



Anacortes City Council
Municipal Building Council Chambers
904 Sixth Street

December 12, 2016
6:00 p.m.

PRELIMINARY AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Planning Committee
4. **Public Comment**
5. **Consent Agenda (Action)**
 - a. Minutes of December 5, 2016
 - b. Approval of Claims in the amount of: \$ _____
 - c. Resolution 1978: Authorizing Public Works Director to Accept Projects as Complete & Act as Authorized Signator of WSDOT HQLP Documents
 - d. Puget Sound Energy Schedule 139 Voluntary Long Term Renewable Energy Service Agreement
 - e. Contract Modification: Engineer Design Storvik Park Spray Pad (Schemmer Consulting)
 - f. Accept as Complete: Re-Roofing Operations Building (16-065-IDS-001) - Hytech Roofing, Inc.
6. **Public Hearings**
7. **Other Business**
 - a. Ordinance 2988: Amendments to AMC Title 2, Title 9, Title 18, and Creating a New Title 20 to Provide for a Fair and Efficient System of Civil Code Enforcement (Action)
 - b. * Ordinance 2992: Title 19, Land Use Permit Procedures (Discussion)
 - c. * Resolution 1979: Adopting New Travel and Business Meals Policies and Procedures for the City of Anacortes (Discussion/Possible Action)
 - d. * Resolution 1976: Lodging Tax Contracts (Discussion/Possible Action)
 - e. * Updating Water, Sewer GFC and Other Miscellaneous Fees (Discussion/Possible Action)
8. **Adjournment**

Per Resolution 1949, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk () may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in, and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting.*

The City of Anacortes encourages people with disabilities to participate in public meetings.
For assistance with special needs, please contact Cherri Kahns at 360-299-1950 at least 48 hours prior to this meeting.



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning December 19, 2016

Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes, vouchers and consent agenda items is not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

December 19, 2016

- Ordinance 2992: Title 19, Land Use Permit Procedures (Action)
- Finance Update (Discussion)
- Ordinance 2996: Amending the 2016 Budget (Year End) (Action)
- Ordinance 2990: Amending 2016 Budget for Equipment Rental & Replacement Transfer (Discussion/Possible Action)
- Contract Revision: Navia Benefit Solutions

December 27, 2016

Special Meeting: MEETING MAY BE CANCELLED

January 3, 2017

January 9, 2017

- Resolution ____ : Establishing Fees for the Storm Water Utility and Ordinance 2979 Removing Storm Rates from AMC (Discussion/Possible Action)
- Resolution ____: Establishing Fees for the Water Utility (Discussion/Possible Action)

January 17, 2017

January 23, 2017

February 6, 2017

- Closed Record Public Hearing, Conditional Use Permit to Permit Construction of Private Parking Lot in the R4 Zoning District, CUP-2016-1003

February 13, 2017

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Planning, Monday, Dec 12, 2016, 3:00 PM, Main Conference Room, City Hall
- Public Safety, Tuesday, Dec 13, 2016, 4:30 PM, Main Conference Room, City Hall
- Finance, Wednesday, Dec 14, 2016, 5:00 PM, Johnny Picasso's, 501 Commercial Avenue
- Public Works, Monday, Dec 19, 2016, 4:30 PM, Mayor's Office, City Hall
- Planning, Tuesday, Dec 27, 2016, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Dec 28, 2016, 5:00 PM, Johnny Picasso's, 501 Commercial Avenue
- Public Works, Tuesday, Jan 3, 2017, 4:30 PM, Mayor's Office, City Hall

City Council Minutes – December 5, 2016

Mayor Laurie Gere called to order the regular Anacortes City Council meeting of December 5, 2016 at 6:00 p.m. Councilmembers Ryan Walters, Erica Pickett, Liz Lovelett, John Archibald and Matt Miller were present. Councilmembers Eric Johnson and Brad Adams were absent. The assembly joined in the Pledge of Allegiance.

Mr. Walters moved, seconded by Ms. Lovelett, to excuse the absence of Mr. Johnson who was activating the Salvation Army cold weather shelter. The motion passed unanimously by voice vote.

Ms. Lovelett moved, seconded by Mr. Archibald, to excuse the absence of Mr. Adams who was traveling out of state. The motion passed unanimously by voice vote.

Mr. Walters moved, seconded by Ms. Lovelett, to insert a new agenda item before Item 7a for a report on the Swinomish Indian Tribal Community Constitutional Amendment. The motion passed unanimously by voice vote.

Announcements and Committee Reports

Board and Commission Appointments: Mayor Gere requested Council confirmation of the following reappointments:

- Reappointment of Ken Hansen to the Historic Preservation Board for a three-year term expiring December 31, 2019
- Reappointment of Judy Weathers to the Anacortes Library Board of Trustees for a five-year term expiring December 2021
- Reappointment of Nick Alphin to the Anacortes Library Board of Trustees for a five-year term expiring December 2021
- Reappointment of Sandra Starbuck to the Anacortes Forest Advisory Board for a five-year term expiring November 2021

Mr. Walters moved, seconded by Mr. Miller, to confirm the appointments. Vote: Ayes – Walters, Pickett, Lovelett, Archibald and Miller. Motion carried.

Mayor Gere reported that she had also reappointed Laura Hamilton, Karla Locke, and Ron Smith to serve terms on the Anacortes Arts Commission expiring December 2018; reappointed Lisa Rhoades, Lanny Bergner, and Terry MacDonald to serve three-year terms on the Anacortes Arts Commission expiring December 2019; and had reappointed James English as an alternate on the Civil Service Commission for a three-year term expiring December 2019.

Pride in Service Awards: Mayor Gere recognized Mr. Johnson and Mr. Walters for their five years of service on the City Council.

Mayor Gere announced that Mr. Johnson was at the Salvation Army setting up the cold weather shelter and invited anyone able to volunteer to assist at the shelter during the winter months to contact Mr. Johnson or the Salvation Army.

Ms. Lovelett reported from the Public Works Committee meeting earlier in the evening, at which the group discussed options for storm utility rate increases. She advised that a proposal would come before Council for consideration and action after the first of the year.

Public Comment

Beth Bell, 1514 7th Street, told Council she was in the process of developing property and understood that the codes and permit fee structures would be changing for 2017. She said she had thought that topic was on the agenda for this meeting but it was not. She said Planning Department staff had not been able to provide her specific information regarding the new fees but she was concerned that the fees might rise by

as much as twenty percent. She asked when the topic would be addressed by Council and when the public would have an opportunity to comment on the fee structure. Planning Director Don Measamer reported that his department was working with Finance Department staff to develop the new rates which would include the standard increase in water and sewer General Facilities Charges of about 2%, possibly a new fire impact fee and associated storm rates. He advised that staff would be bringing a fee schedule before Council in the next few weeks, including public process, with the intent of putting new rates into effect for January 1, 2017. Mayor Gere invited Ms. Bell to attend the December 12, 2016 City Council meeting.

Consent Agenda

Ms. Pickett removed Item 5c, Resolution 1977: Sole Source Procurement of Patented Micro-Duct Installation for Telemetry, from the Consent Agenda. Ms. Lovelett moved, seconded by Mr. Miller, to approve the following Consent Agenda items. Vote: Ayes – Pickett, Lovelett, Archibald, Miller and Walters. Motion carried.

- a. Minutes of November 28, 2016
- b. Approval of Claims in the amount of: \$238,144.81
- d. Ordinances 2997, 2998 and 2999: Correcting Legal Descriptions on 10th Street Vacations
- e. Accept Donation of Exercise Equipment to Anacortes Fire Department

The following vouchers/checks were approved for payment:

Voucher (check) numbers: 83008 through 83034, total \$166,927.34

EFT numbers: 82980 through 83007, total \$60,357.71

- c. Resolution 1977: Sole Source Procurement of Patented Micro-Duct Installation for Telemetry

Ms. Pickett requested additional information on this item. Public Works Director Fred Buckenmeyer advised that staff had consulted with City Attorney Darcy Swetnam and outside counsel Steve DiJulio on this matter. He reminded that the RCW exempts telemetry work from bid laws but said staff chose to entirely transparently declare sole source procurement for this item which was a proprietary device different from most buried ductwork and could be pulled with higher tensile strength. Ms. Pickett moved, seconded by Mr. Archibald, to approve **Resolution 1977** for sole source procurement of patented Micro-Duct installation for telemetry. The motion passed unanimously by voice vote.

OTHER BUSINESS

Swinomish Indian Tribal Community Proposed Constitutional Amendment

Mayor Gere welcomed Steve LeCuyer, legal director for the Swinomish Indian Tribal Community, to present information regarding the tribe's proposed constitutional amendment. Mr. LeCuyer reported that Tribal Chairman Brian Cladoosby was serving on an advisory committee in Washington, D.C. so was unable to address Council at the present meeting. Mr. LeCuyer reviewed the tribe's long term efforts to amend its constitution to remove paternalistic language from the 1936 document that still required consent of the Secretary of the Interior for the tribe to take basic actions such as leasing tribal land and hiring legal counsel. He explained the amendment process which requires an election conducted by the Secretary of the Interior. Mr. LeCuyer said that this effort was recently brought to local attention by coverage in the *Skagit Valley Herald* following Skagit County's mailing of a letter to property owners in the March Point area. He said the County letter, which the tribe had not been aware of prior to the newspaper article, was responding to outdated information based on an earlier version of the proposed constitutional amendment. Mr. LeCuyer said there appeared to be a fundamental misunderstanding that the tribe was expanding the reservation. He said the tribe's position had long been that the reservation boundaries were created by Treaty of Point Elliott in 1855 which placed its western boundary at the present day location of the golf course and included March Point. Mr. LeCuyer said that in 1873 an Executive Order issued by President Grant purported to redefine the border of the reservation to remove March Point but he argued that only Congress can diminish a reservation and that because Congress had never acted on

the Swinomish reservation it still today included March Point. He emphasized that the Tribe had not in any way engaged in anything that would be a land grab and that all recent property acquisitions such as the golf course, Shell station, and Bayside Fitness were purchased from willing sellers or at public sales. Mayor Gere and councilmembers questioned Mr. LeCuyer about private property ownership and taxing authority in the area disputed by the tribe and conveyed public concern about those questions. Mr. LeCuyer responded by contrasting trust land and fee simple land and concluded that taxing jurisdiction is very complicated on all Indian land and continues to be addressed by the courts. On repeated questioning, Mr. LeCuyer emphasized that the reservation boundary was not a constitutional amendment question and that the amendment, if eventually approved, would not change the reservation boundaries. He refused to speculate on future actions of the tribal senate but did say that if the tribe were to assert jurisdiction, for example through fee to trust applications, that could have an impact on the boundary but that was not part of the constitutional amendment process. He stated that the tribe's goal was to have a constitution that is consistent with its perception of its territory. Mayor Gere expressed the grave concern of the City and property owners in the area. She requested a copy of the current version of the constitutional amendment proposal. Mr. LeCuyer said he would have to request permission from the tribal senate to share that information.

Mayor Gere opened the floor to the audience.

Mark Lawrence, 12375 Reservation Road, said he was currently putting in a facility in the March Point area and asked to know the tribe's true intention and how the change of administration in Washington, D.C. would affect the timing of the tribe's decisions in the months to come. He asked if the tribe intended to put the land in trust. He expressed concern about the status of his fee simple land. He asked for a copy of the letter sent to the County Commissioners.

Mr. LeCuyer assured Mr. Lawrence that the timing of the constitutional amendment had nothing to do with national elections and stressed the long time frame for action by the BIA. As for the status of Mr. Lawrence's property, Mr. LeCuyer said the tribe's constitutional amendment had nothing to do with acquisition of land and that the tribe hadn't exercised eminent domain or taken private property to turn into trust property.

Ordinance 2988: Amendments to AMC Title 2, Title 9, Title 18, and Creating a New Title 20 to Provide for a Fair and Efficient System of Civil Code Enforcement

City Attorney Darcy Swetnam reminded that this topic had last been considered by Council at its October 24, 2016 meeting at which the public hearing had concluded. Ms. Swetnam reminded that AMC Titles 19 and 20 needed to be adopted by year end to meet state requirements for stormwater standards. She reviewed her slide presentation from the October 24, 2016 meeting, summarizing the current and proposed processes for civil code enforcement including handling of appeals by a new position of hearing examiner. Ms. Swetnam then reviewed a matrix summarizing and responding to public comments received on the proposed code; the matrix had been distributed to Council and added to the packet materials prior to the meeting. Councilmembers commented on the discretion of the Director, the enforcement action report proposed by AMC 20.10.090, the cost of engaging a hearing examiner, and the possibility of creating an ombudsmen position staffed by current Improvement Board and/or Board of Adjustment members. Mr. Miller asked Ms. Swetnam to bring back a budget for the hearing examiner position based on the expected number of appeals. Ms. Lovelett suggested defining the legal terms of art used in the code; Ms. Swetnam said that "legalese" commented on by the public could be rephrased. Regarding appeal fees, Mr. Archibald, Mr. Miller and Ms. Pickett explicitly supported refunding appeal fees for code enforcement actions in which the appellant prevailed.

Council did not direct or request any other changes from those mentioned by Ms. Swetnam while reviewing the matrix. Ms. Swetnam advised that she would prepare a final draft of Ordinance 2988 to be distributed with the packet materials for the December 12, 2016 meeting but agreed to accept written comments from the public on the proposed ordinance until noon on Friday, December 9. Mr. Walters requested that any additional written public comments address the latest draft of the ordinance which had been included in the packet materials for the present meeting.

At approximately 8:00 p.m. Mayor Gere called an 8-minute recess. The mayor called the meeting back to order at 8:08 p.m.

Proposed Draft Title 19, Land Use Permit Procedures

Ms. Swetnam reported that the draft of Title 19 had been considered by the Planning Commission at its meeting the previous Wednesday and the Commission subsequently recommended approval with some changes. Ms. Swetnam shared a slide presentation, which was added to packet materials for the meeting, reviewing key policy considerations that had guided development of the unified development code including transparency, public participation, property rights, substantive due process, procedural due process, efficiency of process, and specific legal requirements of federal and state law.

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

Patrick O'Hearn, 11039 Post Drive, said the public was working with the November 16, 2016 version of Title 19 and asked if an update would be available before the next City Council meeting.

Mr. Measamer advised that staff would review the public comments and Planning Commission recommendations with Council at the current meeting, then prepare a revised draft for consideration by Council and the public at the December 12, 2016 City Council meeting, then present a final draft for adoption at the December 19, 2016 meeting. Mr. Measamer then reviewed the 6-page summary of comments and Planning Commission recommendations on Title 19 that had been distributed earlier in the evening. The matrix was added to the packet materials for the meeting, along with a matrix comparing current land use permit procedures with those proposed in Version 10 of Title 19 dated November 16, 2016.

Mr. Measamer and Ms. Swetnam responded to councilmember questions about Boundary Line Adjustments and the Planning Commission recommendation to treat those with a Type 2 review process. Councilmembers discussed procedures for Accessory Dwelling Unit (ADU) applications but reached no consensus on that topic. Mr. Walters expressed concern about administrative interpretations and urged that those interpretations not be binding on subsequent review bodies. Ms. Swetnam advised that staff had sought and was awaiting a recommendation from the Municipal Research and Services Center (MRSC) on that topic. Regarding variances, Mr. Measamer asked for councilmember input on what degree of variation should change a variance to a Type 3. Regarding preparation of transcripts, Mr. Walters suggested that administrative appeals did not need transcripts and appellants should not be required to pay for them but that transcription costs should be borne by any party that requested a transcript of an administrative appeal hearing. Mr. Measamer concurred.

At the completion of Council's review of the comment and recommendation matrix, Mayor Gere again invited members of the audience to comment on this agenda item.

Cynthia Richardson, 315 V Avenue, addressed Type 1 vs. Type 2 reviews and whether public process or public notice should be required. She said the underlying philosophy was that applying to do something allowed by the code should not require public process or public notice if all requirements of the code were met; only exceptions to the code should require notice. Ms. Richardson also addressed the question of standing to appeal. She recalled the societal change achieved in the past due to participation by parties with no direct local interest and supported the Planning Commission recommendation that any party of record should be able to appeal.

Vernon Lauridsen, 2219 32nd Street, encouraged councilmembers to watch the November 30, 2016 Planning Commission meeting on this topic. Mr. Lauridsen discussed Boundary Line Adjustments at length and concluded that the law is not always clear, hence the need for public process. He urged requiring a determination by staff that an application was consistent with city code before it was forwarded to the Planning Commission.

Ms. Swetnam acknowledged Mr. Lauridsen's good examples of the types of conflicts involved with Boundary Line Adjustments. She reported that staff had requested guidance from MRSC on the question of whether determining if a BLA created new lots or not depended on consideration of the tax parcels or the legal lots of record. She said staff was seeking language to clarify what lots or divisions should be considered in determining if a BLA creates new lots. Mr. Walters commented on the shortcomings of the state BLA statute and supported staff's attempts to work within that statute.

No one else present wished to address the Council on this matter.

Ms. Swetnam advised that staff would prepare an updated draft incorporating the Planning Commission recommendations for the December 12, 2016 City Council meeting and would distribute that along with any public comments received by Wednesday, December 7. She said written comments would be accepted through the public hearing scheduled for the December 19, 2016 City Council meeting but encouraged early submission to allow more time for Council consideration of public input.

There being no further business, at approximately 9:20 p.m. the Anacortes City Council meeting of December 5, 2016 was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the December 12, 2016 City Council meeting:

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

Invoice Doc #	Transaction Date	Invoice #	Vendor #	Vendor Full Name	Description	Total Amount
211050	10/24/2016	1130084	02681	SURETY PEST CONTROL	PEST CONTROL	\$66.19
211052	10/31/2016	94267	01939	NORTHSTAR CHEMICAL	ACTIFLO COAG POLYMER	\$6,230.07
211093	11/7/2016	31932	02466	SKAGIT COUNTY PUBLIC HEALTH &	TEMPORARY FOOD SERVICE PERMIT -	\$50.00
210773	11/11/2016	1151481	00999	FOSTER PEPPER PLLC	SAMISH INDIAN NATION MATTER NO. 89	\$460.00
210985	11/16/2016	A1172728	02405	SEBO'S DO-IT CENTER	REPAIR ITEMS	\$14.46
211041	11/17/2016	5444341373	04339	SIEMENS INDUSTRY, INC	ADDITIONAL 2ND LICENSE FOR SIEMENS	\$4,470.79
210946	11/21/2016	1203481461	08590	NEWEGG BUSINESS INC	POWER SUPPLIES TO REPAIR PCS	\$165.52
211092	11/21/2016	41600208594	02909	LES SCHWAB TIRE CENTERS	DELUXE LAWN & GARDEN TUBE #709	\$24.75
211065	11/22/2016	10	06335	ANACORTES ARTS FESTIVAL	REIMBURSEMENT FOR PORTABLE TOILET	\$900.00
210642	11/22/2016	1202285886	08590	NEWEGG BUSINESS INC	POWER SUPPLY ITEMS FOR COMPUTERS	\$146.22
211049	11/22/2016	16-27668	00850	EDGE ANALYTICAL INC	DISTRIBUTION THM & HAA5 SAMPLES	\$986.00
211096	11/22/2016	MTS226897	01801	MOTOR TRUCKS INC	SERVICE TO VEH #303	\$390.11
211053	11/23/2016	1134818	02681	SURETY PEST CONTROL	PEST CONTROL	\$66.19
210598	11/23/2016	132447	02280	SCOTT RICHARDS INSURANCE	ADD NEW STORVIK PARK RESTROOM TO PROPERTY INSURANCE	\$23.11
211087	11/23/2016	14656370	08535	WASTEQUIP LLC	REPAIR ROLL OFF PARTS / WINCH W/ GEAR	\$558.92
211071	11/23/2016	WA PK 1112316	01921	NORTHWEST PARKING EQUIPMENT	PARTS & LABOR TO REPLACE WORN PRINTER	\$420.22
210812	11/28/2016	360-299-0953-1017915	07909	FRONTIER	TELEPHONE BILL FOR WWTP	\$515.03
211048	11/28/2016	360-299-2484-0726025	07909	FRONTIER	LIBRARY PHONE	\$51.99
211091	11/28/2016	S3527697.001	03896	BUILDERS' HARDWARE & SUPPLY	RESTOCK OF PADLOCKS	\$432.30
210728	11/29/2016	0188-477436	03816	CONSOLIDATED ELECTRICAL DIST	SHALLOW STRUT FOR SHOP	\$29.62
211056	11/29/2016	10211235	01165	HACH COMPANY	HYDROCHLORIC ACID FOR WTP LAB	\$153.99
211039	11/29/2016	108-6077027-8517859	08811	AMAZON.COM	ZAGG RUGGED CASE FOR IPAD AIR 2, GLASS	\$121.36
210677	11/29/2016	6659 HR	02342	SAFEWAY INC	30-YEAR PRIDE IN SERVICE AWARD - CAROL YATES	\$150.00
211057	11/30/2016	007H7267	01196	HARRINGTON INDUSTRIAL	O-RINGS FOR UTILIDOOR CAUSTIC LINE REPAIRS	\$73.35
211100	11/30/2016	111577	01022	FRONTIER FORD	SWITCHES FOR #157	\$50.08
211072	11/30/2016	2110	01986	ORCA INFORMATION INC	BACKGROUND CHECK, TIMOTHY IRVING	\$45.00
211037	11/30/2016	5599617	00890	ENVIRO CLEAN EQUIPMENT INC	CLAMP, CURTAIN POWERHEAD #303	\$1,697.07
210947	11/30/2016	8294B	10434	WONDERSHARE SOFTWARE CO	DATA RECOVERY SOFTWARE	\$69.95

Invoice Doc #	Transaction Date	Invoice #	Vendor #	Vendor Full Name	Description	Total Amount
211051	11/30/2016	95635	01939	NORTHSTAR CHEMICAL	SODIUM HYDROXIDE	\$4,572.75
210995	12/1/2016	00155-TOLONEN	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT TOLONEN	\$242.00
210997	12/1/2016	00221-HUDSON	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT HUDSON	\$132.00
211000	12/1/2016	00261-HILES	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT HILES	\$55.00
210989	12/1/2016	00286-HONTZ	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT HONTZ	\$192.50
210990	12/1/2016	00291-LELWOJ	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT LELWOJ	\$104.50
210992	12/1/2016	00295-RAMOS	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT RAMOS	\$99.00
210993	12/1/2016	00296-ROGERS	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT ROGERS	\$49.50
210999	12/1/2016	00304-ZAREMBA	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT ZAREMBA	\$22.00
210991	12/1/2016	00317-MONTENEGRO	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT MONTENEGRO	\$27.50
210998	12/1/2016	00318-JUREVICK	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT JUREVICK	\$16.50
210996	12/1/2016	00319-TRIBLE	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT TRIBLE	\$22.00
210994	12/1/2016	00320-SOUCIE	09580	CAMPBELL LAW FIRM	PUB DEF CONFLICT SOUCIE	\$49.50
211075	12/1/2016	103254	08325	VENTEK INTERNATIONAL	MONTHLY SREVER HOSTING AND CARRIER	\$135.00
210986	12/1/2016	1203420411	08590	NEWEGG BUSINESS INC	COURT KEYBOARD & MOUSE	\$47.98
211058	12/1/2016	200000667101	02192	PUGET SOUND ENERGY	ELECTRICITY - LIBRARY	\$2,988.34
210811	12/1/2016	2454350	02342	SAFEWAY INC	ICE FOR THE LAB	\$31.24
211006	12/1/2016	300000006951	02192	PUGET SOUND ENERGY	STREET LIGHTS	\$10,496.18
211055	12/1/2016	3002914654	03957	THYSSENKRUPP ELEVATOR CORP	MAINTENANCE - ELEVATOR	\$598.85
211099	12/1/2016	696403	05284	GUARDIAN SECURITY SYSTEMS INC	ALARM MONITORING: OPERATIONS/BUS GARAGE	\$165.00
211106	12/1/2016	696407	05284	GUARDIAN SECURITY SYSTEMS INC	ALARM MONITORING FIDALGO CENTER	\$165.00
211083	12/1/2016	904275/1	00021	ACE HARDWARE	PARTS FOR VEH #513	\$12.67
211090	12/1/2016	GB00100301	02776	TRANSAMERICA LIFE INS CO	DECEMBER, LEOFF LONG-TERM CARE INSURANCE	\$354.90
210834	12/1/2016	Quote NO. S139148-3	02856	OLDCASTLE PRECAST INC	TRAFFIC-RATED VAULTS	\$15,363.60
211069	12/2/2016	0798 017 8525	09344	LUNSFORD, BRET	OFFICE SUPPLIES - MARITIME CENTER	\$141.04
211089	12/2/2016	247	06414	BLUE COW CARWASH	CAR WASHES - OCTOBER & NOVEMBER	\$99.06
210876	12/2/2016	54001462135	02342	SAFEWAY INC	COOKIES, NAPKINS, PLATES FOR ARTWALK	\$38.19
211045	12/2/2016	A1177531	02405	SEBO'S DO-IT CENTER	PARTS FOR VEH #513	\$10.63
211066	12/4/2016	137120	09946	CASH & CARRY	CUPS & MARSHMALLOWS - WONDERLAND WALK	\$161.19
211002	12/5/2016	0106163	06543	PACIFIC TIRE	TIRES FOR VEH #203	\$1,719.22
211114	12/5/2016	0199812-IN	02260	REISNER DISTRIBUTOR INC	DIESEL EXHAUST FLUID FOR SHOP SUPPLIES	\$289.70
211110	12/5/2016	0199915-IN	02260	REISNER DISTRIBUTOR INC	CLEAR DIESEL FUEL & TANK CLEANER - #6966.#6967.#6968	\$1,077.30
211111	12/5/2016	0199998-IN	02260	REISNER DISTRIBUTOR INC	DIESEL FUEL FOR #6966,#6967,#6968	\$18,270.50

Invoice Doc #	Transaction Date	Invoice #	Vendor #	Vendor Full Name	Description	Total Amount
211112	12/5/2016	0199999-IN	02260	REISNER DISTRIBUTOR INC	DIESEL FOR #6966, #6967, #6968	\$16,935.16
211085	12/5/2016	197	10235	SIGNATURE TREE SERVICE	REMOVED HAZARD TREE FROM N AVENUE	\$868.00
210953	12/5/2016	1988917018	06718	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$73.93
210952	12/5/2016	1Z99E0181299933297	02817	UNITED PARCEL SERVICE	LAB EQUIPMENT SHIPPED TO ARIZONA	\$241.26
211019	12/5/2016	704697	00306	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES FOR OPS OFFICE	\$44.58
211063	12/5/2016	904565/1	00021	ACE HARDWARE	LED STRING LIGHTS - WONDERLAND WALK	\$28.19
211064	12/5/2016	904583/1	00021	ACE HARDWARE	STRING LIGHTS - WONDERLAND WALK	\$21.66
211081	12/5/2016	A1178613	02405	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES - CARNEGIE & WTP	\$204.21
211084	12/5/2016	A1178678	02405	SEBO'S DO-IT CENTER	BALL VALVE & PLUG	\$17.87
210913	12/5/2016	Quote S5864117	10433	CODALE ELECTRIC SUPPLY, INC.	NON-TRAFFIC VALVE VAULTS	\$14,137.55
211060	12/5/2016	Reim	02372	SCHUH, EMILY	TRAVEL EXPENSES,	\$33.00
211068	12/5/2016	WPcamprefund	10432	COLWELL, MIKE	CAMPING REFUND - PAID BEYOND STAY LIMIT	\$104.00
211047	12/6/2016	001-355173	02109	PISTON SERVICE OF ANACORTES	DEICER FOR SHOP/#90008	\$56.44
211109	12/6/2016	001-355237	02109	PISTON SERVICE OF ANACORTES	PART FOR VEH #171	\$20.30
211016	12/6/2016	0180481	00950	FIDALGO BAY COFFEE COMPANY	COFFEE - ENG	\$93.00
211104	12/6/2016	0533654	00932	FERGUSON ENTERPRISES, INC	3" X 16" - 36" CS WELD FITTINGS - WATER SYSEM	\$1,193.50
211046	12/6/2016	10213	10273	CONNOLLY, SKILLINGS	WWTP OUTFALL REPAIR	\$1,603.80
211067	12/6/2016	10267	10273	CONNOLLY, SKILLINGS	WWTP OUTFALL REPAIR	\$3,474.89
211078	12/6/2016	12/6/2016	09344	LUNSFORD, BRET	OFFICE SUPPLIES - MARITIME CENTER	\$11.59
211076	12/6/2016	12000187676	05880	HDR ENGINEERING INC	BLUE HERON RESERVOIR	\$23,275.73
211098	12/6/2016	12616	05541	A SCHMIDT WORKS, LLC	PICTURE FRAMING	\$108.50
211010	12/6/2016	1411-T07	00369	BLYTHE PLUMBING & HEATING INC	HVAC - PUBLIC SAFETY BLDG	\$1,338.38
211007	12/6/2016	1422-T10	00369	BLYTHE PLUMBING & HEATING INC	HVAC - WWTP	\$698.65
211116	12/6/2016	16-084-IDS-001	09370	GATEWAY INTERIORS	RETAINAGE RELEASE	\$4,698.96
211025	12/6/2016	16-887	09370	GATEWAY INTERIORS	INSTALL FLOORING MAYOR'S RECEPTION AREA	\$1,354.08
211054	12/6/2016	1988920247	06718	ARAMARK	WTP LAUNDRY SERVICE	\$41.95
211103	12/6/2016	255038	01023	FRONTIER BUILDING SUPPLY	CITY HALL REPAIR ITEMS	\$93.18
211088	12/6/2016	255105	01023	FRONTIER BUILDING SUPPLY	3/FLAT SCREEN MOLD	\$13.19
211080	12/6/2016	26095100	01050	GAYLORD BROTHERS INC	CURATORIAL SUPPLIES	\$449.38
211113	12/6/2016	2685	10416	ALL PHASE COMM LLC	VOIP SYSTEM - LINE ITEM 1 @ 90%	\$88,295.50
211013	12/6/2016	26879	07996	REICHHARDT & EBE ENGINEERING	DESIGN SR 20 & SHIP HARBOR INTERSECTION	\$5,709.69
211062	12/6/2016	3117	07059	THE STORE	POLICE ORAL BOARD LUNCHES ON 12/2/16	\$70.68
211059	12/6/2016	3788	10435	BIBLIONIX	APOLLO MIGRATION FEE	\$8,000.00

Invoice Doc #	Transaction Date	Invoice #	Vendor #	Vendor Full Name	Description	Total Amount
211115	12/6/2016	704811	00306	BAYSHORE OFFICE PRODUCTS INC	DAYTIMER REFILL 2017 - WTP	\$16.86
211021	12/6/2016	7515	07474	MACLEOD RECKORD PLLC	GUEMES TRAIL DESIGN - PHASE II	\$1,054.59
211074	12/6/2016	922333,334,335	10389	NOANET	COLLECTING POLE DATA AND TRAVEL EXPENSES	\$26,394.10
211094	12/6/2016	AN 47028	00524	CENTRAL WELDING SUPPLY INC	WELDING SUPPLIES	\$1,710.95
211101	12/6/2016	B351696	02405	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES - CARNEGIE	\$28.82
211108	12/6/2016	B351699	02405	SEBO'S DO-IT CENTER	PARTS FOR VEH #512	\$5.75
211023	12/6/2016	December	07723	SKAGIT LAW GROUP PLLC	PROSECUTING ATTORNEY SERVICES DEC. 2016	\$6,000.00
211097	12/6/2016	GB00100301	02776	TRANSAMERICA LIFE INS CO	MAY, LEOFF LONG-TERM CARE INSURANCE	\$354.90
211022	12/6/2016	Pay Application 1	02383	SCIMITAR CONSTRUCTION	ADA RAMPS @ 19TH ST & N AVE	\$6,022.50
211029	12/6/2016	Pay Application 2	10383	HYTECH ROOFING INC.	RE-ROOF OPS BUILDING-FINAL	\$140,256.58
211117	12/7/2016	1200012397	05880	HDR ENGINEERING INC	BLUE HERON RESERVOIR	\$31,350.15
210959	12/26/2016	9776080994	02879	VERIZON WIRELESS	MONTHLY ACCESS CHARGES AND LONG	\$234.24

Total **\$462,852.87**



City Council Agenda Bill

Meeting Date: 12/12/2016

Agenda Item: Item5c

Subject: Resolution Delegating Signature Authority to the Director of Public Works

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by	
	Laurie Gere, Mayor
	Steve Hoglund, Finance Director
	Darcy Swetnam, City Attorney

Action Type	
	Ordinance No.
	Code Revision?
X	Resolution No. 1978
	Contract
	Public Hearing
	Staff Report

Summary Statement: To seek approval of Resolution 1978 delegating signature authority to the Director of Public Works to sign certifications required pursuant to 2 CFR 200.415(a) and provide written acceptance of on City Council's behalf for all public work projects.

Background: 2 CFR 200.415 as amended December 14, 2014 became effective January 1, 2015. Accordingly, the federal government is directing organizations such as WSDOT who grant non-federal entities federally-funded grants to necessitate certifications that in effect certify that the expenditures claimed on a project are proper and meet federal terms and conditions; thereby, complying with 2 CFR 200.415.

Delegation of authority to the Director of Public Works to accept all public works projects on behalf of the City was recommended by City Council. This Resolution is intended to carry out that recommendation.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that the enclosed Resolution be approved authorizing the Public Works Director signature authority to execute certifications as required under 2 CFR 200.415 and provide written acceptance of all public works projects.

Alternative Actions: N/A

Attachments: Resolution 1978

RESOLUTION 1978

A RESOLUTION of the City of Anacortes, Washington, relating to delegation of authority to the Director of Public Works; authorizing the Director of Public Works to (1) sign final fiscal vouchers and Final Project Summaries required under federal grants in accordance with 2 CFR 100.415(a), and (2) to accept contracted work as complete on behalf of Council for all projects. The Public Works Director is hereby authorized to carry out this authorization.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, AS FOLLOWS:

Section 1. Recitals and Findings

- 1.1 Pursuant to 2 CFR 200.415(a), recipients of federal grants are required to certify that vouchers requesting payment under such grant are true complete, and accurate, and that the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. It is required under 2 CFR 200.415(a) that such Certification be signed by an official authorized to legally bind the non-Federal entity.
- 1.2 Formerly City Staff sought City Council consent to accept as complete any public works project exceeding an award amount of \$30,000.

Section 2. Designation of Authority. Based on the findings above, it is prudent for City Council to delegate signature authority to the Director of Public Works to officiate the above duties.

Section 3. Authority of Public Works Director. The City's Public Works Director is hereby assigned as the signature authority for certifications required under 2 CFR 200.415(a), and (2) provide written acceptance of public works projects, regardless of award amount, as complete and accepted by the City.

Section 4. Ratification and Confirmation. Any actions of the City or its officers prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Section 5. Effective Date. This Resolution shall be in full force and effect from the date of its adoption and approval.

The foregoing resolution was ADOPTED by the City Council of the City of Anacortes, Washington, at a regular, open public meeting thereof this _____ day of December 2016.

Laurie Gere, Mayor

ATTEST:

Steve D. Hoglund, City Clerk/Treasurer

APPROVED AS TO FORM:

By: _____
Darcy Swetnam, City Attorney



City Council Agenda Bill

Meeting Date: 12/12/2016 **Agenda Item:** Green Direct Enrollment Request

Subject: Puget Sound Energy Green Direct program enrollment

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by	
	Laurie Gere, Mayor
	Steve Hoglund, Finance Director
	Darcy Swetnam, City Attorney

Action Type	
	Ordinance No.
	Code Revision
	Resolution No.
	Contract
	Public Hearing
	Staff Report

Summary Statement: Staff is recommending the City enter into Puget Sound Energy Schedule 139, Voluntary Long Term Renewable Energy product for all municipal building power meters [see attached] for a period of 20 years. During the 11-14-16 council meeting, there was discussion of including all municipal building power meters in the program, in addition to the water treatment plant. This would make the water treatment plant and all other city buildings carbon neutral and that in combination with the water treatment plant interruptible power schedule, the total electricity cost would decrease in the first year, with the potential for offset credit savings in the future depending on the energy market.

There are 75 eligible municipal meters. The electrical meters include water pump stations, sewer pump stations, and other city buildings. The increase in cost per meters varies, averaging \$87 per year, ranging from \$0.01 to \$870, with exception of the Water Treatment plant [\$53,727.45] and Waste Water treatment plant [\$6,648.96]

Background: On November 14 2016, city council authorized staff to apply for the schedule 139 PSE Green Direct Energy Product. Council requested the application come back before council for final authorization prior to execution. The City will not see any change to their bill until the specified wind project is up and operating. The anticipated date for Green Direct billing to begin is January 1, 2017. The expected start date for the delivery of energy is January 1, 2019, but is dependent on the actual construction of the project.

Once Green Direct billing begins, the structure of the customer's bill under this new tariff will remain mostly unchanged as PSE will continue to serve Green Direct participants as fully bundled customers. All of the existing rates and credits will remain the same since the customer will be paying for all of the same services as other customers on the same schedule. New to the bill will be a line providing a credit for unused energy (i.e. the energy component of the Electric Energy Charge) and a line for the new wind energy charge.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	
Revenue Source	

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: 11-14-16 council meeting, PSE representatives explained the Green Direct Program

Competing Viewpoints Considered:

Recommended Motion: I move we authorize the mayor to execute the attached PSE Green Direct enrollment form

Alternative Actions: [Click here to enter text.](#)

Attachments (listed in order presented): Green Direct enrollment form, PSE Green Direct Product Overview, List of all municipal building electrical meters.

November 30, 2016

Dear Customer,

Thank you for your recent Enrollment Request for *Green Direct*, PSE's Voluntary Long Term Renewable Energy Schedule. We are writing now to provide you with the requisite Schedule 139 Service Agreement that will, once executed by each of us, represent your commitment to purchase this renewable energy product. We ask that you execute and return to us the Service Agreement at your earliest possible convenience.

We have identified a new Resource Option that meets the needs of this service and have negotiated the terms of an agreement between PSE and the owner of that resource. PSE will sign a contract and commit to purchase the power from that resource only in the event that PSE has received from customers executed service agreements in an aggregate amount matching the supply available. The new wind Resource Option is expected to be online by January 1, 2019.

As this product was developed to help PSE's customers meet their carbon goals at a long-term, cost-competitive price, there are future states of interest to many customers:

- Customers may continue to take advantage of energy efficiency services provided by PSE as there is no penalty for load reduction due to conservation. Similarly, customers may self-generate on site with no penalty.
- If a participating customer location is shut down, the contract may be transferred to another location.
- If two customer locations are merged the resulting customer location will go forward on Schedule 139 for the remaining term of the contract.
- Future open seasons, based on resource availability, will allow existing customers to expand or extend their initial commitments, including the initial Resource Option at the UTC-approved prices.
- If the Resource Option underperforms over a year then PSE will work with customers to identify and procure alternative RECs that meet customers' renewable energy goals.
- If the Resource Option will not be adequate to meet the full requirements of the customer(s) on an ongoing basis, then PSE may terminate the service agreement with no liability to the Customer or to PSE. If a replacement resource can be mutually agreed upon, a new Service Agreement will be created.

Once PSE has received signed Service Agreements under Schedule 139 that in aggregate match the capacity of the renewable energy supplier's resource we will countersign and return to you the Service Agreement between us, which will then be effective and binding on each of us. Because demand for this program is strong, we anticipate obtaining the requisite number of executed service agreements. However, in the event that we have not received the necessary volume of signed agreements by December 14, 2016 we will inform you of such fact and at your discretion either return to you unsigned by us the Service Agreement or extend the period during which we may continue to solicit a sufficient number of participants necessary to trigger the Renewable Subscription Resource Option within PSE's Schedule 139, *Green Direct* product. If the Resource Option is not available for any reason, there is zero financial risk for the customer.

If you have any questions please contact Sam Osborne, Tom MacLean or your PSE representative.

Sincerely,

Samuel S. Osborne
Assistant General Counsel
Puget Sound Energy, Inc.
10885 NE 4th Street PSE-11N
Bellevue, Washington 98004-5591
P 425-462-3399
M 206-604-3312
samuel.osborne@pse.com

Thomas F. MacLean, PhD
Manager, Customer Renewable Energy Programs
Puget Sound Energy, Inc.
10885 NE 4th Street EST-10E
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Thomas.maclea@pse.com

PUGET SOUND ENERGY

**SCHEDULE 139
VOLUNTARY LONG TERM RENEWABLE ENERGY SERVICE AGREEMENT**

Attachment "A" – Service Agreement

THIS SCHEDULE 139 VOLUNTARY LONG TERM RENEWABLE ENERGY SERVICE AGREEMENT ("Service Agreement"), dated as of the _____, is made and entered into by and between City of Anacortes (the "Customer") and PUGET SOUND ENERGY, a Washington Corporation, (the "Company"), for service under the Company's Electric Tariff G Schedule 139. Terms defined in Schedule 139 and in the General Rules and Provisions (Schedule 80) of the Company's tariff for electric service shall have the same meanings where used in this Agreement.

RECITALS

- A. The Company is a public service company engaged in the sale and delivery of electric energy pursuant to its Electric Tariff G.
- B. Customer is receiving Electric Service under the Company's Electric Tariff G, Schedule 24, 25, 26, 31, 40, 43, 46 or 49, and desires to participate in the Company's Voluntary Long Term Renewable Energy program offered under Schedule 139.
- C. The Company and the Customer have worked jointly to encourage the development of Renewable Energy projects that (i) could provide clean energy to customers at a long-term contracted rate, (ii) support the local economy, and (iii) could be publicized and leveraged for external benefit. The Parties agree that the Wind – 20 Years (the "Resource Option") should meet these criteria, and the Parties thus now agree to enter into this Service Agreement with each other, for mutual benefit.
- D. The Company will sell and the Customer will purchase from the Company Renewable Energy Credits (RECs), where applicable, and Renewable Energy at a contracted volume equal to 100% of the load of all meters located at each subscribed service address (the sum of Anticipated Average Annual Loads) as listed in Section 5, with such amount to be allocated from Renewable Energy generated by the Resource Option, pursuant to one of the contracted rates described.

AGREEMENT

- 1. **Request and Acknowledgement.** The Customer requests service under Schedule 139 and acknowledges that Schedule 139 requires a minimum term. Service under Schedule 139 will be billed on the Customer's existing statement. The Resource Option Energy Charge is fixed as shown in Section 7. The Energy Charge Credit will be updated with each general rate case, power cost only rate case or other power-related filings.
- 2. **Resource.** Under this Service Agreement the Company will receive Renewable Energy into its Balancing Authority Area from where it can serve the Customer.
- 3. **Renewable Energy Credits.** The Company will acquire the RECs that are created with the electricity production, where applicable. The Company will transfer the RECs to the Customer

PUGET SOUND ENERGY

which must be retired in WREGIS. Alternatively, at the Customer's request, the Company will retire the RECs in WREGIS. As the Customer is receiving a retail product, the RECs may not be resold or transferred to another party.

4. **Resource Option.**
Number: 13901W20____
Description: Large wind project in Thurston and Lewis Counties, Washington
5. **Customer Service Address and Account Numbers.** The Customer requests service under this Service Agreement for the service addresses, account numbers and meter numbers listed in Attachment B. The aggregated Anticipated Average Annual Load is included in Attachment B.
6. **Term.** The term of this Service Agreement shall commence in the year **2019**, on the first day of the Customer's normal billing cycle, in the first month following the commencement of commercial operation of the Resource Option, and delivery therefrom of energy to the Company sufficient to satisfy the obligations set forth in this Service Agreement. This Service Agreement terminates in the year **2038** after 12 billing cycles.
7. **Rates.** Schedule 139 rates are in addition to all charges under the Customer's existing Electric Service schedule. Rates include a charge per kWh for the contracted energy as outlined in Table 1 and a credit for the energy-related power cost component of the Energy Charge set forth in Schedule 24, 25, 26, 31, 40, 43, 46 or 49 of the Electric Tariff WN U-60 under which the Customer is taking Electric Service. The Energy Charge Credit will be updated with each general rate case, power cost only rate case, or other power-related filings, while the Resource Option Energy Charge will remain fixed as outlined in the Table 1. below.

Table 1

Calendar Year	2019	2020	2021	2022	2023	2024	2025
Rate per kWh	\$0.05021	\$0.05122	\$0.05224	\$0.05329	\$0.05435	\$0.05544	\$0.05655
Calendar Year	2026	2027	2028	2029	2030	2031	2032
Rate per kWh	\$0.05768	\$0.05883	\$0.06001	\$0.06121	\$0.06244	\$0.06368	\$0.06496
Calendar Year	2033	2034	2035	2036	2037	2038	
Rate per kWh	\$0.06626	\$0.06758	\$0.06893	\$0.07031	\$0.07172	\$0.07315	

8. **Early Exit Fee.** Customers may elect to terminate this Service Agreement prior to the Termination Date with 60 days' notice to the Company. Customers who choose to discontinue their service under this Schedule will be charged for the net cost of the remaining Renewable Energy that was to be delivered to the Customer under the remaining term of the Service Agreement. This amount will be based on: 1) the remaining term of the Service Agreement, 2) the amount of annual Renewable Energy needs ("full requirements") of each of the discontinued Customer' locations as listed in Section 5 of the Service Agreement, 3) the contracted energy rates agreed to in Section 7 of the Service Agreement, and 4) a credit for PSE's then-current

PUGET SOUND ENERGY

avoided costs (filed consistent with WAC 480-107-055). Termination of service under this Schedule will follow receipt and processing of the termination request by the Company.

9. **Resource Option Inadequacy.** If the Resource Option will not be available at the start of the commencement year, the Customer's agreement will be delayed to align with the Resource Option. If the Renewable Energy produced by the Resource Option and purchased by the Company is insufficient in any calendar year to satisfy the full requirements of the Customer, the Company will work with the Customer to source and retire for the Customer RECs from alternative resources, with costs for the RECs limited to the net amount to be collected under Schedule 139 from the Customer for the remainder of the calendar year. If, at the Company's determination, the Resource Option will not be adequate to meet the full requirements of the Customer, then this Service Agreement will be terminated with no liability to the Customer or to the Company. If a replacement project can be sourced and mutually agreed upon, a new Service Agreement will be created.
10. **Credit.** Customer authorizes that the Company may run a credit report on Customer and/or request audited financial statements for the purpose of determining the Customer's creditworthiness for this service.
11. **Energy Efficiency Services.** The Customer and the Company will continue to partner on mutually beneficial energy efficiency projects which will reduce energy demand on an annual basis. These services will have no bearing on the cost of energy as proposed in Table 1.
12. **Electrical Work.** In order to ensure continued qualification for service under Schedule 139, the Customer must contact the Company through their business account services representative when any electrical work is being conducted.
13. **Governing Law.** This Service Agreement will be governed by and interpreted, construed and enforced in accordance with the laws of the State of Washington.

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Agreement as of the date first written above.

PUGET SOUND ENERGY

By _____

Its _____

CUSTOMER

By _____

Its _____

Account	BP	Customer	Meter	Rate	Address	City	ZIP	Avg Yr KWH	Original	W/Green	Difference	Yes/No	Contract	Rate	KWH Cost	W/Credit	Green Charge
200012505505	1000300321	CITY OF ANACORTES	Z015133544	SCH_49EC	14489 RIVER BEND RD	Mount Vernon	98273	13,075,235	\$711,462.74	\$765,190.19	(\$53,727.45)	X		SCH_49EC	0.05441	0.0074121	0.000000
200006942441	1000907966	CITY OF ANACORTES	Z003422796	SCH_26EC	500 T AVE	Anacortes	98221	1,518,107	\$91,800.08	\$95,449.05	(\$6,648.96)	X		SCH_26EC	0.05673	0.0079321	0.000000
200008547578	1003037634	CITY OF ANACORTES	Z002010351	SCH_25EC	301 BLUE HERON CIR	Anacortes	98221	211,443	\$18,941.68	\$19,810.52	(\$868.84)	X		SCH_25EC	0.08958	0.0425821	0.000000
200015995380	1000207811	CITY OF ANACORTES	Z010191643	SCH_25EC	1218 24TH ST	Anacortes	98221					X		SCH_24EC	0.08946	0.0424561	0.000000
200015995380	1000207811	CITY OF ANACORTES	Z013490442	SCH_25EC	1218 24TH ST	Anacortes	98221	193,717	\$17,359.76	\$18,149.75	(\$789.99)	X		SCH_24EC	0.08946	0.0424561	0.000000
200007385114	1000300321	CITY OF ANACORTES	Z017509037	SCH_25EC	6TH & Q AVE	Anacortes	98221					X		SCH_24EC	0.08946	0.0424561	0.000000
200007385114	1000300321	CITY OF ANACORTES	Z018475666	SCH_25EC	6TH & Q AVE	Anacortes	98221	155,832	\$13,961.69	\$14,602.10	(\$640.41)	X		SCH_31EC	0.05435	0.0073461	0.000000
200006970160	1000907966	CITY OF ANACORTES	Z005462058	SCH_24EC	5916 CABANA LN #PUMP S	Anacortes	98221	131,044	\$11,722.79	\$12,261.27	(\$538.47)	X					
200006942672	1000907966	CITY OF ANACORTES	Z005462032	SCH_24EC	12 & B PUMP STATION	Anacortes	98221	95,589	\$8,308.90	\$9,318.12	(\$1009.22)	X					
200002588584	1000245984	CITY OF ANACORTES	Z002791786	SCH_24EC	2201 37TH ST	Anacortes	98221	95,830	\$8,572.65	\$8,966.42	(\$393.77)	X					
200000739495	1000300321	CITY OF ANACORTES	Z092517228	SCH_24EC	1701 22ND ST	Anacortes	98221	84,139	\$7,526.78	\$7,872.52	(\$345.73)	X					
200019882295	1001531016	CITY OF ANACORTES	Z092545240	SCH_24EC	1016 13TH ST	Anacortes	98221	54,918	\$4,912.81	\$5,138.48	(\$225.66)	X					
200008549335	1003037634	CITY OF ANACORTES	Z002792351	SCH_24EC	2201 37TH ST #PUMP	Anacortes	98221	51,041	\$4,565.94	\$4,775.67	(\$209.73)	X					
200008942235	1000907966	CITY OF ANACORTES	Z002572099	SCH_24EC	8071 S MARCH PT RD	Anacortes	98221	45,371	\$4,058.75	\$4,245.18	(\$186.43)	X					
200000737771	1000300321	CITY OF ANACORTES	U010230085	SCH_24EC	6389 SUNSET AVE #CAMP	Anacortes	98221	40,002	\$3,578.43	\$3,742.80	(\$164.37)	X					
200008548501	1003037634	CITY OF ANACORTES	Z089628113	SCH_24EC	4155 SAN JUAN BLVD	Anacortes	98221	32,351	\$2,894.06	\$3,026.99	(\$132.93)	X					
200006942431	1000907966	CITY OF ANACORTES	Z013983081	SCH_25EC	2100 FERRY TERMINAL RD	Anacortes	98221	21,010	\$1,882.12	\$1,968.45	(\$86.33)	X					
200000739483	1000300321	CITY OF ANACORTES	H016961146	SCH_24EC	1915 13TH ST	Anacortes	98221	18,932	\$1,693.56	\$1,771.35	(\$77.79)	X					
200006948752	1000907966	CITY OF ANACORTES	Z003852971	SCH_24EC	2803 T AVE	Anacortes	98221	13,809	\$1,235.28	\$1,292.02	(\$56.74)	X					
200000738536	1000300321	CITY OF ANACORTES	Z002145896	SCH_25EC	00 15 ST & H AVE	Anacortes	98221	13,601	\$1,218.41	\$1,274.30	(\$55.89)	X					
200019882113	1001531016	CITY OF ANACORTES	Z030267716	SCH_24EC	3209 SUNSET AVE	Anacortes	98221	13,490	\$1,206.79	\$1,262.22	(\$55.43)	X					
200006944801	10030907966	CITY OF ANACORTES	Z002070074	SCH_24EC	9430 S MARCH PT RD	Anacortes	98221	13,394	\$1,194.58	\$1,249.45	(\$54.87)	X					
200006944421	1000907966	CITY OF ANACORTES	Z007460690	SCH_24EC	4627 ANACOSTA BEACH RD HUFT	Anacortes	98221	12,639	\$1,148.56	\$1,201.32	(\$52.76)	X					
200006943373	1000907966	CITY OF ANACORTES	Z004796048	SCH_24EC	1118 SHIP HARBOR TER	Anacortes	98221	11,435	\$1,022.91	\$1,069.90	(\$46.99)	X					
200008786945	1003141108	CITY OF ANACORTES	B038388939	SCH_24EC	703 R AVE	Anacortes	98221	9,812	\$877.79	\$918.11	(\$40.32)	X					
200019881974	1001531016	CITY OF ANACORTES	Z008290057	SCH_24EC	8029 MOLLY LN #A	Anacortes	98221	9,437	\$844.17	\$882.34	(\$38.17)	X					
200003577885	1000245984	CITY OF ANACORTES	A018717922	SCH_24EC	5 MARCH-PT & BARTHOLOMEW	Anacortes	98221	9,131	\$816.83	\$854.35	(\$37.52)	X					
200000739330	1000300321	CITY OF ANACORTES	J053100808	SCH_24EC	611 R AVE	Anacortes	98221	8,596	\$768.95	\$804.28	(\$35.32)	X					
200007386507	1003141108	CITY OF ANACORTES	A015259537	SCH_24EC	1305 BTH ST	Anacortes	98221	8,176	\$751.44	\$765.09	(\$13.64)	X					
20000851188	1000245984	CITY OF ANACORTES	U012230527	SCH_24EC	55 17 ST NETW Q & COMMERCIAL #2, 548713	Anacortes	98221	8,032	\$718.52	\$751.52	(\$33.00)	X					
200008548048	1003037634	CITY OF ANACORTES	Z007834474	SCH_24EC	6991 SAN JUAN HILL LN	Anacortes	98221	6,894	\$616.76	\$645.09	(\$28.33)	X					
200003578800	1000245984	CITY OF ANACORTES	Z036302974	SCH_24EC	12295 S MARCHES POINT RD	Anacortes	98221	6,076	\$543.58	\$568.85	(\$25.27)	X					
200000737078	1000300321	CITY OF ANACORTES	Z004675366	SCH_24EC	2111 R AVE	Anacortes	98221	5,579	\$499.07	\$521.59	(\$22.52)	X					
200006943001	1000907966	CITY OF ANACORTES	Z007354381	SCH_24EC	102 5TH ST	Anacortes	98221	5,280	\$472.35	\$494.04	(\$21.69)	X					
200006944108	1000907966	CITY OF ANACORTES	Z004775758	SCH_24EC	2708 FIR CREST BLVD	Anacortes	98221	5,243	\$468.98	\$490.52	(\$21.54)	X					
200002519391	1000245984	CITY OF ANACORTES	U012230528	SCH_24EC	55 17TH ST BETWEEN Q AND COMMERCIAL #4713	Anacortes	98221	5,073	\$459.85	\$474.70	(\$14.85)	X					
200007386739	1003141108	CITY OF ANACORTES	U013202706	SCH_24EC	7TH & R AVE	Anacortes	98221	5,030	\$449.99	\$470.66	(\$20.67)	X					
200006943597	1000907966	CITY OF ANACORTES	Z005857084	SCH_24EC	715 SEAFARERS WAY #5 L 17	Anacortes	98221	4,708	\$421.20	\$440.55	(\$19.35)	X					
200000738118	1000300321	CITY OF ANACORTES	A012956160	SCH_24EC	703 R AVE NW	Anacortes	98221	4,446	\$397.75	\$416.02	(\$18.27)	X					
200006944312	1003037634	CITY OF ANACORTES	A015274494	SCH_24EC	CASINO DRIVE UNDER TWIN BRIDGES	Anacortes	98221	4,234	\$378.73	\$396.12	(\$17.40)	X					
200000737573	1000300321	CITY OF ANACORTES	U023066518	SCH_24EC	9410 SUNSET AVE #BATH	Anacortes	98221	4,087	\$361.12	\$377.70	(\$16.58)	X					
200002552897	1000245984	CITY OF ANACORTES	H095009130	SCH_24EC	1514 BENNETT RD	Mount Vernon	98273	3,560	\$318.49	\$333.12	(\$14.63)	X					
20000738332	1000907966	CITY OF ANACORTES	Z004796264	SCH_25EC	1917 13TH ST #LIGHTS	Anacortes	98221	3,324	\$297.74	\$311.39	(\$13.65)	X					
200009664396	1200812279	CITY OF ANACORTES	A077275678	SCH_24EC	315 O AVE	Anacortes	98221	3,289	\$292.47	\$305.90	(\$13.43)	X					
200000765137	1000300321	CITY OF ANACORTES	Z011108239	SCH_24EC	4300 WHISTLE LAKE RD #CEMETA	Anacortes	98221	3,225	\$288.47	\$301.72	(\$13.25)	X					
200001578093	1000245984	CITY OF ANACORTES	A091793746	SCH_24EC	8830 N TEXAS RD #METEOR	Anacortes	98221	3,194	\$285.73	\$298.85	(\$13.12)	X					
200003576978	1000245984	CITY OF ANACORTES	U010626983	SCH_24EC	SHARP S CORNER 24" WTR VAULT	Anacortes	98221	3,110	\$278.20	\$290.98	(\$12.78)	X					
20000738670	1000300321	CITY OF ANACORTES	U099017499	SCH_24EC	1200 32ND ST #ENTRAN	Anacortes	98221	2,854	\$255.28	\$267.00	(\$11.72)	X					
200002586269	1000245984	CITY OF ANACORTES	A014521269	SCH_24EC	14554 STATE ROUTE 536 #WTRLINE	Mount Vernon	98273	2,748	\$245.87	\$257.16	(\$11.29)	X					
20000739636	1000300321	CITY OF ANACORTES	A076573088	SCH_24EC	1400 G AVE #BALL F	Anacortes	98221	2,592	\$226.53	\$236.93	(\$10.41)	X					
20000737268	1000300321	CITY OF ANACORTES	B030831634	SCH_24EC	1200 7TH ST	Anacortes	98221	2,512	\$224.76	\$235.06	(\$10.30)	X					
200008548717	1003037634	CITY OF ANACORTES	U097215945	SCH_24EC	29 AND B AVE	Anacortes	98221	2,374	\$212.37	\$223.12	(\$10.75)	X					
200000736518	1000300321	CITY OF ANACORTES	U015885262	SCH_24EC	1700 6TH ST #PUMP	Anacortes	98221	1,970	\$176.27	\$184.36	(\$8.10)	X					
200006944955	1000907966	CITY OF ANACORTES	U099462473	SCH_24EC	3900 MALLARD POINT DR	Anacortes	98221	1,959	\$175.20	\$183.25	(\$8.05)	X					
200000736948	1000300321	CITY OF ANACORTES	B021442174	SCH_24EC	6998 SUNSET AVE #SHOWER	Anacortes	98221	1,731	\$154.85	\$161.97	(\$7.12)	X					
200000739173	1000300321	CITY OF ANACORTES	U013202705	SCH_24EC	615 T U AVE #ROTARY	Anacortes	98221	1,709	\$152.91	\$159.93	(\$7.02)	X					
200008943936	1000907966	CITY OF ANACORTES	U013202707	SCH_24EC	3 & V AVE	Anacortes	98221	1,709	\$152.91	\$159.93	(\$7.02)	X					
200003578321	1000245984	CITY OF ANACORTES	A092625389	SCH_24EC	RESERVATION & STEVENSON	Anacortes	98221	1,664	\$148.84	\$155.67	(\$6.83)	X					
200002618110	1000245984	CITY OF ANACORTES	N021603060	SCH_24EC	11TH & C	Anacortes	98221	1,602	\$143.35	\$149.93	(\$6.58)	X					
200006942854	1000907966	CITY OF ANACORTES	U013202691	SCH_24EC	2 & U AVE	Anacortes	98221	1,602	\$143.35	\$149.93	(\$6.58)	X					
200006942078	1000907966	CITY OF ANACORTES	B034814375	SCH_24EC	2309 30TH ST #42371	Anacortes	98221	1,523	\$136.27	\$142.53	(\$6.26)	X					
200003578990	1000245984	CITY OF ANACORTES	A091789076	SCH_24EC	500 FIDALGO BAY RD	Anacortes	98221	1,251	\$111.94	\$117.08	(\$5.14)	X					
20001861677	1001549858	CITY OF ANACORTES	U013202108	SCH_24EC	1100 STATE ROUTE 20	Anacortes	98221	1,128	\$100.93	\$105.57	(\$4.64)	X					
200006944603	1000907966	CITY OF ANACORTES	B023622081	SCH_24EC	14 & I AVE - PUMP	Anacortes	98221	930	\$89.18	\$97.00	(\$7.82)	X					
200003578578	1000245984	CITY OF ANACORTES	A091922891	SCH_24EC	1390 KNUDSON LN #NODE	Mount Vernon	98273	862	\$77.07	\$80.61	(\$3.54)	X					
200000736757	1000300321	CITY OF ANACORTES	A011954209	SCH_24EC	5202 SUNSET AVE #LIGHTING	Anacortes	98221	805	\$72.08	\$75.34	(\$3.26)	X					
200007395137	1000300321	CITY OF ANACORTES	A091789077	SCH_24EC	4300 WHISTLE LAKE RD #CEMETA	Anacortes	98221	564	\$50.44	\$52.75	(\$2.31)	X					
200006943217	1000907966	CITY OF ANACORTES	U013202785	SCH_24EC	4013 MITCHELL DR	Anacortes	98221	234	\$20.97	\$21.93	(\$0.96)	X					
200007395269	1000300321	CITY OF ANACORTES	A091789075	SCH_24EC	4003 SAINT MARYS DR #MAUSOL	Anacortes	98221	85	\$7.61	\$7.96	(\$0.35)	X					
2000007365137	1000300321	CITY OF ANACORTES	A091922951	S													

PSE Green Direct Product Overview

Background

Schedule 139, Voluntary Long Term Renewable Energy Purchase Rider, was approved by the Washington Utilities and Transportation Commission (WUTC) and became effective on September 30, 2016. The tariff, referred to as Green Direct, falls under the rules governing utility green pricing options found in Washington RCW 19.29A – Voluntary Option to Purchase Qualified Alternative Energy Resources.

Puget Sound Energy (PSE) already offered three products consistent with the state law: the Green Power Program (Schedule 135) for residential and small-commercial customers; Large Volume Green Power (Schedule 136) which provides a volume discount for purchases of at least 1,000 MWh, annually; and Bulk Renewable Energy Credit (REC) Purchases whereby customers can acquire a minimum of 10,000 MWh of excess RECs from PSE's wind projects. All three of these products involve the sale of RECs.

However, PSE found that many of our large commercial and municipal customers were looking for something different to help them meet their goal of lowering their carbon footprint with cost-effective alternatives to the PSE portfolio. They wanted the benefit of long-term pricing and direct access to new renewable energy projects. As a result of numerous discussions and stakeholder input, PSE created Green Direct – a product that allows the utility to procure and sell fully bundled renewable energy to large commercial and municipal customers, from a specified wind resource, and within the Washington regulatory framework.

Defining Principles

During the creation of this product, PSE met with many commercial and municipal customers to gauge their interest and align the key components. In addition to customer discussions, PSE also conferred with representatives from the World Resources Institute (WRI) as well as the Edison Electric Institute (EEI). The WRI and the World Wildlife Fund (WWF) started a discussion with some of the country's best known commercial firms, which resulted in the "Corporate Renewable Energy Buyers' Principles." The principles are consistent with PSE's findings and provide support for PSE's plan to provide a few new choices. The top priorities in the principles are:

- Greater choice in procurement options for renewable energy,
- More access to cost competitive options,
- Access to longer-term and fixed price contracts,
- Access to new projects that reduce emissions beyond business as usual,
- Streamlined third-party financing, and

- Opportunity to work with utilities and regulators to ensure fairness in costs and benefits.

The Enrollment Process

Beginning in mid-October, 2016, PSE will hold an open season for customers to identify their level of interest and willingness to pay for renewable energy from the specified resource – a proposed WA wind product. Interested customers will complete an Enrollment Request, identifying the accounts and locations the customer intends to enroll in the Green Direct product.

PSE will use the Open Enrollment process to gauge customer interest in the specified wind resource being offered. If PSE determines that there is adequate customer interest, the utility will sign a 20-year Power Purchase Agreement (PPA) with the project developer.

PSE will then work with each customer to complete the Service Agreement (“SA”). The SA will identify the annual wind energy price that the customer will be billed for each year during the term of their agreement. The term for this product will be 10, 15 or 20 years to coincide better with the term of a PPA.

Billing and RECs

Customers will not see any change to their bill until the specified wind project is up and operating. The anticipated date for Green Direct billing to begin is January 1, 2017. Once Green Direct billing begins, the structure of the customer’s bill under this new tariff will remain mostly unchanged as PSE will continue to serve Green Direct participants as fully bundled customers. All of the existing rates and credits will remain the same since the customer will be paying for all of the same services as other customers on the same schedule. New to the bill will be a line providing a credit for unused energy (i.e. the energy component of the Electric Energy Charge) and a line for the new wind energy charge.

For every megawatt-hour that the wind project generates, it will also generate one Renewable Energy Credit (REC) which represents all of the associated environmental attributes. RECs will be retired by PSE on the customer’s behalf or, if the customer has an account with WREGIS, PSE can transfer the RECs to the customer through the WREGIS tracking system. In either case the RECs are retired and may not be resold or re-bundled.

Reporting

PSE will ensure that Green Direct customers are credited and charged on their bill, as outlined in the tariff and SA. At the end of each calendar year, PSE will true-up the customer’s accounts with the energy resources delivered and provide a report to customers of the results. The report will show the customer their annual use under the program and the source the energy. PSE will also be able to provide an accounting of where all of the energy from the resource was allocated to prevent over-subscribing.



City Council Agenda Bill

Meeting Date: 12/12/2016

Agenda Item: 5e

Subject: Change Order to Contract to Design Storvik Park Spray Pad & Restroom

Staff Contact: Gary Robinson

Approved for Submittal to Council by	
	Laurie Gere, Mayor
	Steve Hoglund, Finance Director
	Darcy Swetnam, City Attorney

Action Type	
	Ordinance No.
	Code Revision?
	Resolution No.
X	Contract Modification
	Public Hearing
	Staff Report

Summary Statement: Schemmer Engineering was selected as the design engineer for the Storvik Park Spray Pad & Restroom Project. The contract was issued on a fixed price basis. When the City directed a change in the connection to the City's water system for the project, the work to re-design the waterline was outside the scope of the original contract.

Background: The original contract in the amount of \$27,000 was within the Mayor's signature authority. The attached modification increases the price to \$31,012.50. During the Public Works Committee conducted December 5, 2016, City Council member Liz Lovelett instructed to place this modification on the consent agenda.

Budget Impact	
Amount Budgeted	\$31,012.50
Budget Account (BARS)	108.410.594.76.60
Proposed Expenditure	\$4,012.50
Budget Amendment Required?	No
Revenue Source	

Proposed Contract	
Contractor	Schemmer Engineering
Amount	\$4,012.50
Start Date	Current contract
End Date	March 31, 2017

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council approve an award to Schemmer Engineering in the amount of \$4,012.50 under Contract 14-014-IDS-001 to continue design engineering support for the Storvik Park Spray Pad and Restroom Project.

Alternative Actions: N/A

Attachments: Contract Modification



Contract No. 14-014-IDS-001

Modification 02

Date: December 5, 2016

Page 1 of 2

Agreement No.	14-014-IDS-001
Agreement Title	Spray Park & Restroom @ John Storvik Municipal Park
Prime Contractor	Schemmer Consulting Group PLLC

PREAMBLE

This modification is issued to (1) increase the contract price from \$27,000.00 by \$4,012.50 to \$31,012.50 and (2) extend the completion date from December 31, 2016 to March 31, 2017 thereby providing the time necessary for the Consultant to submit final as-built survey and drawings. The City estimates construction completion in February 2017.

The Contract is modified as follows:

Under Article 1, **Scope of Work**, Exhibit A, insert the following second to last paragraph;

Following commencement of construction, which is separately contracted between the City and the construction contractor, the City directed the Consultant to prepare a design change to permit a direct tie-in to potable water within the City's water system. The connection will on the 32nd Street waterline with a T-off between the irrigation meter vault and the double-check valve vault. Originally, the connection was designed at the irrigation meter off 29th Street. Furthermore, the revised Plan Sheet will instruct the contractor only to construct spray pad and restroom connection lines from the end of the City-provided water service line including backflow prevention valve.

Under Article 2, **Price**, the first sentence is revised to read as follows:

The Work provided under this Agreement shall be provided on a fixed-price basis for a total price of **Thirty-One Thousand Twelve Dollars and Fifty Cents (\$31,012.50)**.

Under Article 3, **Period of Performance**, the first sentence is revised to read as follows:

The period of performance is from inception through March 31, 2017.

Under Article 4, **Payment Terms**, Exhibit B, **Schedule of Values**, formerly incorporated by reference into this Contract through Modification 01 is hereby replaced with enclosed **Exhibit B-1** which is hereby incorporated by reference and made a part hereof.

All other terms remain unchanged.

CITY OF ANACORTES

By _____
Laurie Gere, Mayor

Date _____

SCHEMMER CONSULTING GROUP PLLC

By James T. Schemmer
Signature

Printed JAMES T. SCHEMMER

Title PRESIDENT

Date 12-05-2016

CONTRACT 14-014-IDS-001
EXHIBIT B-1
SCHEDULE OF VALUES

CONTRACTOR NAME:		Schemmer Consulting Group PLLC				
PROJECT NAME:		STORVIK PARK RESTROOM AND SPRAY PAD - ENGINEERING DESIGN SERVICES				
SITE LOCATION:		500 T Avenue, Anacortes, WA				
CUSTOMER ADDRESS:		City of Anacortes- Parks & Recreation				
		P. O. Box 547				
		Anacortes, WA 98221				
Item	Description	Estimated Delivery Date	Qty	Unit of Measure	Unit Price	Amount
1	Topo Survey and Based Map	4 DEC 2015	1	LS	\$4,500.00	\$4,500.00
2	Preliminary Design	1 MAR 2016	1	LS	\$6,200.00	\$6,200.00
3	Final Design	15 MAR 2016	1	LS	\$7,250.00	\$7,250.00
4	Bid Documents - 100% Plans and Specifications	31 MAR 2016	1	LS	\$1,500.00	\$1,500.00
5	Construction Staking	31 MAY 2016	1	LS	\$5,000.00	\$5,000.00
6	Change Topo Survey & Base Map- Waterline Design	04 NOV 2016	1	LS	\$887.50	\$887.50
7	Plan & Profile Change to Waterline Design	05 OCT 2016	1	LS	\$3,125.00	\$3,125.00
8	As-Built Survey and Drawing	31 MAR 2017	1	LS	\$2,550.00	\$2,550.00
Total Contract Price						\$31,012.50



Public **W**orks
**Engineering and Development
Services**

NOTICE OF PHYSICAL COMPLETION

DATE: December 7, 2016
TO: Hytech Roofing, Inc.
Mr. Tim Eshuis
7381 Guide Meridian
Lynden, WA 98264
PROJECT: Re-Roof Operations Building
Contract No. 16-065-IDS-001

Upon final inspection, the City Engineer determined this work as physically complete on December 2, 2016.

This does not imply acceptance of the work or that all contractor obligations under the contract have been fulfilled.

City of Anacortes
Owner

By


Mac Jackson, Project Manager



City Council Agenda Bill

Meeting Date: 12/12/2016

Agenda Item: 7a

Subject: Titles 2, 9, 16, 17, 18, and 20 Update

Staff Contact: Darcy Swetnam, Don Measamer

Approved for Submittal to Council by	
x	Laurie Gere, Mayor
	Steve Hoglund, Finance Director
x	Darcy Swetnam, City Attorney

Action Type	
X	Ordinance No. 2988
	Code Revision? Yes
	Resolution No.
	Contract
	Public Hearing
	Staff Report

Summary Statement: Staff presents an updated version of Ordinance 2988, which incorporates public comments and Council feedback for discussion and possible action.

Background:

Council considered the proposed ordinance on 9/26, 10/3, and 10/24. On 12/5, staff presented a summary of public comments and Council discussed and reach consensus on most of the issues discussed. Staff incorporated public feedback and Council comments and presents the enclosed updated draft for final review and action.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	
Revenue Source	

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: Council considered the proposed ordinance on 9/26, 10/3, and 10/24. On 12/5, staff presented a summary of public comments and Council discussed and reach consensus on most of the issues discussed.

Competing Viewpoints Considered: N/A

Recommended Motion: I move we adopt Ordinance 2988, an ordinance amending AMC Title 2, Title 9, and Title 18, and Creating a New Title 20 to provide for a fair and efficient system of civil code enforcement.

Alternative Actions: N/A

Attachments (listed in order presented): Proposed Ordinance 2988 (clean & track changes), summary table of public comments

Ordinance No. 2988

An Ordinance Amending AMC Title 2, Title 9, and Title 18, and Creating a New Title 20 To Provide for a Fair and Efficient System of Civil Code Enforcement

Whereas the Anacortes Municipal Code currently includes code enforcement rules and procedures in multiple titles;

Whereas the City Council desires to consolidate and clarify code enforcement procedures and remedies to provide effective and efficient rules for the public and city staff;

Whereas the City Council desires to establish a hearing examiner to hear appeals of code enforcement actions;

Whereas RCW 35A.11.020 and RCW 35A.21.160 provide that the City has all the power of any class of cities, and RCW 35.22.280 provides that first-class cities have the ability to declare and abate public nuisances;

Whereas RCW 35A.11.020 and RCW 35A.21.160 provide that the City has all the power of any class of cities, and RCW 35.22.280 provides that first-class cities have the ability to declare and abate public nuisances;

Now, therefore, the City Council of the City of Anacortes does ordain as follows:

Section 1. The Anacortes Municipal Code is amended as shown in Attachment A.

Section 2. Consistent with RCW 35A.12.130, this ordinance takes effect five days after passage and publication.

PASSED and APPROVED this ____ day of _____, 2016.

CITY OF ANACORTES:

Laurie Gere, Mayor

Attest:

Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

Attachment A

Amendments to the Anacortes Municipal Code

Title 2 Personnel and Administration

The following chapters in Title 2 are created or amended:

New Chapter 2.30 Hearing Examiner

2.30.010 Purpose.

- A. To provide an efficient and effective administrative adjudicatory system for acting upon quasi-judicial matters and for review of contested administrative determinations;
- B. To ensure, to the extent possible, that quasi-judicial administrative decisions are made in a fair and impartial manner; and
- C. To ensure that the principles of due process and appearance of fairness are adhered to in regard to quasi-judicial matters.

2.30.020 Creation.

- A. The office of the Hearing Examiner is hereby created to be independent of city departments, boards, and commissions.
- B. The term "Hearing Examiner" includes any *pro tem* Hearing Examiner.

2.30.030 Appointment.

- A. The Hearing Examiner may be appointed by the mayor, with the concurrence of not less than four members of the city council, for a term of two years.
- B. One or more Hearing Examiners *pro tem* may be appointed by the mayor, for such terms as may be specified at the time of appointment, to serve in the case of a conflict or absence of the hearing examiner.
- C. The Hearing Examiner and any Hearing Examiner *pro tem* must be appointed solely with regard to qualifications of the office.

2.30.030 Qualifications

- A. The Hearing Examiner must:
 - 1. be an attorney;
 - 2. have at least five years' experience in land use planning and land use law;

3. have other training and experience necessary to qualify the Hearing Examiner to conduct administrative quasi-judicial proceedings.
- B. For matters involving interpretations of the International Building Code or International Residential Code, the Hearing Examiner must be qualified by experience and training to pass on matters pertaining to building construction. For matters involving interpretations of the International Fire Code, the Hearing Examiner must be qualified by experience and training to pass on matters pertaining to hazards of fire, explosions, hazardous conditions or fire protection systems.

2.30.040 Duties.

- A. The Hearing Examiner must impartially administer hearings and review, interpret, and implement regulations as provided by this Chapter.
- B. Any person who holds the office of Hearing Examiner, including Hearing Examiner *pro tem*, must conduct all of his or her activities consistent with the Washington State Code of Judicial Conduct.

2.30.050 Powers and Jurisdiction.

- A. The Hearing Examiner has jurisdiction only over those matters prescribed by the Anacortes Municipal Code.
- B. The Hearing Examiner has the authority to conduct public hearings and decide matters as prescribed by the Anacortes Municipal Code.
- C. The Hearing Examiner *pro tem*, in the event of absence or the inability of the Hearing Examiner to act, has all the duties and powers of the Hearing Examiner.
- D. In the performance of his or her duties, the Hearing Examiner may:
 1. Administer oaths and affirmations, examine witnesses, rule upon offers of proof, receive relevant evidence, and conduct discovery procedures pursuant to Washington State Court Rules; except that no person may be compelled to divulge information which he or she could not be compelled to divulge in a court of law;
 2. Upon the request of any party, or upon the Hearing Examiner's own volition, issue and cause to be served subpoenas for the attendance of witnesses and for the production for examination of any books, records, or other information in the possession or under the control of any witness. A subpoena must state the name and address of the witness sought, and if for the production of books, documents or things, must specifically identify the same and the relevance thereof to the issues involved.
 3. Regulate the course of the hearing in accordance with this chapter and other applicable ordinances;
 4. Hold conferences for the settlement or simplification of the issues by consent of the parties;

5. Decide any procedural requests or similar matters;
6. Take any other action authorized by the Anacortes Municipal Code.

2.30.060 Procedures.

- A. The Hearing Examiner may adopt rules as necessary to carry out the duties and responsibilities of the office.
- B. Rules may not take effect until they have been reviewed and approved by the City Council.
- C. Rules may not conflict with the Anacortes Municipal Code.

2.30.070 Conflict of Interest and Freedom from Improper Influence.

- A. The Hearing Examiner may not conduct or participate in any hearing or decision in which the Hearing Examiner has a direct or indirect personal interest that might exert such influence upon the Hearing Examiner that might improperly interfere with the decision-making process.
- B. Any actual or potential conflict of interest must be disclosed to the parties immediately upon discovery of such conflict. The Hearing Examiner must abstain from any further proceedings in the matter unless all parties agree in writing to have the matter heard by that Hearing Examiner.
- C. No City official or any other person may attempt to interfere with or improperly influence the Hearing Examiner in the performance of his or her duties. Violation of this subsection is a misdemeanor, punishable by up to 90 days in jail, or a fine of up to \$1,000, or both.

2.30.080 Removal.

After a public hearing, the Hearing Examiner may be removed from office during a term either:

- A. for just cause by the mayor with the concurrence of at least four members of the city council; or
- B. by the vote of at least five members of the City Council, without the concurrence of the mayor.

2.30.090 Annual Report to City Council.

The Hearing Examiner must report in writing and meet with the city council at least annually for the purpose of reviewing any amendments to city ordinances or other policies or procedures that would improve the performance of the Hearing Examiner process. Such report must include a summary of the Hearing Examiner's decisions since the last report. If requested by the city council or the mayor, the Hearing Examiner must provide additional written reports as deemed appropriate by the city council or mayor.

Title 9 Public Peace, Morals, and Welfare

The following chapters in Title 9 are created or amended:

New Chapter 9.06 Nuisances

9.06.020 Criminal penalty

A person who commits or maintains a public nuisance, for which no special punishment is prescribed; or who willfully omits or refuses to perform any legal duty relating to the removal of a public nuisance; or who lets, or permits to be used, any land, building, or structure or portion thereof, knowing that it is intended to be or is being used for committing or maintaining any such public nuisance; is guilty of a misdemeanor, and upon conviction, may be punished by a fine not to exceed \$1,000, or imprisonment not to exceed 90 days, or both. Each day or part thereof is a separate offense.

Title 16 Subdivisions

AMC 16.04.105.B, Violation—Penalty is repealed.

Title 17 Zoning

AMC Chapter 17.66, Penalties for Violation, is repealed.

Title 18 Environment

8.08 Littering

AMC 8.08 Article IV, Enforcement (AMC 8.08.210-250) is repealed.

18.14 Nuisances

AMC 18.14.180, Public nuisance defined, is recodified as new section AMC 9.06.040.

The remainder of AMC Chapter 18.14, Nuisances, is repealed.

New Title 20
Civil Enforcement and Penalties

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Chapter 20.10 General Provisions

20.10.010 Policy.

- A. The policy of the City of Anacortes is to:
 - 1. Fairly, actively, and uniformly enforce the municipal code to preserve the health, safety, and welfare of the public and the environment and not for the benefit of any particular class of persons;
 - 2. Conduct all investigations into alleged violations consistent with statutory and constitutional protections of the right of privacy;
 - 3. Use education as a first step toward achieving compliance with those codes and offer property owners the opportunity to correct violations before imposing fines;
 - 4. Use administrative orders and other measures when necessary to ensure violations are corrected.
- B. To achieve this policy, this Chapter provides authority and procedures for:
 - 1. Efficient and effective notice and opportunities to correct violations;
 - 2. Progressive monetary penalties proportionate to the violations;
 - 3. Appeal of administrative orders regarding violations;
 - 4. Collection of civil penalties; and
 - 5. Abatement and remediation of violations
- C. Discretion.
 - 1. Generally, the Director should use a graduated enforcement process that uses notification and education as a first step and should offer violators the opportunity to correct violations before imposing fines.
 - 2. The Director may decide not to take action to correct a violation, especially for *de minimus* violations or violations that require interpretations or discretionary judgments of the applicability of the land use code.
- D. Supremacy. In the event of a conflict between provisions of this title and other provisions in the AMC, the provisions of this title control.

20.10.020 Definitions

The following definitions apply to this Title:

“Civil violation” means a failure to comply with any mandatory provision of the Anacortes Municipal Code, including failure to comply with a permit condition or an administrative order issued pursuant to AMC Title 20.

“Director” means the director of the Planning, Community, and Economic Development Department.

“Violator” means a person who violates any mandatory provision of the Anacortes Municipal Code, including failure to comply with a permit or an administrative order issued pursuant to AMC Title 20.

20.10.040 Civil violations.

- A. A civil violation includes any act or omission that procures, aids, or abets a civil violation.
- B. Each day a civil violation continues is a separate civil violation.
- C. A civil violation is a public nuisance and is subject to abatement under this Title, RCW Chapter 7.48, and RCW Chapter 9.66.
- D. Per RCW 7.48.260, any court or magistrate before whom any proceeding for a civil violation is pending may order such nuisance abated, in addition to any fine or other punishment that it may impose for such violation, and all property unlawfully used in the maintenance thereof destroyed by the sheriff at the cost of the defendant, except that if the conviction was in a district court, the district court judge may not issue the order and warrant of abatement, but on application must transfer the cause to the superior court to try the issue of abatement in the same manner as if the action had been originally commenced therein.

20.10.080 Joint and several liability.

In addition to any other person who may be liable for a civil violation, the property owner is jointly and severally liable for the civil violation, payment of any civil penalties, and restoration of the site.

20.10.100 Required report to City Council.

By February 1 of each year, the Director must report in writing to the City Council the number of code enforcement complaints received during the previous calendar year, the number investigated, the number found to be without basis, the number resolved, and the manner in which each was resolved.

Chapter 20.20 Procedures

20.20.020 Investigation—Right of entry.

- A. Investigation.
 - 1. Any person who believes a civil violation has occurred may notify the Director.
 - 2. The Director must investigate an alleged civil violation and confirm it has occurred before proceeding to correct it.
- B. Right of Entry.
 - 1. Whenever necessary to make an inspection of an alleged or suspected civil violation, the Director may, upon presentation of proper credentials and consent of the property owner

or other person having charge or control of the building, structure or property, enter such building, structure, property or portion thereof at all reasonable times to inspect the same.

2. If the building, structure, property, or portion thereof is unoccupied, the Director must make a reasonable effort to locate the owner or other persons having charge or control of the building, structure, property, or portion thereof and request entry.
3. If entry is refused or a responsible party cannot be located, the Director may ask the City Attorney to assist in obtaining a warrant.

20.20.040 Administrative orders including stop work orders.

- A. Generally. The Director may issue an administrative order to compel correction of a civil violation, abatement of a nuisance, or payment of civil penalties.
- B. Stop work orders. The Director may issue an administrative order to immediately cease any work or activity that is causing a civil violation or a public nuisance.
- C. Supplemental orders. The Director may at any time add to, rescind in part, or otherwise modify an order by issuing a supplemental order.
- D. Final orders. An administrative order becomes final if it is not timely appealed, or if it is timely appealed and not stayed or reversed.
- E. Violations of administrative orders.
 1. If the person to whom an order is directed does not obey the order or does not pay the civil penalty assessed by the order, the Director may pursue any combination of the remedies in AMC Chapter 20.30.
 2. Failure to comply with a stop work order is a gross misdemeanor punishable upon conviction by a minimum fine of \$500 up to a maximum fine of \$1,000 or one year in jail, or both. Each day or part thereof of noncompliance with a stop work order is a separate offense.

20.20.060 Administrative orders—contents.

An order must contain the following:

- A. The name and address of the property owner, the person in possession of the property, and any other person responsible for the violation or condition.
- B. The street address or description of the property sufficient for identification of the location where the violation occurred or condition is located.
- C. A statement that the Director has identified a public nuisance or found a violation of specific code sections, permit condition, stop work order, or other administrative order.
- D. For stop work orders:

1. A directive to immediately cease the work or activity until the Director rescinds the order.
 2. A statement of the penalties for failure to comply.
- E. For orders other than stop work orders:
1. A statement of the corrective action required to be taken. If the Director has determined that corrective work is required, the order must require that all necessary permits be secured and the corrective work physically commence within a reasonable time, as determined by the Director, and a reasonable date by which the work must be completed.
 2. A statement specifying the amount of any civil penalty assessed as a result of the violation and, if applicable, the conditions on which assessment of such civil penalty are contingent.
 3. A statement that if the corrective action is not commenced or completed within the time specified, the Director may proceed to abate the violation, cause the corrective work to be done, and charge the costs thereof as a lien against the property and as a joint and separate personal obligation of any person in violation.
- F. A statement of the procedural steps the City may take to ensure compliance if the violation is not corrected consistent with the order.
- G. A statement that the order is effective upon service or, for stop work orders, when the Director posts it on the subject property or serves it on the persons engaged in the work.
- H. A statement of the right to appeal an order and the method and deadline for doing so, and that failure to file a timely and complete appeal may constitute a waiver of all rights to appeal the order.

20.20.080 Administrative orders—Service

- A. All persons identified in the order must be served either personally or by mailing a copy of the order by certified mail, postage prepaid, return receipt requested.
- B. If the address of a person cannot reasonably be ascertained, then a copy of the order must be mailed by certified mail, return receipt requested, to such person at the address of the location of the violation and a copy must be posted in a conspicuous location on the premises. The failure of any such person to receive such notice does not affect the validity of any proceedings taken under this Chapter.
- C. Service by certified mail is effective on the date of mailing.

20.20.100 Appeals.

- A. Filing.
 1. Who may file. Any person subject to an administrative order issued pursuant to this Chapter may appeal it in writing to the Hearing Examiner.

2. When to file. An appeal must be filed within 14 calendar days of service of the administrative order being appealed.
 3. How to file. An appeal must be filed by submitting a Notice of Appeal to the Director on forms provided by the City, with the appeal fee set by City Council resolution.
 4. Fees.
 - a. The City Council will establish a fee schedule for appeals of code enforcement actions, which may include a reduced fee for an appellant that qualifies for low-income utility charges pursuant to AMC Chapter 13.44.
 - b. If an appellant prevails on their appeal, the City will reimburse the appeal fee paid by appellant.
 5. Contents. The Notice of Appeal must contain the following:
 - a. Identification of the order being appealed;
 - b. The name and address of the appellant and the appellant's interest(s) in the matter;
 - c. The specific reasons why the appellant believes the order is in error;
 - d. The requested relief;
 - e. Identification of any applicable Anacortes Municipal Code sections.
- B. Automatic stay. An administrative order other than a stop work order is stayed during an appeal to the Hearing Examiner except when the Director determines that the violation will cause immediate and irreparable harm and so states in the order.
- C. Standard of review.
1. The appellant bears the burden of proving that the administrative order was clearly erroneous.
 2. The Hearing Examiner may not overturn or modify the Director's order unless he or she finds it was clearly erroneous.
- D. Hearing.
1. The Hearing Examiner must hold a hearing, during regular business hours, to provide opportunities for the parties to be heard on the appeal.
 2. Before testifying, any witness, including city staff, must be required to declare that he or she will testify truthfully, by oath or affirmation.
- E. Decision.
1. The Hearing Examiner may affirm, reverse, or modify the appealed order.
 2. The Hearing Examiner's written decision must include findings of fact, conclusions of law, and a decision on the appeal.

3. The Hearing Examiner must hold the hearing and provide the written decision on the appeal within 90 days of filing of the Notice of Appeal.
- F. Reconsideration.
1. A party to an appeal may seek reconsideration of the Hearing Examiner's decision by filing a written request for reconsideration, describing the specific errors alleged, within 10 days of the date of decision.
 2. The Hearing Examiner must consider the request, without public comment or argument by the party filing the request. Reconsideration may be granted only when a material legal error has occurred or a material factual issue has been overlooked that would change the previous decision.
 3. A request for reconsideration is not required to exhaust the appellant's administrative remedies.
- G. Exhaustion of administrative remedies.
1. The Hearing Examiner's decision is the final decision of the City on the order.
 2. The date of final decision is the date the Hearing Examiner issued its decision, unless any party timely requests reconsideration, in which case the date of final decision is the date the Hearing Examiner makes its decision on reconsideration.

Chapter 20.30 Remedies

20.30.020 Voluntary compliance agreement.

- A. The City and the violator may enter into a voluntary compliance agreement at any time.
- B. The Director is authorized on behalf of the City to enter into a voluntary compliance agreement, as provided for in this Section, at any time before the City becomes involved in any lawsuit related to the enforcement action.
- C. Contents. A voluntary compliance agreement must contain the following:
 1. The name and address of the property owner, the person in possession of the property, and any other person responsible for the violation or condition.
 2. The street address or description of the property sufficient for identification of the location where the violation occurred or is located.
 3. A description of the civil violation and a reference to the specific code provisions that were allegedly violated.
 4. A detailed description of the agreed corrective action and the date by which it must be completed.

5. The amount of the civil penalty that will be imposed, if any, pursuant to AMC 20.30.080 if the terms of the voluntary compliance agreement are not met and that the City has a consensual lien against the property for the amount of the civil penalty plus any recording fees and costs.
 6. A statement that the City retains the right to enforce the agreement as a matter of contract and retains all other rights and remedies available at law.
 7. A statement that if the Director determines that the terms of the voluntary compliance agreement are not met, the Director may proceed with enforcement consistent with this Title.
 8. A statement that by entering into the voluntary compliance agreement the violator admits that the conditions described in the voluntary compliance agreement exist and constitute a civil violation.
 9. A statement that the violator knowingly, voluntarily, and intelligently waives the right to appeal any current or future administrative order arising from the same conditions or violations, including current or future civil penalties associated with the same conditions or violations.
- D. The Director may grant an extension of the time limit for compliance or a modification of the required corrective action if the violator has shown due diligence or substantial progress in correcting the violation and the circumstances support such an extension.

20.30.040 Certificate of Non-Compliance.

- A. After an administrative order becomes final, the Director may record with the County Auditor a certificate of non-compliance against any real property subject to the order.
- B. The certificate of non-compliance must describe:
 1. the property subject to the order;
 2. the violation;
 3. the amount of unpaid civil penalties;
 4. the method of releasing the certificate of non-compliance.
- C. Upon request of the property owner or violator, the Director must record a release of the certificate of non-compliance if:
 1. The administrative order is satisfied;
 2. All civil penalties are paid; and
 3. All costs associated with recording the certificate of non-compliance and the release of the certificate of non-compliance are paid.

20.30.060 Civil infraction.

- A. A person who causes a civil violation, or by any act of commission or omission procures, aids, or abets such a civil violation, is subject to a class 1 civil infraction in accordance with RCW Chapter 7.80, unless otherwise specifically provided.
- B. The maximum penalty and the default amount for a class 1 civil infraction is \$250, not including statutory assessments.
- C. A civil infraction may be imposed in addition to or as an alternative to any other judicial or administrative remedy.

20.30.080 Civil penalty.

- A. In addition to or as an alternative to any other judicial or administrative remedy, a person who causes a civil violation, or by any act of commission or omission procures, aids, or abets such a civil violation, may be subject to a civil penalty.
- B. Amount of Civil Penalty.
 - 1. The amount of civil penalty is \$100 per day per violation unless otherwise provided.
 - 2. For a civil violation related to critical areas, as defined in the Anacortes Municipal Code, the Director may impose an additional civil penalty up to:
 - a. An amount, not to exceed \$25,000, that is reasonable based upon the nature and extent of the violation and the costs to the City of enforcing this Chapter against the violator; or
 - b. An amount equal to twice the economic benefit that the violator derived from the violation as measured by the greater of:
 - i. The resulting increase in the market value of the property or the value received by the violator; or
 - ii. The savings of construction costs realized by the violator derived from the act that constituted the violation.
 - 3. A person found in violation of a new and separate civil violation within one year of the resolution of a prior civil violation may be subject to double the civil penalties normally imposed for such a violation.
 - 4. The Director may reduce a civil penalty based on one or more of the following mitigating factors:
 - a. The violator showed good faith or substantial progress, or both, in correcting the violation; or
 - b. The violator was not the primary cause of the violation.

C. Collection of Civil Penalties.

1. An order to pay civil penalties is valid for the penalties accrued as of the date of the order, and for future penalties that accrue until a specified event.
2. The Director may issue a supplemental order for additional civil penalties. That order is appealable only for the additional civil penalties imposed by the supplemental order.
3. Per RCW 19.16.500, the Director may refer orders to pay civil penalties to collection agencies 30 days after service, and may add a reasonable fee to cover the costs of collection.

D. Payment of a civil penalty pursuant to this Chapter does not relieve the violator of the duty to correct the violation.

20.30.100 Abatement.

A. For a civil violation related to illicit discharges or connections, the Director may also:

1. Require implementation of BMPs described in the Stormwater Management Manual and, when necessary, AKART BMPs as described in RCW 90.48.010 and 90.48.520.
2. Require the violator to sample and analyze any discharge, surface and stormwater, groundwater, or sediment, in accordance with the sampling and analytical procedures and requirements determined by the Director, and provide that analysis to the Director.
3. Make inspections as required to determine compliance, including observation of BMPs or sampling surface and stormwater or groundwater as often as may be necessary.

B. If the required corrective work is not commenced or completed within the time specified, the Director may ask the City Attorney's office to assist in abating the public nuisance.

C. Consistent with RCW 35A.21.160, RCW 35.22.280(30), and RCW 35.80.030, the City may abate the violation itself and charge the costs of abating the violation as a public nuisance lien against the property.

D. Per RCW 35.80.030, the City may abate unfit dwellings, buildings, structures, or property following the procedures in this Title and RCW 35.80.030, and may direct the County Treasurer to charge the costs of abatement as an assessment upon the tax rolls against the real property.

1. The Director is the municipal officer designated and authorized to exercise the powers necessary to carry out the purposes authorized by RCW 35.80.030.
2. The Hearing Examiner is the appeals commission designated to hear and decide appeals within sixty days of date of filing, as required by RCW 35.80.030(1)(g).

20.30.120 Settlement.

The Director may, with the advice and consent of the City Attorney, enter into negotiations with parties in an enforcement action or named in a lawsuit under this Title or their legal representatives, for the

purposes of negotiating a settlement to such action or lawsuit. The settlement may include a compromise regarding the collection of civil penalties but must consider the interests of the public and be in the best interests of the City.

20.30.140 Alternative remedies.

In addition to any other penalty or method of enforcement, the City Attorney may bring actions for injunctive or other relief to enforce the Anacortes Municipal Code.

Ordinance No. 2988

An Ordinance Amending AMC Title 2, Title 9, and Title 18, and Creating a New Title 20 To Provide for a Fair and Efficient System of Civil Code Enforcement

Whereas the Anacortes Municipal Code currently includes code enforcement rules and procedures in multiple titles;

Whereas the City Council desires to consolidate and clarify code enforcement procedures and remedies to provide effective and efficient rules for the public and city staff;

Whereas the City Council desires to establish a hearing examiner to hear appeals of code enforcement actions;

Whereas RCW 35A.11.020 and RCW 35A.21.160 provide that the City has all the power of any class of cities, and RCW 35.22.280 provides that first-class cities have the ability to declare and abate public nuisances;

Whereas RCW 35A.11.020 and RCW 35A.21.160 provide that the City has all the power of any class of cities, and RCW 35.22.280 provides that first-class cities have the ability to declare and abate public nuisances;

Now, therefore, the City Council of the City of Anacortes does ordain as follows:

- Section 1. The Anacortes Municipal Code is amended as shown in Attachment A.
- Section 2. Consistent with RCW 35A.12.130, this ordinance takes effect five days after passage and publication.

PASSED and APPROVED this ____ day of _____, 2016.

CITY OF ANACORTES:

Laurie Gere, Mayor

Attest:

Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

Attachment A Amendments to the Anacortes Municipal Code

Title 2 Personnel and Administration

The following chapters in Title 2 are created or amended:

New Chapter 2.30 Hearing Examiner

2.30.010 Purpose.

- A. To provide an efficient and effective administrative adjudicatory system for acting upon quasi-judicial matters and for review of contested administrative determinations;
- B. To ensure, to the extent possible, that quasi-judicial administrative decisions are made in a fair and impartial manner; and
- C. To ensure that the principles of due process and appearance of fairness are adhered to in regard to quasi-judicial matters.

2.30.020 Creation.

- A. The office of the Hearing Examiner is hereby created to be independent of city departments, boards, and commissions.
- B. The term "Hearing Examiner" includes any *pro tem* Hearing Examiner.

2.30.030 Appointment.

- A. The Hearing Examiner may be appointed by the mayor, with the concurrence of not less than four members of the city council, for a term of two years.
- B. One or more Hearing Examiners *pro tem* may be appointed by the mayor, for such terms as may be specified at the time of appointment, to serve in the case of a conflict or absence of the hearing examiner.
- C. The Hearing Examiner and any Hearing Examiner *pro tem* must be appointed solely with regard to qualifications of the office.

2.30.030 Qualifications

- A. The Hearing Examiner must:
 - 1. be an attorney;
 - 2. have at least five years' experience in land use planning and land use law;

3. have other training and experience necessary to qualify the Hearing Examiner to conduct administrative quasi-judicial proceedings.
- B. For matters involving interpretations of the International Building Code or International Residential Code, the Hearing Examiner must be qualified by experience and training to pass on matters pertaining to building construction. For matters involving interpretations of the International Fire Code, the Hearing Examiner must be qualified by experience and training to pass on matters pertaining to hazards of fire, explosions, hazardous conditions or fire protection systems.

2.30.040 Duties.

- A. The Hearing Examiner must impartially administer hearings and review, interpret, and implement regulations as provided by this Chapter.
- B. Any person who holds the office of Hearing Examiner, including Hearing Examiner *pro tem*, must conduct all of his or her activities consistent with the Washington State Code of Judicial Conduct.

2.30.050 Powers and Jurisdiction.

- A. The Hearing Examiner has jurisdiction only over those matters prescribed by the Anacortes Municipal Code.
- B. The Hearing Examiner has the authority to conduct public hearings and decide matters as prescribed by the Anacortes Municipal Code.
- C. The Hearing Examiner *pro tem*, in the event of absence or the inability of the Hearing Examiner to act, has all the duties and powers of the Hearing Examiner.
- D. In the performance of his or her duties, the Hearing Examiner may:
 1. Administer oaths and affirmations, examine witnesses, rule upon offers of proof, receive relevant evidence, and conduct discovery procedures ~~which may include propounding interrogatories and taking oral depositions~~ pursuant to Washington State Court Rules; except that no person may be compelled to divulge information which he or she could not be compelled to divulge in a court of law;
 2. Upon the request of any party, or upon the Hearing Examiner's own volition, issue and cause to be served subpoenas for the attendance of witnesses and for the production for examination of any books, records, or other information in the possession or under the control of any witness. A subpoena must state the name and address of the witness sought, and if for the production of books, documents or things, must specifically identify the same and the relevance thereof to the issues involved.
 3. Regulate the course of the hearing in accordance with this chapter and other applicable ordinances;

4. Hold conferences for the settlement or simplification of the issues by consent of the parties;
5. ~~Dispose~~ Decide any procedural requests or similar matters;
6. Take any other action authorized by the Anacortes Municipal Code.

2.30.060 Procedures.

- A. The Hearing Examiner may adopt rules as necessary to carry out the duties and responsibilities of the office.
- B. Rules may not take effect until they have been reviewed and approved by the City Council.
- C. Rules may not conflict with the Anacortes Municipal Code.

2.30.070 Conflict of Interest and Freedom from Improper Influence.

- A. The Hearing Examiner may not conduct or participate in any hearing or decision in which the Hearing Examiner has a direct or indirect personal interest that might exert such influence upon the Hearing Examiner that might improperly interfere with the decision-making process.
- B. Any actual or potential conflict of interest must be disclosed to the parties immediately upon discovery of such conflict. The Hearing Examiner must abstain from any further proceedings in the matter unless all parties agree in writing to have the matter heard by that Hearing Examiner.
- C. No City official or any other person may attempt to interfere with or improperly influence the Hearing Examiner in the performance of his or her duties. Violation of this subsection is a misdemeanor, punishable by up to 90 days in jail, or a fine of up to \$1,000, or both.

2.30.080 Removal.

After a public hearing, the Hearing Examiner may be removed from office during a term either:

- A. for just cause by the mayor with the concurrence of at least four members of the city council; or
- B. by the vote of at least five members of the City Council, without the concurrence of the mayor.

2.30.090 Annual Report to City Council.

The Hearing Examiner must report in writing and meet with the city council at least annually for the purpose of reviewing any amendments to city ordinances or other policies or procedures that would improve the performance of the Hearing Examiner process. Such report must include a summary of the Hearing Examiner's decisions since the last report. If requested by the city council or the mayor, the Hearing Examiner must provide additional written reports as deemed appropriate by the city council or mayor.

Title 9 Public Peace, Morals, and Welfare

The following chapters in Title 9 are created or amended:

New Chapter 9.06 Nuisances

9.06.020 Criminal penalty

A person who commits or maintains a public nuisance, for which no special punishment is prescribed; or who willfully omits or refuses to perform any legal duty relating to the removal of a public nuisance; or who lets, or permits to be used, any land, building, or structure or portion thereof, knowing that it is intended to be or is being used for committing or maintaining any such public nuisance; is guilty of a misdemeanor, and upon conviction, may be punished by a fine not to exceed \$1,000, or imprisonment not to exceed 90 days, or both. Each day or part thereof is a separate offense.

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AMC 16.04.105.B, Violation—Penalty is repealed.

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AMC Chapter 17.66, Penalties for Violation, is repealed.

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8.08 Littering

AMC 8.08 Article IV, Enforcement (AMC 8.08.210-250) is repealed.

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The remainder of AMC Chapter 18.14, Nuisances, is repealed.

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20.10.010 Policy.

- A. The policy of the City of Anacortes is to:
 - 1. Fairly, actively, and uniformly enforce the municipal code to preserve the health, safety, and welfare of the public and the environment and not for the benefit of any particular class of persons;
 - 2. Conduct all investigations into alleged violations consistent with statutory and constitutional protections of the right of privacy;
 - 3. Use education as a first step toward achieving compliance with those codes and offer property owners the opportunity to correct violations before imposing fines;
 - 4. Use administrative orders and other measures when necessary to ensure violations are corrected.
- B. To achieve this policy, this Chapter provides authority and procedures for:
 - 1. Efficient and effective notice and opportunities to correct violations;
 - 2. Progressive monetary penalties proportionate to the violations;
 - 3. Appeal of administrative orders regarding violations;
 - 4. Collection of civil penalties; and
 - 5. Abatement and remediation of violations
- C. Discretion.
 - 1. Generally, the Director should use a graduated enforcement process that uses notification and education as a first step and should offer violators the opportunity to correct violations before imposing fines.
 - 2. The Director may decide not to take action to correct a violation, especially for *de minimus* violations or violations that require interpretations or discretionary judgments of the applicability of the land use code.
- D. Supremacy. In the event of a conflict between provisions of this title and other provisions in the AMC, the provisions of this title control.

20.10.020 Definitions

The following definitions apply to this Title:

“Civil violation” means a failure to comply with any mandatory provision of the Anacortes Municipal Code, including failure to comply with a permit condition or an administrative order issued pursuant to AMC Title 20.

“Director” means the director of the Planning, Community, and Economic Development Department.

“Violator” means a person who violates any mandatory provision of the Anacortes Municipal Code, including failure to comply with a permit or an administrative order issued pursuant to AMC Title 20.

20.10.040 Civil violations.

- A. A civil violation includes any act or omission that procures, aids, or abets a civil violation.
- B. Each day a civil violation continues is a separate civil violation.
- C. A civil violation is a public nuisance and is subject to abatement under this Title, RCW Chapter 7.48, and RCW Chapter 9.66.
- D. Per RCW 7.48.260, any court or magistrate before whom any proceeding for a civil violation is pending may order such nuisance abated, in addition to any fine or other punishment that it may impose for such violation, and all property unlawfully used in the maintenance thereof destroyed by the sheriff at the cost of the defendant, except that if the conviction was in a district court, the district court judge may not issue the order and warrant of abatement, but on application must transfer the cause to the superior court to try the issue of abatement in the same manner as if the action had been originally commenced therein.

20.10.080 Joint and several liability.

In addition to any other person who may be liable for a civil violation, the property owner is jointly and severally liable for the civil violation, payment of any civil penalties, and restoration of the site.

20.10.100 Required report to City Council.

By February 1 of each year, the Director must report in writing to the City Council the number of code enforcement complaints received during the previous calendar year, the number investigated, the number found to be without basis, the number resolved, and the manner in which each was resolved.

Chapter 20.20 Procedures

20.20.020 Investigation—Right of entry.

- A. Investigation.
 - 1. Any person who believes a civil violation has occurred may notify the Director.
 - 2. The Director must investigate an alleged civil violation and confirm it has occurred before proceeding to correct it.
- B. Right of Entry.
 - 1. Whenever necessary to make an inspection of an alleged or suspected civil violation, the Director may, upon presentation of proper credentials and consent of the property owner

or other person having charge or control of the building, structure or property, enter such building, structure, property or portion thereof at all reasonable times to inspect the same.

2. If the building, structure, property, or portion thereof is unoccupied, the Director must make a reasonable effort to locate the owner or other persons having charge or control of the building, structure, property, or portion thereof and request entry.
3. If entry is refused or a responsible party cannot be located, the Director may ask the City Attorney to assist in obtaining a warrant.

20.20.040 Administrative orders including stop work orders.

- A. Generally. The Director may issue an administrative order to compel correction of a civil violation, abatement of a nuisance, or payment of civil penalties.
- B. Stop work orders. The Director may issue an administrative order to immediately cease any work or activity that is causing a civil violation or a public nuisance.
- C. Supplemental orders. The Director may at any time add to, rescind in part, or otherwise modify an order by issuing a supplemental order.
- D. Final orders. An administrative order becomes final if it is not timely appealed, or if it is timely appealed and not stayed or reversed.
- E. Violations of administrative orders.
 1. If the person to whom an order is directed does not obey the order or does not pay the civil penalty assessed by the order, the Director may pursue any combination of the remedies in AMC Chapter 20.30.
 2. Failure to comply with a stop work order is a gross misdemeanor punishable upon conviction by a minimum fine of \$500 up to a maximum fine of \$1,000 or one year in jail, or both. Each day or part thereof of noncompliance with a stop work order is a separate offense.

20.20.060 Administrative orders—contents.

An order must contain the following:

- A. The name and address of the property owner, the person in possession of the property, and any other person responsible for the violation or condition.
- B. The street address or description of the property sufficient for identification of the location where the violation occurred or condition is located.
- C. A statement that the Director has identified a public nuisance or found a violation of specific code sections, permit condition, stop work order, or other administrative order.
- D. For stop work orders:

1. A directive to immediately cease the work or activity until the Director rescinds the order.
 2. A statement of the penalties for failure to comply.
- E. For orders other than stop work orders:
1. A statement of the corrective action required to be taken. If the Director has determined that corrective work is required, the order must require that all necessary permits be secured and the corrective work physically commence within a reasonable time, as determined by the Director, and a reasonable date by which the work must be completed.
 2. A statement specifying the amount of any civil penalty assessed as a result of the violation and, if applicable, the conditions on which assessment of such civil penalty are contingent.
 3. A statement that if the corrective action is not commenced or completed within the time specified, the Director may proceed to abate the violation, cause the corrective work to be done, and charge the costs thereof as a lien against the property and as a joint and separate personal obligation of any person in violation.
- F. A statement of the procedural steps the City may take to ensure compliance if the violation is not corrected consistent with the order.
- G. A statement that the order is effective upon service or, for stop work orders, when the Director posts it on the subject property or serves it on the persons engaged in the work.
- H. A statement of the right to appeal an order and the method and deadline for doing so, and that failure to file a timely and complete appeal may constitute a waiver of all rights to appeal the order.

20.20.080 Administrative orders—Service

- A. All persons identified in the order must be served either personally or by mailing a copy of the order by certified mail, postage prepaid, return receipt requested.
- B. If the address of a person cannot reasonably be ascertained, then a copy of the order must be mailed by certified mail, return receipt requested, to such person at the address of the location of the violation and a copy must be posted in a conspicuous location on the premises. The failure of any such person to receive such notice does not affect the validity of any proceedings taken under this Chapter.
- C. Service by certified mail is effective on the date of mailing.

20.20.100 Appeals.

- A. Filing.
 1. Who may file. Any person subject to an administrative order issued pursuant to this Chapter may appeal it in writing to the Hearing Examiner.

2. When to file. An appeal must be filed within 14 calendar days of service of the administrative order being appealed.

3. How to file. An appeal must be filed by submitting a Notice of Appeal to the Director on forms provided by the City, with the appeal fee set by City Council resolution.

4. Fees.

a. The City Council will establish a fee schedule for appeals of code enforcement actions, which may include a reduced fee for an appellant that qualifies for low-income utility charges pursuant to AMC Chapter 13.44.

b. If an appellant prevails on their appeal, the City will reimburse the appeal fee paid by appellant.

3-5. Contents. The Notice of Appeal must contain the following:

- a. Identification of the order being appealed;
- b. The name and address of the appellant and the appellant's interest(s) in the matter;
- c. The specific reasons why the appellant believes the order is in error;
- d. The requested relief;
- e. Identification of any applicable Anacortes Municipal Code sections.

B. Automatic stay. An administrative order other than a stop work order is stayed during an appeal to the Hearing Examiner except when the Director determines that the violation will cause immediate and irreparable harm and so states in the order.

C. Standard of review.

1. The appellant bears the burden of proving that the administrative order was clearly erroneous.
2. The Hearing Examiner may not overturn or modify the Director's order unless he or she finds it was clearly erroneous.

D. Hearing.

1. The Hearing Examiner must hold a hearing, during regular business hours, to provide opportunities for the parties to be heard on the appeal.

D-2. Before testifying, any witness, including city staff, must be required to declare that he or she will testify truthfully, by oath or affirmation.

E. Decision.

1. The Hearing Examiner may affirm, reverse, or modify the appealed order.
2. The Hearing Examiner's written decision must include findings of fact, conclusions of law, and a decision on the appeal.

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3. The Hearing Examiner must hold the hearing and provide the written decision on the appeal within 90 days of filing of the Notice of Appeal.
- F. Reconsideration.
1. A party to an appeal may seek reconsideration of the Hearing Examiner's decision by filing a written request for reconsideration, describing the specific errors alleged, within 10 days of the date of decision.
 2. The Hearing Examiner must consider the request, without public comment or argument by the party filing the request. Reconsideration may be granted only when a material legal error has occurred or a material factual issue has been overlooked that would change the previous decision.
 3. A request for reconsideration is not required to exhaust the appellant's administrative remedies.
- G. Exhaustion of administrative remedies.
1. The Hearing Examiner's decision is the final decision of the City on the order.
 2. The date of final decision is the date the Hearing Examiner issued its decision, unless any party timely requests reconsideration, in which case the date of final decision is the date the Hearing Examiner makes its decision on reconsideration.

Chapter 20.30 Remedies

20.30.020 Voluntary compliance agreement.

- A. The City and the violator may enter into a voluntary compliance agreement at any time.
- B. The Director is authorized on behalf of the City to enter into a voluntary compliance agreement, as provided for in this Section, at any time before the City becomes involved in any lawsuit related to the enforcement action.
- C. Contents. A voluntary compliance agreement must contain the following:
 1. The name and address of the property owner, the person in possession of the property, and any other person responsible for the violation or condition.
 2. The street address or description of the property sufficient for identification of the location where the violation occurred or is located.
 3. A description of the civil violation and a reference to the specific code provisions that were allegedly violated.
 4. A detailed description of the agreed corrective action and the date by which it must be completed.

5. The amount of the civil penalty that will be imposed, if any, pursuant to AMC 20.30.080 if the terms of the voluntary compliance agreement are not met and that the City has a consensual lien against the property for the amount of the civil penalty plus any recording fees and costs.
 6. A statement that the City retains the right to enforce the agreement as a matter of contract and retains all other rights and remedies available at law.
 7. A statement that if the Director determines that the terms of the voluntary compliance agreement are not met, the Director may proceed with enforcement consistent with this Title.
 8. A statement that by entering into the voluntary compliance agreement the violator admits that the conditions described in the voluntary compliance agreement exist and constitute a civil violation.
 9. A statement that the violator knowingly, voluntarily, and intelligently waives the right to appeal any current or future administrative order arising from the same conditions or violations, including current or future civil penalties associated with the same conditions or violations.
- D. The Director may grant an extension of the time limit for compliance or a modification of the required corrective action if the violator has shown due diligence or substantial progress in correcting the violation and the circumstances support such an extension.

20.30.040 Certificate of Non-Compliance.

- A. After an administrative order becomes final, the Director may record with the County Auditor a certificate of non-compliance against any real property subject to the order.
- B. The certificate of non-compliance must describe:
 1. the property subject to the order;
 2. the violation;
 3. the amount of unpaid civil penalties;
 4. the method of releasing the certificate of non-compliance.
- C. Upon request of the property owner or violator, the Director must record a release of the certificate of non-compliance if:
 1. The administrative order is satisfied;
 2. All civil penalties are paid; and
 3. All costs associated with recording the certificate of non-compliance and the release of the certificate of non-compliance are paid.

20.30.060 Civil infraction.

- A. A person who causes a civil violation, or by any act of commission or omission procures, aids, or abets such a civil violation, is subject to a class 1 civil infraction in accordance with RCW Chapter 7.80, unless otherwise specifically provided.
- B. The maximum penalty and the default amount for a class 1 civil infraction is \$250, not including statutory assessments.
- C. A civil infraction may be imposed in addition to or as an alternative to any other judicial or administrative remedy.

20.30.080 Civil penalty.

- A. In addition to or as an alternative to any other judicial or administrative remedy, a person who causes a civil violation, or by any act of commission or omission procures, aids, or abets such a civil violation, may be subject to a civil penalty.
- B. Amount of Civil Penalty.
 - 1. The amount of civil penalty is \$100 per day per violation unless otherwise provided.
 - 2. For a civil violation related to critical areas, as defined in the Anacortes Municipal Code, the Director may impose an additional civil penalty up to:
 - a. An amount, not to exceed \$25,000, that is reasonable based upon the nature and extent of the violation and the costs to the City of enforcing this Chapter against the violator; or
 - b. An amount equal to twice the economic benefit that the violator derived from the violation as measured by the greater of:
 - i. The resulting increase in the market value of the property or the value received by the violator; or
 - ii. The savings of construction costs realized by the violator derived from the act that constituted the violation.
 - 3. A person found in violation of a new and separate civil violation within one year of the resolution of a prior civil violation may be subject to double the civil penalties normally imposed for such a violation.
 - 4. The Director may reduce a civil penalty based on one or more of the following mitigating factors:
 - a. The violator showed good faith or substantial progress, or both, in correcting the violation; or
 - b. The violator was not the primary cause of the violation.

C. Collection of Civil Penalties.

1. An order to pay civil penalties is valid for the penalties accrued as of the date of the order, and for future penalties that accrue until a specified event.
2. The Director may issue a supplemental order for additional civil penalties. That order is appealable only for the additional civil penalties imposed by the supplemental order.
3. Per RCW 19.16.500, the Director may refer orders to pay civil penalties to collection agencies 30 days after service, and may add a reasonable fee to cover the costs of collection.

D. Payment of a civil penalty pursuant to this Chapter does not relieve the violator of the duty to correct the violation.

20.30.100 Abatement.

- A. For a civil violation related to illicit discharges or connections, the Director may also:
1. Require implementation of BMPs described in the Stormwater Management Manual and, when necessary, AKART BMPs as described in RCW 90.48.010 and 90.48.520.
 2. Require the violator to sample and analyze any discharge, surface and stormwater, groundwater, or sediment, in accordance with the sampling and analytical procedures and requirements determined by the Director, and provide that analysis to the Director.
 3. Make inspections as required to determine compliance, including observation of BMPs or sampling surface and stormwater or groundwater as often as may be necessary.
- B. If the required corrective work is not commenced or completed within the time specified, the Director may ask the City Attorney's office to assist in abating the public nuisance.
- C. Consistent with RCW 35A.21.160, RCW 35.22.280(30), and RCW 35.80.030, the City may abate the violation itself and charge the costs of abating the violation as a public nuisance lien against the property.
- D. Per RCW 35.80.030, the City may abate unfit dwellings, buildings, structures, or property following the procedures in this Title and RCW 35.80.030, and may direct the County Treasurer to charge the costs of abatement as an assessment upon the tax rolls against the real property.
1. The Director is the municipal officer designated and authorized to exercise the powers necessary to carry out the purposes authorized by RCW 35.80.030.
 2. The Hearing Examiner is the appeals commission designated to hear and decide appeals within sixty days of date of filing, as required by RCW 35.80.030(1)(g).

20.30.120 Settlement.

The Director may, with the advice and consent of the City Attorney, enter into negotiations with parties in an enforcement action or named in a lawsuit under this Title or their legal representatives, for the

purposes of negotiating a settlement to such action or lawsuit. The settlement may include a compromise regarding the collection of civil penalties but must consider the interests of the public and be in the best interests of the City.

20.30.140 Alternative remedies.

In addition to any other penalty or method of enforcement, the City Attorney may bring actions for injunctive or other relief to enforce the Anacortes Municipal Code.

Land Use Permit Procedures Code Update Package – Title 20

Comment summary – December 1, 2016

Below is a brief summary of public comments received as of December 1, 2016, document version references, and staff comments and recommendations. Comments have been grouped by theme/issue. Complete written public comment letters should be consulted for full details and context.

Issue	Comments summary	Draft reference	Comments
CODE ADMINISTRATION			
Discretion of Director	Commenters expressed concerns about the discretion provided to the director to determine whether to pursue enforcement and to determine what remedy is appropriate		Title 20 is intended to provide escalating enforcement, so that the Department can attempt to work with residents to correct violations before instituting fines and penalties. There may be egregious violations that warrant immediate fines and penalties, however. Therefore, Director discretion is important as to what remedy and enforcement actions should be taken.
Language of update not forceful enough	Commenter urges the use of more forceful, certain, definite, and direct language in codes and that use of “may” be changed to “will”. Commenter is concerned that, without this change, the confusion of the current code will exist with the new code		Changing all uses of “may” to “will” would eliminate all Director discretion to select remedies based on the facts of a particular case. This could lead to a situation where the director was required to impose harsh penalties on residents when a violation could better be addressed through education. Similarly, eliminating director discretion could require the director to postpone strict enforcement for egregious violators. This lack of discretion is contrary to the idea of escalating enforcement and the variety of remedies available to address code violations.
Director duty to follow and enforce code	Commenters are concerned that proposed repealed language in various code sections eliminates the Director’s duty to enforce the code provided in AMC 16.04.105.	Title 16 – Noting that only AMC 16.04.105.B is repealed	The update was amended to leave subsection A of 16.04.105 intact and only repeal section B of AMC 16.04.105, which deals with the procedures for violations. Additionally, the proposed Title 19 update includes language that says “The director has the duty to administer and enforce AMC Titles 16, 17, 18 and 19”.
Complaint-based enforcement	Commenters were concerned that having complaint-based enforcement was too passive and not adequate to enforce the code	20.20.020	The alternative to complaint-based enforcement is having staff patrol and seek out violations. Staff monitoring requires additional full-time equivalent staff, which the budget does not support. Under the proposed model, staff may still pursue enforcement actions for violations that come to their attention even if a complaint is not received. Most communities approach code enforcement based on citizen complaints.
Decriminalization of code violations	Commenter objected to removal of language in Title 16 that made code violations misdemeanors	Repeal of Chapter 17.66	Violations were not decriminalized. Chapter 1.24 AMC establishes that all code violations are criminal violations. The Code need only set criminal penalties for violations in one spot.
HEARING EXAMINER			
Cost of HE	Commenters feel that a HE will be expensive	Chapter 2.30	A Hearing Examiner will have budget impacts. To hire a HE, the City will send out a request for proposals and then contract with the chosen candidate. The City will pay

Issue	Comments summary	Draft reference	Comments
			the HE an hourly fee for actual time spent on cases. This position would not be a FTE - the HE will only perform those services required by the City's case load. The City may specify an hourly rate in the RFP. Hourly rates range from \$75 up to \$210 for cities similar to Anacortes. Skagit County pays \$75/hour. City Council may elect to recover some of those costs through appeal fees. City Council may also want to allow for fee reimbursement if an appellant prevails or fee assessments if the appellant loses.
Losing Improvement Board could deprive underrepresented residents of support	Commenter indicated that he feels the improvement board should act as an ombudsman for mentally ill, disabled, and poor residents.	Chapter 2.30	The improvement board is required to hear quasi-judicial matters in an unbiased manner that does not violate the appearance of fairness doctrine. Therefore, they may not act as an ombudsman for parties before them. However, City Council could consider creating an ombudsman program for appellants representing themselves separately.
Eliminating citizen boards discourages volunteers	Commenters expressed concerns that eliminating citizen boards takes away citizen involvement in local government by discouraging volunteers and appointing decision-makers who are not connected to their constituents.	Chapter 2.30	The adoption of the office of the hearing examiner would eliminate the improvement board in this update. Historically, the improvement board has met infrequently.
Scope of HE Duties	Commenters expressed concern about what the HE role will be – just code enforcement or other land use projects also? Commenters were particularly concerned that the language in Title 2 says that the HE will hear all quasi-judicial matters	2.30.010	The language of Title 2 creates the office of the hearing examiner and gives the hearing examiner authority to hear a broad range of cases, but does not determine what issues will come before the hearing examiner. The other Titles actually send cases to the hearing examiner. The Title 20 update sends only code enforcement appeals to the hearing examiner. The proposed Title 19 update sends Type 1 and 2 appeals to the hearing examiner and decisions on Type 3-HE projects (telecommunications, level 3 variances). Staff is not proposing any additional types of cases to the hearing examiner.
HE Qualifications	Commenter suggested that the City look at a HE candidate's past decision-making history	2.30.030	The City could consider any relevant decision-making history in the candidate selection process. Staff does not recommend this be built into the code update because it is difficult to quantify.
HE Discipline and Removal	Commenter questioned how to discipline a HE who doesn't follow conflict of interest rules or needs to be removed	2.30.070, 080, 2.30.040	The City adopts the Washington State Code of Judicial Conduct to govern the Hearing Examiner's professional activities. Removal procedures are clearly laid out in proposed 2.30.080.
GENERAL PROCEDURE			
Swearing in	Commenters would like city staff to be sworn in at public hearings.	Could be added to proposed 20.20.100(D)	Staff agrees
Order of code updates	Commenter expressed concerns about adopting a HE before the substantive code updates are complete		The City is unable to accomplish all code updates in one package because so much of the AMC is being updated over the next year. Additionally, statutory deadlines required updates to the code by the end of 2016 to comply with the NPDES Phase II Permit. These stormwater updates were adopted by Council on November 28. To be

Issue	Comments summary	Draft reference	Comments
			effective, the AMC needs to provide procedures to support the newly-adopted stormwater regulations.
Reconsideration	Commenter challenged the reconsideration process as pointless because a HE will not likely admit errors	20.20.100(F)	A party may request reconsideration of a HE decision within 10 days to correct any errors or oversights made during the appeal hearing. Reconsideration is commonly provided in the court system to address any errors without forcing parties to file a subsequent appeal.
Legalese in Code	Commenter questioned the use of “discovery” and “propounding interrogatories” in the code	2.30.050	These are all terms of art that have legal significance. However, if Council would prefer, staff can rework this section to be more accessible to the public.
APPEALS			
Notice	Commenters expressed concern about an opportunity to appeal Director’s decision to HE without notice provided to the public of the decision – they felt that was a hollow right to appeal	20.20.080	Code enforcement actions are different than land use actions. Those appeals provided for in Title 20 result from situations where a resident is found to be in violation of the Code and an administrative order is entered against them. Their due process rights then entitle them to notice and an opportunity to be heard on the charges against them. Conceptually, this entitles neighbors to a different level of involvement than in land use projects.
Appeal fees	Commenters expressed concerns about charging an appeal fee on code enforcement actions and that it would discourage public participation and burden potentially vulnerable members of the community		There are hard costs associated with an appeal of a decision, including mailing and publication of notices, copies, etc. Currently, staff is proposing a fee that would be commensurate with those average hard costs (around \$150-\$200). A proposal for changes to appeal fees will be brought forward to City Council in the coming months. For code enforcement actions, it may make sense to allow appellants to have fees reimbursed if they prevail in their appeal, or to only pay fees if they lose their appeal.



City Council Agenda Bill

Meeting Date: 12/12/2016

Agenda Item: 7b

Subject: Title 19 Update

Staff Contact: Darcy Swetnam, Don Measamer

Approved for Submittal to Council by	
x	Laurie Gere, Mayor
	Steve Hoglund, Finance Director
x	Darcy Swetnam, City Attorney

Action Type	
x	Ordinance No. 2992
x	Code Revision?
	Resolution No.
	Contract
	Public Hearing
	Staff Report

Summary Statement: This item presents an updated version of proposed Ordinance 2992, which creates new Title 19 on Land Use Permit Procedures.

Background:

The Planning Commission considered proposed Ordinance 2992 at their November 30, 2016 meeting, which was a continuation of a public hearing called on November 23, 2016. The Planning Commission recommended approval of the Ordinance with certain changes. City staff have incorporated their comments and recommended changes into the attached draft. The public hearing before City Council is scheduled for December 19, 2016.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	
Revenue Source	

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: Council has seen the proposed land use procedures at several previous meetings. The Planning Commission recommended approval of the Ordinance at the November 30, 2016 meeting, with certain conditions.

Competing Viewpoints Considered:

Recommended Motion: No recommended motion at this time.

Alternative Actions: N/A

Attachments (listed in order presented): Proposed Ordinance 2992

Ordinance No. 2992

An Ordinance Amending Various Provisions of the Anacortes Municipal Code and Adopting a New Title 19, Unified Development Code

Whereas the Anacortes Municipal Code currently includes development regulations in Titles 15, 16, 17, and 18;

Whereas the City Council desires to clarify and consolidate its development regulations in a single title to provide effective and efficient rules for the public and city staff;

Whereas, on _____, the City provided 60-day notice of intent to adopt these development regulations to the Department of Commerce;

Whereas, on _____, the Planning Commission held a public hearing on the proposal;

Whereas, on _____, the City Council deliberated on the proposal;

Now, therefore, the City Council of the City of Anacortes does ordain as follows:

- Section 1. The Anacortes Municipal Code is amended as shown in Attachment A.
- Section 2. Conditional use permit, special use permit, and land division applications submitted and deemed complete prior to the effective date of this ordinance are to be processed under the procedures in effect prior to these amendments.
- Section 3. This ordinance takes effect five days after publication or on January 1, 2017, whichever is later.

PASSED and APPROVED this ____ day of _____, 2016.

CITY OF ANACORTES:

Laurie Gere, Mayor

Attest:

Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

Chapter 1.04 General Provisions

AMC Section 1.04.010 is amended as follows:

1.04.010 Definitions.

The following words and phrases, whenever used in the ordinances of the city of Anacortes, Washington, shall be construed as defined in this section unless from the context a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words and phrases:

- A. – F. *No change.*
- G. "Must" and "shall" are each mandatory ~~except as to agents and employees of the city of Anacortes and any board authorized by city ordinances where discretion is involved, in which case "shall" and "must" are a direction and authorization to act in the exercise of sound discretion and in good faith.~~
- H. – T. *No change.*

AMC Section 1.04.070 is amended as follows:

1.04.070 Computation of time.

~~Except when otherwise provided, the time within which an act is required to be done shall be computed by excluding the first day and including the last day, unless the last day is Sunday or a holiday, in which case it shall also be excluded.~~

- I. Except when otherwise provided, in computing any time period prescribed or allowed by this code, the day of the act, event, or default from which the designated time period begins to run is excluded. The last day of the period is included unless it is a Saturday, a Sunday, or a legal holiday, in which case the period runs until the end of the next day which is neither a Saturday, a Sunday, nor a legal holiday. When the time period prescribed or allowed is less than seven days, intermediate Saturdays, Sundays, and legal holidays are excluded from the computation.
- J. The legal holidays identified in RCW 1.16.050 are legal holidays for the purpose of this section.

Chapter 2.42 Planning Commission

2.42.010 Created.

There is created a planning commission of the city per RCW Chapter 35.63.

2.42.020 Membership.

There will be seven members of the commission, to be appointed by the mayor, by and with the consent of the city council. Members must be selected without respect to political affiliations and serve without compensation.

~~2.42.030—Membership—City officer.~~

~~One of the members may be an officer of the city, and his membership shall correspond with his tenure of office.~~

Commented [RW2]: Multiple statutes allow for the creation of planning commissions, so it is important to identify which we are relying on.

2.42.040 Terms of office.

The terms of members ~~not city officers~~ will, after the expiration of the term of those first appointed, be for six years. The members first appointed will hold office as follows: two for two years; two for four years; and two for six years. Vacancies other than through expiration of terms must be filled for the unexpired terms. Members may be removed, after public hearing, by the mayor with the approval of the council for inefficiency, neglect of duty, or malfeasance in office.

2.42.050 Powers and duties.

The planning commission of the city will have all of the powers and perform each and all of the duties specified by ~~Chapter 44 of the Sessions Laws of 1935, together with any other duties or authority which may hereafter be conferred upon them by the laws of the state, the performance of such duties and the exercise of such authority to be subject to each and all the limitations expressed in such legislative enactment or enactments~~ AMC Title 19.

2.42.060 Organization.

The commission will elect its own chairman and create and fill such other offices as it may deem necessary, and will hold at least one regular meeting in each month for not less than nine months of the year. It will adopt rules for the transaction of its business and will keep a written record of all of its proceedings, which record will be a public record.

2.42.070 ~~Service without compensation~~—Quorum.

~~The members of the commission will act without compensation.~~ Four members present and voting constitute a quorum.

Commented [RW3]: References RCW 35.63.060, which is somewhat meaningless.

Commented [RW4]: Moved to 2.42.020.

15.20 Building Permits

AMC Chapter 15.20, Building Permits, is repealed.

15.32 Underground Utilities

AMC section 15.32.120, Variance procedure, is repealed.

16.04 General Provisions, Definitions, and Exemptions

AMC 16.04.104, Variances, exceptions and waiver of conditions, is repealed.

AMC 16.04.106, Complete application, is repealed.

16.08 Short Subdivisions and Short Plats

AMC 16.08.040, Appeals, is repealed.

Commented [GL5]: Added 12/7; appeals are addressed in 19.20.030 & .210

16.10 Binding Site Plans

AMC 16.10.090, Approval Procedure, is repealed.

AMC 16.10.300, Appeals to the board of adjustment, is repealed.

16.12 Preliminary Plats for Standard Subdivision

16.12.020 Review Procedure, subsections A through D and subsections F through I are repealed, and the section is retitled "Approval Criteria."

16.16 Final Plats

16.16.030 Review Procedure is amended as follows:

16.16.030 ~~Review Procedure~~Approval Criteria

- ~~A. When a final plat application meeting the requirements of this title has been submitted, the administrator shall transmit the original final plat application first to the planning commission and then to the city council for consideration within thirty days from the date of its submission unless the applicant consents to an extension of the time period for such review.~~
- ~~B. A. The planning commission and city council shall at their public meetings consider the final plat application. If the city council finds that the final plat meets the requirements as set out in the preliminary plat approval conditions, the final plat will be approved.~~
- ~~C. The city council shall act on the final plat within thirty days from submission of a complete application, unless the applicant consents to an extension of such time period.~~

16.24 Modifications and Exceptions

AMC 16.24.020 Procedure, is repealed.

16.28 Recreational Vehicle Parks

AMC 16.28.040, Grading and drainage, and AMC 16.28.100, Application procedure, is repealed. The remainder of this chapter is recodified as AMC 19.60.070, Recreational Vehicle Parks, with the modification below to AMC 16.28.090.

16.28.090 - ~~Commercial use~~Retail sales.

No retail sales uses ~~should be~~ allowed within the park ~~unless a specific site for such use, limited to park users, is approved by the city council.~~

16.40 Planned Unit Developments

AMC Chapter 16.40, Planned Unit Developments, is repealed.

17.04 General Provisions

AMC 17.04.010, Introduction, is repealed.

AMC 17.04.030, Enacting clause, is repealed.

AMC 17.04.070, Application submission and review procedures, is repealed.

AMC 17.04.080, Severability and savings provision, is repealed.

Commented [RW6]: Subsection B is incorporated into Title 19. The rest of this section is surplusage.

Commented [RW7]: This section says not much, but then again restates Superior Court appeal provisions.

AMC 17.04.090, Consistency, is repealed.

Commented [RW8]: This section either restates 36.708.030 or says nothing.

17.06 Definitions

AMC 17.06.395, Home occupation, is repealed.

AMC 17.06.400, Home occupation signs, is repealed.

17.08 Administration

AMC Chapter 17.08, Administration, is repealed.

Commented [RW9]: 17.08.100, garage sales, will be reconstituted somewhere else in a future code package.

17.10 Board of Adjustment, Planning Commission, and Conditional Uses

AMC Chapter 17.10 is retitled "Restaurant Sidewalk Uses and Adult Concessions."

AMC 17.10.010-.060, regarding the Board of Adjustment, are repealed.

AMC 17.10.070-.090, regarding the Planning Commission, are repealed.

AMC 17.10.100-.130, regarding conditional uses, are repealed.

AMC 17.10.170, Accessory dwelling units, is repealed.

AMC 17.10.180, Procedure for accessory dwelling unit permits, is repealed.

17.14 Amendments and Rezones

AMC Chapter 17.14, Amendments and Rezones, is repealed.

17.44 Planned Unit Development and Cottage Housing

AMC Chapter 17.44, Planned Unit Development and Cottage Housing, is repealed.

Commented [GL10]: Added to correspond with repeal of AMC 16.40, Planned Unit Developments (12/7)

17.46.020 Parking

AMC 17.46.010.D is amended as follows:

~~In-For~~ uses not specifically mentioned herein, ~~the decision maker must determine the~~ off-street parking requirement ~~shall be fixed by the planning commission~~ based generally on the requirements for similar uses.

AMC 17.46.020 is amended as follows:

The minimum number of off-street parking shall be determined in accordance with the following table, ~~except where the minimum number of off-street parking spaces is varied by the planning commission (appealable to city council) with a documented finding that the overall parking situation in the project vicinity will not be adversely affected.~~ One bicycle rack space shall be provided for every five parking spaces.

[No changes to table or remainder of the section.]

17.60 Nonconforming Uses

AMC Chapter 17.60, Nonconforming Uses, is repealed.

17.62 Public Hearings

AMC Chapter 17.62, Public Hearings, is repealed.

17.70 Critical Area Regulations

AMC 17.70.050.D(1) is revised to read:

1. ~~Appeal Board.~~ Variances to this chapter must be processed according to the procedures in Title 19.

AMC 17.70.050(D)(a) – (f) relating to the board of adjustment is repealed.

17.75 Essential Public Facilities

AMC 17.75.04, Procedure, is repealed.

AMC 17.75.060.B.2 is revised to read:

Type Two Facilities. Type Two essential public facilities shall be required to provide a notice of application ~~as required by AMC [Section] 17.04.070.~~

AMC 17.75.060.C.2 is repealed.

AMC 17.75.060.F.2 is revised to read:

The proposal complies with applicable requirements of ~~Chapter 17.10.100~~ AMC Chapter 19.36 Conditional Uses and all other applicable provisions of the City Code;

18.04 State Environmental Policy Act

Modify only the following section:

18.04.250 Appeals

~~D.B.~~ The city elects not to have an agency administrative appeal. Appeals of SEPA threshold determinations are processed per AMC Title 19.

~~E.C.~~ The city shall give official notice under WAC 197-11-680(5) whenever it issues a permit or approval for which a statute or ordinance establishes a time limit for commencing judicial appeal.

18.16 Shoreline Master Plan

The following sections of AMC Chapter 18.16 are amended as follows:

18.16.050 - Table of permits and procedures.

Table 1 below classifies shoreline development permits by procedure type, decision maker, and type of public notice.

Table 1

Permit Application	Decision maker	Public Notice	Notes
Shoreline Substantial Development Permits	Planning Commission or City Council As provided in Section 18.16.100(B)(2)	a. Mailed to property owners w/in 300 ft. b. Posted on-site c. Published notice	See Section 18.16.040 for definition and approval criteria.
Conditional Use Permits	Planning Commission or City Council As provided in Section 18.16.100(B)(2) Department of Ecology	a. Mailed to property owners w/in 300 ft. b. Posted on-site c. Published notice	See Section 9.1 of the Shoreline Master Program for definition and approval criteria. After local government approval, the permit is submitted to the Department of Ecology for the department's approval, approval with conditions, or denial WAC 173-27-110.
Variances	Planning Commission or City Council As provided in Section 18.16.100(B)(2) Department of Ecology	a. Mailed to property owners w/in 300 ft. b. Posted on-site c. Published notice	See Section 9.2 of the Shoreline Master Program for definition and approval criteria. After local government approval, the permit is submitted to the Department of Ecology for the department's approval, approval with conditions, or denial WAC 173-27-110.

18.16.100 - Administrative authority and responsibility.

~~F.D.~~ Shoreline Administrator. The shoreline administrator is vested with the following authority and responsibility:

1. Overall administrative responsibility for this master program.
2. Authority to grant written permit exemptions from shoreline substantial development permit requirements of this master program.
3. Authority to approve or recommend ~~to the planning commission~~ approval, approval with conditions, or denial of applications for shoreline ~~substantial development~~ permits and permit revisions in accordance with the policies and regulations of this master program consistent with AMC Chapter 19.20 Application Procedures. Chapter 19.20 Application Procedures.
4. Advising interested citizens and project proponents of the goals, policies, regulations and procedures of this master program.
5. If a nonconforming use is discontinued for a period of twelve months in any consecutive two-year period, it shall lose its nonconforming status, and the continued use of the property shall be required to conform to the provisions of this master program and the Act.

~~G.E. The decision maker per AMC 19.20.030 Types of Review is authorized to approve, approve with conditions, or deny shoreline permits consistent with the procedures in AMC Chapter 19.20 Application Procedures is authorized to approve, approve with conditions, or deny shoreline permits consistent with the procedures in AMC Planning Commission/City Council. The planning commission/city council Chapter is vested with the following authority: 19.20 Application Procedures.~~

- ~~1. Authority to approve, approve with conditions, or deny shoreline substantial development permits, variance permits, and conditional use permits after considering the findings and recommendations of the shoreline administrator at an open record public hearing.~~

~~For each shoreline substantial development/conditional use/variance permit application an open record public hearing shall be held before the planning commission. For project improvements valued at less than one million dollars on project sites less than three acres in size, the planning commission may approve, approve with conditions, or deny the permit unless an appeal of the planning commission's action is filed. Any aggrieved party shall have five working days from the date of the action to appeal the action of the planning commission to the city council. The appeal shall be in writing and is to be filed with the city clerk. After considering the record and any appeal, the city council shall decide whether to grant, deny, or grant the permit with conditions, and shall issue a written decision. If an appeal is filed by an aggrieved party, this appeal shall be a closed record appeal to the city council who shall decide the matter. For project improvements valued at one million dollars or more or for project sites three acres or more in size, the city council shall decide in a closed record appeal format upon recommendation of the planning commission. The planning commission shall record their recommendations, their reasons for recommendation, and any conditions recommended to be placed on the application. This record is to be sent to the city council.~~

Commented [RW11]: The substance of this section is encapsulated in the new AMC Title 19 procedures section.

New Title 19 Unified Development Code

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Division 1 General and Legislative Provisions

Chapter 19.10 General Provisions

19.10.010 Purpose.

The purpose of this Title is to implement the Comprehensive Plan and state laws related to land use and development in a manner that is clear, concise, and understandable. It is also intended to comply with state rules for combining and expediting development review and integrating environmental review and land use development plans.

19.10.020 Applicability

This Title is applicable to all land and land uses within the corporate limits of the City of Anacortes, and the City's urban growth area, except as pre-empted by law or interlocal agreement. All city departments, and the City itself, are subject to this Title.

19.10.030 Administration

The Director has the duty to administer and enforce AMC Titles 16, 17, 18, and 19.

19.10.040 Fees and costs.

- A. The City Council may, by resolution, adopt a schedule of fees for permit applications and appeals. Per RCW 82.02.060, impact fees must be adopted by ordinance.
- B. The cost of postings, mailings, and publications must be paid for by the applicant.

19.10.070 No special duty created.

- A. It is the purpose of this title to provide for the health, welfare, and safety of the general public, and not to create or otherwise establish or designate any particular class or group of persons who will or should be especially protected or benefited by the terms of this title.
- B. Nothing contained in this title is intended to be nor may be construed to create or form the basis for any liability on the part of the city or its officers, agents, and employees for any injury or damage resulting from the failure of any premises to abate a nuisance or to comply with the provisions of this title or be a reason or a consequence of any inspection, notice or order, in connection with the implementation or enforcement of this title, or by reason or a consequence of any inspection, notice or order, in connection with the implementation or enforcement of this title, or by reason of any action of the city related in any manner to enforcement of this title by its officers, agents or employees.

19.10.080 Savings.

Nothing contained in this title may be construed as abating any action now pending under or by virtue of any ordinance of the city herein repealed, or as discontinuing, abating, modifying, or altering any penalty accrued or to accrue, or as affecting liability of any person, firm or corporation, or as waiving any

Commented [RW12]: Added 12/7/

Commented [GL13]: Added 12/7 per PC recommendation.

Commented [RW14]: Title 15 will no longer exist by the effective date of this Title.

right of the city under any ordinance or provision thereof in force at the time of passage of the ordinance codified in this title.

19.10.090 Severability.

If any provision of this title is declared unconstitutional or invalid by any court of competent jurisdiction, it must be conclusively presumed that this title would have been enacted without the provision so held unconstitutional or invalid, and the remainder of this title must not be affected as a result of any part being held unconstitutional or invalid.

Chapter 19.12 Definitions and Interpretation

19.12.020 Definitions.

The following definitions are added to this section:

The following definitions apply to this title; other definitions may be found in individual chapters:

"Accessory dwelling unit (ADU)" means a second dwelling unit, that has separate kitchen, sleeping, and bathroom facilities, and is attached or detached from the primary residential unit on a lot.

"Appellant" means a person who files a complete and timely appeal of a city decision.

"Appellate body" means that officer or body prescribed by this Title as having the authority to hear the appeal of a development permit.

"Applicant" means a person seeking development or permit approval from the City.

"AMC" means the Anacortes Municipal Code.

"Boundary line adjustment" means the adjustment of a boundary line between existing lots.

"Burden of proof" means a party's duty to prove an assertion or charge.

"Closed record appeal" means an administrative appeal on the record to a local government body or officer, including the legislative body, following an open record hearing on a project permit application when the appeal is on the record with no or limited new evidence or information allowed to be submitted and only appeal argument allowed.

"Comprehensive Plan" means the City's Comprehensive Plan adopted pursuant to RCW Chapter 36.70A.

"Comprehensive Plan amendment" means an amendment or change to the text or maps of the Comprehensive Plan.

"Conditional use" or "CUP" means a use that may be restricted as a condition of approval.

"Day" means calendar day, not business day, unless otherwise specified. But see AMC 1.04.070, Computation of time.

"Decision" means the written report of findings and conclusions issued by the decision-maker.

"Decision-maker" means that officer or body prescribed by this Title as having the authority to approve, approve with conditions, or deny a development permit or hear an appeal and issue a revised decision.

"Department" means the City of Anacortes Department of Planning, Community, and Economic Development.

Commented [GL15]: Added 12/7.

Commented [RW16]: Added 12/7.

Commented [GL17]: Added 12/7.

Commented [GL18]: Added 12/7.

"Development" means any land use, activity, or project regulated by AMC Titles 13, 16, 17, and 18, including but not limited to building permits, subdivisions, binding site plans, rezones, conditional use permits, shoreline permits, short plats, or variances.

"Development permit" means a permit or approval for a development, and includes project permits per RCW 36.70B.020.

"Director" means the Director of the Department or the Director's designee.

"Effective date" means the date a final decision becomes effective.

"Family" means:

- A. One person or two or more related persons living together.
- B. No more than five unrelated persons living together as a single nonprofit housekeeping unit.
- C. Unrelated persons living together in a state licensed adult family home pursuant to RCW 70.127.010, with the provider's family counting as up to six persons not related to the providers living with them as one housekeeping unit for profit.
- D. In a single-family dwelling, one roomer or boarder is permitted in addition to the family.

"Final decision" means the final City action, in writing, to approve, approve with conditions, or deny a permit application.

"Home Occupation" means any activity undertaken for financial gain or profit and carried on in a dwelling, or building accessory to a dwelling.

"Lot of record" means a lot which is described by a final plat, short plat, or metes and bounds, and is established consistent with applicable local and state regulations at the date a legal instrument creating the lot is recorded at the Skagit County auditor's office.

"Nonconforming" or "pre-existing nonconforming" means a use or structure that was legally established when it was commenced or constructed but does not conform to laws or rules that were subsequently adopted.

"Open record hearing" means a hearing conducted by a single hearing body or officer authorized by the city to conduct such hearings, that creates the city's record through testimony and submission of evidence and information, under procedures prescribed by the city by ordinance or resolution.

"Open record predecision hearing" means an open record hearing held prior to the City's decision on a project permit.

"Open record appeal hearing" means an open record hearing held on an appeal if no predecision hearing has been held on the project permit.

"Party of record" means a person who has testified at a public hearing, or submitted a written statement related to an application within the allowed timeframe, and who provides the City with a complete mailing address.

"Plat" means a scale drawing of a subdivision showing lots, blocks, streets, or tracts, or other division or dedications of land to be subdivided.

Commented [GL19]: Added 12/7.

Commented [GL20]: Added 12/7.

Commented [GL21]: Added 12/7.

Commented [GL22]: Added 12/7.- From RCW 36.70B.020(3)

Commented [GL23]: Added 12/7. From RCW 36.70B.020(3)

Commented [GL24]: Added 12/7. From RCW 36.70B.020(3)

"Plat, final" means a precise scale drawing of a subdivision and dedications which conforms to the approved preliminary plat, meets all the conditions of approval, and meets the requirements of the Skagit County Auditor for recording.

"Plat, final short" means a precise scale drawing of a short subdivision and dedications which conforms to the approved preliminary short plat, meets all conditions of approval, and meets the requirements of the Skagit County Auditor for recording.

"Plat, preliminary" means a neat and approximate scale drawing of a proposed subdivision, showing the existing conditions and the proposed layout of streets, lots, blocks, and other information needed to properly review the proposal.

"Plat, preliminary short" means a neat and approximate scale drawing of a proposed short subdivision, showing the existing conditions and the proposed layout of streets, lots, blocks, encumbrances, encroachments, and other information needed to properly review the proposal.

"Plat, short" means the plat of a short subdivision.

"Public meeting" means a quorum of city council or other decision-making body gathering with the collective intent of transacting city business. A public meeting does not include an open record hearing.

"Rezone" means an amendment which changes the use classifications and/or boundaries upon the official zoning map.

"Shoreline permit" means a shoreline substantial development permit, shoreline conditional use permit, or shoreline variance issued pursuant to the City's Shoreline Master Program.

"Site plan" means a map or representation of a site showing thereon the location of various features of a particular proposal, such as setbacks, buildings, parking areas, and other items.

"Site plan, binding" means a site plan reviewed and approved pursuant to AMC Titles 16 and 17 and AMC Chapter 16.10, containing the inscriptions or attachments setting forth the limitations and conditions of use for a specific parcel of property and meeting the requirements of the Skagit County Auditor for recording.

"Standard of review" means the amount of deference given by an appellate body in reviewing a decision of a lower decision-maker.

"Subdivision, short" means the division or redivision of land into nine or fewer lots for the purpose of sale, lease, or transfer of ownership.

"Subdivision" means the division or redivision of land into ten or more lots for the purpose of sale, lease, or transfer of ownership.

"Substandard lot" means a lot that does not meet current city standards for area, width, street frontage, or other dimensional characteristics for the zone in which it is located.

"Variance" means an adjustment from a dimensional or numeric standard of Title 17 or 19 issued per AMC Chapter 19.38 Variances.

19.12.040 Rules of interpretation.

- A. Within this title, all words used have their normal and customary meanings, unless specifically defined otherwise in this title.

Commented [GL25]: Revised 12/7.

Commented [RW26]: Added 12/7.

Commented [GL27]: Added 12/7.

Commented [RW28]: Added 12/7.

1. Words used in the present tense include the future.
 2. The plural includes the singular and vice versa.
- B. Distances are measured horizontally unless otherwise specified.
 - C. Interpretations of this code must be consistent with the Comprehensive Plan.
 - D. Interpretations related to uses in each zone should be based on the "purpose" section of each zone.
 - E. Where two applicable rules conflict within this title, the most restrictive controls.

Commented [GL29]: Added 12/7.

19.12.060 Supremacy.

In the event of a conflict between provisions of this title and AMC Title 13, 16, or 17, the provisions of this title control. In the event of a conflict between provisions of this title and AMC Chapter 18.16, Shoreline Master Plan, the provisions of AMC Chapter 18.16 control.

19.12.080 Administrative Interpretation.

Commented [GL30]: Section added 12/7.

- A. Consistent with RCW 36.70B.110(11), any person may submit a written request for an interpretation of this title. Any such request must:
 1. specify each code section for which an interpretation is requested;
 2. describe why an interpretation of each section is necessary;
 3. include any reasons or material in support of a proposed interpretation;
 4. include any fee established by the City Council for such requests.
- B. If the interpretation request is associated with a pending application for a development permit, the Director may consolidate the request with the process for review of the application. If the Director does not consolidate the request with an application, the Director must issue an interpretation within 60 days of receipt of the request and publish it to the City website.
- C. In making an interpretation, the Director must consider all of the following:
 1. the applicable provisions of the code including their purpose and context;
 2. the applicable provisions of the Comprehensive Plan and other relevant codes and policies;
 3. the impact of the interpretation on other provisions of the AMC;
 4. the implications of the interpretation for development within the City as a whole.
- D. The Director may respond to inquiries regarding the applicability and interpretation of various code provisions prior to or outside the context of a formal request for an administrative interpretation.
- E. An administrative interpretation is not binding on the Director or City, nor appealable, but the decision-maker on a relevant development permit application may treat an interpretation as persuasive authority.

Chapter 19.14 International Codes

AMC Chapter 15.05, Building Code, is recodified as AMC Chapter 19.14, International Codes.

Commented [GL31]: Added 12/7.

Chapter 19.16 Legislative Actions

19.16.010 Purpose.

This Chapter establishes a program and process for early and continuous public participation for land use legislation consistent with RCW Chapter 36.70A, the Growth Management Act.

19.16.020 Applicability.

- A. This Chapter applies to adoption and amendment of any of the following legislative matters:
 - 1. the Comprehensive Plan;
 - 2. the Comprehensive Plan land use map;
 - 3. implementing development regulations.
- B. This Chapter does not apply to any of the following quasi-judicial matters:
 - 1. development permit applications;
 - 2. rezones permitted by an existing Comprehensive Plan designation that do not require a simultaneous amendment to the Comprehensive Plan.
- C. This Chapter does not apply to any of the following legislative matters:
 - 1. adoption and amendment of international and uniform codes such as the International Building Code, International Fire Code, or other codes required by the State of Washington;
 - 2. adoption of regulations governing impact fees, development agreements, and amendment of this Chapter;
 - 3. adoption of technical appendices to the Comprehensive Plan that do not contain Comprehensive Plan goals or policies, such as the six-year capital facilities financing plan.

19.16.030 General requirements.

- A. All amendments to the Comprehensive Plan policies, Comprehensive Plan land use map, or development regulations require:
 - 1. a public hearing;
 - 2. review and recommendation by the Planning Commission; and
 - 3. final approval by ordinance.
- B. For amendments to the Comprehensive Plan policies or land use map, the City must:
 - 1. docket amendments per AMC 19.16.050; and
 - 2. adopt all amendments simultaneously each year; and
 - 3. may not adopt amendments more frequently than once per year except for amendments that qualify for one of the exceptions in RCW 36.70A.130(2)(a).
- C. For amendments to the development regulations, the City may:
 - 1. accept petitions for development regulation amendments as part of the annual docketing process; or

2. itself initiate the process of adopting or amending development regulations at any time.

19.16.040 Petitions.

- A. Types of petitions. A petition is one or more of the following types:
 1. an amendment to the Comprehensive Plan policies;
 2. an amendment to the Comprehensive Plan land use map (which requires a simultaneous rezone);
 3. an amendment to the development regulations.
- B. When to file.
 1. A petition must be submitted on or before the last business day of March, except that a City-initiated petition is not subject to this deadline.
 2. A petition for a rezone or map amendment may be considered only once between each Comprehensive Plan Periodic Update unless the applicant demonstrates a substantial change in circumstances. A petition for the same property may not be considered in consecutive years.
- C. How to file.
 1. A petition must be filed with the Department on forms provided by the Department.
 2. A petition must be filed with all fees required by the adopted fee schedule.
 3. A City-initiated petition does not require a written petition or fees.
- D. Contents of petition. A petition for amendment of the Comprehensive Plan or the development regulations must include the following:
 1. a detailed statement of what is proposed to be changed and why;
 2. a statement of anticipated impacts to be caused by the change, including geographic area affected and issues presented;
 3. a demonstration of why the proposal is needed;
 4. a statement of how the amendment is consistent with the Comprehensive Plan's vision and goals.
- E. A petition for a rezone or amendment of the Comprehensive Plan map must also include a detailed description of how the map amendment complies with:
 1. the land use designation criteria in the Comprehensive Plan; and
 2. approval criteria for map amendments and rezones.

19.16.050 Docketing.

- A. The Department must review all new petitions and any petitions deferred from the previous year's docket, and forward a recommendation to the City Council as to which petitions should be included in the next year's docket.
- B. In making its docket recommendation, the Department must consider whether:

1. the petition complies with the filing requirements;
 2. the petition, in light of all proposed amendments being considered for inclusion in the year's docket, can be reasonably reviewed within the staffing and operational budget allocated to the Department by the City Council;
 3. the proposed amendment, to be adopted, would not require additional amendments to the Comprehensive Plan or development regulations not addressed in the application, and is consistent with other goals, objectives and policies adopted by the City Council;
 4. the proposed amendment raises policy, land use, or scheduling issues that would more appropriately be addressed as part of an ongoing or planned work program, or as part of the periodic review cycle;
 5. some legal or procedural flaw in the petition would prevent its legal implementation; or
 6. the petition lacks sufficient information or adequate detail to review and assess whether or not the proposal meets the applicable approval criteria. A determination that the proposal contains sufficient information and adequate detail for the purpose of docketing does not preclude the Department from requesting additional information at any later time.
- C. Following receipt of the Department's docket recommendation, the City Council must hold a public hearing to allow applicants and the public to comment on the Department's recommendation. The City Council must subsequently consider the Department's recommendation and the public comment and decide which petitions to include as part of the annual docket.
- D. The City Council must include, exclude, or defer each petition.
1. Include. The City Council's decision to include a petition in the docket is procedural only and does not constitute a decision by the City Council as to whether the amendment will ultimately be approved.
 2. Exclude. The City Council's decision to exclude a petition from the docket terminates the petition.
 3. Defer. The City Council's decision to defer a petition means the City Council will consider the petition for docketing in the next annual amendment cycle.
- E. The petitions included in the docket must be processed according to the remaining sections of this Chapter, including public review and comment and Planning Commission recommendation, and final City Council action to approve, approve with modifications, defer to a subsequent amendment cycle, or deny each petition.

19.16.060 Environmental review of docket.

- A. After the Council establishes the year's docket of Comprehensive Plan amendments, the City must complete environmental review of all of the proposed amendments, consistent with the requirements of RCW Chapter 43.21C and AMC Chapter 18.04. For a site-specific Comprehensive Plan amendment, the applicant must submit a complete environmental checklist, required fees, and any other supporting information required by the Department.

- B. After receipt and review of the environmental checklist(s) for each of the docketed Comprehensive Plan amendments, the Department must issue threshold determination(s) on the docket of amendments.
- C. Any environmental review must consolidate, as much as practical, site-specific SEPA review with review of the entire docket of proposed Comprehensive Plan amendments to ensure adequate consideration of cumulative effects of the proposed amendments.
- D. A petition that is carried over from a previous year's docket to the next docket does not require a new SEPA checklist and fee, and is not required to be considered in the same environmental document as other proposals in the same docket. However, the Department may require additional SEPA analysis to assess the cumulative impacts of the various proposals constituting a docket.

19.16.070 Public notices.

- A. All public hearings and written comment periods that appear in this Chapter require public notice.
- B. Consistent with RCW 36.70A.035(1), "public notice" whenever it appears in this Chapter includes all of the following:
 - 1. publishing a native electronic copy of the document on the proposal's webpage on the Department's website;
 - 2. sending notice to the Department's e-mail list, including general lists or relevant lists for specific proposals or subject areas;
 - 3. publishing a paid notice in the City's official newspaper.
- C. For site-specific proposals (e.g. site-specific Comprehensive Plan map amendments), the initial "public notice" of a proposal also includes all of the following:
 - 1. posting notice on the property;
 - 2. mailing notice directly to the owners of the subject property and to all property owners within 300 feet of the subject property.
- D. Notices must include all of the following:
 - 1. a concise description of the proposal in plain English;
 - 2. information on how to provide comment on the proposal;
 - 3. deadlines for public comment;
 - 4. address of the project webpage.

19.16.080 Review by Planning Commission.

- A. Public Hearing.
 - 1. After environmental review, the Planning Commission must hold at least one public hearing before issuing a recommendation on each proposal.
 - 2. If necessary due to the number of people present to comment, the Planning Commission may continue the public hearing to another date, time, or location.

B. Deliberations.

1. Required consideration. The Planning Commission must consider the following in making its recommendation:
 - a. public hearing testimony and written comment received during any public comment period;
 - b. recommendations and analysis from relevant City advisory groups;
 - c. staff recommendations and analysis;
 - d. legal advice;
 - e. consistency of the proposal with the Comprehensive Plan;
 - f. for proposed Comprehensive Plan map changes, whether the proposal is justified by changed or changing conditions, whether the proposal would create an isolated land use designation unrelated to adjacent designations (a spot zone), and whether the proposal will be compatible with neighboring properties and not adversely affect the value of those properties.
2. Ability to ask follow-up questions. The Planning Commission may ask specific follow-up questions of those that testify or submit written comments in order to clarify their testimony or request specific further information.
3. Ability to continue deliberations. The Planning Commission may continue their deliberations to a subsequent meeting if it needs additional information or additional time to deliberate.

C. Recommendation to City Council.

1. Timing. At the conclusion of its deliberations, the Planning Commission must vote on the proposal.
2. Vote. The Planning Commission may vote to recommend approval, approval with modifications, or rejection of the proposal. The Planning Commission may recommend general modifications to the proposal and need not provide explicit textual edits.
3. Content. The Planning Commission's recommendation on a proposal must be by recorded motion, which must contain the following components:
 - a. Findings of fact: a list of facts that the Planning Commission believes to be true and that are relevant to its recommendation on the proposal.
 - b. Reasons for action: an explanation of the Planning Commission's rationale in making its recommendation.
 - c. Recommendation: the recommendation resulting from the vote.
 - d. Vote: a record of the roll call vote on the entire recorded motion.
 - e. Additional comments: other relevant comments, suggestions, or recommendations, not strictly related to the recommendation, that the Planning Commission desires to include.
 - f. Signature of the chair attesting that the recorded motion reflects the Planning Commission's decision.

19.16.090 Review by City Council.

- A. Upon receipt of the Planning Commission's recommendation, the City Council must consider and take action on the recommendation.
- B. The City Council may take final action with no further process in any of the following situations:
 - 1. when the plan, plan amendment, or development regulation to be adopted by the City Council conforms substantially to the proposal as made available for public comment;
 - 2. pursuant to RCW 36.70A.035, when any of the following are true:
 - a. An environmental impact statement (EIS) has been prepared under RCW Chapter 43.21C for the pending resolution or ordinance and the proposed change is within the range of alternatives considered in the environmental impact statement;
 - b. The proposed change is within the scope of the alternatives available for public comment;
 - c. The proposed change only corrects typographical errors, corrects cross-references, makes address or name changes, or clarifies language of a proposed ordinance or resolution without changing its effect;
 - d. The proposed change is to a resolution or ordinance making a capital budget decision as provided in RCW 36.70A.120; or
 - e. The proposed change is to a resolution or ordinance enacting a moratorium or interim control adopted under RCW 36.70A.390.
 - 3. when the action is to preserve the status quo and reject any and all changes in their entirety.
- C. Except as provided in subsection B, the City Council must allow additional public comment opportunity prior to final action. The City Council must choose one or more of the following options to provide such opportunity:
 - 1. an additional written public comment period;
 - 2. one or more public hearings before the City Council;
 - 3. remand of issue(s) to the Planning Commission for further recommendations after an additional written public comment period, or an additional public hearing, or both.
- D. If the City Council adopts a substantial change from the original proposal without remand, it must adopt its own findings of fact and reasons for action, setting forth the factors considered in the public comment or at the hearing and its own analysis of findings considered by it to be controlling.

19.16.100 Final Disposition of Annual Docket.

- A. The City Council must take action (approve, deny, or defer) on the current year's docket before establishing a subsequent docket.
- B. The City Council may defer action on any specific plan or plan amendment to a future docket if:
 - 1. Additional time is needed to analyze the impacts of the proposal;

2. Retaining the proposal on the docket would unfairly delay action on other proposals that are otherwise ready for a decision;
3. Approval of the proposal depends on the implementation of other rules, standards or policies that either do not exist or are not official by the time the City Council is ready to make its decision on the annual docket; or
4. The City Council determines that the proposed plan or plan amendment is more appropriately considered during a subsequent amendment process.

19.16.110 Emergency or interim regulations.

The provisions of RCW 36.70A.390 for emergency or interim maps or regulations or moratoria, if applicable, supersede the requirements of this Chapter.

Division 2 Procedures

Chapter 19.20 Application Procedures

19.20.010 Policy

This Chapter establishes standard procedures for review of development permit applications and appeals. These procedures are designed to promote timely and informed public participation, eliminate redundancy in the process, minimize delay and expense, and result in approvals that further the goals and policies of the Comprehensive Plan. These procedures are intended to be consistent with the provisions of RCW Chapter 36.70B and integrate the land use permit process with the environmental review process.

19.20.020 Applicability

- A. This Chapter applies to all applications and all development permits issued per AMC Titles 16, 17, and 19.
- B. Exemptions. Consistent with RCW 36.70B.140, the following permits are exempt from the procedural requirements of this chapter:
 1. sidewalk use permits;
 2. development agreements;
 3. final approval of short subdivisions and subdivisions.
 4. landmark designations and street vacations.

Commented [RW32]: RCW 36.70B.140 allows exemptions, but we may not find any others that should be included.

19.20.030 Types of Review

- A. Decisions on applications are governed by several types of review processes, described and distinguished in this section. The types of review are generally organized in ascending order of significance, amount of public process, and level of discretion exercised by the decision maker.

- B. The Director must determine the proper review type for all permit applications. If there is a question as to the appropriate type of process, the Director must resolve it in favor of the higher type number. A Type 3-PC review is considered a higher level than a Type 3-HE review.
- C. Table 19.20.030-1 identifies the types of review for all applications, and describes the process for each type of review.
 - 1. The types of applications that are subject to each type of review are listed in the column immediately beneath the heading for each type.
 - 2. The processes required for each type of review is further described by the remainder of the column beneath the heading for each type.
 - 3. The remainder of this Chapter describes the required processes for each type of review.

Table 19.20.030-1. Review Classification and Process Matrix

Types of Review	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
Types of Applications	▪ Accessory dwelling units ▪ Building, mechanical, and plumbing permits ▪ Clearing and grading permits ▪ Extension of time for approval ▪ Shoreline exemptions ▪ Minor permit revisions ▪ Wireless Telecommunication uses in AMC 17.63.060	▪ Administrative conditional use permits, including home occupation permits ▪ Binding site plans ▪ Boundary line adjustments ▪ Level 1 variances ▪ Preliminary short subdivisions ▪ SEPA threshold determinations ▪ Stormwater Management Manual adjustments and exceptions	▪ Special use permits for towers or antennas ▪ Level 2 variances	▪ Shoreline Substantial Development Permits (SSDP) for projects valued less than \$1 million on site less than 3 acres ▪ Shoreline Conditional Use and Variance Permits ▪ Special use and reasonable use permits per AMC Chapter 17.70 ▪ Any other applications identified as "conditional uses" in AMC Title 17	▪ Conditional use permits, except administrative CUPs ▪ Essential Public Facilities, type 1 and 2 ▪ Manufactured home subdivisions ▪ Preliminary long subdivisions ▪ Modifications & exceptions per AMC Chapter 16.24 ▪ Site-specific rezones authorized by the comprehensive plan ▪ Shoreline Substantial Development Permits (SSDP) for projects valued at \$1 million or more or on site of 3 acres or more
Pre-Application Conference	At discretion of Director	At discretion of Director	Yes	Yes	Yes
Pre-Application Neighborhood Meeting	No	No, except for short plats at discretion of Director	Yes	Yes	Yes
Notice of Application	No	Yes	Yes	Yes	Yes
Comment Period	None	14 days	21 days	21 days (30 for shoreline permits)	21 days (30 for shoreline permits)
Recommendation By	None	None	Director	Director	Planning Commission
Pre-Decision Open-Record Public Hearing	No	No	Yes, before Hearing Examiner	Yes, before Planning Commission	Yes, before Planning Commission
Decision By	Director	Director	Hearing Examiner	Planning Commission	City Council
Notice of Decision	No	Yes	Yes	Yes	Yes
Local Appeal Available To	Hearing Examiner	Hearing Examiner	City Council	City Council	None
Appeal Hearing Type	Open-record	Open-record	Closed-record	Closed-record	N/A

Commented [GL34]: -Moved from Type 1 to Type 2 per PC recommendation. (12/7)

Commented [GL35]: Moved from Type 1 to Type 2 per PC recommendation. (12/7)

Commented [GL36]: Added 12/7.

Commented [GL33]: Language modified for consistency with 17.63.060. (12/7)

Commented [GL37]: Added 12/7.

Commented [GL38]: Added 12/7.

19.20.040 Consolidated review.

- A. Optional consolidated application processing. All projects that involve two or more application processes may, at the applicant's written request, be processed collectively under the highest numbered type procedure required for any part of the application or may be processed individually under each of the review procedures. If the application is processed under the individual procedures option, the highest numbered type procedure must be processed prior to the subsequent lower numbered procedure.
- B. Integration of environmental review. An application for a development permit that is subject to the State Environmental Policy Act (SEPA) must be reviewed per AMC Chapter 18.04 concurrently with review of the development permit application except where exempted by that chapter.
- C. Per RCW 36.70B.050, review of an application is allowed only one open record hearing and one closed record appeal hearing.
- D. The appeal of a SEPA procedural determination is not subject to this section.

19.20.050 Eligibility for permits.

- A. All development permits require a lot of record as described in AMC 19.20.060.
- B. The Department may not issue any development permit for a lot created through a division, conveyance, or segregation that was illegal or contrary to city subdivision laws or RCW Chapter 58.17.

19.20.060 Lots of record.

- A. In any zone in which single-family dwellings are permitted, notwithstanding limitations imposed by other provisions of this title, a single-family dwelling and customary accessory buildings may be erected on any single substandard lot of record at the effective date of adoption of the 1978 zoning ordinance. Such lot must have been in separate ownership and not of continuous frontage with other lots in the same ownership continuously since April 19, 1978. This provision applies even when such lot fails to meet the requirements for area or width, or both, that are generally applicable in the zone, provided that yard dimensions and other requirements not involving area or width, or both, of the lot conform to the current regulations for the zone in which such lot is located.
- B. If two or more contiguous substandard lots, or combination of contiguous substandard lots and portions of lots, were in single ownership of record as of April 19, 1978, or at any time since that date, they must be aggregated and considered a single parcel for purposes of meeting current area and dimensional standards for lots in the zone in which they are located. If all such contiguous land under single ownership still constitutes a substandard lot once aggregated, a single-family dwelling and customary accessory buildings may be erected thereon (or other uses generally permitted in the zone), provided setback, lot coverage, and other requirements are met. No portion of land or lots thus aggregated may be used or sold in a manner which creates or leaves remaining a substandard lot.
- C. Any residential lot or lots, which were used as residential prior to April 19, 1978, and have been in continual residential use since April 19, 1978, in a zone that is now zoned light manufacturing

Commented [RW39]: Added 12/7 to carry over provisions of repealed AMC 17.60.020.

must be considered a conforming, permitted residential use within the nonresidential designation. Other requirements of the nonresidential designation, such as lot size, setbacks, density, land coverage, building height, and parking apply to such residential lots.

19.20.070 Vesting.

- A. An application for a building permit or land division vests at the time a complete application is filed with the Department and all application fees are paid, consistent with RCW 19.27.095(1) and RCW 58.17.033(1).
 - 1. An application is complete on the date a complete application is filed, as subsequently determined in the letter of completeness.
 - 2. An application vested under this section is not subject to laws or regulations that become effective after the date of vesting, except as provided below.
- B. This section may not be construed to restrict the City from imposing conditions on development permits pursuant to the State Environmental Policy Act, RCW Chapter 43.21C, WAC Chapter 197-11, as long as such conditions do not change any of the requirements of the underlying code section pertinent to the particular development permit.
- C. This section may not be construed to prevent the City from imposing new regulations necessary to protect the public health and safety, including, but not limited to, the requirements of the building, health, and fire codes, as now adopted or as subsequently amended.

19.20.090 Requirements for public notices.

- A. Applicability. This section applies whenever one of the following is required by this Chapter:
 - 1. Notice of Application;
 - 2. Notice of Public Hearing;
 - 3. Notice of Decision, including any revised Notice of Decision.
- B. Distribution. The Department must timely distribute the notice by:
 - 1. Publication in the City's official newspaper.
 - 2. Electronic mail or first class mail to:
 - a. The applicant;
 - b. Any appellant;
 - c. Any parties of record;
 - d. Any person who, prior to rendering the decision, has requested a copy of the Notice of Decision;
 - e. Any agencies with jurisdiction over the application or any agencies that commented on the application;
 - f. Washington State Department of Transportation if the project is located adjacent to the right-of-way of a state highway;
 - g. Skagit County if the project is located adjacent to a city boundary.

3. For a Notice of Application, via first class mail to owners of property within 300 feet of the subject property.
 4. For a Notice of Decision, to the County Assessor.
 5. Posting on at least two notice boards on or near the subject property, and on the notice board at City Hall and public library. The Director may establish standards for size, color, layout, design, wording, and placement of the signs and notice boards.
- C. Errors in precise compliance with the rules contained in this section do not require repeating the public notice if the notice was reasonable and adequate.

Commented [RW40]: Added 12/7. Per RCW 36.70B.130.

19.20.110 Pre-application conference.

- A. Purpose. The pre-application conference is intended to:
 1. provide the City and other agency staff with information about the proposed development;
 2. enable staff to advise the applicant of applicable approvals and requirements;
 3. acquaint the applicant with the applicable requirements of the AMC and other laws; and
 4. identify issues and concerns in advance of a formal application.
- B. When required.
 1. Generally. A pre-application conference is required when shown in AMC 19.20.030 Types of Review.
 2. Exception. The Director may waive the pre-application conference if the proposal has few development-related issues, involves subsequent phases of an approved development, or is substantially similar to a prior proposal affecting substantially the same property.
- C. To schedule a pre-application conference, the applicant must submit a request on forms provided by the Department and pay any applicable fees.
- D. The advice the City provides at pre-application meetings is not binding upon the City and does not prevent the City from enforcing all applicable regulations.

19.20.120 Pre-application neighborhood meeting.

- A. Purpose. The purpose of the neighborhood meeting is to:
 1. Inform citizens about the potential project at an early stage; and
 2. Foster communication between the applicant and the public regarding potential issues and opportunities for solutions related to the project.
- B. When required.
 1. A pre-application neighborhood meeting is required when shown in AMC 19.20.030 Types of Review.
 2. The applicant must hold a neighborhood meeting before submitting an application and after any required pre-application conference.
 3. The Director may require the applicant to hold another neighborhood meeting if the applicant's plans change significantly from those described at the neighborhood meeting.

C. Meeting.

1. The meeting must be held in a public meeting place, such as the Public Library meeting room, Depot Arts Center, or City Hall.
2. The meeting must be facilitated by a third-party facilitator approved by the Director.
3. The meeting must be held Tuesday, Wednesday, or Thursday at 6 or 7 p.m. and may not overlap with any other City meeting or City holidays.

D. Notices.

1. The Director may provide standard notice formats and guidelines for conducting the meeting.
2. The notice must include:
 - a. a brief description of the project;
 - b. date, time, and location of the neighborhood meeting;
 - c. name and phone number of the applicant or their representative.
3. The notice must be mailed at least 10 days prior to the meeting to all of the following:
 - a. The Department;
 - b. The list of property owners that must receive the notice of application.
4. The notice must be published in the local newspaper at least 10 days prior to the meeting.
5. The applicant must also post the notice on the project site at least 10 days prior to the meeting.

- E. The applicant is responsible for all fees and costs associated with the pre-application neighborhood meeting.

19.20.130 Application—contents and completeness—revisions

A. Contents of applications.

1. An application must:
 - a. be submitted on forms provided by the Department;
 - b. be signed by the owners of the property subject to the application, or include the owner's notarized authorization for the applicant to submit the application;
 - c. include fees, as calculated by the Director following the adopted fee schedule.
 - d. include all the information specified in any applicable code section as well as the application checklist provided by the Department.
2. The applicant must apply for all permits identified in the pre-application meeting and required by law.

B. Complete applications.

1. A permit application is complete for the purposes of this section when it meets the requirements of section A.

2. When the Director makes a determination on completeness of an application, the Director must provide to the applicant either:
 - a. a written determination that the application is complete; or
 - b. a written determination that the application is incomplete, a request for information necessary to make the application complete, and a notice that the requested information must be submitted within 90 days.
 3. A determination of completeness is not required if the Director issues the permit prior to the deadlines in subsection C, Timing.
 4. A determination of completeness does not preclude the Director from requesting additional information or studies either at the time of the determination of completeness or later, if the information is required to complete review of the application or substantial changes in the permit application are proposed.
- C. Timing.
1. Initial receipt of application. Upon initial receipt of an application, the Director must provide the applicant a determination of completeness within 28 days. If the Director does not provide a written determination within 28 days, the application is deemed complete at the end of the 28th day.
 2. Receipt of additional information. When the applicant submits the requested information, the Director must evaluate the application for completeness within 14 days. If the Director does not provide a written determination within 14 days, the application is deemed complete at the end of the 14th day.
 3. Incomplete applications.
 - a. The applicant may submit a written request for extension of the deadline to submit the requested information for an additional 90 days. The Director may grant up to two such extensions.
 - b. If the applicant has not provided the requested information by the deadline, the Director must reject and return the application along with any unspent application fees.
- D. Revisions to applications.
1. The applicant may make minor revisions to the application after the determination of completeness and before the closure of an open public hearing.
 2. A "minor revision" to an application is one that does not:
 - a. Involve more than 10% increase in area or intensity of the use;
 - b. Increase the number of lots, dwelling units, or density;
 - c. Decrease the quality or amount of open space;
 - d. Result in any significant environmental impact not adequately reviewed or mitigated by previous documents;
 - e. Expand onto property not included in the original proposal.
 3. Any revision other than a minor revision requires a new application.

Commented [RW41]: Renumbered. (12/7)

Commented [GL42]: Updated 12/7.

19.20.140 Application—notice.

- A. When required. A Notice of Application is required when shown in AMC 19.20.030 Types of Review.
- B. Contents. The Notice of Application must include:
 - 1. the application number;
 - 2. the name of the applicant;
 - 3. the date of application, the date of the notice of completion for the application, and the date of the notice of application;
 - 4. identification of the location of the project, by address if available;
 - 5. a description of the proposed application, a list of the project permits included in the application and, if applicable, a list of any studies requested under RCW 36.70B.070;
 - 6. the identification of other permits not included in the application, to the extent known by the City;
 - 7. the identification of existing environmental documents that evaluate the proposed project, and, if not otherwise stated on the document providing notice of application, the location where the application and any studies can be reviewed;
 - 8. a statement of the public comment period, which lasts the number of days specified for the application type in AMC 19.20.030 Types of Review; except all shoreline permits subject to the comment period as outlined in WAC 173-27-110(2)(e), which allows for a 30-day comment period.
 - 9. a statement of the right of any person to comment on the application, receive notice of and participate in any hearings, request a copy of the decision once made, and any appeal rights;
 - 10. the date, time, place and type of hearing, if applicable and scheduled at the date of notice of the application;
 - 11. a statement of the preliminary determination of consistency, if one has been made at the time of notice, and of those development regulations that will be used for project mitigation and consistency;
 - 12. if the City is using the optional DNS process (WAC 197-11-355), additional information will be added to the notice as required by WAC 197-11-355(2);
 - 13. any other information determined appropriate by the City, such as the City's likely threshold determination, if complete at the time of issuance of the notice of application.
- C. Timing.
 - 1. The Department must distribute a Notice of Application within 14 days of determination that an application is complete and at least 15 days prior to any open record hearing.
 - 2. Within seven days after the end of the public comment period, the Department must transmit the applicant a copy of public comments timely received in response to the Notice of Application together with a statement that the applicant may submit a written response to these comments within seven days from the date the comments are transmitted.

19.20.150 Application—department review.

- A. The Department has a duty to review each application for compliance with applicable city codes and to deny, or recommend denial of, or approve, or recommend approval of, an application based on its compliance with applicable city codes.
- B. If the Department is required to provide a recommendation to the decision maker or body making a recommendation on an application, the Department's recommendation must include all of the following:
 1. the date of determination of completeness;
 2. identification of city codes relevant to evaluation of the application;
 3. a statement of facts necessary for the decision maker to evaluate the application's compliance with applicable city codes;
 4. the Department's evaluation of whether the application complies with applicable city codes;
 5. a description of the public process the application is subject to;
 6. a description of any environmental review related to the application;
 7. draft findings of fact for the decision maker;
 8. any other information that is necessary to make a decision regarding the application.
- C. Requirement to consider comments:
 1. In making its recommendation or decision, the Department must consider written comments, and applicant's responses, that are timely received.
 2. Except for a determination of significance, the Department may not issue its SEPA threshold determination or issue a decision or recommendation on the application until the expiration of the public comment period on the notice of application.

Commented [GL43]: Revised 12/7.

Commented [RW44]: Added 12/7.

Commented [GL45]: Added 12/7.

19.20.160 Public hearings and meetings

- A. All hearings and meetings conducted as part of processing a permit application must be conducted consistent with this section.

Table 19.20.160-1. Types of hearings and meetings

	Open-record Pre-decision	Closed-record Decision	Open-record Appeal	Closed-record Appeal
Participation	Any interested party	Applicant and any party of record	The applicant, any appellant, and any party of record	The applicant, any appellant
Facts allowed outside the record	Yes	No	Yes	No
Standard of review	Compliance with AMC Titles 16, 17, 18, 19	De novo	Clearly erroneous	Clearly erroneous
Burden of proof	Applicant	Applicant	Appellant	Appellant

- B. Swearing-in required. Before testifying, any witness, including city staff, must be required to declare that he or she will testify truthfully, by oath or affirmation.
- C. Continuances. If, for any reason, a meeting or hearing on a pending action cannot be completed on the date set in the public notice, the meeting or hearing may be continued to a specified date and no further notice under this section is required.

Commented [GL46]: Updated language to match Title 20. (12/7)

19.20.170 Public hearing—notice.

- A. When required. A notice of public hearing is required for any public hearing held on a permit application pursuant to this chapter.
- B. Contents. The public notice must include:
 - 1. The application number;
 - 2. Project summary/description of each project permit application;
 - 3. The designation of the hearing body;
 - 4. The date, time, and place of the hearing and a statement that the hearing will be conducted in accordance with the rules of procedure adopted by the hearing body;
 - 5. General project location, vicinity, address, and parcel number(s), if applicable;
 - 6. The name of the applicant or applicant's authorized representative and the name, address and telephone number of a contact person for the applicant, if any;
 - 7. The SEPA threshold determination, or description thereof, will be contained in the notice, along with any appropriate statement regarding any shared or divided lead agency status and phased review and stating the end of any final comment period;
 - 8. A statement regarding the appeal process; and
 - 9. The date when the staff report will be available and the place and times where it can be reviewed.
- C. Timing.
 - 1. The Department must distribute, including by publishing in the City's official newspaper, a notice of public hearing at least 15 days prior to the date of public hearing.

Commented [RW47]: Consistent with WAC 173-27-110(3) for shoreline permits.

19.20.180 Decision—timing.

- A. Time limits.
 - 1. The decision-maker may not issue its decision on an application until the expiration of the public comment period on the notice of application.
 - 2. The final decision on an application for a development permit must be made within the time limits from determination of completeness listed in Table 19.10.200-1.

Commented [RW48]: Added 12/7, consistent with 36.708.110(6)

Table 19.20.180-1.

Type of Application	Time Limit
Preliminary subdivisions and binding site plans (RCW 58.17.140)	90 days
Final subdivisions (RCW 58.17.140)	30 days
All other development permits (RCW 36.70B.080)	120 days

3. The following time periods are excluded from the calculation of the time limits:
 - a. Any time required to correct plans, perform studies, or provide additional information.
 - b. Any time during which substantial project revisions are made or requested by an applicant, in which case the 120 days will be calculated from the time that the City determines the revised application to be complete.
 - c. Any time required for the preparation and review of an environmental impact statement.
 - d. Any time required to complete the process for the siting of an essential public facility.
 - e. Any time required to obtain any necessary variance.
 - f. Any time required for any administrative appeals.
 - g. Any time required for any administrative appeal of SEPA threshold determination, if applicable.
 - h. Any time required for any remand to the hearing body.
 - i. Any extension of time mutually agreed upon by the City and the applicant.
 - j. Any specific amount of additional time that the City determines is necessary for the processing of a specific complete project permit application.
4. Extension of Time. If the City is unable to issue its final decision on an application within the time limits provided for in this section, it must provide written notice to the applicant. The notice must include a statement of the reasons why the time limits cannot be met and an estimated date for issuance of the Notice of Decision.
- B. Effective Date. The decision is effective on the date stated in the decision, resolution, or ordinance. The date from which appeal periods may be calculated is the date of issuance of the decision.

19.20.190 Decision—notice.

- A. When required. When a final decision is made that requires a Notice of Decision per AMC 19.20.030 Types of Review or a decision is made on appeal, the Department must issue a Notice of Decision.
- B. Contents. The Notice of Decision must include:
 1. the application number;
 2. the name of the applicant;
 3. the name of the project;

4. the street address of the project site;
5. a description of the application;
6. the date of final decision on the application;
7. the date the Notice of Decision was issued;
8. the decision on the application;
9. any threshold determination made pursuant to RCW Chapter 43.21C;
10. a notice that affected property owners may request a change in valuation from the County Assessor for property tax purposes notwithstanding any program of revaluation;
11. the procedure for appeal and the deadline for filing an appeal.

Commented [RW49]: Added 12/7. Per RCW 36.708.130.

19.20.210 Appeals.

- A. Standing. The following parties have standing to appeal final decisions:
 1. The Director;
 2. The applicant;
 3. Any owner of the property subject to the application;
 4. Any party of record.
- B. Necessary parties. The following are parties to any appeal:
 1. The Director;
 2. The applicant;
 3. Any owner of the property subject to the application.
- C. Permissive joinder. The hearing body may add a party with standing to the appeal, after the appeal deadline has passed, upon the request of the party.
- D. Time to file. An appeal is timely only if it is:
 1. Filed with the City Clerk within 14 calendar days after written notice of the decision is mailed; and
 2. Accompanied by the appropriate appeal fee.
- E. Method of service. Appeals must be delivered to the City Clerk by mail or personal delivery before 5:00 p.m. on the last business day of the appeal period. Appeals received by mail after 5:00 p.m. on the last day of the appeal period will not be accepted, regardless when such appeals were mailed or postmarked.
- F. Contents. Appeals must be submitted on forms provided by the Department and contain the following:
 1. appellant's name, address, and phone number;
 2. a description of the appellant's standing to appeal;
 3. identification of the application or decision that is the subject of the appeal;

Commented [GL50]: Changed 12/7 per PC rec.

4. appellant's statement of grounds for appeal and the facts upon which the appeal is based, with specific references to the facts in the record;
 5. the specific relief sought;
 6. a statement that the appellant has read the appeal and believes the contents to be true, followed by the appellant's signature or the signature of the appellant's agent, provided such agent's authorization is in writing and accompanies the appeal.
- G. Automatic stay. Except for administrative appeals of SEPA threshold determinations, the timely filing of an appeal will stay the decision until such time as the appeal is concluded or withdrawn.
 - H. Procedures. The appellate body may provide in its procedures for a decision on the appeal after a hearing where the parties present argument, or new evidence when allowed by this Chapter; or after the parties submit written arguments.
 - I. Decision on appeal. The appellate body must issue a written decision on the appeal supported by written findings and conclusions, and the Department must distribute a revised Notice of Decision incorporating the decision on appeal.

19.20.220 Remand.

- A. In the event that the appellate body determines that the public hearing record is insufficient or otherwise flawed, the appellate body may remand the matter back to the original decision-maker to correct the deficiencies.
 1. The appellate body must specify the items or issues to be considered and the time frame for the additional work.
 2. The original public hearing may be re-opened if necessary for the limited purpose of addressing specific questions articulated by the appellate body.
 3. Only the parties of record to the open-record hearing, or in the case of an appeal, the parties to the appeal, may participate in the remand.
- B. The original decision-maker must affirm, modify, or reverse its original action based on the revised public record.

19.20.230 Reconsideration.

- A. A party to the underlying decision may seek reconsideration only of a final decision by filing a written request alleging specific errors on a form provided by the Department within 10 days of the date of decision.
- B. The decision-maker must consider the request without public comment or argument by the party filing the request. Reconsideration may be granted only when a material legal error has occurred or a material factual issue has been overlooked that would change the previous decision.
 1. If the request is denied, the previous action will become final.
 2. If the request is granted, the decision-maker may revise and reissue its decision or may call for argument in accordance with the procedures for closed-record appeals. If the decision is

revised and the decision requires a Notice of Decision, the Department must distribute the revised notice.

19.20.240 Exhaustion of administrative remedies.

- A. No further administrative appeals are available when the final appeal shown in AMC 19.20.030 Types of Review has been heard.
- B. A request for reconsideration is not required to exhaust administrative remedies.

Chapter 19.22 Concurrency

Reserved.

Chapter 19.24 Public Improvements

19.24.100 Public Improvements—Design Standards.

- A. Public improvements, private roads, private sewer connections, and private stormwater facilities must be constructed consistent with the most recent version of the Development and Engineering Standards promulgated by the City's Public Works Director.
- B. All public improvements must be extended as necessary to provide a smooth transition to existing improvements both laterally across the street and longitudinally up and down the street for drainage and vehicular and pedestrian traffic.

19.24.120 Public Improvements—Requirement.

- A. Applicability. This section applies to a building permit for construction of any new building or structure; or for the addition to or repair of an existing structure, the cost of which within a 12-month period exceeds 50% of the existing structure's current assessed value.
- B. A building permit must be conditioned to require public improvements as described below:
 - 1. Where the street, road, or alley providing access to a building site is developed in accordance with City's Development and Engineering Standards but only on the side of the street not abutting the building site, the public street for the undeveloped portion of the street immediately adjacent to the building site must be developed to match the improvements on the portion of the street which is developed.
 - 2. Where the building site abuts an existing arterial street as defined by the city functional classification system map, the public streets, alleys, and the storm sewer system abutting the property must be improved in accordance with City's Development and Engineering Standards.
- C. For a building permit to construct a single-family or duplex residential structure, the Director of Public Works may waive all or a portion of the construction of improvements required in this chapter if the applicant records a covenant not to oppose establishment of a local improvement district to construct such improvements required. The covenant must be on forms approved by the city attorney, executed by all persons having an interest in the property for which application for a building permit is being made, and run with the land and be binding on future owners of such land.

- D. No driveway access is permitted onto Anaco Beach Road where the driveway access can be constructed on property owned by the applicant to a local access street.

Chapter 19.28 Permit Revision and Expiration

19.28.010 Permit Revision.

- A. Type of review. A major revision to an approved permit requires a new application. A minor revision to an approved permit may be approved by the Director. The Director may condition approval to ensure compliance with this section.
- B. Types of revisions.
1. A major revision is any revision other than a minor revision, or a revision that does not qualify as a minor revision when considered cumulatively with other minor revisions since initial issuance of the permit.
 2. A minor revision is a revision that does not:
 - a. Increase the area of the use by more than 10%;
 - b. Increase the intensity of the use in a way that significantly affects the surrounding area in terms of traffic, noise, hours of operation, parking, or other impacts;
 - c. Increase the number of lots, dwelling units, or density;
 - d. Decrease the quality or amount of open space;
 - e. Result in any significant environmental impact not adequately reviewed or mitigated by previous documents;
 - f. Expand onto property not included in the original proposal.
- C. A permit revision may not extend the time for expiration.

Commented [GL51]: Updated section numbering. (12/7)

Commented [GL52]: Updated 12/7.

19.28.020 Permit Expiration.

- A. Expiration Schedule. Permits and approvals have the following initial terms until expiration, and may be extended the number of times indicated for the length of extension indicated.

Table 19.28.020-1. Permit Terms and Extensions

Type of Permit or Approval	Initial Term	Number of Allowed Extensions	Length of Each Extension
Boundary line adjustment	1 year to record	0	n/a
Clearing, grading, grubbing	1 year to complete work	1	6 months
Conditional Use Permit	5 years to establish use	1	1 year
Preliminary Plat, Short Plat, Binding Site Plan	Time to submit final plat is as set forth in RCW 58.17.140.	0	n/a
Shoreline Exemption	1 year per SMP	0	n/a

Commented [GL53]: Added 12/7.

Commented [GL54]: Added 12/7.

Type of Permit or Approval	Initial Term	Number of Allowed Extensions	Length of Each Extension
Shoreline Permits	2 years to commence construction; 5 years maximum. See WAC 173-27-090(4)	1	1 year
Reasonable Use Exception	5 years to establish use	1	1 year
Special Use Permit	See applicable code section		
Variance	5 years to establish use	1	1 year
Wetland Delineation Verification	5 years from city approval	0	n/a

- B. Shortening Permit Term. The City may, when issuing a decision, require a shorter expiration period than that indicated in subsection A when the nature of the specific development is such that the normal expiration period is unreasonable or would adversely affect the health, safety, or general welfare of people working or residing in the area of the proposal. The decision-maker may adopt appropriate time limits as a part of action on shoreline permits, in accordance with WAC 173-27-090.
- C. Commencement of Permit Term. The term for a permit will commence on the date of the final decision; except that in the event the decision is appealed, the effective date will be the date of decision on appeal. The term for a shoreline permit will commence on the effective date of the permit as defined in WAC 173-27-090.
- D. When Permit Expires.
 - 1. A permit issued under this title will expire if, on the date the permit expires, the project sponsor has not performed the work indicated in Table 19.28.020-1 or fulfilled the requirements of the applicable permit.
 - 2. Exception. The initial permit term does not include the time during which a permit was not actually pursued by construction because of pending litigation related to the permit or because the applicant was diligently pursuing permits from other agencies necessary for construction.
- E. Extension of Land Use Applications. An extension may be granted by the Administrator for one year if the applicant has attempted in good faith to complete the proposed development activity necessary to meet the conditions of approval.
- F. Extension of Shoreline Permits. In accordance with Section 18.16.130.

Commented [RW55]: Added 12/7/

Division 3 Permits

Chapter 19.32 Land Divisions

Reserved.

Chapter 19.34 Boundary Line Adjustments

Reserved.

Chapter 19.36 Conditional Uses

19.36.010 Purpose.

Some uses in some zones are permitted subject to a conditional use permit because of their unusual characteristics, or special characteristics of the area in which they are to be located, so that they may be properly located with respect to the objectives of this title and their effect on surrounding properties.

19.36.020 Applicability.

The provisions of this chapter apply to all conditional uses.

19.36.030 Application requirements.

A conditional use requires a permit. An application must be submitted on forms provided by the Department, and must demonstrate compliance with the conditional use criteria described in this chapter.

19.36.040 Criteria.

- A. In order to grant a conditional use permit, the decision maker must find that the use would be consistent with the following criteria:
 - 1. the use would comply with any specific requirements for the conditional use specified elsewhere in this code;
 - 2. access to the site is appropriate considering the anticipated volume of traffic resulting from the use;
 - 3. off-street parking and loading facilities are adequate in terms of location, amount, and design to service the use;
 - 4. the amount and location of open space and the provision of screening is such that buffering of incompatible uses is achieved;
 - 5. the location and intensity of outdoor lighting is such that it does not cast light on adjacent, adjoining, or neighboring properties;
 - 6. hours and manner of operation of the proposed use, including anticipated noise generation, are not inconsistent with the adjacent or nearby uses;
 - 7. public facilities and utilities are capable of adequately serving the proposed use;
 - 8. the physical conditions of the site, including size, shape, topography, and drainage, are suitable for the proposed development;
 - 9. any other factors deemed relevant to the decision-maker.

19.36.050 Conditions authorized.

- A. In permitting a conditional use, the decision-maker may impose, in addition to regulations and standards expressly specified in this code, other conditions necessary to ensure compatibility with the conditional use criteria.
- B. These conditions may include, but are not limited to:
 - 1. Requirements increasing the required lot size or yard dimensions;
 - 2. Increasing street widths, controlling the location and number of vehicular access points to the property;
 - 3. Increasing the number of off-street parking or loading spaces required;
 - 4. Limiting the coverage or height of buildings or structures or requiring screening and landscaping where necessary to reduce noise and glare and maintain the property in a character keeping with the surrounding area; and
 - 5. Requirements under which any future enlargement or alteration of the use must be reviewed by the city and new conditions imposed.

Chapter 19.38 Variances

19.38.010 Purpose.

The purpose of this chapter is to establish the criteria for a variance.

19.38.020 Applicability.

- A. Generally, variances are allowed to grant relief from dimensional or numeric standards, including:
 - 1. building size or height;
 - 2. landscaping;
 - 3. lot coverage;
 - 4. minimum density or maximum lot size;
 - 5. parking;
 - 6. setbacks.
- B. Variances are not allowed for any of the following:
 - 1. allowable, conditionally permitted, or prohibited uses in each zone;
 - 2. maximum density or minimum lot size;
 - 3. procedural or administrative provision of this Title;
 - 4. any provision of this code which, by the express terms of that provision, is not subject to a variance;
 - 5. any conditions of approval established during permit review;
 - 6. the provisions of AMC Chapter 17.70 Critical Areas.

19.38.030 Variance levels.

- A. Variances are categorized into two levels, as specified below or elsewhere in this Title.
 - 1. A Level 1 variance is any variance up to 25% of the numerical standard in question.
 - 2. A Level 2 variance is any variance that exceeds 25% of the numerical standard in question.
- B. A request for a variance must be reviewed as the highest level for which it qualifies.

Commented [GL56]: This section revised to reduce number of variance categories. (12/7)

19.38.040 Criteria.

- A. The City may approve or approve with modifications an application for a variance from the provisions of this code only if by preponderance of evidence, the applicant demonstrates that all of the following criteria are met:
 - 1. The variance will not constitute a grant of special privilege inconsistent with the limitation upon uses of other properties in the vicinity and zone of the site;
 - 2. The variance is necessary because of the unique size, shape, topography, or location of the site;
 - 3. The site is deprived, by the provisions of this code, of rights and privileges enjoyed by other properties in the vicinity and same zone as the site;
 - 4. The variance is the minimum necessary to provide the site with those rights and privileges;
 - 5. The need for the variance is not the result of deliberate actions of the applicant or property owner;
 - 6. Granting of the variance will not be materially injurious to the property or improvements in the vicinity and zone in which the site is located;
 - 7. The variance is not inconsistent with the intent and purpose of the provision being varied.
- B. Conditions for granting. In authorizing the variance, the decision maker may attach any conditions that it deems to be necessary or desirable in order to carry out the intent and purposes of this chapter and in the public interest.
- C. Approval. If the variance application is approved, the applicant must record the variance against the property with the County Auditor on a form provided by the Department and provide the Department a copy of the recording.
- D. Transfer of ownership. A variance runs with the land. Compliance with the conditions of a variance is the responsibility of the current owner of the property, whether the applicant or a successor.

Division 4 Zoning & Land Uses

Chapter 19.40 Zoning

Reserved.

Chapter 19.42 Uses

19.42.010 Generally.

- A. Land uses within the City of Anacortes are allowed when identified in AMC Chapter 19.40 Zoning or AMC Title 17 as allowed in the zone as identified on the City's official zoning map.
- 1. "Permitted" uses are those that do not require discretionary land use approval permits, but may require building permits or other permits required by AMC Chapter 19.14 International Codes.
- 2. "Administrative Conditional Uses" are uses that require approval by the Director following the process in AMC 19.20.030 Types of Review.
- 3. "Conditional Uses" are uses that require a higher level of review following the process in AMC 19.20.030 Types of Review.
- B. A use that is specifically described as being prohibited in the applicable zone, or is listed in another zone but not in the applicable zone, is prohibited.
- C. If a proposed use is not listed, but is clearly similar to uses listed in the zone in which it is to be located, the decision-maker may determine it is substantially similar to a listed use and therefore allowed for the same level of review if:
 - 1. The proposed use substantially meets the intent of and is consistent with the goals, objectives, and policies of the Comprehensive Plan;
 - 2. The proposed use meets the stated purpose and general intent of the zone in which the use is proposed to be located;
 - 3. The proposed use shares characteristics common with and is not of greater intensity, density or generate more environmental impact than those uses listed in the zone in which it is to be located.

Commented [RW57]: Added 12/7/

Commented [RW58]: Added 12/7/

Chapter 19.44 Supplemental Use Criteria

19.44.010 Generally.

The requirements described in this chapter apply in addition to any other requirements of this code.

19.44.020 Accessory Dwelling Units

- A. Purpose. The purpose of an accessory dwelling unit is to:
 - 1. Add affordable units to existing housing and make housing units available to moderate-income people who might otherwise have difficulty finding homes within the city;
 - 2. Develop housing units in single-family neighborhoods that are appropriate for people at a variety of stages of their lives;
 - 3. Provide homeowners with a means of obtaining, through tenants in either the accessory dwelling unit or the principal residence, rental income, companionship, or security;
 - 4. Protect neighborhood stability, property values, and the character of the neighborhood.

- B. Applicability. This section applies to accessory dwelling units.
- C. Accessory dwelling units may be approved in the R1, R2, R3, R4, R4A, and R4B zones.
- D. Standards and criteria.
 - 1. An accessory dwelling unit may be established by any one or combination of the following methods:
 - a. Alteration of interior space of the residence; or
 - b. Conversion of an attic, basement, attached garage, or other portion of a residence; or
 - c. Addition of attached living area onto an existing residence;
 - d. Construction of a detached living area; or
 - e. New construction.
 - 2. Each single-family residence may have only one accessory dwelling unit and these two units may not be condominiumized.
 - 3. One of the dwelling units must be occupied by one or more owners of the property as the owner's permanent and principal residence. "Owners" include title holders and contract purchasers. The applicant must record a notice against the property title with the County Auditor, on forms provided by the Department, describing this requirement.
 - 4. The total number of persons who may occupy the principal and accessory dwelling units combined may not exceed the number of persons that are defined by this title as a "family."
 - 5. The habitable floor area of the accessory dwelling unit may not exceed 900 square feet.
 - 6. Any accessory dwelling unit included within a primary residence must have no interconnected interior spaces.
 - 7. A minimum of three off-street parking spaces must be provided for the principal and accessory dwelling units.
 - 8. The appearance and character of the dwelling shall be maintained when viewed from the surrounding neighborhood. Only one entrance to the residential structure may be located on any street side of the structure; provided that this limitation shall not affect the eligibility of a residential structure which has more than one entrance on the front or street side on the effective date of the

Commented [GL59]: Changed to reflect current parking language per PC rec. (12/7)

Commented [GL60]: Added to reflect current language per PC rec. (12/7)

19.44.030 Adult Concessions

Reserved.

19.44.040 Bed and Breakfasts

- A. Purpose. This section is intended to ensure parking, impact on surrounding neighbors, health and safety, and other considerations limit any adverse impacts of bed and breakfasts on the surrounding neighborhood.
- B. Applicability. This section applies to all bed and breakfasts.

C. Requirements.

1. The owner must be the operator of the facility and must reside on the premises.
2. The owner's quarters and guest rooms must all be in the main building.
3. If located in a residential zone, the facility must be operated in such a manner as not to give the outward appearance of a business, in the ordinary meaning of the term, and may not infringe upon the right of the neighboring residents to enjoy a peaceful occupancy of their homes.
4. The use must provide off-street parking, including at least two spaces for the owner and one for each guest room.

19.44.050 Essential Public Facilities

Reserved.

19.44.055 Home Occupations

- A. Purpose. The purpose of a home occupation is to allow certain activities to be undertaken for gain or profit within a dwelling, or a building accessory to a dwelling, in any zone in which dwellings are present, while maintaining the residential character of the property and avoiding detrimental effects to the surrounding neighborhood.
- B. Applicability. This section applies to all home occupations except a home office or home telephone or internet sales, or similar use, with no customer or employee visits to the site.
- C. Requirements.
 1. The occupation must not create any noise, dust, glare, vibration, odor, hazardous waste, smoke, electrical interference, or other adverse impact to the surrounding residential area.
 2. The primary use of the premises must be residential and at no time may the home occupation exceed 25% of the floor area of the dwelling unit, not including the garage.
 3. There may be no exterior indication of the occupation, including no outdoor storage related to the occupation, nor exterior modification of the building(s) to accommodate the occupation, other than allowed signs.
 4. No person other than members of the family residing on the premises may be engaged in such occupation.
 5. If the occupation requires that customers or clients visit the premises, adequate off-street parking must be a condition of the permit, and traffic generated by the business may not exceed that which might reasonably be generated by residential use of the premises.
 6. A home occupation permit may not be transferred to another person.
 7. All regular business license requirements must be met.
- D. Any expansion or change of the nature of the home occupation that does not qualify for a minor permit revision requires a new permit.

19.44.060 Marijuana Producers, Processors, and Retailers

Reserved.

19.44.070 Recreational Vehicle Parks.

Reserved.

19.44.080 Schools

Reserved.

19.44.090 Telecommunications Facilities

Reserved.

Chapter 19.49 Nonconforming Uses and Structures

19.49.010 Intent.

The intent of this Chapter is:

- A. To permit nonconforming uses or structures to continue until they are removed, but not to encourage their survival, except as expressly provided in this Chapter; and
- B. That nonconforming uses or structures may not be used as grounds for adding other structures or uses prohibited elsewhere in the same zone; and
- C. That nonconforming uses or structures not be allowed to expand, be altered, or reconstructed except as otherwise outlined in this Chapter.

19.49.020 General rule.

- A. Any lot, building, structure, or use of land, legally permitted or established, must be permitted to continue consistent with this Chapter. A change in occupancy or ownership does not affect the right to continue such use, building, or structure.
- B. Any use for which a conditional use permit has been obtained is not a nonconforming use so long as the requirements of the conditional use permit are met.

Commented [RW61]: Because this is a rule, moved out of the intent section. (12/7)

Commented [RW62]: Added from AMC 17.60.070. (12/7)

19.49.030 Enlargement, Alteration, Expansion or Change of Nonconforming Uses.

- A. Nonconforming Uses. No nonconforming use may be permitted to be enlarged, altered, or expanded, except that a nonconforming use may be extended throughout any part of the building which was designed for its use prior to the time of the adoption of this Chapter. This extension is allowed; provided, that no structural alterations, except those required by law, are made therein, and that no expansion of the structure or parking requirements occurs.
- B. No nonconforming use may be allowed to be reestablished after abandonment. Thereafter, the use of the building, structure or site must be in conformity with the regulations for the district in which it is located.
- C. A nonconforming use may not hereafter be changed to any other nonconforming use, regardless of the conforming or nonconforming status of the building in which it is housed.

19.49.040 Enlargement, Alteration, Reconstruction of Nonconforming Buildings and Structures.

- A. Routine maintenance and repairs may be performed on a nonconforming structure or building.
- B. When a nonconforming building or structure is damaged by fire, natural disaster, or other calamity, and structural repairs needed to maintain a building or structure in a safe structural condition, the building or structure may be restored or replaced provided:
 - 1. A complete application for reconstruction or replacement is submitted within one year of the damage, and
 - 2. That the restoration or replacement must be made to conform to the regulations of the zoning district in which the building or structure is located, or if such regulations cannot physically be met without reducing the size of the building, the restoration may not extend any nonconformity that existed prior to the damage.
- C. Additions to nonconforming structures that meet all applicable zoning dimensional standards will not be considered an enlargement under this Subsection.

19.49.050 Abandonment.

- A. For the purposes of this section, abandonment will mean:
 - 1. An intention to abandon; and
 - 2. An overt act, which carries the implication that the owner does not claim or retain any interest in the right to the nonconforming use.
- B. Conformance after Abandonment. If any nonconforming use of land, building, or structure ceases for any reason whatsoever for a period of one year or more, any future use of such land, building or structure must thereafter be in conformity in the zoning district in which it is located. The mere presence of a structure, equipment, or material will not be deemed to constitute a continuance of a nonconforming use unless the structure, equipment, or material are actually being occupied or employed in maintaining such use.
- C. Procedure for Verifying Abandonment. When the Department obtains information indicating that a nonconforming use, building or structure has or may have been abandoned, the Department must send a letter by certified mail return receipt requested to the property owner requesting confirmation of either abandonment or non-abandonment. Documentation that the nonconforming use, structure, or building has been occupied, used, or maintained within the last year will be required. After notification, if the owner fails to respond to the request within 60 days, the building, structure, or use will be deemed abandoned. If the owner replies that the building, structure, or use is not abandoned, the Department may initiate a Level 2 review to determine if the abandonment has occurred.

Division 5 Community Design

Reserved.

Division 6 Project Design

Reserved.

Division 7 Environment

Chapter 19.70 Critical Areas

Reserved.

Chapter 19.72 Shorelines

Reserved.

Chapter 19.76 Stormwater

Adopted by ordinance 2991.

Chapter 19.78 Clearing and Grading

Adopted by ordinance 2991.

Division 8 Development Agreements

Chapter 19.80 Development Agreements

Reserved.

Chapter 19.82 Development Agreement with Port

AMC Chapter 17.74 is recodified as AMC Chapter 19.82. The code reviser is directed to include the date of adoption of the development agreement, March 29, 2005, in recodified AMC 17.17.250, and to update the cross-references in existing AMC 17.74.060.C to new AMC Chapter 19.38 Variances and new AMC Chapter 19.20 Application Procedures.



City Council Agenda Bill

Meeting Date: 12/12/2016

Agenda Item: 7c

Subject: Updated Travel Policy

Staff Contact: Steve Hoglund

Approved for Submittal to Council by	
x	Laurie Gere, Mayor
x	Steve Hoglund, Finance Director
x	Darcy Swetnam, City Attorney

Action Type	
	Ordinance No.
	Code Revision?
x	Resolution No. 1979
	Contract
	Public Hearing
	Staff Report

Summary Statement: Update the City Travel policy, which also includes clarification on meal reimbursements and provision of refreshments at business meetings.

Background: The update to the travel policy contains four significant changes from the current policy: 1) A City Council Finance Committee member is no longer required to sign the Travel Authorization Request form. The department head, Finance Department, and the Mayor are still required signatures to authorize the travel, but a City Council signature is no longer required. 2) Mileage reimbursement for using a privately owned vehicle, when a fleet vehicle is available, is now tied to the General Services Administration rate for that event, rather than a flat 15 cents per mile. 3) A provision was added to allow for local meals to be reimbursed if they were part of official city business. 4) Language was added to clarify when meals or refreshments could be provided at City sponsored meetings or events.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	
Revenue Source	

Previous Council/Committee Action: Ordinance 2825 adopted June 21, 2010

Competing Viewpoints Considered: No update to the travel policy is necessary.

Recommended Motion: I move to authorize Resolution 1979 adopting a new Travel Policy for the City of Anacortes

Alternative Actions: Do not authorize update, leave old policy in place.

Attachments (listed in order presented): Resolution 1979 adopting new travel policy; Ordinance 2825 adopting 2010 current travel policy

RESOLUTION NO. 1979

A RESOLUTION ADOPTING A NEW TRAVEL POLICY FOR THE CITY OF
ANACORTES

WHEREAS, the existing travel policy adopted by Ordinance 2825 on June 21, 2010 does not address all questions of travel and meal reimbursement; and

WHEREAS, the City would like to update its travel policy to be more up to date, clear, and comprehensive; and

WHEREAS, the existing travel policy adopted by Ordinance 2825 on June 21, 2010 will be entirely replaced by the new policy adopted by this resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE ANACORTES CITY COUNCIL that the attached document entitled *Travel, Lodging, Food, and Business Meeting Costs* is hereby adopted as the official travel policies and procedures of the City.

PASSED and APPROVED this _____ day of December 2016.

City of Anacortes, Washington

BY: _____
Laurie Gere, Mayor

ATTEST:

Steven D. Hoglund, City Clerk

CITY OF ANACORTES

TRAVEL, LODGING, FOOD, AND BUSINESS MEETING COSTS

Policy:

The City of Anacortes pays or reimburses City staff for reasonable and necessary expenses when engaged in official City business. The City agrees to pay for the cost of certain allowable meeting and travel expenses that are incurred as part of official City travel.

Comment:

Travel shall be for the purpose of conducting official City business, including attending professional meetings, conferences, or trainings that promote overall knowledge of the City or city operations or are officially affiliated for the purpose of education, research, development, promotion, projects, or joint action.

Employees shall exercise prudent judgment in planning trips and incurring expenses. Unnecessary or excessive expenses will not be reimbursed.

Travel Authorization Request (TAR) Form

Authorization of travel is to be exercised through the use of a Travel Authorization Form. Approval for travel must be obtained before travel is booked and/or occurs, from the employee's department head, the Finance Director, and the Mayor. If plans change after travel has been authorized, notice must be provided to the Department Head prior to the travel occurring. Documentation must be provided with the TAR that, at a minimum, explains the purpose to the trip, how it relates to the employee's work assignment, location, and any costs including registration fees, meals, mileage reimbursement, lodging, or other provisions provided. This documentation is typically a flyer or printout of the class or conference advertisement, agenda, schedule, or a combination thereof.

Travel Expense Voucher

Reimbursement of travel expenses is made through a Travel Expense Voucher (TEV). Employees must submit their approved TAR along with their completed TEV. This form must explain the requested reimbursement and detail any meals, lodging, or other expenses incurred for which the employee is requesting reimbursement. A separate TEV is required to be filled out and submitted for any charges incurred on a City credit card.

Reimbursement is to be made for all authorized travel, subject to the restrictions provided herein, but shall not be made for transportation incurred between the official work place and official residence of the traveler.

The City will not pay for:

- (1) Alcoholic beverages
- (2) Theft, loss, or damage to personal property
- (3) Expenses of friends, family, or other persons not authorized to receive reimbursement under this policy
- (4) Fines for parking violations or traffic violations
- (5) Personal telephone calls
- (6) Personal entertainment
- (7) Personal care, except as required under the Americans with Disabilities Act.

Methods of Transportation

City owned vehicles are the preferred method of transportation as that is the least costly to the City. The driver must have a valid driver's license in their possession while driving the vehicle. The driver's license must be recognized as valid under Washington State Law. City vehicle fuel cards and/or City credit cards are to be utilized for required fuel and repairs to City vehicles while on official City business. City credit cards may not be used for private vehicle expenses including fuel or repairs.

Personal use of City-owned vehicles is prohibited and may result in discipline, up to and including termination. Employees are responsible for all costs associated with fines resulting from violation of traffic safety laws.

Non-employees are not permitted to ride in City-owned vehicles except in the case of ride-sharing with employees from neighboring jurisdictions who are covered by Labor and Industries and who are traveling to the same destination on City business. Elected officials and volunteers of the City are permitted to drive City vehicles when on official City business.

Privately-owned vehicles (POV) with automobile insurance may be used for official travel when a City-owned vehicle is not available, or when it is advantageous or more convenient for the employee or City. Under no circumstances will the City cover any damage to a privately owned vehicle while on official City business.

Mileage reimbursement for use of a POV is paid by the City at the current IRS rate if a City vehicle is not available. If a City vehicle is available but the employee takes a POV for convenience, the City will reimburse based on the General Services Administration (GSA) mileage rate "if government-furnished automobile is available".

<http://www.gsa.gov/portal/content/100715>

Mileage between points is determined by an online road map (Google, MapQuest, etc.) or by actual odometer readings.

The City only reimburses for mileage incurred at an employee's official work place or official residence which exceeds that of the employee's regular daily commute. If two or more employees from the same office travel in the same vehicle, the City reimburses mileage for only one employee. Transporting family members or others not involved in official City business, while on official City business, is a personal decision and the City does not provide excess liability protection to the non-business passengers in the event of an accident.

Accidents

Accident reports must be prepared for accident, loss, or damage occurring to a City-owned, privately owned, or rental vehicle while on official City business.

- The employee must make a verbal report to his or her supervisor and to the City Attorney within 24 hours of the accident (in addition to filing police, insurance company, and other state required reports).
- Accident, loss, or damage to a *City-owned* vehicle must be reported to the City Attorney using the Vehicle Accident Report within 24 hours of the mishap. Negligence or culpability, including D.U.I., on the part of City officials or employees may make them financially responsible for the damage(s).

Extra Travel

The City agrees to pay only for authorized travel and related expenses; travel expenses incurred for convenience of the employee will not be paid by the City.

No reimbursement for subsistence or lodging is to be paid to employees for extra time incurred if traveling to a destination for the employee's own convenience is in advance of the necessary time for arrival, or if remaining at the destination following an official meeting or other work assignment is for the employee's own convenience.

An employee may couple a vacation or other personal use onto a legitimate business trip where all of the following conditions exist:

- The primary purpose of the trip is official City business
- The employee uses, where necessary, his or her approved leave for the vacation or personal part of the trip
- The City does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.

When vacation leave is taken while in a travel status, the exact hour of departure and return to the official work place must be shown on the Travel Expense Voucher. Except as provided in the following paragraphs, per diem is not to be granted for such period nor are expenses to be allowed for transportation to and from the official business destination.

Per diem

The per diem method is the basis for reimbursement. Per diem reimbursement will be based on payment for lodging on an actual expense basis, as evidenced by an original receipt, up to a specified maximum, and on a cumulative per-meal entitlement basis for subsistence. The reimbursement amounts shall not exceed the maximum allowable per diem rates as published in the State of Washington travel schedules. Per diem rates are updated annually and published separately by the Finance Department. <http://www.ofm.wa.gov/resources/travel.asp>

Time computation begins when the employee leaves the official residence or official work place, whichever is nearest the destination. No expenses incurred at or between the official work place and residence are reimbursed.

Travel outside the State of Washington requires the use of per diem rates from <http://www.gsa.gov/portal/content/104877>. Contact the Finance Department for help with the rate charts.

For accounting purposes, each day begins and ends at midnight.

Miscellaneous

Miscellaneous travel expenses essential to the transaction of official City business are reimbursable to the employee. Reimbursable expenses include, but are not limited to:

- Taxi fares (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.

- Rental of room in a hotel or other place which is used to transact official business. The room rental is reimbursable as a separate item when authorized.
- Internet access for business purposes.
- Mandatory fees charged by lodging facilities for items such as room safes.
- Charges for checked baggage, if any, excluding overweight

Reimbursement of lodging expenses incurred at a lodging facility located at either the employee's official work place or official residence is prohibited. Allowable lodging expenses include the basic commercial lodging cost and any applicable sales taxes and/or hotel/motel taxes. Lodging costs in excess of the allowable lodging rate and the associated taxes on the excess will be paid by the traveler. When this occurs, taxes are to be prorated between the allowable and unallowable costs.

Purchase of lodging accommodations while on official City business must be made using a City credit card. Employees must attach lodging receipts to the Travel Expense Voucher for all lodging payments made.

100-Mile rule

Reimbursement for lodging expenses incurred at a lodging facility within one hundred (100) miles of the closer of either the employee's official residence or official work place is not allowed except under one of the following three conditions:

- An overnight stay in commercial lodging to avoid having an employee drive back and forth for back-to-back late night/early morning official City business.
- When the health and safety of travelers is of concern.
- When an employee can demonstrate that staying overnight is more economical to the City.

Employees are required to obtain prior written approval from their department head or designee to use the first and third conditions, and the written authorization and cost analysis must be attached to the employee's travel expense voucher. Prior approval for use of the second condition is not required; however, supervisors are to be promptly notified that this condition is being invoked. This condition is to be noted on the travel expense voucher by the employee in order to obtain reimbursement of the lodging costs.

Meal reimbursement

Reimbursement for subsistence expenses incurred at an employee's official work place or official residence is prohibited.

An employee is eligible for meal and lodging reimbursement if in travel status, i.e., away from both the official residence and the official work place.

Per diem rates for meals apply when the employee does not use a City credit card.

If the employee chooses to use a City credit card for meals, actual expenses will be paid. However, any meal expense exceeding the per diem rate must be reimbursed to the City by the employee or deducted from reimbursements owed to the employee. The per diem rate will be calculated on a cumulative per meal basis up to the per day rate. For example, if the employee is

in travel status for breakfast and dinner, the two meals will be added together to arrive at that day's per diem amount.

Employees must be in travel status during department determined meal times to qualify for meal cost reimbursement.

However, meals may be reimbursed when not in travel status if the purpose of the meal is to conduct or support official City business. Examples include meeting over a meal locally with an official because of schedule conflicts, or attending the local Chamber of Commerce lunch to support the State of the City presentation.

To qualify for breakfast, an employee must be in travel status for at least 1 hour before their official starting time.

The department lunch meal period is the employee's regularly scheduled lunch meal period. To be reimbursed for lunch, an employee must be in travel status during the entire regularly scheduled lunchtime.

To qualify for dinner, an employee must be in travel status at least 2 hours after the regularly scheduled quitting time.

For weekends and holidays, determine the department established meal times by using the employee's regular work schedule.

Reimbursement for subsistence expenses is not to be authorized when an employee does not incur expenses for meals because they are furnished by the City, or host facility, or included in the pre-paid registration fee for a meeting, conference, or convention.

Subsistence payments are not required to be reduced or eliminated due to meals served on airlines. Similarly, subsistence payments are not required to be reduced for minor meals served, such as continental breakfast or receptions, included in the registration fee of meeting, hotel, conference, or convention.

Meals that include an overnight stay are not subject to federal income tax and therefore can be reimbursed through an invoice.

Meals that are not associated with an overnight stay are subject to federal income tax and will be reimbursed on the employee's subsequent paycheck showing as code MLR (meal reimbursement).

If a City credit card was used and the trip did not involve an overnight stay, the City pays the full price of the meal but the employee will be taxed for the meal value on the next paycheck as code MLN (meal non reimbursement). If the employee stays overnight and uses the City credit card, the City needs receipts for meals and lodging, as discussed under the TEV section.

Non -Employees

Volunteers must have advance written approval from the relevant department head and Mayor, using the TAR form. City Council members must have advance written approval from the Mayor.

Travel expenses are reimbursed in amounts not greater than the maximum allowed for City employees using privately owned vehicles. Volunteers and City Council members receive the same per diem lodging and meal rates that are paid to City employees. A TEV must be submitted with the written approval attached to receive any reimbursement.

Meals, Coffee and Light Refreshments at Meetings

Meals at Meetings

City-purchased meals are allowed at meetings, trainings, and retreats with advance permission of the Department Head, Finance Director, and the Mayor. Meals may be provided at meetings for the required meeting attendees when the following conditions are met:

1. The meeting time is scheduled to run through a generally accepted meal time, such as noon for lunch, and 6:00 PM for dinner.
2. The schedule is set for that time because of attendance requirements of various participants, or an unusually long meeting schedule will impact the meal time.
3. The total cost on a per meal basis (including 15% tip) does not exceed meal limits as defined elsewhere in this policy.

Coffee and Light Refreshments

Provision of coffee and light refreshments is allowed at City sponsored meetings or formal training sessions with the advance written permission of the Department Head, and Finance Director. Permission may be obtained using a TAR or via emailed consent from both Department Head and Finance Director to include as backup documentation for the expenditure.

The following conditions must be met before coffee and light refreshments will be allowed:

1. City business is being conducted at the meeting or training being held.
2. The coffee and light refreshments are an integral part of the meeting or training.
3. If an outside vendor is used for the provision of coffee and light refreshments that Vendor should bill the City directly, if a City credit card or purchasing card cannot be used.
4. The coordinator of the meeting or training must have prior approval before purchasing or ordering the coffee and light refreshments.

The provision of coffee and light refreshments is not intended for use with daily normal business such as staff or interdepartmental meetings. It is intended to be used for special situations or occasions only.

There are important exclusions to the rule so employees should check with the Finance Department before arranging for the provision of coffee and light refreshments.

ORDINANCE NO. 2825

AN ORDINANCE REPEALING ORDINANCE NO. 2514
DATED DECEMBER 20, 1999, AND ADOPTING NEW
TRAVEL POLICIES AND PROCEDURES FOR THE CITY
OF ANACORTES

WHEREAS, it is determined that the City now desires to adopt a new and comprehensive travel policies and procedures program;

THE CITY COUNCIL OF THE CITY OF ANACORTES DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1: The following is hereby repealed in its entirety:

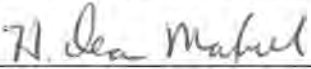
Ordinance No. 2514 dated December 20, 1999

SECTION 2: The attached document entitled *City of Anacortes Travel Policy Manual* dated June 2010 is hereby adopted as the official travel policies and procedures of the City.

SECTION 3: Effective Date. This ordinance shall take effect from and after five (5) days after its passage and publication as required by law.

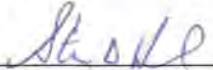
PASSED AND APPROVED this 21st day of June, 2010.

CITY OF ANACORTES:



H. Dean Maxwell, Mayor

ATTEST:



Steve Hoglund, City Clerk

APPROVED AS TO FORM:



Bradford E. Furlong, WSBA #12924
City Attorney



City of Anacortes

Travel Policy Manual

June 2010

(Adapted from State Auditor's Office Travel Manual, March 2009)

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I. INTRODUCTION

The purpose of this manual is to prescribe the policies, rules, and procedures for authorization and reimbursement of expenses incurred by City of Anacortes personnel while traveling on official business.

If you have questions or concerns regarding these policies, rules, and regulations, please contact the Finance Department, telephone number 293-1900.

II. POLICIES, RULES, AND REGULATIONS

A. Authorizations and Travel Management

1. Approvals

The City Council has approved the methods of reimbursement described in this manual.

2. General Travel Policies

a) Supervisors should ensure that all travel costs incurred are:

(1) Directly work-related.

(2) Obtained at the most economical price.

(3) Both critical and necessary for city business.

(4) Training dollars are best spent on training rather than travel expenses. As a result local training opportunities should be pursued first.

b) All employees shall exercise prudent judgement in planning trips and incurring expenses. Unnecessary or excessive expenses will not be reimbursed. Each employee should eliminate unnecessary travel. When feasible, two or more employees should travel on official business in one vehicle.

c) Before placing a person on travel status, the supervisor is to determine whether it is more costly to provide the traveler with meals and/or overnight lodging or require return to the official work place or residence at the end of the day or week. When employees choose to commute daily, the manager may choose to limit daily mileage reimbursement to the maximum daily per diem allowance for the location. This does not apply to the first and last day for which greater travel expenses would be incurred.

d) Authorization of travel is to be exercised through the use of a travel authorization form. Prior approval must be obtained from the department head, mayor, and Council Finance Committee. If plans change after travel has been authorized, notice must be provided to the Finance Department prior to the travel occurring.

e) Employees must submit with their approved travel expense voucher documents which explain the justification/reason for all travel. At a minimum, this documentation must explain the purpose to the trip and how it relates to the employee's work assignment;

f) Employees are to develop and implement alternatives to travel, as well as less expensive means of travel. These methods should include, but are not limited to:

- (1) Teleconferencing, video conferencing;
- (2) Video recording, published reports;
- (3) Using State-contracted airfare;
- (4) Sharing rooms;
- (5) Using government discount rate;
- (6) Car-pooling (including with staff from neighboring jurisdictions) and greater use of public transportation;
- (7) Reduced frequency of out of town meetings;
- (8) Restrictions on the number of staff traveling to the same destination; and
- (9) Coordinating between departments for joint travel arrangements when more than one department is involved.

3. Health and Safety of Travelers

a) Health and safety of travelers is a top priority. It is considered advantageous to the city for travel plans and itineraries to be established and altered with consideration of hazardous inclement weather and other situations that could threaten the health and safety of city personnel. When this occurs, travelers should:

- (1) Promptly notify the traveler's supervisor of the change in travel plans.
- (2) Note the reason for any additional expenses on the travel expense voucher.

4. Compliance with the Americans With Disabilities Act

a) Compliance with the Americans With Disabilities Act is considered to be advantageous. All city personnel are to be afforded equal opportunity to perform travel for official business even if the travel costs for disabled travelers will exceed what would normally be most economical to the city. For example:

- (1) When a traveler uses a wheelchair and it is necessary to pay more for an airline ticket so the traveler can fly on a larger airplane that can accommodate the wheelchair.
- (2) When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.

b) Documentation Requirements – Travel authorizations and travel claims should be annotated that the extra costs were required to comply with the Americans With Disabilities Act

5. Travel for Convenience of Employee

a) No reimbursement for subsistence or lodging is to be paid to employee for extra time incurred if;

(1) Traveling to a destination for the employee's own convenience is in advance of the necessary time for arrival; or

(2) Remaining at the destination following an official meeting or other work assignment is for the employee's own convenience.

b) An employee may couple a vacation or other personal use onto a legitimate business trip WHERE ALL OF THE FOLLOWING CONDITIONS EXIST:

(1) The primary purpose of the trip is official city business;

(2) The employee uses, where necessary, his or her approved leave for the vacation or personal part of the trip;

(3) The city does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.

c) When vacation leave is taken while in a travel status, the exact hour of departure and return to the official work place must be shown on the Travel Expense Voucher. Except as provided in the following paragraphs, per diem is not to be granted for such period nor are expenses to be allowed for transportation to and from the official business destination.

6. Direct payments

In certain cases, such as conferences, it may be more economical and advantageous to the city to pay the vendor directly for travel related expenses. Written approval of the department head must be obtained prior to authorizing direct billing to the city.

a) Any payments made in accordance with this subsection are to be supported, at a minimum, by documents consisting of:

(1) A copy of the agreement entered into between the vendor and the City setting forth the services to be rendered by the vendor and the charges for these services.

(2) A list of the city officials, employees, and other attendees for whom such services are provided and the dates of their attendance or inclusive date of the agreement. A copy of this list must be provided to the Finance Department.

(3) A vendor billing in sufficient detail to ensure that payments are made in conformance with the written agreement between the parties.

b) Direct billings for employee lodging are not to include any individual room charges for meals, telephones or other personal expenses.

c) Payments to vendors for travel expenses are not to result in a cost to the city in excess of what would be payable by way of reimbursement to the individuals involved.

B. Travel Expenses

1. General

a) All travel expenses are reimbursed using the Travel Expense Voucher.

b) Reimbursement for alcoholic beverage expense is prohibited.

c) Reimbursement is to be made for all authorized travel, subject to the restrictions provided herein, but shall not be made for transportation incurred between the official work place and official residence of the traveler.

2. Basis for Reimbursement

The per diem method is the basis for reimbursement. It consists of payment for lodging on an actual expense basis, as evidenced by an original receipt, up to a specified maximum and on a set per-meal entitlement basis for subsistence. The reimbursement amounts shall not exceed the maximum allowable per diem rates stated in the official State of Washington travel schedules.

3. Reimbursement Guidelines

a) In-State Travel

(1) Time computation begins when the employee leaves the official residence or official work place, whichever is nearest the destination. No expenses incurred at or between the official work place and residence are reimbursed.

(2) The employee is to promptly return from a business trip when the City business is completed so the City does not incur any travel expenses it need not incur, such as an extra meal cost.

(3) For accounting purposes, each day begins and ends at midnight.

b) Out-of-State Travel

(1) Travel outside the State of Washington shall only occur in special circumstances as approved by the Mayor.

4. Miscellaneous Travel Expenses

a) Miscellaneous Travel expenses essential to the transaction of official city business are reimbursable to the employee. Reimbursable expenses include, but are not limited to:

(1) Taxi fares (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls.

(2) Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.

(3) Rental of room in a hotel or other place which is used to transact official business. The room rental is reimbursable as a separate item when authorized.

(4) Charges for necessary facsimile (FAX) services.

(5) Internet access for business purposes.

(6) Mandatory fees charged by lodging facilities for items such as room safes.

(7) Charges for checked baggage, if any, excluding overweight charges, for up to the first two bags on domestic flights

b) The cost of personal care attendant services which are required by disabled employees in order for them to travel will be allowed as a miscellaneous travel expense. Such costs may include fees and travel expenses of the attendant. The mayor or his designee will set the maximum reimbursement for attendant services.

c) Certain travel expenses are considered as personal and not essential to the transaction of official city business and therefore not reimbursable. Such non-reimbursable expenses include, but are not limited to:

(1) Valet services, entertainment expenses, radio or television rental, and other items of a similar nature. Valet services are defined as the hiring of a personal attendant who takes care of the individual's clothes, or helps the individual in dressing, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a disabled employee under the provisions of paragraph b. above.

(2) Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other similar facilities. In addition, transportation expenses between an employee's official residence and official work place are not allowable.

(3) Costs of personal trip insurance (such as personal accident insurance, personal effects insurance and extended liability insurance), and medical and hospital services.

(4) Personal telephone calls of an employee. However, reasonable charges for brief personal telephone calls home to relay changes in travel plans are allowable.

(5) Any tips or gratuities associated with the personal expenses, such as those listed here in paragraph c., are not reimbursable. This includes tips associated with the procurement of lodging.

d) Receipts for allowable sundry expenditures for amounts in excess of \$5, plus any applicable tax, are required and must be attached to the expense voucher, except for the following:

(1) Day parking fees

(2) Transit fares, bridge and road tolls, and taxi and limousine fares when necessary and on official business.

C. Lodging

1. General

- a) Reimbursement of lodging expenses incurred at a lodging facility located at either the employee's official work place or official residence is prohibited.
- b) Allowable lodging expenses include, within the applicable maximum lodging rate, the basic commercial lodging cost and any applicable sales taxes and/or hotel/motel taxes. Lodging costs in excess of the allowable lodging rate and the associated taxes on the excess will be paid by the traveler. When this occurs, taxes are to be prorated between the allowable and unallowable costs.
- c) Reimbursement for lodging expenses is not to be authorized when an employee does not incur lodging expenses at a commercial lodging facility.

2. Purchase of Lodging Accommodations

- a) The preferred method of purchasing lodging accommodations while on official City business is through the use of the corporate charge card. Employees are to attach lodging receipts to the Travel Expense Voucher for all lodging reimbursement.

3. 100-Mile rule

- a) Reimbursement for lodging expenses incurred at a lodging facility within one hundred (100) miles of the closer of either the employee's official residence or official work place is not allowed except under one of the following three conditions:
 - (1) An overnight stay in commercial lodging to avoid having an employee drive back and forth for back-to-back late night/early morning official City business.
 - (2) When the health and safety of travelers is of concern.
 - (3) When an employee can demonstrate that staying overnight is more economical to the City.

b) Employees are required to obtain prior written approval from their department head or designee to use the first and third conditions, and the written authorization and cost analysis must be attached to the employee's travel expense voucher. Prior approval for use of the second condition is not required; however, supervisors are to be promptly notified that this condition is being invoked. This condition is to be noted on the travel expense voucher by the employee in order to obtain reimbursement of the lodging costs.

4. Lodging Exception to the Maximum Allowable Per Diem Rate

a) When lodging costs as evidenced by a receipt, exceed the allowable subsistence amount, the department head or designee may approve payment of lodging expenses not to exceed 150 percent of the maximum per diem amount for the location:

When an exception to the maximum allowable lodging amount is used, the employee is to select the most economical room available under the circumstances.

Written approval for the exception signed by the department head or designee, must be part of the payment document. An explanation of why an exception was necessary shall also be attached.

The approved exceptions to the maximum allowable lodging amounts are:

(1) When a traveler is assigned to accompany an elected official, foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility (i.e., security); or

(2) When costs in the area have escalated for a brief period either during special events or disasters; or

(3) Affordable lodging is not available at the traveler's destination and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation or other costs; or

(4) The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention or training session is held.

(5) To comply with provisions of the Americans with Disabilities Act or when the health and safety of the traveler is at risk; or

(6) When meeting facilities are necessary to conduct City business and it is more economical for the employee to acquire

special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

- a) When utilizing any of these conditions, all employees are to be treated the same under like travel conditions.

D. Meals, Coffee, Light Refreshments

1. General

- a) Reimbursement for subsistence expenses incurred at an employee's official work place or official residence is prohibited.
- b) An employee is eligible for meal and lodging reimbursement if in travel status, i.e., away from both the official residence and the official work place.
 - (1) Per diem rates for meals apply when the employee does not use a city credit card.
 - (2) If the employee chooses to use a city credit card for meals, actual expenses will be paid. Any expense exceeding the per diem rate must be reimbursed to the city or deducted from reimbursements owed to the employee.
- c) Employees must be in travel status during department determined meal times to qualify for meal cost reimbursement.
 - (1) To qualify for breakfast, an employee must be in travel status for at least 1 hour before their official starting time.
 - (2) The department lunch meal period is your regularly scheduled lunch meal period. To be reimbursed for lunch, an employee must be in travel status during their entire regularly scheduled lunchtime.
 - (3) To qualify for dinner, an employee must be in travel status at least 2 hours after the regularly scheduled quitting time.
 - (4) For weekends and holidays, determine the department established meal times by using the employee's regular work schedule.
- d) **Reimbursement for subsistence expenses is not to be authorized when an employee does not incur expenses for meals because they are furnished.**
 - (1) Regular per diem reimbursement is not provided when:
 - (a) Meals and/or lodging is furnished by the city or host facility visited.

(b) The cost of meals are included in the pre-paid registration fee for a meeting, conference, or convention.

(2) When it is necessary to determine the amounts for individual meals from a total per diem subsistence figure, the corresponding meal figures in Schedule B will apply.

e) Subsistence payments are not required to be reduced or eliminated due to meals served on airlines. Similarly, subsistence payments are not required to be reduced for continental breakfasts included in the registration fee of meeting, conference or convention.

E. Methods of Transportation

1. Commercial Carrier

Employees requesting transportation by airline or train are to contact the Travel Representative in the Finance Department who will make the travel accommodations. The employee is responsible for providing the necessary information along with an approved travel authorization.

a) All common carrier tickets must be purchased from a travel agency, website, or airline approved for use by the City.

b) To take advantage of reduced rates, advance payment of fares may be authorized.

c) For those rare instances when an employee is authorized to purchase his or her own ticket, the city reimburses the cost of the ticket based on receipts. All tickets must be purchased using the City corporate charge card and from a travel website approved for use by the city administration.

d) Do not purchase any airline ticket without prior approval.

2. Privately-Owned Vehicles

Privately-owned vehicles (POV) with automobile insurance may be used for official travel when a city-owned vehicle is not available, or when it is advantageous to the city from a cost and convenience standpoint. Under no circumstances will the City cover any damage to a privately owned vehicle while on official City business.

a) The authorizing supervisor is responsible for assuring;

(1) Employees submit for mileage reimbursement, and

(2) Excessive expenses are not approved or reimbursed.

- b) The city only reimburses for mileage incurred at employee's official work place or official residence which exceeds that of their regular daily commute.
- c) If two or more employees from the same office travel in the same vehicle, the city reimburses mileage for only one employee. When completing the travel expense voucher, list the names of all employees that traveled in the same vehicle.
- d) Transporting family members or others not involved in official City business, while on official city business, is a personal decision and the City does not provide excess liability protection to the non-business passengers in the event of an accident.
- e) City mileage reimbursement pays according to the following:
 - (1) Current IRS rate
 - (2) Mileage between points as determined by www.mapquest.com.
 - (3) Out-of-state mileage is determined by www.mapquest.com or by actual odometer readings.
 - (4) "Vicinity" mileage is determined by odometer readings.
- f) To save time and mileage, the employee may travel directly from their official residence to their destination on official city business and back to their official residence or on to their official work place.

3. City-Owned Vehicles

City-owned vehicles may be used for official business only.

- a) The driver(s) must have a driver's license in their possession while driving the vehicle. The driver's license must be recognized as valid under Washington State Law.
- b) City vehicle fuel cards and/or gasoline credit cards are to be utilized for required fuel and repairs to City vehicles while on official City business. Major fuel credit cards may be checked out and in with the Finance Department. City credit cards may not be used for private vehicles.
- c) All employees be advised that personal use of city-owned vehicles or violation of traffic safety laws constitute ground for disciplinary action which may include deductions from salaries or other allowances due, and discipline up to and including termination.
- d) Non-employees are not permitted to ride in City owned vehicles *except* in the case of ride-sharing with employees from neighboring jurisdictions traveling to the same destination on City business.

4. Accident Reports

Accident reports must be prepared for accident, loss, or damage occurring to a city-owned, privately owned, or rental vehicle while on official city business

- a) The employee should make a verbal report to the supervisor, Finance Department and Human Resources Department within 24 hours of the accident (in addition to police, insurance company, and other state required reports).
- b) Negligence or culpability, including D.U.I., on the part of City officials or employees may make them financially responsible for the damage(s) resulting.
- c) The accident, loss, or damage to a city-owned vehicle must be reported to the Legal Department using the Vehicle Accident Report within 24 hours of the mishap.

F. Miscellaneous

1. Non-Employee Expenses

a) Volunteer Workers and City Council

- (1) Advance approval for volunteer expense reimbursement is required by the department head and Mayor in writing. The requestor should write a request explaining the benefits to the department or City and the estimated travel costs.
- (2) Travel expenses are reimbursed in amounts not greater than the maximum allowed for City employees using privately owned vehicles. This does not exclude using common carriers. Parking fees, ferry fares, bridge tolls, etc., are reimbursed.
- (3) Volunteers receive the same per diem lodging and meal rates paid to City employees. Use the Travel Expense Voucher to claim reimbursement. The written approval must be attached to the travel voucher to receive reimbursement.

III. FORMS COMPLETION AND PROCEDURES

A. The Travel Authorization Request (TAR) Form

1. Employee should determine method of travel, length of proposed trip, and if lodging arrangements are desired and discuss with the supervisor before completing the form.
2. Employee should review Section II of the Travel Manual to determine the allowable reimbursement for lodging and subsistence and also determine the itinerary and estimated travel expense.
3. All travel must be pre-approved by the appropriate supervisor, department head, Mayor, and City Council Finance Committee. Attach to the TAR copies (not originals) of any paperwork that will explain what the travel is for. If anticipated lodging expense will be more than the allowed per diem amount, also attach the Lodging Exception to the Maximum Allowable Per Diem Rate form.
4. After the TAR has been approved, a signed copy will be returned to the employee. Employee should then enter an invoice for registration payment if appropriate.

B. The Travel Expense Voucher (TEV) Form

1. The TEV summarizes travel expenses after the trip is complete. Separate forms should be used to distinguish what expenses are to be paid on the City corporate credit card and what expenses are reimbursable to the employee.
 - a) Enter the expenses as an invoice in the financial accounting system.
 - (1) Meals that include an overnight stay can be reimbursed through an invoice because they are not taxed.
 - (2) Meals that are not during an overnight stay are taxed and will be reimbursed on the next paycheck showing as code MLR (meal reimbursement).
 - (3) If a City credit card was used and the trip did not involve an overnight stay, the city pays the full price of the meal to Visa but the employee will be taxed for the meal on the next paycheck as code MLN (meal non reimbursement). If the employee stays overnight and uses the city credit card, the city needs receipts for meals and lodging.
 - b) Send the original TEV form to the Finance Department along with the appropriate documentation i.e., receipts and copy of the signed TAR.

IV. PLANNING A TRIP

Employees who are planning on taking a trip should acquaint themselves with the city travel regulations prior to the trip. Familiarity with the travel regulations may prevent employees from spending money for which the City cannot provide reimbursement.

A. How often must I submit my travel expense voucher to the Finance Department?

If you have incurred reimbursable travel expenses, you must submit a travel expense voucher at the end of your trip or at the end of each month for those so authorized to do so.

B. Can I choose to utilize my personal vehicle to drive to trainings?

The City provides mileage reimbursement for miles driven for business purposes. This is not the most cost effective way to travel or to use training budgets. Employees are expected to use a City owned vehicle whenever one is available.

C. Who should I call if I have travel related questions?

You should call your supervisor first. If he or she cannot answer your question call your department head, the Travel Representative in the Finance Department or the Mayor.

ATTACHMENT A: MILEAGE CHART

Consult www.mapquest.com for exact mileage. See per diem map on Intranet for current mileage rates.

ATTACHMENT B: WASHINGTON STATE PER DIEM RATES

See per diem map on Intranet

For out of state per diem rates, see the following web sites

<http://www.gsa.gov/travel.htm>

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943&noc=T

Revised 03/23/10



City Council Agenda Bill

Meeting Date: 12/12/2016 **Agenda Item:** 7d

Subject: Resolution No. 1976 Authorizing Execution of the Tourism Promotion Fund Contracts by and Between the City of Anacortes and Recipient Agencies

Staff Contact: Don Measamer

Approved for Submittal to Council by	
x	Laurie Gere, Mayor
x	Steve Hoglund, Finance Director
x	Darcy Swetnam, City Attorney
x	Don Measamer, PCED Director

Action Type	
	Ordinance No.
	Code Revision?
X	Resolution No. 1976
	Contract
	Public Hearing
	Staff Report

Summary Statement: The total lodging tax revenue projection for 2017 is \$388,000, with 25% set aside for savings of \$97,000. Twenty-three projects were submitted for the Lodging Tax 2017 funding, with eighteen selected by the City Lodging Tax Advisory Committee to advertise, publicize, or distribute information or undertake other activities specifically authorized by RCW 67.28.180 for the purpose of attracting visitors to Anacortes. Total funding for selected projects is \$291,000.

Background: The Revised Code of Washington (RCW) 67.28.080 provides authority for cities to adopt a lodging tax of up to 4% of lodging charges made by hotels and motels in order to attract visitors for both overnight stays and daytrips. The Lodging Tax Advisory Committee reviewed and recommended the requests at their November 17 & November 29, 2016 meetings.

Budget Impact	
Amount Budgeted	\$388,000
Budget Account (BARS)	135.240.557.30.41
Proposed Expenditure	\$291,000
Budget Amendment Required?	No
Revenue Source	Lodging Tax

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: LTAC Recommends approval of each contract for 2017 tourism funding

Competing Viewpoints Considered: All proposals were reviewed by the LTAC and forwarded to City Council as recommended.

Recommended Motion: I move to approve Resolution No. 1976 Authorizing Execution of the Tourism Promotion Fund Contracts by and Between the City of Anacortes and Recipient Agencies

Alternative Actions: Deny Resolution 1976 and extend the timeframe for approval of the contracts.

Attachments (listed in order presented): Resolution No. 1976, Contract Template for 2017 Lodging Tax Funding, 2017 Applications, Applicant Year-End Project Report, e-mail request from Stephanie Hamilton, Chamber of Commerce President, regarding VIC application.

RESOLUTION NO. 1976

A RESOLUTION AUTHORIZING EXECUTION OF TOURISM PROMOTION FUND CONTRACTS BY AND BETWEEN THE CITY OF ANACORTES AND RECIPIENT AGENCIES

WHEREAS, the below listed agencies have been selected by the City through a competitive selection process to undertake a total of eighteen projects designed to advertise, publicize, or distribute information or undertake other activities specifically authorized by RCW 67.28.180 for the purpose of attracting visitors to the City of Anacortes; and

WHEREAS, the City of Anacortes wishes to contract with these agencies for the provision of these services and is willing to provide certain monies to these agencies, which monies have been collected or will be collected as part of the Motel/Hotel Tax;

NOW, THEREFORE IT IS HEREBY RESOLVED BY THE ANACORTES CITY COUNCIL to authorize the distribution of tourism promotion funds to the following listed agencies, as the official act and deed of the City of Anacortes:

1.	Anacortes Arts Commission	98221 Artists' Studio Tour	\$ 5,000.00
2.	Anacortes Farmers Market	Market Marketing Project	\$ 7,000.00
3.	AnacortesCity Public Facilities	Heart of Anacortes Public Restrooms	\$ 4,200.00
4.	Anacortes Museum & Museum Foundation	WT Preston Rack Card & Regional Museum Tour Brochure	\$ 1,950.00
5.	Anacortes Museum & Museum Foundation	Tourism Marketing Program	\$ 2,500.00
6.	AnacortesCity - Parks Dept.	4th of July Extravaganza	\$ 10,000.00
7.	Anacortes Arts Festival	Art in Bloom	\$ 10,000.00
8.	Anacortes Arts Festival	Anacortes Arts Festival	\$ 10,000.00
9.	Anacortes Chamber of Commerce	International Ferry & Anacortes Marketing Program	\$ 148,500.00
10.	Anacortes Chamber of Commerce	VIC	\$ 59,600.00

11	Fidalgo Island Quilters	FIQ Quilt Walk	\$ 2,000.00
12	Dr. Samuel G. Brooks Guild	Anacortes Home & Boat Tour	\$ 750.00
13	Majestic Glass Corvette Car Show	Waterfront Festival Car Show	\$ 1,100.00
14	Port of Anacortes	Rock the Dock	\$ 5,000.00
15	Port of Anacortes	Summer Concert Series	\$ 10,000.00
16	Rotary	Shipwreck Days	\$ 1,000.00
17	Skagit Valley Tulip Festival	Tulip Festival Brochure	\$ 2,400.00
18	Stacia Doyle	Anacortes Vintage Market	\$ 10,000.00
	TOTAL		\$ 291,000

PASSED and **APPROVED** on this 12th day of December 2016.

CITY OF ANACORTES:

By _____
Laurie Gere, Mayor

ATTEST:

Steven Hoglund, City Clerk

APPROVED AS TO FORM:

Darcy Swetnam, WSBA #40530
City Attorney

Resolution No. 1976
December 12, 2016

CONTRACT

Contract by and between the **CITY OF ANACORTES**, a municipal corporation, and **(GRANT RECIPIENT)** (hereinafter Grant Recipient) for the **(EVENT)**.

WITNESSETH:

WHEREAS, the City of Anacortes has levied and continues to levy a special excise tax on charges made for the furnishing of lodging in motels, hotels, etc.; and

WHEREAS, RCW 67.28.180 authorizes the expenditure of such funds, or a portion thereof, to pay for advertising, publicizing or otherwise distributing information and to pay for other specified activities for the purpose of attracting visitors and encouraging tourism; and

WHEREAS, the Grant Recipient engages in activities designed to advertise, publicize, or distribute information or other activities specifically authorized by RCW 67.28.180 for the purpose of attracting visitors to our community:

WHEREAS, the Grant Recipient must expend the funds for such advertisement, publication and distribution of tourist promotion information or other activities specifically authorized by RCW 67.28.180 prior to December 31, 2017;

NOW, THEREFORE, IT IS HEREBY AGREED by the parties hereto as follows:

1. The City of Anacortes shall pay directly to the Grant Recipient, the sum of \$_____ for the calendar year 2017 upon documented performance of the “advertising, mailing and program editing and printing” work set-out in Attachment A to this contract.
2. The Grant Recipient agrees to request payment from the City of Anacortes only for activities designed to advertise, publicize, or distribute information to attract visitors to the City of Anacortes and other such purposes as are permitted by RCW 67.28.180 and as set out in Attachment A to this contract.
3. The Grant Recipient shall make available to the City or the Washington State Auditor or their duly authorized representatives at any time during normal operating hours, all records, books, or pertinent information which the Grant Recipient shall have in conjunction with this agreement and which the City may be required by law to include or make part of auditing procedures or audit trail and which may be required for the purposes of funding the service contracted for herein. In addition, the Grant Recipient shall provide the Council a report with each reimbursement request describing how project funds were spent since the last reimbursement was submitted with a summary report being submitted with the final reimbursement request.

4. The term of this contract shall be for the calendar year 2017.

5. All services which are to be rendered or performed under this agreement will be rendered or performed entirely at the Grant Recipient's own risk and the Grant Recipient expressly agrees to indemnify and hold harmless the City and all its officers, agents, employees or otherwise, from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of every kind or nature whatsoever by or to any and all persons or property and of judgment against them which result from, arise out of, or in any way connected with the services to be rendered or performed by the Grant Recipient under the terms of this agreement. The Grant Recipient agrees to defend against any and all claims brought or action filed against the City with respect to the subject of this agreement, whether such claims are rightfully or wrongfully brought or filed.

7. Prior to final payment of funds, Grant Recipient will complete the attached Year-End Report and submit said Report with final payment request. If the request for payment is a one-time request, the Year-End Report will be submitted at time of payment request. If the event occurs at various times throughout the year or is an on-going event, the Report may be submitted when the final reimbursement request is submitted.

In witness whereof the parties hereto have caused this Agreement to be executed this ____ day of December, 2016.

CITY OF ANACORTES:

Recipient:

By _____
Laurie Gere, Mayor

By _____

ATTEST:

Steve D. Hoglund, City Clerk-Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, WSBA #40530
City Attorney

LTAC
2017 FUNDING APPLICATIONS

	Applicant	Project	Funded 2014	Funded 2015	Funded 2016	2017 Request	2017 Award	Comments
1	Anacortes Arts Commission	98221 Artists' Studio Tour			\$ 3,000	\$ 6,000	5,000	
2	Anacortes Arts Commission	Madrona Grove Sculpture Park				\$ 20,800	-	
3	Tricia Sharp, Anacortes Candle Company	Anacortes Bucket List				\$ 20,000	-	
4	Anacortes Farmers Market	Market Marketing Project			\$ 7,000	\$ 9,435	7,000	
5	AnacortesCity Parks Dept.	2017 Summer Concert Series at the Heart			\$ 3,600	\$ 3,600	-	Consideration for award may be given after a report on details from last year.
6	AnacortesCity Public Facilities	Heart of Anacortes Public Restrooms	\$3,720	\$3,720	\$ 3,720	\$ 4,200	4,200	
7	Anacortes Museum & Museum Foundation	WT Preston Rack Card & Regional Museum Tour Brochure	\$0	\$0	\$ 1,950	\$ 2,875	1,950	
8	Anacortes Museum & Museum Foundation	Tourism Marketing Program				\$ 5,029	2,500	
9	AnacortesCity - Parks Dept.	4th of July Extravaganza			\$ 10,000	\$ 10,000	10,000	
10	Anacortes Arts Festival	Art in Bloom		0	\$ 10,000	\$ 20,000	10,000	
11	Anacortes Arts Festival	Anacortes Arts Festival		\$6,500	\$ 10,000	\$ 15,000	10,000	

LTAC
2017 FUNDING APPLICATIONS

	Applicant	Project	Funded 2014	Funded 2015	Funded 2016	2017 Request	2017 Award	Comments
12	Anacortes Chamber of Commerce	International Ferry & Anacortes Marketing Program	\$117,000	\$120,000	\$ 123,500	\$ 178,559	148,500	
13	Anacortes Chamber of Commerce	VIC	\$72,680	\$72,680	\$ 84,350	\$ 102,150	59,600	
14	Fidalgo DanceWorks	Fidalgo DanceWorks				\$ 4,000	-	
15	Fidalgo Island Quilters	FIQ Quilt Walk	2000	1800	\$ 1,800	\$ 2,000	2,000	
16	Dr. Samuel G. Brooks Guild	Anacortes Home & Boat Tour		0	\$ 750	\$ 1,500	750	
17	Lincoln Theatre Center Foundation Marketing	2017 Marketing			\$500 requested-not funded	\$ 500	-	
18	Majestic Glass Corvette Car Show	Waterfront Festival Car Show	\$1,000	\$1,000	\$ 1,200	\$ 1,100	1,100	
19	Port of Anacortes	Rock the Dock		\$4,000	\$ 5,500	\$ 13,600	5,000	
20	Port of Anacortes	Summer Concert Series		\$5,000	\$ 12,000	\$ 20,000	10,000	
21	Rotary	Shipwreck Days				\$ 1,000	1,000	
22	Skagit Valley Tulip Festival	Tulip Festival Brochure	\$2,400	\$2,400	\$ 2,400	\$ 2,400	2,400	
23	Stacia Doyle	Anacortes Vintage Market			\$ 20,000	\$ 20,000	10,000	

LTAC
2017 FUNDING APPLICATIONS

[illegible]

Application

Project Detail

Project name	98221 Artist's Studio Tour
Date(s) of project	October 21/22, 2017
Amount of funding requested	6000.00
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Lisa Rhoades/Anacortes Arts Commission/Fidalgo Culture
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	91-078-0541
Contact name	Lisa Rhoades
Mailing address	4105 Mitchell Drive, Anacortes WA 98221/AAC P.O. Box 547, Anacortes, WA 98221
Email address	lpaynej@yahoo.com
Phone	(360) 202-6890/ City (360) 293-1918

Project Questionnaire

Describe your project.

A free, self-guided studio tour, focusing on education, demonstration and interaction with the artists in their working spaces. To show the passion the artists have, the tools, supplies and equipment, and the time involved in creating their art. To educate the public on why artists create, the time involved in creating, and why it costs what it costs.

Describe with specificity what aspects of your project you would spend the requested funds on.

We would use the funds to reach farther out, through industry publications, newspaper inserts, and social media, in our promoting this event, as well as, reach out with an advertising campaign to the Vancouver, BC and Victoria BC areas (as we had many, many folks that came down specifically for the tour), for 2-3 more banners to be placed in strategic locations, for more directional signage to artist's studios (as we anticipate a higher volume of artists participating next year).

Promotion

Describe how you will promote your project to attract tourists.

We found that all the ways we promoted the tour in 2016 we highly effective! We will continue in that vein with Skagit Publishing, Industry publications, banners, posters, brochures, bookmarks, P.S.A.'s, Facebook postings, adding the 3"x 3" sticker onto the "Total Market" pkg. with Skagit Publishing...something we could not afford this year, and/or, reaching out farther with newspaper insert, which proved to be highly effective. I would like to include more advertising in the Vancouver & Victoria areas this coming year, as we were all surprised by the amount of

folks visiting from up there! I would like to entice them to spend the night in town and make two days of it...perhaps partnering with the Chamber on a couple of ideas.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

I feel that the buzz is good about this event, and that we will be bringing on many more sponsorships from these kinds of businesses, lending their logos to more of our printed materials distributed far and wide. I would also like to encourage some of the businesses in town that are closed on that Sunday, to be open!

Budget

Describe the overall budget for your project.

Our budget for 2016 was 8850.00, but we got some invaluable advertising dollars spent (we don't know how much they used for our project) on us from an Anacortes Arts Festival grant. We imagine it was a fair amount. I have calculated our budget to be 12-13,000.00 in 2017.

What percentage of that budget are you requesting from the city?

46%

What would you cut from your proposed project if your application is not fully funded?

The van and driver idea. Maybe get less banners made.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	Enter ####.	Enter ####.	Enter ####.	Enter ####.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	Enter ####.	Enter ####.	Enter ####.	Enter ####.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	Enter ####.	Enter ####.	Enter ####.	Enter ####.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	Enter ####.	Enter ####.	Enter ####.	Enter ####.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We have intake forms that the artist's greeters have each guest fill out (one time per guest at the first studio they visit) upon visit to their studio, with Zip Code, how they heard of the tour, and whether they were staying in town overnight.

Describe the prior success of your project in attracting tourists.

Since the tour I have been tracking the zip codes our guests listed, and we have many from Vancouver, BC, from Lynden, Bellingham, Burlington, Mount Vernon, Conway, Stanwood/Camano Island, Everett, Mukilteo, Lynnwood, Mount Lake Terrace, Edmonds, Shoreline, Seattle, Bellevue, Kent, Renton, New Castle, Kirkland, Woodinville, Portland, Quincy, Gig Harbor, Oak Harbor, Friday Harbor and lots here in Anacortes!

Describe your target tourist audience (location, demographics, etc.)

We advertised heavily in the Skagit Valley, Bellingham, Camano Island, Seattle and surrounding area, and Anacortes too, to all demographics interested in the arts. We will add some heavy advertising in the Vancouver and Victoria areas this coming year.

Attachments

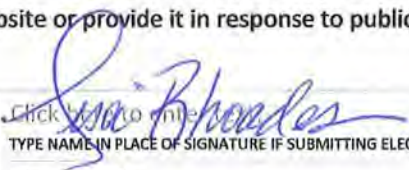
Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

Please see attached materials. We also had a lovely 2 page story on our event in Fidalgo Living Magazine, a great announcement story in A-Town Magazine, a few shorts pieces in the Anacortes American, we put out Public Service Announcements (some guests heard about the tour on King 5 News!), we had stickers on newspapers out on the San Juan Islands and in publications down in the Seattle/Bellevue area.

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	 Click here to enter text. TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Lisa Rhoades
Title	Anacortes Arts Commission Board Member and Chair of the 98221 Artist's Studio Tour
Organization	Anacortes Arts Commission/Fidalgo Culture

OREGON

PORTLAND

PORTLAND ART MUSEUM

1219 SW Park Avenue • (503) 226-2811
 • Tues-Weds: 10 A.M.-5 P.M., Thurs-Fri: 10 A.M.-8 P.M., Sat-Sun: 10 A.M.-5 P.M. • \$19.99 Adults, \$16.99 Seniors/Students, Free for children under 17 •
www.portlandartmuseum.org

Andy Warhol: Prints from the Collections of Jordan D. Schnitzer and His Family Foundation

Featuring the largest Andy Warhol print retrospective ever. Warhol's prints are a journey through the reproduced image in American popular culture. **October 8-January 1.**

Corita Kent: Spiritual Pop

Presenting the playful and powerful Pop art of Corita Kent. Kent, a nun widely known as Sister Corita, was an important artist, teacher, and activist who gained international fame in the 1960s for her vibrant, revolutionary screenprints. **Through December 4.**

WASHINGTON

ANACORTES

98221 STUDIO TOUR

Various sites • (360) 293-1918 • 10 A.M.-5 P.M. • studiotour98221@yahoo.com •
www.anacortesartscommission.com

98221 Studio Tour

Anacortes/Guemes Island

October 22 & 23

Saturday & Sunday, 10 A.M.-5 P.M.

Anacortes Arts Commission presents the 98221 Studio tour featuring 30 Anacortes artists and 5 galleries. Many mediums represented: painting, fiber, ceramics, jewelry, photography and more. Tour maps available on the website. Enjoy a beautiful fall weekend, great restaurants, hotels and art by well known Northwest artists including Al Currier, Anne Schrievogel, Anne Martin McCool, Jennifer Bowman, Anita Mayer, and more.

SCOTT MILO GALLERY

420 Commercial Avenue (across from

the Majestic Hotel) • (360) 293-6938 •
 Mon-Sat: 10:30 A.M.-4:30 P.M. and by
 appointment • galler@scottmilo.com
 • www.scottmilo.com

Scott Milo Gallery welcomes new oils by **Dederick Ward**, encaustic paintings by **Marilee Holm**, pastels by **Janice Wall**, watercolors by **Peggy Woods**, and oils by **Anne Martin McCool**. **Reception: Friday, September 2, 6-9 P.M., Labor Day Weekend.** Also available are glass, sculptures, tables, and jewelry for Fall. **September 2-October 4.**

Scott Milo Gallery is showing the bright acrylic work of **Jennifer Bowman**, oils by **Cynthia Richardson**, acrylics by **Jacqui Beck**, monoprints by **Marie Powell**, and oils by **Brooke Borcharding**. **Reception: Friday, October 7, 6-9 P.M.** Come see the cheerful colors by these artists as we embrace change of seasons.

ACME CREATIVE SPACE

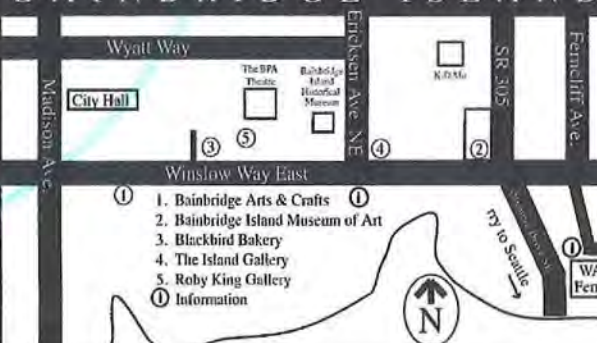
705 Commercial Avenue • (360) 453-7663 • Tues-Sat: 8 A.M.-4 P.M. • lisa@acmecreative.co • www.acmecreative.co

Art through the Generations

This exhibit includes WPA artist **Ida Abelman** and her son, Anacortes local, **Fred Abelman**. Ida Abelman was a WPA/Federal Art Project artist whose work depicted scenes of NYC during the Great Depression. Fred Abelman, influenced by his creative upbringing, is an abstract artist working primarily in wood. **Through September.**

On October, showing the works of **Kathryn Glowen** and **Hannah Parrett**. Glowen finds influences in the natural world and politics reflected in complex assemblages of re-purposed objects and Parrett, new to the Northwest, explores the perceptual

BAINBRIDGE ISLAND



ART ACCESS

Volume 25 Number 5

"Sculpture is the art of the intelligence."

~ Pablo Picasso (1881-1973)
Spanish artist



Pieter VanZanden • "DC-0616"
maple, copper pipe, bike chain, and hardware
7 x 12 x 3 inches
Smith & Vallee Gallery • Edison, WA

FRONT COVER:

Pieter VanZanden, "Pacific INC."
Smith & Vallee Gallery • Edison, WA

Pieter VanZanden
Mandy Jene Turner
"Pacific INC."
September 3-27

Reception: Saturday, September 3, 5-8 P.M.

Kris Ekstrand Molesworth
Jan Hoy
October 1-31

Reception: Saturday, October 1, 5-8 P.M.

SMITH & VALLEE GALLERY

5742 Gilkey Avenue
(360) 766-6230

Daily: 11 A.M.-5 P.M.

info@smithandvallee.com

www.smithandvalleegallery.com

Publisher

Debbi Lester

Special Thanks

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Museum of Northwest Art, Seattle Art Museum,
Tacoma Art Museum, Henry Art Gallery,
Portland Art Museum, Frye Art Museum,
Allied Arts of Whatcom, Bellevue Arts Museum,
Doris Lester, Teresa Cassidy, Joey Lester,
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THE MONTHLY GUIDE TO THE ARTS

C O N T E N T S

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Barbara Earl Thomas: Heaven on Fire
... Susan Noye Platt, Ph.D. 6

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Nov/Dec info is due October 10

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(888) 970-9991

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Feature

Listings

Maps

Anacortes Arts Commission

98221
Artists
STUDIO TOUR
GUERMES ISLAND
ANACORTES
anacortesartscommission.com

FREE

SELF GUIDED ARTISTS' STUDIO TOUR

SATURDAY AND SUNDAY

OCTOBER

22nd & 23rd • 10am to 5pm

PAINTING
JEWELRY
FIBER ART

MIXED MEDIA
METAL ARTS
30+ LOCAL ARTISTS

Around the downtown Anacortes core don't miss the
special galleries participating in this event.
The Depot and Croatian Center each feature several artists at one stop.
This show, featuring artists who live or work in the 98221 zip code.

*Thank You to
our Sponsors!*

Go to: anacortesartscommission.com for
tour guide-map pickup locations



Skagit Publications - to 43,600 homes
Insert (w/ map on reverse side)

Art

October Art Show at Scott Milo Gallery – See new acrylics by Jennifer Bowman, oils by Cynthia Richardson, acrylics by Jacqui Beck, monoprints by Marie Powell and acrylics by Brooke Borchering. Artist reception on Fri., Oct. 7 from 6-9pm at Scott Milo Gallery (Anacortes). Free admission. More info: 360-293-6938, gallery@scottmilo.com or www.scottmilo.com.

Art Gallery Grand Opening – Bellingham's newest fine art gallery, The Allery Fine Art, opens its doors on Fri., Oct. 7 in celebration of Bellingham's monthly art walk. Located at 1319 Cornwall Ave., Ste. 104 in the alley behind Kids Northwest, The Allery will feature a rotation of local and regional talent. Featured October artists will include Kat Houseman (paintings), Corey Urlacher (sculpture), and Randy Walker (glass), with more artists to be announced soon. Business hours will be Wed.-Sat., noon-6pm, or by appointment. Free admission. More info: Thealleryfineart@gmail.com or www.facebook.com/thealleryfineart/.

Art Walk: Primitive and Live Fiddles – Join us the evening of Bellingham's Art Walk on Fri., Oct. 7 at Bellingham Folk School (1208 Cornwall Ave.). Enjoy "Primitive Fiddles" by Vancouver artist, Linda Jane Schmid. Constructed from beach wood and other found materials, these sculptures create a startling impression of weathered artifacts, painted with an archaic sense of colour. Live fiddle tunes by Polecat's Cayley Schmid. Free. Info: bellinghamfolkfestival@gmail.com or www.bellinghamfolkschool.com.

Artist's Choice 2016 – The Artist's Choice 2016 closing reception will be held Fri., Oct. 7 from 6-9pm at Fourth Corner Frames & Gallery during Downtown Bellingham's Artwalk. This is a show that shows off the great artistic talent of 22 local artists and the incredible design skills of the humble FCF staff. Fourth Corner Frames & Gallery is located at 311 W. Holly St., Bellingham. Free admission. Info: 360-734-1340, framr4u@aol.com or www.fourthcornerframes.com.

Blaine Harbor Art Gallery Art-Oberfest 2016 Art Show and Gift Sale – This event will replace the Holiday Art Market and will take place at Blaine Community Center Pavilion (800 H St.) on Sat., Oct. 8 from 9-5pm and Sun., Oct. 9 from 11am-5pm. Free admission. More info: 415-886-7096, blaineharborartgallery@gmail.com or www.eventbrite.com/e/art-oberfest-2016-art-show-and-gift-market-tickets-26579067707.

Photo Exhibit with Loren Kenyon – Nature photographer extraordinaire Loren Kenyon will be exhibiting his bright photos of animals at Chuckanut Brewery & Kitchen (601 W. Holly St., Bellingham) from Oct. 8-Nov. 26. This will be the third time Loren is showing his amazing photos of birds and landscapes at Chuckanut. More info: 360-752-3377, info@chuckanutbreweryandkitchen.com or www.chuckanutbreweryandkitchen.com.

Oktoberfest – Celebrate Oktoberfest on Sun., Oct. 9 from 1-5pm at Semiahmoo Resort in the resort's outdoor tent. The tent offers gorgeous views of Drayton Harbor and Semiahmoo Bay, a perfect backdrop for the afternoon festivities. Guests to the event can expect a lavish spread, with traditional German food and top-notch local beer. They are welcome to enjoy these delicious delights at a

(continued on page 14)



sewing bootcamp

Saturdays, November 12th and 19th
Details: ragfinery.com
Questions? 360.738.6977

Ragfinery

Sculptors' Society of BC Clay, Stone, Wood and Beyond



October 7 thru December 17
Thursday to Saturday, 12 to 5 pm
For information phone 360.734.9757
Visit SculptureNorthwest.org



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NORTHWEST
GALLERY

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203 Prospect Street in Bellingham's Arts District.

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ANACORTES
98221
Artist's
STUDIO TOUR
ANACORTES / GUERES ISLAND
Oct 22 & 23
Saturday | Sunday

ARTinANACORTES.COM

Same in
the Crab
Cracker
(Camano
Stamwood)
(2) week prior

clam digger (2 weeks prior
to event.)

Anacortes Arts Commission

98221 Artist's STUDIO TOUR GUMES ISLAND ANACORTES

anacortesartscommission.com

FREE

SELF GUIDED ARTISTS' STUDIO TOUR
SATURDAY AND SUNDAY

OCTOBER

22nd & 23rd • 10am to 5pm

PAINTING
JEWELRY
FIBER ART

MIXED MEDIA
METAL ARTS
30+ LOCAL ARTISTS

*Around the downtown Anacortes core don't miss the
special galleries participating in this event.*

The Depot and Croatian Center each feature several artists at one stop.

This show, featuring artists who live or work in the 98221 zip code.

Go to: anacortesartscommission.com for
tour guide-map pick-up locations

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our Sponsors*



Facebook Boosts the week before.

Page Summary Last 7 days :

Export Data

Results from Oct 17, 2016 - Oct 23, 2016

Organic Paid

Actions on Page

October 17 - October 23

2

Total Actions on Page ▲ 100%



Page Views

October 17 - October 23

71

Total Page Views ▲ 373%



Page Likes

October 17 - October 23

11

Page Likes ▲ 450%



Reach

October 17 - October 23

12,578

People Reached ▲ 1,002%



Post Engagements

October 17 - October 23

1,079

Post Engagement ▲ 207%



Videos

October 17 - October 23

4,286

Total Video Views ▲ 100%



2017

Lodging Tax Funds Application

Tourism – Impact Estimate

2016 being a first year event, our guest intake form did not reflect all the questions/info. I now see here on the 2017 application.

What I can report are the Zip Codes I have analyzed, showing many visitors from Vancouver, BC. Also, the visits reflected guests from Canada to Portland, OR and out to the San Juan Islands. We also show zip codes from many other states, but do not know (this year) how many of those came specifically for the tour.

I can also report, from our intake forms, and the head counts that the artists were taking, that each studio had 75-125 guests through each day (Sat/Sun) of the tour.

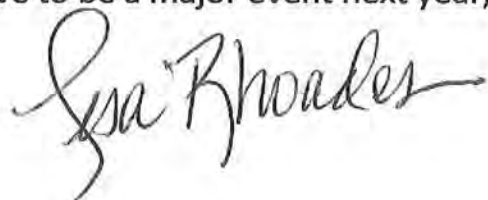
It looks to us that 35-40% of guests traveled more than 50 miles from their places of residence to visit.

We did have a column for guests to indicate if they were staying overnight, but needed to be more specific about PAID accommodations. We will use this application as our guide for better statistics in coming years.

I can tell you that in speaking with business owners after the event, they were very happy with the amount of traffic over the weekend. Artists and gallery owners were thrilled with the amount of guests coming through their studios. Artists and galleries were selling to beat the band, and filling multiple instructional classes they teach!

I have also had many folks letting me know they are interested in, or know other artists who are interested in getting involved in 2017...many were waiting to see how this first year went.

I am so happy to say, all reports are good! There has been so much good feedback (virtually no bad!) from everyone involved, from sponsors, artists, gallery owners, and guests! I believe this will prove to be a major event next year, and in years to come.

A handwritten signature in black ink, reading "Lisa Rhoades". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Application

Project Detail

Project name	Madrona Grove Sculpture Park
Date(s) of project	April 10, 2017 – December 31, 2017
Amount of funding requested	\$20,800
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Arts Commission, Lanny Bergner
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	Click here to enter text.
Contact name	Mary Snyder
Mailing address	P.O. Box 547, Anacortes, WA
Email address	mary@cityofanacortes.org
Phone	360-293-1918

Project Questionnaire

Describe your project.

The establishment of the “Madrona Grove Sculpture Park,” an annual juried outdoor sculpture exhibition sited in and around the madrona grove behind the Depot Art Center. The “Madrona Grove Sculpture Park” will host twelve juried loan sculptures yearly (April – December). Its purpose is to enhance the visual arts in Anacortes and increase the perception that Anacortes is a cultural destination. The program will also offer support to local and regional sculptors. The underutilized madrona grove setting is ideal for exhibiting sculptures and its close proximity to the farmers market and Depot Art Center will provide another visitor draw to the area. The open call for art entries will be limited to Washington State with a primary outreach to a five county area (Skagit, Whatcom, Snohomish, Island and San Juan Counties). The Anacortes Arts Commission will also host an opening reception event, which will draw visitors to the area.

Describe with specificity what aspects of your project you would spend the requested funds on.

\$3,500 of the requested funds will be used for promotional material, signage and advertising. \$250 (\$3,000 total) will provide stipends to each participating sculptor to install and de-install their work. \$300 will go toward jury fees for three jurors. Additional funds (\$14,000) will go toward the purchase of at least one sculpture to be permanently installed at some other city location. The purchase program will ensure artists’ participation and leave a lasting sculptural legacy to be enjoyed for years to come. The hope is that with the additional of a sculpture park and purchased sculptures located throughout the city, Anacortes will be viewed not only as a vibrant and beautiful city, but also as a cultural destination attracting more visitors to the area.

Promotion

Describe how you will promote your project to attract tourists.

The Anacortes Arts Commission will seek partnerships with other regional sculpture organizations and sculpture parks (such as Sculpture Northwest, Matzke Fine Art Gallery/Sculpture Park and the San Juan Island Sculpture Park) to support and promote the event. The sculpture park will be advertised on social media and in print coverage. A brochure will be produced and distributed in a five-county area and beyond. An invitation to an opening reception event will be advertised.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

The Arts Commission will seek local business sponsorships to support the purchase of sculptures from the sculpture park. Participating businesses will be acknowledged on promotional material and advertising.

Budget

Describe the overall budget for your project.

The City of Anacortes, Parks and Recreation will make the sculpture pads (cement) and assist in the installation and de-installation of the sculptures. \$3,000 for artists' stipends; \$3,500 for advertising, signage and promotion; \$300 for jurors' fee. The Anacortes Arts Commission is budgeting \$20,000 for the purchase of sculptures for the city's permanent collection. \$6,000 of which will be raised through grants and/or corporate support. The total budget is \$26,800.

What percentage of that budget are you requesting from the city?

75 percent

What would you cut from your proposed project if your application is not fully funded?

Even though we believe the purchase of sculptures from the sculpture park is very important to the success of the program and the part of the program that will leave a lasting legacy to the city we would first cut funds from that portion of the budget. The purchasing of a sculpture at the end of the show would greatly increase the quality of work in the show and therefore without the promise of a piece being purchased the overall quality of the submittals would go down.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	1000+	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	100+	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	unknown	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	unknown	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We will have a "People's Choice" award with paper ballots located on site so visitors can vote on their favorite sculpture. On each ballot we will have an area to write in the zip code. These will be collected and tallied on a

weekly basis. This vote will not only give us an idea how many people are visiting the park and from what zip code, but it will also be used to help select which sculpture will be purchased for the permanent collection.

Describe the prior success of your project in attracting tourists.

Many cities nationwide have sculpture parks and it is well documented that visitors are attracted to such sites and will travel many miles to visit them. La Conner and Friday Harbor both have active, successful outdoor sculpture programs that add to the tourism in their towns. This new sculpture program in Anacortes will be an extension and improvement of a previous sculpture program on Commercial Avenue in years past. Grouping the sculptures in the madrona grove near the Depot Art Center will improve the setting and accessibility of the artwork in a location that is already an established tourist destination.

Describe your target tourist audience (location, demographics, etc.)

Promotional material will be distributed to the five county area plus King County and Vancouver Island. The target audience is art appreciators and casual tourists who may have never been in an art gallery.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Lanny Bergner TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Lanny Bergner
Title	Board Member
Organization	Anacortes Arts Commission

Application

Project Detail

Project name	Anacortes Bucket List
Date(s) of project	January 2017 — December 2017
Amount of funding requested	\$20,000
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Tricia Sharp
Type of applicant	☒ Individual ☐ Non-profit corporation ☐ Public agency ☐ Other:
Federal tax ID #	47-2351156
Contact name	Tricia Sharp
Mailing address	PO Box 713, Anacortes WA 98221
Email address	love@anacortescandles.com
Phone	360.333.0634

Project Questionnaire

Describe your project.

To create an interactive Anacortes Bucket List marketing program for tourists traveling 50+ miles outside of Anacortes/Fidalgo Island.

Describe with specificity what aspects of your project you would spend the requested funds on.

New Anacortes Bucket List responsive website -- \$10,000
Print brochures/digital advertising ----- \$5,000
Promotional packages----- \$2,500
Outreach & travel conferences----- \$2,500

Promotion

Describe how you will promote your project to attract tourists.

Lead generation Cascade Loop followers (31,000+ followers), promotional packages to engage visitors to mark off their Bucket List when visiting Anacortes and surrounding areas. When all or part of their bucket list is completed, visitors receive a survey and a free Anacortes souvenir to commemorate their visit.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

The Anacortes Bucket List website will list lodging, restaurants, excursions and scenic sites to do while they are here. Shopping businesses will have to provide a fun geo-cache in their stores to be apart of the

bucket list—which in turn offers something free for the guest to “find” as well as getting tourists into their stores.

Budget

Describe the overall budget for your project.

\$20,000 would provide everything from website, collateral, promotion and advertising.

What percentage of that budget are you requesting from the city?

We are requesting 100%

What would you cut from your proposed project if your application is not fully funded?

We would cut the travel conferences participation as well any promotional packages.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	Enter ###.	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	Enter ###.	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	Enter ###.	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	Enter ###.	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Website analytics – tourists/guests will mark off their bucket list as they complete them.

Direct brochure/travel guide requests

Describe the prior success of your project in attracting tourists.

1st year (brochures only) was HIGHLY received by Cap Sante Marina and Visitor Information Center at the Chamber of Commerce. Anacortes Candle Co. was the first to install the Bucket List idea. They received direct calls and requests as if they were the Visitor Information Center.

Describe your target tourist audience (location, demographics, etc.)

travel enthusiasts 50+ miles away from Anacortes, international travelers

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

Click here to enter text. Ana_Bucket_List_2016.pdf

Certification

- I am an authorized agent of the organization applying for funding.

- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	 TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Tricia Sharp
Title	Owner
Organization	Anacortes Candle Co.

Hidden Jems

- ☐ Find Al's Miniatures in the alley behind the Keystone Bldg.
- ☐ Find the little library inside Wa. Park campground
- ☐ Find the hidden amphitheater at Cap Santé
- ☐ Find the hidden underwater stonehenge at Whistle Lake
- ☐ Find the hidden ship at Lovric's shipyard
- ☐ Find Burrows Island lighthouse by kayak

Be Anacortes Awesome

- ☐ High-five a stranger
- ☐ Dance with someone at the Heart of Anacortes
- ☐ Give an Anacortes Candle to someone with Love!



Sponsored by the
Cascade Loop

AWESOME ANACORTES BUCKET LIST

- 
- 🌲 HIKE MT. ERIE
 - 🌴 GET INTO ISLAND TIME
 - ☼ DRINK PNW COFFEE
 - 🌸 SMELL ANACORTES RAIN
 - 👤 MEET AN A-TOWN BACHELOR
 - 🌙 SAIL THE ROSARIO STRAINT
 - 🪂 SEE WHISTLE LAKE CLIFF JUMPING
 - 🐋 SEARCH FOR ORCA WHALES
 - ☮ BE A HAPPY HIPPIE & LAY IN THE SUN
 - 🚗 STROLL THE ANACORTES FARMERS MARKET
 - 🍇 EAT FROM THE TOMMY THOMPSON TRAIL
 - 🌉 SEE DECEPTION PASS FROM UNDER THE BRIDGES
 - ☼ SMELL THE SEABREEZE AT WASHINGTON PARK
 - 👤 TAKE A SASQUATCH SELFIE
 - 🌴 FIND THE ONLY ISLAND IN A LAKE ON AN ISLAND

AWESOME ANACORTES BUCKET LIST

★
VISITORS CROSSING
OFF THEIR BUCKET
LIST RECEIVE A
FREE GIFT.

Application

Project Detail

Project name	Anacortes Farmers Market Marketing Project
Date(s) of project	2017 year
Amount of funding requested	\$9435
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Farmers Market
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	27-4396153
Contact name	Charity Payne
Mailing address	PO Box 292 Anacortes WA
Email address	info@anacortesfarmersmarket.org
Phone	360-293-7922

Project Questionnaire

Describe your project.

The Anacortes Farmers Market Marketing Project is our annual marketing plan. Having many of the basics now covered (website completion, replacement of roadside signage etc) we are streamlining our approach to better identify and target potential visitors.

Describe with specificity what aspects of your project you would spend the requested funds on.

Print ads:

Grow NW (\$2000)

Clamdigger (\$620)

Seattle Tilth Farm Guide (\$960)

Farm Map (\$130) & Discover Map (\$425)

Cap Sante Map (\$325)

Newcomers & Visitors Guide (\$700)

Festival of Farms (\$250)

Waterside Magazine (\$625)

Washington Festivals & Events (\$200)

Online ads:

Washington State Tourism site (\$1000)

Additional online event listings (\$1000)

Print Materials & Signage:

New vinyl banners for Winter Markets and Holiday Market (\$200)

Posters, postcards, rack cards and magnets (\$1000)

Other Marketing Related Expenses, covered by the Market:

Facebook ads and Google ads (\$500)

Banner of the Street (\$875)

Website Hosting and Maintenance (\$500)

Design Work for ads (\$1000)

Volunteer Hours (150 hours @ \$10 hr = \$1500)

Promotion

Describe how you will promote your project to attract tourists.

This year we are focusing on 2 major "campaigns". First we are targeting local area visitors, hoping to entice them to stay the weekend in Anacortes. By demonstrating the market is a free, family friendly weekly event we want to turn day-trippers into weekenders. This will be accomplished by improved signage and wider distribution of our print materials.

Secondly we are targeting out of area visitors. This will be done via tourism websites and publications and event listings. The focus will be on our special events (Pie Festival, Holiday Market and possibly Opening Day Celebration) and emphasize that we are a weekly, free, family friendly event worth making a trip for.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

In 2017 we will be looking at our volunteers in a whole new way! Our volunteers are our gold and interacting with the public is where they shine. Our aim is to be a second "visitors center". Visitors frequently ask about cash machines, restaurants, cafes, internet access etc. We will be creating a Handbook to help answer these questions and better direct customers to what they need.

We keep maps available to the public.

There is a space inside the Depot for local businesses to leave information.

Our website includes, and will expand on, things to do in town.

We hope to add useful information for out of town visitors to our Facebook posts and Newsletter, which are our most successful online outlets.

Budget

Describe the overall budget for your project.

\$13810

What percentage of that budget are you requesting from the city?

68%

What would you cut from your proposed project if your application is not fully funded?

As little as possible. We have already eliminated what we feel was unsuccessful and will fundraise to make up the difference if necessary.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	2016	2015	2014
Overall attendance	30000	28754	27450	26190
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	11%	Appx 10%	10%	Appx 9%
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	4%	Appx 3%	Appx 3%	Appx 3%
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	1200	862 annually	823 annually	785 annually

Describe methods you will use to track tourists for the purpose of mandatory reporting.

More dot surveys (visitors place stickers on answers to the above questions), door prize drawings with survey questions, adding a guest book with pertinent questions, hourly "clicker" counts. We average data from weekly markets and special events.

Describe the prior success of your project in attracting tourists.

Banners, signage and printed materials are the bulk of our successful advertising methods. These methods grab visitors when they are already in Anacortes. Advertising with print ads is still very successful for our special events, such as Holiday Market and Pie Festival.

Describe your target tourist audience (location, demographics, etc.)

Our target location is up and down the I-5 corridor, from BC to Seattle. Our demographic is families! The farmers market is an excellent family activity and we are strengthening our efforts in this area – the market is a family event!

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.

- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Charity Payne TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Charity Payne
Title	Executive Director
Organization	Anacortes Farmers Market

ANACORTES *at the Depot* **FARMERS MARKET**



WINTER MARKET

2nd Saturday, 9am-2pm

January 9, February 13, March 12 & April 9

Organics • Vegetables • Baked Goods • Honey
Fresh Meat • Dairy • Eggs • Art • & Much More

AT THE HISTORIC DEPOT 7th St. & "R" Ave.
www.anacortesfarmersmarket.org

Application

Project Detail

Project name	2017 Summer Concert series at the Heart of Anacortes
Date(s) of project	Saturday, July 8th – September 9th
Amount of funding requested	Click here to enter text. \$3,600.
Type of qualifying project	☒ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	City of Anacortes – Parks Department – Gary Robinson
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	91-6001227
Contact name	Gary Robinson
Mailing address	P.O. Box 547, Anacortes, WA 98221
Email address	gary@cityofanacortes.org
Phone	360-293-1918

Project Questionnaire

Describe your project.

The purpose of this project is to continue and expand the Summer Conceries held at the Heart of Anacortes and broaden the already noted impact it has on visitors and new arrivals to Anacortes as well as the overall community itself. The Heart of Anacortes Concert Series has been bringing tourists and visitors together with members of our community for the past seven years. This experience is based on concerts and benefits presented on Saturday evenings from mid July through mid September. These concerts attract people from a wide range of locations, including Vancouver, Seattle, Bellingham and their surrounding cities.

Describe with specificity what aspects of your project you would spend the requested funds on.

Requested funding would aid in helping provide payment for bands and sound, but would primarily be used to increase marketing avenues to widen the demographic range of participation in the events. The requested amount would be augmented by other sponsors who have and will continue to acknowledge the value of the Heart of Anacortes summer concert series.

Promotion

Describe how you will promote your project to attract tourists.

Marketing to visitors would involve print ads in publications promoting art, music and community in areas such as Whatcom, Skagit, Snohomish and King counties. Along with print, we would broaden our already established online website and social medial presence. Having bands from outside our "local" area participate would also help to promote Anacortes as a destination by utilizing their promotional materials as well.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Accommodates and restaurants would be noted in online advertisting as well as businesses. There would be an enlarged effort to cross-promote events and associated tourist activities which would coincide with the concert series.

Budget

Describe the overall budget for your project.

Current overall budget is \$10,800 for a ten concert series. \$5,000 to provide payment to bands, \$2000 for sound equipment nad professionals, and \$3,800 for sponsor recruitment, artist booking, overall management of the event(s) and marketing. Incomes are projected to be \$3,600 from sponsors, \$3,600 from entry fees and \$3,600 from LTAC.

What percentage of that budget are you requesting from the city?

The request is for 33% of the current budget.

What would you cut from your proposed project if your application is not fully funded?

If not fully funded, funding would have to come from another source within the City and that would likely be the Parks Department's general operating budget. We would look to reduce costs in any area possible but would still promote and advertise the Heart of Anacortes for what it truly is, a gathering place for visitors and residents to come together and understand why Anacortes is truly one of the finest towns in our country. This has been stated by many concert goers in the past and we will make sure they continue to do so.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	1,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	300	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	100	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	100	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We already ask attendees as they enter the event where they are from and other pertinent information. Online promotions and questions ot prospective attendees will be enlarged.

Describe the prior success of your project in attracting tourists.

We feel that we definitely attract tourists to the venue, but this can be increased dramatically through extended online and print promotion.

Describe your target tourist audience (location, demographics, etc.)

Primary tourist audience would be in the above mentioned areas, but marketing to family members of existing residents who have and will continue to participate in the concert series has proven to be beneficial. In other words, providing something that influences families to come together in Anacortes and enjoy its many benefits including Art, Music and Community.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature Gary Robinson

TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY

Printed name Gary Robinson

Title Parks and Recreation Director

Organization City of Anacortes

Application

Project Detail

Project name	Heart of Anacortes Restrooms
Date(s) of project	January 1 – December 31, 2017
Amount of funding requested	\$4,200
Type of qualifying project	☐ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☒ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	City of Anacortes Public Works Facilities Division
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	Click here to enter text.
Contact name	MacArthur Jackson
Mailing address	P.O. Box 547
Email address	jacksonm@cityofanacortes.org
Phone	360-299-1961

Project Questionnaire

Describe your project.

Housekeeping of public restrooms at the Heart of Anacortes. The restrooms are available to the public. This funding will pay for the cleaning and supplies.

Describe with specificity what aspects of your project you would spend the requested funds on.

Cleaning service including supplies (toilet paper) of public restrooms

Promotion

Describe how you will promote your project to attract tourists.

Restrooms are available daily and during special events at the Heart of Anacortes

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Through the advertisement of events held at the Heart of Anacortes

Budget

Describe the overall budget for your project.

This funding specifically covers the funding for the cleaning of the restrooms

What percentage of that budget are you requesting from the city?

50%

What would you cut from your proposed project if your application is not fully funded?

[Click here to enter text.](#)

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	Enter ###.	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	Enter ###.	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	Enter ###.	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	Enter ###.	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Through the events held at the Heart of Anacortes, using ticket sales

Describe the prior success of your project in attracting tourists.

The Heart of Anacortes is becoming more popular and usage of that facility has increased tremendously in the last few years. The expectation is that attendance at this facility and ultimate increased usage of the restrooms will more than double in the next couple of years.

Describe your target tourist audience (location, demographics, etc.)

Resident, boaters, tourists

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
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- I understand that the Applicant will be required to submit a report in a format determined by the City.

- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	MacArthur Jackson TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	MacArthur Jackson
Title	Facilities Maintenance
Organization	City of Anacortes

Application

Project Detail

Project name	W.T. Preston Rack Card & Regional Museum Tour Brochure
Date(s) of project	April – December 2017
Amount of funding requested	\$2,875
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Museum Foundation / Anacortes Museum
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1568957
Contact name	Bret Lunsford
Mailing address	1305 8th Street
Email address	bretl@cityofanacortes.org
Phone	360-293-1915

Project Questionnaire

Describe your project.

The Anacortes Museum will design two tourist brochures, and place them at various free and contracted locations, including on the Washington State Ferries San Juan Island routes via Certified Folder.

The first brochure is a simple two sided rack card emphasizing the W.T. Preston Snagboat's National Historic Landmark status, and its waterfront location at the Anacortes Maritime Heritage Center.

The second brochure features the Anacortes Museum's facilities as the hub of a regional museum tour and map brochure. This will create a cross-promotional effort designed to engage tourists at various museums in Skagit, Island, Whatcom and San Juan Counties and attract them to historic downtown Anacortes.

Describe with specificity what aspects of your project you would spend the requested funds on.

Promotional Materials - Production & Distribution

- ☐ **Targeted audience:** Cultural tourists; the Western Washington regional market,

overnight visitors, families, repeat audiences, the casually interested visitor who is looking for a reason to visit or stop in Anacortes. The two main priorities are: Year-round and seasonal advertising.

☐ Brochures allow us to promote our distinctive history to draw those visitors looking for historic attractions. We have unique and valued cultural attractions and would like to advertise them in a prominent and effective manner.

Promotion

Describe how you will promote your project to attract tourists.

Brochure distribution has been under-emphasized in past promotion budgets. This request targets two obvious tourism hubs in which to promote historic downtown Anacortes: The Washington State Ferries and other museums in northwest Washington.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Benefits: Our brochure distribution will provide quality exposure for the Anacortes Museum, Maritime Heritage Center, the W.T. PRESTON and historic downtown Anacortes throughout the coming year.

Budget

Describe the overall budget for your project.

W.T. Preston Rack Card production and distribution &
Island, San Juan, Skagit and Whatcom Museums Brochure

Museum in-kind match (I/K)

Research, Writing, Editing, Photography, Graphic Design	\$950.
---	--------

Printing & distribution of brochures

\$2,875.

5000 Northwest Washington Museums brochure.....	\$1,358.
---	----------

5000 W.T. PRESTON rack card.....	\$620.
----------------------------------	--------

Distribution via Certified Folder	\$897
---	-------

Total Project Cost	\$3,825.
--------------------	----------

Amount Requested From Tourism Fund	\$2,875.
------------------------------------	----------

What percentage of that budget are you requesting from the city?

75%

What would you cut from your proposed project if your application is not fully funded?

Would reduce number of regional museums tour brochure printed.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	7000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	3500	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	3000	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	1000	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Evaluation:

- ☐ **Evaluation of attendance statistics.**
- ☐ **Survey of visitor's origins.**
- ☐ **26% of our museum visitors find us from the ads we place.**

Describe the prior success of your project in attracting tourists.

In an effort to compensate for lost marketing funds, museum staff increased brochure distribution. In doing so, we noted that the activity oriented "walking tour" brochure is more attractive to visitors. We also think that the W.T. Preston would benefit from more individualized promotion in the form of a simple "Snag a Tour on the W.T. Preston" rack card, especially given its National Historic Landmark status.

Describe your target tourist audience (location, demographics, etc.)

- ☐ **A Travel Industry Association survey clearly demonstrates the value in marketing our historic sites:**
- ☐ **Those who visited historic sites spent an average of \$631 per trip as compared to \$457 for all U.S. travelers.**
- ☐ **Historic travelers averaged 4.7 nights away from home as compared to 3.3 nights for all travelers.**
- ☐ **56% of historic travelers book hotels, motels, or B&Bs, versus all travelers at only 42%.**
- ☐ **A travel spending survey shows Washington State directly supported 140,200 jobs with earnings of \$3.7 billion.**

Attachments

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List the titles of any attachments you have included with this application:

Click here to enter text.

Certification

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- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Bret Lunsford TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Bret Lunsford
Title	Anacortes Museum Education and Maritime Curator
Organization	Anacortes Museum / Anacortes Museum Foundation

Stewart, Joann

From: Lunsford, Bret
Sent: Monday, November 07, 2016 9:06 AM
To: Stewart, Joann
Subject: Great Seattle Times story featuring the W.T. Preston and Maritime Heritage Center

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Joann, Is there a good way to refer this article to LTAC in the Anacortes Museum's marketing proposals?
Thanks, Bret

Great Seattle Times story featuring the W.T. Preston and Maritime Heritage Center

"FEW OTHER historical artifacts, however, evoke the dramatic, plunge-into-yesterday feel of one of the region's lesser-known, but most-impressive relics, the snagboat [W.T. Preston](#), which sits rather obscurely, high, dry and aground, in Anacortes, near Cap Sante Marina.

The "obscure" in that description comes only from its resting place — two blocks off the main path for car commuters bound for the Anacortes ferry terminal. If the Preston sat along that Commercial Street route, it'd be a major tourist attraction.

The fact that it isn't is a boon to visitors, who often can get a personal tour of the old, completely intact stern-wheeler by one of the volunteers at the small-but-fascinating [Anacortes Maritime Heritage Center](#)."

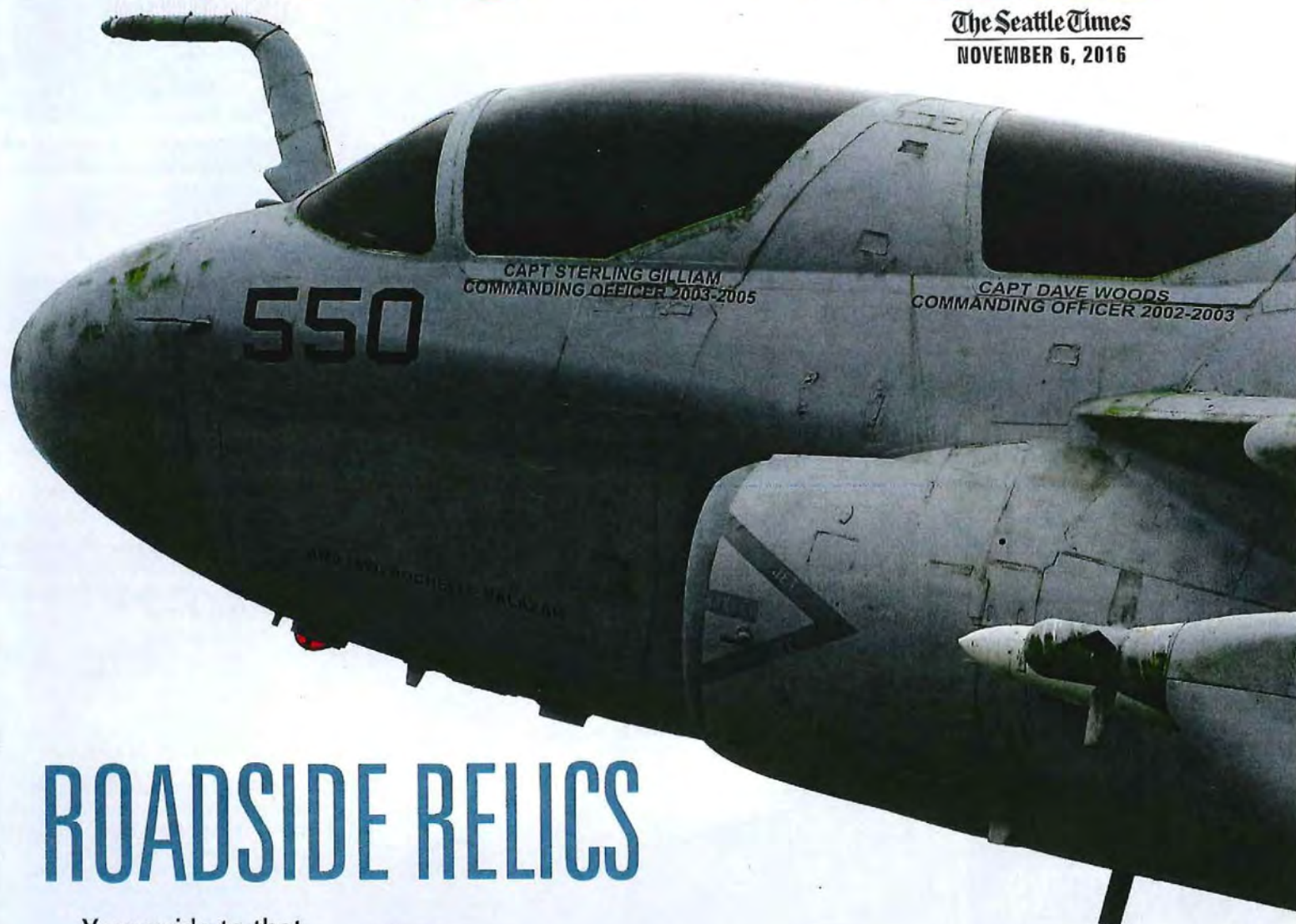
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PACIFICNW

The Seattle Times

NOVEMBER 6, 2016



ROADSIDE RELICS

Your guide to that
Great Concrete Thing
and other oddities
along our
state's
highways





Old-school power: The wood-planked paddle wheel of the W.T. Preston snagboat on Sixth Street in Anacortes is 17 feet in diameter. The Preston, the last stern-wheeler to work Puget Sound, retired from duty in 1981.

executive director.

Gazing up and down the storage spurs, Anderson sees hand-hewn equipment that serves as raw material for a thousand compelling campfire stories of the railroad's role in placing the Northwest on the continental map: Rusting rivets evoke images of hot-driven steel, by sweaty workers, a century ago. A battered Northern Pacific Railway boxcar reminds him of the role these sturdy vessels played in moving incalculable Northwest goods — crops, lumber, ores and airplanes — before the relatively recent advent of the shipping container.

Each piece brings its own unique story, and the museum hopes to seal them in time by returning the engines and cars to their last working state. The museum, Anderson hopes, will do for Northwest railroad history what the Museum of Flight has done for Northwest aviation.

YOU NEEDN'T get in a car and drive to find relic reminders of local transportation history.

Most people assume that the first local "relic" that comes to mind — the old Puget Sound ferry MV Kalakala, recently scrapped in Tacoma after years of being booted from one port to another following its rescue from an ignominious fate of processing fish in Alaska — is gone for good. Not so, exactly. Like steel shavings to a magnet, chunks of her have drifted back home.

The once sleek, shiny Kalakala, with its distinctive art deco/aircraft-inspired design, spent most of its life on Elliott Bay. Distinctive pieces of the old boat now rest near Salty's restaurant on Alki in West Seattle, where some of the famed ferry's portholes stare across the water to downtown Seattle.

The rusting-hulk theme exemplified by this old boat is not an outlier in Seattle, which has made interest-

ing use of other hard-to-dispose-of remnants of its steel-clad, industrial past. The most prominent might be the rusting gas works plant at Gas Works Park on the north end of Lake Union.

The towering, decaying old equipment here is what's left of the last operational coal gasification plant in the United States. The plant operated from 1906 to 1956; the spectacularly located site was purchased by the City of Seattle in 1962 and opened as a public park in 1975.

Gas Works since has received much acclaim for its unique design, blending the land's trademark toxic, industrial past with a decidedly greener present that includes what surely qualifies as one of the world's few artificially constructed kite-flying hills. It's the present-day site of Seattle's largest Fourth of July party and fireworks show.

FEW OTHER historical artifacts, however, evoke the dramatic, plunge-into-yesterday feel of one of the region's lesser-known, but most-impressive relics, the snagboat W.T. Preston, which sits rather obscurely, high, dry and aground, in Anacortes, near Cap Sante Marina.

The "obscure" in that description comes only from its resting place — two blocks off the main path for car commuters bound for the Anacortes ferry terminal. If the Preston sat along that Commercial Street route, it'd be a major tourist attraction.

The fact that it isn't is a boon to visitors, who often can get a personal tour of the old, completely intact stern-wheeler by one of the volunteers at the small-but-fascinating Anacortes Maritime Heritage Center.

For half a century, the flat-bottomed, 163-foot stern-wheeler was a critical cog in Puget Sound's economy and transportation network in the days when local waterways served as primary highways for moving people and goods. Operated by the U.S. Corps of Engineers out of Hiram M. Chittenden Locks, the vessel snagged and lifted drifting obstacles of all sorts, mostly logs, freeing river logjams and opening corridors for boat passage. The ship also served as a dredger and pile driver.

The Preston served on Puget ►

Application

Project Detail

Project name	Tourism Marketing Program
Date(s) of project	January – December 2017
Amount of funding requested	\$5029.00
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Museum Foundation / Anacortes Museum
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1568957
Contact name	Bret Lunsford
Mailing address	1305 8th Street
Email address	bretl@cityofanacortes.org
Phone	360-293-1915

Project Questionnaire

Describe your project.

Anacortes Museum Foundation requests tourism promotional funds for the Museum's 2017 advertising program. Museum staff and Foundation Board members work together to select visitor guides and travel-related media offering advertising space with good exposure, distribution, circulation, and rates that fit our planned budget. In our continual effort to encourage tourism in Anacortes, we maintain an engaging and proactive year-around public relations campaign. Following the fall of 2016 we will have completed a year of limited marketing programs; lack of advertising funds impeded our ability to reach throughout Washington State and beyond. Our guest registers still document visitors from different parts of our State, our nation and countries around the world. However, our tallies suggest a drop in destination visitors owing to the lack of advertising in 2016.

Describe with specificity what aspects of your project you would spend the requested funds on.

Advertisements & Promotional Materials - Production & Distribution

☐ **Targeted audience:** Cultural tourists; the Western Washington regional market, overnight visitors, families, repeat audiences, the casually interested visitor who is looking for a reason to visit or stop in Anacortes. The two main priorities are: Year-round and seasonal advertising.

☐ The selected publications will reach seasonal and year around tourists in Washington, Idaho, Oregon, and British Columbia.

☐ Advertising allows us to promote our distinctive history to draw those visitors looking for historic attractions. We have unique and valued cultural attractions and would like to advertise them in a prominent and effective manner.

Skagit County Visitor Guide & Anacortes Visitor Guide

☐ Why selected: very large market (100,000 distributed) with distribution year-round to 26 counties statewide; broad availability; it is kept as a reference and is a pass-around publication aimed at tourists and newcomers to the Pacific Northwest. Distributed through real estate offices, Chambers of Commerce and other Visitor and Information Centers, and on Washington State ferries.

☐ Time frame: advertisement in year-round publication.

Tulip Festival Guide

☐ Why selected: 50,000 of these guides disbursed through newspaper network, chambers & visitor centers, restaurants & hotels, the Victoria Clipper and all of the Tulip Festival Events.

☐ Time frame: advertisement in pre-event publication

Waggoner Cruising Guide

☐ Why selected: Annual guide for cruising the Inside Passage waters of the Pacific Northwest—from Olympia, Washington to Ketchikan, Alaska, and the West Coast of Vancouver Island, British Columbia. Annual sales are 7500-8500 copies per year.

☐ Time frame: ongoing, year-round distribution

I Love Skagit County Visitor Guide

☐ Why selected: very large market (100,000 distributed) with distribution year-round to 9 counties statewide. Distributed through real estate offices, Chambers of Commerce and other Visitor and Information Centers.

☐ Time frame: advertisement in year-round publication

Promotion

Describe how you will promote your project to attract tourists.

I. Our annual Heritage Tourism Marketing Programs are comprehensive, diverse, collaborative and proven.

☐ Our comprehensive marketing strategy attracts cultural tourism visitors to Anacortes.

☐ Our program advertises in diverse publications that reach the largest number of people within our target audience. Please see attachment #1. Our collaborations are designed to enhance advertising effectiveness through several different formats. Our proven track record demonstrates success in a variety of advertising formats.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Benefits:

☐ Increased exposure for the entire Anacortes community through the Museum &

Maritime Heritage Center marketing plan. Our advertising will help the greater service-oriented community: retail businesses, restaurants, visitor accommodations, cultural and arts organizations, and other tourist activities.

☐ **Our media selections will provide quality exposure for the Anacortes Museum, Maritime Heritage Center and the W.T. PRESTON throughout the coming year.**

Budget

Describe the overall budget for your project.

2017 PROJECT BUDGET:

ADVERTISING VENUES

Skagit County Visitor Guides... year-round publication, 1/3 page color	\$ 785.00
Anacortes Visitor Guides... year-round publication, 1/3 page color	\$ 455.00
Tulip Festival Guide...event specific, 1/3 page color	\$ 590.00
Arts Festival Guide...event specific, 1/3 page color	\$ 450.00
Anacortes Chamber Website Banner Ad... year round promotion	\$ 360.00
Anacortes American... event specific, 1/4 page color	\$ 360.00
Waggoner Cruising Guide... year-round publication, 1/6 page color	\$ 935.00
I Love Skagit County Visitors Guide... year-round publication 1/3 page color	\$1,275.00
Grant management...ad design, photography, copy writing, management	\$1,495.00
TOTAL	\$6705.00
25% Match	\$1676.00
TOTAL FUNDS REQUESTED	\$5029.00

What percentage of that budget are you requesting from the city?

75%

What would you cut from your proposed project if your application is not fully funded?

Local advertising would be eliminated.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	7000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	3500	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	3000	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	1000	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Evaluation:

- ☐ **Evaluation of attendance statistics.**
- ☐ **Survey of visitor's origins.**
- ☐ **26% of our museum visitors find us from the ads we place.**

Describe the prior success of your project in attracting tourists.

2014 and 2015 attendance statistics demonstrated an upward trend in visitors at the W.T. Preston and the Maritime Heritage Center. Funding for marketing was eliminated by this committee for 2016. Despite the best effort of staff to compensate for this lost program – with increased signage and brochure distribution – visitation numbers dropped at these Anacortes Museum facilities. We hope to learn from this experiment in reduced marketing and reinvest in the Heritage Tourism Marketing Program.

Describe your target tourist audience (location, demographics, etc.)

- ☐ **A Travel Industry Association survey clearly demonstrates the value in marketing our historic sites:**
- ☐ **Those who visited historic sites spent an average of \$631 per trip as compared to \$457 for all U.S. travelers.**
- ☐ **Historic travelers averaged 4.7 nights away from home as compared to 3.3 nights for all travelers.**
- ☐ **56% of historic travelers book hotels, motels, or B&Bs, versus all travelers at only 42%.**
- ☐ **A travel spending survey shows Washington State directly supported 140,200 jobs with earnings of \$3.7 billion.**

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.

- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Bret Lunsford TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Bret Lunsford
Title	Anacortes Museum Education and Maritime Curator
Organization	Anacortes Museum / Anacortes Museum Foundation

Application

Project Detail

Project name	John Curtis Memorial 4th of July Fireworks Show
Date(s) of project	Valora Sandstrom or Gary Robinson
Amount of funding requested	\$10,000
Type of qualifying project	☒ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Parks Foundation
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1662395
Contact name	Valora Sandstrom or Gary Robinson
Mailing address	P.O. Box 1902, Anacortes, WA 98221
Email address	anaparksfound@gmail.com
Phone	360-293-1918

Project Questionnaire

Describe your project.

This is an annual fireworks show held on the evening of the 4th of July. Fundraising in the past was done by John Curtis, selling fireworks from a small stand at his business, Bubba Sudz. The City took over the show in 2006 and with assistance from the Anacortes Parks Foundation, a non-profit organization, fundraising was done through flyers sent out with City utility statements. Over the years this effort raised about half of the cost of the show. The City has also covered any remaining costs not fund-raised out of their general budget.

Describe with specificity what aspects of your project you would spend the requested funds on.

Funds would be spent to pay for the cost of the show.

Promotion

Describe how you will promote your project to attract tourists.

The City publicly promotes this event in news publications such as the Anacortes American, the A-town publication, online on the City's website and social media sites and on flyers in business around the City.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

People are aware of this show and look for it in advance so having the information on our website and social media will provide the information they are already seeking.

Budget

Describe the overall budget for your project.

\$20,000

What percentage of that budget are you requesting from the city?

\$10,000

What would you cut from your proposed project if your application is not fully funded?

We would not cut the much-loved and well attended fireworks show. The City would step in and pay for any balances outstanding that were not funded through fundraising, out of the City's general budget.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	1000+	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	200+	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	50+	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	25	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

It's difficult to track specifically as this is an open-air event that people come in by car and boat to enjoy. Staff does witness large numbers of cars leaving out Highway 20 after the show.

Describe the prior success of your project in attracting tourists.

It's known county-wide that one of the better fireworks shows in the area is the Anacortes show, which is a testament to the quality of the event.

Describe your target tourist audience (location, demographics, etc.)

Anyone who loves a good fireworks show on a day of celebration of our nation's independence.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.

- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Gary Robinson TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Gary Robinson
Title	Vice President
Organization	Anacortes Parks Foundation

Application

Project Detail

Project name	Art in Bloom – Anacortes Festival's Spring Project
Date(s) of project	4/13/17 – 4/23/17
Amount of funding requested	\$20,000
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Arts Festival
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1493326
Contact name	Meredith McIlmoyle
Mailing address	505 O Avenue, Anacortes, WA 98221
Email address	Aafdirector@anacortesartsfestival.com
Phone	360-293-6211

Project Questionnaire

Describe your project.

Three years ago, the Anacortes Arts Festival began a series of April events to promote tourism through art-related experiences. With the spotlight on Skagit County during Tulip Festival, it seemed natural to create events during that timeframe and encourage visitors to the valley to make their way across the bridge. We've enjoyed partnerships with other groups trying to do the same thing in the Spring months.

Art in Bloom, the Festival's April Events will include a Fine Art Show, Fundraising Dinner for art in the School District, a Spring Festival and a 5K Color Run. All events will be held at the Depot Fine Arts Center. The expansion from our Art of Shopping last year to a larger one day Festival will be our primary change this year. To

Describe with specificity what aspects of your project you would spend the requested funds on.

We would use the grant money to promote all of our Art in Anacortes events to an out-of-Skagit County audience. Print advertising, posters, online marketing, and editorial submissions would be directed to primarily Whatcom, King and Snohomish Counties. Based on the grant amount, we would also advertise in British Columbia and Eastern Washington. We also use Tulip Festival sponsorships to reach those incoming visitors.

Promotion

Describe how you will promote your project to attract tourists.

The events that we create have a natural appeal to someone looking for something to do on a trip out-of-town. We will promote those events both as a group of exciting things happening and each event as a stand-alone event, depending on the audience we are marketing to and the area the ad will appear or be seen.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

This is not something that we focused on last year. This question has prompted us to discuss as a team and we believe that the best course of action is to make some changes in our website. We will create areas for visitors to find more information about Anacortes and will work with the Chamber to link to their website for lists of those businesses.

Budget

Describe the overall budget for your project.

\$25,000 total budget to be used

What percentage of that budget are you requesting from the city?

80%

What would you cut from your proposed project if your application is not fully funded?

All of the advertising is scalable, based on the final grant total. We felt that we had an effective campaign this year, however, we know there are som many more potential visitors can reach with with additional funding.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	7,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	1,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	100			
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	200	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	150 – Festival, 25 – Art Show, 25 – Run	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

The Festival tracks tourists at our events with an online polling program. We use clickers for total numbers and get their geographic information from People's Choice voting and raffle opportunities.

Describe the prior success of your project in attracting tourists.

We began the Art in Bloom events three years ago as brand new events. Our attendance has been solid from the start and each year we see a steady increase in both number of visitors and number of visitors from out of Skagit County. Last year almost half of our audience at these events noted that they were not from Skagit County.

Describe your target tourist audience (location, demographics, etc.)

Washington State (outside of Skagit), Oregon, British Columbia.

Men & Women / 30 – 70 years old / identifying people who enjoy art and music as our primary audience

Attachments

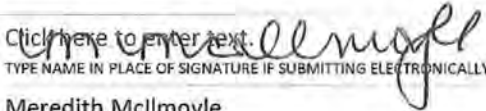
Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

North End Metro
Tulip Guide
Poster
Bookmarks, Ads, Postcards, North Sound Life
Flyer
Ferndale & Lynden

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	 Click here to enter text. TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Meredith McIlmoyle
Title	Executive Director
Organization	Anacortes Arts Festival

NORTH END METRO

THE HOME & REMODEL ISSUE

March | April 2016



art in bloom

Depot Art Center | Anacortes

Fine Art Show
April 15 - 23
Regional artists in 2D & 3D



Art of Shopping
April 17 Champagne, jewelry & accessories



Color Run
April 23
Get "colored" at Do the Bloom
5k fun run | Active.com

AnacortesArtsFestival.com



City of
Anacortes

Allen
interiors

SCHEDULE of EVENTS

Special Events

30 Days of April

With the generous support of our sponsors, we are pleased to offer "30 Days of April."

Here's how it works: each day during our Festival, we will feature an item that a visitor can win from our Festival office at 311 W. Kincaid St, Mount Vernon. We will pick a random number each day and the corresponding visitor will win the prize.

Prizes, sponsors and the day's lucky number will be posted at www.tulipfestival.org as well as www.Facebook.com/SkagitValley-TulipFestival.

2016 Photo Contest presented by Columbia Bank

Our annual Photo Contest is running on our Facebook page. Check www.Facebook.com/SkagitValleyTulipFestival in early March for details. Submit your photos and view entries. The winners will have their photos published in our 2017 brochure, win a prize package and be honored at a May 18 reception at Burlington Columbia Bank. **48**

2016 Poster Artist Sandy Haight Poster Signings

Sandy will sign your poster from 11 am-3 pm and have other pieces available at:

Tulip Town

15002 Bradshaw Rd
Mount Vernon, WA 98273
April 3, 9, 17, 23

RoozenGaarde

15867 Beaver Marsh Rd
Mount Vernon, WA 98273
April 2, 10, 16, 24

Anacortes Arts Festival

3rd Annual "Art in Bloom" Fine Art Exhibition
at the Depot Art Center
611 R Ave
Anacortes, WA 98221
April 16-23, 11 am-4 pm
www.AnacortesArtsFestival.com

The Festival showcases regional fine artists for this off-season fine art show with painting, photography, sculpture and fine craft. Opens Friday, April 15th at 6 pm. **6**

Anacortes Home & Boat Tour

Croatian Cultural Center
805 5th Street
Anacortes, WA 98221
(360) 299-0641
April 16 11 am-5 pm
www.drsmuelbrooksguild.org
\$20 tickets & refreshments
Advance on-line tickets: brownpartickets.com/event/1404985

Enjoy a delightful afternoon, touring unique homes and boats in historic Anacortes and Cap Sante Boat Haven. All proceeds benefit Seattle Children's Hospital Uncompensated Care Program. Event sponsored by Dr. Samuel G. Brooks Guild of Anacortes. **6**

Anacortes Spring Boat Show

CapSante Boat Haven
1019 Q Ave
Anacortes, WA 98221
(888) 811-2252
April 9-10 10 am-5 pm
www.anacortesboatshow.com

Have fun viewing at least 75 floating boats ranging up to 65 feet. A wide range of boat styles at Boat Show prices! The best yachts from the best brokers, new/pre-owned. Free Admission/Parking. Equipment and marine services displays. **6**

Anacortes Spring Wine Festival

Port of Anacortes Transit Shed Event Center - 1st & Commercial Ave
Anacortes, WA 98221
(360) 293-7911
April 9, Noon-4:30 pm, Tickets \$40

www.anacortes.org

This event combines 30 regional vintners and 6 restaurants, resulting in great wine-tasting, wonderful appetizers and live music. **6**

Anacortes Quilt Walk

Downtown Anacortes
(360) 202-3410
April 1-30, Hours Vary
www.fidalgoislandquilters.com

Guild members proudly display traditional, contemporary, modern, and art quilts in Downtown businesses. View quilts and dine and shop along the way! Maps available at participating merchants and the Anacortes Visitor Center. A sanctioned Tulip Festival event. **6**

AAUW Croquet Tournament

Skagit Valley College
2405 E College Way
Mount Vernon, WA 98274
April 30
(360) 416-7044

aauw-wa.aauw.net/branches/branch-locator/mt-vernon/

Come join us for a fun day, with entry fees supporting scholarships for the American Association of University Women. Different divisions make it easy for anyone to play, compete, and have fun just a couple of miles from the tulips. **47**

Burlington Scrapbooking Swap Meet

Burlington Parks and Rec. Center
900 E Fairhaven Ave
Burlington, WA 98233

2016 Poster Artist SANDY HAIGHT

Sandy's vivid watercolor showcases her talents as a fine art watercolorist and professional illustrator. She also teaches watercolor and illustration at Bellevue College. To see more of her art, visit www.sandyhaightfineart.com.



6

2016 Skagit Valley Tulip Festival

ANACORTES

Spring Wine Festival



Saturday, April 9th
12pm - 4:30pm
anacortes.org/spring

Located in the
Historic Port of Anacortes Warehouse
at 100 Commercial Avenue

www.TulipFestival.org



art bloom

anacortes arts festival

FINE ART EXHIBITION
April 15-23



74550



FINE ART Exhibition

30 Regional Artists

2D | Sculpture | Wood
Glass | Mixed Media



HOURS

April 16 - 23 | 11 - 4

Opens Fri, Apr 15 | 6pm



DEPOT ART CENTER

611 R Ave | Anacortes

AnacortesArtsFestival.com



art in bloom

Depot Art Center | Anacortes

Fine Art Show April 15 - 23

Regional artists in 2D & 3D



Art of Shopping April 17

Champagne, jewelry & accessories



Color Run April 23

Get "colored" at Do the Bloom
5k fun run | Active.com

AnacortesArtsFestival.com



DICKERSON
DISTRIBUTORS, INC.



City of
Anacortes

Allen
family

Northsound life

March | April 2016 77

art in bloom Anacortes Arts Festival

An EVENING of COLOR

Saturday, April 16

Depot Art Center | 6pm

Tickets \$50
limited seating

Tickets available at AnacortesArtsFestival.com

- ~Live & Silent Auctions
- ~Creative Appetizers from food trucks
- ~Craft cocktails, wine & beer
- ~Dessert Auction
- ~ 10% off Fine Art Show purchases

Event supports Anacortes School District Cultural Arts Programs





April 15 - 23

Depot Art Center | 611 R Ave
Anacortes

Fine Art Exhibition

30 Regional Artists

painting | photography
sculpture | glass | wood
mixed media



Show opens April 15 | 6pm
Daily April 16-23 | 11-4



**Wearables | Jewelry | Accessories
Mimosa Bar | Raffle**

**\$10 Early Birdie Opportunity 10 - 11
shop early, free mimosa, raffle ticket**

Limited tickets - reserve yours at
AnacortesArtsFestival.com

Saturday
April 23

5K fun run



Get Colored every half mile

Register at Active.com

Ferndale Record

Depot Art Center
Anacortes

art in bloom
AnacortesArtsFestival.com

FINE ART SHOW
April 16 - 23
30 regional artists | 2D & 3D



ART OF SHOPPING
April 17 Jewelry & Accessories



April 23
5k Fun Run | register at Active.com

do the bloom
COLOR•RUN Be the artwork!

SPORTS

A12 • ferndalerecord.com • Wednesday, April 13, 2016

Lynden Tribune

Depot Art Center
Anacortes

art in bloom
AnacortesArtsFestival.com

FINE ART SHOW
April 16 - 23
30 regional artists | 2D & 3D



ART OF SHOPPING
April 17 Jewelry & Accessories



April 23
5k Fun Run | register at Active.com

do the bloom
COLOR•RUN Be the artwork!

B2 • Wednesday, April 13, 2016 • lyndentribune.com

Application

Project Detail

Project name	Art in Anacortes
Date(s) of project	1/1/2017 – 12/31/2017
Amount of funding requested	\$15,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Arts Festival
Type of applicant	☐ Individual ☐ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1493326
Contact name	Meredith McIlmoyle
Mailing address	505 O Avenue, Anacortes, WA 98221
Email address	Aafdirector@anacortesartsfestival.com
Phone	360-293-6211

Project Questionnaire

Describe your project.

Art in Anacortes has taken on a life of it's own in the world marketing cultural experiences in Anacortes. The Anacortes Arts Festival would like to lead a marketing effort again in 2017 to share with art lovers from out-of-Skagit county, all of the art and culture events that happen in our city. We will partner with ACT Theatre, Friday Night Artwalks, 98221 Studio Tour, Fidalgo Danceworks, Port Concert Series, Heart of Anacortes and others to promote art, music, dance and culture in Anacortes. Giving people a reason to visit, such as an art-related event, will drive this marketing program.

Ads will be placed in best-found resources in Whatcom, King and Snohomish Counties, press releases sent seasonally and we will continue to maintain artinanacortes.com. We would like to further drive tourism by expanding our reach and further developing the website. Some of the things on tap this year include a promotion of our public art in Anacortes and including more partners in our advertising. With the additional requested dollars, we would be able to expand the scope from 2016. For instance, we know that some advertising into Canada would benefit these art-related events and our local hotels and merchants.

Describe with specificity what aspects of your project you would spend the requested funds on.

LTAC dollars will be used to buy advertising to promote already existing art and culture events. Print, online, television and possibly radio ads will support events by our partners. We also will fine tune the artinanacortes.com website and continue to promote our local art-related events in press relases and other media communication.

Promotion

Describe how you will promote your project to attract tourists.

The promotion of already exiting projects helps those events expand the number of visitors to their events. This advertising is something that most of the groups would not have the funds to do on their own. We feel that this call-to-action advertising gives the viewer something tangible and exciting to consider coming to Anacortes for. Outside of that, the branding of Anacortes as a culturally rich community attracts an affluent level of visitor that we know is beneficial to our local businesses. These impressions are long-lasting, even past the dates of the events.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

With so much to talk about in our ads and wanting to keep them clean, the ads all have a driver to go to the website artinacortes.com. This was our first year in using this site and we have a lot of changes that we would like to make for next year. A part of those changes will be links to othere organizations and events in Anacortes. And, we feel at this time that helping guests make plans for their visit is best accomplished with obvious links to the Chamber of Commerce's website.

Budget

Describe the overall budget for your project.

\$20,000 to be spent on a variety of media buys to promote existing art-related events. Print, online, television, and signage will be used "seasonally" to advertise outside of Skagit County.

What percentage of that budget are you requesting from the city?

75%

What would you cut from your proposed project if your application is not fully funded?

This marketing plan is scalable to just about any budget. This increase in request gives us the opportunity to include more event in our marketing and/or reach past our current areas with outreach to places like B.C.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	120,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	50,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	6,000	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	2,250	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

The Festival tracks tourists at our events with an online polling program. A handful of our partners have their own methods. We will work with our partners this year to put in place tracking that best works for their programs.

Describe the prior success of your project in attracting tourists.

The total number of visitors at Anacortes Arts Festival events alone is more than 100,000. We have a marketing committee and a part-time position that is dedicated to our marketing efforts. The amount of coverage that we've created for our own events and for Art in Anacortes, combined with the number of visitors, shows a history of successful marketing by our organization.

Describe your target tourist audience (location, demographics, etc.)

Washington State (outside of Skagit), Oregon, Northern California, British Columbia.

Men & Women / 30 – 70 years old / identifying people who enjoy art and music as our primary audience

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

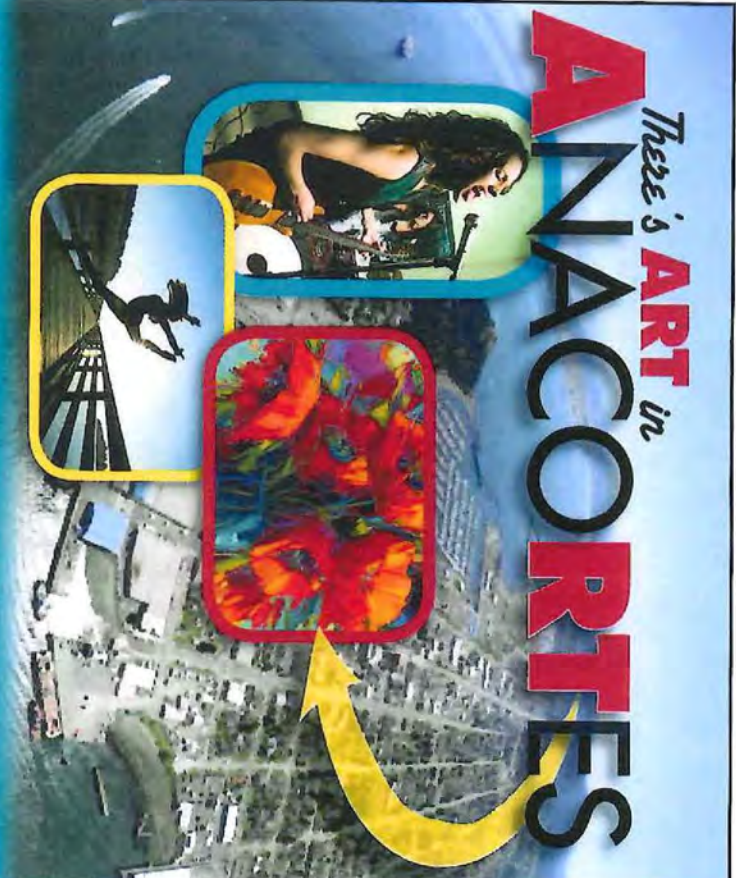
Skagit Visitor's Guide (general ad)
Waterside Publication (general ad)
Fall Sticky Note
98221 Studio Tour
Summer Signage

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Click here to enter text. TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Meredith McIlmoyle
Title	Executive Director
Organization	Anacortes Arts Festival

There's **ART** *in*
ANACORTES



AUGUST ARTS FESTIVAL • GALLERY WALKS • MUSIC • THEATER • DANCE
Check our calendar for year 'round events
anacortesartsfestival.com

Art in Anacortes Ad
Spaid Visitors Guide

There's **ART** in
ANACORTES

Anacortes Arts FESTIVAL
first weekend in August

ART GALLERIES
first-Friday gallery walks

THEATER
year round productions

DANCE
adult & youth performance

MUSIC
indoor venues & outdoor concerts

details at **ArtinAnacortes.com**

Wateriside Publication



There's **ART** in
ANACORTES

98221 STUDIO TOUR
Oct 22 & 23 | 30 Artists

ACT THEATRE
"Music Man" | thru Oct 22

ARTinANACORTES.com

10/22
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ANACORTES

98221

Artists

STUDIO TOUR

ANACORTES / QUEMES ISLAND

Oct 22 & 23



*Salmon
Days
11*

There's **ART** in **ANACORTES**

details at **Art in Anacortes**.com

**Summer
Schedule**

first Friday
Gallery Walk
every month

Anacortes Arts Festival

August 5 - 7 | Fri - Sun
Art * Music * Food * Art Dash

Anacortes Community Theater

July 21 - Aug 13 | Thur-Sun
"That's not My Department"

Summer Concert Series

July 8 - Aug 26 | Wed & Fri
Seafarers' Memorial Park - FREE

BuskerFest | Open Streets

Aug 28 | Sunday
Buskers * Music * Family

Business Presents

July 15 - 16 | Fri & Sat
Indie Music at Causland Park

Heart of Anacortes

July 9 - Sept 10 | Saturdays
Free Music * Community Venue

Photo by Marius Hibbard

Application

Project Detail

Project name	International Ferry & Anacortes Marketing Program
Date(s) of project	January 1 2017 through December 31 2017
Amount of funding requested	\$178,559
Type of qualifying project	☒ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Chamber of Commerce
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-0534761
Contact name	Stephanie Hamilton
Mailing address	819 Commercial Avenue, Suite F – Anacortes, WA 98221
Email address	marketing@anacortes.org
Phone	360-293-7911

Project Questionnaire

Describe your project.

The Anacortes Chamber of Commerce, acting as the community's Destination Marketing Organization (DMO) - Experience Anacortes, seeks \$178,559 to continue its work in promoting both the city and the island to the traveling public. Funding provided will be used to create visible and consistent messaging. We will continue to produce and distribute our full-color eight-panel brochure. We will feature the international ferry run in our printed and digital advertisements. We have discovered the value of yearly publications and advertisements on maps, and that prospective guests definitely hear about Anacortes when we advertise our events on the radio; increasing our reach through these communication methods will continue to be a focus in 2017. There has also been a shift in how consumers are learning about destinations – one of them is through native advertising, which is an article that is paid for and written in such a way as to sound like an editorial. These are typically hosted on websites that have a large amount of traffic and high SEO relevance, which in turns helps the relevance of our site (or any site that the article will link to). We also hope to grow our online presence through an increase in Google Adwords spending – there is a new benchmarking feature in Google Analytics that shows we are tremendously far behind other travel and tourism sites in paid advertising traffic referrals. We appreciate the cooperation and support that we receive from the community as a whole, in helping to ensure the continued prosperity of our beautiful island, and we enjoy promoting our island to the traveling public – they, in turn, help keep our way of living possible.

Describe with specificity what aspects of your project you would spend the requested funds on.

Please see the attached budget sheet for an itemized breakdown of proposed spending.

Promotion

Describe how you will promote your project to attract tourists.

We have a year's worth of data gathered from the website that tells the location of our digital visitors. We will use this data to evaluate the relevance and impact of our prior marketing efforts. We will also focus our future marketing plans to, and around, those locations. We will use a combination of print, radio, and online ads to promote the island as a destination, and to share events with the traveling public.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Our success in promoting specific businesses, restaurants, and lodging establishments comes from driving traffic to the anacortes.org website (the "STAY" page is #9 out of 8,000+ pages) – print advertising is focused on year-round events and experiences. When we can engage and entice a prospective guest to the island, they will in turn plan their time here accordingly. Travel writers and bloggers allow us the most focused targeting, as we can align them with lodging, experiences, and restaurants that they can truly speak for as an influencer. We've seen definite success in having partners write blog posts about their accommodation providers; in turn we help to share their marketing message by posting these writeups on our social media sites, which in turn offer more data on the levels of engagement with our audience. We have also spent a small amount of tourism funds on Google Adwords marketing – this is an area where we have room to grow. We can customize landing pages, on the anacortes.org website, that helps to create an experience to fit the needs of potential guests.

Budget

Describe the overall budget for your project.

Total budget is estimated at \$371,501. Please see the attached budget sheet for a complete breakdown of proposed budget.

What percentage of that budget are you requesting from the city?

\$178,559 comes out to 48.06%

What would you cut from your proposed project if your application is not fully funded?

This would be determined by the Marketing and Promotions team during our November/December planning.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	SWF 4/16	BOP 10/15	SWF 4/15
Overall attendance	60,000	900	2327	1196
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	Appx 30,000	Appx 320	Appx 768	Appx 420
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	Appx 20,000	Appx 200	Appx 350	Appx 250
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	Appx 30,000	Appx 225	Appx 400	Appx 300

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We will be tracking website visits through Google Analytics; GA offers a rich depth of data provided, and has recently started offering benchmarking – this allows us to compare our results to the travel/tourism industry as a whole. We will also be taking data during the point-of-sale for Bier on the Pier and Spring Wine Festival. This specific method allows us to ask guests where they live (which helps us determine how far they are traveling), how they heard about the island and/or the event, and if they are staying the night in paid accommodations.

When possible at other non-ticketed events, like the boat show or waterfront festival, we will gather data from guests who are willing to voluntarily share it with us.

Describe the prior success of your project in attracting tourists.

In 2008, the DMO started a more targeted marketing effort to promote our island. The community has seen a steady increase in hotel/motel tax collected since that time, with an increase of greater than 50% between 2012 and 2015. We have also seen an increase in attendance of our ticketed events, with both Bier on the Pier and Spring Wine Festival having higher pre-sales and fewer tickets available to sell at the door.

Describe your target tourist audience (location, demographics, etc.)

We are targeting the affluent traveler who has the ability to spend two or more nights away from their home. Data shows that women are primarily responsible for planning travel, and although we do not target women specifically (with magazines like Cosmo, etc) we are seeing women, more than men, interact with us (60% of website visitors).

We focus on people within British Columbia and Washington State, narrowing down to the Seattle Metro area, Sidney/Victoria and Vancouver, and their more affluent suburbs. The majority of our website visitors are between 25 and 65 years of age; the average age for our beer and wine festivals are approximately 40-45 years of age.

Although we do see guests from out of state attend our events, they typically do so if they are in the area to begin with. We are able to expand our reach by working with partners, like the Cascade Loop, that act as a liaison to both out-of-state and out-of-country visitors, marketing Skagit Valley and Fidalgo Island as destinations.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

- Timeline for Marketing Projects
- Success Evaluation for Marketing Projects
- 2017 Marketing Budget

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
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- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Stephanie Hamilton TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Stephanie Hamilton
Title	President
Organization	Anacortes Chamber of Commerce



2017 International Ferry & Anacortes Marketing Program Budget

DESCRIPTION	CITY - 2% Int.	CHAMBER MATCH	INKIND	TOTAL
Administration	\$10,000	\$35,000		\$48,300
Bookkeeping		\$2,750		
Copier equipment rental		\$350		
Office Supplies		\$200		
Brand Marketing				\$255,659
Online/Print/Billboard/Commercials/Writers/WA Tourism Alliance	\$123,659			
Washington State Ferry video screens (T4Media)			\$12,000	
Washington State Ferry "Go Somewhere" Poster (T4Media)			\$120,000	
Event Marketing				\$34,000
Boat Show, Brewgrass, Vintage Market, BOP, SWF, WFF	\$30,000			
Survey - Research			\$4,000	
Website, Technology & Graphic Design				\$13,934
Trip Planner, Vectors, Design Elements	\$1,400			
Design, development, updates, upkeep (labor)		\$10,325		
M&P Division Volunteer Hours			\$3,609	
Adobe Creative Suite, URL costs, web hosting, email marketing		\$1,309		
Distribution				\$9,000
Certified Folder	\$9,000			
Photography	\$4,500			\$7,900
Various Photographers			\$3,400	
Totals	\$178,559	\$49,934	\$143,009	\$371,501



2016 International Ferry & Anacortes Marketing Program - Success Evaluation for Marketing Projects

DESCRIPTION	1st Q (winter)	2nd Q (spring)	3rd Q (summer)	4th Q (fall)
Print Advertising	We have plans to create & track custom landing pages based on media insertions (a custom page for a certain magazine, custom pages for issue focus) with the in-house maintained website			
Web/Google Advertising	We track number of visitors and click-thru-rate on a year over year basis; review the percentages of returning vs new guests; testing of slight variations on either text or design of digital advertisements			
Radio Advertising	Radio is used primarily for events; we track based on guest-reported feedback (see event marketing below)			
Brochure Distribution	Continually in development; considering custom URLs (website addresses) for each Shop, Eat, Play, Stay section			
Surrounding Media Outreach	We host and feed travel writers and regional bloggers, with the expectation of coverage about their experience. We track referrals from websites and how many articles are printed in travel/special interest magazines.			
Event Marketing	We continue to track our methods of reaching event attendees with surveys taken at the point of sale for events that are ticketed, and after the event with a satisfaction survey.			
Hotel Guest Survey Cards	In-Room paper surveys had dismal ROI. We are moving to an online guest experience feedback option.			
Anacortes Scene	2015 open rate is at approx 33% - 2016 is currently sitting at 34%. Our goal of increasing to 4,500 subscribers by July 2016 has been surpassed - we are at 7,154 as of October 2016.			



2017 International Ferry & Anacortes Marketing Program - Timeline for Marketing Projects

DESCRIPTION	1st Q (winter)	2nd Q (spring)	3rd Q (summer)	4th Q (fall)
Print Advertising	destination + events	destination + events		destination + events
Web/Google Advertising	destination	destination + events	activities	destination + events
In/Kind Ferry Screen Advertising	on-going	on-going	on-going	on-going
Radio Advertising		events		events
Brochure Distribution	on-going	on-going	on-going	on-going
Surrounding Media Outreach	Thursday/Friday nights	Thursday/Friday nights		Thursday/Friday nights
Anacortes Scene	on-going -- emailed once every six weeks			

Application

Project Detail

Project name	Anacortes Visitors Information Center/Tourism Promotion/Public Restrooms
Date(s) of project	Ongoing throughout 2017
Amount of funding requested	\$102,150
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Chamber of Commerce
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-0534761
Contact name	Stephanie Hamilton or Sandy Swartos
Mailing address	819 Commercial Ave, Suite F
Email address	sswartos@anacortes.org
Phone	360-293-7911

Project Questionnaire

Describe your project.

The VIC is located at 819 Commercial Avenue and has been operated by the Chamber of Commerce for decades. We currently service visitors through our website (over 250,000 annual visits), through personal contact (approximately 20,000 walk-in or telephone inquiries) and by sending visitor information packets (approximately 1800 per year). Our objective is to continue to enhance the ability of the VIC to attract guests to the area and to encourage them to extend stays. The current funding request addresses maintenance of the VIC, support of the volunteer staff, operational needs, update/maintenance of marketing collateral, and postage associated with the mailing of visitor response packets.

Describe with specificity what aspects of your project you would spend the requested funds on.

The Anacortes Chamber of Commerce requests \$102,150 to fund continued quality services at the Visitors Information Center (VIC), to support and expand tourism promotion efforts for Anacortes and Fidalgo Island. Specific items funded under this request: development/maintenance of marketing collateral, administrative oversight of an extensive volunteer network, maintenance of public restrooms, office space, postage, utilities, and office supplies. The VIC benefits the City and local business by increasing awareness and enhancing visitor traffic. We also manage the \$2,200 to assist the official town crier with expenses.

Promotion

Describe how you will promote your project to attract tourists.

Our goal at the Visitor Information Center is to give guests to Anacortes the best experience possible once they arrive in Anacortes as well as to assist them as they plan their arrival.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Our experienced volunteers strive to meet all of our guest's needs

Budget

Describe the overall budget for your project.

See attached

What percentage of that budget are you requesting from the city?

47%

What would you cut from your proposed project if your application is not fully funded?

Downtown Christmas lights and uptown snowflakes

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	2016 to date	month/year	month/year
Overall attendance	22,000	15,667	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	15,000	12,187	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	Approx 1,500	Approx 1,200	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	Enter ###.	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Volunteers in the VIC will tally each caller and visitor by means of computer data base survey

Describe the prior success of your project in attracting tourists.

We are the Anacortes Visitor Information Center

Describe your target tourist audience (location, demographics, etc.)

Guests to Anacortes

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Stephanie Hamilton TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Stephanie Hamilton
Title	President
Organization	Anacortes Chamber of Commerce

2017 VISITOR INFORMATION CENTER OPERATION DETAIL

DESCRIPTION	CITY - 2% VIC	CHAMBER MATCH	INKIND	TOTAL
Administration/Management/Guest Services	\$22,170	\$11,670		\$33,840
VIC Volunteer Hours (4272 hours @ \$18.94/hour*)			\$80,912	\$80,912
Bookkeeping Hours	\$720			
Christmas Lights	\$20,000			\$20,000
Purchase, installation and removal of lights and snowflakes				
Advertising	\$12,000			\$12,000
Quilt Walk/Lions Club/Oyster Run/Experience Anacortes				
Design/Copy/Website	\$3,500			\$3,500
Experience Anacortes/Calendar Rack Cards/Coper Clicks				
Equipment Rental	\$1,200			\$1,200
Copier/Postage Machine				
Facility/Public Restroom	\$8,000			\$8,000
Janitorial Services/Supplies/Repair/Maintenance				
Rent				
rent 1260 sqft @ \$1.50	\$22,680			\$22,680
rent includes condo dues and property taxes				
Office Supplies	\$3,580			\$3,580
Postage	\$600			\$600
Visitor and Relocation Packet requests.				
Utilities	\$4,000			\$4,000
Puget Sound Energy/Comcast - Phone and Internet/				
Crystal Springs/ ADT Service				
Volunteer Acknowledgements	\$1,000			\$1,000
Bi-annual gatherings/funerals/misc.				
Volunteer Meetings	\$500			\$500
Snacks for monthly meetings				
Town Crier	\$2,200			\$2,200
Totals	\$102,150	\$11,670	\$80,912	\$194,012
*according to calculations derived from www.handsonnetwork.org/tools/volunteercalculator				

Application

Project Detail

Project name	Fidalgo DanceWorks
Date(s) of project	9/1 – 8/31
Amount of funding requested	\$4000
Type of qualifying project	☐ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Fidalgo DanceWorks
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text
Federal tax ID #	26-2944995
Contact name	Julie Wenzel
Mailing address	901 3rd St. Anacortes, WA 98221
Email address	juliewenzel@fidalgodanceworks.org
Phone	360-299-8447

Project Questionnaire

Describe your project.

Fidalgo DanceWorks produces three major productions each year. Each production draws in the family and friends of the dancers involved in the production as well dance patrons from across the state. This year in Decemeber we are producing The Nutcracker and Winter Celebration. In June we will present Alice(a dance show based on the Alice in Wonderland story).

Describe with specificity what aspects of your project you would spend the requested funds on.

We would spend the requested funds on marketing materials including posters, postcards, newspapers ads, social media ads and a television spot.

Promotion

Describe how you will promote your project to attract tourists.

We are looking to partner with other local businesses to create packages where out of town guests would enjoy a weekend in Anacortes including lodging, dining and seeing a dance production. We use powerful images of our dancers to catch the eye on our marketing materials as well as our reputation of creating the highest level shows. Anacortes is already a tourist destination, we are providing a professional dance production within the charms of a small town.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We are currently looking for local businesses who will partner with us for the school year as Business Sponsors. In addition to cross marketing for each other, we are also interested in partnerships where we can help create business for each other. We have a performing group that is available to perform at various community events. We offer classes, workshops or birthday parties for fundraisers for different organizations in the community. We are also interested in partnering with the Anacortes Chamber of Commerce to do any cross marketing that might be possible. When our productions are happening, we always get questions from out of town guests about where to stay, where to eat and what other fun activities they might enjoy while staying here. Extended families of our dancers come in large numbers to enjoy our productions and to spend their vacation time in Anacortes.

Budget

Describe the overall budget for your project.

Without receiving any grant funding we have budgeted \$4000 for marketing outreach this year. We would very much like to expand our marketing and be able to have a wider reach. These funds would make that possible.

What percentage of that budget are you requesting from the city?

The \$4,000 we are requesting from the city would double our marketing budget for the year.

What would you cut from your proposed project if your application is not fully funded?

If we do not receive funding we will not have a television spot, our newspaper advertising will be limited to one ad in the Anacortes American and nothing would be specifically aimed at Skagit/Whatcom or Island counties. We will stick with the posters and postcards (although we will not be mailing postcards but instead will use them as handouts).

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	2016	month/year	month/year
Overall attendance	3000	2500	Enter ###,	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	Enter ###.	We have not tracked this in the past	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	Enter ###.	We have not tracked this in the past	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	Enter ###.	We have not tracked this in the past	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We sell tickets on Brown Paper Tickets which allows us to track who buys tickets online ahead of time. We sell 80% of our tickets in advance. For tickets that are purchased at the door, we will ask for zip codes from each patron so we can track where they come from.

Describe the prior success of your project in attracting tourists.

As long as we continue to produce high quality shows featuring students, I anticipate tourists will continue to come to Anacortes to watch them. Last year in our June production, we had 180 students dancing. Each one of those students brings friends and family from around the country.

Describe your target tourist audience (location, demographics, etc.)

Our target audience is family and friends of our dancers and dance patrons. Our audience members come from all over the country to support our dancers!

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Julie Wenzel TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Julie Wenzel
Title	Executive Director
Organization	Fidalgo DanceWorks

Application

Project Detail

Project name	Fidalgo Island Quilters Quilt Walk
Date(s) of project	April 1-30, 2017
Amount of funding requested	\$2000.00
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Fidalgo Island Quilters
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1246770
Contact name	Linda Rudy
Mailing address	P. O. Box 1302, Anacortes, WA 98221
Email address	heirloom@wavecable.com
Phone	360-724-3239

Project Questionnaire

Describe your project.

Fidalgo Island Quilters (FIQ) will present our annual quilt walk with traditional quilts, art quilts and quilted garments displayed in many downtown businesses. This will be held the month of April, 2017 and is a sanctioned event of the Skagit Valley Tulip Festival and one of the few sanctioned events of the City of Anacortes. Additional advertising benefits include the promotion of our participation in the First Friday of the month Art Walk and Art at the Depot shows in September and June. We also participate in the Kids Activity arena at the Anacortes Arts Festival to promote quilting and fiber arts.

Describe with specificity what aspects of your project you would spend the requested funds on.

The monies received from the grant will be spent for advertising to promote the charitable works of the guild as well as tourism for the City of Anacortes as outlined in the budget below.

Promotion

Describe how you will promote your project to attract tourists.

To publicize the event, the FIQ Guild mails out Quilt Walk announcements to more than 90 quilt guilds in the Pacific Northwest. We also mail handouts and/or posters to over 140 quilt shops and senior centers in the area. We cover quilting guilds in Washington, Oregon, Idaho and British Columbia, inviting them to come see the beauty of Anacortes. FIQ places listings in nationally recognized quilting and fiber arts magazines in their "Upcoming Show" sections to direct visitors to our City. We rent the banner on Commercial Street to announce Walk dates.

We will advertise in the Bellingham, Skagit, Everett, Seattle and Whidbey newspapers as well as the local Anacortes American and other appropriate publications. And, FIQ will take advantage of free, on-line publicity on websites such as quiltshopnavigator.com and festivalnet.com

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Our printed material will reference the City of Anacortes tourism websites. Our quilts, and Fiber Arts will be displayed in a variety of businesses including retail, restaurants, service and lodging establishments. Visitors to our community follow maps and signs to visit Quilt Walk establishments, interact with merchants and their employees, and dine and shop in the area.

Budget

Describe the overall budget for your project.

\$600 – Listing in Tulip Festival Brochure
 \$350 – McKenzie News Service Press Releases
 \$400 – Bookmarks and Flyers
 \$150 – Envelopes, Postage, and Supplies
 \$500 – Print Ads for Newspapers
 \$200 – Commercial Avenue Banner
 \$500 – Social Media Advertising
 Total Budget: \$2700.00

What percentage of that budget are you requesting from the city?

75%

What would you cut from your proposed project if your application is not fully funded?

Print Ads for Newspapers and Press Releases.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	2016	2015	2014
Overall attendance	450	Not avail	Not avail	Not avail
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	225	Not avail	Not Avail	Not Avail
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	40	Not Avail	Not Avail	Not Avail
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	40	Not Avail	Not Avail	Not Avail

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We are looking at a number of options. One being considered is to have merchant participation such that visitors will have their walking maps stamped. Individuals with stamps from all establishments will mail their completed map to FIQ to be eligible for a drawing to win a voucher for another visit to the City (i.e. discount for lodging, meal, etc). At the Art at the Depot shows, we will have a guest book or free drawing. The Raffle Quilt will be on display at these events and we will be able to tell where visitors are traveling from based on the raffle quilt sale ticket

stubs. We are also developing a survey to give to all the sponsoring merchants to get their subjective opinions about how the Quilt Walk affected their businesses.

Describe the prior success of your project in attracting tourists.

The businesses who have supported the Quilt Walk in prior years have provided favorable comments from visitors; increased visibility with customers within their establishments, and positive comments for return visits in the future.

Describe your target tourist audience (location, demographics, etc.)

Mature, experienced quilters; potential young fiber artists; their families and friends.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

A sampling of promotional literature is attached to this application. They include:

"FIQ Quilt Walk Guide Map, 2016"

"Anacortes American" Newspaper Article March 30, 2016

"FIQ 'Bookmark' for 2016 Quilt Show and Quilt Walk"

"Draft Press Release for Quilt Walk 2017"

"Fidalgo Living Article, March 2016: FIQ Gears Up for Quilt Show and Quilt Walk"

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
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Signature Linda Rudy

TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY

Printed name Linda Rudy

Title Treasurer

Organization Fidalgo Island Quilters



FIDALGO ISLAND QUILTERS

Dedicated To The Art Of Quilting

Meetings 1st Monday of the month:
Suns Group at 12:30pm ~ Stars Group at 7:00pm

Westminster Presbyterian Church
1300 9th Street, Anacortes

New Members Always Welcome!
Workshops and Lectures throughout the year.

Kids' Quilting Classes:

- Pillowcase Class May 1, 12-4PM, \$15
- Quilt Kamp 1-June 27-July 1, 10AM-3:30PM, \$60
- Quilt Kamp 2-July 5-8, 10AM-3:30 PM, \$50
- Throw Pillow Class July 24, 12-4PM, \$15

All classes taught at In Stitches Quilt Shoppe, 820 Commercial Ave. Open to anyone age 11 and older.

Register now. Space is limited.

Taught by FIQ members
Roxann Heffelfinger and Helen Howard.

LA CONNER Quilt & Textile Museum

703 South Second St, La Conner, WA 98257
(360) 466-4288 www.laconnerquilts.org

Open 11AM – 5PM Wed-Sun
Open every day in April!



Poppies of Provence: Kathy McNeil

Three floors of exhibits! Now showing:

March 30 - June 19, 2016

A Magical Journey of Hand Appliqué;

Kathy McNeil

Clothing: Art & Embellishment;

Anita Luvera Mayer

March 30 – May 29, 2016

*Piece by Piece – 1930's Depression Era
Quilts; Permanent Collection*

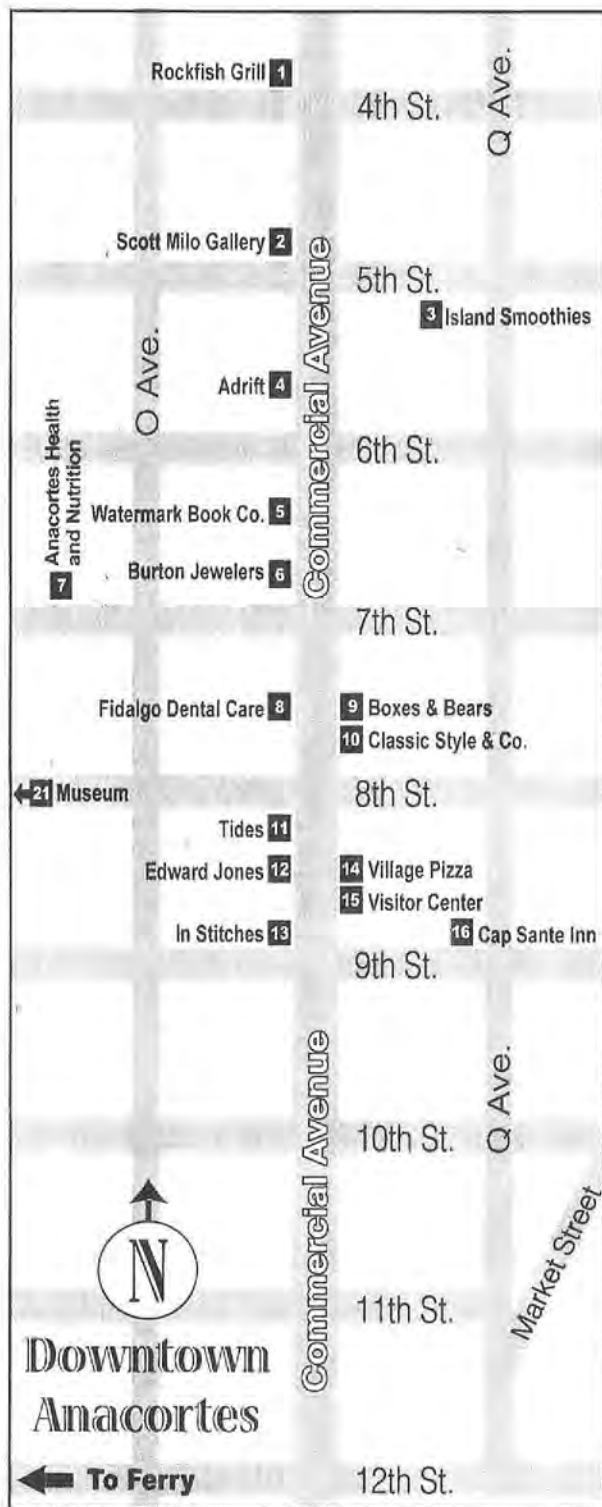
Fidalgo Island Quilters



Guide Map

Quilts on display
at Anacortes Businesses
April 1st-30th

Look for the Quilt Walk Logo
in the window!



Quilts on display at Anacortes Businesses April 1st-30th

Look for Quilt Walk Logo in the window!

1. Rockfish Grill
320 Commercial Ave.
360-588-1720
Sun-Th 11-10
Fri-Sat 11-Midnight

2. Scott Milo Gallery
420 Commercial Ave.
360-293-6938
Mon-Sat 10:30-4:30

3. Island Smoothies
915 5th St
360-299-3578
Sun-Th 9-8; Fri-Sat 9-10

4. Adrift
510 Commercial Ave.
360-588-0653
Mon-Th 8-9;
Fri-Sat 8-10; Sun 8-2

5. Watermark Book Co.
612 Commercial Ave.
360-293-4277
Mon-Sat 9-6; Sun 11-4

6. Burton Jewelers
620 Commercial Ave.
360-293-6469
Mon-Sat 9:30-5:30

7. Anacortes Health & Nutrition
1020 7th St
360-293-8849
Mon-Fri 9-6; Sat 10-6;
Sun 11-5

8. Fidalgo Dental Care
712 Commercial Ave.
360-293-3388
MWF 8-12; 1-5

9. Boxes & Bears
709 Commercial Ave
360-299-9593
Wed-Sat 9-5; Sun 11-3

10. Classic Style & Co.
711 Commercial Ave
206-660-5438
Tues-Sat 10am-4:30pm
Appts available

11. Tides of Anacortes
804 Commercial Ave
360-873-8785
Mon-Sat 11am-5pm

12. Edward Jones Gary Thramer
812 Commercial Ave
360-293-5567
Mon-Fri 8-5; Sat 9-2

13. In Stitches Quilt Shoppe
820 Commercial Ave
360-293-2146
Mon-Sat 10-5:30;
Sun 11-4

14. Village Pizza
807 Commercial Ave.
360-293-7847
Mon-Sun 11-8

15. Visitors Center 819 Commercial Ave, Suite A
360-293-3832 • M-F 9-5 Sat/Sun 10-3

16. Cap Sante Inn 906 9th St
360-293-0602 • Daily 7am-11pm

17. Skagit Bank 1400 Commercial Ave.
360-293-2151 • Mon-Thu 9-5; Fri 9-6; Sat 9-1

18. Sheely's Floral & Gifts 1420 Commercial Ave.
360-293-5145 • Mon-Fri 8:30-5:30; Sat 8:30-3:30

19. Jilian G Salon 1816 Commercial Ave.
360-399-7281 • By Appointment

20. Penguin Coffee 2119 Commercial Ave
360-588-8321 • M-F 5:30am-6pm, Sat/Sun 6am-6pm

21. Anacortes Historical Museum 1305 8th St
360-293-1915 • Mon-Sat 11-4; Sun 1-4 (Closed Wed)

	14th St.	
Skagit Bank 17		
Sheely's Floral & Gifts 18	15th St.	
	16th St.	
	17th St.	
	18th St.	
Jilian G Salon 19	19th St.	
	20th St.	
	21st St.	
22nd St.	20 Penguin Coffee	



CONTRIBUTED

ng the Evening", a watercolor by Sandy Haight, will be on display at
st Milo Gallery

Quilts on display at businesses through April

The Fidalgo Island Quilters Quilt Walk will begin Friday and run through April. Quilts will be displayed at various Anacortes businesses downtown. The walk, in coordination with the Skagit Valley Tulip Festival, will provide space for guild members to display a wide variety of quilts — including traditional, contemporary and art quilts.

Logos in the windows of businesses will designate participants. Viewing is open during regular business hours, and admission is free. Maps are available at participating businesses and at the Anacortes Visitor Center at Ninth Street and Commercial Avenue. The FIQ guild will also host a quilt show April 15 and 16 at the Swinomish Casino & Lodge. FIQ is a nonprofit group that creates and

distributes quilts to children and families in distress at locations that include the Skagit County Domestic Violence Center, Quilts of Valor, the Anacortes Family Center and Project Linus. Its next meetings are at 12:30 and 7 p.m. April 4 at Westminster Presbyterian Church, 1300 Ninth St. Information: www.fidalgoislandquilters.com.

Croatian dancers host Spring Festa

Food, Croatian music, lively dancing and...

Fidalgo Island Quilters
proudly present



QUILT SHOW
April 15-16, 10am-5pm
\$7 Admission

Swinomish Casino & Lodge
12885 Casino Drive • Anacortes

Sponsored by:
Skagit Bank
Jean Groesbeck & Associates, LLC
La Conner Retirement Inn
Anacortes Construction Services
Tri-Dee Arts
Sebo's Hardware & Equipment Rental

Wearable Art Style Show
Saturday, 1pm

Quilt Walk, April 1-30
Downtown Anacortes
(360) 202-3410
fidalgoislandquilters.com
(360) 333-9311

Directions: I-5 north or south, exit 230,
Hwy 20 west to Anacortes,
go 10 miles, cross bridge, casino on right

DRAFT PRESS RELEASE

Fidalgo Island Quilters Sponsor 2017 Quilt Walk, April 1 – 30

The Fidalgo Island Quilters (FIQ) Quilt Guild is proud to present its 2017 Quilt Walk in downtown Anacortes. Scheduled for the entire month of April, it coincides with the Skagit Valley Tulip Festival. Many merchants throughout the downtown core, mostly on Commercial Avenue, provide space for guild members to display a wide variety of traditional, contemporary, and art quilts. Items will be on display during regular business hours, and there is never an admission charge. Quilt Walk maps are available at participating merchants, the Anacortes Visitor Center, and La Conner Quilt and Textile Museum.

FIQ will not sponsor a quilt show in 2017, so the Quilt Walk is the primary exhibition of guild quilts this year. Make a weekend of it – Stroll through the tulip fields, then visit Anacortes to view beautiful, creative quilts and enjoy unique shops, art galleries and dining at one of the local restaurants. The Quilt Walk is a sanctioned event of the Skagit Valley Tulip Festival.

FIQ, established in 1982, provides service to the community, quilting education, and mutual support of the quilting arts. It is a registered non-profit organization that supports the Skagit County Domestic Violence Center with donations of hand-made quilts for children to take with them when they leave the center. The guild delivers about 300 quilts a year to the Skagit Center, the Anacortes Family Center, Project Linus, and other organizations that support and protect vulnerable children. Quilts of Valor, and American Hero Quilts are organizations that presents hand-made quilts to military veterans, are also recipients of FIQ quilts.

Visit fidalgoislandquilters.com for more information on guild activities and membership opportunities. In addition, visit Anacortes.org or the Anacortes Visitors Center (360-293-3832) for more information on visiting Anacortes and all it has to offer.

Contact info: June Cook, juneco47@gmail.com (360)333-9311

FIQ Gears Up for Quilt Show and Quilt Walk

By June Cook



The Fidalgo Island Quilters (FIQ) guild will host its biennial Quilt Show, Quilts in Bloom, April 15-16, 2016, at the Swinomish Casino & Lodge. Show hours are 10am to 5pm. Admission is \$7, and children 12 and under are free.

Local show sponsors are Anacortes Construction Services, La Conner Retirement Inn, Skagit Bank, Tri-Dee Arts, Jean Groesbeck – Coldwell Banker BAIN, and Sebo's Hardware & Equipment Rental.

The event will showcase a wide range of piecing, appliqueing, and quilting techniques, from traditional utility quilts to sophisticated art quilts and modern quilts. Some entries have been accepted into prestigious national shows, and some are the first works of new quilters.

Featured Artist Katrine A. Eagling majored in graphics and fine art in college. Her quilting career has evolved from traditional to improvisational to art quilting. In 2011 she discovered the Modern Quilt movement! She continues to learn from a new generation of primarily younger quilters and sees Modern ideas and patterns as traditional quilting with a creative twist.

The Seattle Modern Quilt Guild will display selected quilts as FIQ's guest guild. Modern quilts are primarily functional and inspired by modern design: bold colors and prints, high contrast and graphic areas of solid color, improvisational piecing, minimalism, expansive negative space, and alternate grid work. The MQG developed out of a thriving online community of modern quilters and their desire to meet in person.

The Style Show, at 1pm on Saturday, will feature artistic, fashionable garments and accessories created by and, in most cases, modeled by the Wearable Art Divas. This is a very popular event, so come early to get a seat. The show is included in the \$7 admission fee.

Demonstrations and hands-on activities will offer something for everyone! With guild member assistance, children will have the opportunity to design and sew blocks for quilts for veterans and children in need. Many of the quilts created from blocks made by Anacortes and La Conner fifth-graders will be on display.

The Merchant Mall will feature Northwest vendors specializing in, but not limited to, quilting-related merchandise. Stroll along the mall, stop to shop, and be inspired by vendor demonstrations and displays. Visit the FIQ Boutique for fabric, books, gadgets, quilted items and much, much more from the studios of guild members.

Be sure to take in the FIQ-sponsored Quilt Walk during the entire month of April. Downtown Anacortes merchants provide space for guild members to display recent work. Quilts will be available for viewing during regular business hours, and there is never an admission charge. Quilt Walk maps will be available at participating businesses and the Anacortes Visitor Center. The Quilt Show and Quilt Walk are both sanctioned events of the Skagit Valley Tulip Festival.

FIQ is a registered non-profit organization whose mission is to create and distribute quilts to children and families in distress. The guild meets the first Monday of the month, 12:30pm and 7pm, at Westminster Presbyterian Church, 1300 - 9th Street. Visitors are always welcome, and no experience is required! Visit fidalgoislandquilters.com for more information and inspiration!

Over 45 Years of Orthopedic Care to Skagit & Island Communities



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A DIVISION OF PROLIANCE SURGEONS

skagitnorthwestortho.com

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Fidalgo Island Quilters Gear Up for 2016 Quilt Show & Anacortes Quilt Walk

The **Fidalgo Island Quilters (FIQ)** guild will host its **2016 Quilt Show**, "Quilts in Bloom," on Friday and Saturday, April 15 and 16, at the **Swinomish Casino & Lodge**, 12885 Casino Dr., Anacortes. Show hours are 10 a.m. to 5 p.m. Admission is \$7 each day. Children 12 and under are free.

The biennial event will showcase a wide range of piecing, appliquéing and quilting techniques from traditional utility quilts to sophisticated art quilts and modern quilts. Some entries have been accepted into prestigious national shows and some are the first works of new quilters. Expect to see 200 to 250 items and be sure to vote for your favorites in a variety of categories. The Swinomish venue, perfectly designed for this type of event, has excellent lighting and is large enough to accommodate entries in one exhibition hall.

Featured Artist **Katrine A. Eagling** majored in graphics and fine art in college. Her twenty-year quilting career has evolved from traditional to improvisational to art quilting. Her display will focus on her quilting journey, early works through pieces completed as recently as 2015. In 2011, Katrine discovered the Modern Quilt movement. She continues to learn from a new generation of primarily younger quilters and sees Modern ideas and patterns as traditional quilting with a creative twist. Katrine's recent contemporary quilts will be entered into competition in that category.



The Merchant Mall will feature Northwest vendors specializing in, but not limited to, quilting-related merchandise. Stroll along the mall, stop to shop and be inspired by vendor demonstrations and displays. Visit the FIQ Boutique for fabric, books, gadgets, quilted items and much, much more from the studios of guild members.



Edie Clark and her improvisational sunflower

art quilts. Items will be on display during regular business hours and there is never an admission charge. View one-of-a-kind, creative quilts and dine and shop along the way! Quilt Walk maps will be available at participating businesses and the Anacortes Visitor Center at 9th Street and Commercial Avenue. The Quilt Show and Quilt Walk are both sanctioned events of the Skagit Valley Tulip Festival.

Fidalgo Island Quilters is a registered non-profit organization whose mission is to create and distribute hand-made quilts to children and families in distress. The Skagit County Domestic Violence Center, Quilts of Valor, American Hero Quilts, the Anacortes Family Shelter, the Swinomish Family Shelter, Children's Hospital, and Project Linus are current recipients.

FIQ meets the first Monday of the month, September through June, at Westminster Presbyterian Church, 1300 - 9th Street in Anacortes. Meetings are at 12:30 p.m. and 7 p.m. Visitors are always welcome and no experience is required! Visit the guild website at www.fidalgoislandquilters.com for more information and inspiration. You can also follow **Fidalgo Island Quilters** on Facebook.

Show sponsors are Anacortes Construction Services, La Conner Retirement Inn, Skagit Bank, Tri-Dee Arts, Jean Groesbeck - Coldwell Banker BAIN, and Sebo's Hardware & Equipment Rental.

Be sure to take in the Guild-sponsored Quilt Walk during the entire month of April, coinciding with the Skagit Valley Tulip Festival. Downtown Anacortes merchants, mostly on Commercial Avenue, provide space for guild members to display a wide range of traditional, contemporary and

Application

Project Detail

Project name	50th Home Tour and Boat Show
Date(s) of project	May 20, 2017
Amount of funding requested	\$1500.00
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Dr. Samuel G. Brooks Guild/Seattle Children's Guild Association
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-0564748
Contact name	Jean M. Vaughan
Mailing address	13558 Orca Lane, Anacortes, Washington 98221
Email address	rjvaughan@wavecable.com
Phone	360-399-1889

Project Questionnaire

Describe your project.

Seattle Children's Dr. Samuel G. Brooks Guild of Anacortes is celebrating their 50th year of the Home Show and continued Boat Tour, May 20th, 2017. This date was chosen as it brings the Home Show back to its original month May, when the first Home Show was introduced in 1967. We will align our event with the City's Strategic Plan to cultivate a fundraiser that will have a positive impact for residents, visitors and businesses alike; within a natural environment. Our 50th year promotion will begin in January, preferably at the Farmer's Winter Market and run through May. Other designated areas will be selected as they become available. We will share historical data, shadow the 1967 Home Tour, and offer a great selection of homes and boats on Tour. All volunteers will wear showy 50th buttons to generate conversation. Our volunteers will conduct brief interviews with visitors who browse our booths to seek continued support for the Raffle made possible by at least 10 businesses which include restaurants, whale watching, and over night stays. These interviews will focus on bringing visitors back to Anacortes for the 50th Home Show and later to enjoy their Raffle prize if they are a winner. Each month we will expand our showcase of 5 homes and 6 boats with data, pictures, and historical information. Tickets will continue to include a survey for Tourism data.

Carol Fairey will take our advertising to the Seattle Times Northwest Arts section the first of May. She will also expand to Bellingham and Vancouver B.C. Her efforts are already in progress. The boost in Tourism will increase the revenue for the City as well as Uncompensated care for Children's.

We will include our native artists the Salish Sea Plein Air Painters at each home and boat site. Their pictures will be displayed at the Croatian Center Tearoom along with handmade items provided by volunteers and our Fun is a Feeling book by Chara Curtis, local author.

Our Project will be expanding our fundraising efforts for Uncompensated Care at Children's Hospital to ease the financial burden of medical expenses for families. This Project will help medical experts treat children, regardless of their family's ability to pay. The Uncompensated Fund covers the insurance shortfalls and financial limitations.

Since last year alone Skagit County had 3,173 patients served and among those children from Anacortes. We feel a great responsibility to look at possible partnerships to accomplish shared goals in bringing visitors to our City who will stay longer and return. Again, this project is implemented in January and carried forward with added activities and ticket sales as we get closer to the fundraiser event. The communication with visitors and locals alike only promote an excitement for participating in the Home Show, and returning to enjoy their Raffle prizes. Out of ten prizes awarded by businesses, six recipients and their families were from out of town. Two from Seattle, one from West Seattle, Port Townsend, Lake Stevens, and Mount Vernon. We would like to know how many returned because of our many conversations. That is why we need to expand our data collection to include personal interviews.

We see the participation as early as January, preferably at the Winter Market and other designated areas as critical to increase awareness and revenue for Uncompensated Care at Children's. We introduce families and children who share their journey's and successes during their stay at Children's. As Children often express themselves by saying, "it is inside us what counts not how we look."

During the months of January through May we will be creating an environment of learning, sharing and promoting our 50th Home Show in May. the same month we began the Home Show 50 years ago.

Describe with specificity what aspects of your project you would spend the requested funds on.

In order to increase revenue for Children's it is imperative that we reach out to visitors. The City of Anacortes has a great deal to offer in the Arts, Cultural Events and its natural environment. Annual fundraisers like the 50th Home Show and Boat Tour as well as the City of Anacortes will experience a positive impact if we boost Tourism.

We have allocated \$750 with the Tourism Grant to Seattle Times Northwest Arts and Cultural Events the first week of May, 2017 showcasing the 50th Home Show and Boat Tour. We want to print bookmarks with the 50th Home Show information, cost around \$250. These bookmarks will be distributed at the Farmer's Market January through May, Gallery Walks, Mount Vernon Street Fair during the Tulip Festival, other events scheduled in Skagit County that bring in visitors to our area. Volunteers from the Guild will be responsible.

Showy 50th Home Show and Boat Tour buttons will be designed to be worn by volunteers, families, and locals. Larger buttons will be displayed on all our banners especially those strategically placed on Commercial and R Avenue. All signage will display a 50th button. Cost \$150.00

The Posters for the store fronts featuring the 50th Home Show will carry the same theme as the buttons. Larger decals with 50th will be designed to be attached to the Posters which provide the date and location of the Homes and Boats. Posters are also displayed at the Farmer's Market, the Street Fair during Tulip Festival, and used in Gallery Walks and other designate events as they surface.
Cost \$300.00

We decided to include a new survey for collecting Tourism data in our tickets, interviews at the Farmer's Market; scheduled events where we would be selling tickets, handing out bookmarks, and sharing pictures of the homes and boats to be open for Tour. This collection of data will be shared with the City of Anacortes and any other fundraisers upon request. Only through data collection will we know if we are supporting Tourism. Our website www.drsmuelbrooksguild.org has information on the Guild's, goals, projects and contributions to Children's.
Questionnaire \$50.00

The Children's Guild takes responsibility in sharing the City of Anacortes's vision. We will be accountable for all expenditures, and use the revenue wisely. Our environment is a natural place to hold a Tour of Homes and Boats.

Promotion

Describe how you will promote your project to attract tourists.

We will build on what we found successful last year when we started our first booth at the winter Farmer's Market in January. We will put together a colorful informative booth that displays the businesses in Anacortes who are offering Raffle prizes. Some of those businesses we consider the cornerstones for success for our Raffle and Home Show. We have two hotels with overnight stays, restaurants, and whale watching. Our \$2 raffle tickets are a constant seller throughout all events. Our volunteers carry lively conversations with the locals and visitors reminding them if they win, of their chance to visit Anacortes again. Actually last year, with six of the prizes, families came back to enjoy the overnight stays and dinners and whale watching. We handed out information on Children's, shared stories, and talked about homes in Old Town and the surrounding area including the waterfront. Closer to the Home and Boat Tour tickets are offered showing the designated homes, and boats, historical data and surrounding areas to visit. This year we will want to shadow the original 1967 Home Show with historical data and possible drive by tours. Our new offering of homes and boats will continue to be attractive and represent the greater Anacortes area from the City to surrounding developments which include water views.

We will design a Tour pamphlet that will be distributed throughout Anacortes and at scheduled events. This information will also become part of all publicity.

Taking our project to the NW section of the Seattle Times and beyond Skagit to Bellingham and Vancouver, can only attract tourists to a wonderful weekend of cultural events, exploring the natural environment, and experiencing the history and beauty of its homes and waterfront.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

It is important that our Raffle committee begin as early as November to make contact with the Hotels in the area, restaurants and businesses to find out if they want to participate in the Raffle for Children's. We had the highest number of tickets sold last year bringing in revenue of \$2,500. We want to increase those sales to \$4,500 in 2017. Our poster showing business participation and prizes, made by BayShore, is 6 foot high and is displayed on an easel at all functions. Our prizes are all displayed on our website for more detail.

Our advertising in the Seattle Times, Bellingham Herald Magazine and other articles as funding permits will showcase not only businesses, but give details on the Hotels and Restaurants participating in our Home and Boat Tour. We will encourage all visitors who we have conversations with to come back in May to enjoy the natural environment offered by Anacortes and our exciting 50th Home Show, taking in to account the homes and route in 1967 when we first offered the Event.

We recognize this is aggressive thinking, but it gives us a chance to discuss historical perspectives and it continues to bring the community together in conversation as well as engage our new visitors and encourage them to return.

Budget

Describe the overall budget for your project.

This is a Preliminary budget for the 2017 50th Home Show and Boat Tour, May 20, 2017. The Dr. Samuel G. Brooks Guild of Seattle Children's Hospital is non-profit under 501-C.

Our estimated income Goal for the 2017 Home and Boat Tour will be \$27,000.00 To reach that dollar amount we are submitting letters for Sponsorships in the amount of \$10,000, Ticket sales \$10,000, Raffle sales \$4500, Merchandise ie. Handmade items, books by two authors for Children's \$1300 and our Guild Funds \$1,200.00. Total \$27,000.00

Expenses include adding 50th to all advertising. I will first describe on-going expenses for the Home and Boat Tour and our baseline. Our printing of tickets will need to have sponsorships added, cost \$300.00, Direction signage \$150.00, Poster for Raffle \$50.00, Frames for new Children served \$50.00, hiring Jill Mix, artist, to paint the homes and boats \$300.00, colorful brochures of the Tour for \$150.00. Brown Bag sale commission \$50.00. Total \$1,050

City Tourism Grant

Advertising in the Seattle Times NW Art/Cultural Magazine in May 2017 and pursuit of the Bellingham Herald magazine sections. This advertising will bring in tourists not only to enjoy the 50th Home Show and Boat Tour but capture the beautiful environment Anacortes has to offer. Carol Fairey has begun to research the cost, \$750.00. Printing of 500 bookmarks advertising the 50th Home Show \$250.00. We will print 50th show buttons for all banners, and for volunteers to wear, cost \$150.00. We will continue to look for better ways to document Tourism and take data at all events. Cost \$50.00 The 50th Home Show and Boat Tour will have new store front posters, taking the Home Show to the original month of May 50 years ago. Cost \$300. The total request for the Tourism Grant is \$1500.

In Kind Expenditures

Chamber Mailer \$75.00, Anacortes Printing \$1,000.00, Anacortes American \$600.00, Skagit Publishing \$600.00, Croation Cultural Center for rent \$1,500.00, Raffle Items \$1,500.00, Clamdigger pamphlet \$300.00. Volunteers approximately 3,000 hours. Total \$5,225.00

Total Expense Budget include Guild Seed Money \$1,050, Tourism Grant \$1500, and In Kind Expenditures \$5,225.00. The Budget is preliminary and has researched estimates.

What percentage of that budget are you requesting from the city?

We are requesting \$1500 from the City which is just under 20 percent.

What would you cut from your proposed project if your application is not fully funded?

If we were asked to cut from our proposal we would need to find a way to capture Tourism data within the Guild funds. We would have to print fewer posters for store fronts. Our advertising in the Seattle Times and looking for ways to advertise in Bellingham to Vancouver BC. should bring in Tourists who will come back to Anacortes. Our 50th Home Show will give them a historical perspective and involve them in touring Anacortes proper and its waterfront.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	April 2016	September 2014	month/year
Overall attendance	600	424	450	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	150	80	50	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				

	Estimate	Actuals		
	2017	April 2016	September 2014	month/year
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	50	15 This number is low because it does not include the summer people returning to use their raffle prizes add 6 more families.	20 we had a group of Canadians come to stay at Fidalgo RV	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	50 rooms on Saturday	4 on Sat. This does not account for those returning for overnight stays on raffle prizes	10	Enter ####.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We will place a white ticket in each ticket for visitors to indicate eating in a restaurant, visiting from out of town, staying in a motel, hotel, RV park or with friends. Interviews will be conducted at the Winter Farmer's Market and all designated events with data noted.

Describe the prior success of your project in attracting tourists.

We have had moderate success due to mostly advertising locally in newspapers, magazines and at the Farmer's Market. We need to expand to include the Greater Puget Sound area and beyond. We sold raffle tickets at Tulip Town and again at the Farmer's Market conversing with visitors and encouraging them to return for the Home and Boat Tour. It was our best Raffle to date and brought people from Seattle, Port Townsend, Lake Stevens, and West Seattle to Anacortes during the summer to use their Raffle prizes at hotels and restaurants.

Describe your target tourist audience (location, demographics, etc.)

Our target audience continues to be our local residents and those in the Islands. We need to expand beyond our local population to include Seattle and the greater Puget Sound area. In addition to Puget Sound we want to go North and advertise in the Bellingham and Vancouver B.C. areas. We want to encourage boaters and those who love the natural environment to enjoy a day viewing boats and exploring our City with the Tour of Homes.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

Attachments include a 501-C letter from Children's. Tourism Lodging Tax Expenditure Report 2016. Three receipts of payment using the monies from the 2016 Tourism Grant, and an Event Report for Reimbursement, City of Anacortes. Estimated 2017 Expense Budget.

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	 Click here to insert text TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Jean M. Vaughan
Title	Secretary and Grant Manager
Organization	Dr. Samuel G. Brooks Guild of Seattle Children's Guild Association

August 8, 2013

To Whom It May Concern:

The Dr. Samuel G. Brooks Guild is one of nearly 500 guilds and auxiliaries of Seattle Children's Hospital Guild Association. The Guild Association supports Seattle Children's Hospital in its mission to provide quality medical care to all children of the Pacific Northwest regardless of their families' financial resources.

The Dr. Samuel G. Brooks Guild's federal tax identification number is 91-1345253 and, as a subordinate organization of Seattle Children's Hospital, is an organization exempt from federal income tax under section 501(c)(3). Seattle Children's Hospital, federal tax identification number 91-0564748, is a non-profit organization exempt from federal income tax under section 501(c)(3).

If you have any questions, please feel free to contact our Guild Association accountant, Annamarie Toman at (206) 987-3474 or e-mail her at annamarie.toman@seattlechildrens.org.

Sincerely,



Aileen Kelly

Executive Director

Seattle Children's Hospital Guild Association

Our Mission at Seattle Children's Hospital

We believe all children have unique needs and should grow up without illness or injury. With the support of the community and through our spirit of inquiry, we will prevent, treat and eliminate pediatric disease.

Raffle Prizes for the 2016 Home and Boat Tour

Island Adventure offers a whale watching tour for two. This certificate has a \$250 value.

Anthony's \$75 gift certificate

Sea Bear \$25 gift certificate

Apothecary Spa at the Majestic. Anna Holm. A Signature Massage. \$100 value

Ryan Chanel Hair \$150 certificate for beauty products.

For the Love of Gardening, Sharps Corner custom designed pot and flowers \$75.

Jalillah's cookie basket valued at \$50.00.

Private Tour of the La Conner Museum of Northwest Art, followed by lunch for two. Value \$50.00

Majestic Inn two night stay valued at \$275.

Swinomish Lodge and Casino

One standard night stay \$150.00 and \$75.00 dinner at the 13 Moons

An Italian dinner for 6 persons in Anacortes at a private residence

Value \$200.

Expenses 2017

Add 50th to all Advertising

Advertising in Seattle Times NW Art/Cultural Magazine

\$750

500 Bookmarks printing

\$250.00

Tickets to include sponsors

\$300

Direction signage

\$150.00

6 foot Poster with Businesses participating in Raffle

\$50.00

Brown Bag Ticket commission

\$50.00

Flowers for Entry and Balloons for homes on Tour

\$150.00

Frames for additional Children's pictures

\$50.00

Jill Mix artist of homes and boats

\$300.00

50th Show buttons for all banners, posters and volunteers

\$150.00

Questionnaire Insert to collect Tourism Data

\$50.00

Poster printing for Store Fronts

\$300.00

Brochure for Tour and Scheduled Events

\$150.00

Total \$2,700.00

Highlighted areas are requests from the Tourism Grant for a Total of \$1500

Other expenses would come from the Guild Fund

In Kind Expenditures

Chamber Mailer	\$75.00
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Anacortes Printing	\$1,000.00
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Anacortes American	\$600.00
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Skagit Publishing	\$600.00
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Croatian Cultural

Center rental	\$1,150.00
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Raffle Items	\$1,500.00
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Clamdigger pamphlet	\$300.00
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Total In Kind	\$5,225.00
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Application

Project Detail

Project name	Lincoln Theatre Center Foundation Marketing
Date(s) of project	1/1/2017 to 12/31/2017
Amount of funding requested	500
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Lincoln Theatre Center Foundation
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	94-3052481
Contact name	Roger Gietzen
Mailing address	P.O. Box 2312, Mount Vernon WA 98271
Email address	exec.dir@lincolntheatre.org
Phone	360-419-7129 ext 100

Project Questionnaire

Describe your project.

Patrons from Skagit, Snohomish, Island and Whatcom counties, the Pacific Northwest region, Vancouver and the Lower Mainland, BC and outside of Washington State enjoy performances at the Lincoln Theatre and return year after year. The Lincoln Theatre continues to expand the number of live performers hosted at the venue. Many of these performers are internationally, nationally or regionally known and often have a reach far beyond the local area. As a medium sized venue (490 seats) with great acoustics and an intimate feel, the Lincoln is the perfect venue for many performers. Being central to both the lower Puget Sound and Vancouver markets, the Lincoln provides another stop for performers on their tours. During this year (2016), we had sell out audiences for nationally-known performing artists such as Paula Poundstone, International Guitar Night, Robert Cray, Justin Hayward, and Amy Goodman. In addition, we had sold out audiences for the local theatre production of Cats the Musical (META Performing Arts) and regional bands, Celtic Yuletide, Chris Eger Band and Rabbit Wilde.

The historic Lincoln Theatre serves as a major regional draw for Skagit Valley that attracts people to stay overnight in the area. With a large variety of events, most on evenings or weekends, and drawing attendance from a large geographic region, many patrons do spend the night in the area. The Lincoln has experienced an increase in out of area attendance and has the potential to draw even more visitors to the area with increased marketing.

The Lincoln Theatre will expand marketing in the Seattle and British Columbia regions and statewide in order to promote the increased schedule of live performers with national and regional draw. All funds will be used for marketing via print, radio, social media, and electronic advertising to target potential patrons throughout the

Pacific Northwest and the Lower Mainland, BC, expanding marketing both geographically and demographically.

We start our FY16 season with live broadcasts from the MET in HD and National Theatre Live in late September and early October that run throughout the spring. Our live performances are very fluid as well, continuing throughout the year. Confirmed for 2017 are: Martin Taylor, California Guitar Trio/Montreal Guitar Trio, and a three weekend production of the Little Mermaid produced by META Performing Arts. Additional nationally known artists are in negotiations for 2017 performances as well. Many of last year's performances were well attended or sold out and the expectation is that with additional reach in marketing most of the live performances will be close to sell outs this coming year.

Describe with specificity what aspects of your project you would spend the requested funds on.

All funds will be used for marketing via print, radio, social media, and electronic advertising to target potential patrons throughout the Pacific Northwest and the Lower Mainland, BC, expanding our marketing reach both geographically and demographically. Included in the expanded marketing will be public radio underwriting and print materials such as the Waterside magazine, and print ads such as The Stranger.

Marketing examples include:

Yearly Tourism magazines: Waterside (coastal WA and BC distribution), Pacific Coast Weddings, I Love the Skagit County and Skagit County

Radio: KNKX, KUOW, Northwest Public Radio underwriting (reaching the north to south Puget Sound corridor and eastern Washington), KAPS/KBRC, KSVR

Monthly: ENNW, The Betty Pages

Weekly or Daily: The Northern Light & All Point Bulletin (distribution Blaine, Birch Bay Semiahmoo), The Stranger (Seattle), Cascadia Weekly, Skagit Valley Herald, 360 Everett Herald.

Poster distribution for the live events (~250 per event): Bellingham, lower Skagit, Arlington, Stanwood, Anacortes Oak Harbor

Web listings: Bellingham Herald, Mount Vernon Chamber, NW Public Radio, KNKX, EDASC (over 30 such regional listings submitted monthly)

Additionally, hotels, motels and restaurants are linked through the Guest Services tab on the website, encouraging patrons to enjoy other local offerings. The Lincoln Theatre also provides space on the administration office window for promotion of local events via posters and/or flyers.

Promotion

Describe how you will promote your project to attract tourists.

See section above.

In addition The Lincoln Theatre Facebook is at 4949 Likes Post Reach 4,000 to 6,000 with paid boosts and The Lincoln Theatre Weekly Lincoln Log Email has a distribution 7663

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Attending performances at the historic Lincoln Theatre is an activity that keeps people in the area longer and adds to their enjoyment of their visiting experience in Skagit County. Many times through the year, we have out of area visitors stopping in to tour the theatre and marvel at the valuable resource that is the Lincoln Theatre. Patrons remark frequently on how much they enjoy our theatre and once they have attended an event, they often tell us they plan to return for another show. The Skagit County region is more than a day trip destination and the historic Lincoln Theatre is a key tourist draw. With multiple modes of engagement, visitors are more likely to spend a night or two and investigate the area.

Budget

Describe the overall budget for your project.

\$28,000 for Marketing/Promotion

What percentage of that budget are you requesting from the city?

1.7%

What would you cut from your proposed project if your application is not fully funded?

Reduce the number of advertisements placed

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	26,500 (attending ticketed events) + 6,700 (attending free events)	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	2330	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	1025	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	556	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

The Lincoln Theatre uses two measures to track tourist attendance, on-site patron surveys and zip code tracking. The Lincoln periodically invites audience members at ticketed events to complete patron surveys. Through the patron surveys an estimate is of the percentage of the attendees, from outside 50 miles, staying overnight and the accommodation type. In addition, we track zip codes collected through our ticketing software to determine the percentage of zip codes from beyond 50 miles, outside of the state and outside of the US.

The most recent data available from the Patron Surveys for the 2014 performance season shows that 18% of live performance and Met Opera and National Theatre Live broadcast attendees at Lincoln Theatre came from outside a 50 mile radius with 11% staying overnight and 7% staying in hotels. Zip code data from FY15 ticket sales indicates 1.5% of attendees are from another state or country. In FY2015 over 15% of the nearly 11,658 tickets purchased through our ticketing software were sold to people whose billing address was in zip codes and postal codes 50 or more miles away. Only about 52% of our attendance is captured through the advance ticket software, as the rest of the tickets are sold at the door.

Describe the prior success of your project in attracting tourists.

Attendance at the historic Lincoln Theatre continues to grow and the draw for regional, national and international performers is spreading way beyond the Skagit Valley.

Describe your target tourist audience (location, demographics, etc.)

Geographic distribution: Skagit, Snohomish, Island and Whatcom counties, the Pacific Northwest region, Vancouver and the Lower Mainland, BC and outside of Washington State

Demographics: All ages; the marketing plan this year includes expanding more heavily to a younger audience

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Roger Gietzen TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Roger Gietzen
Title	Executive Director
Organization	Lincoln Theatre Center Foundation

Application

Project Detail

Project name	WATER FRONT FESTIVAL ALL CORVETTE / OPEN CLASS CAR SHOW
Date(s) of project	JUNE 3RD AND 4TH 2017
Amount of funding requested	1,100 ⁰⁰
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	MAJESTIC GLASS CORVETTE CLUB
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1486882
Contact name	DOUG GILBERT
Mailing address	2230 W. PARKWAY DR, MOUNT VERNON, WA. 98273
Email address	GILBERTDANDL@COMCAST.NET
Phone	360-424-6918

Project Questionnaire

Describe your project. CAR SHOWS - ALL CORVETTE ON SATURDAY
OPEN CLASS ON SUNDAY

Describe with specificity what aspects of your project you would spend the requested funds on.
ADVERTISING - MAGAZINE AND FLYERS

Promotion

Describe how you will promote your project to attract tourists.
THE FLYERS & ADS ATTRACT PARTICIPANTS AND SPECTATORS

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.
MANY PARTICIPANTS SPEND FRIDAY AND SATURDAY NIGHT IN LOCAL HOTELS. ALMOST ALL PARTICIPANTS EAT IN LOCAL RESTAURANTS.

Budget

Describe the overall budget for your project.

What percentage of that budget are you requesting from the city?
AROUND 45%

2016 BUDGET
 TROPHYS & DASH PLAQUES - 1351⁷³
 MAGAZINE ADVERTISING - 1110⁰⁰
 CAR SHOW FLYERS 56¹⁶
 2517⁸⁹

What would you cut from your proposed project if your application is not fully funded?

WE WOULD REDUCE THE MAGAZINE ADVERTISING

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals - CAR SHOW PARTICIPANTS ONLY			
	2017	2016	2015	2014	
Overall attendance	1000	360	350	320	SPECTATORS WOULD BE ESTIMATES ONLY
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	250	90	87	80	
Number of people traveling from another country or state outside of their place of residence or their business	UNKNOWN	UNKNOWN	UNKNOWN	UNKNOWN	
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	35	36	35	32	ROOM DATA IS ESTIMATE ONLY
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	18	18	17	16	

Describe methods you will use to track tourists for the purpose of mandatory reporting.

ACTUAL COUNT OF CAR SHOW ATTENDEES PLUS OBSERVATION OF CROWD LOOKING AT CARS

Describe the prior success of your project in attracting tourists.

BY OBSERVATION, HARD TO WALK THROUGH CAR SHOW GROUNDS
PACKED WITH SPECTATORS

Describe your target tourist audience (location, demographics, etc.)

PEOPLE INTERESTED IN CARS OF ALL KINDS

Attachments

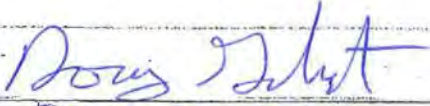
Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.

- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	
Printed name	DOUG GILBERT
Title	TREASURER
Organization	MAJESTIC GLASS CORVETTES

MAJESTIC GLASS CORVETTE CLUB



Welcomes to our 2016 Events
MARK YOUR CALENDARS NOW!!!

ANACORTES WATERFRONT FESTIVAL - A WEEKEND OF FUN

"ALL CORVETTE" CAR SHOW

Saturday, June 4, 2016

8:00 AM - 3:00 PM

"OPEN SHOW" CAR SHOW

Sunday, June 5, 2016

8:00 AM - 3:00 PM

Located in Anacortes, WA
9th Street & R Avenue.

Registration Fee
is \$20.00.

NEW Trophies
Door Prizes



Contact Info for both shows: or 360-424-6918 or www.majesticglass.org

Application

Project Detail

Project name	Rock the Dock
Date(s) of project	July 4, 2017
Amount of funding requested	\$13,600
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Denise Acosta
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	291 000 056
Contact name	Denise Acosta
Mailing address	100 Commerical Ave, Anacortes, WA 98221
Email address	denise@portofanacortes.com
Phone	(360)299-1822

Project Questionnaire

Describe your project.

Rock the Dock is intended to increase the vacationing family experience with music, in a family friendly atmosphere, giving a greater reason to stay and play. We have 2 to 3 local bands play along with, Children's activities, food vendors help support the music crowd as they anticipate the annual fireworks display over Fidalgo Bay. With Scenic views and community support this event offers the tourist an opportunity to experience celebration with the unique opportunities that can only be found here.

Describe with specificity what aspects of your project you would spend the requested funds on.

The funds generally go to the advertinsing, marketing and promotions of the event. It will pay for the radio space for the month. It will also pay for the inserts that go into all our boaters statements and all marketing and advertsing that is spent on this event between Canada and Northern California.

Promotion

Describe how you will promote your project to attract tourists.

Promotions will be initiated through advertising venues the greater Seattle/Portland/ BC area's with website , radio and print advertising to drive overnight stays for attendance. Two months prior promotions in the greater Seattle/Portland / BC areas with web radio and print advertising to drive overnight stays for attendance.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We will advertise local business and downtown in our radio station promotions and printed advertising.

Budget

Describe the overall budget for your project.

The overall budget for this event is entertainment, children's activities, advertising and marketing.

What percentage of that budget are you requesting from the city?

We are asking for funding for half of the event.

What would you cut from your proposed project if your application is not fully funded?

If the project is not fully funded the part that we would have to cut back on the most is advertising and marketing.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	2016	2015	2014
Overall attendance	7,400	6,400	5,430	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	2,800	2,560	2,172	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	2,300	1,920	1,629	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	380	320	270	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

The easiest way we have found to track is with vendors sales transactions.

Describe the prior success of your project in attracting tourists.

Rock the Dock is always a full house and has steadily grown in the last 3 years.

Describe your target tourist audience (location, demographics, etc.)

Our target audience is from Canada to North California between the ages of 25 to 65.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

Rock the Dock Poster for 2016

Statement Inserts for 2015 for marina invoice

Radio Ad script

2015 and 2016 Official Report Form

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Denise Acosta TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Denise Acosta
Title	Events Coordinator
Organization	Port of Anacortes

Application

Project Detail

Project name	Summer Concert Series
Date(s) of project	Every Wednesday in July after the 4th of July and every Friday from July thru August
Amount of funding requested	\$20,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Denise Acosta
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other:
Federal tax ID #	291 000 056
Contact name	Denise Acosta
Mailing address	100 Commerical Ave, Anacortes, WA 98221
Email address	denise@portofanacortes.com
Phone	(360)299-1822

Project Questionnaire

Describe your project.

The Summer Concert Series is intended to increase the summer activities schedule for prospective and vacationing tourists. The outdoor concerts will be held on Friday evenings during the months of July and August at Seafarers' Memorial Park situated in a family friendly atmosphere with breathtaking views of Fidalgo Bay and Mount Baker in the backdrop, giving a greater reason to stay and play. The Friday night concerts give way to kicking off the weekend with different genres of music including country, classic rock, Jazz, R&B and world beat.

Describe with specificity what aspects of your project you would spend the requested funds on.

The funds generally go to the advertsinig, marketing and promotions of the event. It will pay for the radio space for the summer. It will also pay for the inserts that go into all our boaters statements and all marketing and advertsing that is spent on this event between Canada and Northern California.

Promotion

Describe how you will promote your project to attract tourists.

Promotions will be initiated through advertising venues the greater Seattle/Portland/ BC area's with website , radio and print advertising to drive overnight stays for attendance. Two months prior promotions in the greater Seattle/Portland / BC areas with web radio and print advertising to drive overnight stays for attendance.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We will advertise local business and downtown in our radio station promotions and printed advertising.

Budget

Describe the overall budget for your project.

The overall budget for this event is entertainment, advertising and marketing.

What percentage of that budget are you requesting from the city?

We are asking for funding for half of the event.

What would you cut from your proposed project if your application is not fully funded?

If the project is not fully funded the part that we would have to cut back on the most is advertising and marketing.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	2016 (estimated report still not completed)	2015	2014
Overall attendance	6,500	5,500	4,320	Enter ###
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	2,500	2,200	1,728	Enter ###
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	1,800	1,650	1,269	Enter ###
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	325	275	216	Enter ###

Describe methods you will use to track tourists for the purpose of mandatory reporting.

The easiest way we have found to track is with vendors sales transactions.

Describe the prior success of your project in attracting tourists.

The summer concert series are always a full house. For the Rabit Wilde concert alone there was probably close to 1,000 guest this summer.

Describe your target tourist audience (location, demographics, etc.)

Our target audience is from Canada to North California between the ages of 25 to 65.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

Summer Concert Serier Poster for 2016

All different shaped ads

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Denise Acosta TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Denise Acosta
Title	Events Coordinator
Organization	Port of Anacortes

Application

Project Detail

Project name	SHIPWRECK DAY
Date(s) of project	JULY 15, 2017
Amount of funding requested	\$1,000.00
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Click here to enter text.
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	20-8721928
Contact name	VALERIE TIBBETTS
Mailing address	P O BOX 125
Email address	VALTRAVELQ@HOTMAIL.COM
Phone	360-299-9390

Project Questionnaire

Describe your project.

Our event is a one day massive garage sale done as a fundraiser for our Rotary Club.

Describe with specificity what aspects of your project you would spend the requested funds on.

Funds would be used to advertise the event in Anacortes, Skagit County, and Whatcom County

Promotion

Describe how you will promote your project to attract tourists.

This is an established event so advertising the date and soliciting vendors with ads, website and news stories results in high attendance.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Our website will reference the Chamber of Commerce for local information. Vendors use lodging venues as do attendees.

Budget

Describe the overall budget for your project.

Budget for this event is approximately \$5,000.00

What percentage of that budget are you requesting from the city?

20%

What would you cut from your proposed project if your application is not fully funded?

We would do fewer adds outside Skagit County.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	5000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	1000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business				
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	400	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	300	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Since this is a quick one day even, tracking can only be judged by restaurant fullness, lodgin no vacancy status and approximate visitors to the event that normally has over 225 vendors and about 450 booths.

Describe the prior success of your project in attracting tourists.

For 37 years this one day event has consistently attracted visitors and vendors with a steady growth pattern. Going from 137 vendors and 174 booths in 1997 to 238 vendors and 453 booths in 2016.

Describe your target tourist audience (location, demographics, etc.)

Target tourists audience is surrounding counties but vendors come from other states as well. Per our phone contacts we know RV people, yacht renters, and visitors plan vacation time specifically for this event.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement

form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.

- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Valerie Tibbetts TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Valerie Tibbetts
Title	Shipwreck Committee Chair
Organization	Rotary Club of Fidalgo Island

Application

Project Detail

Project name	Skagit Valley Tulip Festival Official Brochure
Date(s) of project	April 1-30, 2017
Amount of funding requested	\$2,400
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Skagit Valley Tulip Festival
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1662982
Contact name	Cindy Verge
Mailing address	PO Box 1784, Mount Vernon, WA 98273
Email address	cindy@tulipfestival.org
Phone	(360) 428-5959

Project Questionnaire

Describe your project.

Every April the Skagit Valley Tulip Festival brings people from around the world to Skagit Valley to enjoy festival activities, stay in area hotels, eat in area restaurants and shop in area shops. In 2016 we recorded people coming from all 50 United States and 93 countries around the world. Our website, www.tulipfestival.org, logged 544,320 unique visitors, generating over 2.6 million page views. The 2016 tulip bloom began before the official start of the festival, but attendance held strong throughout April with growers recording attendance levels well over 2015 levels. We are applying for funding to design, print and distribute 200,000 copies of our official brochure.

We use the brochure to guide people here to Skagit Valley. The brochure is distributed electronically via our website and in hard copy through Certified Folder Display services, from our office by individual request and bulk requests, and through all the Skagit County visitor centers located in the various cities and town. The brochure is a proven marketing tool that brings in visitors.

Describe with specificity what aspects of your project you would spend the requested funds on.

The funds would be used to pay the designer, printer, Certified Folder Display Service, and to mail cases and individual brochures to people requesting them.

Promotion

Describe how you will promote your project to attract tourists.

The 200,000 brochures we will produce will be used to promote the festival. 85,000 will be distributed through Certified Folder Display service (from south King County, north through Vancouver, BC, including Visitor Centers), thousands will be mailed out through our office, and we will supply the Skagit County Visitor Centers with brochures for their use both during, before and after the festival. We find that our brochures are used year-round as they provide visitors with a very good map and an area guide to hotels and restaurants, plus other attractions.

Surveys taken during the 2016 festival indicate that about 18% of our visitors stay overnight in Skagit Valley, equally divided between paid accommodations and staying with friends and family. We estimate that 350,000+ people attend the festival each year. We promote coming to the festival for multiple days and publish itineraries on our website showing multi-day stays.

Our brochure and website are proven marketing tools bringing in people from outside 50 miles away; we find that many of these people do indeed plan multi-night stays. Our visitors often make return trips as well. The festival has information available year-round and helps people plan visits throughout the summer. These are all multi-day visits.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We have several events and activities that occur in Anacortes and we will promote all of those in our brochure and on our website. In addition, Anacortes hotels and restaurants are also listed in our brochure under places to eat and stay. We are proud that Anacortes Brewery/Rockfish Grill produces the Official Beer of the festival.

Budget

Describe the overall budget for your project.

Total Cost for Brochure Design, Printing, Delivery and Distribution:

Printing, Delivery and Design	\$24,950
Certified Folder Display Distribution	\$ 7,300
Mailing and Distribution	\$ 7,500
Total	\$39,750

What percentage of that budget are you requesting from the city?

6%

What would you cut from your proposed project if your application is not fully funded?

We would likely cut out some of the mailing and distribution costs – sending fewer cases out.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Overall attendance	350,000			
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	150,500 <i>overnight 63,000</i>			
Number of people traveling from another country or state outside of their place of residence or their business	<i>35,000</i>			
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	4,900			

	Estimate	Actuals		
	2017	month/year	month/year	month/year
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	1600			

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We will conduct an on-line survey of people who attend the festival asking them the questions. We will ask our vendors for attendance figures as well. We also track attendance figures in our office for the festival. We will ask the area visitor centers for the number of people coming in during the month of April.

Describe the prior success of your project in attracting tourists.

We bring people from all over the world. In 2016 we recorded visitors from 93 countries and all 50 United States. Our website, with 544,000+ unique visitors reaches a worldwide audience, generating traffic from 142 countries, with the top 10 being (in order) United States, Canada, India, United Kingdom, Australia, Brazil, Mexico, Hong Kong, Netherlands, and Germany. The top 10 states logging website traffic were Washington, California, Alaska, Texas, Oregon, New York, Florida, Colorado, Illinois, and Arizona. We have over 47,000 people liking and following us on Facebook, both during the festival and year-round. These people download our brochure, use it when they come here and pick up our brochure from visitor centers around the state.

Describe your target tourist audience (location, demographics, etc.)

Our target audience is people who travel, like flowers and like the outdoors. Many of our visitors are women with families. The majority of our visitors are in the 40 to 60-year-old range.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

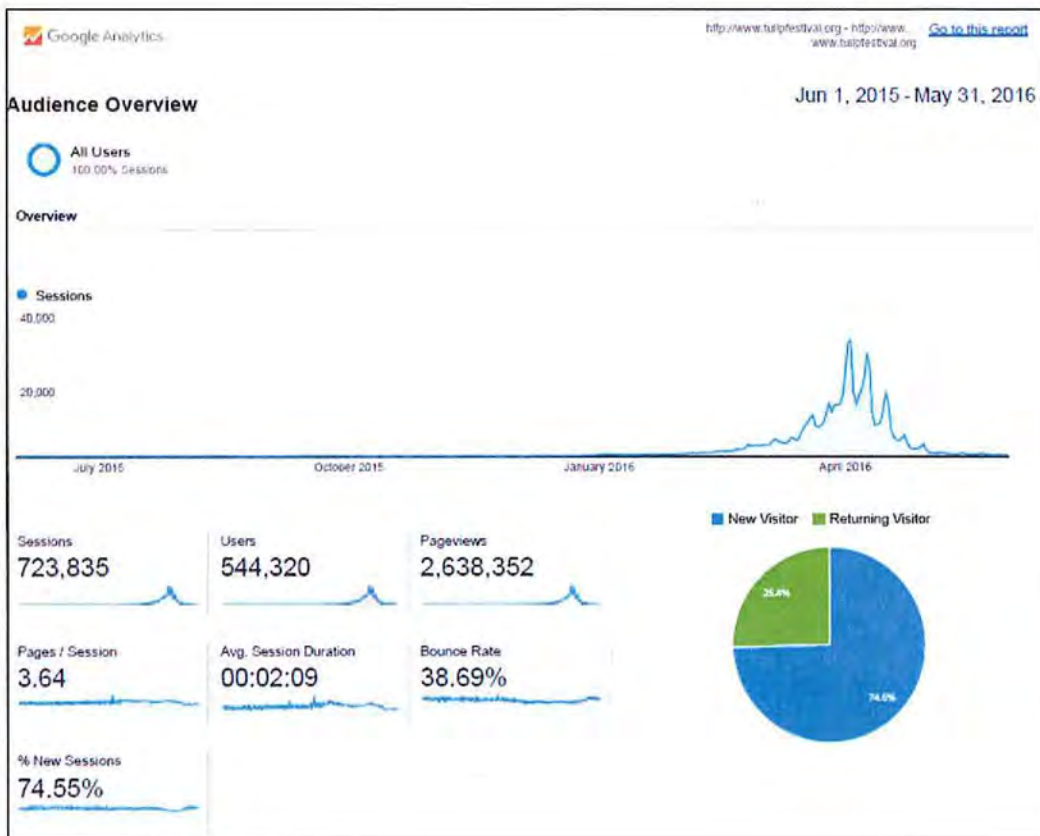
Snapshot of website demographics
Copy of 2016 Skagit Valley Tulip Festival Brochure

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	 TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Rachael Sylte
Title	President, Board of Directors
Organization	Skagit Valley Tulip Festival

Google Analytics Snapshots for www.tulipfestival.org



Country	Sessions	% Sessions
1. United States	663,596	91.68%
2. Canada	55,042	7.60%
3. India	792	0.11%
4. United Kingdom	391	0.05%
5. Australia	264	0.04%
6. Brazil	214	0.03%
7. Mexico	211	0.03%
8. Hong Kong	193	0.03%
9. Netherlands	193	0.03%
10. Germany	184	0.03%

City	Sessions	% Sessions
1. Seattle	180,428	24.93%
2. Bellevue	24,550	3.39%
3. SeaTac	23,099	3.19%
4. Vancouver	17,614	2.43%
5. Anchorage	14,875	2.05%
6. Everett	14,355	1.98%
7. Redmond	14,338	1.98%
8. Kent	13,403	1.85%
9. Vancouver	13,066	1.81%
10. Tacoma	12,307	1.70%

Application

Project Detail

Project name	Anacortes Vintage Market
Date(s) of project	April 28 & 29, October 20 & 21
Amount of funding requested	April 2017 -10,000 , October 2017 -10,000 \$20,000 total.
Type of qualifying project	☒ X Tourism Promotion/Marketing ☒ X Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Stacia Doyle
Type of applicant	☐ Individual ☐ Non-profit corporation ☐ Public agency ☒ X Other: LLC- 1 member
Federal tax ID #	81-1017991
Contact name	Stacia Doyle
Address	700 Haddon Rd
Email address	stacytom98@gmail.com/stacy@sassyfrassco.com
Phone	360-840-5133

Project Questionnaire

Describe your project.

Anacortes Vintage Market is a 2 day shopping event. Patrons come to town to purchase Vintage, Antique, Garden, repurposed and hand crafted items.

Friday night event is 6-9PM. Saturday is from 9-4PM

Describe with specificity what aspects of your project you would spend the requested funds on.

Additional marketing and increasing the venue size to accommodate visitors and create a welcoming, non congested, pleasant experience that will keep them coming back. Most patrons also dine in town and continue to shop and spend money in local establishments.

Promotion

Describe how you will promote your project to attract tourists.

Online social media – Posters, Postcards, out of town Vintage shows, e-mails, Mailed postcards. All of my vendors distribute postcards at other vintage shows around the state; 10,000 have been printed and distributed.

Statistics from the April event show the online sales came from social media, postcards from other shows, and posters. I spend over 20 hours a week promoting this event online. I am a one woman show and fund this show out of my own pocket.

October show I sent out posters & poster packet to every antique dealer from Blaine to Vancouver, WA.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

I have built a specific website dedicated to the promotion of the show and have integrated social media into it. I promote hotels stays in town while promoting my event online. I promote overnight stays in Anacortes on social media and have promotions on my website.(I am very good at online marketing and I'm very proud of that.) Twitter, yelp, facebook, instagram all promote the website an event. Special promotions are run online to help increase overnight traffic. My social media is all interactive (Not everyone interacts with their social media informational pages or events.)

Budget

Describe the overall budget for your project.

My current budget is 21k+ I would like it to be 31k+ in order to be able to have a second tent with heat, and appropriate lighting, generator fuel will be required to keep the heat and lights in the tent.

What percentage of that budget are you requesting from the city?

30%

What would you cut from your proposed project if your application is not fully funded?

The second tent and additional advertising. I'm not going to invite the state if I don't have a venue big enough to provide a great experience that keeps them coming back. The city wants people to come and stay..... there is not a venue big enough to provide the space for the amount of people that will come to this event with statewide & CANADIAN aggressive advertising.

Aggressive advertising is needed for attendance outside of 50 miles. I provide a multitude of outlets for local advertising but if the city wants the overnight more funding is needed.

The tents do not pay for themselves with vendors. I actually lose money by trying to create a bigger venue. To rent the Port Transit shed is \$2500... a huge building with heat electricity and doors that lock. To rent a 30x70 event tent with heat, lights, electrical permit, generator to run the heat and no locking door which in turn means I have to hire security to watch the tent is \$3000+ (1 tent only). People putting on these events should not be expected to foot the entire bill to "create a venue" because this town has not built one to suit a large scale indoor event. Assistance seems critical in order to bring the people to town for a pleasant experience. If event holders lose money by putting on an event, these events will not be worth the effort for an individual or business. The city can't expect anyone to put on events for their benefit while the event holders lose money trying to increase venue size.

I can put on a fabulous event, but I need them to enjoy themselves enough to tell all of their friends and bring them back next time!!

NOTE: In order to have an unlimited number of guests, to meet fire code both big garage doors in the Port Transit Event Center have to remain open. One event tent is mandatory in order not to create a wind-tunnel with the doors being open.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals	
	April 2017 October 2017	October 2016	April 2016
Overall attendance	Waiting list for vendors to get in for April Show- Patrons that can't make the Oct 2016 are asking to buy tickets for April 2017 show.	35 vendors with 43 booths- Estimated Friday attendance 285 tickets sold +	200 Friday 2889 Saturday

	Estimate	Actuals	
	April 2017 October 2017	October 2016	April 2016
	Friday night event attendance 400+ Saturday attendance 3500-5000+	(still selling tickets) 3500-5000 Saturday	
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	Increasing advertising from Bellingham to Blaine a substantial increase.	Incomplete data- wont know until after Oct 15 estimated more than April 2016 Over 75% so far are from out of town	25% 50+MILES 80% OUT OF TOWN
Number of people traveling from another country or state outside of their place of residence or their business	Shooting for 10% or more.....	Additional advertising in Canada for This show and as of Oct 3, 3% from Canada for Friday night	1% Canada
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	Over 25	So far 20+ from patrons with more coming in. Vendors TBT	.Insufficient data- hotels/motels are not equipped to track for this event, or don't do it.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	Over 25	Projected with vendors 25+ 13 rooms booked from patrons for Friday night already.	16 from vendors alone. 17 Patrons reported having stayed the night before specifically because of this show. 33 CONFIRMED rooms from April

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Ticket Tailor – ticket app – Online ticket sales. For the October event I installed a survey asking people if they stayed, ate, bought gas or shopped while in town.

Personal Surveyor at event tracking zip codes at the door. (In the past, similar events had a chamber rep polling shoppers, there was no chamber rep at my April event.) If the Chamber does not have a rep at this event I will be taking zip codes at the door to the best of my ability.

Describe the prior success of your project in attracting tourists.

April 2016 - 2,889 in attendance on Saturday – SOLD out VIP function on Friday night (200)

October 2016- 285 tickets sold and climbing..... 350+ tickets will be sold for Friday night

April 2017- up to 500 (Friday night will always be limited because it will always be a VIP event)

There will be an UNLIMITED number available for Saturday.

Describe your target tourist audience (location, demographics, etc.)

Canada-Vancouver WA.

Demographic tends to be 85% woman ages 25-65+ SHOPPERS

I have a survey asking how many people dine in town at another establishment before or after this event , and over 90% said YES THEY DO DINE in Anacortes.

I advertise in Oregon, Idaho, California, Canada, Wyoming and Montana as well as Washington.

I am target specific with my advertising. People come "junkin'" from EVERYWHERE!

I have very high standards and expectations for my event. I intend to keep growing until that is not possible. I don't see this as a trend, I believe this is a long term sustainable event that people will keep coming back for.

Attachment

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

you can check out the web sites and social media sites. www.anacortesVintageMarket.com

All material from the previous show is gone,... new app, Didn't know it was needed or I would have kept some . Wasn't required in the 2016 app.

Banners are up all over town at the moment. I have included some post cards with this report.

Over 10,000 cards went out. April 2017 show card will be distributed at the October 2016 show. (This is not the Spring final poster, just a reminder to "Save the Date".) Promotion for the Spring show starts NOW!

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable. NOT APPLICABLE
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.

- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	STACIA DOYLE
Printed name	Stacia Doyle
Title	Owner
Organization	Sassy Frass Company LLC

Sassy Frass Co. Presents:



Anacortes Vintage Market

"April in Paris!"



A spectacular
vintage show like no
other!

April
28 & 29
2017

AnacortesVintageMarket.com

100 Commercial Ave. Anacortes, WA.



Anacortes Vintage Market

Fall Vintage & Gift Show

Vintage - Home décor - Junk Salvage - Antiques -
Repurposed-Hand Crafted

Special VIP sip & shop event

(Limited ticket sales)

Friday October 14th - 6-9pm \$20

GENERAL ADMISSION

Saturday October 15, 2016

9AM-4PM

\$7 entry

Online or at the door.

\$5 entry the "day of" with a 2 can food
donation. Proceeds benefit a local
Anacortes food bank.

Get your tickets TODAY!

www.AnacortesVintageMarket.com

<http://buytickets.at/anacortesvintagemarket>

Port Transit Event Center 100 Commercial Ave.



FALL in love
with
VINTAGE!



Vintage finds
Junk salvage
Antiques
Repurposed
Home decor



Saturday October 15 9AM-4PM

Vintage & Gift Show

www.AnacortesVintageMarket.com



City of Anacortes
Tourism Lodging Tax Expenditure Report

Official Report Form is due for all Events Funded

1. Organization: _____
2. Event Name(s): _____
Event Date(s): _____
Tourism Facility Used: _____
3. Total Lodging Tax funds allocated to this event or facility \$ _____
4. Estimated total event attendance or user count for the facility: _____
Describe methodology used to determine this figure
5. Estimated percentage of total attendance for event or facility by (list separately)
1) tourists: _____ %
2) people who traveled more than 50 miles: _____ %
3) people who stayed overnight: _____ %

Describe methodology used to determine this figure

6. Estimated total room nights generated _____

Describe methodology used to determine this figure

7. Any other information that demonstrates the impacts of the festival, event or tourism-related facility owned by a non-profit organization or local jurisdiction (please describe):

Submitted by: _____

E-mail or phone number: _____

Date: _____

RETURN TO CITY OF ANACORTES
PLANNING, COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
PO BOX 547
ANACORTES, WA 98221

Stewart, Joann

From: Measamer, Don
Sent: Tuesday, December 06, 2016 3:47 PM
To: Stewart, Joann
Subject: FW: LTAC recommendation

For the LTAC CC Packet please

Don Measamer, Director | Planning, Community & Economic Development Department
P.O. Box 547 | 904 6th Street | Anacortes, WA 98221
360.299.1942 (work) don@cityofanacortes.org

From: Stephanie Hamilton [mailto:shamilton@anacortes.org]
Sent: Tuesday, December 06, 2016 3:34 PM
To: Measamer, Don <don@cityofanacortes.org>; Gere, Laurie <laurieg@cityofanacortes.org>
Subject: LTAC recommendation

Dear Don and Laurie:

As you know the LTAC will be making their recommendation to city council on what contracts will be awarded in 2017. The chamber is thrilled that they recognized the great works that the Destination Marketing Organization does to promote Anacortes and has raised the amount we will spend on behalf of the community by \$25,000. Our Marketing and Promotions Director, Amanda Hubik, and her team on the Marketing and Promotions Division will be meeting to direct that budget this week.

To stay within the 25% savings as directed by the Tourism Strategic Plan, the LTAC cut the funding of the operations of the VIC to \$59,600.

I am requesting that the VIC contract be removed from the LTAC funding applications for the vote at the December 12, 2016 city council meeting so that we may have a meeting with the LTAC to discuss.

We appreciate your partnership in tourism promotion.

Enjoy the Day,

Stephanie Hamilton, IOM
President
Anacortes Chamber of Commerce
360.293.7911
www.anacortes.org

Water General facilities charges.

2016 RATES			2017 Actual		2018 Estimate	
Meter Size (Inches)	GFC In-City	Including taxes & fees	GFC In-City	Including taxes & fees	GFC In-City	Including taxes & fees
5/8 x ¾	\$ 2,639.40	\$ 3,942.87	\$ 2,703.69	\$ 4,038.91	\$ 2,757.76	\$ 4,099.83
1	\$ 3,563.19	\$ 4,983.66	\$ 3,649.98	\$ 5,105.05	\$ 3,722.98	\$ 5,187.30
1½	\$ 7,126.37	\$ 8,998.16	\$ 7,299.96	\$ 9,217.34	\$ 7,445.96	\$ 9,381.83
2	\$ 11,402.19	\$ 13,815.56	\$ 11,679.94	\$ 14,152.09	\$ 11,913.54	\$ 14,415.27
3	\$ 22,804.39	\$ 26,661.95	\$ 23,359.88	\$ 27,311.41	\$ 23,827.08	\$ 27,837.78
4	\$ 35,631.86	\$ 41,114.14	\$ 36,499.82	\$ 42,115.64	\$ 37,229.81	\$ 42,938.10
6	\$ 71,263.72	\$ 81,259.12	\$ 72,999.63	\$ 83,238.51	\$ 74,459.63	\$ 84,883.43
8	\$ 114,021.95	\$ 129,433.10	\$ 116,799.41	\$ 132,585.96	\$ 119,135.40	\$ 135,217.82
10	\$ 163,906.55	\$ 185,636.07	\$ 167,899.16	\$ 190,157.98	\$ 171,257.14	\$ 193,941.29

Sewer General facilities charges.

2016 RATES			2017 Actual		2018 Estimate	
Type	GFC In-City	Including taxes & fees	GFC In-City	Including taxes & fees	GFC In-City	Including taxes & fees
Singe Family	\$ 8,358.28	\$ 8,987.40	\$ 8,561.88	\$ 9,206.33	\$ 8,733.12	\$ 9,390.46
Duplex	\$ 16,716.56	\$ 17,974.79	\$ 17,123.76	\$ 18,412.66	\$ 17,466.23	\$ 18,780.92

Storm General facilities charges.

2016 RATES			2017 Actual		2018 Estimate	
Type	GFC In-City	Including taxes & fees	GFC In-City	Including taxes & fees	GFC In-City	Including taxes & fees
Per 2,000 square feet of impervious area	\$ 1,408.06	\$ 1,514.04	\$ 1,442.36	\$ 1,550.93	\$ 1,471.21	\$ 1,581.95

FUTURE YEAR ESTIMATES BASED ON 2% INCREASE



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning December 19, 2016

Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes, vouchers and consent agenda items is not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

December 19, 2016

- Ordinance 2992: Title 19, Land Use Permit Procedures (Action)
- Finance Update (Discussion)
- Ordinance 2996: Amending the 2016 Budget (Year End) (Action)
- Ordinance 2990: Amending 2016 Budget for Equipment Rental & Replacement Transfer (Discussion/Possible Action)
- Contract Revision: Navia Benefit Solutions

December 27, 2016

Special Meeting: MEETING MAY BE CANCELLED

January 3, 2017

January 9, 2017

- Resolution ____ : Establishing Fees for the Storm Water Utility and Ordinance 2979 Removing Storm Rates from AMC (Discussion/Possible Action)
- Resolution ____: Establishing Fees for the Water Utility (Discussion/Possible Action)

January 17, 2017

January 23, 2017

February 6, 2017

- Closed Record Public Hearing, Conditional Use Permit to Permit Construction of Private Parking Lot in the R4 Zoning District, CUP-2016-1003

February 13, 2017

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Planning, Monday, Dec 12, 2016, 3:00 PM, Main Conference Room, City Hall
- Public Safety, Tuesday, Dec 13, 2016, 4:30 PM, Main Conference Room, City Hall
- Finance, Wednesday, Dec 14, 2016, 5:00 PM, Johnny Picasso's, 501 Commercial Avenue
- Public Works, Monday, Dec 19, 2016, 4:30 PM, Mayor's Office, City Hall
- Planning, Tuesday, Dec 27, 2016, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Dec 28, 2016, 5:00 PM, Johnny Picasso's, 501 Commercial Avenue
- Public Works, Tuesday, Jan 3, 2017, 4:30 PM, Mayor's Office, City Hall
