

**** Per Governor's emergency [Proclamation 20-28](#) issued March 24, 2020, agencies are required to meet completely remotely without providing for a physical location. Agencies are prohibited from taking "action," as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency, until such time as regular public participation under the Open Public Meetings Act is possible.**

**** Per Section 3 of Anacortes [Resolution 2082](#) Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic, adopted by the Anacortes City Council on March 16, 2020:**

- All in-person Committee meetings of the City Council are cancelled. Council and committee meetings may be held telephonically regardless of whether the City has the capability of video recording meetings.
- The public comment portion of Council meetings and any scheduled public hearings are temporarily suspended to discourage public in-person attendance of City Council meetings.
- Meetings may be viewed live or viewed after the fact on the [City of Anacortes website](#) or on [Channel 10](#).
- The public may also listen to the meeting by phone: 312-757-3121, Access Code: 373-576-877
- The public is encouraged to comment via [email](#) or written comment addressed to: City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to 5:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

**** This meeting will be held electronically only ****

May 4, 2020
6:00 p.m.

PRELIMINARY AGENDA

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

1. **Call to Order**
2. **Announcements and Committee Reports**
 - a. COVID-19 Update
 - b. IT Committee
 - c. Public Works Committee
 - d. Planning Committee
3. **Consent Agenda (Action)**
 - a. Minutes of April 27, 2020
 - b. Approval of Claims in the amount of: \$772,586.24
 - c. Interlocal Agreement: Cooperative Purchasing Agreement with City of Seattle
#20-123-IDS-001
 - d. Contract Award: 2020 Asphalt Overlay - Utility and Pedestrian Improvements Project
#20-001-TRN-001
4. **Public Hearings**
 - a. **** Continued Modified Public Hearing: City of Anacortes CDBG Consolidated Plan:
2020 Annual Action Plan (Action)**
****To comment please call 360.293.1904 and you will be routed into the meeting. ****
5. **Other Business**
 - a. Resolution 2087: Electronic Signature Policy (Discussion/Possible Action)
6. **Adjournment**



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning May 11, 2020

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 and vouchers are 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.

May 11, 2020

May 18, 2020

May 26, 2020

- Monthly Finance Update and COVID-19 Impacts (Discussion)

June 1, 2020

June 8, 2020

June 15, 2020

June 22, 2020

July 6, 2020

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Public Works, Monday, May 4, 2020, 5:00 PM, Teleconference
- Port/City Liaison, Tuesday, May 5, 2020, 8:30 PM, CANCELLED
- Fiber, Thursday, May 7, 2020, 2:30 PM, Teleconference
- Housing Affordability & Community Services, Monday, May 11, 2020, 4:00 PM, Teleconference
- Planning, Monday, May 11, 2020, 5:00 PM, Teleconference
- Finance, Wednesday, May 13, 2020, 5:00 PM, Teleconference
- Community Center / Pool, Thursday, May 14, 2020, 3:30 PM, TBD
- Public Works, Monday, May 18, 2020, 5:00 PM, Teleconference
- Fiber, Thursday, May 21, 2020, 2:30 PM, Teleconference
- Parks & Recreation, Thursday, May 21, 2020, 6:00 PM, TBD
- Planning, Monday, May 25, 2020, 5:00 PM, Teleconference

City Council Minutes – April 27, 2020

Mayor Laurie Gere called to order the Anacortes City Council meeting of April 27, 2020 at 6:00 p.m. Councilmembers Jeremy Carter, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller all participated in the meeting in absentia via video conference.

Announcements and Committee Reports

COVID-19 Update: Mayor Gere reported on current COVID-19 case statistics in Skagit County and the City of Anacortes, on the newly opened testing facility in Mount Vernon, and on the Governor's re-opening of certain construction projects and state facilities.

Personnel Committee: Ms. Cleland-McGrath reported from the committee meeting on April 23 which included a staff update on collective bargaining agreements, on wastewater treatment plant staffing during the COVID-19 emergency, and on seasonal workers.

Fiber Committee: Mr. McDougall reported from the committee meeting the prior Thursday. He reported on construction status in the first zones, the take rate in Old Town and the other pilot zones, NoaNet's design for the aerial expansion area, and the transition of City facilities to Anacortes fiber. Mr. Miller reminded that the target for the pilot zones was a 35% take rate and said he was now optimistic that would be achieved.

Planning Committee: Mr. Walters reported from the committee meeting earlier in the evening which addressed the public hearing schedule later on the agenda, a possible code update regarding short term rentals, and whether the Tommy Thompson train proposal should be considered by the Planning Committee. He advised that the committee deferred the latter matter back to the Museum Committee.

Public Comment

Per Section 3 of Resolution 2082 Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic, adopted by the Anacortes City Council on March 16, 2020, the public comment portion of Council meetings and any scheduled public hearings were temporarily suspended to discourage public in-person attendance of City Council meetings. The public was encouraged to comment via email or written comment addressed to: City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to the meeting become part of the record for the meeting, just as if presented in person.

Consent Agenda

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

- a. Minutes of April 20, 2020
- b. Approval of Claims in the amount of: \$836,183.14
- c. Contract Award: Depot Plaza Restroom - CXT Concrete Building Purchase #20-069-PRK-002
- d. Contract Award: Pump Station 16 Pump Electrical Upgrade - Control Systems #20-118-SEW-002

The following vouchers/checks were approved for payment:
EFT numbers: 96960 through 96990, total \$770,519.80
Check numbers: 96991 through 97002, total \$44,984.69
Wire transfer numbers: 266181 through 267639, total \$12,612.86

PUBLIC HEARINGS

Modified Public Hearing: City of Anacortes CDBG Consolidated Plan: 2020 Annual Action Plan

Mayor Gere explained that per Governor Inslee's Proclamation 20-28, in the interest of public health, the City was not required to host in-person public meetings to meet the requirements of the Open Public Meetings Act. However, the City was required to limit its agenda items during the pendency of the COVID-19 emergency to those items that are necessary and routine or related to the COVID-19 emergency. The mayor advised she had made the determination that the public hearing on the CDBG Consolidated Plan was necessary because it had the potential to make additional funds available to help the community through the challenging financial time caused by the pandemic. She noted that the public had the opportunity to participate in the public hearing via telephone by calling 360-293-1904 or by providing written comment.

Mayor Gere opened the public hearing.

Planning Director Don Measamer noted that the hearing would be left open to conclude at the City Council meeting on May 4, 2020. Mr. Measamer summarized the proposed revisions to the 2020 Action Plan originally proposed, referring to the staff memo in the packet materials for the meeting. The revisions would allocate \$160,000 for business stabilization grants to local small businesses and the remaining \$8,183 of awarded funds for food bank support through the Community Action Food Distribution Center. He noted that grant applicants would need to verify that at least 51% of their employment force was low to moderately low income. Mr. Measamer said the staff anticipated having a draft application ready for review within days. He added that no written comments had been received since the opening of the published public comment period on April 24.

Mr. Measamer requested Council feedback on several parameters for the program.

- Home-based businesses: After considerable discussion, councilmembers generally agreed that home-based businesses should not be precluded from applying but that scoring should favor locally owned businesses with downtown storefronts and applicants who would use the grants to cover rent/mortgage payments and utilities.
- Employee count: Councilmembers discussed whether grants should be limited to businesses with a maximum employee count. Mr. Measamer suggested applications be limited to businesses with not more than 30 employees with a maximum of \$10K awarded per business. Councilmembers did not object.
- Franchise businesses: Mr. Measamer reported that the Planning Committee felt that franchise businesses should not score as highly as non-franchise businesses. Councilmembers did not object.
- Local ownership: Mr. Measamer reported that the Planning Committee recommended that awardees should be headquartered in Anacortes. Councilmembers concurred.
- Gross Income: Mr. Measamer asked if applications should be limited to businesses earning under some threshold amount. No decision was reached on this parameter.

Councilmembers generally favored allowing as many businesses as possible to apply and awarding up to \$10K per business but allowing for smaller awards per business depending on the requests. Ms. Moulton reminded that the intent of the HUD funds was to help individuals retain their jobs and prevent potential homelessness.

Mr. Carter asked what would happen if the City awarded CDBG funds to a business that later received a payroll protection plan loan. Mr. Measamer said staff would consult with the city's HUD representative on that question.

Mr. Measamer said that staff would bring the sample application and scoring sheet to Council for consideration and approval at the May 4, 2020 City Council meeting, then would publish the program as widely as possible.

He noted that \$68K of the HUD funding would be available for immediate award once the Council approved the Action Plan but that the remainder of the funds would not be available from HUD until July 1.

Mayor Gere left the public hearing open to continue at the May 4, 2020 regular City Council meeting.

OTHER BUSINESS

Resolution 2085: Extending the Duration of Resolution 2082 Providing Temporary Procedures to Respond to the COVID-19 Epidemic

Finance Director Steve Hoglund presented the Resolution 2085 as included in the packet materials for the meeting. Mr. Miller asked to specify an end date and suggested July 31, 2020. Several councilmembers voiced support to establishing an end date, acknowledging that some provisions of the original Resolution 2082 would likely be continued through year end.

Mr. Walters moved, seconded by Mr. Young, to approve Resolution 2085 amending Section 1 to read “until *July 31, 2020 or earlier if rescinded by future City Council resolution.*” Vote: Ayes – Young, Walters, Cleland-McGrath, Moulton, McDougall, Miller and Carter. Motion carried.

There being no further business, at approximately 7:00 p.m. the Anacortes City Council meeting of April 27, 2020 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 May 4, 2020 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
266083	3/1/2020	DUES 2020-00352	WASHINGTON ASSOCIATION OF	WASPC ASSOCIATE DUES; CAPT FULLER AND CAPT FLOYD	\$ 150.00	apd
266118	3/4/2020	1335723	SURETY PEST CONTROL	RODENT CONTROL	\$ 50.00	parks1
266905	3/5/2020	1991658702	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$ 79.52	finance
266110	3/10/2020	8406661	SKAGIT VALLEY HERALD	WTP SUBSCRIPTION 4/520-4/4/21	\$ 244.40	dwtp
266451	3/12/2020	91910	BLYTHE PLUMBING & HEATING, INC	AIR HANDLING UNIT REPAIR @ FIRE STATION 1	\$ 1,028.48	pwfac
266318	3/12/2020	1335042	SURETY PEST CONTROL	PEST CONTROL	\$ 44.57	museum
266462	3/17/2020	1332686	SURETY PEST CONTROL	RODENT CONTROL @ CITY HALL	\$ 43.48	pwfac
266017	3/19/2020	300-10070269	ALL BATTERY SALES & SERVICE	NITRILE BLACK GLOVES; L AND XL	\$ 253.38	apd
266309	3/19/2020	185323	NAPA	8 IN PC LAMP KIT W/GRMT #513	\$ 43.46	dshop
266310	3/19/2020	185325	NAPA	POWER STEERING CAP #90001	\$ 8.94	dshop
267892	3/20/2020	3800	NW CLEANERS	JANITORIAL SERVICES - MARCH 2020	\$ 4,001.00	pw1
266116	3/20/2020	R0011231	PAINTER'S ALLEY	SAFETY GLOVES	\$ 206.78	dwtp
266312	3/22/2020	8129450527	SHRED-IT USA, LLC	CONTAINER SHREDDING - CITY HALL 3/13	\$ 51.84	hr
266385	3/22/2020	8129448059	SHRED-IT USA, LLC	OLD RECORDS DESTROYED - APD 3/13/20	\$ 63.92	apd
266422	3/23/2020	844702	BAYSHORE OFFICE PRODUCTS INC	COPY PAPER	\$ 45.18	shopcc
266417	3/23/2020	x20-25853	BUDGET TOWING & AUTO REPAIR	GARBAGE TRUCK TOWING	\$ 611.44	shopcc
266185	3/23/2020	R0011242	PAINTER'S ALLEY	SAFETY GLOVES	\$ 218.94	dwtp
266409	3/23/2020	101148894688	PETERSEN BROTHERS, INC	10' CONCRETE BARRIER- FIBER	\$ 1,180.44	wdistcc
266512	3/23/2020	163409912	QC SUPPLY	QC SUPPLY WORK BOOTS PKS MAINTENANCE	\$ 46.82	pkreccc
266416	3/23/2020	10465a 10463a	RPM PERFORMANCE, LLC	LINE X SPRAY ON BED LINERS #190 #191	\$ 1,155.92	shopcc
266499	3/23/2020	10474a	RPM PERFORMANCE, LLC	LINE X BED LINER #188	\$ 577.96	shopcc
266424	3/23/2020	1332720	SURETY PEST CONTROL	STA 2: MARCH	\$ 44.57	afdcc
266410	3/24/2020	E52659/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 33.24	wwtpcc
266412	3/24/2020	E52543/1	ACE HARDWARE	FACILITY USE ITEMS	\$ 11.73	pwfaccc
266414	3/24/2020	E52415/1	ACE HARDWARE	FIBER USE ITEMS	\$ 54.73	fibercc
266423	3/24/2020	E52587/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 31.28	wwtpcc
266425	3/24/2020	111-8435682-5062638	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 63.16	wwtpcc
266492	3/24/2020	844839	BAYSHORE OFFICE PRODUCTS INC	HAND SANITIZER	\$ 64.96	pwfaccc
266503	3/24/2020	844855	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 27.78	wwtpcc
266415	3/24/2020	OL-1479726	CABLEWHOLESALE	FIBER OPTIC CABLE, INDOOR/OUTDOOR	\$ 233.81	fibercc
266411	3/24/2020	A99574	COASTAL FARM &	SAFETY BOOTS - MIKE H	\$ 139.13	wtpcc
266418	3/24/2020	17-04715-77681	EBAY	PVC SWING / SPRING CHECK VALVE	\$ 9.74	pwfaccc

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266419	3/24/2020	19-04715-56931	EBAY	3/4 SLIP PVC SPRING SWING CHECK VALVE	\$ 22.34	pwfaccc
266421	3/24/2020	I37941	FRONTIER BUILDING SUPPLY	SUPPLIES- #213 DECK PROJECT	\$ 48.09	shopcc
266488	3/24/2020	316787	LEFEBER TURF FARM, LLC	STORVIK SUPPLIES	\$ 28.21	parksccl
266384	3/24/2020	093998	PARAMOUNT SUPPLY COMPANY	2 1/2 IN PSI GAUGE FOR ALUM PUMP 3150	\$ 374.53	dwtpt
266420	3/24/2020	F88919	SEBO'S DO-IT CENTER	PROJECT SUPPLIES- #213 DECK	\$ 48.03	shopcc
266408	3/24/2020	FFCRA March 27 Webin	SUMMIT LAW GROUP, PLLC	MARCH 27 WEBINAR COVID-19	\$ 50.00	hrcccl
266413	3/24/2020	QBGBX-R5A40-006	VISTAPRINT	BUISNESS CARDS A OLSON	\$ 25.00	infosyscc
266489	3/24/2020	1689659	WOOD'S LOGGING SUPPLY	3/8 WIRE ROPE ASSEMBLY	\$ 107.46	wdistcc
266501	3/25/2020	E52936/1	ACE HARDWARE	PLUMBING - WA PARK	\$ 29.27	parksccl
266426	3/25/2020	111-2538366-3703436	AMAZON.COM SERVICES, INC	LUNCH ROOM SUPPLIES	\$ 18.58	wwtpcc
266493	3/25/2020	113-6293853-2917027	AMAZON.COM SERVICES, INC	ALCOHOL WIPES	\$ 17.91	fibercc
266494	3/25/2020	111-4729919-9585012	AMAZON.COM SERVICES, INC	CHILDREN'S BOOKS	\$ 8.30	libcc
266496	3/25/2020	111-8598687-0347403	AMAZON.COM SERVICES, INC	SUPPLIES	\$ 32.61	libcc
266504	3/25/2020	111-4192137-3935413	AMAZON.COM SERVICES, INC	COVID 19 SUPPLIES	\$ 27.16	wwtpcc
266506	3/25/2020	111-7764723-6003431	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 21.21	wwtpcc
266507	3/25/2020	111-6331384-4433003	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 36.00	wwtpcc
266491	3/25/2020	45748	DETECTION INSTRUMENTS CORP	EQUIPMENT MAINTENANCE	\$ 179.54	wwtpcc
266497	3/25/2020	22-04721-55444	EBAY	2" ARCH PUNCH	\$ 32.56	pwfaccc
266500	3/25/2020	F89587	SEBO'S DO-IT CENTER	BULLET RECEP #513	\$ 11.50	shopcc
266502	3/25/2020	F89492	SEBO'S DO-IT CENTER	WA PARK ELECTRICAL	\$ 10.82	parksccl
266490	3/25/2020	303904	SMILEY'S INC	REPAIR PARTS #008A, 714	\$ 36.53	shopcc
266495	3/26/2020	112-9578461-7410660	AMAZON.COM SERVICES, INC	CARGO TRUCK TIE DOWNS #188, #190, #191	\$ 153.90	shopcc
266498	3/26/2020	114-2169865-8658666	AMAZON.COM SERVICES, INC	VINYL WIRE GROMMETS	\$ 16.84	pwfaccc
266508	3/26/2020	111-7579154-4385001	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 37.03	wwtpcc
266509	3/26/2020	111-4868390-2420209	AMAZON.COM SERVICES, INC	COVID 19 PURCHASE	\$ 13.03	wwtpcc
266510	3/26/2020	111-7268544-5050610	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 51.81	wwtpcc
266511	3/26/2020	111-8567066-5685028	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 17.46	wwtpcc
266546	3/26/2020	111-4729919-9585012	AMAZON.COM SERVICES, INC	CHILDREN'S BOOKS	\$ 8.25	libcc

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266551	3/26/2020	111-8678399-1717834	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 15.62	wwtpcc
266552	3/26/2020	111-4192137-3935413	AMAZON.COM SERVICES, INC	COVID 19 SUPPLIES	\$ 27.16	wwtpcc
266694	3/26/2020	844993	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 33.89	museumcc
266549	3/26/2020	E/4984604	CHEVRON AND TEXACO UNIVERSAL	FUEL #900061	\$ 14.76	wdistcc
266536	3/26/2020	361893	CMC	CONFINED SPACE RESCUE MANUALS	\$ 282.62	afdcc
266541	3/26/2020	0188-509032	CONSOLIDATED ELECTRICAL	WIRE	\$ 167.40	wdistcc
266538	3/26/2020	ANA01	EDGE ANALYTICAL, INC	PAID ONLINE 13 EDGE INVOICES	\$ 1,938.00	wtpcc
266539	3/26/2020	FS200325365270	FS.COM, INC.	SPLITTERS, 1X2	\$ 68.00	fibercc
266540	3/26/2020	FS200325545268	FS.COM, INC.	SPLITTERS, 1X4	\$ 65.80	fibercc
266547	3/26/2020	F89847	SEBO'S DO-IT CENTER	PLASTIC, FASTENERS - COVID19 SUPPLIES	\$ 76.07	afdcc
266548	3/26/2020	F89902	SEBO'S DO-IT CENTER	CLEANING SUPPLIES FOR OPS BLDG	\$ 47.09	shopcc
266550	3/26/2020	F89831	SEBO'S DO-IT CENTER	TOOLS	\$ 2.65	parksccl
266537	3/26/2020	186856	USA BLUE BOOK	MAINTENANCE SUPPLIES	\$ 92.50	wwtpcc
266594	3/27/2020	300-10070666	ALL BATTERY SALES & SERVICE	WORK LED LIGHTS, DUPLEX WIRE- SHOP STOCK	\$ 1,107.34	dshop
266670	3/27/2020	112-4367580-7741820	AMAZON.COM SERVICES, INC	CHARGER	\$ 108.60	infosyscc
266673	3/27/2020	113-0368947-8883413	AMAZON.COM SERVICES, INC	WRENCHES	\$ 39.63	fibercc
266674	3/27/2020	113-4330614-5086647	AMAZON.COM SERVICES, INC	TOOLS, CLEANING PICKS	\$ 21.68	fibercc
266682	3/27/2020	112-7951336-3592202	AMAZON.COM SERVICES, INC	BRAKE PAD SET- SHOP STOCK	\$ 117.28	shopcc
266683	3/27/2020	112-2632372-0039427	AMAZON.COM SERVICES, INC	GRATE STEPS RUNNING BOARDS- #194	\$ 396.74	shopcc
266689	3/27/2020	111-2866093-9903404	AMAZON.COM SERVICES, INC	DISINFECTANT BOOT DIP MATS/TRAYS (3)	\$ 440.85	afdcc
266692	3/27/2020	111-1445386-9840209	AMAZON.COM SERVICES, INC	COVID 19 SUPPLIES	\$ 15.21	wwtpcc
266667	3/27/2020	032836	AUTO TECH RESCUE	INTERNATIONAL CLUSTER REPAIR- #602	\$ 125.00	shopcc
266211	3/27/2020	INV04540	BLUE CARD	ADDITIONAL MEMBER TO SUBSCRIPTION	\$ 365.75	medic
266672	3/27/2020	B00659	COASTAL FARM &	TOOLS	\$ 545.18	fibercc
266665	3/27/2020	27319884	LOWE'S BUSINESS ACCOUNT/GEMB	LINE CHALK X 2	\$ 7.57	wtpcc
266668	3/27/2020	E0500ANJ0N	MICROSOFT CORPORATION	AZURE PAY-AS-YOU-GO 2/16-3/15/2020	\$ 22.62	infosyscc
266669	3/27/2020	E0500ANDWI	MICROSOFT CORPORATION	AZURE PAY-AS-YOU-GO 2/16-3/15/2020	\$ 29.00	infosyscc
266664	3/27/2020	F90034	SEBO'S DO-IT CENTER	40PC SOCKET SET- WATER	\$ 12.24	wdistcc
266684	3/28/2020	112-6560108-5261062	AMAZON.COM SERVICES, INC	GRATE STEPS RUNNING BOARDS- #190 & #191	\$ 619.56	shopcc
266685	3/28/2020	112-5985147-2836204	AMAZON.COM SERVICES, INC	10MM OIL CHANGING DRAIN PORT HOSE- #13914	\$ 27.04	shopcc

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266690	3/28/2020	111-9901032-9542626	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES- OPS	\$ 37.70	shopcc
266693	3/28/2020	111-6512376-6873800	AMAZON.COM SERVICES, INC	COVID 19 SUPPLIES	\$ 32.58	wwtpcc
267684	3/28/2020	360-293-9063-0926075	FRONTIER COMMUNICATIONS	STA 3: 3/28 - 4/27/20	\$ 80.59	medic
266666	3/28/2020	198610776	GOTOCITRIX.COM	GOTO MEETING SUBSCRIPTION 3/27/20-3/27/21	\$ 111.13	infosyscc
266675	3/28/2020	123456	SEBO'S DO-IT CENTER	SEBOS PARK SUPPLIES	\$ 39.08	parksccl
266686	3/29/2020	112-6127635-6323407	AMAZON.COM SERVICES, INC	DRILL TAP- #212	\$ 9.47	shopcc
266687	3/29/2020	112-7614982-8107440	AMAZON.COM SERVICES, INC	STEP BOARD MOUNT KIT- #190	\$ 109.20	shopcc
266688	3/29/2020	112-3238192-0685012	AMAZON.COM SERVICES, INC	OIL CHANGING DRAIN PORT HOSE- #13914	\$ 35.84	shopcc
266691	3/29/2020	112-8516454-4953818	AMAZON.COM SERVICES, INC	VELCRO TAPE FOR AMBULANCE - COVID19	\$ 21.71	afdcc
266727	3/30/2020	E54664/1	ACE HARDWARE	FASTENERS	\$ 7.15	shopcc
266722	3/30/2020	111-2330486-4865044	AMAZON.COM SERVICES, INC	CHILDREN'S BOOKS	\$ 14.29	libcc
266723	3/30/2020	112-5724252-8594603	AMAZON.COM SERVICES, INC	SURE GRIP STEP BOARD # 194	\$ 109.20	shopcc
266725	3/30/2020	114-8547331-2557040	AMAZON.COM SERVICES, INC	15 PC HOLE PUNCH TOOL KIT	\$ 32.56	pwfacc
266770	3/30/2020	845155	BAYSHORE OFFICE PRODUCTS INC	DISINFECTING WIPES	\$ 55.11	pwfacc
266769	3/30/2020	8563 51 79072	HOME DEPOT	FACILITY USE ITEMS	\$ 81.47	pwfacc
266717	3/30/2020	F91113	SEBO'S DO-IT CENTER	SEBOS PARK SUPPLIES	\$ 2.65	parksccl
266718	3/30/2020	F91057	SEBO'S DO-IT CENTER	CONSUMABLES	\$ 62.01	fibercc
266728	3/30/2020	F91176	SEBO'S DO-IT CENTER	FASTENERS- #222	\$ 83.45	shopcc
266780	3/31/2020	E55185/1	ACE HARDWARE	FENCING SUPPLIES FOR SEAL PROTECTION; OWNER REIMB 20-A02092	\$ 83.05	apdcc
266857	3/31/2020	300-10070795	ALL BATTERY SALES & SERVICE	DISPOSABLE GLOVES; NEEDED MORE DUE TO COVID-19	\$ 563.07	apd
266724	3/31/2020	112-6033459-9425011	AMAZON.COM SERVICES, INC	CB RADIO'S EQUIP 612, 613, 185, 607	\$ 160.84	shopcc
266768	3/31/2020	112-2742218-7949808	AMAZON.COM SERVICES, INC	EARPIECES FOR 2 WAY RADIO	\$ 100.11	apdcc
266771	3/31/2020	114-8754499-8537007	AMAZON.COM SERVICES, INC	PHONE CASE - IT	\$ 13.03	infosyscc
266775	3/31/2020	112-2597429-8109841	AMAZON.COM SERVICES, INC	SCREEN PROTECTOR, HOLSTER CLIP	\$ 24.94	shopcc
266776	3/31/2020	112-2784421-1156226	AMAZON.COM SERVICES, INC	SPOTLIGHT FOR VEH #206A	\$ 521.76	shopcc

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
266777	3/31/2020	112-8923396-5221854	AMAZON.COM SERVICES, INC	SURE GRIP STEP BOARD MOUNT KIT VEH #191	\$ 104.83	shopcc
266827	3/31/2020	845236	BAYSHORE OFFICE PRODUCTS INC	SANITIZER	\$ 571.00	pwfacc
266772	3/31/2020	I38817	FRONTIER BUILDING SUPPLY	WA PARK UTILITIES UPGRADE	\$ 238.44	parkscc1
267835	3/31/2020	3092542741	LEXISNEXIS	LEGAL RESEARCH PROGRAM MARCH 2020	\$ 322.84	legal
267830	3/31/2020	IN935059	NOANET	PER DIEM - MUNICIPAL FIBER NETWORK OPS, GIS, AND ENGINEERING SUPPORT	\$ 164.00	fiber
266729	3/31/2020	063101	PARAMOUNT SUPPLY COMPANY	4 1/2 IN PRESSURE GAUGE	\$ 224.22	dwtpp
266828	3/31/2020	001-461720	PISTON SERVICE OF ANACORTES	REPLACEMENT BELTS, FILTERS	\$ 755.73	wtpcc
266778	3/31/2020	F91593	SEBO'S DO-IT CENTER	TOOLS AND CONSUMABLES	\$ 62.06	fibercc
266779	3/31/2020	F91720	SEBO'S DO-IT CENTER	FASTENERS, HOSE BARB COUPLING	\$ 14.13	shopcc
266838	3/31/2020	349019	SHELL	FUEL #900061	\$ 18.42	wdistcc
267833	3/31/2020	1676	SKAGIT COUNCIL OF GOVERNMENTS	STAFFING SERVICES FOR GROWTH MANAGEMENT ACT SUPPORT IN SKAGIT COUNTY	\$ 564.51	plan
266837	4/1/2020	E55398/1	ACE HARDWARE	PARK SUPPLY	\$ 3.68	parkscc1
266825	4/1/2020	111-4781316-7545814	AMAZON.COM SERVICES, INC	SHIPPING ON RETURNED ITEM	\$ 14.75	afdcc
266832	4/1/2020	112-2587756-0063401	AMAZON.COM SERVICES, INC	CB RADIO ANTENNA W/TUNING RINGS #185	\$ 43.47	shopcc
266833	4/1/2020	112-8002228-1773830	AMAZON.COM SERVICES, INC	15" FLEX CB ANTENNA'S	\$ 84.75	shopcc
266834	4/1/2020	112-8002228-1773830	AMAZON.COM SERVICES, INC	CB COAX CABLES	\$ 41.28	shopcc
266835	4/1/2020	112-1181829-7708228	AMAZON.COM SERVICES, INC	STUD MOUNTS FOR CB RADIO'S	\$ 38.48	shopcc
266841	4/1/2020	111-7998418-4173007	AMAZON.COM SERVICES, INC	COVID 19 SUPPLIES	\$ 24.96	wwtpcc
267650	4/1/2020	3357262	DAILY JOURNAL OF COMMERCE	LEGAL NOTICE - 2020 ASPHALT OVERLAY-UTILITY AND PEDESTRIAN IMPROVEMENTS PROJECT	\$ 84.00	pw1
266829	4/1/2020	TB-201117455	GOOD TO GO!	WTP - TOLL TO EVERGREEN CONFERENCE IN YAKIMA	\$ 22.50	wtpcc
266883	4/1/2020	8563 61 35461	HOME DEPOT	FACILITY USE ITEMS	\$ 40.82	pwfacc
266824	4/1/2020	PCF21-042020-1376	MUNICIPAL RESEARCH &	BEST PRACTICES TO PREVENT CYBER FRAUD	\$ 35.00	infosyscc
266836	4/1/2020	71	SMART FOODSERVICE	EXAM GLOVES (COVID)	\$ 120.11	afdcc
267243	4/1/2020	1340324	SURETY PEST CONTROL	SURETY PEST CONTROL GRAND VIEW CEM	\$ 50.00	parks1
266826	4/1/2020	1925	THRIFTY CLEANERS	MARCH LAUNDRY	\$ 17.43	afdcc
266839	4/1/2020	478749822	THRIVE COMMUNITY FITNESS	VOLUNTEER MEMBERSHIP - APRIL	\$ 21.69	afdcc
266840	4/1/2020	478749821	THRIVE COMMUNITY FITNESS	2 MEMBERSHIP DUES - APRIL	\$ 43.38	afdcc
266830	4/1/2020	114-10108606	UNITED SITE SERVICES, INC	WTP INTAKE PORTA POTTI	\$ 22.98	wtpcc
266884	4/2/2020	E56120/1	ACE HARDWARE	PPE	\$ 356.45	pwfacc

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
266842	4/2/2020	111-3059819-6105026	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 82.14	wwtpcc
266843	4/2/2020	111-4001099-4535410	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 39.12	wwtpcc
266891	4/2/2020	112-4285680-8773837	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES- SHOP STOCK	\$ 184.77	shopcc
266892	4/2/2020	112-1035932-7871451	AMAZON.COM SERVICES, INC	WIPER BLADES- SHOP	\$ 38.71	shopcc
266897	4/2/2020	111-0380960-2877818	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 7.55	wwtpcc
266893	4/2/2020	B02753	COASTAL FARM &	RAIN BOOTS	\$ 304.34	wtpcc
266889	4/2/2020	662 10 158 21	COSTCO WHOLESALE CORPORATION	COFFEE PODS (ONE BOX AT A TIME)	\$ 36.99	apdcc
266967	4/2/2020	8561 52 27947	HOME DEPOT	FACILITY USE ITEMS	\$ 79.06	infosyscc
266888	4/2/2020	49848276	LOWE'S BUSINESS ACCOUNT/GEMB	TOOLS, EQUIPMENT AND SUPPLIES	\$ 400.00	fibercc
266895	4/2/2020	49848276	LOWE'S BUSINESS ACCOUNT/GEMB	TOOLS, EQUIPMENT AND SUPPLIES	\$ 301.28	fibercc
266885	4/2/2020	F92329	SEBO'S DO-IT CENTER	DISINFECTANT	\$ 35.73	pwfacc
266890	4/2/2020	F92327	SEBO'S DO-IT CENTER	GARDEN CULTIVATOR	\$ 21.29	shopcc
266896	4/2/2020	F92354	SEBO'S DO-IT CENTER	AIR FILTER, SPARK PLUGS- #11975	\$ 18.26	shopcc
266894	4/2/2020	113921	THE HOSE SHOP, INC	HOSE SUPPLIES	\$ 93.87	wtpcc
266968	4/3/2020	114-7628955-5567436	AMAZON.COM SERVICES, INC	IT USE ITEMS	\$ 38.03	infosyscc
266977	4/3/2020	111-3313537-0508253	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 17.09	wwtpcc
266939	4/3/2020	1111267234	FERRELLGAS, LP	WTP PROPANE	\$ 54.99	dwtpp
267032	4/3/2020	129572	FRONTIER FORD	SEAT BELT- #100	\$ 321.71	dshop
266965	4/3/2020	F92707	SEBO'S DO-IT CENTER	PARK SUPPLIES	\$ 15.97	parksccl
266966	4/3/2020	F92748	SEBO'S DO-IT CENTER	CLEANING SUPPLIES	\$ 28.69	parksccl
266974	4/3/2020	F92702	SEBO'S DO-IT CENTER	HARDWARE	\$ 21.91	fibercc
266975	4/3/2020	F93071	SEBO'S DO-IT CENTER	HARDWARE	\$ 21.66	fibercc
266976	4/3/2020	F92724	SEBO'S DO-IT CENTER	BRUSHES, PAINT PAILS, METAL BROOM HANDLE	\$ 67.50	wdistcc
267179	4/3/2020	250867	SKAGIT FARMERS SUPPLY	ETHANOL FREE UNLEADED	\$ 57.87	dwtpp
267175	4/3/2020	34684	THRIFTY CLEANERS	UNIFORM CLEANING; 3/1/2020 - 4/3/2020	\$ 214.36	apd
266964	4/3/2020	INV14265262	ZOOM VIDEO COMMUNICATIONS INC.	ZOOM SUBSCRIPTION 4/3-5/2/20	\$ 16.29	execc
266970	4/4/2020	112-7737094-3829866	AMAZON.COM SERVICES, INC	TECH SUPPLIES	\$ 11.95	libcc
266973	4/4/2020	112-7234822-6833816	AMAZON.COM SERVICES, INC	TRIM LOK SEAL WITH TOP BULB #191	\$ 33.00	shopcc
266978	4/4/2020	111-3463507-4573854	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 7.58	wwtpcc
266979	4/4/2020	111-9885522-1804216	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 51.81	wwtpcc

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
266980	4/4/2020	111-7197391-4280268	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 14.98	wwtpcc
266981	4/4/2020	111-0630916-4327401	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 13.03	wwtpcc
266982	4/4/2020	111-3639382-9641865	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 13.03	wwtpcc
266972	4/4/2020	2020-4-3-CDCA6C	QUALITY CONTAINERS, INC.	STORAGE CONTAINER	\$ 3,000.00	fibercc
267781	4/4/2020	010030982	XEROX CORPORATION	XEROX 1/14-3/21/20	\$ 404.31	publib
266969	4/5/2020	662 1 49 27	COSTCO WHOLESALE CORPORATION	COFFEE PODS (ONE BOX AT A TIME)	\$ 36.99	apdcc
266971	4/5/2020	F93976	SEBO'S DO-IT CENTER	TOOL CLEANING SUPPLIES (BUFFING KIT, FLAP DISC)	\$ 40.39	afdcc
267047	4/6/2020	E57816/1	ACE HARDWARE	CLEANER	\$ 44.24	pwfacc
267109	4/6/2020	300-10070962	ALL BATTERY SALES & SERVICE	BEACON CLASS I LED FOR STOCK	\$ 228.27	dshop
267046	4/6/2020	112-2482700-8563425	AMAZON.COM SERVICES, INC	IPHONE CASE-JACKSON	\$ 17.61	infosyscc
267077	4/6/2020	845583	BAYSHORE OFFICE PRODUCTS INC	WIPES	\$ 13.04	pwfacc
267078	4/6/2020	845580	BAYSHORE OFFICE PRODUCTS INC	WIPES	\$ 52.18	pwfacc
267045	4/6/2020	8667920	JUDD & BLACK	FIRE STA 2 DISHWASHER REPLACEMENT	\$ 351.73	pwfacc
267053	4/6/2020	0575456	NATIONAL SAFETY, INC	GAS DETECTOR SENSORS	\$ 900.95	wtpcc
267048	4/6/2020	R0011293	PAINTER'S ALLEY	RESPIRATORS	\$ 25.78	pwfacc
267051	4/6/2020	6937681-00	POWER & TELEPHONE	FIBER DROP CLAMPS	\$ 324.34	fibercc
267049	4/6/2020	F94100	SEBO'S DO-IT CENTER	RESPIRATORS	\$ 152.07	pwfacc
267050	4/6/2020	F94136	SEBO'S DO-IT CENTER	RESPIRATORS	\$ 91.24	pwfacc
266937	4/6/2020	58028	STOW-IT	JOB SHACK RENTAL 4/6-5/6/20	\$ 217.40	wdist
267052	4/6/2020	114-10128449	UNITED SITE SERVICES, INC	WTP PENN AVENUE PORTI POTTI 3/1/20-3/31/20	\$ 158.85	wtpcc
267217	4/6/2020	E1953404	WITMER PUBLIC SAFETY GROUP INC	2 HELMETS, 1 GEAR BAG	\$ 416.92	afdcc
267080	4/7/2020	112-8584717-0275461	AMAZON.COM SERVICES, INC	CONSUMABLES AND CABLE	\$ 18.35	fibercc
267089	4/7/2020	907570879	AMAZON.COM SERVICES, INC	KITCHEN SUPPLIES LOVELETTER. FOOD ITEMS	\$ 37.39	afdcc
267090	4/7/2020	111-2579258-1061021	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 20.60	wwtpcc
267147	4/7/2020	100085634	BSCI	PARKS SUPPLY	\$ 18.25	parksccl
267087	4/7/2020	XLX1572	CDW GOVERNMENT INC	MOUNTING COMPONENT- #207	\$ 59.88	shopcc
267081	4/7/2020	FS200406601821	FS.COM, INC.	SPLITTERS, 1X4	\$ 465.00	fibercc
267082	4/7/2020	FS200406601821	FS.COM, INC.	EXPEDITED SHIPPING	\$ 39.00	fibercc
267130	4/7/2020	I5429994	HD FOWLER COMPANY INC	MARKING PAINT FOR LOCATES	\$ 316.97	wdistcc
267083	4/7/2020	S014097890.001	KELLER SUPPLY COMPANY	SWIVEL LOOP HGR, BALL VALVE, ALLTHRD 90 ELL	\$ 30.72	shopcc
267829	4/7/2020	49973	ROBINSON BROTHERS	MUNICIPAL BROADBAND NETWORK - LIBRARY TO MSTs	\$ 177,061.86	fiber

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
267079	4/7/2020	F94724	SEBO'S DO-IT CENTER	COVID-19 RELATED PURCHASES	\$ 22.73	pwfaccc
267088	4/7/2020	WEB148857	ZOLL MEDICAL CORPORATION	THERMAL PAPER FOR MONITORS	\$ 85.57	afdcc
267138	4/8/2020	E58685/1	ACE HARDWARE	NIPPLES, ELBOWS, PIPE FOR FLEET	\$ 84.70	shopcc
267144	4/8/2020	E58498/1	ACE HARDWARE	ACE OF ANACORTES PPE	\$ 17.59	parksccl
267134	4/8/2020	112-9419027-8223432	AMAZON.COM SERVICES, INC	FACE MASKS	\$ 62.83	pwfaccc
267146	4/8/2020	111-8093193-3749050	AMAZON.COM SERVICES, INC	HEADSET FOR LAPTOP	\$ 32.60	shopcc
267106	4/8/2020	82890758-20018575576	EMERALD RECYCLING SVCS INC	ANTIFREEZE REMOVAL	\$ 126.12	dshop
267136	4/8/2020	FS200407232356	FS.COM, INC.	PATCH CABLES	\$ 125.50	fibercc
267212	4/8/2020	1655196564	GOVCONNECTION, INC	ETHERNET CARD	\$ 281.29	fibercc
267206	4/8/2020	314478847	HANDY'S HEATING, INC	VENT	\$ 48.35	dshop
267140	4/8/2020	42384832	LOWE'S BUSINESS ACCOUNT/GEMB	SCREWDRIVER SET	\$ 2.34	wtpcc
267221	4/8/2020	593 6 201 6263	SAFeway INC	TECHNICAL SUPPLIES	\$ 4.30	libcc
267131	4/8/2020	F95061	SEBO'S DO-IT CENTER	9 VOLT BATTERIES	\$ 21.72	wdistcc
267132	4/8/2020	F95160	SEBO'S DO-IT CENTER	SEBOS HENERY WA PARK SUPPLIES	\$ 14.89	parksccl
267133	4/8/2020	F95231	SEBO'S DO-IT CENTER	3/4" INSERT X 1" MIP	\$ 25.54	shopcc
267135	4/8/2020	F95193	SEBO'S DO-IT CENTER	FUNNEL	\$ 3.60	pwfaccc
267137	4/8/2020	F95143	SEBO'S DO-IT CENTER	SEBOS WA PARK SUPPLIES	\$ 20.23	parksccl
267139	4/8/2020	F95014	SEBO'S DO-IT CENTER	CONSUMABLES	\$ 14.66	fibercc
267143	4/8/2020	F95306	SEBO'S DO-IT CENTER	VACUUM BREAKER	\$ 59.57	pwfaccc
267224	4/8/2020	12345	SHELL OIL COMPANY	FUEL	\$ 5.42	wdistcc
267210	4/9/2020	E59037/1	ACE HARDWARE	VACUUM BREAKER	\$ 17.59	wtpcc
267215	4/9/2020	E59274/1	ACE HARDWARE	PVC CONDUIT, LOCKNUTS, COUPLINGS	\$ 71.31	wdistcc
267148	4/9/2020	111-9975395-5604220	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 27.15	wwtpcc
267209	4/9/2020	112-0342108-7225817	AMAZON.COM SERVICES, INC	BATTERIES FOR GARAGE DOOR OPENERS FOR PATROL GATES	\$ 3.34	apdcc
267220	4/9/2020	112-6889398-8909037	AMAZON.COM SERVICES, INC	TRUCK 185 MUD FLAPS	\$ 28.02	shopcc
267320	4/9/2020	845843	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 11.29	wwtpcc
267214	4/9/2020	AN 72172	CENTRAL WELDING SUPPLY CO, INC	CENTRAL WELDING PARK SUPPLIES	\$ 13.85	parksccl
267211	4/9/2020	000016	CHUCKANUT BAY DISTILLERY	HAND SANITIZER	\$ 350.00	pwfaccc
267223	4/9/2020	INV-003110	DESERT DIAMOND INDUSTRIES	ASPHALT BLADES	\$ 891.00	pwfaccc
267208	4/9/2020	70080	ELECTRO-CHEMICAL DEVICES, INC	LAB SUPPLIES	\$ 125.59	wwtpcc
267169	4/9/2020	WAANA124980	FASTENAL COMPANY	FASTENAL WA PARK UTILITY UPGRADE SUPPLIES	\$ 156.22	parks1
267207	4/9/2020	895791	FULL COMPASS	WEBCAM	\$ 172.61	infosyscc
267850	4/9/2020	34211	ISLAND OPTOMETRY CLINIC, INC.	VISION SERVICES, LEOFF1 RETIREE	\$ 26.00	hr

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
267218	4/9/2020	12345	MAINTENANCE KING	ERRONEOUS CHARGE BY COMPANY - CREDIT BEING PROCESSED	\$ 59.82	financecc
267799	4/9/2020	220022615995	PUGET SOUND ENERGY INC	LUNZ PROPERTY ELECTRICITY	\$ 56.34	wdistcc
267222	4/9/2020	100181419	PVC PIPE SUPPLIES	8" PVC CLEAN OUT PLUGS	\$ 95.21	pwfaccc
267319	4/9/2020	593 52 22 8852	SAFEWAY INC	LUNCHROOM SUPPLIES	\$ 27.68	wwtpcc
267205	4/9/2020	F95458	SEBO'S DO-IT CENTER	SEBOS PARK SUPPLIES	\$ 37.26	parksccl
267216	4/9/2020	F95434	SEBO'S DO-IT CENTER	SEALANT	\$ 9.58	fibercc
267649	4/9/2020	5979-1	SEMRAU ENGINEERING & SURVEYING	DEPOT PLAZA RESTROOM - ENGINEERING - THROUGH 3/31/20	\$ 7,985.50	parks1
267177	4/9/2020	114-10153300	UNITED SITE SERVICES, INC	FIBER CREW RESTROOM	\$ 190.73	wdist
267145	4/9/2020	W2178679	WIRECARE, INC	ELECTRICAL CONNECTIONS #512	\$ 152.15	shopcc
267313	4/10/2020	E59773/1	ACE HARDWARE	ACE PARK SUPPLIES	\$ 38.01	parksccl
267308	4/10/2020	112-9599750-7274631	AMAZON.COM SERVICES, INC	NERF BARS #190 #191	\$ 758.46	shopcc
267321	4/10/2020	111-8531619-8568210	AMAZON.COM SERVICES, INC	COVID 19 SUPPLIES	\$ 10.20	wwtpcc
267295	4/10/2020	165411	ARELLON LLC	LAB SUPPLIES	\$ 67.13	wwtpcc
267293	4/10/2020	0188-509151	CONSOLIDATED ELECTRICAL	3/4 PIPE, 3/4 COND CLMP, 3/4 STL	\$ 10.22	wdistcc
267303	4/10/2020	0188-509147	CONSOLIDATED ELECTRICAL	COUPLING & CONNECTORS	\$ 40.66	wdistcc
267315	4/10/2020	0188-509143	CONSOLIDATED ELECTRICAL	SCHED 40, PVC ELL, CONDUIT	\$ 11.96	wdistcc
267301	4/10/2020	I40519	FRONTIER BUILDING SUPPLY	FRONTIER CEMENT SUPPLIES PARK BENCH	\$ 98.01	parksccl
267294	4/10/2020	FS200409534023	FS.COM, INC.	IT USE ITEMS	\$ 330.00	infosyscc
267312	4/10/2020	1369620	GENERAL PACIFIC INC	FUTUREPATH 18/14 LOCATABLE BLU SHEATH, 1 WAY	\$ 1,684.85	pwfaccc
267894	4/10/2020	1200260979	HDR ENGINEERING, INC	SANITARY SEWER STORAGE STUDY - 3/1/20-3/28/20	\$ 2,446.75	pw1
267852	4/10/2020	300000300008	PUGET SOUND ENERGY INC	ENERGY BILLING	\$ 15,631.65	dwwtp
267305	4/10/2020	24236457	PURCELL TIRE AND SERVICE CENTE	TIRES TO STOCK SHOP	\$ 5,236.95	shopcc
267306	4/10/2020	24236458	PURCELL TIRE AND SERVICE CENTE	TIRES VEH #511	\$ 82.61	shopcc
267307	4/10/2020	24236455	PURCELL TIRE AND SERVICE CENTE	LOOSE WHEEL REPAIR #304	\$ 30.98	shopcc
267317	4/10/2020	10567a	RPM PERFORMANCE, LLC	LINE X SPRAY BEDLINER #194	\$ 577.96	dshop
267291	4/10/2020	F96552	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 14.03	wwtpcc
267292	4/10/2020	F96190	SEBO'S DO-IT CENTER	DISTILLED WATER	\$ 9.53	pwfaccc
267297	4/10/2020	F96064	SEBO'S DO-IT CENTER	WIPES	\$ 12.15	wtpcc
267302	4/10/2020	F95963	SEBO'S DO-IT CENTER	CONDUIT, COUPLINGS, EMT STRAP	\$ 83.41	wdistcc
267304	4/10/2020	F95954	SEBO'S DO-IT CENTER	CAN	\$ 23.42	fibercc
267316	4/10/2020	F96042	SEBO'S DO-IT CENTER	3/4" PVC STRAP	\$ 2.34	wdistcc
267314	4/11/2020	E60308/1	ACE HARDWARE	ACE PARK SUPPLIES	\$ 23.90	parksccl
267298	4/11/2020	112-8312244-3171402	AMAZON.COM SERVICES, INC	FACE MASKS	\$ 29.22	pwfaccc

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267299	4/11/2020	112-2551200-4365801	AMAZON.COM SERVICES, INC	FACE MASKS	\$ 109.07	pwfacc
267322	4/11/2020	111-0006126-6758666	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 14.62	wwtpcc
267235	4/11/2020	2-592165	DIAMOND RENTALS, INC.	DIAMOND RENTAL PORTABLES GRANDVIEW 3/12	\$ 107.00	parks1
267236	4/11/2020	2-592167	DIAMOND RENTALS, INC.	DIAMOND RENTALS PARKS PORTABLES 3/12	\$ 272.00	parks1
267300	4/12/2020	112-6052221-9553050	AMAZON.COM SERVICES, INC	FACE MASKS	\$ 28.20	pwfacc
267309	4/12/2020	112-4341584-8766653	AMAZON.COM SERVICES, INC	PEEL & STICK FENDER FLARE #185	\$ 156.53	shopcc
267310	4/12/2020	112-2610892-2984217	AMAZON.COM SERVICES, INC	AUTO PART #191	\$ 41.37	shopcc
267311	4/12/2020	112-6259001-7486643	AMAZON.COM SERVICES, INC	FRONT FENDER FLARE #159	\$ 217.48	shopcc
267318	4/12/2020	111-2343808-6305005	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 93.28	wwtpcc
267324	4/12/2020	83231828093729434159	WALMART	K9 T-BONE REWARD	\$ 4.35	apdcc
267405	4/13/2020	E61058/1	ACE HARDWARE	BOLTS	\$ 5.85	fibercc
267323	4/13/2020	111-3151009-1057842	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 33.27	wwtpcc
267394	4/13/2020	111-7006052-4417844	AMAZON.COM SERVICES, INC	TELEVISION PROTECTION PLAN	\$ 23.90	infosyscc
267496	4/13/2020	113-1363326-5169001	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES - FINANCE	\$ 15.03	finance
267445	4/13/2020	846012	BAYSHORE OFFICE PRODUCTS INC	WIPES	\$ 50.61	pwfacc
267398	4/13/2020	E/4901209	CHEVRON AND TEXACO UNIVERSAL	FUEL 900011	\$ 62.09	shopcc
267400	4/13/2020	0188-509162	CONSOLIDATED ELECTRICAL	CONDUIT, ELBOWS, TERMINAL ADAPTERS	\$ 44.35	wdistcc
267399	4/13/2020	41939974092	EDGE ANALYTICAL, INC	PAID 12 INVOICES AT EDGE ONLINE	\$ 676.00	wtpcc
267679	4/13/2020	93154858/03	GRAYBAR ELECTRIC COMPANY, INC	SPLICE TRAYS	\$ 156.30	fiber
267714	4/13/2020	9315485804	GRAYBAR ELECTRIC COMPANY, INC	SPLICE CLOSURE AND SPLITTERS	\$ 804.18	fiber
267442	4/13/2020	315959034	HACH COMPANY	LAB SUPPLIES	\$ 78.06	wwtpcc
267395	4/13/2020	10758	LAB STRONG CORPORATION	LAB SUPPLIES	\$ 312.50	wwtpcc
267409	4/13/2020	71791206	LOWE'S BUSINESS ACCOUNT/GEMB	MEASURING WHEEL	\$ 34.75	wtpcc
267397	4/13/2020	0575642-IN	NATIONAL SAFETY, INC	SAFETY GEAR	\$ 243.98	wwtpcc
267408	4/13/2020	24236459	PURCELL TIRE AND SERVICE CENTE	TIRES FOR STOCK	\$ 1,086.22	shopcc
267401	4/13/2020	F97875	SEBO'S DO-IT CENTER	TOWELS, SAW BENCH LIGHT	\$ 15.95	shopcc
267406	4/13/2020	F97557	SEBO'S DO-IT CENTER	CABLE CLAMPS	\$ 11.91	fibercc
267410	4/13/2020	1685-8301	SUMMIT LAW GROUP, PLLC	LEGAL SERVICES AND ATTORNEYS-SUMMIT LAW WEBINAR	\$ 75.00	hrcc1
267370	4/13/2020	USS-144154	UNITED SITE SERVICES, INC	FIBER - TOILET RENTAL	\$ 32.94	wdist

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
267831	4/13/2020	RE 41 JA9782 L002	WASHINGTON STATE DEPARTMENT	REVIEW AND INSPECTION OF SHIP HARBOR & SR20 SPUR INTERSECTION PROJECT	\$ 308.67	pw1
267439	4/14/2020	111-9855418-1813831	AMAZON.COM SERVICES, INC	IT USE ITEMS	\$ 108.69	infosyscc
267440	4/14/2020	111-4847894-1380241	AMAZON.COM SERVICES, INC	SD CARD READER	\$ 17.38	fibercc
267441	4/14/2020	111-2681398-4092253	AMAZON.COM SERVICES, INC	SMART TV - FIBER	\$ 217.39	fibercc
267447	4/14/2020	113-5912517-6939424	AMAZON.COM SERVICES, INC	FIBER CLEAVERS AND SCREWS	\$ 207.54	fibercc
267448	4/14/2020	WAANA125055	FASTENAL COMPANY	24" SMOOTH SWEEP SET	\$ 24.58	wdistcc
267446	4/14/2020	I41145	FRONTIER BUILDING SUPPLY	FRONTIER WA PARK SUPPLIES	\$ 11.24	parksccl
267541	4/14/2020	8563 52 72539	HOME DEPOT	CLAMP	\$ 6.51	fibercc
267453	4/14/2020	12892919	LOWE'S BUSINESS ACCOUNT/GEMB	LADDER AND CONSUMABLES	\$ 317.08	fibercc
267482	4/14/2020	3211720	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 694.94	wwtpcc
267438	4/14/2020	F98174	SEBO'S DO-IT CENTER	SEBOS PARK SUPPLIES	\$ 10.84	parksccl
267443	4/14/2020	F98224	SEBO'S DO-IT CENTER	FASTENERS	\$ 5.75	shopcc
267444	4/14/2020	F98610	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 48.98	wwtpcc
267484	4/15/2020	112-0293626-6638635	AMAZON.COM SERVICES, INC	ETHERNET CONNECTORS	\$ 33.25	fibercc
267486	4/15/2020	113-5912517-6939424	AMAZON.COM SERVICES, INC	CABLE CLIPS	\$ 141.00	fibercc
267494	4/15/2020	111-2209261-7011442	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 6.91	wwtpcc
267488	4/15/2020	0188-509181	CONSOLIDATED ELECTRICAL	3/4 COMPRESSION, CONNECTORS, STRAP	\$ 7.33	wdistcc
267491	4/15/2020	8UX53416XS033662M	EBAY	JOHN DEERE BOOKSTORE ONLINE PURCHASE	\$ 54.70	shopcc
267495	4/15/2020	20-12083	EDGE ANALYTICAL, INC	LAB TESTING	\$ 104.55	dwwtp
267493	4/15/2020	362474739	EJ USA, INC	MANHOLE ASSEMBLY	\$ 196.94	pwfacc
267487	4/15/2020	WANNA125079	FASTENAL COMPANY	VARI-BIT	\$ 91.88	wdistcc
267479	4/15/2020	I41462	FRONTIER BUILDING SUPPLY	WOOD	\$ 54.56	pwfacc
267485	4/15/2020	I41387	FRONTIER BUILDING SUPPLY	FRONTIER WA PARK UTILITY SUPPLIES	\$ 11.63	parksccl
267481	4/15/2020	FS200414705997	FS.COM, INC.	TRANSCIEVER MODULE	\$ 792.00	infosyscc
267893	4/15/2020	1200261899	HDR ENGINEERING, INC	WWTP OUTFALL PRE-DESIGN - PHASE 2 - 3/1/20-3/28/20	\$ 81,396.65	pw1
267536	4/15/2020	3211813	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 167.95	wwtpcc
267483	4/15/2020	92225	PORT OF ANACORTES	DINGHY DOCK RENTAL SPACE FOR SEAFARER'S	\$ 392.97	pkreccc
267480	4/15/2020	F99208	SEBO'S DO-IT CENTER	PARKS REPAIR ITEMS	\$ 21.29	parksccl
267489	4/15/2020	F98908	SEBO'S DO-IT CENTER	EXTENSION CORD	\$ 57.06	fibercc
267540	4/16/2020	113-0252295-0652243	AMAZON.COM SERVICES, INC	K9 T-BONE FOOD	\$ 100.34	apdcc

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
267542	4/16/2020	112-2121609-0800231	AMAZON.COM SERVICES, INC	TIRES #706	\$ 110.40	shopcc
267543	4/16/2020	11073996	AUTOMATION DIRECT	MTW HOOK UP WIRE	\$ 56.52	pwfacc
267538	4/16/2020	622 3 2 829	COSTCO WHOLESALE CORPORATION	APD COFFEE PODS	\$ 95.97	apdcc
267539	4/16/2020	662 51 12 809	COSTCO WHOLESALE CORPORATION	HAND SANITIZER (10 - 2LT BOTTLES)	\$ 86.69	apdcc
267535	4/16/2020	200416Jones	FACEBOOK	FACEBOOK ADVERTISING SERVICES	\$ 25.00	fibercc
267537	4/16/2020	F99543	SEBO'S DO-IT CENTER	FASTENERS	\$ 14.45	wtpcc
267612	4/16/2020	168953	SKAGIT REGIONAL HEALTH	HIBMA, NICK CDL PHYSICAL	\$ 92.00	wdistcc
267787	4/16/2020	1235	VARIUS INC.	EARTHQUAKE EARLY WARNING MONITORING FEES	\$ 6,522.00	dwwtp
267533	4/16/2020	7178 8398 7280 9058	WALMART	BIKE PUMP	\$ 16.26	wtpcc
267532	4/16/2020	11248239 sl	WILBUR-ELLIS COMPANY, LLC	ROUND UP	\$ 564.20	shopcc
267605	4/17/2020	E63442/1	ACE HARDWARE	WASHER BEVEL FOR SHOP	\$ 2.15	shopcc
267590	4/17/2020	113-0513505-0561011	AMAZON.COM SERVICES, INC	BATTERIES FOR ANNUAL SCBA MAINTENANCE	\$ 127.16	afdcc
267609	4/17/2020	107675562	DEPARTMENT OF LICENSING	VEHICLE LICENSING / TAX	\$ 3,436.99	shopcc
267597	4/17/2020	22-04858-85100	EBAY	GPON SFP	\$ 140.22	fibercc
267838	4/17/2020	20-12084	EDGE ANALYTICAL, INC	LAB TESTING	\$ 168.30	dwwtp
267610	4/17/2020	I41878	FRONTIER BUILDING SUPPLY	2X4 WHITE UHMW	\$ 140.67	pwfacc
267643	4/17/2020	U2016016331	HB JAEGER	300' PEXA FOR INVENTORY	\$ 792.03	wdist
267589	4/17/2020	8561 04 01406	HOME DEPOT	PAINT SPRAYER FOR FACILITIES	\$ 291.87	pwfacc
267613	4/17/2020	000028	ISOLA HANDMADE ORIGINALS	COTTON MASKS FOR FIRE/EMS STAFF	\$ 350.00	afdcc
267844	4/17/2020	B871654	KAMAN INDUSTRIAL TECHNOLOGIES	MAINTENANCE SUPPLIES	\$ 582.30	dwwtp
267606	4/17/2020	995351	LIFE ASSIST, INC	SAFETY GLASSES, STETHOSCOPES	\$ 131.09	afdcc
267677	4/17/2020	04/17/2020	NORTHWEST PARKING EQUIPMENT	WA PARK SUPPLIES	\$ 213.05	parks1
267598	4/17/2020	IN202031416	OPTCORE TECHNOLOGY CO., LTD.	GPON SFP	\$ 80.00	fibercc
267596	4/17/2020	G00162	SEBO'S DO-IT CENTER	SEBOS PARKS SUPPLIES	\$ 7.63	parkscc1
267607	4/17/2020	G00255	SEBO'S DO-IT CENTER	UTILITY TUB, ELECTRICAL TAPE	\$ 21.28	afdcc
267534	4/17/2020	2105990703	TEAMVIEWER	REMOTE ACCESS SOFTWARE	\$ 2,179.91	infosyscc
267592	4/18/2020	112-1708389-6583431	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 107.24	wwtpcc
267593	4/18/2020	112-8109575-6238618	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 13.03	wwtpcc
267594	4/18/2020	4821064	ARAMARK	SAFETY SUPPLIES	\$ 110.85	wwtpcc
267604	4/18/2020	FS200417458045	FS.COM, INC.	SPLITTERS	\$ 184.00	fibercc
267591	4/18/2020	E0600ARFW1	MICROSOFT CORPORATION	AZURE DISASTER RECOVERY SITE 3/2-4/1/20	\$ 465.55	infosyscc
267595	4/18/2020	G01079	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 11.05	wwtpcc
267600	4/18/2020	1ZT73HK40300019614	UNITED PARCEL SERVICE, INC	SHIPMENT OF PARTICLE COUNTER TO SEATTLE PUBLIC UTILITY	\$ 14.57	wtpcc

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267601	4/18/2020	1ZT73HK40305532229	UNITED PARCEL SERVICE, INC	SHIPMENT OF PARTICLE COUNTER TO SEATTLE PUBLIC UTILITY	\$ 28.40	wtpcc
267602	4/19/2020	111-0767191-1055414	AMAZON.COM SERVICES, INC	LABEL TAPE, SUNSCREEN	\$ 43.92	wtpcc
267611	4/19/2020	114-1128880-1743451	AMAZON.COM SERVICES, INC	BAND IT VALU-STRAP	\$ 93.62	pwfacc
267588	4/19/2020	36320110	PHILIPS HEALTHCARE	MEDICAL SERVICES & HEALTH-PHILIPS LIFELINE	\$ 55.12	hrcc1
267603	4/19/2020	00261735011601	UNITED PARCEL SERVICE, INC	ADDITIONAL CHARGE FOR SHIPPING PARTICLE COUNTERS	\$ 3.28	wtpcc
267674	4/20/2020	E65344/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 27.35	wwtpcc
267840	4/20/2020	1991719348	ARAMARK	LAUNDRY SERVICE	\$ 71.72	dwwtp
267698	4/20/2020	846329	BAYSHORE OFFICE PRODUCTS INC	FACILITY USE ITEMS	\$ 36.85	pwfacc
267669	4/20/2020	215170-5	BIRCH EQUIPMENT CO., INC	EXCAVATOR RENTAL	\$ 2,298.75	pwfacc
267685	4/20/2020	015499528	GALLS, LLC.	UNIFORM SHIRTS; CHIEF SMALL	\$ 71.02	apd
267681	4/20/2020	9315578680	GRAYBAR ELECTRIC COMPANY, INC	MULTI-PORT SERVICE TERMINAL	\$ 383.41	fiber
267891	4/20/2020	3829	NW CLEANERS	JANITORIAL SERVICES - APRIL 2020	\$ 4,001.00	pw1
267703	4/20/2020	001-463200	PISTON SERVICE OF ANACORTES	PISTON SERVICE PARK SUPPLIES	\$ 2.03	parksc1
267668	4/20/2020	G01991	SEBO'S DO-IT CENTER	HARDWARE	\$ 95.01	fibercc
267670	4/20/2020	G02010	SEBO'S DO-IT CENTER	SEBOS WA PARK UTILITY UPGRADE	\$ 11.36	parksc1
267671	4/20/2020	G02202	SEBO'S DO-IT CENTER	SEBOS PARKS SUPPLIES	\$ 21.67	parksc1
267672	4/20/2020	G02221	SEBO'S DO-IT CENTER	SEBOS PARK SUPPLIES	\$ 24.48	parksc1
267675	4/20/2020	315817579	TOPCON SOLUTIONS STORE	MAGNET FIELD SURVEY DATA COLLECTOR SOFTWARE RENEWAL	\$ 358.71	pwfacc
267890	4/20/2020	17981	TRANSPORTATION SOLUTIONS INC	32ND AND M INTERSECTION - DESIGN - 1/1/20-4/15/20	\$ 2,585.01	pw1
267699	4/21/2020	112-6316969-7593000	AMAZON.COM SERVICES, INC	ADAPTER CABLE	\$ 72.82	fibercc
267700	4/21/2020	112-4729498-9161026	AMAZON.COM SERVICES, INC	GPON SFP	\$ 82.59	fibercc
267702	4/21/2020	112-8626842-0241016	AMAZON.COM SERVICES, INC	STEP BOARD MOUNT KIT #194	\$ 125.40	shopcc
267842	4/21/2020	279336A	BAY CITY SUPPLY	FACILITY COVID-19 ITEMS	\$ 74.57	pwfac
267846	4/21/2020	280107	BAY CITY SUPPLY	COVID-19 FACILITY ITEMS	\$ 149.14	pwfac
267758	4/21/2020	846527	BAYSHORE OFFICE PRODUCTS INC	COVID-19 FACILITY ITEMS	\$ 126.98	pwfacc
267759	4/21/2020	843611	BAYSHORE OFFICE PRODUCTS INC	STORAGE CABINET - FIBER	\$ 1,253.35	pwfacc
267762	4/21/2020	846543	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 14.05	fibercc
267626	4/21/2020	199 800 0000 4	CASCADE NATURAL GAS CORP.	703 R AVENUE 3/19-4/17/20	\$ 77.23	museum
267628	4/21/2020	912 800 0000 0	CASCADE NATURAL GAS CORP.	CARNEGIE 3/19-4/17/20	\$ 244.28	museum
267680	4/21/2020	260 037 3822 1	CASCADE NATURAL GAS CORP.	611 R AVENUE 3/19-4/17/20	\$ 300.77	parks1
267686	4/21/2020	795 700 0000 4	CASCADE NATURAL GAS CORP.	CITY HALL 3/19-4/17/20	\$ 596.96	finance
267779	4/21/2020	154 700 0000 9	CASCADE NATURAL GAS CORP.	LIBRARY 3/19-4/17/20	\$ 665.46	publib

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
267839	4/21/2020	989 800 0000 8	CASCADE NATURAL GAS CORP.	WWTP 3/19-4/17/20	\$ 113.17	dwwtp
267709	4/21/2020	WAANA125175	FASTENAL COMPANY	WORK GLOVES, BATTERIES, HEADLAMP,	\$ 364.29	medic
267887	4/21/2020	5388	FIRE SERVICE REPAIR, LLC	6" ZINC INLET SCREENS, ANODE ASSEMBLY	\$ 1,041.28	dshop
267757	4/21/2020	8563 61 72563	HOME DEPOT	ITEMS FOR SENIOR CENTER	\$ 244.24	pwfacc
267775	4/21/2020	208882	KAPTEIN'S ACE HARDWARE	WASP SPRAY	\$ 29.94	wtpcc
267768	4/21/2020	504507	OSW EQUIPMENT & REPAIR, LLC	CONVERT TAIL GATE LATCHES VEH 185	\$ 2,417.65	shopcc
267688	4/21/2020	5059380694	RICOH USA, INC	S/N C86112175 3RD FL COPIER 1/21-4/20/20	\$ 1,550.00	finance
267701	4/21/2020	G02560	SEBO'S DO-IT CENTER	SURGE PROTECTOR	\$ 26.08	fibercc
267832	4/21/2020	Pay App 2	TONKA GROUND WORK	BLOCK 36 SEWER IMPROVEMENTS PROJECT	\$ 100,722.04	pw1
267773	4/21/2020	12345	US BANK	LODGING HARRIS FIRE MECHANIC SPRING WORKSHOP	\$ 118.54	shopcc
267810	4/22/2020	1991722976	ARAMARK	STA 3 MAT/MOP SERVICE 4/22	\$ 21.74	medic
267836	4/22/2020	490	BLUE COW CARWASH	12/1/19- 03/31/2020 CAR WASHES- 52	\$ 520.00	dshop
267819	4/22/2020	83600794	BOUND TREE MEDICAL, LLC	BVM RESUSCITATORS	\$ 738.72	medic
267683	4/22/2020	353/340	BROWER, MARILYN	LOT BUY BACK GVA 99 T&U MARILYN/FLORINE BROWER	\$ 690.00	parks1
267707	4/22/2020	5293521	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$ 6.07	medic
267708	4/22/2020	5293522	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$ 6.07	medic
267783	4/22/2020	92880457	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE	\$ 4,921.24	dwwtp
267769	4/22/2020	00034835	DIVERSIFIED PRODUCTS USA	CHEVY FLOORPLATE CONSOLE #043A	\$ 157.00	shopcc
267843	4/22/2020	0872645	FERGUSON ENTERPRISES, INC	MAINTENANCE SUPPLIES	\$ 1,171.30	dwwtp
267764	4/22/2020	142606	FRONTIER BUILDING SUPPLY	PLYWOOD / 2 X 4'S	\$ 75.85	wdistcc
267716	4/22/2020	1370612	GENERAL PACIFIC INC	CONNECTORS, FIELD-INSTALLABLE	\$ 777.21	fiber
267711	4/22/2020	9315607405	GRAYBAR ELECTRIC COMPANY, INC	GPON ONTS & OLT BOARDS	\$ 62,446.92	fiber
267689	4/22/2020	MV232948	MOTOR TRUCKS, INC	PARTS VEH #194	\$ 766.95	dshop
267705	4/22/2020	001-463333	PISTON SERVICE OF ANACORTES	PERMATEX #043	\$ 27.07	dshop
267763	4/22/2020	OH59424	PLATT ELECTRIC SUPPLY INC	MULE TAPE	\$ 157.93	fibercc
267770	4/22/2020	1337005	RITE AID	UMBRELLA	\$ 9.77	fibercc
267760	4/22/2020	G03361	SEBO'S DO-IT CENTER	HAND SANITIZER	\$ 38.24	pwfacc
267765	4/22/2020	G03077	SEBO'S DO-IT CENTER	CRACK SEALER	\$ 9.65	wdistcc
267771	4/22/2020	06010A03200002	SEBO'S DO-IT CENTER	HARDWARE	\$ 65.48	fibercc
267772	4/22/2020	G03191	SEBO'S DO-IT CENTER	SEBOS PARK SUPPLIES	\$ 106.48	parkscc1
267776	4/22/2020	G03134	SEBO'S DO-IT CENTER	SEBOS PARK SUPPLIES	\$ 23.90	pkrecc
267814	4/22/2020	0247933-IN	SIRENNET.COM	PEDESTAL MOUNT KITS VEH 043A	\$ 98.92	dshop
267834	4/22/2020	1206226	SKAGIT PUBLISHING LLC	PUBLISH AA-2009285	\$ 219.42	finance
267825	4/22/2020	331 0515319	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	\$ 87.89	dwwtp
267761	4/23/2020	112-4665958-8185859	AMAZON.COM SERVICES, INC	FACE MASKS	\$ 298.90	pwfacc
267802	4/23/2020	112-7075709-7002641	AMAZON.COM SERVICES, INC	MAGLIGTE CHARGER FOR PATROL	\$ 36.11	apdcc

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
267804	4/23/2020	112-4665958-818859	AMAZON.COM SERVICES, INC	MASKA	\$ 299.22	pwfacc
267712	4/23/2020	1991724714	ARAMARK	APD NYLON MATS CLEANED	\$ 16.31	apd
267811	4/23/2020	1991724710	ARAMARK	STA 2 MAT/MOP SERVICE: 4/23	\$ 21.74	medic
267815	4/23/2020	1991724711	ARAMARK	STA 1 MAT/MOP SERVICE: 4/23	\$ 21.74	medic
267849	4/23/2020	1991724719	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$ 79.52	finance
267847	4/23/2020	280543B	BAY CITY SUPPLY	COVID-19 SUPPLIES	\$ 50.55	pwfac
267848	4/23/2020	281295	BAY CITY SUPPLY	COVID-19 FACILITY ITEMS	\$ 406.54	pwfac
267808	4/23/2020	12345	CHEVRON AND TEXACO UNIVERSAL	FUEL	\$ 42.44	parkscc1
267803	4/23/2020	112413	COASTAL FARM &	SAFETY BOOTS - ISAAC BRUNK	\$ 152.17	wtpcc
267812	4/23/2020	15-72775	CUMMINS, INC.	HOSE RADIATOR INLET #7904	\$ 49.97	dshop
267824	4/23/2020	06-04899-19595	EBAY	GPON SFPS	\$ 140.22	fibercc
267816	4/23/2020	1015271	GUARDIAN SECURITY SYSTEMS INC	GATE CARD READER REPAIRS	\$ 750.14	dshop
267713	4/23/2020	JANUARY 2020	HUMANE SOCIETY OF	20-A01849 AND 20-A02727 (COVID 19 QUARANTINE FOR ONE CASE)	\$ 132.00	apd
267801	4/23/2020	3212110	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 205.45	wwtpcc
267800	4/23/2020	G03755	SEBO'S DO-IT CENTER	TARP STRAPS (2921)	\$ 3.46	afdcc
267805	4/23/2020	G03455	SEBO'S DO-IT CENTER	HAND SANITIZER	\$ 30.60	pwfacc
267809	4/23/2020	G03472	SEBO'S DO-IT CENTER	WRENCH	\$ 8.09	fibercc
267782	4/23/2020	112162	WALTON BEVERAGE COMPANY, INC	WTP BREAKROOM SUPPLIES	\$ 70.00	dwtpp
267774	4/23/2020	W2180354	WIRECARE, INC	MOUNTING PLATES, WIRE, 8 WAY BOOTS	\$ 109.24	shopcc
267784	4/24/2020	RefundCoulombe	COULOMBE, DARRYL	REFUND WA PARK CAMPGROUNDS COULOMBE	\$ 405.00	parks1
267822	4/24/2020	015539249	GALLS, LLC.	UNIFORM NAME TAG; SGT CLIFFORD	\$ 9.89	apd
268001	4/24/2020	9315652698	GRAYBAR ELECTRIC COMPANY, INC	GROMMET KIT FOR SPLICE CASE	\$ 59.88	fiber
268002	4/24/2020	9315643776	GRAYBAR ELECTRIC COMPANY, INC	GPON ONTS AND SFPS	\$ 1,691.42	fiber
267888	4/25/2020	8498 30 017 0487207	COMCAST	CITY HALL INTERNET CONNECTION 5/5-6/4/20	\$ 191.15	finance
267823	4/25/2020	00005W5A83170	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 4-25-20	\$ 17.57	apd
267841	4/27/2020	1991727906	ARAMARK	LAUNDRY SERVICE	\$ 77.30	dwwtp
267828	4/27/2020	Pay App 2	C JOHNSON CONSTRUCTION, INC	BASE FIBER PROJECT	\$ 78,799.75	pw1
267813	4/27/2020	3-L1298	COLUMBIA FORD, INC	2020 FORD TRANSIT	\$ 26,223.04	dshop
267821	4/27/2020	04/27/2020	FIDALGO CLEANING	APD CLEANING & SUPPLIES	\$ 700.00	apd
267889	4/27/2020	50063	ROBINSON BROTHERS	MUNICIPAL BROADBAND NETWORK - LIBRARY TO MSTs	\$ 70,022.26	fiber
267820	4/27/2020	ReimbSmall	SMALL, JOHN	LYSOL AND CLOROX WIPES FOR OFFICE AND PATROL	\$ 34.70	apd
267999	4/28/2020	19-147-PRK-0021	CULBERTSON MARINE CONSTRUCTION	RETAINAGE RELEASE	\$ 3,678.95	pw1
267997	4/28/2020	14-056-IDS-0071	ROBINSON BROTHERS	RETAINAGE RELEASE	\$ 31,356.34	pw1

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
267995	5/1/2020	101412	ASSOCIATION OF WASHINGTON	APRIL & MAY, SUPPLEMENTAL LIFE INSURANCE	\$ 1,174.00	hr
267706	5/1/2020	20200501	CHOWANEC, WILLIAM	STA 3 RENT: MAY	\$ 2,235.00	medic

Total **\$772,586.24**



City Council Contract Agenda Bill

Meeting Date: 5/4/2020 **Agenda Item:** 3c

Subject: Interlocal Agreement 20-123-IDS-001 for Cooperative Purchasing with City of Seattle

Staff Contact: Darcy Swetnam

Approved for Submittal to Council by: Darcy Swetnam, City Attorney
--

Action Type: Interlocal Agreement
--

Summary Statement: City staff seeks City Council consent to enter into an interlocal agreement with City of Seattle to provide for cooperative purchasing between the public agencies.

Background: Washington State RCW 39.34 “permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage”. There are no costs to the agencies to enter into a cooperative purchasing agreement, and each agency is responsible for their own payment for their acquisition of any goods and/or services.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to execute the Interlocal Cooperation Agreement 20-123-IDS-001 between the City of Anacortes and City of Seattle.

Alternative Actions: Not approve the interlocal

Attachments: 20-123-IDS-001



COOPERATIVE PURCHASING AGREEMENT

In accordance with RCW Chapter 39.34 and all other applicable laws, The City of Seattle and the City of Anacortes, hereby agree to cooperative governmental purchasing agreement for various supplies, materials, equipment and routine, expert and/or consultant services, using competitively awarded contracts. The following terms and conditions shall apply:

1. Each agency, in contracting for the purchase of supplies, materials, equipment and services, agrees at its discretion, to extend contracts for shared use to the extent permitted by law and agreed upon by those parties and vendors.
2. Each agency is responsible for compliance with any additional or varying laws and regulations regarding purchases.
3. Any purchases shall be affected by a purchase order from the purchasing agency and directed to the vendor(s).
4. The originating contracting agency does not accept responsibility or liability for the performance of any vendor used by the purchasing agency as a result of this agreement.
5. Each agency shall be responsible for the payment of any item(s) purchased through a contract or purchase order that resulted from this Agreement.
6. This Agreement shall remain in force until cancelled in writing by either party.

Accepted for City of Anacortes:

Accepted for the City of Seattle:

By: _____

By: _____

Name: Laurie Gere

Name: Liz Alzeer

Title: Mayor

Title: Purchasing & Contracting Services Director

Date: _____

Date: _____



City Council Contract Agenda Bill

Meeting Date: 5/4/2020 **Agenda Item:** 3d

Subject: Contract Award – 2020 Asphalt Overlay- Utility and Pedestrian Improvements Project
#20-001-TRN-001

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by:
Darcy Swetnam, City Attorney

Action Type: Contract Award

Summary Statement: City staff seeks City Council consent to award a contract in the amount of \$159,047.00 to Trinity Contractors, Inc. to perform the 2020 Asphalt Overlay- Utility and Pedestrian Improvements Project. The project provides for improvements within the right-of-way including but not limited to cement concrete curbs, cement concrete curb ramps, cement concrete sidewalk, asphalt patching, roadway drainage work, landscaping restoration and other work. The project is located: Glasgow Way, Cypress Drive, Camano Place, Whidbey Court.

Background:

1. **History:** This project is a capital improvement project in preparation for the 2020 Asphalt Overlay. These roads were selected for the 2020 Asphalt Overlay based on the City Pavement Management Plan. The Asphalt Overlay project proper is currently in design and will be advertised for bid at a later date.

The utility portion of this preparation project is to complete some minor drainage improvements in these areas to protect the new asphalt. The pedestrian improvements primarily include required Americans with Disabilities Act (ADA) compliance upgrades to curb ramps at intersections. This project will construct or reconstruct new curb ramps and retrofit existing curb ramps with detectable warning surfaces.

2. **Key Terms:**
 - Contract is for a fixed price of \$159,047.00.
 - Work will be physically completed within 35 working days after work commences .
3. **Competitive Bidding:** On April 1, 2020 the City [solicited bids](#) for the subject project and on April 16, 2020 a bid opening was conducted and 6 bids were received. Trinity Contractors, Inc. was determined to be the lowest responsible bidder. The Engineer's Estimate for this project was \$225,000. Bid results are provided as an attachment hereto.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 20-001-TRN-001 with Trinity Contractors, Inc. in the amount of \$159,047.00 to perform the 2020 Asphalt Overlay- Utility and Pedestrian Improvements Project.

Alternative Actions: Not award the contract

Attachments: Bid Results, Map, Contract 20-001-TRN-001, Trinity Contractors' bid proposal

Contractor	Trinity Contractors, Inc.
Contract Amount	\$159,047.00
Earmarked Funds	\$300,000.00
BARS #	105.720.595.61.63
Budget Amendment Required?	No
Start Date	Notice to Proceed
End Date	35 working days

2020 ASPHALT OVERLAY - UTILITY AND PEDESTIAN IMPROVEMENTS
(20-001-TRN-001)
BID OPENING DATE: April 16, 2020

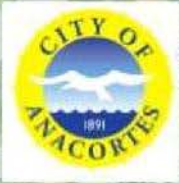
				ENGINEERS ESTIMATE		Low Bid Received From		2nd		3rd	
						TRINITY CONTRACTORS, INC.		WILLIAMSON CONST. LLC		COLACURCIO BROTHERS, INC.	
Item No.	Qty	Unit	Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	1	LS	Mobilization	\$ 19,561.25	\$ 19,561.25	\$ 27,000.00	\$ 27,000.00	\$ 10,000.00	\$ 10,000.00	\$ 24,000.00	\$ 24,000.00
2	Est.	DOL	Force Account - Unanticipated Site Work	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
3	1	LS	SPCC Plan	\$500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$250.00	\$ 250.00	\$ 500.00	\$ 500.00
4	39	EA	Inlet Protection	\$ 75.00	\$ 2,925.00	\$ 30.00	\$ 1,170.00	\$ 95.00	\$ 3,705.00	\$ 60.00	\$ 2,340.00
5	1	LS	Project Temporary Traffic Control	\$ 12,000.00	\$ 12,000.00	\$ 5,000.00	\$ 5,000.00	\$ 3,500.00	\$ 3,500.00	\$ 25,840.00	\$ 25,840.00
6	800	LF	Saw Cutting Asphalt	\$ 5.00	\$ 4,000.00	\$ 3.00	\$ 2,400.00	\$ 4.00	\$ 3,200.00	\$ 3.30	\$ 2,640.00
7	300	LF	Saw Cutting Concrete	\$ 10.00	\$ 3,000.00	\$ 3.00	\$ 900.00	\$ 5.00	\$ 1,500.00	\$ 6.50	\$ 1,950.00
8	600	LF	Removing Cement Conc Curb and Gutter	\$ 15.00	\$ 9,000.00	\$ 10.00	\$ 6,000.00	\$ 5.00	\$ 3,000.00	\$ 5.50	\$ 3,300.00
9	400	SY	Removing Cement Conc. Sidewalk	\$ 25.00	\$ 10,000.00	\$ 10.00	\$ 4,000.00	\$ 10.00	\$ 4,000.00	\$ 13.30	\$ 5,320.00
10	175	SY	Removing Asphalt Conc. Pavement	\$ 20.00	\$ 3,500.00	\$ 10.00	\$ 1,750.00	\$ 62.00	\$ 10,850.00	\$ 8.50	\$ 1,487.50
11	250	CY	Roadway Excavation Incl. Haul	\$ 45.00	\$ 11,250.00	\$ 35.00	\$ 8,750.00	\$ 40.00	\$ 10,000.00	\$ 21.30	\$ 5,325.00
12	30	CY	Structure Excavation Cl. B Incl Haul	\$ 35.00	\$ 1,050.00	\$ 35.00	\$ 1,050.00	\$ 30.00	\$ 900.00	\$ 21.00	\$ 630.00
13	1	LS	Shoring or Extra Excavation Class B	\$ 1,000.00	\$ 1,000.00	\$ 1.00	\$ 1.00	\$ 1,350.00	\$ 1,350.00	\$ 100.00	\$ 100.00
14	65	LF	Solid Wall PVC Storm Sewer Pipe 8 In. Diam.	\$ 55.00	\$ 3,575.00	\$ 50.00	\$ 3,250.00	\$ 60.00	\$ 3,900.00	\$ 45.00	\$ 2,925.00
15	1	EA	Catch Basin Type 1	\$ 1,500.00	\$ 1,500.00	\$ 1,750.00	\$ 1,750.00	\$ 1,350.00	\$ 1,350.00	\$ 3,000.00	\$ 3,000.00
16	1	EA	Connection to Drainage Structure	\$ 600.00	\$ 600.00	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 500.00	\$ 500.00
17	300	TON	Crushed Surfacing Top Course	\$ 35.00	\$ 10,500.00	\$ 30.00	\$ 9,000.00	\$ 45.00	\$ 13,500.00	\$ 34.00	\$ 10,200.00
18	600	LF	Cement Conc. Traffic Curb and Gutter	\$ 40.00	\$ 24,000.00	\$ 25.00	\$ 15,000.00	\$ 45.00	\$ 27,000.00	\$ 35.00	\$ 21,000.00
19	450	LF	Cement Conc. Pedestrian Curb	\$ 35.00	\$ 15,750.00	\$ 25.00	\$ 11,250.00	\$ 45.00	\$ 20,250.00	\$ 35.00	\$ 15,750.00
20	125	SY	Cement Conc. Sidewalk	\$ 60.00	\$ 7,500.00	\$ 45.00	\$ 5,625.00	\$ 72.00	\$ 9,000.00	\$ 70.00	\$ 8,750.00
21	22	EA	Cement Conc. Curb Ramp Type Parallel A	\$ 2,000.00	\$ 44,000.00	\$ 1,000.00	\$ 22,000.00	\$ 2,250.00	\$ 49,500.00	\$ 3,100.00	\$ 68,200.00
22	265	SF	Detectable Warning Surface	\$ 65.00	\$ 17,225.00	\$ 35.00	\$ 9,275.00	\$ 55.00	\$ 14,575.00	\$ 55.00	\$ 14,575.00
23	30	TON	HMA CL. 1/2 In. PG58H-22	\$ 250.00	\$ 7,500.00	\$ 250.00	\$ 7,500.00	\$ 150.00	\$ 4,500.00	\$ 330.00	\$ 9,900.00
24	50	CY	Type "A" Top Soil	\$ 85.00	\$ 4,250.00	\$ 75.00	\$ 3,750.00	\$ 75.00	\$ 3,750.00	\$ 30.00	\$ 1,500.00
25	75	SY	Seeding and Fertilizing by Hand	\$ 6.50	\$ 487.50	\$ 25.00	\$ 1,875.00	\$ 30.00	\$ 2,250.00	\$ 6.00	\$ 450.00
26	1	TON	Temporary Asphalt Patching	\$ 500.00	\$ 500.00	\$ 1.00	\$ 1.00	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00
TOTAL BID					\$ 225,173.75		\$ 159,047.00		\$ 214,830.00		\$ 241,182.50

Denotes Correction from Contractor's Bid Proposal Based Upon Unit Prices.

2020 ASPHALT OVERLAY - UTILITY AND PEDESTIAN IMPROVEMENTS
(20-001-TRN-001)
BID OPENING DATE: April 16, 2020

				4th		5th		6th	
				TIGER CONSTRCTION, LTD.		SRV CONSTRUCTION, INC		OCEANSIDE CONST., INC	
Item No.	Qty	Unit	Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	1	LS	Mobilization	\$ 32,000.00	\$ 32,000.00	\$ 16,250.00	\$ 16,250.00	\$ 27,500.00	\$ 27,500.00
2	Est.	DOL	Force Account - Unanticipated Site Work	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
3	1	LS	SPCC Plan	\$445.00	\$ 445.00	\$ 300.00	\$ 300.00	\$1,000.00	\$ 1,000.00
4	39	EA	Inlet Protection	\$ 60.00	\$ 2,340.00	\$ 77.00	\$ 3,003.00	\$ 30.00	\$ 1,170.00
5	1	LS	Project Temporary Traffic Control	\$ 12,500.00	\$ 12,500.00	\$ 3,475.00	\$ 3,475.00	\$ 35,000.00	\$ 35,000.00
6	800	LF	Saw Cutting Asphalt	\$ 2.25	\$ 1,800.00	\$ 3.50	\$ 2,800.00	\$ 4.00	\$ 3,200.00
7	300	LF	Saw Cutting Concrete	\$ 4.25	\$ 1,275.00	\$ 3.50	\$ 1,050.00	\$ 8.00	\$ 2,400.00
8	600	LF	Removing Cement Conc Curb and Gutter	\$ 23.00	\$ 13,800.00	\$ 12.50	\$ 7,500.00	\$ 11.00	\$ 6,600.00
9	400	SY	Removing Cement Conc. Sidewalk	\$ 45.00	\$ 18,000.00	\$ 30.25	\$ 12,100.00	\$ 38.00	\$ 15,200.00
10	175	SY	Removing Asphalt Conc. Pavement	\$ 85.00	\$ 14,875.00	\$ 35.50	\$ 6,212.50	\$ 70.00	\$ 12,250.00
11	250	CY	Roadway Excavation Incl. Haul	\$ 48.00	\$ 12,000.00	\$ 39.75	\$ 9,937.50	\$ 60.00	\$ 15,000.00
12	30	CY	Structure Excavation Cl. B Incl Haul	\$ 52.00	\$ 1,560.00	\$ 61.25	\$ 1,837.50	\$ 48.00	\$ 1,440.00
13	1	LS	Shoring or Extra Excavation Class B	\$ 220.00	\$ 220.00	\$ 250.00	\$ 250.00	\$ 100.00	\$ 100.00
14	65	LF	Solid Wall PVC Storm Sewer Pipe 8 In. Diam.	\$ 40.00	\$ 2,600.00	\$ 67.00	\$ 4,355.00	\$ 77.00	\$ 5,005.00
15	1	EA	Catch Basin Type 1	\$ 1,500.00	\$ 1,500.00	\$ 2,200.00	\$ 2,200.00	\$ 1,200.00	\$ 1,200.00
16	1	EA	Connection to Drainage Structure	\$ 1,000.00	\$ 1,000.00	\$ 650.00	\$ 650.00	\$ 100.00	\$ 100.00
17	300	TON	Crushed Surfacing Top Course	\$ 53.00	\$ 15,900.00	\$ 29.00	\$ 8,700.00	\$ 49.00	\$ 14,700.00
18	600	LF	Cement Conc. Traffic Curb and Gutter	\$ 38.00	\$ 22,800.00	\$ 46.00	\$ 27,600.00	\$ 33.00	\$ 19,800.00
19	450	LF	Cement Conc. Pedestrian Curb	\$ 38.00	\$ 17,100.00	\$ 46.00	\$ 20,700.00	\$ 37.00	\$ 16,650.00
20	125	SY	Cement Conc. Sidewalk	\$ 54.00	\$ 6,750.00	\$ 74.75	\$ 9,343.75	\$ 59.00	\$ 7,375.00
21	22	EA	Cement Conc. Curb Ramp Type Parallel A	\$ 1,900.00	\$ 41,800.00	\$ 3,050.00	\$ 67,100.00	\$ 2,400.00	\$ 52,800.00
22	265	SF	Detectable Warning Surface	\$ 50.00	\$ 13,250.00	\$ 51.75	\$ 13,713.75	\$ 72.00	\$ 19,080.00
23	30	TON	HMA CL. 1/2 In. PG58H-22	\$ 200.00	\$ 6,000.00	\$ 700.00	\$ 21,000.00	\$ 445.00	\$ 13,350.00
24	50	CY	Type "A" Top Soil	\$ 75.00	\$ 3,750.00	\$ 66.00	\$ 3,300.00	\$ 60.00	\$ 3,000.00
25	75	SY	Seeding and Fertilizing by Hand	\$ 10.00	\$ 750.00	\$ 7.00	\$ 525.00	\$ 2.00	\$ 150.00
26	1	TON	Temporary Asphalt Patching	\$ 400.00	\$ 400.00	\$ 750.00	\$ 750.00	\$ 330.00	\$ 330.00
TOTAL BID					\$ 254,415.00		\$ 254,653.00		\$ 284,400.00

Denotes Correction from Contractor's Bid Proposal Based Upon Unit Prices.



City of Anacortes

2020 ASPHALT OVERLAY



NOTICE TO BIDDERS:

IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.



CONTRACT 20-001-TRN-001

This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as “City”) and Trinity Contractors, Inc., a private contractor at PO Box 1348, Marysville, WA 98270 (herein after referred to as “Contractor”).

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this agreement, the OWNER and CONTRACTOR hereto covenant and agree as follows:

I. WORK.

The Contractor shall do all work and furnish all tools, materials, equipment, and transportation required for the construction of **2020 ASPHALT OVERLAY – Utility and Pedestrian Improvements, Project No. 20-001-TRN-001** in accordance with and as described in the City of Anacortes document entitled **“Plans, Specifications, and Contract Documents – 2020 ASPHALT OVERLAY – Utility and Pedestrian Improvements”** which is hereby incorporated by reference and made a part hereof, and shall perform any changes to the work in accord with the Contract Documents.

II. ENGINEER.

Unless otherwise specifically stated, the word “Engineer” shall be understood to mean the OWNER’S Project Manager or the OWNER’S authorized representative who will perform the Contract Administration and field inspection responsibilities.

III. CONTRACT TIMES AND LIQUIDATED DAMAGES.

A. Contract Times:

1. Unless modified by the proposal, work shall start within **Ten (10) Calendar** days from the date of the Notice to Proceed. Physical Completion as defined in section 1-08.5 of the Special Provisions shall be achieved within **Thirty-five (35) Working days** after the work commences. The Contract Time shall commence upon issuance of the Notice to Proceed.

B. Liquidated Damages:

1. If said work is not completed within the time specified for Physical Completion, the Contractor agrees to pay the Owner the sum specified in Section 1-08.9 of the Standard Specifications for each and every working day said work remains incomplete after expiration of the specified time, as liquidated damages.

IV. CONTRACT PRICE.

The OWNER, hereby promises and agrees with the Contractor to retain and does retain the Contractor to provide the materials and to do and cause to be done the above-described work and to complete and finish the same according to the plans and specifications contained in document entitled **“Plans, Specifications, and Contract Documents – 2020 ASPHALT OVERLAY – Utility and Pedestrian Improvements”**, and the terms and conditions herein contained, and hereby the OWNER contracts to pay CONTRACTOR for completion of the Work and in accordance to the same and the attached bid schedule, which is included as an Exhibit to this Agreement based upon the Unit Prices shown. The total contract price is **One Hundred Fifty-Nine Thousand Forty-Seven Dollars (\$159,047.00)**.

A. Interest:

1. Moneys not paid when due as provided in the General Conditions shall bear interest at the maximum rate allowed by law at the place of the Project.

V. CONTRACTOR REPRESENTATIONS.

In order to induce OWNER to enter in this Agreement, CONTRACTOR’S representations are as set forth as follows:

- A. CONTRACTOR has familiarized him/herself with the nature and extent of the Contract Document, scope of Work, site conditions, locality, general nature of work to be performed by OWNER or others at the site that relates to Work required by the Contract Documents and local conditions and federal, state, and local laws and Regulations that in any manner may affect cost, progress, performance, or furnishing of Work.
- B. CONTRACTOR has carefully studied and examined the supplement, referred to above, which pertain to the conditions (subsurface or physical) to or contiguous to the site which may affect cost, progress, performance, or furnishing of said Work as CONTRACTOR deems necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times, and in accordance with other terms and conditions of the Contract Documents, including specifically the provisions of the 2018 WSDOT Specifications; and no additional or supplementary examinations, investigations, explorations, tests, reports, or similar information or data are or will be required by CONTRACTOR for such purposes.
- C. CONTRACTOR has reviewed and checked information and data shown or indicated in the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and has included costs as defined by WSDOT Specifications.
- D. CONTRACTOR has correlated information known to CONTRACTOR and results of such observations, familiarizations, examination, investigations, explorations, tests, and studies with Contract Documents.
- E. CONTRACTOR has given OWNER written notice of conflicts, errors, ambiguities or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by OWNER is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey understanding of terms and conditions for performing and furnishing Work.

VI. CONTRACT DOCUMENTS.

- A. Contract Documents that comprise the entire Agreement between OWNER and CONTRACTOR concerning Work are defined in the WSDOT Specifications.
- B. Exhibits to this Agreement include:
 - 1. Conformed Bid Form signed by CONTRACTOR.
 - 2. Executed Performance Bond
 - 3. Executed Payment Bond.
 - 4. Required documents submitted by the CONTRACTOR prior to the execution of Agreement as identified in the "Instruction to Bidders".

VII. MISCELLANEOUS

- A. No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound, and specifically but without limitation moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment. No assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.
- B. OWNER and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents.
- C. It is further provided that no liability shall attach to the City of Anacortes, Washington, by reason of entering into this contract, except as expressly provided herein.

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

Owner:

City of Anacortes

Mayor

Date

Contractor:

Trinity Contractors, Inc.

Title

Date

TRINITY

P.O. BOX 1348
MARYSVILLE, WA 98270

CITY OF ANACORTES

Received this 16 day

of April, 20 20

at 8:58 AM/PM

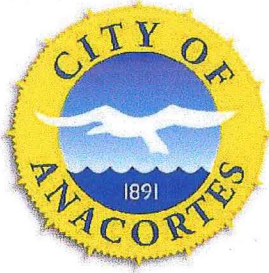
Erin W. Ryan
City Clerk

City of Anacortes
2020 Asphalt Overlay - Utility & Pedestrian Improv.

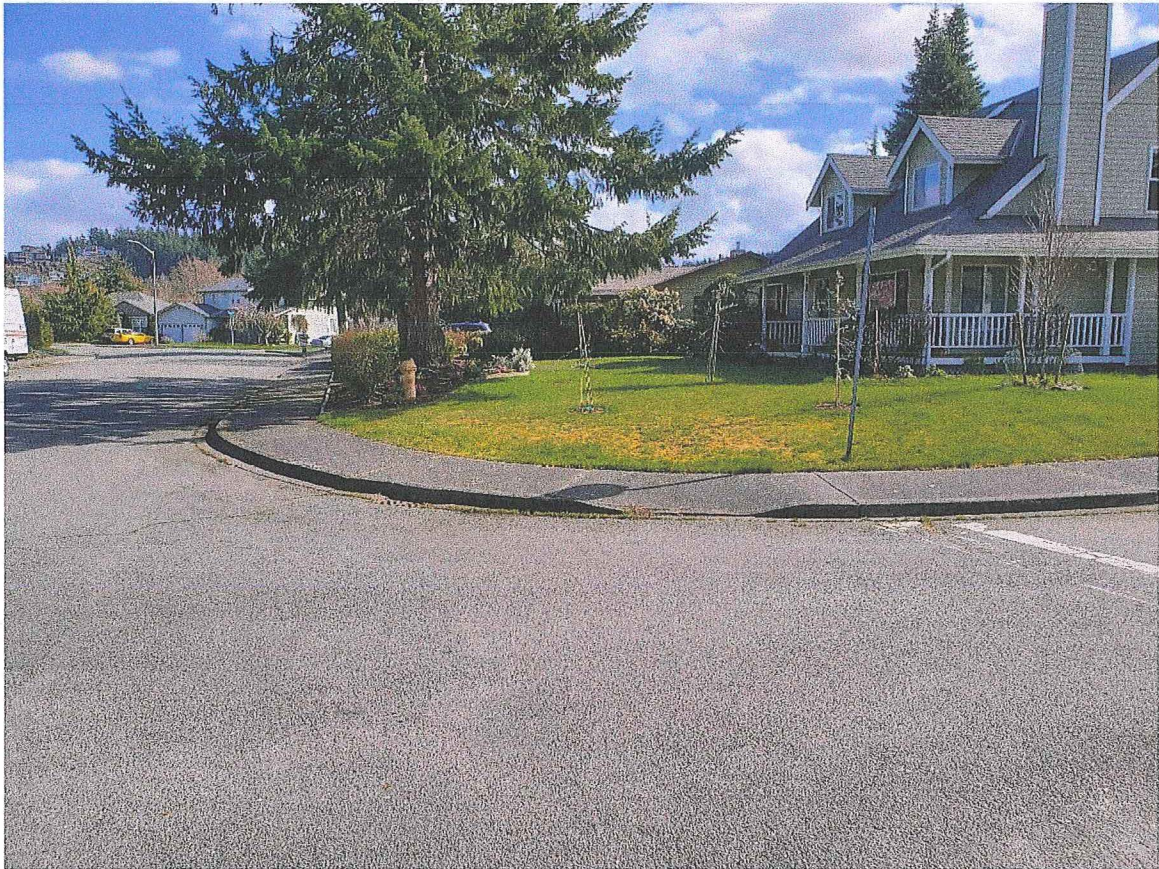
NO: PW# 20-001-TRN-001

BID DATE = 4-16-2020

BID TIME = 10:00 AM



2020 ASPHALT OVERLAY - UTILITY AND PEDESTRIAN IMPROVEMENTS PROJECT



PLANS, SPECIFICATIONS, AND CONTRACT DOCUMENTS

Contract # PW-20-001-TRN-001

FOR INFORMATION, CONTACT:

Tim Hohmann, Project Manager

City of Anacortes Engineering Department

PO Box 547

Anacortes, WA 98221

Office: 360.588.8068 Cell Phone: 360.770.9221

timh@cityofanacortes.org

NOTICE TO BIDDERS:

IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO
WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

PART 1

BID DOCUMENTS

NOTICE TO BIDDERS:

IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

INSTRUCTION TO BIDDERS

1. PROPOSAL

Bids are to be submitted only on the PROPOSAL FORM provided. Bidders must bid on all bid items listed in the Proposal. Omitting or deleting any bid item will be considered non-responsive and cause for rejection of the bid. A Non-Collusion Declaration is inclusive of the Proposal.

2. DELIVERY OF PROPOSALS TO THE CITY

All bids must be delivered in the manner specified herein. Bids submitted by Bid closing date and time for public reading must include:

- ☒ **Bid Proposal Form** - completed signed by an authorized representative (8 pages)
- ☒ **Bid Deposit** – If the bid deposit is in the form of a bond, the bidder and the surety must execute the bid bond provided in the bid documents.

Sealed Bid proposals must be delivered to:

City Clerk
904 6th Street
PO Box 547
Anacortes, WA, 98221-0547
Phone: (360)293-1900

Due to COVID-19, Anacortes City Hall is closed to the public. Bidders wishing to drop off bids in person shall call the City Clerk's office at the phone number above when at City Hall to be met at the door or receive other instructions for dropping off bids.

Proposals must be in a sealed, properly addressed envelope with the name of the Bidder and project/bid number and description of the project plainly written on the outside of the envelope, prior to the scheduled time and date stated in the Invitation to Bid. City offices are not open for special mail or other delivery on weekends and City holidays. The City shall assume no responsibility for delay in U.S. mail service or for bids delivered to City offices other than the specified City Office. Bids received after the time stated in the bid will not be accepted and will be returned, unopened, to the Bidder. There will be no exceptions or waivers of this requirement.

3. WITHDRAWAL OF BID

A. Prior to Bid Opening

Any Bidder may withdraw his/her Bid prior to the scheduled bid opening time by delivering a written notice to the City Clerk. The notice may be submitted in person or by mail; however, it must be received by the City Clerk's Office prior to the time for bid opening.

B. After Bid Opening

No bidder will be permitted to withdraw his/her Bid/Proposal after the time of bid opening, as set forth in the Invitation to Bid, and before the actual award of the Contract, unless the award of Contract is delayed more than sixty (60) calendar days after the date set for bid opening. If a delay of more than 60 calendar days does occur, then the Bidder must submit written notice withdrawing his/her Bid to the City Clerk.

4. OPENING OF BIDS

At the time and place set for the opening of bids, all Proposals, unless previously withdrawn, will be publicly opened and read aloud, irrespective of any irregularities or informalities in such Proposal.

5. BIDDER RESPONSIBILITY

A. EVALUATION AND SELECTION PROCESS OF RESPONSIBLE BIDDER

It is the intent of Owner to award a contract to the low responsible bidder. The bidder may be required by the City to submit documentation demonstrating compliance with the criteria. As required by Washington State [RCW 39.04.350](#), before award of a public works contract, a bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder must:

- i. Have a certificate of registration in compliance with chapter 18.27 RCW (Contractor License), **which must have been in effect at the time of bid submittal**;
- ii. Have a current state unified business identifier (UBI) number;

NOTICE TO BIDDERS:

IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

- iii. If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW and a state excise tax registration number as required in Title 82 RCW;
- iv. Have received training on the requirements related to public works and prevailing wage under chapter 39.04 RCW and chapter 39.12 RCW, or received exemption from this requirement by completing three or more public works projects and have had a valid business license in Washington for three or more years;
- v. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3) and,
- vi. Not have any apprenticeship violations, if applicable.

Within 24 hours after bid opening Low Bidder must submit the following documentation as required by the City to award a contract to the low responsive, responsible bidder.

- ☒ Certification of Compliance with Wage Payment Statues
- ☒ Bidder Responsibility Statement
- ☒ A cost breakdown of lump sum items if requested
- ☒ Documentation That May Be Requested to Demonstrate Compliance with Mandatory Criteria (RCW 39.04.350(1)) and RCW 39.06.020 as it applies to Subcontractors)

If the bidder does not submit the documentation within the time period specified above the City may find the bidder not responsible, or may find the bidder responsible based upon any available information that demonstrates that the bidder meets Bidder Responsibility. Determination of Bidder Responsibility must be made prior to award of the contract. In the interest of meeting the project's schedule, the City may request other bidders to submit documentation which will be evaluated in the same manner as the low bidder. If the low bidder does not meet bidder responsibility, the City will evaluate the second low bidder. The City reserves the right to reject any and all bids. The City can reject any bid not conforming to the intent and purpose of bidding documents, or when the City determines that the bidder is not a responsible bidder.

If the City determines that a bidder does not meet the Bidder Responsibility Criteria, the determination will be provided in writing. The bidder has 2 business days to appeal and can submit additional documentation with their appeal. If the City still determines that the Bidder is not a responsible bidder, the City will issue the bidder its final determination in writing. The City shall not award a contract to another bidder until 2 business days after the bidder receives the City's final determination that the bidder is not a responsible bidder.

B. Insertions of Material Conflicting with Specifications

Only material inserted by the Bidder to meet requirements of the Specifications will be considered. Any other material inserted by the Bidder will be disregarded as being non-responsive and may be grounds for rejection of the Bidder's Bid/Proposal.

C. Correction of Ambiguities and Obvious Errors

The City reserves the right to correct obvious ambiguities and errors in the Bidder's proposal and to waive non-material irregularities and/or omissions. In this regard, if the unit price does not compute to the extended total price, the unit price shall govern. Written prices will govern over numeric prices.

6. IRREGULAR PROPOSALS

- A. A proposal will be considered irregular and will be rejected if:
 - i. The Bidder is not prequalified when so required;
 - ii. The authorized proposal form furnished by the Contracting Agency is not used or is altered;
 - iii. The completed proposal form contains any unauthorized additions, deletions, alternate Bids, or conditions;
 - iv. The Bidder adds provisions reserving the right to reject or accept the award, or enter into the Contract;
 - v. A price per unit cannot be determined from the Bid Proposal;
 - vi. The Bidder fails to submit or properly complete a Subcontractor list, if applicable, as required in Section 1-02.6;
 - vii. The Bidder fails to submit or properly complete a Disadvantaged Business Enterprise Certification, if applicable, as required in Section 1-02.6;
 - viii. The Bidder fails to submit written confirmation from each DBE firm listed on the Bidder's completed DBE Utilization Certification that they are in agreement with the bidders DBE participation commitment, if applicable, as required in Section 1-02.6, or if the written confirmation that is submitted fails to meet the requirements of the Special Provisions;

NOTICE TO BIDDERS:

IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

- ix. The Bidder fails to submit DBE Good Faith Effort documentation, if applicable, as required in Section 1-02.6, or if the documentation that is submitted fails to demonstrate that a Good Faith Effort to meet the Condition of Award was made;
 - x. The Bid Proposal does not constitute a definite and unqualified offer to meet the material terms of the Bid invitation; or
 - xi. More than one proposal is submitted for the same project from a Bidder under the same or different names.
- B. A Proposal may be considered irregular and may be rejected if:
- i. The Proposal does not include a unit price for every Bid item;
 - ii. Any of the unit prices are excessively unbalanced (either above or below the amount of a reasonable Bid) to the potential detriment of the Contracting Agency;
 - iii. Receipt of Addenda is not acknowledged;
 - iv. A member of a joint venture or partnership and the joint venture or partnership submit Proposals for the same project (in such an instance, both Bids may be rejected); or
 - v. If Proposal form entries are not made in ink.
 - vi. The Proposal form is not properly executed.

7. AWARD

The successful bidder must execute and submit the following documents **within 10 working days of the Notice of Award date**:

- Agreement
- Contract Performance Bond and Contract Payment Bond
If the amount of the Contract is more than \$150,000, the Contractor and the Surety must execute the Contract Bonds provided in the bid documents for 100% of the contract price. If the amount of the Contract is less than \$150,000, the Contractor may submit a *Declaration of Option in Lieu of Contract Bond* in which case the City retains 10 percent of the contract amount for 30 days after final acceptance, or until receipt of all necessary releases from the Department of Labor and Industries and Department of Revenue and settlement of any liens filed under Chapter 60.28 RCW, whichever is later.
- Certificate of Liability Insurance
The Certificate of Liability Insurance with additional insured endorsements may be furnished on forms supplied by insurance carrier. Insurance requirements are established herein: Part 3, Special Provisions, Provision 1.07.18 entitled Public Liability & Property Damage Insurance.

8. STATEMENT OF INTENT TO PAY PREVAILING WAGES

The City of Anacortes will not make payment for the work performed under this contract until a copy of the approved form has been submitted to the City on behalf of the prime contractor and all sub-contractors. This statement has been approved by the Washington State Department of Labor and Industries. See the Washington State Department of Labor and Industries website for more information. **As required by law, the City will not make payment on the contract before receiving the approved prevailing wage statement(s) from Contractor and its Subcontractors.**

9. CITY OF ANACORTES BUSINESS LICENSE

A City of Anacortes business license is required for any business working inside the city limits whose annual value of products, gross proceeds of sales, or gross income of the business in the city is more than \$2,000. Applications for business license can be obtained at City Hall or from the Washington Department of Revenue at bls.dor.wa.gov.

NOTICE TO BIDDERS:
IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

BIDDER RESPONSIBILITY STATEMENT

The City must award the bid to the "lowest responsible bidder," or reject all bids. It may not negotiate with any of the bidders. The following guidelines, in addition to price, may be taken into account by the City in determining the lowest responsible bidder

1. Name of Bidder: Trinity Constructors, Inc.
2. Business Address: P.O. Box 1348 Marysville WA 98270
3. Business Phone/Email: 425-572-2977 JR.TrinityConstructors@gmail.com
4. How many years have you been in business under the present firm name? Since 2011
5. Character of work performed by your company as it directly relates to this project: _____

General Contractor

6. List contracts for similar work completed by your company within the past three years. Include approximate contract amounts and the name and telephone number of a contact person. A project currently in progress may be listed. _____

<u>2018</u>	<u>Asphalt overlay & ADA Ramps</u>	<u>Tim</u>	<u>360-770-9221</u>
<u>2019</u>	<u>Asphalt overlay & ADA Ramps</u>		
<u>Phase 4</u>	<u>Downtown Sidewalks</u>		

7. Name, address, and telephone number of bonding and insurance company, and name and telephone number of local contact person: _____

Proper Insurance

Brandon Bush

8. The Project Field Supervisor will be: Eric Chapin

This person will be on the job full time and directly supervising the work. Any change will require written approval by the Owner.

Project Field Supervisor experience:

- a) Years of experience in this type of construction: 10 Yrs — Months
- b) Years of supervisory experience: 5 Yrs — Month
- c) Years employed with current firm: 5 Yrs — Months
- d) Years employed with previous firm: 10 Yrs 10 Months
- e) List References (include name, title, city or district, phone number):

Anacortes / Tim / 360-770-9221

NOTICE TO BIDDERS:

IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

9. List your major equipment: _____

~~606~~ 606 with Brake
856 excavator
506 Pump Truck

10. Bank references with contact name and telephone number: _____

US Bank, Smoky Point Arish
360-653-5313

11. State of Washington Registration No. TR/NIC189423

12. Federal IRS Identification No. 37-1642640

13. List your other projects currently in progress along with other bids or contracts awarded but not yet started:

N/A

14. Will contracts currently in progress, or hereafter obtained interfere with the timely performance of the City of

Anacortes project? ☐ YES ☒ NO

NOTICE TO BIDDERS:

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TO: City of Anacortes
City Hall
904 Sixth Street
Anacortes, WA 98221

Attention: Eric Shjarback, P.E. – City Engineer

The undersigned, hereinafter called the bidder, declares that the only persons or parties interested in this proposal are those named herein; that this proposal is in all respects fair and without fraud; that it is made without collusion with any official of the City of Anacortes; and that the proposal is made without any connection or collusion with any person making another proposal of this contract. **Moreover, the Bidder declares by signing the signature page of this Proposal that the following statement is true and correct:**

My firm, association or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

The bidder declares that he/she has carefully examined the contract documents for the construction of the project; that he/she has personally inspected the site; that he/she has satisfied him or herself as to the quantities involved, including materials and equipment and conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the contract documents and that this proposal is made according to the provisions and under the terms of the contract documents, which documents are hereby made a part of this proposal.

The bidder declares that he/she has exercised his/her own judgment regarding the interpretation of subsurface information and has utilized all data, which he/she believes pertinent from the Engineer, Owner and other sources in arriving at his/her conclusions.

The bidder agrees that if this proposal is accepted, he/she will, within **Ten (10) Calendar** days after Notification of Award, execute the contract with the City of Anacortes in the form of contract included in the contract documents, and will, prior to the time of execution of the contract, deliver to the City of Anacortes the Performance and Payment Bond, all Certificates of Insurance and proof of a City of Anacortes Business License required therein and will, to the extent of his/her proposals, furnish all necessary labor, tools, materials, equipment, and services required to do the work in the manner, in the time, and according to the methods as specified in the contract documents and required by the Engineer or other designated project representative there under.

The bidder further agrees, if awarded the contract, to begin work within **Ten (10) Working** days after the date of the Notice to Proceed and to achieve Physical Completion within **Thirty-five (35) Working** days, in accordance with the Notice to Proceed.

In the event the bidder is awarded the contract and shall fail to complete the work within the time limit agreed upon as more particularly set forth in the contract documents, liquidated damages shall be paid to the owner per the Standard Specifications contained in the contract documents.

The bidder proposes to accept as full payment for the work proposed herein the amount computed under the provisions of the contract documents and based upon the unit price, it being expressly understood that the unit price is independent of the exact quantities involved. Bidder agrees that the unit prices shown represent a true measure of the labor and materials required to perform the work, including all allowances for overhead and profit for each type of work called for in these contract documents.

NOTICE TO BIDDERS:

IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

The undersigned bids for complete construction of the following described project:

The project provides for improvements within the right-of-way of Glasgow Way including but not limited to cement concrete curbs, cement concrete curb ramps, cement concrete sidewalk, asphalt patching, roadway drainage work, landscaping restoration and other work, all in accordance with the Contract Plans, Contract Provisions, and the Standard Specifications.

The bid price shall include everything necessary for the prosecution and completion of the services as detailed in the specifications including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this bid.

CITY OF ANACORTES 2020 ASPHALT OVERLAY – UTILITY AND PEDESTRIAN IMPROVEMENTS

NO.	PLAN QUANTITY	ITEM DESCRIPTION	UNIT PRICE (Figures)	TOTAL AMOUNT (Figures)
1	1 LS	MOBILIZATION 1-09.7	At \$ <u>27,000</u> Per Lump Sum	\$ <u>27,000</u>
2	EST. DOL.	FORCE ACCOUNT- UNANTICIPATED SITE WORK 1-09.6SP	At \$10,000 Per Force Account	\$10,000
3	1 LS	S.P.C.C PLAN 1-07.15	At \$ <u>250</u> Per Lump Sum	\$ <u>250</u>
4	39 EA	INLET PROTECTION 8-01.5	At \$ <u>30</u> Per Each	\$ <u>1170</u>
5	1 LS	PROJECT TEMPORARY TRAFFIC CONTROL 1-10.5(1)	At \$ <u>5000</u> Per Lump Sum	\$ <u>5000</u>
6	800 LF	SAW CUTTING ASPHALT 2-02.5SP	At \$ <u>3</u> Per Linear Foot	\$ <u>2400</u>
7	300 LF	SAW CUTTING CONCRETE 2-02.5SP	At \$ <u>3</u> Per Linear Foot	\$ <u>900</u>

NOTICE TO BIDDERS:

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NO.	PLAN QUANTITY	ITEM DESCRIPTION	UNIT PRICE (Figures)	TOTAL AMOUNT (Figures)
8	600 LF	REMOVING CEMENT CONC. CURB AND GUTTER 2-02.5SP	At \$ <u>10</u> Per Linear Foot	\$ <u>6000</u>
9	400 SY	REMOVING CEMENT CONC. SIDEWALK 2-02.5SP	At \$ <u>10</u> Per Square Yard	\$ <u>4000</u>
10	175 SY	REMOVING ASPHALT CONC. PAVEMENT 2-02.5SP	At \$ <u>10</u> Per Square Yard	\$ <u>1750</u>
11	250 CY	ROADWAY EXCAVATION INCL. HAUL 2-03.5	At \$ <u>35</u> Per Cubic Yard	\$ <u>8750</u>
12	30 CY	STRUCTURE EXCAVATION CL. B INCL. HAUL 2-09.5	At \$ <u>35</u> Per Cubic Yard	\$ <u>1050</u>
13	1 LS	SHORING OR EXTRA EXCAVATION CLASS B 2-09.5SP	At \$ <u>1</u> Per Lump Sum	\$ <u>1</u>
14	65 LF	SOLID WALL PVC STORM SEWER PIPE 8 IN. DIAM. 7-04.5	At \$ <u>50</u> Per Linear Foot	\$ <u>3250</u>
15	1 EA	CATCH BASIN TYPE 1 7-05.5	At \$ <u>1750</u> Per Each	\$ <u>1750</u>
16	1 EA	CONNECTION TO DRAINAGE STRUCTURE 7-05.5SP	At \$ <u>500</u> Per Each	\$ <u>500</u>
17	300 TONS	CRUSHED SURFACING TOP COURSE 4-04.5	At \$ <u>30</u> Per Ton	\$ <u>9000</u>
18	600 LF	CEMENT CONC. TRAFFIC CURB AND GUTTER 8-04.5SP	At \$ <u>25</u> Per Linear Foot	\$ <u>15,000</u>
19	450 LF	CEMENT CONC. PEDESTRIAN CURB 8-04.5	At \$ <u>25</u> Per Linear Foot	\$ <u>11,250</u>

NOTICE TO BIDDERS:

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NO.	PLAN QUANTITY	ITEM DESCRIPTION	UNIT PRICE (Figures)	TOTAL AMOUNT (Figures)
20	125 SY	CEMENT CONC. SIDEWALK 8-14.5	At \$ <u>45</u> Per Square Yard	\$ <u>5625</u>
21	22 EA	CEMENT CONC. CURB RAMP TYPE PARALLEL A 8-14.5	At \$ <u>1000</u> Per Each	\$ <u>22,000</u>
22	265 SF	DETECTABLE WARNING SURFACE 8-14.5	At \$ <u>35</u> Per Square Foot	\$ <u>9275</u>
23	30 TON	HMA CL. ½ IN. PG58H-22 5-04.5SP	At \$ <u>250</u> Per Ton	\$ <u>7500</u>
24	50 CY	TYPE "A" TOP SOIL 8-02.5SP	At \$ <u>75</u> Per Cubic Yard	\$ <u>3750</u>
25	75 SY	SEEDING AND FERTILIZING BY HAND 8-01.5	At \$ <u>25</u> Per Square Yard	\$ <u>1875</u>
26	1 TON	TEMPORARY ASPHALT PATCHING 5-04.5SP	At \$ <u>1</u> Per Ton	\$ <u>1</u>
Rule 171 applies to all bid items in this project. See special provision 1-07.2(1) for clarification.			Total Bid:	\$ <u>159,047⁰⁰</u>

NOTICE TO BIDDERS:

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ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Addendum 1, Initial KE

Addendum _____, Initial _____

Addendum _____, Initial _____

Addendum _____, Initial _____

NOTE: Failure to acknowledge any issued Addenda may render proposal non-responsive and therefore void. It is the sole responsibility of the Bidder to learn of Addendum, if any. Such information may be obtained from the Builders Exchange website at www.bxwa.com.

BID DEPOSIT

A proposal deposit in an amount of five percent (5%) of the total bid is attached here in the form indicated below:

☒ Bid Bond

☐ Cashier's Check

☐ Certified Check

☐ Cash

NOTICE TO ALL BIDDERS

To report bid rigging activities call: **1-800-424-9071**

The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., Eastern time. Anyone with knowledge of possible bid rigging, Bidder collusion, or other fraudulent activities should use the "hotline" to report activities. The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

Name of Bidder: Trinity Contractors Inc.

Contact Name: JR Chapman

Mailing Address: P.O. Box 1348

City, State, Zip: Mapleville WA 98270

Business Telephone: 360-322-6130 Cell Phone: 425-512-2977

Email Address: JR.TrinityContractors@gmail.com

Contractor's State License No: TR101489463

UBI Number:

By signing this proposal, the bidder agrees to all requirements contained in the contract documents.



Trinity Contractors, Inc. Proctor
Name of Bidder Title

4-15-2020
Date

[Signature]
Signature of Bidder

Verchynskyi
Print Name

NOTICE TO BIDDERS:

IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.



Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (April 01, 2020), the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Trinity Contractors, Inc.

Bidder's Business Name

[Signature]

Signature of Authorized Official*

Van Chien

Printed Name

President

Title

4-15-2020

Date

Arlington

City

WA / Snohomish Co.

State or country

Check One:

Sole Proprietorship ☐ Partnership ☐ Joint Venture ☐ Corporation ☒

State of Incorporation, or if not a corporation, State where business entity was formed:

Washington

If a co-partnership, give firm name under which business is transacted:

n/a

* If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.

NOTICE TO BIDDERS:

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BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That I/we, Trinity Contractors, Inc., of
Marysville, WA, as Principal and
Merchants National Bonding, Inc., as Surety authorized to do business in the
 State of Washington, are held firmly bound unto the CITY OF ANACORTES (Owner), as Obligee, in the penal sum
 of five (5) percent of the total amount of the bid proposal of said principal for the work hereinafter described, for the
 payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors
 and assigns, jointly and severally, by these presents.

The condition of this obligation is such that if the Obligee shall make any award to the Principal for the "**2020
 ASPHALT OVERLAY- Utility And Pedestrian Improvements Project 20-001-TRN-001**", according to the terms
 of the proposal or bid made by the Principal therefore and the Principal shall duly make and enter into a contract
 with the Obligee in accordance with the terms of said proposal or bid and award and shall give bond for the faithful
 performance thereof, with Surety or Sureties approved by the Obligee; or if the Principal shall, in case of failure to
 do so, pay and forfeit to the Obligee the penal sum amount of the deposit specified in the call for bids, then this
 obligation shall be null and void; otherwise it shall be and remain in full force and effect the Surety shall forthwith
 pay and forfeit to the Obligee, as penalty and liquidated damages, the amount of this bond.

SIGNED, SEALED, AND DATED THIS 16th day of April, 2020.



Trinity Contractors, Inc.

(Principal)

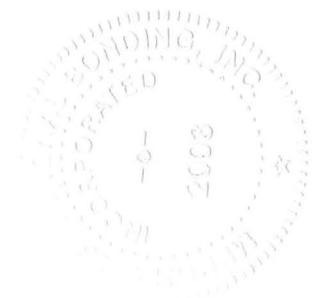
(Title)

Merchants National Bonding, Inc.

(Surety)

Carley Espiritu

(Attorney-in-fact)



NOTICE TO BIDDERS:

IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO
 ENSURE RECEIPT OF ENTIRE SOLICITATION.

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Alicon A Keltner; Annelies M Richie; Brandon K Bush; Brent E Heilesen; Carley Espiritu; Christopher Kinyon; Cynthia L Jay; Eric A Zimmerman; Erica E Mosley; Heather L Allen; Holli Albers; James B Binder; Jamie L Marques; Karen C Swanson; Kyle Joseph Howat; Tamara A Ringeisen

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 11th day of February, 2020.



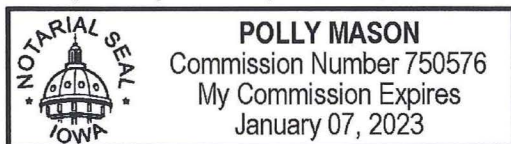
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 11th day of February 2020, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission
does not invalidate this instrument)

Polly Mason
Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this

11th day of April, 2020



William Warner Jr.
Secretary

ADDENDUM NO. 1

To The Bid Documents
for the
City of Anacortes

**2020 Asphalt Overlay – Utility and Pedestrian Improvements Project
PW#:20-001-TRN-001**

Issued this date: Thursday, April 2, 2020

Bid Opening: 10:00 A.M. (Local Time) on
Thursday, April 16, 2020
Anacortes City Hall
904 6TH Street
Anacortes, WA. 98221

Please include this Addendum No. 1 with your Bid Proposal and acknowledge receipt of same in the Proposal.

TO PROSPECTIVE BIDDERS:

The Project Description for this project has been modified as follows:

The following Project Description is deleted:

~~The project provides for improvements within the right-of-way of the following streets including but not limited to asphalt planning, pavement repair, asphalt paving, painted and plastic traffic markings and other work, all in accordance with the Contract Plans, Contract Provisions, and the Standard Specifications.~~

~~The project is located:~~

- ~~— Glasgow Way~~
- ~~— Cypress Drive~~
- ~~— Camano Place~~
- ~~— Whidbey Court~~

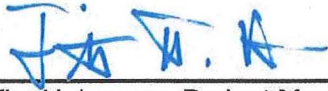
and replaced with:

The project provides for improvements within the right-of-way of Glasgow Way including but not limited to cement concrete curbs, cement concrete curb ramps, cement concrete sidewalk, asphalt patching, roadway drainage work, landscaping restoration and other work, all in accordance with the Contract Plans, Contract Provisions, and the Standard Specifications.

And:

Pages 5, 13 and 29 as originally issued under the Plans, Specifications, and Contract Documents for the 2020 Asphalt Overlay – Utility and Pedestrian Improvements Project are hereby deleted and enclosed pages 5, 13 and 29 shall be inserted in order to revise the Project Description language modified above.

Prepared By:



Tim Hohmann, Project Manager

4-02-2020

Date:

Approved By:



Eric Sjarback, City Engineer

4-02-2020

Date:



City Council Agenda Bill

Meeting Date: 5/4/2020 **Agenda Item:** 6a – Continued Modified Public Comment Period, Review/Approve Amendments to Citizen Participation Plan, Con Plan, 2019 & 2020 Annual Action Plans, Review and approve CDBG funded Small Business Stabilization Application and Scoring Matrix

Subject: Review public comments submitted regarding community needs/priorities in development of the aforementioned documents; review and approve the Small Business Stabilization Application and Scoring Matrix for disbursement to local qualified business to provide economic development aid in response to the COVID-19 pandemic.

Staff Contact: Don Measamer/Joann Stewart

Approved for Submittal to Council by	
X	Don Measamer, Planning Director

Action Type	
	Contract
X	Public Hearing/Public Comment Period

Summary Statement: The attached documents are in response to the emergency caused by the COVID-19 pandemic and funding allocated to Anacortes as an eligible CDBG entitlement city. The attached application and scoring matrix will provide the City with the information to determine eligibility for the CDBG grant funding. The amendments, plans, and any comments will be submitted to HUD no later than May 15, 2020.

Background: The Consolidated Plan comprises the planning and application requirements for the City's Community Development Block Grant (CDBG), a program administered by HUD. The Action Plan outlines the projects that will be funded during the program year. The City's Planning Department undertakes the planning process for submission of its Consolidated Plan/Strategic Plan and yearly Action Plans.

Budget Impact	
Revenue Source	HUD

Previous Council/Committee Action: Consideration of amendments and funding allocations

Competing Viewpoints Considered: N/A

Recommended Motion: Approve all amendments and 2020 Annual Action Plan be submitted to HUD, approve Application for Small Business Stabilization Grant and Scoring Matrix.

Alternative Actions: None to be considered.

Attachments (listed in order presented): 2019 Amendment of the Citizen Participation Plan, 2018-2022 Consolidated Plan, 2019 Action Plan, and draft 2020 Annual Action Plan, Application for Small Business Stabilization Grant, Scoring Matrix

CITY OF ANACORTES CDBG Citizen Participation Plan, 2018-2022 Consolidated Plan and 2019 Draft Action Plan Amendment HUD CDBG-CV Funding

April 24, 2020 – April 30, 2020

In compliance with HUD memo dated April 2, 2020, the following amendments are proposed for the City of Anacortes's Citizen Participation Plan, 2018-2022 Consolidated Plan, 2019 Annual Action Plan and the 2002 Annual Action Plan. These amendments set up response to disaster relief and emergency preparedness, specifically in response to the COVID-19 pandemic. This Amendment is made in accordance with the City's Citizen Participation Plan of the Community Development Block Grant.

The Amendments will be available for public review and comment for a 5 day period beginning April 24, 2020 through April 30, 2020. Written comments may be submitted to City of Anacortes Planning, Community & Economic Development Department, Attn: Joann Stewart, 904 6th Street, Anacortes, WA 98221 or joanns@cityofanacortes.org during this public comment period.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

Introduction

The City of Anacortes approved the 2019 Action Plan on May 6, 2019, which covers the period from July 1, 2019 through June 30, 2020. Due to the COVID-19 pandemic and additional funding allocations to combat this pandemic, new projects are being proposed and new regulations are being implemented.

PROPOSED CHANGES:

1. Citizen Participation Plan.

- Addition of disaster response and declaration of emergency public notice requirements (reduction of 14 day minimum to 5 days minimum) and public comment (reduction of 30 days to 5 days) in order to expedite funds as quickly as possible in the event of a disaster or declaration of emergency. Changes include the specific language below:

Substantial amendments in the event of a disaster or declaration of emergency – amendments to the Consolidated Plan and Annual Action Plan that meet the Substantial Amendment general provisions as well as expeditious allocation of uncommitted funds to emergency activities, will occur with a reduced notice and comment period to accommodate swift allocation of funds. Meetings must still accommodate and provide information to those with vision and hearing impairments to the best extent feasible. At a minimum, the meeting must still comply with the Open Public Meetings Act.

In the event of a disaster or a declaration of emergency, public notice may be altered at the direction of HUD or accommodate the best possible effort from staff to meet the 14 day advance notice and 30 day public review minimum requirement. A minimum of 5 days for notice of emergency public notice and a minimum 5 day review of the substantial amendment should be accommodated if unable to meet the 30 day minimum and advance notice provided as reasonably feasible considering the circumstances of the emergency. At a minimum, the meeting must still comply with the Open Public Meetings Act.

2. 2018-2022 Consolidated Plan Amendment

- Amendment to the 2018-2022 Con Plan to include Economic Development - Special Economic Development Activities as a priority need as provided for under 24 CFR Part 570.203 for Entitlements.

In response to COVID-19, the City of Anacortes is adding Economic Development - Special Economic Development Activities as a Priority Need, with a high priority level, for all populations throughout the city limits. Associated goals will be to ensure the financial viability of small businesses (maximum 20 employees) within city limits, as well as activities that prioritize job training, job opportunities, and job placement/retention. The project will be entitled Small Business Stabilization Grant.

3. **2019 Annual Action Plan.** In response to the COVID-19, the City of Anacortes was allocated \$68,183 in the CDBG-CV funding. This funding will be allocated to Special Economic Development Activities to provide support to businesses affected by the COVID-19 (Small Business Stabilization Grants) and to Community Action of Skagit County to provide food and supplies to Anacortes food banks. This funding cannot duplicate funding provided by other sources such as SBA or FEMA.

SUMMARY OF CITIZEN PARTICIPATION PROCESS AND CONSULTATION PROCESS:

These amendments are a result of consultation with stakeholders and public and non-profit agencies providing services in the City. The Notice of Plan Amendments was published in accordance with the expedited regulations to address the COVID -19 pandemic in the Anacortes American on April 22, 2020 and posted on the City's website on April 20, 2020.

[Summarize public comments when received.]

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation \$	Program Income \$	Prior Year Resources \$	Total: \$		
CDBG-CV	Federal	Special Economic Development Activities – Small Business Stabilization Grants	\$60,000	\$0	\$0	\$60,000	\$	Funds used for priority needs, including special economic development activities, \$10,000 maximum per business

CDBG-CV	Federal	Public Services	\$8,183	\$0	\$0	\$8,183		Provide food and supplies to Community Food Bank for service in Anacortes
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AP-35 Projects – 91.220(d)

2019 CDBG-CV ACTION PLAN AMENDMENT SUMMARY

#	PROJECT NAME	FUNDING
1	Special Economic Development Activity – Small Business Stabilization Grant provided to small businesses (max 20 employees) to prevent loss of business	\$60,000
2	Food Bank Assistance – Community Action Skagit County funding for food and supplies for Anacortes food banks	\$8,183



CITY OF ANACORTES
CDBG 2020
DRAFT ACTION PLAN

Contents

Executive Summary.....	2
AP-05 Executive Summary - 91.200(c), 91.220(b)	2
PR-05 Lead & Responsible Agencies - 91.200(b)	5
AP-10 Consultation - 91.100, 91.200(b), 91.215(l)	6
AP-12 Participation - 91.401, 91.105, 91.200(c)	12
Expected Resources	13
AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)	13
Annual Goals and Objectives	15
AP-35 Projects - 91.420, 91.220(d)	17
AP-38 Project Summary	19
AP-50 Geographic Distribution - 91.420, 91.220(f)	22
AP-75 Barriers to affordable housing -91.420, 91.220(j)	25
AP-85 Other Actions - 91.420, 91.220(k)	27
Program Specific Requirements.....	30

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

This chapter outlines the City's one-year Action Plan for 2020, which will further the goals and strategies of the Strategic Plan and is the spending plan for the City's Community Development Block Grant (CDBG) funds. The funding received for 2020 will be used to accomplish the activities outlined in this plan. The allocation for this year's funding is approximately \$115,906. The proposed activities must meet the CDBG National Objectives as outlined in the introduction to the Strategic Plan and meet the public benefit standard. The Mayor of Anacortes has designated the Planning, Community & Economic Development Department responsible for the planning, development, and implementation of its CDBG Program.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Due to the COVID-19 Pandemic, the goals of this plan include special economic development activities to provide a public benefit to businesses to keep them from closing permanently. Eighty-five percent of the 2020 funding will be provided to applicable businesses with 20 or fewer employees. The remaining portion of the funding will be used for supportive services to help individuals and families from becoming homeless, supporting efforts to reduce poverty, public housing rehabilitation. The City has elected not to utilize the administration portion of the funding and instead apply the 20% allocation to projects. The proposed funding goals for 2020 include:

- Public Service - Anacortes Family Center - Homelessness/assist special needs populations - Create suitable living environs - %15 of total allocation = \$17,385
- Special Economic Development Activity (Section 507.23) – Small Business Stabilization Grant – \$98,521 2020 funding plus \$1,479 from previous unspent funding

In addition to the above goals, the City expects to utilize a Section 108 loan program through HUD. This program provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. It allows them to transform a small portion of their CDBG funds into federally guaranteed loans large enough to pursue physical and economic revitalization projects that can renew entire neighborhoods. As a CDBG entitlement, the City is eligible to apply for this type of funding.

This program provides the City with the opportunity to borrow up to 5 times the annual allocation. This year's funding amount is \$115,906 which allows the City to borrow a maximum of \$579,530. Principal security includes a pledge of the future CDBG funds along with additional security and the interest is variable.

The loan will fund an off-site infrastructure improvement for the Anacortes Family Center's development of a mixed-use low-income apartment complex on 27th Street in Anacortes. This will include improvement of the street, sidewalks, gutters, and water and sewer lines for the new development and will achieve the national objective of public facilities improvements in a predominantly low income area.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

In reviewing activities accomplished with its federal funding from previous years, the City of Anacortes advanced its goals of improving conditions, creating better housing resources and opportunities, and assisting human service organizations in providing effective support services to priority low-income and homeless populations. The projects selected are based on consultation with local agencies and in response to the area's countywide Continuum of Care Plan. The Anacortes Family Center, recipient of the full public services portion of the annual CDBG, provided that approximately 84% of the 62 households (175 individuals - 105 of which were children) in their program during 2019 successfully graduated from the Family Center program and entered permanent, safe housing with jobs and incomes to support their new lives. In 2019, the City provided funding to the Anacortes Salvation Army for a new commercial refrigeration/freezer that provided a great benefit to approximately 4,500 people in the region.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In deciding the 2020 program year allocations, the City of Anacortes worked with community leaders and the City Council Housing Affordability & Community Services committee to determine the proposed projects. The City held a 5 day public comment period in accordance with the HUD waiver of the 30 day public comment period to expedite the review process during the current emergency caused by the COVID-19 pandemic. The City held 2 virtual public hearings on April 27, 2020 and May 4, 2020). Notice was published on the website and in the local newspaper and encouraged public comment in conjunction with the CDBG program. The notice for the 5 day comment period and meetings was posted on the City's website on April 20, 2020 and published in the local newspaper on April 23, 2020. The public comment period began on April 24, 2020 and ended April 30, 2020.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

****This will be updated when the Public Comment period and Public Hearings conclude.****

6. Summary of comments or views not accepted and the reasons for not accepting them

The City did not reject any views or comments on the development of this Action Plan.

7. Summary

The overall goal of the community planning and development programs available from the City of Anacortes with CDBG funding is to assist in the development of affordable housing for low and moderate income households, reduce poverty in Anacortes, assist in creating better living conditions for low income households and provide funding to assist human service agencies serving low-income populations. A review of the projects and activities implemented in program years 2018 and 2019 demonstrate that the City is making progress in fulfilling its goals. The City intends to continue to work closely with HUD staff to improve performance in timely implementation of identified community development strategies and CDBG administrative activities. The City did not hinder Consolidated Plan implementation by action or willful inaction.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	ANACORTES	Planning, Community & Economic Development

Table 1 – Responsible Agencies

Narrative

The city of Anacortes is a member of the Skagit County Home Consortium which is comprised of 20 municipalities. Anacortes is a participating CDBG entitlement jurisdiction that administers its own CDBG programs. The Mayor of Anacortes has designated the Planning, Community & Economic Development Department to perform the planning, development, and implementation of the Anacortes CDBG program.

Consolidated Plan Public Contact Information

Joann Stewart
Planning Community & Economic Development
City of Anacortes
904 6th Street, P.O. Box 547
Anacortes, WA 98221
(360) 293-1907; joanns@cityofanacortes.org

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City performed an extensive outreach program to consult and coordinate with non-profit agencies, affordable housing providers, government agencies and other entities.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City held two public hearings to obtain input from all citizens of the community. The first public hearing was April 27, 2020. This meeting provided an opportunity to discuss the objectives of the Action Plan and proposed projects for 2020. The next meeting was held on May 4, 2020.

The City sent inquiries to various organizations and individuals to obtain current information on pressing needs within the community. Input was received from Community Action Agency of Skagit County, the Anacortes Community Health Council (comprised of representatives of churches, private organizations, social service agencies, city departments and community groups who provide support for Anacortes citizens), the Anacortes Family Center, and the City of Anacortes Housing Affordability & Community Services Committee.

The Anacortes Community Health Council member agencies include: Anacortes Family Center; Anacortes Senior Activity Center; Island Hospital Community Health Resource Center; The Salvation Army; St. Vincent de Paul; Anacortes 100 Food Bank; Christ Episcopal Church; Anacortes United Methodist Church; Anacortes/San Juan Island Chapter of the American Red Cross; Anacortes First Baptist Church; Anacortes Christian Church; Anacortes Police Department; Skagit Senior Information and Assistance; Anacortes Noon Kiwanis Club; Anacortes Boys and Girls Club; Skagit County Youth and Family Services; Pilgrim Congregational Church; Anacortes Housing Authority; Christ the King Community Church; Westminster Presbyterian Church/Dinner at the Brick.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City incorporates the Skagit County Continuum of Care plans which prioritizes the use of HOME and CDBG funds toward the goals of ending homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate

outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City has coordinated with Skagit County Department of Public Health & Community Services, Skagit County Coalition to End Homelessness, and Community Action through the HOME Consortium efforts. These organizations are responsible for using ESG funds and for administering HMIS (Homeless Management Information System) for service providers operating in the Consortium region. Their goals, strategies, activities and outcomes have been incorporated in the Consolidated Plan.

2. Agencies, groups, organizations and others who participated in the process and consultations

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Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Community Action of Skagit County
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in multi-agency meetings, one-on-one consultation with staff, board meetings, participated in various committees in which CASC provided input. Anticipate increased coordination of homeless activities and public services.

2	Agency/Group/Organization	Anacortes Community Health Council
	Agency/Group/Organization Type	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City staff is a member of this organization which meets monthly to discuss the current situations of those in need within the community, case-by-case review of needs, solutions to those needs and other services available to help. Roundtable meetings provide information and resources to improve the coordination of services.
3	Agency/Group/Organization	Anacortes Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and board meetings; outcomes include city/HA working in collaboration to locate property to develop more housing units.
4	Agency/Group/Organization	Anacortes Family Center
	Agency/Group/Organization Type	Housing Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and group meetings; working closely with Family Center staff to determine funding, develop transitional housing and locating additional funding options to achieve success.
5	Agency/Group/Organization	City of Anacortes
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Economic Development Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Monthly meetings with local groups to determine strategies to address lack of affordable housing within community, job security

Identify any Agency Types not consulted and provide rationale for not consulting

All major community agencies were consulted either directly or indirectly. The local CBDO, Home Trust of Skagit, actively works with the multi-county/city HOME Consortium. This agency utilizes HOME resources to support their housing efforts.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Skagit County Community Services	The Strategic Plan has adopted the major strategies of the 10 year plan
2016 Comprehensive Plan update	City of Anacortes	Creating a better, coordinated strategy for LMI affordable homes and related issues
North/West Basin Concept Plan	Port of Anacortes	Creating a better, coordinated strategy for public facilities improvements
2019 Affordable Housing Strategic Plan	City of Anacortes	Creating a coordinated strategy for the development of affordable homes & community services within the community
Skagit County Natural Hazards Mitigation Plan	Skagit County	Creating a coordinated strategy for the community in the event of a natural or man-made disaster
Fiber Optics Installation	City of Anacortes	Creating opportunities to help low income residents connect to broadband services to narrow the digital divide

Table 3 - Other local / regional / federal planning efforts

Narrative

The City coordinated efforts with the County, the Anacortes Housing Authority, the Anacortes Family Center, the Anacortes Community Health Council and the City of Anacortes Affordable Housing & Community Services Committee to share concerns, determine the needs and routes to follow to address the needs.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

In deciding the 2020 program year funding allocations, the City of Anacortes conducted two public hearings (April 27, 2020 and May 4, 2020) and encouraged public comment on the development of the City's CDBG Action Plan. The notice for the public hearings was advertised in the Anacortes American and posted on the City's website. The notice for the revised 5 day comment period and meetings were posted on the City's CDBG website on April 20, 2020 and published on April 22 2020. The public comment period began on April 24 and ended April 30, 2020.

In addition to the hearings, the City also consulted with local housing and human service providers to obtain input on the Action Plan.

The impact this had on the goal setting was the need for more affordable housing and living wage jobs. The City plans to work toward achieving these goals utilizing CDBG funding and other funding sources

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community outreach Small business owners; residents of Public and Assisted Housing			There were no comments that were not accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The City expects to utilize the entire allocation of \$115,906 for program year 2020. The City will also apply left over funding from previous years to cover the requested amount for the roof project at the Anacortes Housing Authority. This funding will advance the goals of this plan to create better access to services, and fund supportive services to help individuals and families from becoming homeless and support efforts to reduce poverty.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Special Economic Development activities; Public Services	\$115,906	0	\$1,479	117,385	0	The City will utilize the entire allocation for program year 2020. The City expects to use \$100,000 (\$98,521 2020 funding plus \$1,479 from previous years) to assist small businesses (maximum 20 employees) to help retain jobs. This funding will work to keep businesses from closing due to the Covide-19 pandemic and advance the goals of this plan to retain jobs, support efforts to reduce poverty, create better access to services and fund supportive services to help individuals and families from becoming homeless. The remaining amount will be applied to public services.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Federal funds the City receives through the Community Development Block Grant (CDBG) are used to leverage other federal, state, local and private resources to meet housing and community development needs. While matching funds are not currently required for the City's CDBG program, the City anticipates that most major projects will be funded primarily through non-CDBG resources. On February 11, 2020, the citizens of Anacortes approved a 1/10th of 1% sales tax increase to fund affordable and supportive housing within the community. This, along with a corresponding sales tax credit from the state, will contribute up to an estimated \$17 million over 20 years to development of affordable housing.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City identified core areas where infrastructure improvements would allow better access for all individuals and in particular, disabled residents and visitors. Community participation on the 2016 Comprehensive Plan update also identified areas in the core downtown that are being considered for development of a central hub. Proposals include residential development, retail, public services, restaurant, grocery and entertainment establishments that will be easily and safely accessible.

Discussion

The 2016 Comprehensive Plan provides a unique vision to create a cohesive, well-laid out community with affordable housing and pedestrian mobility key factors in determining the paths to the central hub as described above. Zoning regulations are now in place that encourage development of multi-family mixed-use complexes, increased density in neighborhoods previously zoned single detached homes, and allow easier routes to access services other than vehicle use (more bicycle lanes and less space needed for parking). This will help create more affordable living space within the central hub of downtown.

In addition, the City has received an Opportunity Zone designation. City Planning staff is working to encourage development within this zone that will accommodate and enhance opportunities for the lower income population residing in this OZ as well as throughout the entire community.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homelessness/Assist Special Needs Populations	2020	2021	Homeless	Tracts 940600 & 940500	Homelessness/Assist special needs population	CDBG: \$17,385	Public service activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted - GOI 3
2	Special Economic Development – job retention – Small Business Stabilization Grant	2020	2021	Special Economic Development - 24 CFR Part 570.203	Tracts 940600 & 940500	Retention of jobs	CDBG: \$100,000	LMJ – Special Econ Dev to provided assistance to small businesses affected by COVID-19 - GOI 16

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homelessness/Assist Special Needs Populations
	Goal Description	GOI 3 - Public Services Non-Housing
2	Goal Name	Special Economic Development – Job Retention
	Goal Description	GOI 16 – Job Retention

DRAFT

AP-35 Projects - 91.420, 91.220(d)

Introduction

The projects chosen are based on HUD criteria that the activity meet at least one of the national objectives (benefit to low and moderately low income persons, aid in the prevention or elimination of slums or blight, and meet a need having a particular urgency) and they meet the criteria established in the City's Strategic Plan. The City determined that the public services funding be provided to the Anacortes Family Shelter as the Center meets a need of particular urgency by assisting families and women who would otherwise end up living on the streets.

Due to the emergency created by the Covid-19 pandemic and the shelter in place restrictions mandated by the Governor, many local businesses face closing their doors permanently. Many employees are faced with the immense probability they will lose their jobs entirely if their place of employment closes permanently. Because of the immediate threat of business closure, the City has determined the best use of the funding is to provide economic support to small businesses (maximum 20 employees) within the city – the Small Business Stabilization Grant.

#	Project Name
1	Public Services – supportive services costs for clients
2	Small Business Stabilization Grant - Special Economic Development Assistance – grant assistance to small businesses affected by COVID-19

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City established priorities for allocating resources and long range strategies following a careful assessment of the needs and demographics of the community. A clear priority identified in the analysis is a response to the needs of low to moderately low income families and individuals within the City for safe and affordable housing and basic services such as medical, dental and home energy assistance. Families and individuals in crisis situations need significant services and housing to be able to reach self-sufficiency. Included in this population are the homeless and others with special needs that generally are either priced out of housing or are unable to maintain stable housing.

Improving conditions, creating new housing resources and opportunities, retaining jobs, and reducing housing costs to affordable levels represent major means of responding to the needs of the targeted population. The strategies and objectives outlined in the 2018-2022 Strategic Plan reflect these priorities and outline activities designed to alleviate these needs.

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. Consolidated Plan strategies developed through the community planning process reflect that a significant amount of funds are targeted to projects that benefit the low to moderately low

income households. The public services portion provides services and resources to the households in need while the remaining resources are directed to projects that provide safe and stable transitional and permanent housing for families and individuals in need.

A major obstacle to address underserved needs is lack of funding.

DRAFT

AP-38 Project Summary
Project Summary Information

DRAFT

1	Project Name	Anacortes Family Center
	Target Area	Tract 940600
	Goals Supported	Public Services – Non-Housing
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$17,385
	Description	Public Services Allocation – Support Family Center staff who provide case management services to homeless families and single women staying at shelter
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	The Anacortes Family Center estimates service for approximately 200 individuals consisting of families with children and single women. The program provides intensive self-sufficiency based services and shelter for homeless single women, children and families with children in crisis, most often due to domestic violence. Approximately 60% of the clients will be children. Nearly all of the clients have complex issues involving generational violence, poverty and mental illness
	Location Description	1011 27 th Street, Anacortes, WA The facility is a secure complex; entry is via electronic passcode and visual acceptance.
2	Planned Activities	The Center provides housing for 60-90 days and intensive case management and life skills education to assist the household with gaining the skills and resources needed to become fully self-sufficient. In 2019, the Center provided successful transition to stable living/working environments to approximately 84% of their clients.
	Project Name	Small Business Stabilization Grant - Special Economic Development Activity - (maximum 20 employees) to retain jobs
	Target Area	City of Anacortes
	Goals Supported	Special Economic Development – Jobs Retained for low/mod income employees
	Needs Addressed	Keeping businesses from closing with resultant job loss
	Funding	CDBG: \$100,000
	Description	Providing grant assistance to eligible small businesses to retain business and employees; maximum \$10,000 per eligible business
	Target Date	6/30/2021

Estimate the number and type of families that will benefit from the proposed activities	Estimated 40 businesses will be screened for eligibility.
Location Description	Anacortes, WA
Planned Activities	Provide grant assistance to eligible small businesses (max 20 employees) to keep doors open and retain jobs.

DRAFT

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Anacortes is located on Fidalgo Island in Skagit County with 12.5 miles of saltwater shoreline, four freshwater lakes, and 3000 plus acres of city-owned forestlands and city-owned parks. Anacortes is approximately 20 miles from the county seat in Mount Vernon, Washington. A majority of public services to Skagit County citizens are available primarily in the Mount Vernon area.

The current population of Anacortes is approximately 17,283 citizens (US 2018 Census estimates). Anacortes has two areas with a concentration of moderately low to low income households, Census Tracts 940500 and 940600 with 64% LMI households. The overall low, to moderately low, income households in Anacortes is approximately 34%.

While Anacortes has two census tracts with the highest concentration of persons living below the poverty level, there are smaller concentrations of low income households interspersed throughout the City. The City establishes priorities for allocating resources and long-range strategies following a careful assessment of the needs and demographics of the community. A clear priority identified in the analysis is a response to the needs of low to moderately low income families and individuals within the City for safe and affordable housing and basic services such as medical, dental and home energy assistance. Families and individuals in crisis situations need significant services and housing to be able to reach self-sufficiency. Included in this population are the homeless and others with special needs who are generally either priced out of housing or are unable to maintain stable housing.

In addition, the City has been designated an Opportunity Zone, a portion of which lies within these census tracts. City Planning staff is working to encourage development within this zone that will accommodate and enhance opportunities for the lower income population within this zone as well as throughout the entire community.

Improving conditions, creating new housing resources and opportunities, and reducing housing costs to affordable levels represent major means of responding to the needs of the targeted population. The strategies and objectives listed in the Strategic Plan reflect these priorities and outline activities designed to alleviate these needs.

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. Consolidated Plan strategies developed through the community planning process reflect that a significant amount of funds are targeted to projects that benefit the low to moderately low income households. The public services portion is allocated to services that provide multiple benefits to households in dire situations and the remaining resources are directed to projects that provide safe and

stable environments, transitional and permanent housing for families and individuals in need.

Geographic Distribution

Target Area	Percentage of Funds
Tracts 940600 & 940500	100%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

These areas contain the highest concentration of low to moderately low households. The majority of small businesses are also located in these areas.

Discussion

This is where a majority of the small businesses are located and the projects put forth for this year's funding are located in this area. This area is also located between Highway 20 and the downtown business core and is adjacent to the marine industrial zoning where many jobs and recreation opportunities are located.

DRAFT

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City of Anacortes is committed to promoting safe, affordable housing and reducing homelessness through the City's funding, partnership, and policy efforts.

The City of Anacortes developed an affordable housing action plan to create strategies to work toward the development of affordable housing within our community. The Strategic Plan sets forth the goals, strategies and action items to guide the City in implementing its affordable housing policy and ultimately reduce the barriers to affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing include the current amendments to the City's Development Regulations:

- Simplifying standards for accessory dwelling units (ADUs) to encourage production (increasing housing supply for renters and income for homeowners);
- Encouraging small-lot single family development with a variety of lot design options (which may have lower purchase prices compared to typical large lot homes);
- Explicitly allowing cottage housing in most zones as a small-scale detached living option;
- Explicitly allowing townhouses as a small-scale attached living option;
- Explicitly defining duplex and triplex as attached living options and allowing a variety of configurations on a single site;
- Providing design standards to these new housing types to ensure livability and neighborhood compatibility;
- Providing flexibility for landscaping and lot coverage standards for multifamily and townhouse development in high-density zones to

increase their economic feasibility;

- Explicitly allowing live-work development to support home-based business owners;
- Expanding allowance of multifamily development to the MS zone and MMU zone (previously CM and CM1);
- Raising base height limits in the CBD and C zones to increase residential (and non-residential) development capacity;
- Establishing a new height bonus for the R4 zone related to small and/or affordable units;
- Adjusting parking requirements for multifamily uses to reduce the costs of construction (often passed on to tenants);
- Providing new bike parking standards to support residents who cannot afford or choose not to own a car;
- Providing new standards for group living developments to encourage their development and support seniors and people with disabilities who are often on fixed incomes;
- Updating and streamlining permitting and processing provisions to shorten development timelines and increase predictability for builders.
- Waivers and reductions in impact fees and general facilities charges for new units that will be reserved for specified lower income levels.

Discussion

The City is continuing efforts to develop incentives to creative affordable housing. An example of these efforts include the AFC multi-family apartment complex (20 units) built within a single family housing zone. The conditions for this development include the complex must remain affordable for 50 years, all rental units developed must be affordable to and occupied by households with an income of 50 percent or less of the area median income (determined by HUD) as adjusted by family size for Skagit County. The project applicant was also able to request a waiver or exemption for the requirements to pay impact fees for traffic, parks and fire services, permit application fees and general facilities charges for sewer, water, and stormwater. This project was completed in late October 2019. The 20 apartments were filled immediately with families and there is a current wait list of approximately 10 families.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Because the City of Anacortes's annual CDBG grant is minimal, it is difficult to use CDBG for many other purposes than those already identified. However, the City does intend to invest other resources and effort toward the following actions: implementing a human services strategic plan to help low income individuals and families, establishing a community services center to provide services to low income residents, developing strategies to assist the chronically homeless with shelter. The City is actively engaged in reviewing and developing strategies to assist the most vulnerable in our community.

The City received an Opportunity Zone designation that encompasses portions of the aforementioned census tracts and is working to encourage development opportunities that will accommodate and enhance opportunities for the lower income population within this zone as well as throughout the entire community. The City has been working with HUD to determine opportunities that will encourage investors in the new Opportunity Zone.

The City is now focusing on providing assistance to small businesses within the community that face imminent shut down due to the Covid-19 pandemic. Many small businesses such as restaurants and retail spaces may end up closing without grant assistance. Businesses closing will result in job losses for the employees of those small businesses. With CDBG assistance, these businesses will continue operating and retain their valuable employees. This will help lessen the burden of people facing unemployment when the restrictions are lifted in response to the pandemic.

Actions planned to address obstacles to meeting underserved needs

The City, through the appointment of the Housing Affordability & Community Services Committee ("HACS"), a City Council committee, established a strategic plan to outline what the needs are and how to address those needs to eliminate the barriers to attaining affordable housing. This plan coordinates the goals of the 2016 Comprehensive Plan with incentives to develop affordable housing and provides a beginning for the City to create a more equitable and healthy community. The City also provides information to housing loan lenders, property managers, and the public about fair housing laws and includes current state and federal information with links to this information on its Planning, Community & Economic Development CDBG website (<https://www.anacorteswa.gov/181/Fair-Housing>). The City will work in collaboration with the County and the Anacortes Housing Authority in developing fair housing guidelines according to the Affirmatively Furthering Fair Housing rule. The AFFH rule provides a new approach for planning and implementing locally-developed housing goals, actions and strategies to increase choice, mobility, preservation, community revitalization and other collaborative or outreach efforts designed to reduce disparities in access to opportunity and improve fair housing outcomes. This will assist in meeting our statutory obligation to affirmatively further fair housing as required by the Fair

Housing Act and will be an immense help for the City in addressing underserved needs.

Actions planned to foster and maintain affordable housing

The City will work in partnership with the Anacortes Housing Authority to secure the resources necessary to rehabilitate the various HA complexes, an important low-income housing resource in Anacortes. The City will also work with the Housing Authority to promote development of more complexes to accommodate the growing wait list for affordable housing. The City appointed HACS Committee will continue to collaborate efforts to work on strategies to eliminate barriers to affordable housing and services within the City. The City is also working to encourage development of affordable housing in the recently designated Opportunity Zone in Anacortes.

Actions planned to reduce lead-based paint hazards

Code enforcement will address any and all lead based paint issues that may arise; additionally the City will include lead based paint hazard information in community education and outreach.

Actions planned to reduce the number of poverty-level families

The Public Services funding to the Anacortes Family Center provides intensive case management and life skills education to assist the households with gaining the skills and resources needed to become fully self-sufficient. The outlook of the community through the work on the 2016 Comprehensive Plan promises to promote more living wage jobs and create a community that would support lower priced housing. This will be accomplished through zoning changes and building incentives which are now included in the Anacortes Municipal Code.

The Special Economic Development activity implemented in this Action Plan will help keep families from becoming poverty bound by helping their employers from losing their place of business and shutting down permanently.

Actions planned to develop institutional structure

The City is a partner with adjacent and regional jurisdictions in a regional HOME Consortium. The regional HOME Consortium will enhance the resource base for developing more affordable housing and for addressing institutional barriers to creating more affordable housing.

Actions planned to enhance coordination between public and private housing and social service agencies

The City will support the efforts of the Anacortes Community Health Council and participate regularly in their multi-agency meetings. Active participation in the Council will improve the coordination of the City's Consolidated Plan goals and the efforts to reduce instability in the lower income community. The

Housing Affordability & Community Services committee will work with the public and private housing and social service agencies to develop a strategy to eliminate barriers to affordable housing and services. The HACS Committee completed the Affordable Housing Strategic Plan in 2017 (<https://www.anacorteswa.gov/DocumentCenter/View/6370/Affordable-Housing-Strategic-Plan-AdoptedPDF?bidId=>) and is designed to provide pathways to development of affordable housing within our community. The City is also very committed to working with agencies to develop a community services center to help people find basic services at affordable rates. The HACS Committee is now working on a human services strategic plan to address the lack of services available to the lower income community as well as updating the affordable housing strategic plan.

Discussion

Funding continues to be the main obstacle to meeting underserved need. Obstacles include lack of sufficient financial resources to address large projects such as permanent housing and shelters. The limit on the public services prohibits the City from adequately providing a greater service to households in need. In addition, not knowing how to access services or not knowing where they are located is a barrier to anyone looking for specific services; the HACS Committee expects to eliminate those issues by providing a one stop shopping for services within the City.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. The 2020 Action Plan allocates the majority of the funding to projects that benefit the low to moderately low income households. The public services portion provides services and resources to the households in need while the remaining resources fund projects that provide better access to services or improved living conditions for individuals and families in need.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

This City does not receive Program Income.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

100% of the 2020 funding will be allocated to benefit low to moderately low income persons.

Attachments

DRAFT

Grantee SF-424's and Certification(s)

To be attached prior to submission to HUD

DRAFT

CITY OF ANACORTES
SMALL BUSINESS STABILIZATION GRANT
(Maximum Business Size - 30 Employees)

The City of Anacortes has developed an emergency relief package for small businesses in jeopardy as a result of COVID-19 public safety measures.

This program is funded through HUD's Community Development Block Grant Program. Certain eligibility criteria must be met in order to be eligible for this funding source. All information provided will be subject to Washington State Public Records Act (RCW 42.56) and HUD monitoring. Eligibility for the award will be based on FTE job retention of 51% of the employees with a family income of 80% or less of the area medium income (current AMI - \$78,400 for a family of 4 – see attached income limits for reference)

BUSINESS INFORMATION

Applicant Business Name:

Doing Business As (DBA):

Applicant/Business owner name(s):

Business Address:

Applicant Home Address:

Mailing Address (if different):

Business Phone:

Applicant Phone:

Email:

UBI No. & Anacortes
Business License No

Date of
Incorporation/Start Up:

Current number of
employees:

Number of employees retained if
business receives grant:

Has the business ever been subjected to criminal or civil fines and penalties including from City of Anacortes code or regulatory violations or in bankruptcy? Is the business or business owner delinquent in any city, federal, state taxes, child support? ☐ Yes ☐ No

BUSINESS TYPE: ☐ LLC ☐ Partnership ☐ Sole Proprietor ☐ Other

**BUSINESS DESCRIPTION AND SUMMARY OF OWNER'S EXPERIENCE IN INDUSTRY,
INCLUDING NUMBER OF YEARS IN BUSINESS**

PROPOSED USES OF FUNDS

AMOUNT OF REQUEST	USE
\$	Payroll expenses
\$	Rent/mortgage
\$	Utilities
\$	Inventory
\$	Other(specify):
Total Relief Grant Funds Request (Max \$10,000):	
\$	

Please specify below the jobs your business intends to retain through the funds provided by the Relief Fund. **If Owner works at business, include position and hours per week.**

Position Title:	Hours Worked per Week:
Position Title:	Hours per Week:
Position Title:	Hours per Week:
Position Title:	Hours per Week:
Position Title:	Hours per Week:
Position Title:	Hours per Week:
Position Title:	Hours per Week:
Position Title:	Hours per Week:

Please indicate any additional jobs retained on a separate sheet

EMERGENCY NEED

1. Describe the negative impact the COVID-19 pandemic has had on your business. Include the number of employees (including working owner) whose hours have been reduced or have been laid off, if any.
2. Please use the space below to explain how the funding will help your business remain viable:
3. Does your business provides services that other Anacortes businesses rely on to survive:
4. Please provide the value your business brings to the community:
5. **If applicable**, describe how will you create new lines of business and services to meet new demand during the COVID-19 pandemic and the number of new jobs created:

Other Funds

1. Describe your business revenues during COVID-19 and during a similar period (1 year max) prior to COVID-19:
2. Describe other funds you have applied for or intend to apply for and the amounts and sources of those funds and total amount requested (e.g. SBA loan, unemployment insurance benefits, etc.).
3. Describe any shortfalls you may be experiencing with your business caused by the COVID-19 pandemic that is not included in the Proposed Use of Funds on the previous page. If you do have other shortfalls, how do you intend to fill those to prevent employee layoff (i.e., business loans, etc.)?

APPLICANT STATEMENT: I hereby certify that the information on this form is complete and accurate. I understand that the information provided may be subject to further verification by the City of Anacortes. If necessary, I will provide the information required to verify this data (e.g. payroll records, tax fillings, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary.

SIGNATURE: _____ **Date:** _____

Name (please print): _____

Title (please print): _____

SIGNATURE: _____ **Date:** _____

Name (please print): _____

Title (please print): _____

SIGNATURE: _____ **Date:** _____

Name (please print): _____

Title (please print): _____

Please provide signature(s), printed name(s), and title(s) of additional owners on separate page (if applicable).

Please submit <u>copies</u> of documents along with application	
	Small Business Relief Grant Application (this document)
	Owner Income(s) self-verification form using template in Appendix A
	Owner's prior year of recently completed IRS Form 1040 (all owners 51% of business or more)
	Business Operating Agreement – (for businesses with multiple partners)
	Copy of liability insurance (or willing to obtain)
	Previous four weeks of payroll or other documents showing a history of employees on payroll as of the application submission date

NOTE- Staff will follow-up with applicants for required additional information and documents after application submission, including income self-certification forms for all employees (Appendix A).

Email completed application to: joanns@cityofanacortes.org

APPENDIX A- Business Owner Income Documentation and Conflict of Interest Certification

INCOME is defined as the annual gross income (before deductions) of all family and non-family members 18+ years old living in the household. All sources of income must be counted from all persons in the household based on the anticipated income expected in the next 12 months. The annual income will be calculated based on IRS Long Form 1040. All certification information requested is required by the U.S. Dept.of Housing and Urban Development Community and Planning Development Program.

Please circle which box applies to you, match household size (number of family members) to income:

Number of Family Members in Household (Select one)	Annual Income Select Which Household Size and Income Applies to You	
1	\$43,900 or less	Above \$43,900
2	\$50,200 or less	Above \$50,200
3	\$56,450 or less	Above \$56,450
4	\$62,700 or less	Above \$62,700
5	\$67,750 or less	Above \$67,750
6	\$72,750 or less	Above \$72,750
7	\$77,750 or less	Above \$77,750

Please check your ethnicity (pick 1 of 2): ☐ Hispanic/Latino ☐ Non-Hispanic/Latino

Please check your race (pick 1 of 10 choices):

- ☐ White
 ☐ Black or African American
- ☐ Asian
 ☐ American Indian/Alaskan Native
- ☐ Asian & White
 ☐ American Indian/Alaskan Native & White
- ☐ Native Hawaii/Other Pacific Islander
 ☐ Black/African American & White
- ☐ American Indian/Alaskan Native & Black/African American
 ☐ Other Multi-Racial

APPLICANT STATEMENT: I hereby declare that any person(s) employed by the City of Anacortes, who has direct or indirect personal or financial interest in this application or in any portion of the profits that may be derived there from, has been identified and the interest disclosed below. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City of Anacortes employee, City of Anacortes Council Member, City of Anacortes Community Development Block Grant Committee, who would be paid to perform services under this proposal. An example of indirect interest would be a City of Anacortes employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known). I hereby certify that the information on this form is complete and accurate. If necessary, I will provide the information required to verify this data (e.g. pay stubs, bank account statements, etc.). I, therefore, authorize such verification, and I will provide the supporting documentation, if necessary.

Name: _____
 (printed)
Signature: _____ **Date:** _____

Disclosed Conflict of Interests:

2020 AREA MEDIAN INCOME & ELIGIBILITY – MOUNT VERNON/ANACORTES

AREA MEDIAN INCOME (AMI) – FAMILY OF 4 = \$78,400

Income Category	1 person household	2 person household	3 person household	4 person household	5 person household	6 person household	7 person household	8 person household
Extremely Low Income – ≤30% AMI	\$16,450	\$18,800	\$21,720	\$26,200	\$30,680	\$35,160	\$39,640	\$44,120
Low -31%-50%	\$27,450	\$31,400	\$35,300	\$39,200	\$42,350	\$45,500	\$48,650	\$51,570
Moderate 51%-80%	\$43,900	\$50,200	\$56,450	\$62,700	\$67,750	\$72,750	\$77,750	\$82,800

**CITY OF ANACORTES
SMALL BUSINESS STABILIZATION GRANT
CDBG GRANT PROGRAM**

SCORING MATRIX

If the proposed project meets all threshold criteria, reviewers will utilize the following project scoring criteria to evaluate the project for the purposes of making a funding recommendation. Scoring will help determine priority of project application versus other projects competing for funds. The highest scoring projects will be recommended for funding.

Qualifiers – Answers must be yes in order to qualify:

		Yes	No
1	Applicant is headquartered in Anacortes		
2	Applicant has 30 employees or fewer		
3	Applicant was impacted by executive orders in response to the COVID-19		
4	The application includes a list of eligible expenditures		
5	The business is in good standing with local, state and federal authorities – no violations, active litigation		
6	Applicant is willing to comply with required reporting requirements by the City and HUD		
7	Applicant provided adequate proof business is eligible as it meets the HUD requirement that 51% of FTE jobs retained are held by employees whose family income is 80% or less of the area medium income		

Evaluation Criteria (100 Point Scale + Bonus):

NO.	Sliding scale of 1 (lowest) to maximum (highest) possible points for all questions with the exception of questions 7 and 8 regarding franchise or stand-alone business and home occupation or store front. Those scores will be either 5 or 10.	SCORE
1.	Capacity and Experience to Operate the Business (10 points) o Applicant demonstrates financial sustainability and has a solid financial track record.	
2.	Readiness to Proceed (10 points) o The business has thoroughly demonstrated a proof of concept and clear path forward.	
3.	Infectious Disease Response (10 points) o Business will be severely impacted by the policies put into effect due to the coronavirus pandemic OR business provides a support service and will need funding assistance to implement new protocols or meet higher demand	
4.	Job / Employee retention (30 points) o Proposal ensures employee retention for at least 6 months. Up to 30 Pts awarded based on Full-Time Equivalent FTE job retention: 30 Pts for 5 or more FTE positions retained, 20 Pts for 3 or more FTE retained, 10 points for 2 FTE positions retained, 5 points for 1 FTE positions retained, and 0 points for a lower ratio of retained jobs. One FTE position is defined as 40 hrs per week, or any combination of part-time positions combining for 40 hours per week, including owners.	

5.	Women Owned, Minority Business Enterprise or Business Owner is Low-Moderate Income (10 points)	
6.	Project Costs (10 points) o Project costs are reasonable, all other sources of financing committed, grant resources as not being substituted for other available resources	
7.	Project Location (5 points home business; 10 points store front) - o Store front - o Home Based Business	
8.	Project is stand-alone business or franchise (5 points franchise; 10 points stand-alone)	
9.	Services provides by business is relied upon by other businesses within community without which will cause hardship for those businesses (10 point BONUS)	
10.	Business has value and benefit to the community (5 points BONUS)	
11.	Application Completeness (5 point BONUS) Up to 5 point bonus for application with concise descriptions and backup information, readability, and accurate math.	
	TOTAL SCORE	

Staff recommends funding ☐ YES; ☐ NO

Funding amount recommended \$ _____ (Max \$10,000)

ADDITIONAL COMMENTS:



City Council Agenda Bill

Meeting Date: 5/4/2020 **Agenda Item:** 5a

Subject: Policy authorizing Electronic Signatures

Staff Contact: Darcy Swetnam

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. 2087
	Contract
	Public Hearing
	Staff Report

Summary Statement: Staff recommends Council adopt Resolution 2087, which adopts a policy allowing electronic signatures on City records.

Background: In 2019, Council adopted a purchasing policy, which allows for electronic signatures on contracts and establishes DocuSign as the platform for electronic signatures. With the COVID-19 pandemic and the City's increased use of electronic processes to carry out key City functions, allowing execution of resolutions, ordinances, claims, and minutes via electronic signatures will make routine procedures more efficient.

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: N/A

Competing Viewpoints Considered:

Recommended Motion: I move we adopt and authorize Mayor Gere to sign Resolution 2087.

Alternative Actions:

Attachments (listed in order presented): Proposed Resolution 2087

RESOLUTION NO. 2087

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES
ADOPTING A POLICY ON THE USE OF ELECTRONIC SIGNATURES.**

WHEREAS, Chapter 19.360 of the Revised Code of Washington authorizes the City to adopt a policy allowing electronic signatures, unless a writing or signature is required by federal or state law; and

WHEREAS, the City Council approved Resolution 2030 on March 11, 2019, adopting the City's Purchasing Policy, which specifies that the City may accept and use electronic signatures and that DocuSign is the third party electronic signature provider for the City; and

WHEREAS, Council now wishes to extend the use of electronic signatures to Council actions beyond just contracts to all instruments which are not required to be signed with wet ink under state or federal law; and

WHEREAS, Council now wishes to formally adopt a policy regarding the use of electronic signatures.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Anacortes, Washington, that the attached Policy on Electronic Signatures is hereby adopted.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this ____ day of _____, 2020.

LAURIE M. GERE, MAYOR

Approved as to form and legality:

Darcy Swetnam, WSBA #40530
City Attorney

ATTEST:

Steve D. Hoglund, City Clerk Treasurer

City of Anacortes, Washington
POLICY ON ELECTRONIC SIGNATURES

Purpose

This policy on electronic signatures for the City of Anacortes is developed to promote efficiency to conserve public resources, develop guidelines for the use of electronic signatures for City transactions, to ensure the integrity of electronic signatures, and to identify DocuSign as the approved third-party entity providing electronic signatures for the City of Anacortes. An electronic signature is an electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.

Policy

1. The City encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect to a wet ink signature.
2. The City hereby authorizes the use of the DocuSign electronic signature platform to affix electronic signatures to City records. No other method of affixing electronic signatures is recognized by the City without further action of Council.
3. The Mayor, City Clerk, City Attorney, Department Directors, and their designees are authorized to use DocuSign electronic signature platform to affix electronic signatures to City records as provided in this policy.
4. The DocuSign electronic signature platform is authorized to affix electronic signatures to the following records: any and all contracts and agreements to which the City is a party, Claim Vouchers approved by the City Council, minutes of City Council meetings, and Resolutions and Ordinances adopted by the City Council.
5. Electronic signatures may be used on City records requiring execution by a third party.
6. Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Mayor, City Clerk, City Attorney, or Department Director by a designee shall use their own electronic signature.
7. An electronic signature is an acceptable substitute for a wet signature on records requiring the signature of any record whenever the use of a wet signature is authorized or required, except as provided herein.
8. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
9. This policy in no way affects the City's ability to conduct a transaction using a physical medium and shall not be construed to prohibit the use of wet signatures.



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning May 11, 2020

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 and vouchers are 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.

May 11, 2020

May 18, 2020

May 26, 2020

- Monthly Finance Update and COVID-19 Impacts (Discussion)

June 1, 2020

June 8, 2020

June 15, 2020

June 22, 2020

July 6, 2020

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Public Works, Monday, May 4, 2020, 5:00 PM, Teleconference
- Port/City Liaison, Tuesday, May 5, 2020, 8:30 PM, CANCELLED
- Fiber, Thursday, May 7, 2020, 2:30 PM, Teleconference
- Housing Affordability & Community Services, Monday, May 11, 2020, 4:00 PM, Teleconference
- Planning, Monday, May 11, 2020, 5:00 PM, Teleconference
- Finance, Wednesday, May 13, 2020, 5:00 PM, Teleconference
- Community Center / Pool, Thursday, May 14, 2020, 3:30 PM, TBD
- Public Works, Monday, May 18, 2020, 5:00 PM, Teleconference
- Fiber, Thursday, May 21, 2020, 2:30 PM, Teleconference
- Parks & Recreation, Thursday, May 21, 2020, 6:00 PM, TBD
- Planning, Monday, May 25, 2020, 5:00 PM, Teleconference
