Storme, WSDOT Northwest Region Development Services, in May 2025, WSDOT had not previously approved the Chan Plan. They had only approved the overall direction of the project. The City of Anacortes (City) requested Osborn Consulting (Osborn) complete the Chan Plan task on May 15, 2025. This included updating the Basis of Design and Maximum Extent Feasible documents after further reviews by WSDOT.

In addition, preparation of the full contract document, specifically the front-end documents including Divisions 0 and 1 of the Contract and Special Provisions, was assumed to be prepared by the City. The City requested Osborn provide the front-end documents on June 26, 2025.

During review of the Chan Plan and the project plan set, WSDOT also requested the existing Pedestrian Push Button Systems at signalized intersections be upgraded. On September 2, 2025, the City requested the Osborn team provide these services. This will require adding Transpo Group to the team as a subconsultant to prepare the design for the Pedestrian Push Button System.

The following describes the tasks and hours utilized and expected to complete the additional work. This scope of work includes design services to make the project bid-ready. An amendment to the scope will be required to add design support during construction services to the contract should the City require Osborn Consulting's (Consultant) services at that time. A description of the new project task is outlined below. No changes are expected to previously approved tasks.

SCOPE OF WORK

Task 10 Supplement 01 (WSDOT Chan Plan, Contract, Signal)

This task covers all work described above as beyond the scope of the original contract including additional project management required to deliver the work by the Consultant defined in this Contract and management of necessary subconsultant(s). Consultant services for this task are outlined below.

Part of this task is to update and expand the Channelization Plan, Maximum Extent Feasible, and Basis of Design Documents to current WSDOT requirements for WSDOT review, comment, and approval. Up to three WSDOT reviews are expected including a final approval review.

Consultant Services

- Update WSDOT Channelization Plan per the most current WSDOT comments.
- Update Maximum Extent Feasible document to include WSDOT requested changes to the ramps.
- Update Basis of Design document to include WSDOT requested changes to the project.

- Review and respond to WSDOT review comments.
- Update the Project Contract, Bid Schedule, and Special Provisions to account for WSDOT required changes and WSDOT/APWA GSPs for a 2026 construction timeframe.

As requested by WSDOT and the City, Transpo Group will provide the following design services as a subconsultant to Osborn Consulting:

- Provide Accessible Pedestrian Signal (APS) pushbutton and countdown pedestrian signal head upgrade at existing signalized intersections of Commercial Avenue (SR 20 Spur) and 17th, 22nd, and 32nd Streets.
- Adjust or relocate existing junction boxes to facilitate new ADA curb ramp improvements. Existing junction boxes that are impacted as part of the project, that are not slip-resistant per WSDOT standards, will be replaced with new slip-resistant junction boxes.
- Adjust vehicle detection where it is impacted by civil improvements.
- Rewiring of existing traffic signal may be necessary due to relocation of existing junction boxes and amount of slack within the wiring.

Client Responsibility

- The City will lead the Chan Plan coordination efforts with WSDOT including submission of all required documents to applicable WSDOT NW Region review teams.
- Provide deliverables to WSDOT for review and comments. This supplement assumes two (2) submittals, a preliminary design and final design, of the traffic signal improvements with one (1) review period by the City and WSDOT.
- Provide latest City General Special Provisions and front-end documentation (Divisions 0-1) templates.
- Review of preliminary and final design deliverables described below.
- Design input as it pertains to signal and ramp improvements.

Assumptions

- The project duration for the design phase will be extended up to twelve (12) months from the date this contract is executed.
- This scope of work does not include design services during construction. This may be added through a future amendment.
- All work will be performed in a manner that conforms to City of Anacortes and WSDOT's Design Standards, Specifications, and guidelines. Project contract documents will need to be updated to reflect the WSDOT's 2026 Standard and Specifications, and any WSDOT/APWA GSPs that apply to the project with a 2026 construction date.
- The traffic signal improvements for the project are assumed to only be as described above. Full redesign of the traffic signal systems is not included in the scope of work.
- Temporary Traffic Signal Design and Plans are excluded from this Scope of Work. It is assumed the City, WSDOT, and the contractor can maintain and operate the existing traffic signal system under construction with temporary traffic control and build the new traffic signal improvements.
- The City will continue to lead coordination with WSDOT.
- Utilities are not anticipated to be impacted. If franchise utilities are impacted, utilities providers will provide design for relocation/modification of their own utilities.

- All existing large traffic signal poles (Type 2 and 3) shall remain as-is and no relocation or replacement will be provided.
- Existing traffic signal controller cabinets are to remain as-is and will not be relocated or upgraded as part of this project.
- Electrical service for the existing traffic signal controller cabinets is to remain as as-is and will not be upgraded as part of this project.
- Existing junction boxes containing power conductors for the traffic signal or wiring for the signal displays, may remain in place, even if they will be in the sidewalk ramp or ramp landing per WSDOT Design Manual Chapter 1330.
- Existing roadway conduit crossings are to remain as-is. No new conduit crossings are anticipated and any new wiring is anticipated to utilize existing roadway conduit crossings.
- No street lighting improvements are required at the intersections.
- No traffic signal timing is included in this scope of work. The existing traffic signal phasing shall remain as-is.
- Intelligent Transportation System (ITS) design is not included in this scope of services.
- Temporary traffic control plans to support the traffic signal improvements are not included in this scope.
- Resolution of City and WSDOT comments after review of the 90% deliverables will only require up to one resubmittal response to comment review letter prior to approval.
- The Consultant team will develop a contract and project special provisions (Divisions 0-9) package including applicable WSDOT, APWA, and City General Special Provisions and project specific special provisions, and a Bid Schedule based on the Cost Estimate.
- It is expected WSDOT will require one final review of the project plans to confirm the documents follow the WSDOT-approved Channelization Plan and because Commercial Avenue is also a State highway.

Deliverables:

- Channelization Plan for Approval (up to 3 submittals, including final, signed documents)
- Maximum Extent Feasible Documentation (up to 2 submittals, including final, signed documents)
- Basis of Design Documentation (up to 2 submittals, including final, signed documents)
- Combined WSDOT and City Comment Review Response Spreadsheet
- Preliminary and Bid-Ready Plans including Traffic Signal plans and updated roadway plans incorporating changes as required to accommodate the pedestrian push button and utility box changes.
- Preliminary and Bid-Ready Engineer's Estimate of Probable Construction Costs incorporating changes as required to accommodate the pedestrian push button and utility box changes and all other design changes related to WSDOT comments.
- Draft and Bid-Ready Contract GSPs and project Special Provisions (Divisions 0-9) and the Bid Schedule based on the Cost Estimate.

PROJECT BUDGET

Task ID	TASK DESCRIPTION	BUDGET
Task 10	Supplement 1 - WSDOT Chan Plan, Division 0-1 specs, Signal System Improvements	\$ 133,300.00
	Expenses	\$ 165.00
Total		\$ 133,465.00

PROJECT MILESTONE SCHEDULE

The anticipated project schedule for the above tasks' milestones is as follows:

- Project Notice to Proceed – October 2025
- Preliminary Design Submittal – Late November 2025
- Bid-Ready Submittal – January 2026



City Council Agenda Bill

Meeting Date: October 27, 2025 **Agenda Item:** 7.e.

Agenda Item Title: 2026 Budget Work Session - Public Works

Staff Contact(s): Steve Hoglund

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

Greg Francioch
Steve Hoglund

Discussion

Item Summary: Discussion of the 2026 operating budget for the Public Works department.

Budget Impact:

Total proposed Draft budget request is currently in excess of \$116M across all funds and departments

Previous Action: [October 6, 2025](#) Public Hearing and presentation on revenues, including a proposed 1% property tax increase.

Recommended Motion: NA

Alternative Actions: NA

Attachments (listed in order presented):

1. Dept Budgets to Council
2. 2026 Operating Budget - Council 10.27.25
3. 2026 Line-item Detail - 10.25.25

October 27 2025 Council review of Public Works Budgets

Department Head	Department:	Fund #
Andy Rheume		
Logan Lee	Engineering	001.712
Will Ludeman	Facilities	001.713
	Transportation	
Will Ludeman	St Maint	104
Logan Lee	Rd Const	105
	Utilities	
Terry Nemeth	Water	401
Brian Walker	Waste Water	440
Aaron Esterholt	Storm	445
Will Ludeman	Solid Waste	450
Will Ludeman	ERR	501

November 3 Council review of Governmental Budgets

Department Head	Department:	Fund #
Emily Schuh	Admin Svcs:	
	Court/Pub Def	001.130
	DIS	001.220
	Fiber	001.260
Kendall Moyle	HR	001.230
John Coleman	Planning	001.240
Darcy Swetnam	Legal	001.250
Dave Floyd	Police Dept	001.310
Bill Harris	Fire/EMS	001.320
Bret Lunsford	Museum	001.450
Jonn Lunsford	Parks	
	Parks / ASAC	101
	Cemetery	102
	Wa Park	107
	Parks Construction	108
	ACFL	113
Jeff Vogel	Library	103
Steve Hoglund	Finance et al	
	Leg	001.110
	Exec	001.120
	Fin	001.210
	Affordable Housing	109
	Imp Fees	112
	Tourism	135

2026

Budget Overview

October 25, 2025

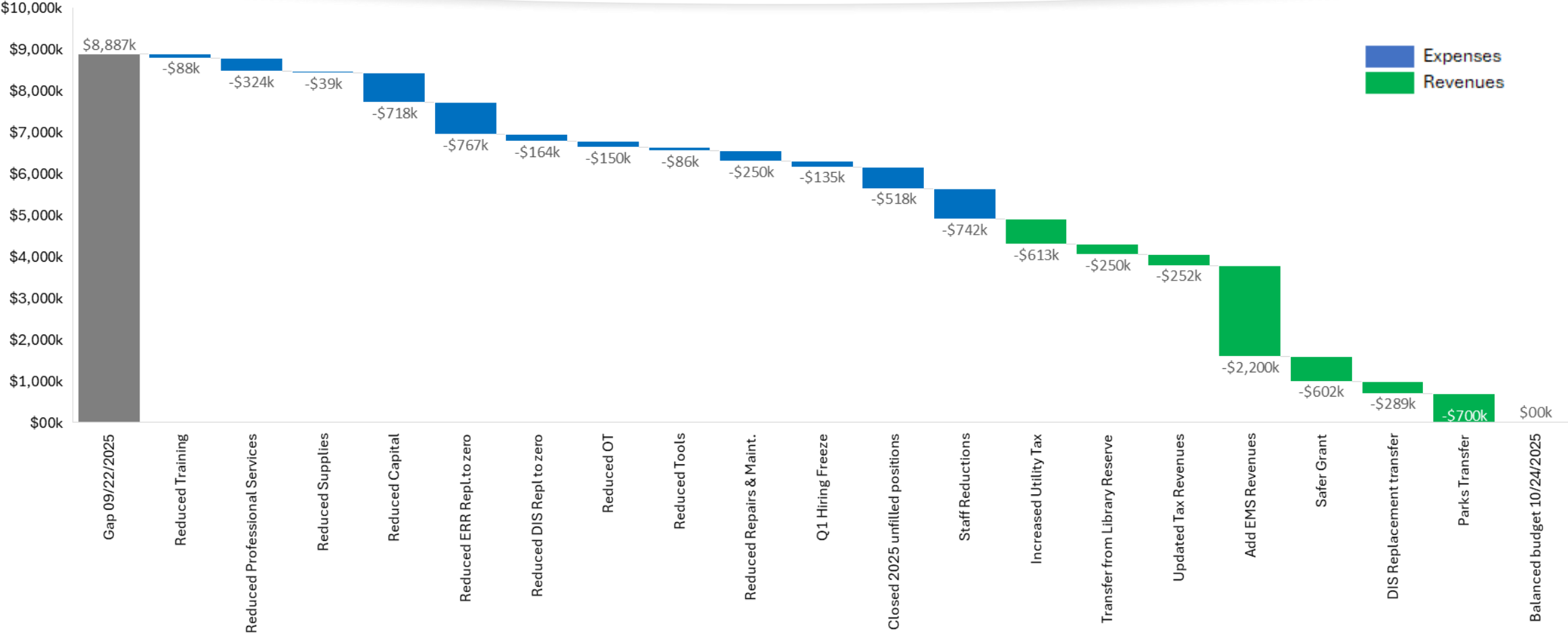


2026 Budget Overview

- **This 2026 budget development has been the most difficult budget process I've experienced in my 18 years as Finance Director with the City.**
- **When the 2026 draft budget was compiled the General Fund (Current Expense Fund) was nearly \$9M out of balance.**
- **As this draft budget is now presented to Council, all accounting funds are balanced against projected revenues, and in some cases estimated available fund balance.**
- **Before reviewing details of the Public Works budget, we'll review the salient changes implemented to balance the budget, while at the same time being cognizant of the City Council priority of staff retention.**

Edits to Draft Budget

2026 Balancing the Budget Progress



Edits to Draft Budget

Gap 09/22/2025	\$8,887k
Reduced Training	-\$88k
Reduced Professional Services	-\$324k
Reduced Supplies	-\$39k
Reduced Capital	-\$718k
Reduced ERR Repl.to zero	-\$767k
Reduced DIS Repl to zero	-\$164k
Reduced OT	-\$150k
Reduced Tools	-\$86k
Reduced Repairs & Maint.	-\$250k
Q1 Hiring Freeze	-\$135k
Closed 2025 unfilled positions	-\$518k
Staff Reductions	-\$742k
Increased Utility Tax	-\$613k
Transfer from Library Reserve	-\$250k
Updated Tax Revenues	-\$252k
Add EMS Revenues	-\$2,200k
Safer Grant	-\$602k
DIS Replacement transfer	-\$289k
Parks Transfer	-\$700k
Balanced budget 10/24/2025	\$00k

- Some of the edits were basic budget cleanup, e.g. adding Safer grant revenue, and EMS revenues that were not calculating correctly.
- Significant reductions:
 - Staff reductions.
 - Layoff of 13 employees.
 - Elimination of unfilled positions out of the budget.
 - 2026 1st quarter freeze on the 3 Safer positions in Fire.
- \$250,000 in Property Tax was reallocated from the Library fund to General fund from the initial spread to take advantage of Library cash reserves.

Edits to Draft Budget

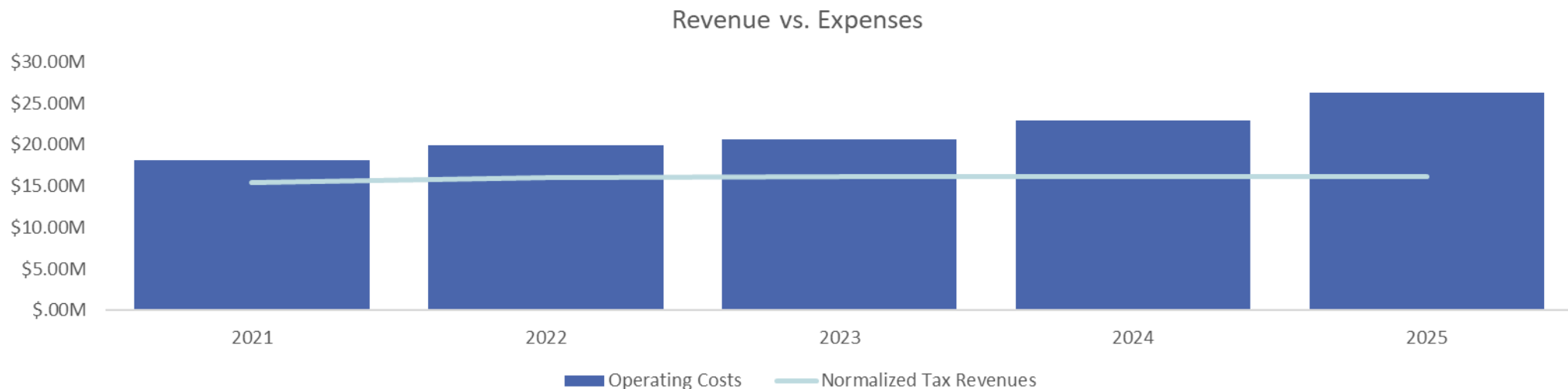
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Balanced budget 10/24/2025	\$00k

- Other salient changes to the draft budget:
 - ERR and DIS replacement charges both adjusted to 0% (governmental funds only).
 - Overtime reduced significantly.
- There are also assumptions in this draft budget that will require additional Council action:
 - A 1% property tax increase (discussed Oct 6th)
 - A 2% utility tax increase to water, sewer, and storm sewer charges.
 - Not on this list: Sewer and Storm rate increases.
 - While not effecting expenses, a proposal to freeze the rainy-day fund at its current level.

Revenue and expenditure history

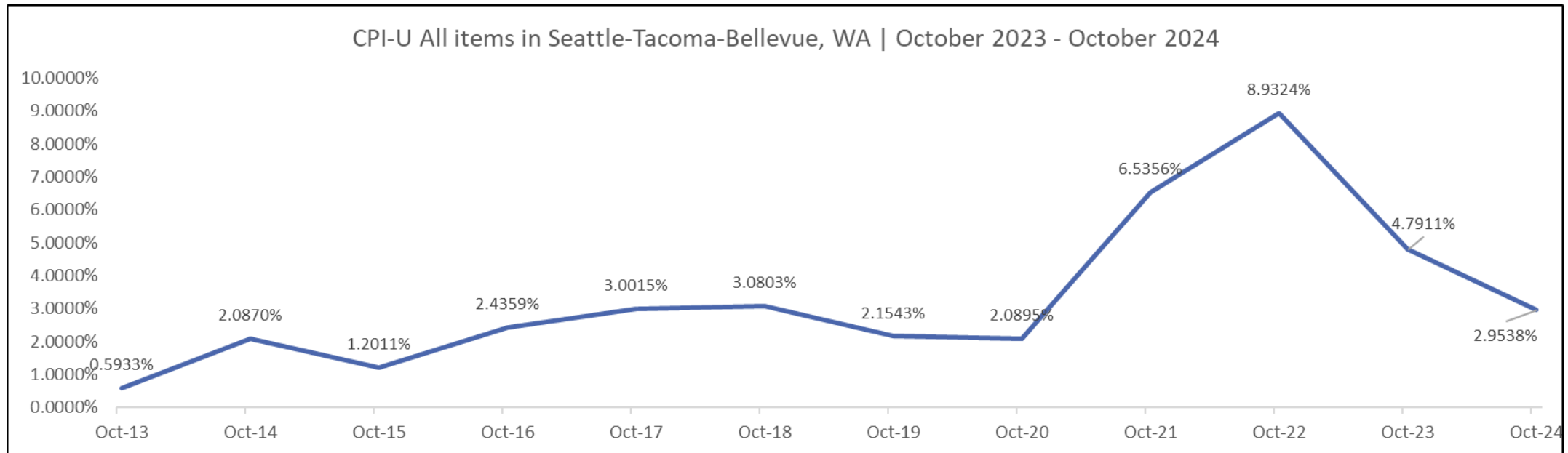
The 3 largest tax revenue streams of Property, Sales and Utility taxes make up roughly 85% of the total non restricted tax revenues.

- Over the past 4 years (2021-2025) the change to those 3 revenue streams have averaged 1.05% increase year over year (not including the Prop 1 increase in 2024). Overall tax revenue increases averaged 2.7%
- That same time frame operating expenses have averaged a 9.9% increase.



CPI Trend

While our largest tax revenues increased 1.05% annually, CPI has averaged 5.8% over the same 4-year period.
A total of 23.2% total from 2021 – 2025.





2026 Draft Budget Public Works

CONTENT

Streets and Arterial Construction

ERR, Operations, Sanitation, Facilities

Storm

Wastewater

Water Systems

Public Works Summary by Fund

2026 Draft Budget by Fund	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/Year	25 Spend / 9/29/2025	
Total	61,212,893	78,489,130	72,522,443	62,288,853	-8%	37,680,005	48%
ARTERIAL CONSTRUCTION	5,465,873	11,682,512	8,861,688	5,447,438	↓ -53%	1,173,352	10%
EQUIPMENT RENTAL	2,886,687	3,297,715	3,200,755	2,942,405	↓ -11%	2,433,474	74%
SANITATION FUND	6,245,994	7,268,892	7,717,959	7,393,158	↗ 2%	4,744,439	65%
SEWER	21,112,602	26,782,560	16,981,291	14,203,851	↓ -47%	14,613,791	55%
STORM DRAINAGE	2,291,413	3,185,243	2,857,525	2,538,525	↓ -20%	1,668,317	52%
STREET	3,640,416	2,360,258	2,239,310	2,062,060	↓ -13%	1,407,226	60%
WATER	18,578,526	22,682,375	28,175,715	26,156,215	▶ 15%	10,733,494	47%
GENERAL FUND	991,384	1,229,574	2,488,200	1,545,200	▶ 26%	905,911	74%
<i>Engineering</i>	180,436	90,981	73,631	73,631	↓ -19%	61,104	67%
<i>Facilities</i>	810,948	1,138,593	2,414,570	1,471,570	▶ 29%	844,807	74%

Public Works Summary by Department

2026 Draft Budget by Department	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/Year	25 Spend / 9/29/2025
Total	61,212,893	78,489,130	72,522,443	62,288,853	-8%	37,680,005 48%
ADMINISTRATION	7,252,280	6,788,699	10,835,733	10,697,733	▶ 60%	4,418,701 65%
NONDEPARTMENTAL	(735,290)	-	-	-		-
ENGINEERING	2,989,347	2,923,934	3,159,363	3,049,613	↗ 8%	1,803,598 62%
FACILITIES	810,948	1,138,593	2,414,570	1,471,570	▶ 112%	844,807 74%
SANITATION SERVICES	6,333,680	7,268,892	7,717,959	7,393,158	↗ 6%	4,744,439 65%
SEWAGE COLLECTION	13,629,085	7,698,668	631,178	616,678	⬇ -92%	8,494,585 110%
SEWER TREATMENT	4,965,460	16,863,902	12,870,240	10,157,300	⬇ -24%	4,410,029 26%
STORM DRAINAGE SYSTEM	932,394	1,676,306	1,948,250	1,656,750	▶ 16%	761,428 45%
STREET MAINT/CONSTRUCTION	8,486,555	13,631,756	10,487,429	6,949,679	⬇ -23%	2,225,762 16%
VEHICLE & EQUIPMENT FLEET	2,926,184	3,297,715	3,200,755	2,942,405	⬇ -3%	2,433,474 74%
WATER MAINTENANCE	5,443,165	9,674,776	11,573,762	9,998,262	▶ 20%	3,535,372 37%
WATER TREATMENT PLANT	8,179,086	7,525,887	7,683,205	7,355,705	↗ 2%	4,007,808 53%



Streets and Arterial Construction

Street Maintenance

Allocated budget \$3.5M less than requested and is down 49% from prior year due to capital

Department	STREET MAINT/CONSTRUCTION					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/Year	25 Spend / September
Total	8,486,555	13,631,756	10,487,429	6,949,679	↓-49.0%	2,225,762 16%
Salaries & Wages	391,387	365,944	609,608	609,608	▶66.6%	299,238 82%
Student Rec Wages	-	-	-	-		-
Overtime	14,835	7,675	2,980	2,980	↓-61.2%	10,582 138%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	177,171	176,478	268,815	268,815	▶52.3%	131,565 75%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	185,656	235,000	305,000	203,000	↓-13.6%	193,581 82%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	384,001	327,158	255,776	255,776	↓-21.8%	218,106 67%
Professional Services	1,802,731	722,000	22,000	7,000	↓-99.0%	127,050 18%
Communication	-	-	-	-		-
Travel & Training	-	7,000	9,000	5,500	↓-21.4%	861 12%
Taxes	42	-	-	-		(880)
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	215,999	253,500	301,500	301,500	▶18.9%	195,424 77%
Repairs & Maintenance	1,927	9,000	9,000	5,500	↓-38.9%	480 5%
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	5,312,804	11,528,000	8,703,750	5,290,000	↓-54.1%	1,038,769 9%
Machinery & Equipment	-	-	-	-		10,987
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Title	↕	Total
LEAD STREET/SEWER/SYSTEM MAINT TECHNICIAN		2.0
PUBLIC WORKS SUPERVISOR		1.0
SEASONAL STREET OPERATIONS MAINT. TECH		1.0
STREET/SEWER/SYSTEM MAINT TECHNICIAN		8.0
Grand Total		12.0

Engineering

Allocated budget \$425k supporting streets

Department	ENGINEERING					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/Year	25 Spend / September
Total	509,278	418,447	448,646	394,896	↓ -5.6%	339,802 81%
Salaries & Wages	204,881	206,015	227,918	227,918	▶ 10.6%	170,926 83%
Student Rec Wages	-	-	-	-		-
Overtime	621	6,883	7,391	7,391	↗ 7.4%	951 14%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	87,901	92,550	96,337	96,337	↗ 4.1%	74,589 81%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	-	-	-	-		-
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	-	-	-	-		-
Professional Services	215,071	112,000	116,000	62,750	↓ -44.0%	93,086 83%
Communication	-	-	-	-		-
Travel & Training	805	1,000	1,000	500	↓ -50.0%	250 25%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Allocated a Percentage of engineering staff

Title	Total
CITY ENGINEER	1.0
DIRECTOR OF PUBLIC WORKS	1.0
ENGINEERING TECHNICIAN	2.0
GIS MANAGER	1.0
PUBLIC WORKS ADMINISTRATOR	1.0
SENIOR ENGINEERING TECHNICIAN	2.0
SENIOR GIS COORDINATOR	1.0
Grand Total	9.0

Administration

Allocated budget \$159k supporting streets

Department	ADMINISTRATION					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/Year	25 Spend / September
Total	316,468	172,712	164,922	164,922	↓ -4.5%	144,462 84%
Salaries & Wages	37,199	36,871	28,147	28,147	↓ -23.7%	26,746 73%
Student Rec Wages	-	-	-	-		-
Overtime	15	-	-	-		84
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	13,750	14,589	10,775	10,775	↓ -26.1%	10,302 71%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	705	1,000	2,000	2,000	▶ 100.0%	2,013 201%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	47,440	54,178	45,089	45,089	↓ -16.8%	36,119 67%
Professional Services	-	-	-	-		-
Communication	3,202	1,000	4,500	4,500	▶ 350.0%	4,125 412%
Travel & Training	-	-	-	-		-
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	214,156	65,074	74,411	74,411	▶ 14.3%	65,074 100%
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Transportation CFP - 2026

Project Summary Sheet							
Project Costs:	2026	2027	2028	2029	2030	2031	Total
Annual ADA Accessibility Improvements and Trip Hazard Removal Program	\$120,000	\$125,000	\$130,000	\$135,000	\$140,000	\$145,000	\$795,000
Annual Pavement Management Program	\$1,000,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$10,000,000
Annual Sidewalks and Bikeways Program	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000
Commercial Avenue Safety Improvements	\$500,000	\$3,250,000	\$0	\$0	\$0	\$0	\$3,750,000
Oakes Avenue (SR 20 Spur) Active Transportation Safety Improvements	\$750,000	\$5,500,000	\$0	\$0	\$0	\$0	\$6,250,000
S. Commercial Ave Paving & ADA	\$3,500,000	\$0	\$0	\$0	\$0	\$0	\$3,500,000
12th & Commercial Intersection	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
Fidalgo Bay Road Reconstruction	\$1,000,000	\$0	\$0	\$0	\$8,500,000	\$0	\$9,500,000
March's Point Road - Trestle - Park-N-Ride Trail	\$250,000	\$1,000,000	\$0	\$0	\$0	\$0	\$1,250,000
12th St (SR 20) / K Avenue Intersection Safety & Active Transportation Improvements	\$283,750	\$0	\$2,250,000	\$0	\$0	\$0	\$2,533,750
6th Street Safety Improvements	\$0	\$110,000	\$0	\$0	\$0	\$0	\$110,000
30th Street Sidewalk & Bikeway Improvements	\$0	\$600,000	\$0	\$0	\$0	\$0	\$600,000
Guemes Channel Trail Phases 2, 3, 4	\$0	\$328,000	\$0	\$0	\$3,200,000	\$4,000,000	\$7,528,000
9th Street Downtown to Marina Pedestrian Link	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Kansas Avenue Multimodal Connection	\$0	\$0	\$350,000	\$2,500,000	\$0	\$0	\$2,850,000
D Avenue Safety Improvements	\$0	\$0	\$360,000	\$0	\$0	\$0	\$360,000
Anacortes Safe Routes to School	\$0	\$0	\$100,000	\$2,000,000	\$0	\$0	\$2,100,000
Commercial Avenue Landscaping Improvements	\$0	\$0	\$0	\$0	\$3,000,000	\$3,000,000	\$6,000,000
Totals	\$8,703,750	\$13,013,000	\$5,540,000	\$6,735,000	\$16,940,000	\$9,245,000	\$60,176,750
Project Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes (TBD)	\$1,800,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$1,200,000	7,800,000
REET	\$2,513,750	\$1,663,000	\$1,690,000	\$3,135,000	\$1,640,000	\$1,645,000	12,286,750
Utility Tax	\$600,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	2,600,000
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
Grants	\$3,790,000	\$9,750,000	\$2,250,000	\$2,000,000	\$13,700,000	\$6,000,000	37,490,000
Rates/User Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	0
Fund Balance/Reserves	\$0	\$0	\$0	\$0	\$0	\$0	0
Totals	\$8,703,750	\$13,013,000	\$5,540,000	\$6,735,000	\$16,940,000	\$9,245,000	\$60,176,750



ERR, Operations, Sanitation and Facilities

Vehicles & Equipment

Allocated budget \$258k less than requested

Department VEHICLE & EQUIPMENT FLEET

	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September	
Total	2,926,138	3,297,715	3,200,755	2,942,405	↓-10.8%	2,433,474	74%
Salaries & Wages	373,516	434,403	398,771	398,771	↓-8.2%	217,744	50%
Student Rec Wages	-	-	-	-		-	
Overtime	4,968	2,085	1,588	1,588	↓-23.8%	1,535	74%
Salaries & Wages (Volunte	-	-	-	-		-	
Personnel Benefits	180,889	210,867	169,184	169,184	↓-19.8%	98,858	47%
Uniforms	-	-	-	-		-	
Pension Expense	-	-	-	-		-	
Supplies	13,508	14,000	15,350	12,000	↓-14.3%	7,491	54%
Fuel Consumed	374,717	400,000	450,000	375,000	↓-6.3%	325,289	81%
Inventory/Resale	-	-	-	-		-	
Small Tools (ect)	13,904	19,500	19,000	9,000	↓-53.8%	2,083	11%
Interfund	172,158	167,712	109,039	109,039	↓-35.0%	111,804	67%
Professional Services	52,618	175,000	195,000	93,500	↓-46.6%	53,096	30%
Communication	2,467	8,500	10,000	7,500	↓-11.8%	4,009	47%
Travel & Training	9,389	12,500	14,500	6,500	↓-48.0%	2,913	23%
Taxes	2,198	-	135	135		38	
Rentals	-	-	-	-		639	
Insurance	97,455	91,148	69,990	69,990	↓-23.2%	71,332	78%
Utility Services	16,430	30,000	31,200	31,200	↔ 4.0%	23,999	80%
Repairs & Maintenance	402,001	342,000	367,000	309,000	↓-9.6%	232,772	68%
Capital Outlays	1,106,674	1,390,000	1,350,000	1,350,000	↓-2.9%	1,279,872	92%
Land	-	-	-	-		-	
Buildings	103,247	-	-	-		-	
Other Improvements	-	-	-	-		-	
Machinery & Equipment	-	-	-	-		-	
Debt Service	-	-	-	-		-	
Misc Internal	-	-	-	-		-	

1

40,000	#821 Tack Machine
20,000	#9095 Pressure washer
380,000	#204A Med Unit
120,000	#7902 portable generator
120,000	#7903 Portable Generator
120,000	#7904 Portable Generator
550,000	#515 Front Load Garbage

1

Title	Total
EQUIPMENT MECHANIC	2.0
LEAD EQUIPMENT MECHANIC	1.0
PUBLIC WORKS ADMIN ASST	1.0
SERVICE MECHANIC	1.0
Grand Total	5.0

Facilities

Allocated budget \$943k less than requested

Department	FACILITIES					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	810,948	1,138,593	2,414,570	1,471,570	▶29.2%	844,807 74%
Salaries & Wages	155,311	145,486	343,752	343,752	▶136.3%	104,021 71%
Student Rec Wages	-	-	-	-		-
Overtime	1,309	-	-	-		247
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	60,062	57,131	125,954	125,954	▶120.5%	40,051 70%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	37,566	25,000	27,500	25,000	👉 0.0%	28,279 113%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	53,625	41,732	33,364	33,364	↓-20.1%	27,821 67%
Professional Services	45,663	40,000	50,000	45,000	▶12.5%	35,426 89%
Communication	(108)	750	3,500	2,500	▶233.3%	2,363 315%
Travel & Training	1,040	3,000	4,500	3,000	👉 0.0%	103 3%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	24,532	26,495	27,500	27,500	👉 3.8%	26,487 100%
Utility Services	44,866	44,000	45,500	45,500	👉 3.4%	33,600 76%
Repairs & Maintenance	324,656	20,000	325,000	20,000	👉 0.0%	14,647 73%
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	62,425	25,000	-	-	↓100.0%	30,795 123%
Other Improvements	-	280,000	1,428,000	800,000	▶185.7%	260,005 93%
Machinery & Equipment	-	430,000	-	-	↓100.0%	240,960 56%
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Title	↕	Total
FACILITIES MAINTENANCE TECHNICIAN		1.0
LEAD FACILITIES MAINTENANCE TECHNICIAN		1.0
PUBLIC WORKS FACILITY SUPERVISOR		1.0
Grand Total		3.0

Facilities

CFP - 2026

Project Summary Sheet							
Project Costs:	2026	2027	2028	2029	2030	2031	Total
FAC-Emergent repairs	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$275,000	\$1,650,000
FAC- Ops Repair Projects ¹	\$500,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$1,000,000
FAC- Parks Repair Projects	\$200,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$575,000
FAC- Library Repair Projects	\$55,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$305,000
FAC- PD Repair Projects	\$323,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$823,000
FAC-City Hall Seagull Mitigate	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
FAC-City Hall Repair Projects	\$240,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$990,000
FAC- Electrical Panel Study	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$900,000
Ops-Equipment Heated Storage ²	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Ops - Equipment Trailer	\$0	\$30,000	\$0	\$0	\$0	\$0	\$30,000
FAC- CH Elevator	\$0	\$350,000	\$0	\$0	\$0	\$0	\$350,000
FAC- Facilities Vehicle	\$0	\$50,000	\$0	\$0	\$0	\$0	\$50,000
Ops-SW- New Dumpster Truck	\$0	\$200,000	\$0	\$0	\$0	\$0	\$200,000
Ops-ASD Facility Repave E Half	\$0	\$0	\$400,000	\$0	\$0	\$0	\$400,000
Ops- Ops Facility expansion	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
IT- Additional Vehicle	\$0	\$0	\$60,000	\$0	\$0	\$0	\$60,000
FAC- Fleet EV Chargers	\$0	\$0	\$50,000	\$150,000	\$0	\$0	\$200,000
FAC- Maritime Museum Roof Rplc	\$0	\$0	\$0	\$100,000	\$0	\$0	\$100,000
FAC- FD Elevator	\$0	\$0	\$0	\$0	\$0	\$350,000	\$350,000
Totals	\$1,858,000	\$1,530,000	\$2,910,000	\$1,150,000	\$900,000	\$1,250,000	\$9,598,000
Project Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	0
REET	\$1,428,000	\$1,280,000	\$1,400,000	\$1,000,000	\$900,000	\$1,250,000	7,258,000
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	\$430,000	\$200,000	\$1,000,000	\$0	\$0	\$0	1,630,000
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	0
Fund Balance/Reserves	\$0	\$50,000	\$510,000	\$150,000	\$0	\$0	710,000
Totals	\$1,858,000	\$1,530,000	\$2,910,000	\$1,150,000	\$900,000	\$1,250,000	\$9,598,000

- ¹ Split with ERR (Vehicle & Equipment)
- ² Included with Sewer Budget Request

Sanitation Services

Allocated budget \$325k less than requested

Department	SANITATION SERVICES					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	6,333,669	7,268,892	7,717,959	7,393,158	👉 1.7%	4,744,439 65%
Salaries & Wages	744,387	744,146	770,346	770,346	👉 3.5%	559,809 75%
Student Rec Wages	-	-	-	-		-
Overtime	3,369	8,823	9,240	9,240	👉 4.7%	1,252 14%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	365,614	376,581	372,710	372,710	👇 -1.0%	272,938 72%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	80,340	81,000	106,500	104,500	👉 29.0%	83,191 103%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	8,000	-	8,000	👉 0.0%	6,251 78%
Small Tools (ect)	-	-	-	-		-
Interfund	991,214	1,132,501	1,163,685	1,163,685	👉 2.8%	754,997 67%
Professional Services	143,636	104,000	404,000	403,000	👉 287.5%	54,151 52%
Communication	3,240	5,000	5,000	5,000	👉 0.0%	4,004 80%
Travel & Training	251	2,000	4,000	2,000	👉 0.0%	201 10%
Taxes	887,340	874,131	837,455	837,455	👇 -4.2%	566,766 65%
Rentals	-	-	-	-		-
Insurance	35,411	232,710	245,023	245,023	👉 5.3%	233,227 100%
Utility Services	3,078,866	3,700,000	3,800,000	3,472,199	👇 -6.2%	2,205,942 60%
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		1,709

Title	↕	Total
LEAD SOLID WASTE/SANITATION TECHNICIAN		1.0
PUBLIC WORKS SUPERVISOR-SANITA		1.0
SOLID WASTE/SANITATION TECHNICIAN		4.0
Grand Total		6.0



Storm

Engineering

Allocated budget \$758k supporting Storm

Department	ENGINEERING					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/Year	25 Spend / September
Total	942,463	849,610	785,947	758,447	↓-10.7%	406,044 48%
Salaries & Wages	334,533	451,622	364,157	364,157	↓-19.4%	252,849 56%
Student Rec Wages	-	-	-	-		-
Overtime	812	8,564	9,019	9,019	↗5.3%	642 7%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	147,727	203,424	149,770	149,770	↓-26.4%	108,966 54%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	-	-	-	-		-
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	-	-	-	-		-
Professional Services	-	50,000	255,000	230,000	▶360.0%	- 0%
Communication	2,155	1,000	3,000	3,000	▶200.0%	2,094 209%
Travel & Training	5,489	5,000	5,000	2,500	↓-50.0%	11,750 235%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	451,747	130,000	-	-	↓100.0%	29,744 23%
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Allocated a Percentage of engineering staff

Title	Total
CITY ENGINEER	1.0
DIRECTOR OF PUBLIC WORKS	1.0
ENGINEERING TECHNICIAN	2.0
GIS MANAGER	1.0
PUBLIC WORKS ADMINISTRATOR	1.0
SENIOR ENGINEERING TECHNICIAN	2.0
SENIOR GIS COORDINATOR	1.0
Grand Total	9.0

Administration

Allocated budget \$123k supporting
Sewer

Department	ADMINISTRATION					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/Year	25 Spend / September
Total	280,885	479,182	123,329	123,329	↓-74.3%	371,398 78%
Salaries & Wages	61,253	68,444	73,039	73,039	👉 6.7%	48,515 71%
Student Rec Wages	-	-	-	-		-
Overtime	1,409	-	-	-		685
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	27,677	30,975	27,448	27,448	↓-11.4%	20,221 65%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	4,678	5,000	7,000	7,000	▶40.0%	2,980 60%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	-	-	-	-		-
Professional Services	164,491	150,000	-	-	↓100.0%	64,246 43%
Communication	1,383	1,000	1,500	1,500	▶50.0%	1,215 122%
Travel & Training	-	-	-	-		-
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	19,994	223,763	14,342	14,342	↓-93.6%	223,763 100%
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		9,772

Storm Drainage

Allocated budget \$292k less than requested

Department	STORM DRAINAGE SYSTEM					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	932,394	1,676,306	1,948,250	1,656,750	↓ -1.2%	761,428 45%
Salaries & Wages	283,270	345,060	228,150	228,150	↓ -33.9%	210,136 61%
Student Rec Wages	-	-	-	-		-
Overtime	7,988	4,068	4,244	4,244	↗ 4.3%	4,375 108%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	131,308	167,625	101,887	101,887	↓ -39.2%	98,706 59%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	-	-	-	-		-
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	128,640	142,070	155,377	155,377	↗ 9.4%	95,501 67%
Professional Services	43,836	60,000	54,500	51,500	↓ -14.2%	45,615 76%
Communication	-	-	-	-		-
Travel & Training	6,841	5,000	7,000	3,500	↓ -30.0%	4,307 86%
Taxes	195,224	195,483	247,091	247,091	▶ 26.4%	122,949 63%
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	62,649	25,000	25,000	15,000	↓ -40.0%	4,449 18%
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	36,500	731,000	1,125,000	850,000	▶ 16.3%	175,391 24%
Machinery & Equipment	36,140	1,000	-	-	↓ 100.0%	- 0%
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Title	Total
SEASONAL STORMWATER TECHNICIAN	0.2
STORMWATER INSPECTOR	1.0
STORMWATER PROGRAM MANAGER	1.0
Grand Total	2.2

Storm CFP - 2026

Project Summary Sheet							
Project Costs:	2026	2027	2028	2029	2030	2031	Total
Storm line on Port Heavy Haul Route	\$637,500	\$0	\$0	\$0	\$0	\$0	\$637,500
17th St Pipe & Outfall Repair	\$487,500	\$0	\$0	\$0	\$0	\$0	\$487,500
Marion Way Pond Retrofit	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
Storm System Restore & Upgrade	\$0	\$285,000	\$295,000	\$305,000	\$315,000	\$325,000	\$1,525,000
Outfall Evaluation & Rehab	\$0	\$55,000	\$67,750	\$81,000	\$85,000	\$90,000	\$378,750
Ace of Hearts Creek Restoration	\$0	\$280,000	\$721,500	\$0	\$0	\$0	\$1,001,500
R Ave F4 Basin Capacity	\$0	\$350,000	\$0	\$0	\$0	\$0	\$350,000
St Marys Dr Culvert Replacement	\$0	\$475,000	\$0	\$0	\$0	\$0	\$475,000
Clyde Creek Streambank Stabil.	\$0	\$0	\$250,000	\$60,000	\$65,000	\$60,000	\$435,000
34th St Conveyance Reconstruc.	\$0	\$0	\$150,000	\$432,900	\$0	\$0	\$582,900
Cranberry Creek Restoration	\$0	\$0	\$0	\$250,000	\$621,075	\$0	\$871,075
37th St Conveyance Reconstruc.	\$0	\$0	\$0	\$120,000	\$903,110	\$0	\$1,023,110
R Ave Enhancements	\$0	\$0	\$0	\$280,000	\$0	\$0	\$280,000
32nd St Wetlands & Culvert Rem.	\$0	\$0	\$0	\$0	\$40,000	\$254,638	\$294,638
Q Ave Conveyance Reconstruction	\$0	\$0	\$0	\$0	\$0	\$1,301,025	\$1,301,025
Totals	\$1,125,000	\$1,745,000	\$1,484,250	\$1,528,900	\$2,029,185	\$2,030,663	\$9,942,998
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
Rates/User Fees	\$1,125,000	\$1,745,000	\$1,484,250	\$1,528,900	\$2,029,185	\$2,030,663	\$9,942,998
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$1,125,000	\$1,745,000	\$1,484,250	\$1,528,900	\$2,029,185	\$2,030,663	\$9,942,998



Wastewater/Sewer

Engineering

Allocated budget \$1.37M supporting
Sewer

Department	ENGINEERING					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	977,026	956,769	1,384,410	1,369,410	▶43.1%	712,967 75%
Salaries & Wages	301,210	275,417	389,539	389,539	▶41.4%	245,416 89%
Student Rec Wages	-	-	-	-		-
Overtime	2,282	6,769	7,167	7,167	👉 5.9%	1,160 17%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	137,670	117,668	163,669	163,669	▶39.1%	105,048 89%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	-	-	-	-		-
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	511,423	521,914	789,035	789,035	▶51.2%	347,938 67%
Professional Services	18,013	25,000	25,000	15,000	↓-40.0%	11,676 47%
Communication	1,959	5,000	5,000	2,500	↓-50.0%	1,499 30%
Travel & Training	4,470	5,000	5,000	2,500	↓-50.0%	230 5%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Allocated a Percentage of engineering staff

Title	Total
CITY ENGINEER	1.0
DIRECTOR OF PUBLIC WORKS	1.0
ENGINEERING TECHNICIAN	2.0
GIS MANAGER	1.0
PUBLIC WORKS ADMINISTRATOR	1.0
SENIOR ENGINEERING TECHNICIAN	2.0
SENIOR GIS COORDINATOR	1.0
Grand Total	9.0

Administration

Allocated budget \$2.1M supporting
Sewer

Department	ADMINISTRATION					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/Year	25 Spend / September
Total	1,819,309	1,263,221	2,095,463	2,060,463	▶63.1%	996,210 79%
Salaries & Wages	130,070	142,102	147,030	147,030	👉 3.5%	102,383 72%
Student Rec Wages	-	-	-	-		-
Overtime	1,297	-	-	-		757
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	54,683	62,432	55,728	55,728	⬇ -10.7%	41,914 67%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	5,635	5,000	2,500	2,500	⬇ -50.0%	2,495 50%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	149,018	143,197	134,491	134,491	⬇ -6.1%	95,465 67%
Professional Services	51,532	60,000	70,000	35,000	⬇ -41.7%	65,877 110%
Communication	-	-	-	-		-
Travel & Training	-	-	-	-		-
Taxes	754,619	489,991	999,138	999,138	▶103.9%	475,189 97%
Rentals	-	-	-	-		-
Insurance	343,809	48,149	69,226	69,226	▶43.8%	53,954 112%
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	328,645	312,350	617,350	617,350	▶97.6%	156,350 50%
Misc Internal	-	-	-	-		1,825

Sewage Collection

Allocated budget \$15k less than requested

Department	SEWAGE COLLECTION					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	13,629,085	7,698,668	631,178	616,678	↓-92.0%	8,494,585 110%
Salaries & Wages	303,353	357,363	139,222	139,222	↓-61.0%	217,199 61%
Student Rec Wages	-	-	-	-		-
Overtime	9,256	6,000	9,364	9,364	▶56.1%	6,143 102%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	146,932	177,578	62,068	62,068	↓-65.0%	102,070 57%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	9,942	29,000	30,000	20,000	↓-31.0%	6,151 21%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	332,660	355,228	371,524	371,524	↗4.6%	236,819 67%
Professional Services	10,345	11,500	13,000	13,000	▶13.0%	11,576 101%
Communication	2,280	7,000	6,000	1,500	↓-78.6%	822 12%
Travel & Training	-	-	-	-		-
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	12,740,507	6,755,000	-	-	↓100.0%	7,913,806 117%
Machinery & Equipment	73,810	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Sewer Treatment

Allocated budget \$2.7M less than requested

Department	SEWER TREATMENT					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	4,965,460	16,863,902	12,870,240	10,157,300	↓ -39.8%	4,410,029 26%
Salaries & Wages	1,441,226	1,506,996	1,543,980	1,543,980	↔ 2.5%	1,087,778 72%
Student Rec Wages	-	-	-	-		-
Overtime	89,339	118,721	160,430	160,430	▶ 35.1%	55,459 47%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	599,106	652,016	629,412	629,412	↓ -3.5%	446,607 68%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	870,616	1,320,500	1,354,298	765,000	↓ -42.1%	511,421 39%
Fuel Consumed	18,639	37,900	38,960	37,452	↓ -1.2%	21,410 56%
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	4,869	4,000	5,600	5,600	▶ 40.0%	5,463 137%
Interfund	104,033	114,489	39,589	39,589	↓ -65.4%	76,326 67%
Professional Services	148,564	244,780	345,143	280,000	▶ 14.4%	121,918 50%
Communication	13,342	18,000	18,000	12,000	↓ -33.3%	9,900 55%
Travel & Training	43,126	52,500	36,750	30,000	↓ -42.9%	23,771 45%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	395,711	460,900	473,804	473,837	↔ 2.8%	340,311 74%
Repairs & Maintenance	157,337	763,100	762,274	320,000	↓ -58.1%	212,708 28%
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	153,983	120,000	-	-	↓ 100.0%	11,195 9%
Other Improvements	778,526	11,450,000	7,462,000	5,860,000	↓ -48.8%	1,183,716 10%
Machinery & Equipment	147,043	-	-	-		302,046
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Title	Total
LEAD WWTPO 3	1.0
PUBLIC WORKS ADMIN ASST	1.0
SEASONAL WWTP MAINTENANCE	1.0
WWTP LAB SUPERVISOR 2	1.0
WWTP MANAGER	1.0
WWTP SUPERVISOR	1.0
WWTP SUPERVISOR 2	1.0
WWTPO 1	1.0
WWTPO 2	1.0
WWTPO 3	6.0
Grand Total	15.0

Project Summary Sheet

Project Costs:	2026	2027	2028	2029	2030	2031	Total
New CSO Pump Station	\$4,500,000	\$0	\$0	\$0	\$0	\$0	\$4,500,000
Admin bldg expansion	\$800,000	\$0	\$0	\$0	\$0	\$0	\$800,000
Recoat clarifiers steelworks	\$400,000	\$0	\$0	\$0	\$0	\$0	\$400,000
Rebuild belt filter press	\$330,000	\$0	\$0	\$0	\$0	\$0	\$330,000
Combined influent monitoring	\$50,000	\$0	\$0	\$0	\$0	\$0	\$50,000
Repl. Dewatering pump	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
Emergent Asset Repair and Repl.	\$206,000	\$212,000	\$437,000	\$450,000	\$463,000	\$477,000	\$2,245,000
Pump Stations Emergent Upgrades	\$206,000	\$212,000	\$437,000	\$450,000	\$463,000	\$477,000	\$2,245,000
U Avenue Park Development	\$1,000,000	\$0	\$0	\$0	\$0	\$0	\$1,000,000
Nutrient Optimization Modeling	\$0	\$150,000	\$150,000	\$0	\$0	\$0	\$300,000
Inflow and Infiltration Proj.	\$0	\$1,591,000	\$1,639,000	\$1,688,000	\$1,738,000	\$1,791,000	\$8,447,000
FAC- WWTP Repair Projects	\$0	\$600,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,800,000
Biosolids - North pad cover	\$0	\$750,000	\$0	\$0	\$0	\$0	\$750,000
Repl. Basin recirculation pumps	\$0	\$750,000	\$0	\$0	\$0	\$0	\$750,000
PS#7 Conversion	\$0	\$25,000	\$200,000	\$0	\$0	\$0	\$225,000
Incinerator stand alone HMI	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Nutrient Optimization Upgrades	\$0	\$0	\$500,000	\$500,000	\$500,000	\$500,000	\$2,000,000
Basin rehabilitaion	\$0	\$0	\$300,000	\$400,000	\$0	\$0	\$700,000
Repl RAS pumps & Separate Mani.	\$0	\$0	\$100,000	\$500,000	\$0	\$0	\$600,000
PHX upper plenum replacement	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
PHX tubesheet replacement	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
PHX outlet replacement	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Shell and Refractory Rebuild	\$0	\$0	\$0	\$1,000,000	\$1,000,000	\$0	\$2,000,000
Preheat burner replacement	\$0	\$0	\$0	\$500,000	\$0	\$0	\$500,000
Repl Bar Screens & Grit Handl.	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000
Totals	\$7,642,000	\$4,290,000	\$5,063,000	\$5,788,000	\$4,464,000	\$3,645,000	\$30,892,000

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	\$950,000	\$0	\$0	\$0	\$0	\$0	950,000
Rates/User Fees	\$6,692,000	\$4,290,000	\$5,063,000	\$5,788,000	\$4,464,000	\$3,645,000	29,942,000
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	0
Fund Balance/Reserves	\$0	\$0	\$0	\$0	\$0	\$0	0
Totals	\$7,642,000	\$4,290,000	\$5,063,000	\$5,788,000	\$4,464,000	\$3,645,000	\$30,892,000

CONTENT

Wastewater
CFP - 2026

DRAFT



Water Systems

Engineering

Allocated budget \$453k supporting Water Systems

Department ENGINEERING						
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/Year	25 Spend / September
Total	380,144	608,128	466,729	453,229	↓ -25.5%	283,682 47%
Salaries & Wages	229,445	356,813	269,003	269,003	↓ -24.6%	157,045 44%
Student Rec Wages	-	-	-	-		-
Overtime	1,173	4,861	5,090	5,090	↔ 4.7%	464 10%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	94,658	154,953	109,136	109,136	↓ -29.6%	66,975 43%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	16	-	500	500		-
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	-	-	-	-		-
Professional Services	40,128	75,000	73,000	63,000	↓ -16.0%	49,623 66%
Communication	1,740	1,500	-	1,500	↔ 0.0%	1,436 96%
Travel & Training	12,983	15,000	10,000	5,000	↓ -66.7%	8,139 54%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Allocated a Percentage of engineering staff

Title	Total
CITY ENGINEER	1.0
DIRECTOR OF PUBLIC WORKS	1.0
ENGINEERING TECHNICIAN	2.0
GIS MANAGER	1.0
PUBLIC WORKS ADMINISTRATOR	1.0
SENIOR ENGINEERING TECHNICIAN	2.0
SENIOR GIS COORDINATOR	1.0
Grand Total	9.0

Administration

Allocated budget \$8.3M supporting
Water Systems

Department	ADMINISTRATION					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/Year	25 Spend / September
Total	4,834,923	4,873,585	8,452,019	8,349,019	▶ 71.3%	2,906,632 60%
Salaries & Wages	229,463	243,016	246,370	246,370	👉 1.4%	178,958 74%
Student Rec Wages	-	-	-	-		-
Overtime	1,522	1,500	176	176	⬇ -88.3%	867 58%
Salaries & Wages (Volunt	-	-	-	-		-
Personnel Benefits	92,304	105,890	98,938	98,938	⬇ -6.6%	73,142 69%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	2,463	10,000	3,200	2,200	⬇ -78.0%	1,362 14%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	926,301	985,229	853,531	853,531	⬇ -13.4%	656,817 67%
Professional Services	464,800	500,000	200,000	100,000	⬇ -80.0%	60,552 12%
Communication	450	1,000	1,000	500	⬇ -50.0%	363 36%
Travel & Training	-	2,500	2,500	1,000	⬇ -60.0%	230 9%
Taxes	2,244,824	2,290,134	3,176,059	3,176,059	▶ 38.7%	1,445,801 63%
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	872,797	734,315	3,870,245	3,870,245	▶ 427.1%	487,884 66%
Misc Internal	-	-	-	-		657

Department	WATER MAINTENANCE					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	5,443,165	9,674,776	11,573,762	9,998,262	👉 3.3%	3,535,372 37%
Salaries & Wages	840,808	854,752	968,426	968,426	▶ 13.3%	612,165 72%
Student Rec Wages	-	-	-	-		-
Overtime	31,769	4,075	4,484	4,484	▶ 10.1%	9,437 232%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	340,710	347,476	389,515	389,515	▶ 12.1%	244,685 70%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	423,626	742,500	496,500	423,000	⬇ -43.0%	154,848 21%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	15,246	30,000	25,000	25,000	⬇ -16.7%	22,294 74%
Interfund	345,091	420,919	488,102	488,102	▶ 16.0%	280,613 67%
Professional Services	37,502	207,000	200,000	160,000	⬇ -22.7%	68,550 33%
Communication	9,409	8,000	10,000	10,000	▶ 25.0%	8,668 108%
Travel & Training	9,605	12,000	15,000	7,500	⬇ -37.5%	7,949 66%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	298,291	352,054	357,735	357,735	👉 1.6%	349,141 99%
Utility Services	4,532	18,000	18,000	14,500	⬇ -19.4%	3,675 20%
Repairs & Maintenance	212,579	175,000	150,000	150,000	⬇ -14.3%	16,015 9%
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	2,786,023	6,503,000	8,451,000	7,000,000	👉 7.6%	1,666,245 26%
Machinery & Equipment	87,972	-	-	-		91,087
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Water Maintenance

Allocated budget \$1.6M less than requested

Title	Total
LEAD WATER MAINT & DIST TECHNICIAN	2.0
OPERATIONS MANAGER	1.0
PUBLIC WORKS ADMINISTRATIVE MANAGER	1.0
QUALITY CONTROL TECHNICIAN	1.0
SEASONAL WATER DISTRIBUTION MAINT. TECH	0.3
SEASONAL WATER DISTRIBUTION MAINTENANCE TECH.	0.3
WATER DISTRIBUTION SUPERVISOR	1.0
WATER MAINT & DIST TECHNICIAN	1.0
WATER MAINT & DIST TECHNICIAN	4.0
Grand Total	11.5

Water Treatment Plant

Allocated budget \$328k less than requested

Department	WATER TREATMENT PLANT					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	8,179,086	7,525,887	7,683,205	7,355,705	↓ -2.3%	4,007,808 53%
Salaries & Wages	1,290,905	1,387,485	1,440,159	1,440,159	↗ 3.8%	1,009,046 73%
Student Rec Wages	-	-	-	-		-
Overtime	38,258	31,500	7,367	7,367	↓ -76.6%	12,959 41%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	516,246	566,273	584,112	584,112	↗ 3.2%	402,132 71%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	298,853	418,000	440,500	338,000	↓ -19.1%	258,814 62%
Fuel Consumed	376	1,000	1,500	1,500	▶ 50.0%	785 79%
Inventory/Resale	571,295	534,400	584,000	525,000	↓ -1.8%	364,950 68%
Small Tools (ect)	9,446	12,500	13,500	9,500	↓ -24.0%	7,828 63%
Interfund	266,058	318,797	411,754	411,754	▶ 29.2%	212,532 67%
Professional Services	175,816	359,750	392,700	252,700	↓ -29.8%	141,170 39%
Communication	18,453	20,010	20,700	8,700	↓ -56.5%	13,358 67%
Travel & Training	30,058	30,579	35,000	25,000	↓ -18.2%	10,853 35%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	43,123	42,931	16,413	16,413	↓ -61.8%	15,935 37%
Utility Services	1,199,937	1,219,420	1,874,000	1,874,000	▶ 53.7%	801,734 66%
Repairs & Maintenance	266,887	615,242	556,500	556,500	↓ -9.5%	429,478 70%
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	3,440,402	1,925,000	1,305,000	1,305,000	↓ -32.2%	273,796 14%
Machinery & Equipment	12,972	43,000	-	-	↓ 100.0%	52,439 122%
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Title	Total
LEAD WTPO 3	1.0
PUBLIC WORKS ADMIN ASST	1.0
WATER SYSTEM MANAGER	1.0
WTP INSTRUMENTATION TECHNICIAN	1.0
WTP SEASONAL MAINTENANCE WK	0.5
WTP SUPERVISOR II	2.0
WTPO 3	2.0
WTPO 4	3.0
WTPO 4 - LEAD OPERATOR	1.0
WTPO II	2.0
Grand Total	14.5

Water Systems

CFP - 2026

RAFT

Project Summary Sheet							
Project Costs:	2026	2027	2028	2029	2030	2031	Total
WTP MaintStorage Bldg	\$300,000	\$700,000	\$200,000	\$0	\$0	\$0	\$1,200,000
OH Pass Lake 10" Waterline	\$5,000,000	\$1,200,000	\$0	\$0	\$0	\$0	\$6,200,000
Emergency Repair	\$450,000	\$500,000	\$550,000	\$600,000	\$650,000	\$700,000	\$3,450,000
Pipeline Replacements	\$1,701,000	\$2,136,000	\$2,242,280	\$2,354,394	\$2,589,833	\$2,848,816	\$13,872,323
29th Street Reservoir	\$500,000	\$3,500,000	\$0	\$0	\$0	\$0	\$4,000,000
Telegraph Slough	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
Cathodic protection deepwell	\$140,000	\$0	\$0	\$0	\$0	\$0	\$140,000
Replace Zetasizer	\$120,000	\$0	\$0	\$0	\$0	\$0	\$120,000
Pump #1 Inverter	\$350,000	\$0	\$0	\$0	\$0	\$0	\$350,000
Pipe Arch	\$550,000	\$0	\$0	\$0	\$0	\$0	\$550,000
PRV Rebuild	\$120,000	\$0	\$0	\$0	\$0	\$200,000	\$320,000
FAC- WTP Repair Projects	\$535,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,035,000
Lead & Copper Laterals	\$50,000	\$100,000	\$0	\$0	\$0	\$0	\$150,000
Combined Filter Turbidity assessment	\$150,000	\$0	\$0	\$0	\$0	\$0	\$150,000
Swinomish Slough 36"	\$90,000	\$700,000	\$0	\$0	\$0	\$0	\$790,000
W March Point	\$0	\$2,000,000	\$8,000,000	\$0	\$0	\$0	\$10,000,000
S. Fidalgo Island Pipeline Repl	\$0	\$710,000	\$0	\$745,500	\$0	\$785,000	\$2,240,500
Rotork replacement	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Filter Railing platform & Ladders	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Skyline reservoir rebuild	\$0	\$0	\$2,000,000	\$1,700,000	\$0	\$0	\$3,700,000
Reconfigure Valves at Whistle Lake Rd	\$0	\$0	\$594,000	\$0	\$0	\$0	\$594,000
Campbell Lake Fish Pass. Relo.	\$0	\$0	\$0	\$75,000	\$500,000	\$0	\$575,000
Blue Heron Pump Station	\$0	\$0	\$0	\$200,000	\$2,500,000	\$1,000,000	\$3,700,000
Hummingbird Lane Rezoning	\$0	\$0	\$0	\$0	\$0	\$152,000	\$152,000
The Pointe pipe reconfiguration	\$0	\$0	\$0	\$0	\$0	\$255,000	\$255,000
Totals	\$10,356,000	\$12,096,000	\$13,986,280	\$6,074,894	\$6,639,833	\$6,340,816	\$55,493,823
Project Funding Sources:							
	2026	2027	2028	2029	2030	2031	Total
Grants	\$0	\$0	\$0	\$0	\$0	\$0	0
Rates/User Fees	\$10,356,000	\$12,096,000	\$13,986,280	\$6,074,894	\$6,639,833	\$6,340,816	55,493,823
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	0
Totals	\$10,356,000	\$12,096,000	\$13,986,280	\$6,074,894	\$6,639,833	\$6,340,816	\$55,493,823



THANK YOU

CITY OF ANACORTES - Public Works
2026 Expense Budget

TOTAL	61,212,893	37,680,005	78,489,130	73,039,193	62,342,103
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Line	TITLE	Fund	Department	BARS	Account	2024	2025		2026			
						24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
7	ADMINISTRATION	SEWER	ADMINISTRATION									
8	PENSION & OTHER BENEFIT PAYMENTS TO RETI	SEWER	ADMINISTRATION									
9		SEWER	ADMINISTRATION	440.711.535.00.10	Salaries & Wages	130,070	102,383	142,102	147,030	147,030		
10		SEWER	ADMINISTRATION	440.711.535.00.12	Overtime	1,297	757	-	-	-		
11		SEWER	ADMINISTRATION	440.711.535.00.20	Personnel Benefits	54,683	41,914	62,432	55,728	55,728		
12		SEWER	ADMINISTRATION	440.711.535.00.31	Office & Operating Supplies	5,635	2,495	5,000	2,500	2,500		
13		SEWER	ADMINISTRATION	440.711.535.00.40	Interfund Services	149,018	95,465	143,197	134,491	134,491		
14		SEWER	ADMINISTRATION	440.711.535.00.41	Professional Services	61,746	46,238	50,000	50,000	25,000		
15		SEWER	ADMINISTRATION									
16		SEWER	ADMINISTRATION	440.711.535.00.42	Communication	-	-	-				
17		SEWER	ADMINISTRATION	440.711.535.00.46	Insurance	343,809	53,954	48,149	69,226	69,226		
18	ADMINISTRATION	SEWER	ADMINISTRATION			-	-	-				
19		SEWER	ADMINISTRATION	440.711.535.14.41	Professional Services	(10,214)	19,640	10,000	20,000	10,000		
20		SEWER	ADMINISTRATION	440.711.535.14.44	Taxes & Operating Assessments	754,619	475,189	489,991	999,138	999,138		City Utility Tax, State Public Utility Tax. Includes additional 2% CUT.
21		SEWER	ADMINISTRATION	440.711.535.14.49	Miscellaneous	-	1,825	-				
22		SEWER	ADMINISTRATION	440.711.591.34.70	Debt Service Principal	-	-	-	305,000	305,000		2020 Revenue bond
23		SEWER	ADMINISTRATION	440.711.592.35.80	Interest & Other Debt Service Costs	328,645	156,350	312,350	312,350	312,350		Sewer debt interest
24		SEWER	ADMINISTRATION									
25		STORM DRAINAGE	ADMINISTRATION									
26	ADMINISTRATION	STORM DRAINAGE	ADMINISTRATION									
27		STORM DRAINAGE	ADMINISTRATION	445.711.531.00.10	Salaries & Wages	61,253	48,515	68,444	73,039	73,039		
28		STORM DRAINAGE	ADMINISTRATION	445.711.531.00.12	Overtime	1,409	685	-	-	-		
29		STORM DRAINAGE	ADMINISTRATION	445.711.531.00.20	Personnel Benefits	27,677	20,221	30,975	27,448	27,448		
30		STORM DRAINAGE	ADMINISTRATION	445.711.531.00.31	Office & Operating Supplies	4,678	2,980	5,000	7,000	7,000		combined w/engineering
31		STORM DRAINAGE	ADMINISTRATION	445.711.531.00.40	Interfund Services	-	-	-	-	-		
32		STORM DRAINAGE	ADMINISTRATION	445.711.531.00.41	Professional Services	164,491	64,246	150,000	-			moved and combined with "712"
33		STORM DRAINAGE	ADMINISTRATION									
34		STORM DRAINAGE	ADMINISTRATION	445.711.531.00.42	Communication	1,383	1,215	1,000	1,500	1,500		
35		STORM DRAINAGE	ADMINISTRATION	445.711.531.00.46	Insurance	19,994	223,763	223,763	14,342	14,342		
36		STORM DRAINAGE	ADMINISTRATION	445.711.531.00.49	Miscellaneous	-	9,772	-				
37		STORM DRAINAGE	ADMINISTRATION									
38		STREET	ADMINISTRATION			-	-	-				
39	STREET MAINTENANCE FUND	STREET	ADMINISTRATION			-	-	-				
40	ADMINISTRATION	STREET	ADMINISTRATION									
41	MANAGEMENT	STREET	ADMINISTRATION	104.711.543.10.12	OVERTIME	15	84	-	-	-		
42		STREET	ADMINISTRATION	104.711.543.10.10	Salaries & Wages	37,199	26,746	36,871	28,147	28,147		
43		STREET	ADMINISTRATION	104.711.543.10.20	Personnel Benefits	13,750	10,302	14,589	10,775	10,775		
44		STREET	ADMINISTRATION	104.711.543.10.31	Office & Operating Supplies	705	2,013	1,000	2,000	2,000		Uniforms, Office Supplies, Traffic safety supplies (cones, vests, hardhats, etc.)
45		STREET	ADMINISTRATION	104.711.543.10.40	Interfund Services	47,440	36,119	54,178	45,089	45,089		
46		STREET	ADMINISTRATION	104.711.543.10.42	Communication	3,202	4,125	1,000	4,500	4,500		Trunk charges
47		STREET	ADMINISTRATION	104.711.543.10.46	Insurance	214,156	65,074	65,074	74,411	74,411		
48		STREET	ADMINISTRATION	104.711.592.10.80	DEBT SERVICE: INTEREST & RELATED	695	-	-	-	-		
49		WATER	ADMINISTRATION									
50	ADMINISTRATION	WATER	ADMINISTRATION									
51	WATER UTILITIES	WATER	ADMINISTRATION									
52		WATER	ADMINISTRATION	401.711.534.00.10	Salaries & Wages	229,463	178,958	243,016	246,370	246,370		
53		WATER	ADMINISTRATION	401.711.534.00.12	Overtime	1,522	867	1,500	176	176		
54		WATER	ADMINISTRATION	401.711.534.00.20	Personnel Benefits	92,304	73,142	105,890	98,938	98,938		
55		WATER	ADMINISTRATION	401.711.534.00.31	Office & Operating Supplies	2,441	325	5,000	2,000	1,000		
56		WATER	ADMINISTRATION	401.711.534.00.40	Interfund Services	926,301	656,817	985,229	853,531	853,531		
57		WATER	ADMINISTRATION	401.711.534.00.41	Professional Services	464,800	60,552	500,000	200,000	100,000		Laserfiche support, Website, legal issues
58		WATER	ADMINISTRATION									
59		WATER	ADMINISTRATION	401.711.534.00.42	Communication	450	363	1,000	1,000	500		
60		WATER	ADMINISTRATION	401.711.534.00.43	Travel & Training	-	-	-				
61		WATER	ADMINISTRATION	401.711.534.00.44	Taxes & Operating Assessments	2,244,824	1,445,801	2,290,134	3,176,059	3,176,059		City Utility Tax, PUBlic Utility Tax (includes additional expense for 2% CUT increase)
62		WATER	ADMINISTRATION	401.711.534.00.49	Miscellaneous	-	657	-				

CITY OF ANACORTES - Public Works
2026 Expense Budget

TOTAL	61,212,893	37,680,005	78,489,130	73,039,193	62,342,103
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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
63	SOIL & WATER CONSERVATION	WATER	ADMINISTRATION									
64		WATER	ADMINISTRATION	401.711.553.10.10	Salaries & Wages	-	-	-	-	-		
65		WATER	ADMINISTRATION	401.711.553.10.12	Overtime	-	-	-	-	-		
66		WATER	ADMINISTRATION	401.711.553.10.20	PERSONNEL BENEFITS	-	-	-	-	-		
67		WATER	ADMINISTRATION	401.711.553.10.31	Office & Operating Supplies	22	1,037	5,000	1,200	1,200		
68		WATER	ADMINISTRATION	401.711.553.10.40	Interfund Services	-	-	-	-	-		
69		WATER	ADMINISTRATION	401.711.553.10.41	Professional Services	-	-	-				
70		WATER	ADMINISTRATION									
71		WATER	ADMINISTRATION	401.711.553.10.43	Travel & Training	-	230	2,500	2,500	1,000		
72	WATER UTILITIES	WATER	ADMINISTRATION									
73		WATER	ADMINISTRATION	401.711.581.00.40	Interfund Loan Out							
74		WATER	ADMINISTRATION	401.711.591.34.70	Debt Service Principal	-	-	-	3,082,516	3,082,516	565,000	2020 Refunding bond
75		WATER	ADMINISTRATION							-	45,139	2010 Public Works Trust Fund
76		WATER	ADMINISTRATION							-	526,316	2012 Public Works Trust Fund
77		WATER	ADMINISTRATION							-	261,061	Drinking water loan
78		WATER	ADMINISTRATION							-	670,000	2017 Refunding bond
79		WATER	ADMINISTRATION							-	600,000	2022 Refunding bond
80	WATER UTILITIES	WATER	ADMINISTRATION							-	415,000	2020 Revenue bond
81		WATER	ADMINISTRATION	401.711.592.34.80	Debt Service: Debt Issue & Related Co	872,797	487,884	734,315	787,729	787,729		Combined debt expense
82		WATER	ADMINISTRATION									
83	TOTAL		ADMINISTRATION			7,252,280	4,418,701	6,788,699	10,835,733	10,697,733		
84		ARTERIAL CONSTRUCTION	ENGINEERING									
85	TRAFFIC CONTROL DEVICES	ARTERIAL CONSTRUCTION	ENGINEERING									
86		ARTERIAL CONSTRUCTION	ENGINEERING	105.712.595.64.63	Other Improvements	-	-	-		-		
87	CONSTRUCTION ADMINISTRATION & OVERHEAD	ARTERIAL CONSTRUCTION	ENGINEERING			-	-	-				
88		ARTERIAL CONSTRUCTION	ENGINEERING	105.712.595.90.10	Salaries & Wages	107,031	85,459	102,428	106,296	106,296		REET \$200k
89		ARTERIAL CONSTRUCTION	ENGINEERING	105.712.595.90.12	Overtime	125	384	4,339	4,622	4,622		
90		ARTERIAL CONSTRUCTION	ENGINEERING	105.712.595.90.20	Personnel Benefits	45,108	37,503	46,746	46,020	46,020		
91		ARTERIAL CONSTRUCTION	ENGINEERING	105.712.595.90.43	Travel & Training	805	250	1,000	1,000	500		
92		ARTERIAL CONSTRUCTION	ENGINEERING									
93		GENERAL FUND	ENGINEERING									
94	ADMINISTRATION	GENERAL FUND	ENGINEERING									
95	MANAGEMENT	GENERAL FUND	ENGINEERING									
96	ENGINEERING PLANS & SERVICES	GENERAL FUND	ENGINEERING									
97		GENERAL FUND	ENGINEERING	001.712.542.10.10	Salaries & Wages	-	-	-	-	-		
98		GENERAL FUND	ENGINEERING	001.712.542.10.20	Personnel Benefits	-	-	-	-	-		
99		GENERAL FUND	ENGINEERING	001.712.542.10.41	Professional Services	89,615	-	-				
100	MANAGEMENT	GENERAL FUND	ENGINEERING									
101		GENERAL FUND	ENGINEERING	001.712.543.10.40	Interfund Services	87,688	58,654	87,981	70,631	70,631		
102		GENERAL FUND	ENGINEERING	001.712.543.10.41	Professional Services	-	-	-				
103		GENERAL FUND	ENGINEERING	001.712.543.10.43	Travel & Training	-	-	-				
104	GENERAL SERVICES	GENERAL FUND	ENGINEERING									
105		GENERAL FUND	ENGINEERING	001.712.543.30.10	Salaries & Wages	-	-	-	-	-		
106		GENERAL FUND	ENGINEERING	001.712.543.30.12	Overtime	-	-	-	-	-		
107		GENERAL FUND	ENGINEERING	001.712.543.30.20	Personnel Benefits	-	-	-	-	-		
108		GENERAL FUND	ENGINEERING	001.712.543.30.31	Office & Operating Supplies	2,826	2,359	2,500	2,500	2,500		
109		GENERAL FUND	ENGINEERING	001.712.543.30.41	Professional Services	-	-	-				
110		GENERAL FUND	ENGINEERING	001.712.543.30.42	Communication	307	91	500	500	500		Cell Phones
111		GENERAL FUND	ENGINEERING	001.712.543.30.43	Travel & Training	-	-	-				
112		GENERAL FUND	ENGINEERING	001.712.543.30.45	Operating Rentals & Leases	-	-	-				
113		GENERAL FUND	ENGINEERING									
114	ENGINEERING PLANS & SERVICES	SEWER	ENGINEERING									
115	PENSION & OTHER BENEFIT PAYMENTS TO RETI	SEWER	ENGINEERING									
116		SEWER	ENGINEERING	440.712.535.00.10	Salaries & Wages	301,210	245,416	275,417	389,539	389,539		
117		SEWER	ENGINEERING	440.712.535.00.12	Overtime	2,282	1,160	6,769	7,167	7,167		
118		SEWER	ENGINEERING	440.712.535.00.20	Personnel Benefits	137,670	105,048	117,668	163,669	163,669		
119		SEWER	ENGINEERING	440.712.535.00.40	Interfund Services	511,423	347,938	521,914	789,035	789,035		
120		SEWER	ENGINEERING	440.712.535.00.41	Professional Services	18,013	11,676	25,000	25,000	15,000		
121		SEWER	ENGINEERING	440.712.535.00.42	Communication	1,959	1,499	5,000	5,000	2,500		
122		SEWER	ENGINEERING	440.712.535.00.43	Travel & Training	4,470	230	5,000	5,000	2,500		

CITY OF ANACORTES - Public Works
2026 Expense Budget

TOTAL	61,212,893	37,680,005	78,489,130	73,039,193	62,342,103
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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
123		STORM DRAINAGE	ENGINEERING									
124	ENGINEERING PLANS & SERVICES	STORM DRAINAGE	ENGINEERING									
125		STORM DRAINAGE	ENGINEERING									
126		STORM DRAINAGE	ENGINEERING	445.712.531.00.10	Salaries & Wages	334,533	252,849	451,622	364,157	364,157		
127		STORM DRAINAGE	ENGINEERING	445.712.531.00.12	Overtime	812	642	8,564	9,019	9,019		
128		STORM DRAINAGE	ENGINEERING	445.712.531.00.20	Personnel Benefits	147,727	108,966	203,424	149,770	149,770		
129		STORM DRAINAGE	ENGINEERING	445.712.531.00.41	Professional Services	-	-	50,000	255,000	230,000		
130		STORM DRAINAGE	ENGINEERING								235,000	Osborne Consulting-3rd party reviews (charged back with permit fees), permit requirements, Dept of Ecology, Skagit Conserv. District,
131		STORM DRAINAGE	ENGINEERING	445.712.531.00.42	Communication	2,155	2,094	1,000	3,000	3,000		
132		STORM DRAINAGE	ENGINEERING	445.712.531.00.43	Travel & Training	5,489	11,750	5,000	5,000	2,500		
133		STORM DRAINAGE	ENGINEERING	445.712.594.32.63	Other Improvements	451,747	29,744	130,000		-		
134		STORM DRAINAGE	ENGINEERING									
135		STREET	ENGINEERING									
136	ENGINEERING PLANS & SERVICES	STREET	ENGINEERING									
137	ENGINEERING	STREET	ENGINEERING									
138		STREET	ENGINEERING	104.712.542.10.10	Salaries & Wages	97,850	85,466	103,587	121,622	121,622		
139		STREET	ENGINEERING	104.712.542.10.12	Overtime	496	567	2,544	2,769	2,769		
140		STREET	ENGINEERING	104.712.542.10.20	Personnel Benefits	42,793	37,086	45,804	50,317	50,317		
141		STREET	ENGINEERING	104.712.542.10.41	Professional Services	215,071	93,086	112,000	62,750	116,000	12,000	Speed Feedback Signs (6 sets)
142		STREET	ENGINEERING								8,000	GIS Mapping
143		STREET	ENGINEERING								16,000	Cartegraph - Asset Management
144		STREET	ENGINEERING								80,000	On-call traffic/transpotation engineering
145		STREET	ENGINEERING	104.712.542.10.43	Travel & Training	-	-	-				
146		STREET	ENGINEERING									
147		WATER	ENGINEERING									
148	WATER UTILITIES	WATER	ENGINEERING									
149	ENGINEERING PLANS & SERVICES	WATER	ENGINEERING									
150		WATER	ENGINEERING	401.712.534.00.10	Salaries & Wages	229,445	157,045	356,813	269,003	269,003		
151		WATER	ENGINEERING	401.712.534.00.12	Overtime	1,173	464	4,861	5,090	5,090		
152		WATER	ENGINEERING	401.712.534.00.20	Personnel Benefits	94,658	66,975	154,953	109,136	109,136		
153		WATER	ENGINEERING	401.712.534.00.31	Office & Operating Supplies	16	-	-	500	500		
154		WATER	ENGINEERING	401.712.534.00.41	Professional Services	40,128	49,623	75,000	73,000	63,000		
155		WATER	ENGINEERING								16,000	GIS Mapping
156		WATER	ENGINEERING								27,500	Cartegraph - Asset Management
157		WATER	ENGINEERING								7,500	Aerial Mapping
158		WATER	ENGINEERING								10,000	GIS Contract Management
159		WATER	ENGINEERING								2,000	Summer help
160		WATER	ENGINEERING								10,000	Other
161		WATER	ENGINEERING									
162		WATER	ENGINEERING	401.712.534.00.42	Communication	1,740	1,436	1,500		1,500		Cell phones and tablets for water support
163		WATER	ENGINEERING	401.712.534.00.43	Travel & Training	12,983	8,139	15,000	10,000	5,000		Travel & Training for GIS-Asset Management
164		WATER	ENGINEERING									
165	TOTAL		ENGINEERING			2,989,347	1,803,598	2,923,934	3,106,113	3,102,863		
166		GENERAL FUND	FACILITIES			-	-	-				
167	MUNICIPAL/COMMUNITY BUILDINGS	GENERAL FUND	FACILITIES			-	-	-				
168	MAINTENANCE/SECURITY/INSURANCE/JANITORIA	GENERAL FUND	FACILITIES									
169		GENERAL FUND	FACILITIES	001.713.518.30.10	Salaries & Wages	155,311	104,021	145,486	343,752	343,752		
170		GENERAL FUND	FACILITIES	001.713.518.30.12	Overtime	1,309	247	-	-	-		
171		GENERAL FUND	FACILITIES	001.713.518.30.20	Personnel Benefits	60,062	40,051	57,131	125,954	125,954		
172		GENERAL FUND	FACILITIES	001.713.518.30.31	Office & Operating Supplies	37,566	28,279	25,000	27,500	25,000		tools, Janitorial/ consumables- For gen fund Parks, Library, PD, Ops, ASAC, City Hall etc.
173		GENERAL FUND	FACILITIES	001.713.518.30.40	Interfund Services	53,625	27,821	41,732	33,364	33,364		
174		GENERAL FUND	FACILITIES	001.713.518.30.41	Professional Services	45,663	35,426	40,000	50,000	45,000		Siemens Contract for Hvac controls and other service contracts
175		GENERAL FUND	FACILITIES	001.713.518.30.42	Communication	(108)	2,363	750	3,500	2,500		phones and tablets
176		GENERAL FUND	FACILITIES	001.713.518.30.43	Travel & Training	1,040	103	3,000	4,500	3,000		New Osha training program
177		GENERAL FUND	FACILITIES	001.713.518.30.46	Insurance	24,532	26,487	26,495	27,500	27,500		
178		GENERAL FUND	FACILITIES	001.713.518.30.47	Utility Services	44,866	33,600	44,000	45,500	45,500		2025 run rate/ up 3%

CITY OF ANACORTES - Public Works
2026 Expense Budget

TOTAL	61,212,893	37,680,005	78,489,130	73,039,193	62,342,103
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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
179		GENERAL FUND	FACILITIES	001.713.518.30.48	Repairs & Maintenance	324,656	14,647	20,000	325,000	20,000		This is the repair and maintenance budget for all gen fund facilities. any and all maintenance, parts, supplies and consumables that are facility related covered here.
180		GENERAL FUND	FACILITIES	001.713.594.53.63	Other Improvements	-	260,005	280,000	1,428,000	800,000		\$800k REET
181		GENERAL FUND	FACILITIES							-	275,000	FAC-Emergent repairs
182		GENERAL FUND	FACILITIES							-	150,000	FAC- Ops Repair Projects (split with ERR project)
183		GENERAL FUND	FACILITIES							-	200,000	FAC- Parks Repair Projects
184		GENERAL FUND	FACILITIES							-	55,000	FAC- Library Repair Projects
185		GENERAL FUND	FACILITIES							-	323,000	FAC- PD Repair Projects
186		GENERAL FUND	FACILITIES							-	35,000	FAC-City Hall Seagull Mitigate
187		GENERAL FUND	FACILITIES							-	240,000	FAC-City Hall Repair Projects
188		GENERAL FUND	FACILITIES							-	150,000	FAC- Electrical Panel Study
189		GENERAL FUND	FACILITIES							-		
190		GENERAL FUND	FACILITIES	001.713.594.53.64	Machinery & Equipment	-	240,960	430,000		-		CFP Projects
191	CONSERVATION	GENERAL FUND	FACILITIES			-	-	-		-		
192		GENERAL FUND	FACILITIES							-		
193		GENERAL FUND	FACILITIES	001.713.594.53.62	Buildings & Structures (Acquisition, C	62,425	30,795	25,000		-		CFP Projects
194		GENERAL FUND	FACILITIES									
195	TOTAL		FACILITIES			810,948	844,807	1,138,593	2,414,570	1,471,570		
196	PENSION & OTHER BENEFIT PAYMENTS TO RETI	EQUIPMENT RENTAL	NONDEPARTMENTAL									
197		EQUIPMENT RENTAL	NONDEPARTMENTAL	501.000.548.60.28	Pension Expense	(39,497)	-	-				
198		SANITATION FUND	NONDEPARTMENTAL	450.000.537.00.28	Pension Expense	(87,687)	-	-				
199		SEWER	NONDEPARTMENTAL	440.000.535.00.28	Pension Expense	(278,276)	-	-				
200		STORM DRAINAGE	NONDEPARTMENTAL	445.000.531.00.28	Pension Expense	(71,038)	-	-				
201		WATER	NONDEPARTMENTAL	401.000.534.00.28	Pension Expense	(258,792)	-	-				
202	TOTAL		NONDEPARTMENTAL			(735,290)	-	-	-	-		
203		SANITATION FUND	SANITATION SERVICES									
204	SANITATION SERVICES	SANITATION FUND	SANITATION SERVICES									
205	ADMINISTRATION	SANITATION FUND	SANITATION SERVICES									
206		SANITATION FUND	SANITATION SERVICES	450.780.537.10.10	Salaries & Wages	231,275	177,620	208,436	204,716	204,716		
207		SANITATION FUND	SANITATION SERVICES	450.780.537.10.12	Overtime	2,140	1,252	-	-	-		
208		SANITATION FUND	SANITATION SERVICES	450.780.537.10.20	Personnel Benefits	99,338	75,750	93,862	85,735	85,735		
209		SANITATION FUND	SANITATION SERVICES	450.780.537.10.31	Office & Operating Supplies	73,843	79,176	75,000	100,000	100,000		Dumpsters, roll off boxes and new totes sizes. Roll-offs are aging
210		SANITATION FUND	SANITATION SERVICES	450.780.537.10.40	Interfund Services	38,212	29,008	43,512	37,675	37,675		
211		SANITATION FUND	SANITATION SERVICES	450.780.537.10.41	Professional Services	128,036	53,220	100,000	400,000	400,000		'A' Ave Landfill
212		SANITATION FUND	SANITATION SERVICES									
213		SANITATION FUND	SANITATION SERVICES	450.780.537.10.42	Communication	3,240	4,004	5,000	5,000	5,000		Phones and tablets
214		SANITATION FUND	SANITATION SERVICES	450.780.537.10.43	Travel & Training	251	201	2,000	4,000	2,000		New Osha training program, first Aid and Flagger
215		SANITATION FUND	SANITATION SERVICES	450.780.537.10.46	Insurance	35,411	233,227	232,710	245,023	245,023		
216		SANITATION FUND	SANITATION SERVICES	450.780.537.10.49	Miscellaneous	-	1,709	-				
217	GENERAL SOLID WASTE ACTIVITIES	SANITATION FUND	SANITATION SERVICES									
218		SANITATION FUND	SANITATION SERVICES	450.780.537.20.10	Salaries & Wages	513,112	382,189	535,710	565,631	565,631		
219		SANITATION FUND	SANITATION SERVICES	450.780.537.20.12	Overtime	1,229	-	8,823	9,240	9,240		free garbage days, double up day OT
220		SANITATION FUND	SANITATION SERVICES	450.780.537.20.20	Personnel Benefits	266,276	197,189	282,719	286,975	286,975		
221		SANITATION FUND	SANITATION SERVICES	450.780.537.20.31	Office & Operating Supplies	6,497	4,015	6,000	6,500	4,500		Work supplies, PPE, workwear
222		SANITATION FUND	SANITATION SERVICES									
223		SANITATION FUND	SANITATION SERVICES	450.780.537.20.34	Supplies Purchased for Inventory or Re	-	6,251	8,000		8,000		Prepaid blue bags done by finance
224		SANITATION FUND	SANITATION SERVICES	450.780.537.20.40	Interfund Services	953,002	725,989	1,088,988	1,126,010	1,126,010		
225		SANITATION FUND	SANITATION SERVICES	450.780.537.20.41	Professional Services	15,600	931	4,000	4,000	3,000		cdl physicals, pest control etc.
226		SANITATION FUND	SANITATION SERVICES									
227		SANITATION FUND	SANITATION SERVICES									
228		SANITATION FUND	SANITATION SERVICES	450.780.537.20.44	Taxes & Operating Assessments	887,340	566,766	874,131	837,455	837,455		City Utility Tax, State PUT
229		SANITATION FUND	SANITATION SERVICES	450.780.537.20.47	Utility Services	3,078,866	2,205,942	3,700,000	3,800,000	3,472,199		Assumes 3% CPI, and 6% WM increase 06/2026
230		SANITATION FUND	SANITATION SERVICES									
231	OTHER ENVIRONMENTAL SERVICES	SANITATION FUND	SANITATION SERVICES	450.780.592.20.80	DEBT SERVICE: INTEREST & RELATED	11	-	-	-	-		
232		SANITATION FUND	SANITATION SERVICES	450.780.598.50.00	Pollution Remediation Liabilities	-	-	-				
233	WATER UTILITIES	SANITATION FUND	SANITATION SERVICES									

CITY OF ANACORTES - Public Works
2026 Expense Budget

TOTAL	61,212,893	37,680,005	78,489,130	73,039,193	62,342,103
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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
234	TOTAL		SANITATION SERVICES			6,333,680	4,744,439	7,268,892	7,717,959	7,393,158		
235	SEWAGE COLLECTION	SEWER	SEWAGE COLLECTION									
236	ADMINISTRATION	SEWER	SEWAGE COLLECTION									
237		SEWER	SEWAGE COLLECTION	440.760.535.10.10	Salaries & Wages	57,167	40,697	61,789	42,538	42,538		
238		SEWER	SEWAGE COLLECTION	440.760.535.10.12	Overtime	97	220	-	-	-		
239		SEWER	SEWAGE COLLECTION	440.760.535.10.20	Personnel Benefits	22,852	17,376	26,043	19,040	19,040		
240		SEWER	SEWAGE COLLECTION	440.760.535.10.31	Office & Operating Supplies	8,287	6,036	9,000	10,000	10,000		consumables, fittings, tools for jet trucks and camera van
241		SEWER	SEWAGE COLLECTION	440.760.535.10.40	Interfund Services	8,323	6,106	9,159	9,897	9,897		
242		SEWER	SEWAGE COLLECTION	440.760.535.10.41	Professional Services	10,345	11,576	11,500	13,000	13,000		workwear/PPE for sewer, uniforms, Laundry service, locate services, professional services
243		SEWER	SEWAGE COLLECTION	440.760.535.10.42	Communication	2,280	822	7,000	6,000	1,500		
244	ENGINEERING	SEWER	SEWAGE COLLECTION			-	-	-				
245		SEWER	SEWAGE COLLECTION	440.760.535.20.10	Salaries & Wages	246,187	176,502	295,573	96,684	96,684		
246		SEWER	SEWAGE COLLECTION	440.760.535.20.12	Overtime	9,159	5,923	6,000	9,364	9,364		
247		SEWER	SEWAGE COLLECTION	440.760.535.20.20	Personnel Benefits	124,079	84,693	151,535	43,028	43,028		
248		SEWER	SEWAGE COLLECTION	440.760.535.20.31	Office & Operating Supplies	1,655	116	20,000	20,000	10,000		sewer supplies and inventory parts (pipe, couplers, pipe patches).
249		SEWER	SEWAGE COLLECTION									
250		SEWER	SEWAGE COLLECTION									
251		SEWER	SEWAGE COLLECTION									
252		SEWER	SEWAGE COLLECTION									
253		SEWER	SEWAGE COLLECTION	440.760.535.20.40	Interfund Services	324,337	230,713	346,069	361,626	361,626		
254		SEWER	SEWAGE COLLECTION	440.760.535.20.43	Travel & Training	-	-	-				
255		SEWER	SEWAGE COLLECTION	440.760.594.35.62	Buildings & Structures	-	-	-		-		
256		SEWER	SEWAGE COLLECTION	440.760.594.35.63	Other Improvements	12,740,507	7,913,806	6,755,000		-		
257		SEWER	SEWAGE COLLECTION					-		-		
258		SEWER	SEWAGE COLLECTION	440.760.594.35.64	Machinery & Equipment	73,810	-	-		-		
259	TOTAL		SEWAGE COLLECTION			13,629,085	8,494,585	7,698,668	631,178	616,678		
260		SEWER	SEWER TREATMENT	440.000.594.35.63	Other Improvements	-	-	-	100,000	80,000	80,000	Ops-Equipment Heated Storage
261		SEWER	SEWER TREATMENT									
262	SEWER TREATMENT	SEWER	SEWER TREATMENT									
263	ADMINISTRATION	SEWER	SEWER TREATMENT									
264		SEWER	SEWER TREATMENT	440.750.535.14.10	Salaries & Wages	227,566	168,632	248,767		200,428		
265		SEWER	SEWER TREATMENT	440.750.535.14.12	Overtime	417	1,056	300	451	451		
266		SEWER	SEWER TREATMENT	440.750.535.14.20	Personnel Benefits	86,481	62,223	93,803		65,895		
267		SEWER	SEWER TREATMENT	440.750.535.14.31	Office & Operating Supplies	8,386	6,567	13,000	13,364	8,000		
268		SEWER	SEWER TREATMENT	440.750.535.14.41	Professional Services	33,100	52,772	68,780	105,895	80,000		
269		SEWER	SEWER TREATMENT								16,000	GIS Mapping
270		SEWER	SEWER TREATMENT								27,500	Cartegraph - Asset Management
271		SEWER	SEWER TREATMENT								4,000	Laserfiche
272		SEWER	SEWER TREATMENT								2,655	eLogger
273		SEWER	SEWER TREATMENT								9,900	Aramark and uniform purchase
274		SEWER	SEWER TREATMENT								20,560	safety supplies
275		SEWER	SEWER TREATMENT									
276		SEWER	SEWER TREATMENT	440.750.535.14.42	Communication	13,342	9,900	18,000	18,000	12,000		no change
277		SEWER	SEWER TREATMENT	440.750.535.14.43	Travel & Training	43,126	23,771	52,500	36,750	30,000		reduced by 30%. Annual CEUs, biosolids and nutrient removal optioning, PNCWA, incinerator training, mandatory safety, Dashboarding and software training, SCADA courses for both staff and IT.
278		SEWER	SEWER TREATMENT	440.750.535.14.45	Operating Rentals & Leases	-	-	-				
279	ENGINEERING	SEWER	SEWER TREATMENT									
280		SEWER	SEWER TREATMENT	440.750.535.20.40	Interfund Services	8,323	6,106	9,159	9,897	9,897		
281	FERRY TERMINAL PUMP STA. OP.	SEWER	SEWER TREATMENT									
282		SEWER	SEWER TREATMENT	440.750.535.80.10	Salaries & Wages	6,708	7,968	11,022	-	-		moved to .81 per Brian
283		SEWER	SEWER TREATMENT	440.750.535.80.12	Overtime	62	179	1,500	-	-		moved to .81 per Brian
284		SEWER	SEWER TREATMENT	440.750.535.80.20	Personnel Benefits	4,452	3,370	5,105	-	-		moved to .81 per Brian
285		SEWER	SEWER TREATMENT	440.750.535.80.31	Office & Operating Supplies	68,067	6,414	7,500				moved to .81 per Brian

CITY OF ANACORTES - Public Works
2026 Expense Budget

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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
286		SEWER	SEWER TREATMENT	440.750.535.80.32	Fuel Consumed	56	-	700				moved to .81 per Brian
287		SEWER	SEWER TREATMENT	440.750.535.80.47	Utility Services	10,234	7,157	9,300				moved to .81 per Brian
288		SEWER	SEWER TREATMENT	440.750.535.80.48	Repairs & Maintenance	-	-	1,100				moved to .81 per Brian
289	SEWAGE PUMPING EXPENSES	SEWER	SEWER TREATMENT									
290		SEWER	SEWER TREATMENT	440.750.535.81.10	Salaries & Wages	83,100	63,545	89,289	106,208	106,208		
291		SEWER	SEWER TREATMENT	440.750.535.81.12	Overtime	4,563	1,488	5,471	5,829	5,829		
292		SEWER	SEWER TREATMENT	440.750.535.81.20	Personnel Benefits	36,330	26,521	39,795	45,107	45,107		
293		SEWER	SEWER TREATMENT	440.750.535.81.31	Office & Operating Supplies	223,428	94,678	384,000	402,462	150,000		Annual O&M, including chemicals
294		SEWER	SEWER TREATMENT								160,000	O&M for mechanical
295		SEWER	SEWER TREATMENT								90,000	Odor control chemicals and systems
296		SEWER	SEWER TREATMENT	440.750.535.81.32	Fuel Consumed	2,677	922	3,200	4,008	2,500		Generator Fuel
297		SEWER	SEWER TREATMENT	440.750.535.81.40	Interfund Services	70,742	51,902	77,853	-	-		
298		SEWER	SEWER TREATMENT	440.750.535.81.47	Utility Services	77,870	67,344	92,600	104,752	104,785		electrical and communications
299		SEWER	SEWER TREATMENT	440.750.535.81.48	Repairs & Maintenance	31,830	95,365	148,000	153,274	100,000		Annual O&M
300		SEWER	SEWER TREATMENT									
301		SEWER	SEWER TREATMENT									
302	SEWAGE TREATMENT EXPENSES	SEWER	SEWER TREATMENT									
303		SEWER	SEWER TREATMENT	440.750.535.83.10	Salaries & Wages	573,831	429,149	585,649	627,400	627,400		
304		SEWER	SEWER TREATMENT	440.750.535.83.12	Overtime	27,821	17,696	44,025	64,557	64,557		
305		SEWER	SEWER TREATMENT	440.750.535.83.20	Personnel Benefits	236,543	179,580	263,971	266,834	266,834		
306		SEWER	SEWER TREATMENT	440.750.535.83.31	Office & Operating Supplies	357,406	233,160	585,000	601,380	400,000		annual O&M, including chemicals
307		SEWER	SEWER TREATMENT								350,000	O&M for mechanical
308		SEWER	SEWER TREATMENT								150,000	Disinfection, pH, and odor control, including chemicals
309		SEWER	SEWER TREATMENT									
310		SEWER	SEWER TREATMENT	440.750.535.83.35	Small Tools & Minor Equipment	4,869	5,463	4,000	5,600	5,600		increase 35%. shop and field tool replacements
311		SEWER	SEWER TREATMENT	440.750.535.83.40	Interfund Services	24,968	18,318	27,477	29,692	29,692		
312		SEWER	SEWER TREATMENT	440.750.535.83.41	Professional Services	48,524	41,703	60,000	120,000	100,000		Veca, Blythe, QCC - increase for additional SCADA support. Increased to Include operational contract for QCC
313		SEWER	SEWER TREATMENT									
314		SEWER	SEWER TREATMENT	440.750.535.83.43	Travel & Training	-	-	-	-			
315		SEWER	SEWER TREATMENT	440.750.535.83.47	Utility Services	295,858	253,891	334,000	343,352	343,352		electricity, natural gas
316		SEWER	SEWER TREATMENT	440.750.535.83.48	Repairs & Maintenance	79,212	101,044	359,000	359,000	120,000		no increase
317		SEWER	SEWER TREATMENT									
318		SEWER	SEWER TREATMENT									
319	LABORATORY EXPENSES	SEWER	SEWER TREATMENT									
320		SEWER	SEWER TREATMENT	440.750.535.85.10	Salaries & Wages	295,644	235,155	312,209	332,698	332,698		
321		SEWER	SEWER TREATMENT	440.750.535.85.12	Overtime	5,510	3,018	7,425	8,829	8,829		
322		SEWER	SEWER TREATMENT	440.750.535.85.20	Personnel Benefits	114,422	85,590	130,229	130,808	130,808		
323		SEWER	SEWER TREATMENT	440.750.535.85.31	Office & Operating Supplies	39,854	24,261	42,000	51,176	27,000		
324		SEWER	SEWER TREATMENT								20,000	Reagents and consumables
325		SEWER	SEWER TREATMENT								15,000	Hardware-analytical and in-line instrumentation
326		SEWER	SEWER TREATMENT								10,000	New analyses-total nitrogen and phosphorus
327		SEWER	SEWER TREATMENT	440.750.535.85.41	Professional Services	18,367	7,534	21,000	21,588	15,000		
328		SEWER	SEWER TREATMENT								4,000	LIMS system maintenance and license
329		SEWER	SEWER TREATMENT								15,000	Eurofins and other outside lab analyses
330		SEWER	SEWER TREATMENT								4,000	Accreditation for existing parameters
331		SEWER	SEWER TREATMENT								4,000	Instruments support
332		SEWER	SEWER TREATMENT	440.750.535.85.43	Travel & Training	-	-	-	-			
333		SEWER	SEWER TREATMENT	440.750.535.85.48	Repairs & Maintenance	4,180	290	5,000				
334	SOLIDS HANDLING EXPENSES	SEWER	SEWER TREATMENT									
335		SEWER	SEWER TREATMENT	440.750.535.89.10	Salaries & Wages	254,377	183,329	260,060	277,246	277,246		
336		SEWER	SEWER TREATMENT	440.750.535.89.12	Overtime	50,967	32,021	60,000	80,763	80,763		
337		SEWER	SEWER TREATMENT	440.750.535.89.20	Personnel Benefits	120,878	89,322	119,113	120,766	120,766		
338		SEWER	SEWER TREATMENT	440.750.535.89.31	Office & Operating Supplies	173,475	146,340	289,000	285,916	180,000		
339		SEWER	SEWER TREATMENT								154,200	Annual O&M
340		SEWER	SEWER TREATMENT								17,476	instruments
341		SEWER	SEWER TREATMENT								30,840	pump parts and replacement
342		SEWER	SEWER TREATMENT								32,000	annual Hg Modules and disposal

CITY OF ANACORTES - Public Works
2026 Expense Budget

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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
343		SEWER	SEWER TREATMENT								51,400	polymer, Caustic, MgOH pilot
344		SEWER	SEWER TREATMENT	440.750.535.89.32	Fuel Consumed	15,906	20,488	34,000	34,952	34,952		Incinerator Fuel
345		SEWER	SEWER TREATMENT	440.750.535.89.41	Professional Services	48,573	19,909	95,000	97,660	85,000		Services for heat exchanger, incinerator, CEMS - CH Murphy, IRI, Contec, Elemental Air, Outside testing
346		SEWER	SEWER TREATMENT								40,000	Services for heat exchanger, incinerator, CEMS, Belt filter press: CH Murphy, IRI, Contec, Elemental Air, Beckwith and Kuffel, etc.
347		SEWER	SEWER TREATMENT								50,000	Outside Testing – QCC, Elemental Air, Eurofins, PFAS monitoring
348		SEWER	SEWER TREATMENT	440.750.535.89.43	Travel & Training	-	-	-	-			
349		SEWER	SEWER TREATMENT	440.750.535.89.47	Utility Services	11,749	11,919	25,000	25,700	25,700		electrical, natural gas
350		SEWER	SEWER TREATMENT	440.750.535.89.48	Repairs & Maintenance	42,115	16,008	250,000	250,000	100,000		solids pumping components, annual O&M
351		SEWER	SEWER TREATMENT									
352	CAPITAL EXPENDITURES/EXPENSES	SEWER	SEWER TREATMENT									
353		SEWER	SEWER TREATMENT	440.750.594.35.62	Buildings & Structures	153,983	11,195	120,000	-	-		FCA identified building repairs pushed out to 2027
354		SEWER	SEWER TREATMENT	440.750.594.35.63	Other Improvements	778,526	1,183,716	11,450,000	7,362,000	5,780,000		\$950,000 Grants \$4,830,000 Rates
355		SEWER	SEWER TREATMENT					-		-	4,500,000	cso pump station
356		SEWER	SEWER TREATMENT					-		-	800,000	admin building expansion
357		SEWER	SEWER TREATMENT					-		-	400,000	recoat clarifier steelworks
358		SEWER	SEWER TREATMENT					-		-	330,000	rebuild belt filter press
359		SEWER	SEWER TREATMENT					-		-	50,000	combined influent monitoring
360		SEWER	SEWER TREATMENT					-		-	150,000	replace dewatering pump
361		SEWER	SEWER TREATMENT					-		-	206,000	plant emergent asset repair and replacement
362		SEWER	SEWER TREATMENT							-	206,000	pump station emergent repairs
363		SEWER	SEWER TREATMENT					-		-	1,000,000	U Avenue Park Development
364		SEWER	SEWER TREATMENT	440.750.594.35.64	Machinery & Equipment	147,043	302,046	-		-		
365	CAPITAL EXPENDITURES/EXPENSES	SEWER	SEWER TREATMENT									
366	TOTAL		SEWER TREATMENT			4,965,460	4,410,029	16,863,902	12,870,240	10,157,300		
367		STORM DRAINAGE	STORM DRAINAGE SYSTEM									
368	ADMINISTRATION	STORM DRAINAGE	STORM DRAINAGE SYSTEM									
369		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.10.10	Salaries & Wages	35,303	24,829	45,409	25,112	25,112		
370		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.10.12	Overtime	15	84	-	-	-		
371		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.10.20	Personnel Benefits	14,428	10,745	19,040	11,527	11,527		
372		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.10.41	Professional Services	40,876	45,175	50,000	44,500	43,500		
373		STORM DRAINAGE	STORM DRAINAGE SYSTEM					-			16,000	GIS Mapping
374		STORM DRAINAGE	STORM DRAINAGE SYSTEM					-			27,500	Cartegraph - Asset Management
375		STORM DRAINAGE	STORM DRAINAGE SYSTEM					-				
376		STORM DRAINAGE	STORM DRAINAGE SYSTEM									
377		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.10.44	Taxes & Operating Assessments	195,224	122,949	195,483	247,091	247,091		City Utility Tax, State Public Utility Tax. Includes additional 2% CUT.
378	STORM DRAINAGE MAINTENANCE	STORM DRAINAGE	STORM DRAINAGE SYSTEM									
379		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.30.10	Salaries & Wages	247,966	185,307	299,651	203,038	203,038		
380		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.30.12	Overtime	7,973	4,291	4,068	4,244	4,244		
381		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.30.20	Personnel Benefits	116,880	87,961	148,585	90,361	90,361		
382		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.30.40	Interfund Services	128,640	95,501	142,070	155,377	155,377		
383		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.30.41	Professional Services	2,960	440	10,000	10,000	8,000		OPS Street storm water professional services to consolidate. Perk filter reclamation and change outs.
384		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.30.43	Travel & Training	6,841	4,307	5,000	7,000	3,500		OPS,Osha traing and cescel training
385		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.531.30.48	Repairs & Maintenance	62,649	4,449	25,000	25,000	15,000		OPS emergent storm repair, maintenance and supplies. Pipe, fittings and materials
386	NATURAL RESOURCES	STORM DRAINAGE	STORM DRAINAGE SYSTEM									
387		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.594.31.60	Capital Outlays	-	-	-		-		
388		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.594.31.63	Other Improvements	36,500	175,391	731,000	1,125,000	850,000		
389		STORM DRAINAGE	STORM DRAINAGE SYSTEM					-		-	637,500	Storm line on Port Heavy Haul Route
390		STORM DRAINAGE	STORM DRAINAGE SYSTEM					-		-	487,500	17th St Pipe & Outfall Repair
391		STORM DRAINAGE	STORM DRAINAGE SYSTEM					-		-		
392		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.594.31.64	Macninery & Equipment	36,140	-	1,000		-		
393	WATER UTILITIES	STORM DRAINAGE	STORM DRAINAGE SYSTEM									
394		STORM DRAINAGE	STORM DRAINAGE SYSTEM	445.770.594.34.62	BUILDINGS & STRUCTURES (ACQUISIT	-	-	-		-		
395		STORM DRAINAGE	STORM DRAINAGE SYSTEM									

CITY OF ANACORTES - Public Works
2026 Expense Budget

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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
396	TOTAL		STORM DRAINAGE SYSTEM			932,394	761,428	1,676,306	1,948,250	1,656,750		
397		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION									
398	STREET MAINT/CONST ACTIVITIES	ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION									
399	ROADWAY	ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION									105.720.334.03.80 - Grant rev bars #
400		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION	105.720.595.30.63	Other Improvements	4,984,751	1,038,732	11,528,000	8,283,750	5,140,000		\$3,790,000 grant \$1,350,000 REET
401		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION					-			1,000,000	Annual Pavement Management Program (REET, TBD, Utility Tax)
402		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION					-			500,000	Commercial Avenue Safety Improvements (grant)
403		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION					-			750,000	Oakes Avenue (SR 20 Spur) Active Transportation Safety Improvements (grant)
404		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION					-			3,500,000	S. Commercial Ave Paving & ADA (grant \$360k REET, TBD, UT \$3,140k)
405		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION					-			1,000,000	12th & Commercial Intersection (grant \$680k REET, TBD, UT \$320k)
406		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION					-			1,000,000	Fidalgo Bay Road Reconstruction (grant)
407		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION					-			250,000	March's Point Road - Trestle - Park-N-Ride Trail (grant)
408		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION					-			283,750	12th St (SR 20) / K Avenue Intersection Safety & Active Transportation Improvements (grant \$250k REET, TBD, UT \$33,750)
409		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION	105.720.595.30.64	MACHINERY & EQUIPMENT	-	10,987	-		-		
410	SIDEWALKS	ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION									
411		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION	105.720.595.61.63	Other Improvements	328,053	-	-	420,000	150,000		\$150k REET
412		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION								120,000	Annual ADA Accessibility Improvements and Trip Hazard Removal Program (REET)
413		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION								300,000	Annual Sidewalks and Bikeways Program (REET)
414	SPECIAL PURPOSE PATHS	ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION									
415		ARTERIAL CONSTRUCTION	STREET MAINT/CONSTRUCTION	105.720.595.62.63	Other Improvements	-	37	-		-		
416		STORM DRAINAGE	STREET MAINT/CONSTRUCTION									
417	STREET MAINT/CONST ACTIVITIES	STORM DRAINAGE	STREET MAINT/CONSTRUCTION									
418	STREET CLEANING	STORM DRAINAGE	STREET MAINT/CONSTRUCTION									
419		STORM DRAINAGE	STREET MAINT/CONSTRUCTION	445.720.531.67.10	Salaries & Wages	77,648	56,173	79,564	-	-		Resource allocation updated to align with actual hours
420		STORM DRAINAGE	STREET MAINT/CONSTRUCTION	445.720.531.67.12	Overtime	8,000	5,434	875	-	-		
421		STORM DRAINAGE	STREET MAINT/CONSTRUCTION	445.720.531.67.20	Personnel Benefits	30,871	22,352	31,473	-	-		
422		STORM DRAINAGE	STREET MAINT/CONSTRUCTION	445.720.531.67.40	Interfund Services	90,188	45,489	68,233	-	-		
423		STORM DRAINAGE	STREET MAINT/CONSTRUCTION									
424		STREET	STREET MAINT/CONSTRUCTION									
425	STREET MAINT/CONST ACTIVITIES	STREET	STREET MAINT/CONSTRUCTION									
426	ROADWAY	STREET	STREET MAINT/CONSTRUCTION									
427		STREET	STREET MAINT/CONSTRUCTION	104.720.542.30.10	Salaries & Wages	180,575	126,654	131,922	599,444	599,444		
428		STREET	STREET MAINT/CONSTRUCTION	104.720.542.30.12	Overtime	4,470	2,687	3,000	2,980	2,980		
429		STREET	STREET MAINT/CONSTRUCTION	104.720.542.30.20	Personnel Benefits	79,051	57,080	68,232	266,777	266,777		
430		STREET	STREET MAINT/CONSTRUCTION	104.720.542.30.30	Supplies	61,433	73,621	80,000	80,000	60,000		Maintenance supplies, roadwork. All materials and supplies for roadwork maintenance and repair.
431		STREET	STREET MAINT/CONSTRUCTION	104.720.542.30.31	Office & Operating Supplies	11,253	7,030	15,000	15,000	8,000		Streets operating supplies, consumables, tools and small equipment.
432		STREET	STREET MAINT/CONSTRUCTION	104.720.542.30.40	Interfund Services	223,068	128,813	193,219	183,634	183,634		
433		STREET	STREET MAINT/CONSTRUCTION	104.720.542.30.41	Professional Services	1,801,230	125,448	700,000				Overlay program used for Commercial Ave
434		STREET	STREET MAINT/CONSTRUCTION									
435		STREET	STREET MAINT/CONSTRUCTION									
436		STREET	STREET MAINT/CONSTRUCTION	104.720.542.30.43	Travel & Training	-	-	-				
437		STREET	STREET MAINT/CONSTRUCTION	104.720.542.30.47	Utility Services	1,320	915	1,500	1,500	1,500		
438	SIDEWALKS	STREET	STREET MAINT/CONSTRUCTION									
439		STREET	STREET MAINT/CONSTRUCTION	104.720.542.61.10	Salaries & Wages	24,751	19,507	22,307	-	-		
440		STREET	STREET MAINT/CONSTRUCTION	104.720.542.61.12	Overtime	372	109	300	-	-		
441		STREET	STREET MAINT/CONSTRUCTION	104.720.542.61.20	Personnel Benefits	11,803	8,186	10,789	-	-		
442		STREET	STREET MAINT/CONSTRUCTION	104.720.542.61.31	Office & Operating Supplies	3,681	9,993	15,000	85,000	65,000		Sidewalk work and supplies, street striping contracted and paint.
443		STREET	STREET MAINT/CONSTRUCTION								15,000	Sidewalk/concrete work, Truncate domes and supplies, contracted street paint striping
444		STREET	STREET MAINT/CONSTRUCTION								50,000	Contracting paint stripping.

CITY OF ANACORTES - Public Works
2026 Expense Budget

TOTAL	61,212,893	37,680,005	78,489,130	73,039,193	62,342,103
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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
445		STREET	STREET MAINT/CONSTRUCTION	104.720.542.61.40	Interfund Services	9,299	5,652	8,478	9,309	9,309		
446		STREET	STREET MAINT/CONSTRUCTION	104.720.542.61.43	Travel & Training	-	-	-	2,000	2,000		New Osha Training program
447	STREET LIGHTING	STREET	STREET MAINT/CONSTRUCTION									
448		STREET	STREET MAINT/CONSTRUCTION	104.720.542.63.47	Utility Services	214,679	194,509	252,000	300,000	300,000		based on current usage and 3% added
449	TRAFFIC CONTROL DEVICES	STREET	STREET MAINT/CONSTRUCTION									
450		STREET	STREET MAINT/CONSTRUCTION	104.720.542.64.10	Salaries & Wages	52,969	41,276	53,798	-	-		
451		STREET	STREET MAINT/CONSTRUCTION	104.720.542.64.12	Overtime	1,037	1,365	500	-	-		
452		STREET	STREET MAINT/CONSTRUCTION	104.720.542.64.20	Personnel Benefits	28,269	21,448	31,371	-	-		
453		STREET	STREET MAINT/CONSTRUCTION	104.720.542.64.31	Office & Operating Supplies	63,449	60,807	60,000	60,000	40,000		Traffic Control devices Signs, Cones, barrels, barricades. RRFB's, school flashing beacons, batteries etc. and annual charges for beacons
454		STREET	STREET MAINT/CONSTRUCTION	104.720.542.64.40	Interfund Services	20,482	12,717	19,076	20,944	20,944		
455		STREET	STREET MAINT/CONSTRUCTION	104.720.542.64.43	Travel & Training	-	-	-				
456		STREET	STREET MAINT/CONSTRUCTION	104.720.542.64.48	Repairs & Maintenance	360	480	7,000	7,000	3,500		repair and maintenance tools and supplies for traffic control devices
457	SNOW & ICE CONTROL	STREET	STREET MAINT/CONSTRUCTION									
458		STREET	STREET MAINT/CONSTRUCTION	104.720.542.66.10	Salaries & Wages	15,147	10,100	10,312	-	-		
459		STREET	STREET MAINT/CONSTRUCTION	104.720.542.66.12	Overtime	211	68	2,000	-	-		
460		STREET	STREET MAINT/CONSTRUCTION	104.720.542.66.20	Personnel Benefits	5,687	4,103	4,690	-	-		
461		STREET	STREET MAINT/CONSTRUCTION	104.720.542.66.31	Office & Operating Supplies	42,564	37,979	60,000	60,000	25,000		Salt, sand and De-icer supply
462		STREET	STREET MAINT/CONSTRUCTION	104.720.542.66.40	Interfund Services	13,655	8,478	12,717	13,963	13,963		
463		STREET	STREET MAINT/CONSTRUCTION	104.720.542.66.41	Professional Services	1,501	950	2,000	2,000	2,000		Snow and Ice professional services, Tow truck etc.
464		STREET	STREET MAINT/CONSTRUCTION	104.720.542.66.48	Repairs & Maintenance	1,567	-	2,000	2,000	2,000		Deicer pumps, snow shovels and Snow and ice gear repair
465	ROADSIDE	STREET	STREET MAINT/CONSTRUCTION									
466		STREET	STREET MAINT/CONSTRUCTION	104.720.542.70.10	Salaries & Wages	40,298	45,528	68,042	10,164	10,164		
467		STREET	STREET MAINT/CONSTRUCTION	104.720.542.70.12	Overtime	744	920	1,000	-	-		
468		STREET	STREET MAINT/CONSTRUCTION	104.720.542.70.20	Personnel Benefits	21,489	18,396	29,923	2,038	2,038		
469		STREET	STREET MAINT/CONSTRUCTION	104.720.542.70.31	Office & Operating Supplies	3,276	4,152	5,000	5,000	5,000		PPE and tools for roadside and vegetation maintenance, chainsaws, chains, weed eaters etc.
470		STREET	STREET MAINT/CONSTRUCTION	104.720.542.70.40	Interfund Services	27,310	16,956	25,435	27,926	27,926		
471		STREET	STREET MAINT/CONSTRUCTION	104.720.542.70.41	Professional Services	-	652	20,000	20,000	5,000		Tree removal services, equipment rental, other vegetation management services.
472	MAINTENANCE ADMINISTRATION & OVERHEAD	STREET	STREET MAINT/CONSTRUCTION									
473		STREET	STREET MAINT/CONSTRUCTION	104.720.542.90.43	Travel & Training	-	861	7,000	7,000	3,500		New Osha training program
474		STREET	STREET MAINT/CONSTRUCTION	104.720.542.90.44	Taxes & Operating Assessments	42	(880)	-		-		
475		STREET	STREET MAINT/CONSTRUCTION	104.720.542.90.49	Miscellaneous	-	-	-				
476		STREET	STREET MAINT/CONSTRUCTION									
477	TOTAL		STREET MAINT/CONSTRUCTION			8,486,555	2,225,762	13,631,756	10,487,429	6,949,679		
478		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									
479	VEHICLE & EQUIPMENT FLEET	EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									
480	CENTRALIZED PUBLIC WORKS ADMINISTRATION	EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.12	OVERTIME	89	178	-	-	-		
481		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.10	Salaries & Wages	55,080	40,454	83,869	48,285	48,285		
482		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.20	Personnel Benefits	23,820	18,110	36,615	22,099	22,099		
483		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.31	Office & Operating Supplies	2,814	1,445	3,500	3,850	3,000		Ops Copier rental, paper and office supplies.
484		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.35	Small Tools & Minor Equipment	(176)	-	1,000	1,000	500		Office Equipment front office
485		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.40	Interfund Services	172,158	111,804	167,712	109,039	109,039		
486		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.41	Professional Services	22,526	10,810	40,000	40,000	10,000		Ops Facility emergent repairs (including security and fencing), maintenance and improvements
487		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									
488		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.42	Communication	835	1,981	5,000	5,000	2,500		Cell phones and iPad, admin phones
489		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.43	Travel & Training	1,060	167	4,500	4,500	1,500		Admin Training
490		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.44	Taxes & Operating Assessments	2,198	38	-	135	135		
491		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.45	Operating Rentals & Leases	-	639	-				
492		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.47	Utility Services	16,430	23,999	30,000	31,200	31,200		4% increase
493		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									
494		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									
495		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.31.48	Repairs & Maintenance	-	-	10,000	10,000	5,000		repairs, maintenance, electriacal, and garage doors
496	MECHANICAL SHOPS	EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET			-	-	-				
497		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.32.10	Salaries & Wages	8,852	6,238	10,441	11,010	11,010		

CITY OF ANACORTES - Public Works
2026 Expense Budget

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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
498		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.32.12	Overtime	212	74	-	-	-		
499		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.32.20	Personnel Benefits	4,387	2,700	4,924	4,432	4,432		
500		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.32.31	Office & Operating Supplies	7,640	6,017	7,000	8,000	7,000		Shop PPE, Uniforms. several new employees
501		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.32.35	Small Tools & Minor Equipment	12,362	-	12,500	12,000	3,500		Tools & equipment
502		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.32.46	Insurance	3,884	25,576	625	51,587	51,587		
503		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.32.48	Repairs & Maintenance	6,963	102	7,000	7,000	4,000		Shop repairs and maintenance
504	EQUIPMENT RENTAL ADMINISTRATION	EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									
505		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.61.10	Salaries & Wages	37,173	21,275	42,064	42,058	42,058		Manager/supervisor - partial salary
506		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.61.12	Overtime	585	163	250	154	154		Emergency OT Mechanics
507		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.61.20	Personnel Benefits	18,849	9,690	20,910	17,656	17,650		
508		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.61.31	Office & Operating Supplies	525	-	500	500	500		shop office supplies
509		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.61.41	Professional Services	3,397	646	5,000	5,000	3,500		shop services, heater repairs, hoist repairs & inspections. (Annual Hoist inspections are \$1600)
510		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.61.42	Communication	1,632	2,028	3,500	5,000	5,000		shop computer and software
511		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.61.43	Travel & Training	8,329	2,746	8,000	10,000	5,000		Identifix \$1600 ; Cummins \$2000 ; International \$2000
512	EQUIPMENT RENTAL OPERATIONS	EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									Mechanic training, Ladder truck and new Osha training program. we have new mechanics
513		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.62.10	Salaries & Wages	272,410	149,776	298,029	297,418	297,418		
514		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.62.12	Overtime	4,081	1,120	1,835	1,434	1,434		mechanic Overtime
515		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.62.20	Personnel Benefits	133,833	68,359	148,417	125,002	125,002		
516		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.62.31	Office & Operating Supplies	2,529	29	3,000	3,000	1,500		gloves, chemicals, ppe
517		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.62.32	Fuel Consumed	374,717	325,289	400,000	450,000	375,000		Fuel for all City vehicle and generators estimated.
518		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.62.35	Small Tools & Minor Equipment	1,717	2,083	6,000	6,000	5,000		New and Replacement tools as needed
519		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.62.41	Professional Services	26,696	41,640	130,000	150,000	80,000		Generator load testing, all outside repairs and inspections on equipment. Annual boom truck cert, all emergent contracted equipment repairs. Increased for boats. Cat genset Annual Load-testing \$35k ; Cummins genset Annual Load-testing \$30k ; Annual boom truck inspection \$3k
520		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.62.46	Insurance	93,571	45,756	90,523	18,403	18,403		
521		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.548.62.48	Repairs & Maintenance	395,037	232,670	325,000	350,000	300,000		All repair and maintenance parts for entire City fleet of 420 units. includes but not limited to: Tires, batteries, oils, filters, lighting, brakes, hydraulics and anything else required for vehicle maintenance.
522		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									
523		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									
524		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									
525		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									
526	CENTRAL SERVICES	EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.592.61.80	DEBT SERVICE: INTEREST & RELATED	45	-	-	-	-		
527		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.594.18.62	Buildings & Structures (Acquisition, C	103,247	-	-		-		
528	MOTOR POOL VEHICLES/PUBLIC WORKS EQUIPME	EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET									
529		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET	501.790.594.48.60	Capital Outlays	1,106,674	1,279,872	1,390,000	1,920,000	1,350,000		Fleet Equipment Replacements
530		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET							-	40,000	#821 Tack Machine
531		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET					-		-	20,000	#9095 Pressure washer
532		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET					-		-	380,000	#204A Med Unit
533		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET					-		-	120,000	#7902 portable generator
534		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET					-		-	120,000	#7903 Portable Generator
535		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET					-		-	120,000	#7904 Portable Generator
536		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET					-		-	550,000	#515 Front Load Garbage
537		EQUIPMENT RENTAL	VEHICLE & EQUIPMENT FLEET			-	-	-		-		
538	TOTAL		VEHICLE & EQUIPMENT FLEET			2,926,184	2,433,474	3,297,715	3,770,755	2,942,405		
539		WATER	WATER MAINTENANCE									
540	WATER UTILITIES	WATER	WATER MAINTENANCE									
541	WATER MAINTENANCE ADMINISTRATION	WATER	WATER MAINTENANCE									
542		WATER	WATER MAINTENANCE	401.740.534.13.10	Salaries & Wages	83,369	57,769	85,588	67,927	67,927		
543		WATER	WATER MAINTENANCE	401.740.534.13.12	Overtime	138	273	-	-	-		
544		WATER	WATER MAINTENANCE	401.740.534.13.20	Personnel Benefits	35,043	26,626	39,001	32,441	32,441		
545		WATER	WATER MAINTENANCE	401.740.534.13.31	Office & Operating Supplies	2,991	747	2,500	3,500	1,500		

CITY OF ANACORTES - Public Works
2026 Expense Budget

TOTAL	61,212,893	37,680,005	78,489,130	73,039,193	62,342,103
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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
546		WATER	WATER MAINTENANCE								1,500	Pens, Pencils, notebooks, paper - increased based on prior two year actuals
547		WATER	WATER MAINTENANCE								2,000	Public education programs for water conservation, cross-connection control
548		WATER	WATER MAINTENANCE	401.740.534.13.40	Interfund Services	67,794	41,432	62,147	51,987	51,987		
549		WATER	WATER MAINTENANCE	401.740.534.13.41	Professional Services	18,489	8,914	12,000		10,000		
550		WATER	WATER MAINTENANCE								6,000	Uniforms
551		WATER	WATER MAINTENANCE								1,000	CDL Physical
552		WATER	WATER MAINTENANCE								3,000	Cost of pain and amount of locates
553		WATER	WATER MAINTENANCE									
554		WATER	WATER MAINTENANCE	401.740.534.13.42	Communication	9,409	8,668	8,000	10,000	10,000		Increased by \$2000.00 based on service price increase
555		WATER	WATER MAINTENANCE	401.740.534.13.43	Travel & Training	9,605	7,949	12,000	15,000	7,500		Increased due to number of employees needing CEUs to maintain there water certs.
556		WATER	WATER MAINTENANCE								7,500	Certification training
557		WATER	WATER MAINTENANCE									
558		WATER	WATER MAINTENANCE	401.740.534.13.46	Insurance	293,947	349,141	352,054	357,735	357,735		
559		WATER	WATER MAINTENANCE	401.740.534.13.47	Utility Services	1,320	915	5,000	5,000	1,500		Water's utility portion at operations
560	WATER TRANSMISSION SYSTEM	WATER	WATER MAINTENANCE									
561		WATER	WATER MAINTENANCE	401.740.534.61.10	Salaries & Wages	80,130	59,605	82,607	13,923	13,923		
562		WATER	WATER MAINTENANCE	401.740.534.61.12	Overtime	8,397	1,140	-	-	-		
563		WATER	WATER MAINTENANCE	401.740.534.61.20	Personnel Benefits	35,038	23,991	33,684	5,215	5,215		
564		WATER	WATER MAINTENANCE	401.740.534.61.31	Office & Operating Supplies	10,924	593	5,000	5,000	1,500		Operating supplies
565		WATER	WATER MAINTENANCE	401.740.534.61.40	Interfund Services	21,959	19,300	28,950	35,688	35,688		
566		WATER	WATER MAINTENANCE	401.740.534.61.46	Insurance	4,344	-	-	-	-		
567		WATER	WATER MAINTENANCE	401.740.534.61.47	Utility Services	2,945	2,552	5,000	5,000	5,000		Electricity for rectifiers increased due to PSE increase 12 percent prediction
568		WATER	WATER MAINTENANCE	401.740.534.61.48	Repairs & Maintenance	212,579	16,011	175,000	150,000	150,000		
569	WATER DISTRIBUTION SYSTEM	WATER	WATER MAINTENANCE								150,000	Repair and maintenance on transmission line
570		WATER	WATER MAINTENANCE			-	-	-				
571		WATER	WATER MAINTENANCE	401.740.534.62.10	Salaries & Wages	609,443	447,039	619,035	886,577	886,577		
572		WATER	WATER MAINTENANCE	401.740.534.62.12	Overtime	15,893	7,329	4,075	4,484	4,484		
573		WATER	WATER MAINTENANCE	401.740.534.62.20	Personnel Benefits	239,604	174,230	246,689	351,858	351,858		
574		WATER	WATER MAINTENANCE	401.740.534.62.31	Office & Operating Supplies	114,861	60,308	190,000	208,000	150,000		
575		WATER	WATER MAINTENANCE								150,000	Operating supplies
576		WATER	WATER MAINTENANCE								18,000	Backflow software
577		WATER	WATER MAINTENANCE								3,000	More backflow devices have been added
578		WATER	WATER MAINTENANCE								5,000	O&M for mains/laterals/ARV/PRV
579		WATER	WATER MAINTENANCE								7,000	safety gear/vests/boots/raingear/gloves/hearing protection
580		WATER	WATER MAINTENANCE								25,000	Yearly cost for water model
581		WATER	WATER MAINTENANCE	401.740.534.62.35	Small Tools & Minor Equipment	15,246	22,294	30,000	25,000	25,000		
582		WATER	WATER MAINTENANCE								20,000	Small tool replacement
583		WATER	WATER MAINTENANCE								5,000	Additional flushing equipment for UDF
584		WATER	WATER MAINTENANCE	401.740.534.62.40	Interfund Services	148,563	128,305	192,457	234,171	234,171		
585		WATER	WATER MAINTENANCE	401.740.534.62.41	Professional Services	2,494	26	130,000	130,000	80,000		Engineering services to support Lead and Copper, Water Quality Improvements
586		WATER	WATER MAINTENANCE	401.740.534.62.45	Operating Rentals & Leases	-	-	-				
587		WATER	WATER MAINTENANCE	401.740.534.62.47	Utility Services	267	208	8,000	8,000	8,000		Electricity for meters/PRVs
588	IN CITY MAINTENANCE OF SERVICES	WATER	WATER MAINTENANCE									
589		WATER	WATER MAINTENANCE	401.740.534.63.10	Salaries & Wages	40,770	28,092	39,715	-	-		
590		WATER	WATER MAINTENANCE	401.740.534.63.12	Overtime	6,007	373	-	-	-		
591		WATER	WATER MAINTENANCE	401.740.534.63.20	Personnel Benefits	20,028	11,992	16,980	-	-		
592		WATER	WATER MAINTENANCE	401.740.534.63.31	Office & Operating Supplies	287,522	77,928	525,000	260,000	250,000		
593		WATER	WATER MAINTENANCE								10,000	
594		WATER	WATER MAINTENANCE								250,000	Lower due to AMI project nearly complete; continuing to install radios and registers
595		WATER	WATER MAINTENANCE	401.740.534.63.40	Interfund Services	93,594	79,992	119,987	144,835	144,835		
596		WATER	WATER MAINTENANCE	401.740.534.63.41	Professional Services	16,519	59,610	65,000	70,000	70,000		
597		WATER	WATER MAINTENANCE								35,000	Sensus software as a service agreement

CITY OF ANACORTES - Public Works
2026 Expense Budget

TOTAL	61,212,893	37,680,005	78,489,130	73,039,193	62,342,103
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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
598		WATER	WATER MAINTENANCE								15,000	Engineering small projects
599		WATER	WATER MAINTENANCE								20,000	Meter calibrations, Sensus upgrades
600		WATER	WATER MAINTENANCE	401.740.534.63.48	Repairs & Maintenance	-	4	-				
601	FIRE HYDRANTS MAINTENANCE	WATER	WATER MAINTENANCE									
602		WATER	WATER MAINTENANCE	401.740.534.64.10	Salaries & Wages	27,094	19,660	27,808	-	-		
603		WATER	WATER MAINTENANCE	401.740.534.64.12	Overtime	1,334	322	-	-	-		
604		WATER	WATER MAINTENANCE	401.740.534.64.20	Personnel Benefits	10,998	7,846	11,121	-	-		
605		WATER	WATER MAINTENANCE	401.740.534.64.31	Office & Operating Supplies	7,328	15,273	20,000	20,000	20,000		Fire hydrant maintenance, replacement/repair
606		WATER	WATER MAINTENANCE	401.740.534.64.40	Interfund Services	13,181	11,585	17,378	21,422	21,422		
607	WATER UTILITIES	WATER	WATER MAINTENANCE									
608		WATER	WATER MAINTENANCE	401.740.594.34.62	Buildings & Structures (Acquisition, C	-	-	-		-		
609		WATER	WATER MAINTENANCE	401.740.594.34.63	Other Improvements	2,786,023	1,666,245	6,503,000	8,451,000	7,000,000		
610		WATER	WATER MAINTENANCE					-		-	5,000,000	OH Pass Lake 10" Waterline
611		WATER	WATER MAINTENANCE					-		-	1,701,000	Pipeline Replacements
612		WATER	WATER MAINTENANCE					-		-	120,000	PRV Rebuild
613		WATER	WATER MAINTENANCE							-	550,000	Pipe Arch
614		WATER	WATER MAINTENANCE							-	90,000	Swinomish Slough 36"
615		WATER	WATER MAINTENANCE					-		-	300,000	Telegraph Slough
616		WATER	WATER MAINTENANCE					-		-	140,000	Cathodic protection Shallow bed
617		WATER	WATER MAINTENANCE							-	50,000	Lead & Copper Laterals
618		WATER	WATER MAINTENANCE							-	500,000	29th Street Reservoir
619		WATER	WATER MAINTENANCE					-		-		
620		WATER	WATER MAINTENANCE					-		-		
621		WATER	WATER MAINTENANCE							-		
622		WATER	WATER MAINTENANCE					-		-		
623		WATER	WATER MAINTENANCE	401.740.594.34.64	MACHINERY & EQUIPMENT	87,972	91,087	-		-		
624		WATER	WATER MAINTENANCE									
625	TOTAL		WATER MAINTENANCE			5,443,165	3,535,372	9,674,776	11,573,762	9,998,262		
626		WATER	WATER TREATMENT PLANT									
627	WATER UTILITIES	WATER	WATER TREATMENT PLANT									
628	WATER TREATMENT PLANT	WATER	WATER TREATMENT PLANT									
629		WATER	WATER TREATMENT PLANT	401.730.534.10.10	Salaries & Wages	1,244,358	962,190	1,337,062	1,319,955	1,319,955		
630		WATER	WATER TREATMENT PLANT	401.730.534.10.12	Overtime	36,655	12,437	30,000	6,987	6,987		
631		WATER	WATER TREATMENT PLANT	401.730.534.10.20	Personnel Benefits	497,246	385,322	545,382	540,828	540,828		
632		WATER	WATER TREATMENT PLANT	401.730.534.10.31	Office & Operating Supplies	213,307	214,766	344,000	360,500	280,000		
633		WATER	WATER TREATMENT PLANT								10,000	Office supplies
634		WATER	WATER TREATMENT PLANT								10,000	Plant operating supplies
635		WATER	WATER TREATMENT PLANT								130,000	Plant equipment repair & maintenance
636		WATER	WATER TREATMENT PLANT								10,000	Plant pump maintenance
637		WATER	WATER TREATMENT PLANT								40,000	Lab supplies
638		WATER	WATER TREATMENT PLANT								40,000	Process analyzers
639		WATER	WATER TREATMENT PLANT								15,000	Safety supplies & services
640		WATER	WATER TREATMENT PLANT								7,000	Uniforms
641		WATER	WATER TREATMENT PLANT								1,500	HVAC system filters & belts
642		WATER	WATER TREATMENT PLANT								15,000	Lubricants
643		WATER	WATER TREATMENT PLANT								10,000	Chemical feed pump replacement parts
644		WATER	WATER TREATMENT PLANT								20,000	Acti-Flow system replacement parts
645		WATER	WATER TREATMENT PLANT								3,500	Misc. pipe fittings and tubing
646		WATER	WATER TREATMENT PLANT								1,500	Public education materials - water conservation, cross-connection
647		WATER	WATER TREATMENT PLANT									
648		WATER	WATER TREATMENT PLANT	401.730.534.10.32	Fuel Consumed	376	785	1,000	1,500	1,500		Propane and ethanol free unleaded
649		WATER	WATER TREATMENT PLANT									
650		WATER	WATER TREATMENT PLANT	401.730.534.10.34	Supplies Purchased for Resale	571,295	364,950	534,400	584,000	525,000		Supplies Purchased for Resale - water treatment chemicals
651		WATER	WATER TREATMENT PLANT								175,000	Aluminum Sulfate
652		WATER	WATER TREATMENT PLANT								100,000	Sodium Hydroxide
653		WATER	WATER TREATMENT PLANT								45,000	Coag Poly
654		WATER	WATER TREATMENT PLANT								14,000	Coag Sand
655		WATER	WATER TREATMENT PLANT								250,000	Sodium Hypochlorite

CITY OF ANACORTES - Public Works
2026 Expense Budget

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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
656		WATER	WATER TREATMENT PLANT	401.730.534.10.35	Small Tools & Minor Equipment	6,799	7,565	10,000	11,000	7,000		Small Tools & Minor Equipment
657		WATER	WATER TREATMENT PLANT								5,000	Small Tools
658		WATER	WATER TREATMENT PLANT								2,000	Minor Equipment
659		WATER	WATER TREATMENT PLANT	401.730.534.10.40	Interfund Services	88,686	70,844	106,266	137,251	137,251		
660		WATER	WATER TREATMENT PLANT	401.730.534.10.41	Professional Services	147,503	118,772	323,450	350,000	210,000		
661		WATER	WATER TREATMENT PLANT								80,000	Outside engineering
662		WATER	WATER TREATMENT PLANT								3,000	Fire alarm monitoring
663		WATER	WATER TREATMENT PLANT								300	Newspaper postings, printing, ads
664		WATER	WATER TREATMENT PLANT								23,000	Wonderware licensing
665		WATER	WATER TREATMENT PLANT								20,000	Outside lab: Plant
666		WATER	WATER TREATMENT PLANT								20,000	Outside lab: Distribution
667		WATER	WATER TREATMENT PLANT								50,000	SCADA System Support
668		WATER	WATER TREATMENT PLANT								6,000	Allmax OP10
669		WATER	WATER TREATMENT PLANT								10,500	Various - ShakeAlert
670		WATER	WATER TREATMENT PLANT								1,000	Shiftnote License
671		WATER	WATER TREATMENT PLANT								2,500	Win 911 License
672		WATER	WATER TREATMENT PLANT								7,000	Cartegraph
673		WATER	WATER TREATMENT PLANT								4,500	Intergov: DOE Stormwater permit (NPDES)
674		WATER	WATER TREATMENT PLANT								18,000	Intergov: DOH Operating permit
675		WATER	WATER TREATMENT PLANT								500	Intergov: Lab accreditation
676		WATER	WATER TREATMENT PLANT								1,000	Intergov: DOH Sanitary survey
677		WATER	WATER TREATMENT PLANT								2,000	Intergov: DOH Project Review Fees
678		WATER	WATER TREATMENT PLANT									
679		WATER	WATER TREATMENT PLANT	401.730.534.10.42	Communication	18,453	13,358	20,010	20,700	8,700		
680		WATER	WATER TREATMENT PLANT								8,500	Phone/general communications
681		WATER	WATER TREATMENT PLANT								200	Postage
682		WATER	WATER TREATMENT PLANT									
683		WATER	WATER TREATMENT PLANT	401.730.534.10.43	Travel & Training	30,058	10,853	30,579	35,000	25,000		
684		WATER	WATER TREATMENT PLANT								14,000	Operator Certification
685		WATER	WATER TREATMENT PLANT								5,000	Membership, Dues, Subscriptions
686		WATER	WATER TREATMENT PLANT								3,000	Safety & Health Training
687		WATER	WATER TREATMENT PLANT			-	-	-			8,000	Software Training
688		WATER	WATER TREATMENT PLANT								5,000	General Training Materials
689		WATER	WATER TREATMENT PLANT	401.730.534.10.44	Taxes & Operating Assessments	-	-	-		-		
690		WATER	WATER TREATMENT PLANT	401.730.534.10.45	Operating Rentals & Leases	-	-	-				
691		WATER	WATER TREATMENT PLANT	401.730.534.10.46	Insurance	43,123	15,935	42,931	16,413	16,413		
692		WATER	WATER TREATMENT PLANT	401.730.534.10.47	Utility Services	1,128,615	741,966	1,153,800	1,804,000	1,804,000		
693		WATER	WATER TREATMENT PLANT								1,600,000	based on conversation with PSE
694		WATER	WATER TREATMENT PLANT								200,000	Natural Gas
695		WATER	WATER TREATMENT PLANT								4,000	Solid Waste Disposal
696		WATER	WATER TREATMENT PLANT	401.730.534.10.48	Repairs & Maintenance	237,946	322,900	397,742	336,500	336,500		
697		WATER	WATER TREATMENT PLANT								500	Office equipment maintenance
698		WATER	WATER TREATMENT PLANT								40,000	Increasing 30K for pump diagnostics
699		WATER	WATER TREATMENT PLANT								2,000	Sand & gravel
700		WATER	WATER TREATMENT PLANT								210,000	Preventive maintenance & repairs
701		WATER	WATER TREATMENT PLANT			-	-	-			10,000	HVAC Maintenance and Service Agreements
702		WATER	WATER TREATMENT PLANT			-	-	-			4,000	Overhead Cranes Annual Service
703		WATER	WATER TREATMENT PLANT			-	-	-			70,000	Electrical gear maintenance
704	INTAKE OPERATIONS	WATER	WATER TREATMENT PLANT									
705		WATER	WATER TREATMENT PLANT	401.730.534.20.10	Salaries & Wages	46,547	46,856	50,422	75,081	75,081		
706		WATER	WATER TREATMENT PLANT	401.730.534.20.12	Overtime	1,604	522	1,500	380	380		
707		WATER	WATER TREATMENT PLANT	401.730.534.20.20	Personnel Benefits	19,000	16,810	20,892	25,435	25,435		
708		WATER	WATER TREATMENT PLANT	401.730.534.20.31	Office & Operating Supplies	1,525	17	8,000	10,000	8,000		
709		WATER	WATER TREATMENT PLANT			-	-	-			5,000	Intake Pump Repair & Maintenance
710		WATER	WATER TREATMENT PLANT			-	-	-			4,000	Intake Structure Repairs
711		WATER	WATER TREATMENT PLANT			-	-	-			1,000	General Operation Supplies
712		WATER	WATER TREATMENT PLANT	401.730.534.20.35	Small Tools & Minor Equipment	180	-	1,000	1,000	1,000		
713		WATER	WATER TREATMENT PLANT			-	-	-			700	Intake Small Tools
714		WATER	WATER TREATMENT PLANT			-	-	-			300	Intake Minor Equipment
715		WATER	WATER TREATMENT PLANT	401.730.534.20.40	Interfund Services	88,686	70,844	106,266	137,251	137,251		

CITY OF ANACORTES - Public Works
2026 Expense Budget

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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
716		WATER	WATER TREATMENT PLANT	401.730.534.20.41	Professional Services	1,298	945	1,500	1,700	1,700		Intake Porto-Potty Rental
717		WATER	WATER TREATMENT PLANT									
718		WATER	WATER TREATMENT PLANT	401.730.534.20.47	Utility Services	7,513	3,191	4,620	5,000	5,000		Intake Electricity
719		WATER	WATER TREATMENT PLANT			-	-	-				
720		WATER	WATER TREATMENT PLANT	401.730.534.20.48	Repairs & Maintenance	3,480	-	107,500	30,000	30,000		
721	DISTRIBUTION RESERVOIRS	WATER	WATER TREATMENT PLANT								20,000	Intake Dike Mowing, Building Maintenance
722		WATER	WATER TREATMENT PLANT								10,000	SCADA Programming (QCC)
723		WATER	WATER TREATMENT PLANT									
724		WATER	WATER TREATMENT PLANT									
725		WATER	WATER TREATMENT PLANT	401.730.534.30.10	Salaries & Wages	-	-	-	45,124	45,124		
726		WATER	WATER TREATMENT PLANT	401.730.534.30.20	PERSONNEL BENEFITS	-	-	-	17,849	17,849		
727		WATER	WATER TREATMENT PLANT	401.730.534.30.31	Office & Operating Supplies	84,020	44,031	66,000	70,000	50,000		
728		WATER	WATER TREATMENT PLANT								12,000	Boosters Fluoride
729		WATER	WATER TREATMENT PLANT								12,000	Boosters Operating Supplies
730		WATER	WATER TREATMENT PLANT								8,000	Boosters Lab Supplies
731		WATER	WATER TREATMENT PLANT								8,000	Boosters Instrumentation
732		WATER	WATER TREATMENT PLANT								15,000	Boosters Facility Materials & Maintenance
733		WATER	WATER TREATMENT PLANT								5,000	Boosters Site Repairs
734		WATER	WATER TREATMENT PLANT								10,000	Boosters Tank Repairs & Maintenance
735		WATER	WATER TREATMENT PLANT	401.730.534.30.35	Small Tools & Minor Equipment	2,467	263	1,500	1,500	1,500		
736		WATER	WATER TREATMENT PLANT								1,000	Boosters Small Tools
737		WATER	WATER TREATMENT PLANT								500	Boosters Minor Equipment
738		WATER	WATER TREATMENT PLANT	401.730.534.30.40	Interfund Services	88,686	70,844	106,266	137,251	137,251		
739		WATER	WATER TREATMENT PLANT	401.730.534.30.41	Professional Services	27,016	21,453	34,800	41,000	41,000		Boosters Professional Services
740		WATER	WATER TREATMENT PLANT								30,000	Boosters SCADA Support
741		WATER	WATER TREATMENT PLANT								5,000	Boosters Fluoride Waste Disposal
742		WATER	WATER TREATMENT PLANT								3,000	Booster Porta-Potty Rental - Penn Ave - Rickridge
743		WATER	WATER TREATMENT PLANT								3,000	Boosters Pest Control
744		WATER	WATER TREATMENT PLANT			-	-	-				Boosters General Professional Services
745		WATER	WATER TREATMENT PLANT	401.730.534.30.47	Utility Services	63,809	56,577	61,000	65,000	65,000		Booster Utility Services
746		WATER	WATER TREATMENT PLANT			-	-	-				Booster Electricity
747		WATER	WATER TREATMENT PLANT	401.730.534.30.48	Repairs & Maintenance	25,461	106,578	110,000	190,000	190,000	95,000	Boosters Repairs & Maintenance - Contracted
748		WATER	WATER TREATMENT PLANT								5,000	Reservoir Cathodic Protection
749		WATER	WATER TREATMENT PLANT								65,000	Reservoir Clean & Inspect
750		WATER	WATER TREATMENT PLANT								5,000	Boosters Water Quality Outside Repairs
751	CAPITAL EXPENDITURES/EXPENSES	WATER	WATER TREATMENT PLANT								5,000	Booster Pump Outside Repairs
752		WATER	WATER TREATMENT PLANT			-	-	-			10,000	Outside Engineering Support
753		WATER	WATER TREATMENT PLANT			-	-	-			5,000	Process Analyzers
754		WATER	WATER TREATMENT PLANT	401.730.594.34.63	Other Improvements	3,440,402	273,796	1,925,000	1,305,000	1,305,000	535,000	FAC- WTP Repair Projects
755		WATER	WATER TREATMENT PLANT					-		-	350,000	Pump #1 Inverter
756		WATER	WATER TREATMENT PLANT					-		-	120,000	Replace Zetasizer
757		WATER	WATER TREATMENT PLANT					-		-	300,000	WTP MaintStorage Bldg.
758		WATER	WATER TREATMENT PLANT					-		-		
759		WATER	WATER TREATMENT PLANT					-		-		
760		WATER	WATER TREATMENT PLANT	401.730.594.34.64	MACHINERY & EQUIPMENT	12,972	52,439	43,000		-		
761	POLLUTION REMEDIATION	WATER	WATER TREATMENT PLANT	401.730.598.50.00	Pollution Remediation Liabilities	-	-	-				
762		WATER	WATER TREATMENT PLANT									
763	TOTAL		WATER TREATMENT PLANT			8,179,086	4,007,808	7,525,887	7,683,205	7,355,705		



City Council Agenda Bill

Meeting Date: October 27, 2025 **Agenda Item:** 7.f.

Agenda Item Title: Resolution 3188: City Council Procedures

Staff Contact(s): Darcy Swetnam, Emily Schuh

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

Greg Francioch

Resolution

Darcy Swetnam

Steve Hogle

Item Summary: Resolution 3188 proposes to update Council Procedures. The discussion of potential updates started at the Mayor-Council budget retreat in 2025. Council discussed detailed procedural update recommendations at a September 8, 2025 work session and continued the discussion at its September 15, 2025 regular Council meeting. Staff now provide a redline draft resolution that attempts to incorporate the points discussed by Council, the Mayor, and staff.

Budget Impact:

None anticipated

Previous Action: Council began its discussion on [September 8, 2025](#). Council continued its discussion on [September 15, 2025](#) and considered the draft resolution on [October 13, 2025](#).

Recommended Motion: I recommend we adopt Resolution 3188 to update City Council Procedures.

Alternative Actions: Return to staff for further revisions.

Attachments (listed in order presented):

1. 251013 Resolution 3188 Updating Procedures
2. 250908 Council Procedures Comment Compilation
3. Council Procedures and Committee Structure Powerpoint 250915

Resolution No. 3188

A Resolution Updating City Council Procedures

Whereas 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”;

Whereas 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”;

Whereas Council adopted new procedures in Resolution No. 1949 on April 4, 2016; ;

Whereas Council updated its procedures in Resolution No. 3094 on July 5, 2022;

Whereas Council updated its procedures in Resolution No. 3141 on December 11, 2023;

Whereas the City Council wishes to adopt new procedures to govern itself and increase the efficiency and effectiveness of its meetings;

Now, therefore, be it resolved by the City Council of the City of Anacortes:

Section 1. The procedures attached as Attachment A are adopted.

Section 2. This Resolution shall take effect five days after publication as required by law.

PASSED by the City Council this ____ day of _____, 2025.

CITY OF ANACORTES:

Matt Miller, Mayor

Attest:

Steve Hoglund, City Clerk/Treasurer

Attachment A—City Council Procedures

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1 General Provisions

1.1 Authority

- (a) The City Council has broad powers as a legislative body of a noncharter code city, as described in RCW 35A.11.020, including -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/Chair 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.

Commented [DS1]: From Emily: Link to handbook that we identified that we would send out
<https://mrsc.org/getmedia/034f13b6-7ec2-4594-b60b-efaf61dd7d10/Mayor-And-Councilmember-Handbook.pdf?ext=.pdf>

Commented [DS2]: A request was made to identify Council’s authority in the procedures. The current procedures do reference RCW 35A.11.020, which is what grants Council’s authority, so I tried to strengthen that language. Please let us know if you would like to further enumerate Council’s powers under the statute.

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.
- ~~(e)~~~~(d)~~ If both the Mayor and Mayor Pro Tem are unavailable to chair a Council meeting, the Councilmembers in attendance will appoint a chair.

2.3 Clerk/Treasurer.

- (a) Duties. The City Clerk/Treasurer must:
 - ~~(1)~~ Prepare the council meeting agenda.
 - ~~(2)~~ Prepare all City Council meeting notices.
 - ~~(3)~~ Collect and record written public comments.
 - ~~(4)~~ Note any requests for information made during a Council meeting and follow up to ensure the requested information is provided in a timely manner.
 - ~~(4)~~~~(5)~~ Note any questions asked by members of the public during the public comment period and forward those questions to the staff member best able to respond.
 - ~~(2)~~~~(6)~~ 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.
- ~~(d)~~(e) An opportunity for public comment will be provided at all Special Meetings.

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

3.4 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.

3.5 Executive Sessions.

- (a) The City Council may hold an executive session without the public as allowed by RCW 42.30.110 at any time during a meeting without a requirement for prior notice.
- (b) When the Council adjourns to an executive session, the ~~Mayor~~Chair 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. Any unauthorized disclosure in violation of this subsection would be a violation of RCW 42.23.070(4) and subject the disclosing party to penalties outlined in RCW 42.23.050.
- (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.

3.6 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 42.30.080.

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 up to twelve meetings per calendar year 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 calendar 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~~ two 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.~~

5.4 Information from staff

- (a) Staff will provide all materials related to each agenda item in the City Council packet, which will be published the week prior to the meeting. Materials must include any documents or information necessary for Council to fully prepare to discuss and decide on agenda items. Staff

may not present new information to Council at a Council meeting, but may summarize materials from the packet in their presentation. If the agenda item includes a physical location, a map must be included.

(b) Every agenda item must be accompanied by a complete cover sheet that provides key information about that item. The cover sheet must include the following:

(1) Background information: Summary of the item and why it is before Council for action.

(2) Procedural history: Overview of previous processes taken with respect to the item, e.g. Council Committee consideration, Planning Commission actions, etc.

(3) Budget information: The budget impact of the agenda item and any funding sources.

(4) Previous actions completed: Summary and links to materials from previous Council action on the agenda item.

(5) Staff contact: The name of an individual staff member who Councilmembers may contact if they need additional information.

(6) Recommended action if any.

(7) Key Terms: For contracts, a concise statement of contract price, term, and other key terms.

(8) Competitive Bidding: For contracts, a summary of procurement requirements and process used to select contractor.

(c) The Clerk/Treasurer or their designee will record any requests for additional information made by Councilmembers during meetings. The Clerk/Treasurer or designee will forward any such requests to the applicable staff member and follow up to ensure the entire Council receives the requested information.

(d) Staff will provide Council with notice of quasi-judicial matters that may come before City Council for consideration so that Council can avoid ex parte communication in violation of the Appearance of Fairness Doctrine.

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 ~~99~~ 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 ≤ \$250,000;
 - (7) Public Works contracts ~~that have been publicly bid~~ ≤ \$200,000;
 - ~~(8) purchased or personal services contracts on standard city forms~~ ≤ \$100,000;
 - ~~(9) contracts for goods, materials and supplies not connected to a public works project~~ ≤ \$100,000;
 - ~~(10) interlocal agreements~~ ≤ \$50,000;
 - ~~(11) modifications to interlocal agreements;~~
 - ~~(8)(12)~~ modifications of any contract ≤ \$100,000 or 10% of the total contract amount, whichever is less;
 - ~~(9)(13)~~ any item the council has indicated may be placed on the Consent Agenda at a previous meeting.

7 Council Meetings – Work Sessions

7.1 Work Sessions Defined.

- ~~(a) Work Sessions are Council meetings that are less formal than regular business meetings which allow for more in-depth consideration and evaluation of policy topics.~~
- ~~(b) No ordinances or resolutions may be adopted during Work Sessions.~~

7.2 Frequency.

Council will hold a Work Session at least once a month.

7.3 Procedures.

- (a) Items may be placed on Work Session agendas following the same procedures as regular Council meetings.
- (b) Work Sessions may be scheduled during a regular Council meeting or may be noted as a Special Meeting.
- (c) Council may request specific materials to be prepared by staff in preparation for a Work Session. Staff will prepare packet materials following the same requirements as for regular Council meetings.
- (d) Council may request staff to set up an alternative seating arrangement other than the dais to facilitate collaboration during Work Sessions.

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

7.18.1 Debate. Debate must follow the Roberts Rules of Order, rules in Attachment B.

7.28.2 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. The Clerk/Treasurer will rotate the order of calling roll call votes every meeting.
- (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.
- ~~(e) —~~

7.38.3 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.

7.48.4 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)~~(2) regulating the conduct of business;
- ~~(4)~~(3) revising the Anacortes Municipal Code and other city regulations;
- ~~(5)~~(4) adopting or revising the Comprehensive Plan;
- ~~(6)~~(5) other items that State law or City policy requires to be enacted by means of an ordinance.

- (b) **Two-read rule.** All regulatory, non-emergency n-ordinances must be heard at two separate council meetings before ~~it-they~~ can be adopted.

89 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.~~
- ~~(4) Applause or cheering is prohibited during meetings, except during announcements.~~
- ~~(5) The general public comment period is an opportunity for the public to share information and concerns with the City Council. As such, Councilmembers should not respond to questions during the public comment period.~~
- ~~(3)~~(6) Opportunities for public comment may not be used to engage in any campaigning activity that would support or oppose any ballot measure or any candidate for elective office.

(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-will be governed by the rules of procedure applicable to the type of proceeding, e.g. only parties of record may comment in appeal hearings. 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)~~(2) 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, city of residence, and, if in Anacortes, their voting ward or neighborhood, 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.

~~(3) Commenters are prohibited from using the podium computer to present any type of presentation or media during their comments. Commenters may provide the Clerk/Treasurer with written materials, which will be distributed to council and the mayor and added to the packet for the meeting.~~

~~(4) Commenters may participate remotely via video conference but may only be recognized to speak if their camera is turned on during the entirety of their comments. The chair may immediately disconnect a remote commenter if they turn their camera off.~~

Commented [DS3]: I did not add a requirement for pre-registering for zoom commenting based on my notes from the meeting, but it could be added here if Council would like.

(e) **Disruptions.**

- (1) The chair should maintain control over interruptions and disruptive behavior.

- (2) No person may engage in behavior that interrupts or disrupts the meeting. Disruptive behavior may include:

(i) engage threats, personal attacks, or the use of racial, misogynistic, or gender-related slurs, or abusive language or other disorderly conduct that intentionally disrupts, disturbs, or otherwise impedes orderly conduct of, or attendance or participation in the meeting; in any indecorous, abusive or inappropriate language;

(ii) make personal attacks on any other person; failure to comply with the allotted time allowed for the speaker;

- (iii) ~~impugn the integrity, honesty, or motives of any person; delaying the orderly conduct or progress of the public comment period, including a failure to respect the process of accommodating individuals who wish to provide public comment;~~
- (iv) ~~in any way make slanderous remarks; using a comment period for purposeful delay;~~
- (v) ~~waveing signs, cheerinng or applauding, or takinge disruptive actions.~~

Commented [DS4]: I modeled this after the City of Seattle's recent updates to its procedures.

- (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.

910 Council Meetings—Records

9.110.1 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.

9.210.2 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.

1011 Council Committees

10.111.1 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.

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

10.311.3 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. No Councilmember may be appointed for more than two (2) two-year terms on any standing committee.

(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)(1) Economic Development: to make recommendations regarding economic development within the City of Anacortes.~~
- ~~(3)(2) Finance: to make recommendations on the municipal budget, capital facilities financing, and to approve transactions as authorized by municipal code.~~
- ~~(4)(3) Housing Affordability and Community Services and Planning: to develop a draft strategic plan to improve housing affordability and make recommendations on budget and CDBG grant allocations for social services and make recommendations about land use, comprehensive planning, and development regulations.~~
- ~~(5)(4) Information Technology and Fiber: to make recommendations regarding City computing policies and procedures and Access – Anacortes Fiber Internet projects, processes, and procedures.~~
- ~~(6)(5) Library and Museum: to make recommendations regarding Library and Museum policies and procedures.~~
- ~~(7)(6) Personnel: to make recommendations regarding positions and personnel policies.~~
- ~~(8) Planning: to make recommendations regarding land use, comprehensive planning, and development regulations.~~
- ~~(9)(7) Parks and Recreation: to make recommendations regarding park, recreation, and trail facilities, activities, and policies.~~
- ~~(10)(8) Public Works: to make recommendations regarding public works and city utilities.~~
- ~~(11)(9) Public Safety: to make recommendations regarding public safety, including the police and fire departments and emergency medical services.~~

10.411.4 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.

10.511.5 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 not 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 to ensure compliance with the Open Public Meetings Act.~~

~~(f)(g)~~ Topics that span more than one Council Committee should be presented and discussed at Work Sessions to comply with the Open Public Meetings Act and avoid serial meetings.

10.611.6 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.

10.711.7 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.

12 Council Communication

12.1 Emails. Councilmembers may communicate with fellow Councilmembers in a manner that does not violate the Open Public Meetings Act. Individual Councilmembers may send emails to all Councilmembers with instructions not to reply all, but Councilmembers may not reply to all Councilmembers in response.

12.2 Records. Councilmembers must retain all records related to communication or business of the City in their native format and produce those records to the Public Records Officer upon request to comply with the Public Records Act at RCW 42.56.

11.13 Suspension and Amendment of these Procedures

11.113.1 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.

11.213.2 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

Commented [DS5]: Deleted - Debate now follows Roberts Rules of Order, so this is unnecessary.

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) ~~A motion to amend a motion, upon a second, may be discussed and must be decided before the principal motion is further considered.~~

(f) ~~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.~~

(g) ~~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.~~

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.

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.

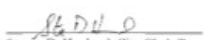
INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 5th day of July 2022.


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