

*Our mission is to maintain and improve the quality of life reflecting community expectations through a focus on public participation and employees-mayor-council teamwork.*



## **Anacortes City Council**

# **STUDY SESSION**

February 8, 2016

**6:00 P.M.**

**Municipal Building Council Chambers**

6<sup>th</sup> Street and "Q" Avenue

### **PRELIMINARY AGENDA**

1. Roll Call
2. Fire Protection/EMS Master Plan: PSC Recommendations
3. Utility Billing: Liens, Temporary Service Disconnections, Service to Low Income Customers
4. Tommy Thompson Trestle and Causeway Potential Replacement Project in Cooperation with the Department of Natural Resources and the Samish Indian Nation
5. South Commercial Avenue Conceptual Design
6. Adjournment



## Anacortes City Council

### Proposed Agenda Items for the Next Eight Weeks Beginning February 16, 2016

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

#### REGULAR MEETING

**February 16, 2016**

*Special Meeting: Site Visit: 4:00 PM, Anacortes High School Replacement & Renovation, CUP-2015-0006. Meet at Gym.*

Accept as Complete: City Council Chambers Video, Audio & Construction Enhancements (14-054-IDS-001)

Resolution 1945: Fixing Date and Time when a Petition for Vacation May be Heard and Determined by City Council at a Public Hearing (PUD-2015-0002)

Closed Record Public Hearing: Anacortes High School Replacement & Renovation, CUP-2015-0006 (Discussion/Possible Action)

Contract Award: Wastewater Treatment Plan Incinerator Emissions Control Scrubber (Action)

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#### STUDY SESSION

**February 22, 2016**

Fire Protection/EMS Master Plan: PSC Recommendations

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#### REGULAR MEETING

**March 7, 2016**

*Special Meeting: 4:00 PM Site Visit at 500 "T" Avenue, Proposed Cell Tower, CUP-2014-0003*

Community Development Block Grant (CDBG): Open 30-day Public Comment Period on Community Needs and Applications (Discussion)

Fire Protection/EMS Policy Adoption (Action)

Public Hearing: Ordinance 2969 Martin Vacation (Discussion/Possible Action)

Open-Record Public Hearing: Verizon Wireless Cell Tower Proposed at WWTP, CUP-2014-0003, 500 "T" Avenue (Discussion/Possible Action)

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#### STUDY SESSION

**March 14, 2016**

2016 Comprehensive Plan Update

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#### REGULAR MEETING

**March 21, 2016**

*Special Meeting: Meet at 5:00 PM on the south side of Oakes Avenue between Allen Court and Eagle View Court (48 North Preliminary Plat & PUD, PUD-2015-0003)*

Closed Record Hearing: 48 North Preliminary Plat & PUD, PUD-2015-0003

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#### STUDY SESSION

**March 28, 2016**

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## **REGULAR MEETING**

**April 4, 2016**

*Special Meeting: 5:00 PM Site Visit at corner of 12th Street & "D" Avenue, 5 Lot Replat & PUD, PUD-2015-0002*

*Closed Record Public Hearing: 5-Lot Replat, PUD, Code Modifications, ROW Vacation & Dedication, & SEPA Review, PUD-2015-0002*

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## **STUDY SESSION**

**April 11, 2016**

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### **Upcoming City Council Committee Meetings**

*The public is welcome to attend City Council Committee Meetings.*

Planning, Monday, Feb 8, 2016, 5:00 PM, Main Floor Conference Room (Parks Office)

Finance, Wednesday, Feb 10, 2016, 5:00 PM, Johnny Picasso's, 501 Commercial Avenue

Public Safety, Monday, Feb 15, 2016, 5:15 PM, Main Floor Conference Room (Parks Office)

Tourism Promotion Strategic Planning, Thursday, Feb 18, 2016, 4:30 PM, Location TBD

Parks & Recreation, Thursday, Feb 18, 2016, 6:00 PM, Main Floor Conference Room (Parks Office)

Planning, Monday, Feb 22, 2016, 5:00 PM, Main Floor Conference Room (Parks Office)

Finance, Wednesday, Feb 24, 2016, 5:00 PM, Johnny Picasso's, 501 Commercial Avenue

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## COMPREHENSIVE PLAN SERVICE LEVELS

| Service                                                                        | Current Level of Service                                                                                                                                                                                                         | Chief's Recommendation                                                                                                                                                                                                              | Mayor & PSC Recommendation (9-24-2015) |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Fire Suppression Initial Attack<br>(FIRE/EMS PLAN RECOMMENDATION #8)           | Provide an imminent rescue fire attack with 3 firefighters on scene within 7 minutes of dispatch. See Attached Map for areas of coverage.                                                                                        | Provide an imminent rescue fire attack with 3 firefighters on scene within 7 minutes of each fire station 24 hours a day. See Attached Map for areas of coverage.                                                                   | Yes, by 2020                           |
| Fire Suppression Effective Response Force<br>(FIRE/EMS PLAN RECOMMENDATION #7) | Cannot produce an effective response force within 11 minutes for low, medium, or high risk classifications in City.                                                                                                              | Hire additional firefighters, develop volunteer shift program, and hire part-time paid personnel to fill enough shifts to develop an effective response force for low risk classifications.                                         | Yes, by 2020                           |
| Emergency Medical Services Inside City<br>(SKAGIT EMS DEPARTMENT)              | Urban: Arrive within 8 min with 2 Medic/EMTs<br>Suburban: Arrive within 15 min with 2 Medic/EMTs                                                                                                                                 | Urban: Arrive within 8 min with 2 Medic/EMTs<br>Suburban: Arrive within 10 min with 2 Medic/EMTs                                                                                                                                    | Yes, by 2020                           |
| Emergency Medical Services Outside City (SKAGIT EMS DEPARTMENT)                | Urban: Arrive within 8 min with 2 Medic/EMTs<br>Suburban: Arrive within 15 min with 2 Medic/EMTs                                                                                                                                 | Urban: Arrive within 8 min with 2 Medic/EMTs<br>Suburban: Arrive within 10 min with 2 Medic/EMTs<br>Rural: Arrive within 20 min with 2 Medic/EMTs                                                                                   | Yes, by 2020                           |
| Hazardous Materials (FIRE/EMS PLAN RECOMMENDATION #1)                          | Defensive only response is provided from each station that is open.<br>5% Officer: Haz Mat Incident Commander                                                                                                                    | Provide defensive only response from each station 24 hours a day.<br>50% Officers: Haz Mat Incident Commander                                                                                                                       | Yes, by 2019                           |
| Technical Rescue<br>(FIRE/EMS PLAN RECOMMENDATION #6)                          | 80% of the time, sufficient personnel are on duty to effect a rescue properly.<br>60% FF's High angle: Operations<br>30% FF's High Angle: Technician<br>90% FF's Confined Space: Operations<br>90% FF's Trench Rescue: Awareness | Provide sufficient on duty personnel to effect a high angle rescue of a victim.<br>60% FF's High angle: Operations<br>30% FF's High Angle: Technician<br>100% FF's Confined Space: Operations<br>100% FF's Trench Rescue: Awareness | Yes, by 2019                           |



|                                                             |                                                                                                                                                                                                                          |                                                                                                                                                                                                                    |              |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Wildland Firefighting<br>(FIRE/EMS PLAN RECOMMENDATION #18) | Initial Attack is managed sufficiently with current staff training.<br>100% Firefighters: Firefighter 1<br>10% Officers: Strike Team Task Force Leader<br>10% Staff: Sawyer Brush Certified                              | Improve the number and level of training to enhance safety and operations beyond initial attack.<br>100% Firefighters: Firefighter 1<br>50% Officers: Strike Team Task Force Leader<br>30% Staff: Sawyer Certified | Yes, by 2018 |
| MVA Extrication (FIRE/EMS PLAN RECOMMENDATION #18)          | Personnel are not proficient in modern extrication methods.<br>90% FF's: Operations Level<br>10% FF's: Technician Level                                                                                                  | Train personnel to at a higher level and regularly to be more effective in modern vehicle extrication methods.<br>100% FF's: Technician                                                                            | Yes, by 2018 |
| Fire Inspections<br>(FIRE/EMS PLAN RECOMMENDATION #27)      | Personnel are train to conduct basic fire inspections, but the Fire Marshal needs additional certifications.<br>80% Firefighters: Fire Inspector I<br>100% Officers: Fire Inspector I<br>Fire Marshal: Fire Inspector II | Provide the resources for the Fire Marshal to obtain a Fire Marshal Certification.<br>80% Firefighters: Fire Inspector I<br>100% Officers: Fire Inspector I<br>Fire Marshal: Fire Marshal I Certification          | Yes, by 2019 |
| Public Education<br>(FIRE/EMS PLAN RECOMMENDATION #27)      | No personnel are specifically trained in public educator practices. Some personnel have certain aspects of the training, such as Juvenile Fire Interventionist.<br>0% FF's: Public Educator                              | Train personnel in the broader concepts of public education to ensure a higher quality program.<br>20% Officers: Public Educators                                                                                  | Yes, by 2018 |

## SIDE BY SIDE COMPARISON OF RECOMMENDATIONS

| Washington Survey Rating Bureau                                                                             |       | FIRE/EMS Master Plan                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Basic Fire Flow Required for City of Anacortes (4,250 Gallons Per Minute), a 21% Increase over last rating. |       | "... 113 buildings have a required fire flow of 2,000 gallons per minute (GPM) or higher. 23 buildings have fire flows exceeding 4000 GPM and 4 building at 6,000 GPM or more." "Anacortes Fire Department is <u>not</u> <u>staffed</u> to handle fires larger than 200 GPM (FIRE/EMS Masterplan, p17)." |
| Fire Department                                                                                             | Score | Fire Department                                                                                                                                                                                                                                                                                          |
| Required to have 4 Fire Engines                                                                             | D     | No Recommendation                                                                                                                                                                                                                                                                                        |
| Ladder Trucks                                                                                               | A     |                                                                                                                                                                                                                                                                                                          |
| Distribution of Fire Stations                                                                               | A     | Evaluate efficacy of moving Station #1; Construct Joint March Point Fire Station and provided 24 hour staffing.                                                                                                                                                                                          |
| Pumper Capacity                                                                                             | A     | No Recommendation                                                                                                                                                                                                                                                                                        |
| Age of Equipment on Apparatus                                                                               | D     | Develop Capital Plan with matching revenue.                                                                                                                                                                                                                                                              |
| Number of Fire Officers                                                                                     | D     | No Recommendation                                                                                                                                                                                                                                                                                        |
| Department Staffing Level                                                                                   | F     | Provide a minimum of 3 firefighters at each fire station on a 24-hour basis to provide an "Imminent Rescue" capability.                                                                                                                                                                                  |
| Large Water Stream Devices                                                                                  | B     |                                                                                                                                                                                                                                                                                                          |
| Amount of Equip. on Apparatus                                                                               | B     |                                                                                                                                                                                                                                                                                                          |
| Quantity of Fire Hose                                                                                       | A     |                                                                                                                                                                                                                                                                                                          |
| Condition of Hose                                                                                           | B     |                                                                                                                                                                                                                                                                                                          |
| Training Program                                                                                            | F     | Hire regional Training Officer to coordinate training programs, and develop comprehensive training program.                                                                                                                                                                                              |
| Response Plans                                                                                              | A     |                                                                                                                                                                                                                                                                                                          |
| Fire Deployment Staffing on Fires                                                                           | F     | 24 Hour staffing at each station and construct fire station #3.                                                                                                                                                                                                                                          |
| Special Protection                                                                                          | B     | Train Firefighters at Technical Rescue certification, Operations Haz Mat, develop regional rope rescue team, and provide Fire Boat capability.                                                                                                                                                           |

## SIDE BY SIDE COMPARISON OF RECOMMENDATIONS

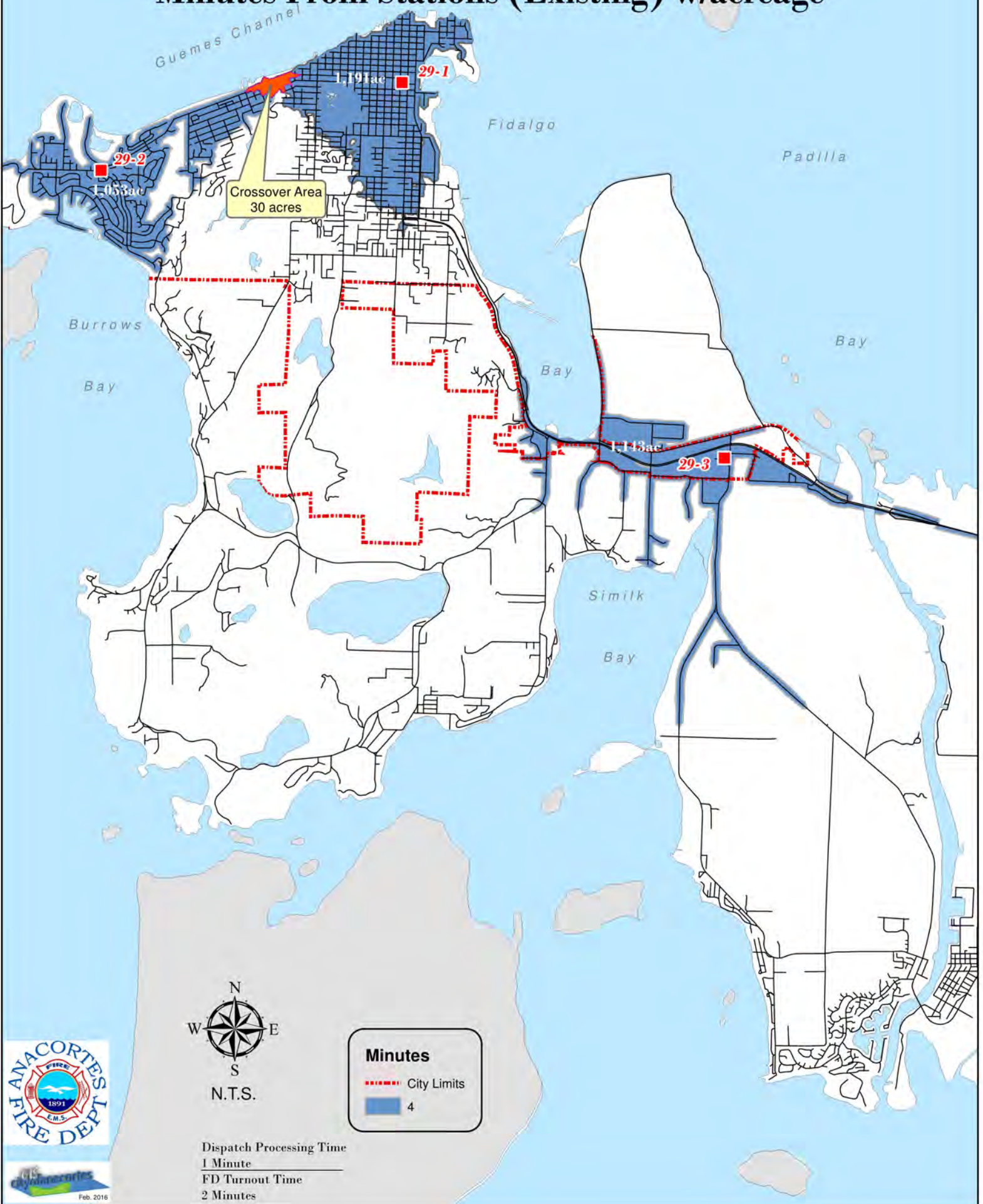
| Washington Survey Rating Bureau |       | FIRE/EMS Master Plan                                |
|---------------------------------|-------|-----------------------------------------------------|
| 911 Dispatch Center             | Score | 911 Dispatch Center                                 |
| Dispatch Facilities             | F     | No Recommendation                                   |
| CAD System Equipment            | D     | No Recommendation                                   |
| Staffing and Training           | C     |                                                     |
| Fire Safety                     | Score | Fire Safety                                         |
| Fire Code Oversight             | F     | Hire full-time civilian fire inspector              |
| Fire Code Inspections           | F     | Hire full-time civilian fire inspector              |
| Confidence Testing              | A     |                                                     |
| Public Education                | F     | Hire full-time civilian fire inspector              |
| Fire Investigations             | B     | Succession plan for Certified Fire Investigator.    |
| Adoption of Codes               | B     | WUI Assessment and Marina Automatic Fire Protection |

| Water Supply   |                           | Score | Water Supply                                                                                  |
|----------------|---------------------------|-------|-----------------------------------------------------------------------------------------------|
|                | Adequacy of Water Supply  | A     |                                                                                               |
|                | Distribution of Hydrants  | A     |                                                                                               |
|                | Hydrant Size and Fittings | A     |                                                                                               |
|                | Operation and Maintenance | F     | Develop plan to transfer hydrant inspections.                                                 |
| Administrative |                           |       | Administrative                                                                                |
|                | No Comment                |       | Adopt Response Time Goals for each service type, develop Comprehensive financing strategies.. |



# City of Anacortes - Travel Time Analysis

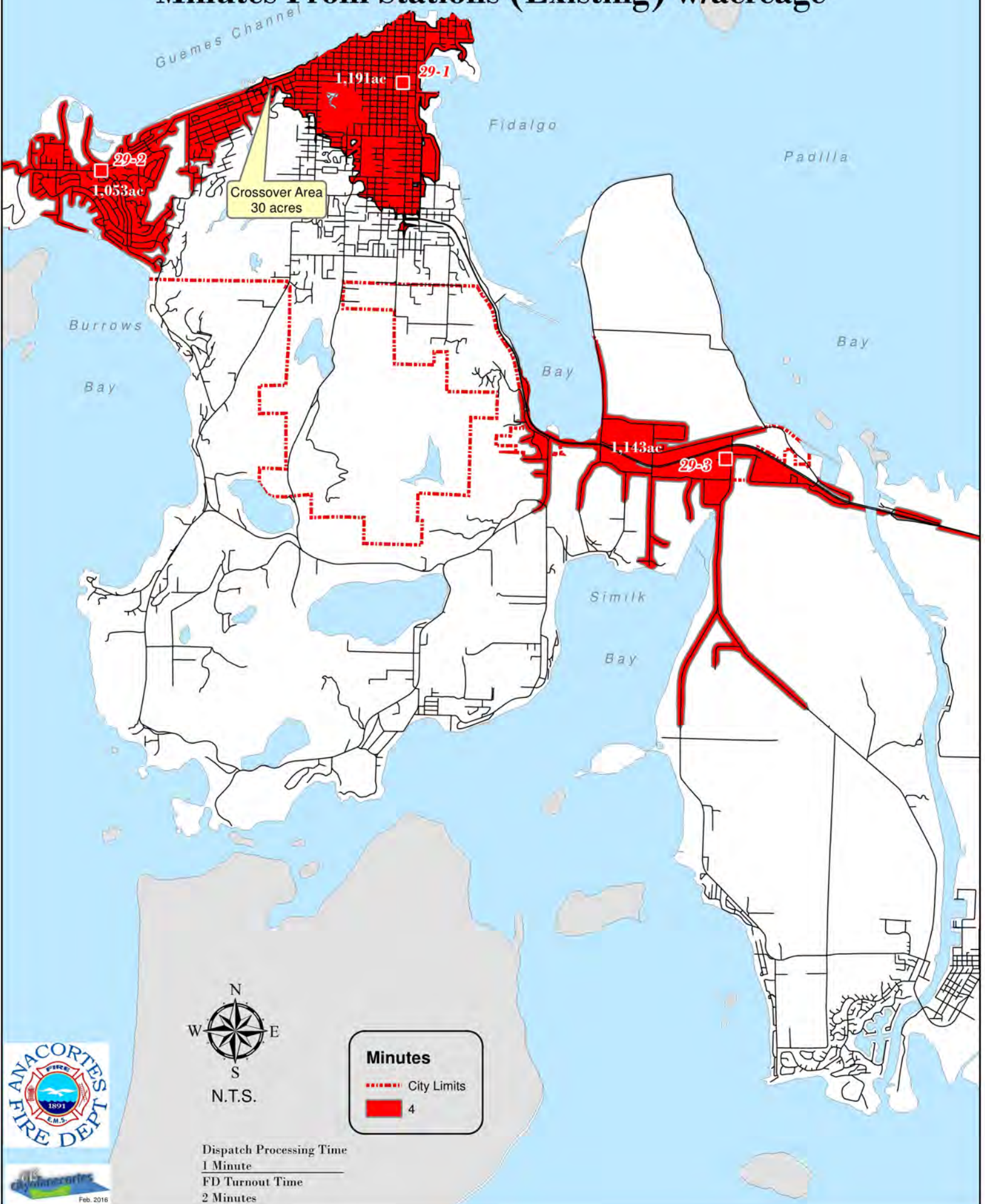
## Minutes From Stations (Existing) w/acreage





# City of Anacortes - Travel Time Analysis

## Minutes From Stations (Existing) w/acreage





# POLICY DETERMINATION

## FIRE PROTECTION & EMS SERVICES



# Fire Protection & EMS Master Plan

- Goal 1: *Provide a Framework for the City Council to Determine Level of Service for Community.*
- Goal 2: *Coordinate policy decisions in the City's Comprehensive Plan Process.*
- Goal 3: *Provide an Independent Perspective of on Fire Protection/EMS Services and the Best Practices.*



# City Comprehensive Plan Goals

- Promote the public health, safety and welfare:
  - The Comprehensive Plan establishes development guidelines, [levels of service standards, and encourages development that complies with those standards](#) in appropriate locations throughout the community.
- Encourage coordination:
  - The Plan anticipates [future development, population growth and the needs of our community for all major municipal services](#). It then helps coordinate the provision of needed services to meet those needs. The Zoning Code, City budget, the Capital Facilities Plan, the Water Utility Plan and other programs work together to implement the Plan in a coordinated manner.

# History of Process

Council  
Approved  
Consultant

• June 2014

Master-Plan  
Work Started

• July 2014

WSRB  
Evaluation  
Process

• Oct 2014

Final WSRB  
Report

• Nov 2014

Master Plan  
Report  
Completed

• Dec 2014

PSC Bi-Monthly  
Meetings

• Jan - Oct  
2015

Develop  
Recommended  
Policy Statements

• Oct 2015

Approve/Modify  
Policy Statements

• Feb 2016



# Master Plan Study Elements

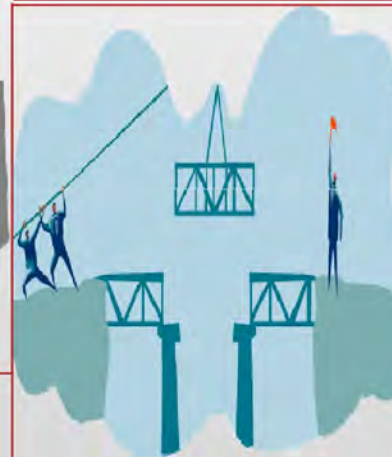
## 1. Community Risk Analysis



## 2. Current Level of Service



## 3. Gap Analysis



## 4. Recommendations





# STEP 8: WORK PLAN

2015 - 2016 FIRE/EMS MASTER PLAN WORK PLAN

| PTY | BRIEF                                                          | STATUS |     |     |      | RESPONSIBILITY          | DEADLINE            |
|-----|----------------------------------------------------------------|--------|-----|-----|------|-------------------------|---------------------|
|     |                                                                | 25%    | 50% | 75% | 100% |                         |                     |
| H   | Implement Lexipol Policy Manual                                |        |     |     |      | Fire Chief              | 2015 ( 1st Quarter) |
| H   | Develop Support Volunteer Programs                             |        |     |     |      | PSC/Mayor/Fire Chief    | 2015 ( 1st Quarter) |
| H   | Adopt Response Time Goals for each service type.               |        |     |     |      | Mayor/City Council      | 2015 ( 1st Quarter) |
| H   | Establish Turnout Time Standard                                |        |     |     |      | PSC/Mayor/Fire Chief    | 2015 ( 1st Quarter) |
| H   | Interim Operations Staffing Plan                               |        |     |     |      | PSC/Mayor/Fire Chief    | 2015 ( 2nd Quarter) |
| H   | Develop Long Term Operations Staffing Plan                     |        |     |     |      | PSC/Mayor/Fire Chief    | 2015 ( 2nd Quarter) |
| H   | Develop Comprehensive financing strategies.                    |        |     |     |      | Fire Chief/Finance Dir. | 2015 ( 2nd Quarter) |
| H   | Develop comprehensive training program.                        |        |     |     |      | Division Chief          | 2015 ( 2nd Quarter) |
| H   | Evaluate efficacy of moving Station #1                         |        |     |     |      | PSC/Mayor/Fire Chief    | 2015 ( 3rd Quarter) |
| H   | Review safety standard compliance.                             |        |     |     |      | Fire Chief              | 2015 ( 3rd Quarter) |
| H   | Develop action plan for safety standards compliance.           |        |     |     |      | Fire Chief              | 2015 ( 3rd Quarter) |
| H   | 24 Hour staffing Station #3 and construct joint fire station.  |        |     |     |      | PSC/Mayor/Fire Chief    | 2015 ( 4th Quarter) |
| H   | Hire regional Training Officer                                 |        |     |     |      | PSC/Mayor/Fire Chief    | 2015 ( 4th Quarter) |
| H   | Construct Joint March Point Fire Station for 24 hour staffing. |        |     |     |      | PSC/Mayor/Fire Chief    | 2015/2016           |
| M   | Monitor compliance to training record policy                   |        |     |     |      | Division Chief          | 2016                |
| M   | Deliver training on use of MDC.                                |        |     |     |      | Assistant Chief         | 2015                |
| M   | Input all CAD data to Fire RMS                                 |        |     |     |      | Assistant Chief         | 2015                |
| M   | Develop comprehensive wellness/fitness program.                |        |     |     |      | Fire Chief/Union        | 2016                |
| M   | Hire full-time fire inspector                                  |        |     |     |      | PSC/Mayor/Fire Chief    | 2017                |
| M   | Train Firefighters up to Technical Rescue.                     |        |     |     |      | Division Chief          | 2015                |
| M   | Further study RFA                                              |        |     |     |      | PSC/Mayor/Fire Chief    | 2015                |
| L   | Haz Mat Designation                                            |        |     |     |      | Fire Chief              | Done                |
| L   | Regional Rope Rescue Team                                      |        |     |     |      | Fire Chief              | 2016                |
| L   | Wildland Urban Interface Assessment                            |        |     |     |      | Assistant Chief         | 2017                |
| L   | Marina Automatic Fire Protection                               |        |     |     |      | Assistant Chief         | 2017                |
| L   | Obtain Fire Boat Capability                                    |        |     |     |      | PSC/Mayor/Fire Chief    | 2017                |
| L   | Develop policy on training records.                            |        |     |     |      | Division Chief          | 2015                |
| L   | Conduct administrative Desk Audit                              |        |     |     |      | Human Resources         | 2016                |
| L   | Develop plan to transfer hydrant inspections.                  |        |     |     |      | Division Chief          | 2016                |
| L   | Succession plan for Certified Fire Investigator.               |        |     |     |      | Division Chief          | 2017                |

# Side By Side Recommendations (COUNCIL PACKET)

## SIDE BY SIDE COMPARISON OF RECOMMENDATIONS

| Washington Survey Rating Bureau                                                                             |       | FIRE/EMS Master Plan                                                                                                                                                                                                                                                                              |
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| Basic Fire Flow Required for City of Anacortes (4,250 Gallons Per Minute), a 21% Increase over last rating. |       | "... 113 buildings have a required fire flow of 2,000 gallons per minute (GPM) or higher; 23 buildings have fire flows exceeding 4000 GPM and 4 building at 6,000 GPM or more." "Anacortes Fire Department is <u>not staffed</u> to handle fires larger than 200 GPM (FIRE/EMS Masterplan, p17)." |
| Fire Department                                                                                             | Score | Fire Department                                                                                                                                                                                                                                                                                   |
| Required to have 4 Fire Engines                                                                             | D     | No Recommendation                                                                                                                                                                                                                                                                                 |
| Ladder Trucks                                                                                               | A     |                                                                                                                                                                                                                                                                                                   |
| Distribution of Fire Stations                                                                               | A     | Evaluate efficacy of moving Station #1; Construct Joint March Point Fire Station and provided 24 hour staffing.                                                                                                                                                                                   |
| Pumper Capacity                                                                                             | A     | No Recommendation                                                                                                                                                                                                                                                                                 |
| Age of Equipment on Apparatus                                                                               | D     | Develop Capital Plan with matching revenue.                                                                                                                                                                                                                                                       |
| Number of Fire Officers                                                                                     | D     | No Recommendation                                                                                                                                                                                                                                                                                 |
| Department Staffing Level                                                                                   | F     | Provide a minimum of 3 firefighters at each fire station on a 24-hour basis to provide an "Imminent Rescue" capability.                                                                                                                                                                           |
| Large Water Stream Devices                                                                                  | B     |                                                                                                                                                                                                                                                                                                   |
| Amount of Equip. on Apparatus                                                                               | B     |                                                                                                                                                                                                                                                                                                   |
| Quantity of Fire Hose                                                                                       | A     |                                                                                                                                                                                                                                                                                                   |
| Condition of Hose                                                                                           | B     |                                                                                                                                                                                                                                                                                                   |
| Training Program                                                                                            | F     | Hire regional Training Officer to coordinate training programs, and develop comprehensive training program.                                                                                                                                                                                       |
| Response Plans                                                                                              | A     |                                                                                                                                                                                                                                                                                                   |
| Fire Deployment Staffing on Fires                                                                           | F     | 24 Hour staffing at each station and construct fire station #3.                                                                                                                                                                                                                                   |
| Special Protection                                                                                          | B     | Train Firefighters at Technical Rescue certification, Operations Haz Mat, develop regional rope rescue team, and provide Fire Boat capability.                                                                                                                                                    |

## SIDE BY SIDE COMPARISON OF RECOMMENDATIONS

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| 911 Dispatch Center             | Score | 911 Dispatch Center                                                                           |
| Dispatch Facilities             | F     | No Recommendation                                                                             |
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| Staffing and Training           | C     |                                                                                               |
| Fire Safety                     | Score | Fire Safety                                                                                   |
| Fire Code Oversight             | F     | Hire full-time civilian fire inspector                                                        |
| Fire Code Inspections           | F     | Hire full-time civilian fire inspector                                                        |
| Confidence Testing              | A     |                                                                                               |
| Public Education                | F     | Hire full-time civilian fire inspector                                                        |
| Fire Investigations             | B     | Succession plan for Certified Fire Investigator.                                              |
| Adoption of Codes               | B     | WUI Assessment and Marina Automatic Fire Protection                                           |
| Water Supply                    | Score | Water Supply                                                                                  |
| Adequacy of Water Supply        | A     |                                                                                               |
| Distribution of Hydrants        | A     |                                                                                               |
| Hydrant Size and Fittings       | A     |                                                                                               |
| Operation and Maintenance       | F     | Develop plan to transfer hydrant inspections.                                                 |
| Administrative                  |       | Administrative                                                                                |
| No Comment                      |       | Adopt Response Time Goals for each service type, develop Comprehensive financing strategies.. |



# FIRE/EMS Master Plan Recommendations (COUNCIL PACKET)

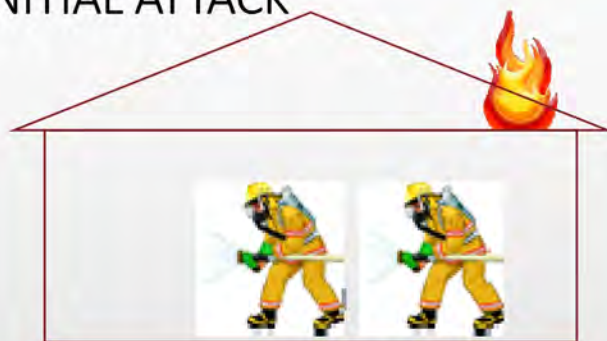
| Service                                                                                 | Current Level of Service                                                                                                                         | Chief's Recommendation                                                                                                                                                                      | Mayor & PSC Recommendation<br>(9-24-2015)                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire Suppression<br>Initial Attack/Imminent Rescue<br>(FIRE/EMS PLAN RECOMMENDATION #8) | Provide an imminent rescue fire attack with 3 firefighters on scene within 7 minutes of dispatch.<br><br>See Attached Map for areas of coverage. | Provide an imminent rescue fire attack with 3 firefighters on scene within 7 minutes of each fire station 24 hours a day.<br><br>See Proposed Map for areas of coverage.                    | Establish a funding plan and utilization of paid, volunteer and part-time paid firefighters to be able to staff 3 firefighters 24 hours a day from each fire station.<br><br>Will need additional EMS Support, and move to staffing goal by 2020. |
| Fire Suppression<br>Effective Response Force<br>(FIRE/EMS PLAN RECOMMENDATION #7)       | Cannot produce an effective response force within 11 minutes for low, medium, or high risk classifications in City.                              | Hire additional firefighters, develop volunteer shift program, and hire part-time paid personnel to fill enough shifts to develop an effective response force for low risk classifications. | Yes, by 2020                                                                                                                                                                                                                                      |
| Emergency Medical Services Inside City<br>(SKAGIT EMS DEPARTMENT)                       | Urban: Arrive within 8 min<br><br>Suburban: Arrive within 15 min                                                                                 | Urban: Arrive within 8 min<br><br>Suburban: Arrive within 15 min                                                                                                                            | Yes, by 2020                                                                                                                                                                                                                                      |
| Emergency Medical Services Outside City<br>(SKAGIT EMS DEPARTMENT)                      | Urban: Arrive within 10 min<br><br>Suburban: Arrive within 20 min<br><br>Rural: Arrive within 45 min                                             | Urban: Arrive within 10 min<br><br>Suburban: Arrive within 20 min<br><br>Rural: Arrive within 45 min                                                                                        | Yes, by 2020                                                                                                                                                                                                                                      |



# FIREFIGHTER SAFETY STANDARDS

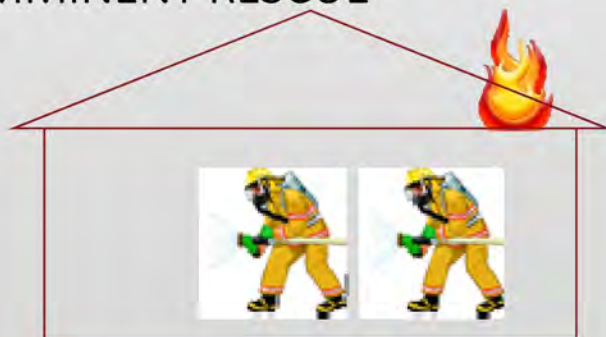
## WAC 296.305.5002

### INITIAL ATTACK



2 IN – 2 OUT

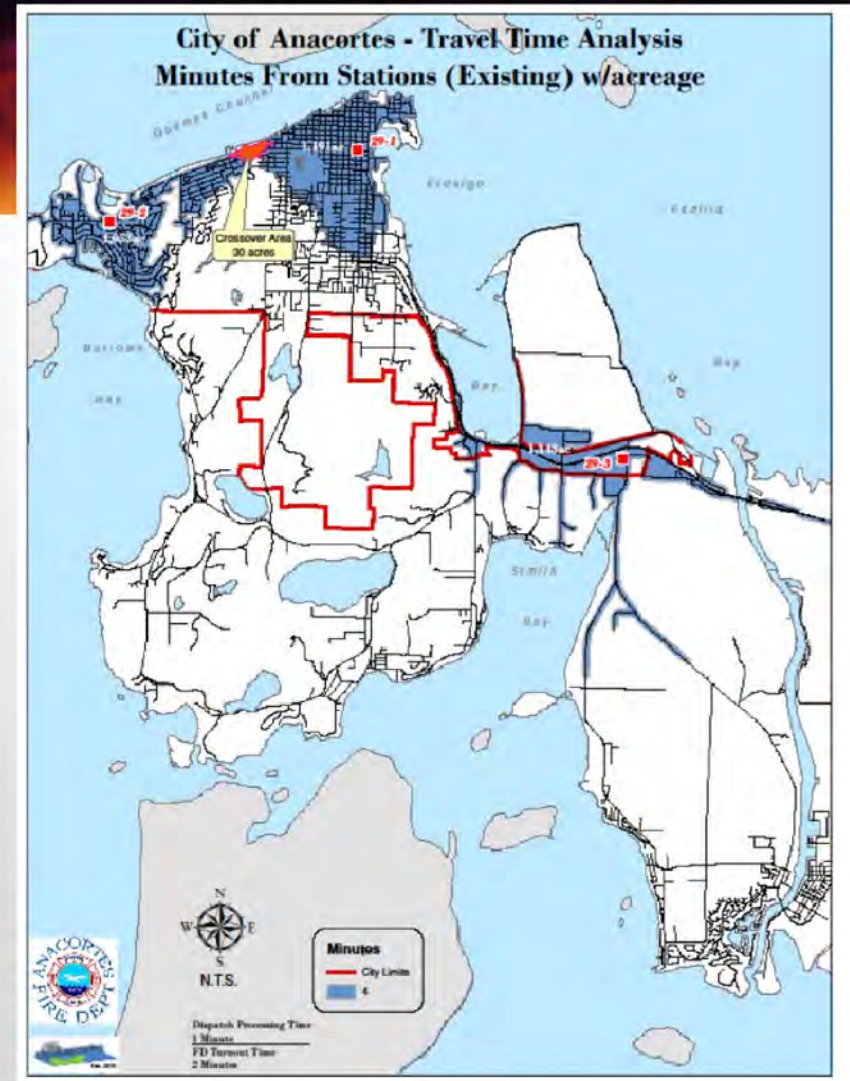
### IMMINENT RESCUE



2 IN – 1 OUT

# Current Staffing Level of Service

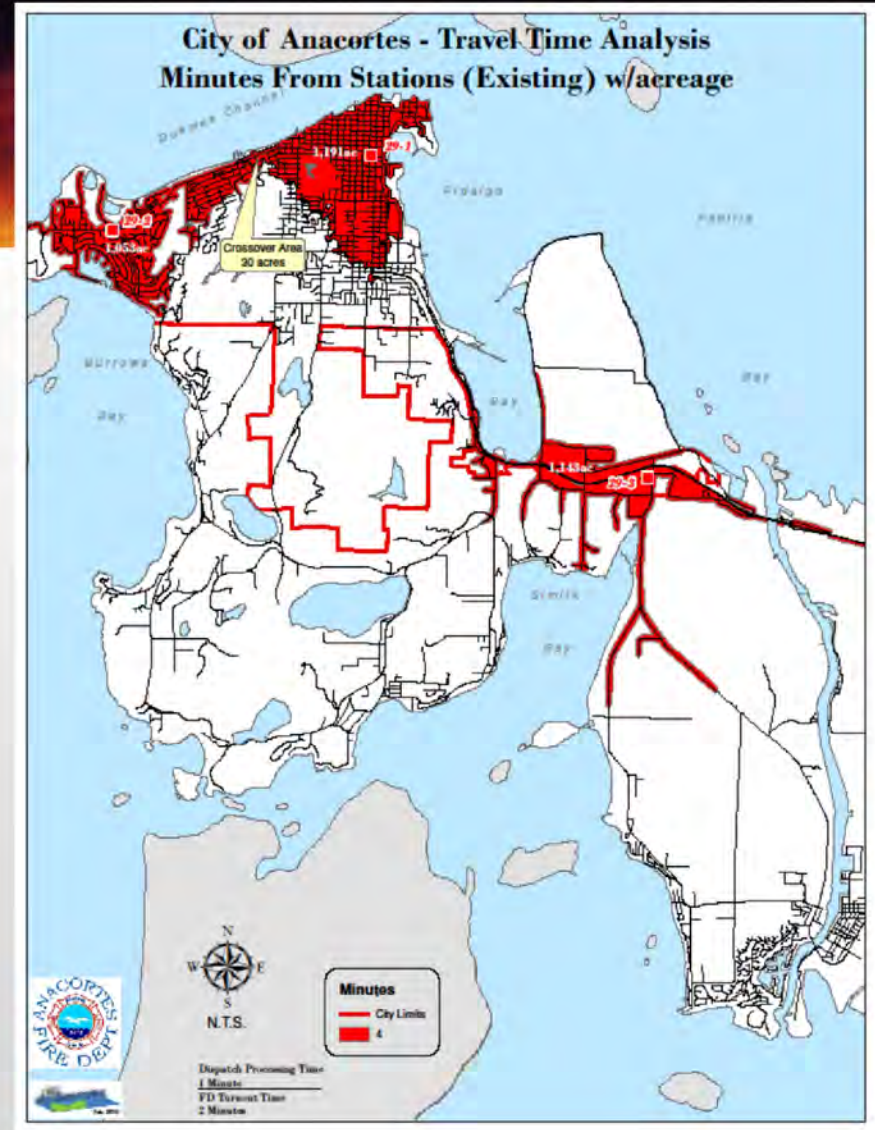
- Imminent Rescue Coverage
  - 30 Acres in Red Crossover Area.
  - Blue area exceeds Response Time Recommendation





# Proposed Staffing Crossover

- Imminent Rescue Coverage
  - 3,387 acres Covered
- Adding
  - 3 Paid Firefighters
  - Pool of 20 Volunteer Shift Personnel
  - Volunteer Coordinator





# FIRE/EMS Master Plan Recommendations (COUNCIL PACKET)

| Service                                                                                 | Current Level of Service                                                                                                                         | Chief's Recommendation                                                                                                                                                                      | Mayor & PSC Recommendation<br>(9-24-2015)                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire Suppression<br>Initial Attack/Imminent Rescue<br>(FIRE/EMS PLAN RECOMMENDATION #8) | Provide an imminent rescue fire attack with 3 firefighters on scene within 7 minutes of dispatch.<br><br>See Attached Map for areas of coverage. | Provide an imminent rescue fire attack with 3 firefighters on scene within 7 minutes of each fire station 24 hours a day.<br><br>See Proposed Map for areas of coverage.                    | Establish a funding plan and utilization of paid, volunteer and part-time paid firefighters to be able to staff 3 firefighters 24 hours a day from each fire station.<br><br>Will need additional EMS Support, and move to staffing goal by 2020. |
| Fire Suppression<br>Effective Response Force<br>(FIRE/EMS PLAN RECOMMENDATION #7)       | Cannot produce an effective response force within 11 minutes for low, medium, or high risk classifications in City.                              | Hire additional firefighters, develop volunteer shift program, and hire part-time paid personnel to fill enough shifts to develop an effective response force for low risk classifications. | Yes, by 2020                                                                                                                                                                                                                                      |
| Emergency Medical Services Inside City<br>(SKAGIT EMS DEPARTMENT)                       | Urban: Arrive within 8 min<br><br>Suburban: Arrive within 15 min                                                                                 | Urban: Arrive within 8 min<br><br>Suburban: Arrive within 15 min                                                                                                                            | Yes, by 2020                                                                                                                                                                                                                                      |
| Emergency Medical Services Outside City<br>(SKAGIT EMS DEPARTMENT)                      | Urban: Arrive within 10 min<br><br>Suburban: Arrive within 20 min<br><br>Rural: Arrive within 45 min                                             | Urban: Arrive within 10 min<br><br>Suburban: Arrive within 20 min<br><br>Rural: Arrive within 45 min                                                                                        | Yes, by 2020                                                                                                                                                                                                                                      |

# FIRE/EMS Master Plan Recommendations (COUNCIL PACKET)

| Service                                                                                 | Current Level of Service                                                                                                                  | Chief's Recommendation                                                                                                                                                                      | Mayor & PSC Recommendation<br>(9-24-2015)                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire Suppression<br>Initial Attack/Imminent Rescue<br>(FIRE/EMS PLAN RECOMMENDATION #8) | Provide an imminent rescue fire attack with 3 firefighters on scene within 7 minutes of dispatch. See Attached Map for areas of coverage. | Provide an imminent rescue fire attack with 3 firefighters on scene within 7 minutes of each fire station 24 hours a day. See Proposed Map for areas of coverage.                           | Establish a funding plan and utilization of paid, volunteer and part-time paid firefighters to be able to staff 3 firefighters 24 hours a day from each fire station.<br><br>Will need additional EMS Support, and move to staffing goal by 2020. |
| Fire Suppression<br>Effective Response Force<br>(FIRE/EMS PLAN RECOMMENDATION #7)       | Cannot produce an effective response force within 11 minutes for low, medium, or high risk classifications in City.                       | Hire additional firefighters, develop volunteer shift program, and hire part-time paid personnel to fill enough shifts to develop an effective response force for low risk classifications. | Yes, by 2020                                                                                                                                                                                                                                      |
| Emergency Medical Services Inside City<br>(SKAGIT EMS DEPARTMENT)                       | Urban: Arrive within 8 min<br>Suburban: Arrive within 15 min                                                                              | Urban: Arrive within 8 min<br>Suburban: Arrive within 15 min                                                                                                                                | Yes                                                                                                                                                                                                                                               |
| Emergency Medical Services Outside City<br>(SKAGIT EMS DEPARTMENT)                      | Urban: Arrive within 10 min<br>Suburban: Arrive within 20 min<br>Rural: Arrive within 45 min                                              | Urban: Arrive within 10 min<br>Suburban: Arrive within 20 min<br>Rural: Arrive within 45 min                                                                                                | Yes, by 2020                                                                                                                                                                                                                                      |

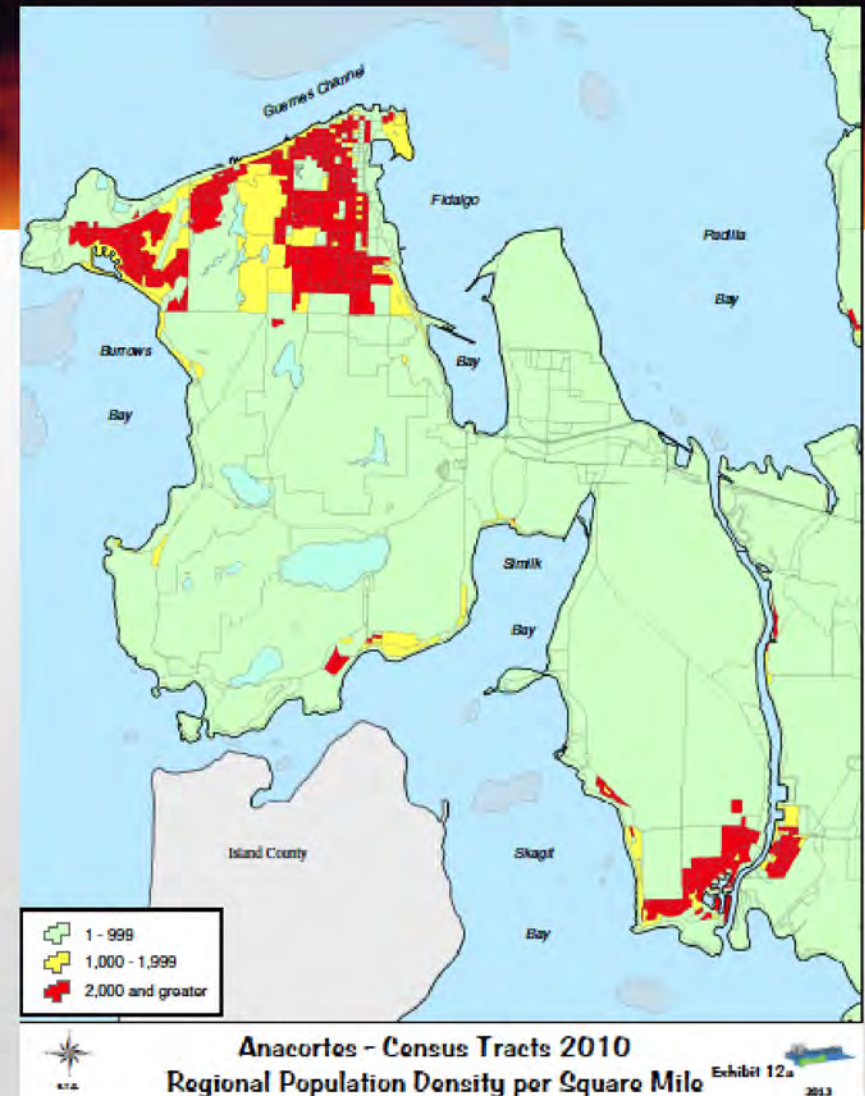


# FIRE/EMS Master Plan Recommendations (COUNCIL PACKET)

| Service                                                                                 | Current Level of Service                                                                                                                  | Chief's Recommendation                                                                                                                                                                      | Mayor & PSC Recommendation<br>(9-24-2015)                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire Suppression<br>Initial Attack/Imminent Rescue<br>(FIRE/EMS PLAN RECOMMENDATION #8) | Provide an imminent rescue fire attack with 3 firefighters on scene within 7 minutes of dispatch. See Attached Map for areas of coverage. | Provide an imminent rescue fire attack with 3 firefighters on scene within 7 minutes of each fire station 24 hours a day. See Proposed Map for areas of coverage.                           | Establish a funding plan and utilization of paid, volunteer and part-time paid firefighters to be able to staff 3 firefighters 24 hours a day from each fire station.<br><br>Will need additional EMS Support, and move to staffing goal by 2019. |
| Fire Suppression<br>Effective Response Force<br>(FIRE/EMS PLAN RECOMMENDATION #7)       | Cannot produce an effective response force within 11 minutes for low, medium, or high risk classifications in City.                       | Hire additional firefighters, develop volunteer shift program, and hire part-time paid personnel to fill enough shifts to develop an effective response force for low risk classifications. | Yes, by 2020                                                                                                                                                                                                                                      |
| Emergency Medical Services Inside City<br>(SKAGIT EMS DEPARTMENT)                       | Urban: Arrive within 8 min<br>Suburban: Arrive within 15 min                                                                              | Urban: Arrive within 8 min<br>Suburban: Arrive within 15 min                                                                                                                                | Yes                                                                                                                                                                                                                                               |
| Emergency Medical Services Outside City<br>(SKAGIT EMS DEPARTMENT)                      | Urban: Arrive within 10 min<br>Suburban: Arrive within 20 min<br>Rural: Arrive within 45 min                                              | Urban: Arrive within 10 min<br>Suburban: Arrive within 20 min<br>Rural: Arrive within 45 min                                                                                                | Yes, by 2020                                                                                                                                                                                                                                      |

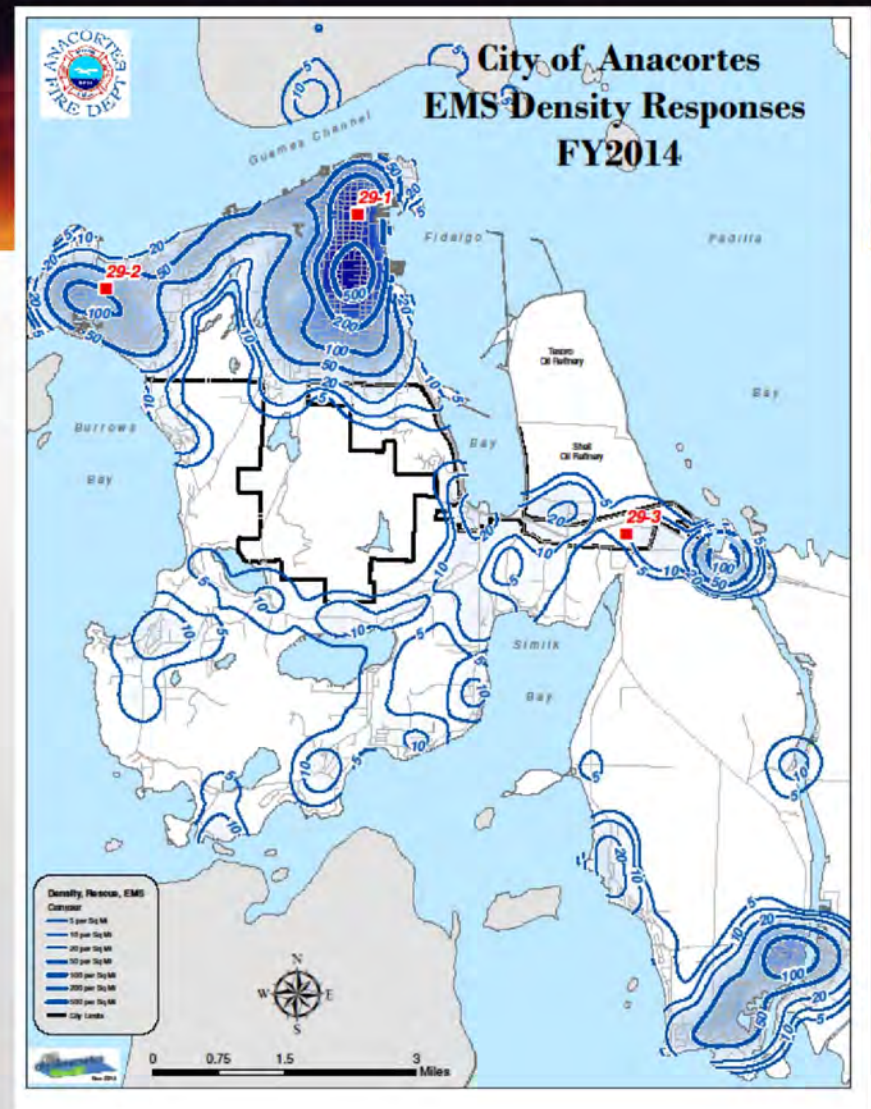
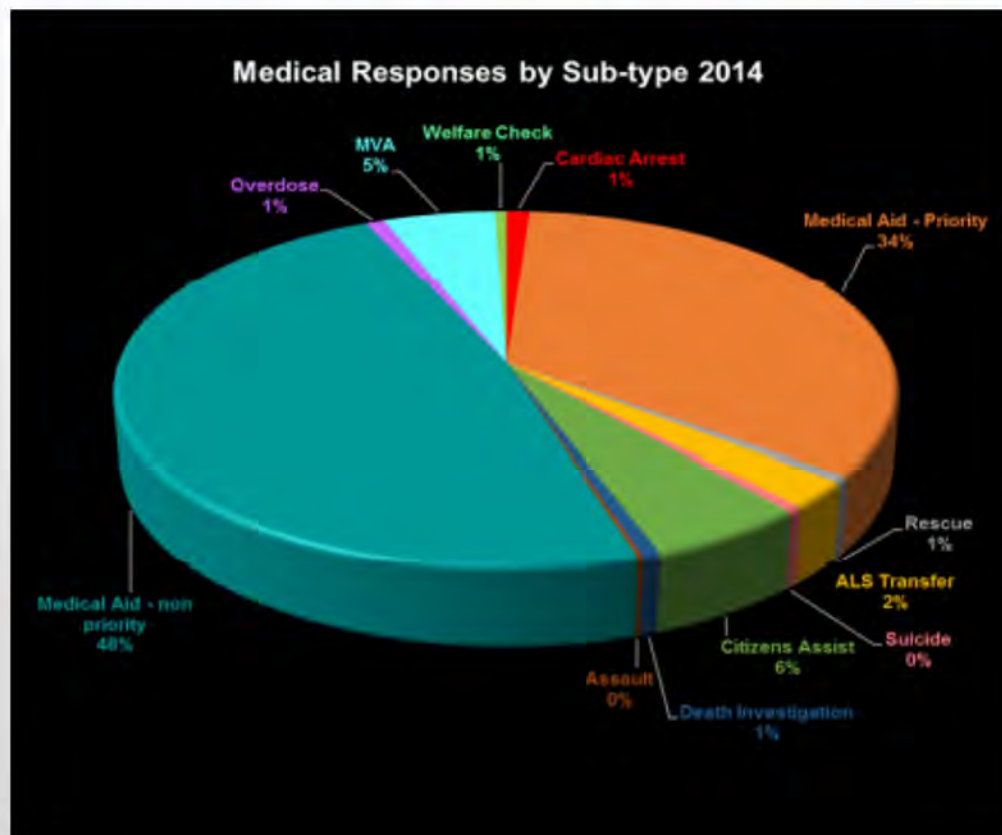
# EMS Response Standards

- 85 Square Miles
  - Red – Urban
  - Yellow – Suburban
  - Green - Rural
- Response Time Requirements
  - Urban – 8 - 10 Mins
  - Sub – 15 - 20 Mins
  - Rural – 45 Mins





# CITY GATE and Associates EMS Demand Study



# FIRE/EMS Master Plan Recommendations (COUNCIL PACKET)

| Service                                                            | Current Level of Service                                                                                                                                                                                                             | Chief's Recommendation                                                                                                                                                                                                                  | Mayor & PSC Recommendation<br>(9-24-2015) |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Hazardous Materials<br>(FIRE/EMS PLAN RECOMMENDATION #1)           | Defensive only response is provided from each station that is open.<br>*5% Officer: Haz Mat Incident Commander                                                                                                                       | Provide defensive only response from each station 24 hours a day.<br>*50% Officers: Haz Mat Incident Commander                                                                                                                          | Yes, by 2019                              |
| Technical Rescue<br>(FIRE/EMS PLAN RECOMMENDATION #6)              | 80% of the time, sufficient personnel are on duty to effect a rescue properly.<br>*60% FF's High angle: Operations<br>*30% FF's High Angle: Technician<br>*90% FF's Confined Space: Operations<br>*90% FF's Trench Rescue: Awareness | Provide sufficient on duty personnel to effect a high angle rescue of a victim.<br>*60% FF's High angle: Operations<br>*30% FF's High Angle: Technician<br>*100% FF's Confined Space: Operations<br>*100% FF's Trench Rescue: Awareness | Yes, by 2019                              |
| Wildland Firefighting<br>(FIRE/EMS PLAN RECOMMENDATION #18)        | Initial Attack is managed sufficiently with current staff training.<br>*100% Firefighters: Firefighter 1<br>*10% Officers: Strike Team Task Leader<br>*10% Staff: Sawyer Brush Certified                                             | Improve the number and level of training to enhance safety and operations beyond initial attack.<br>*100% Firefighters: Firefighter 1<br>*50% Officers: Strike Team Task Force Leader<br>*30% Staff: Sawyer Certified                   | Yes, by 2018                              |
| Vehicle Accident Extrication<br>(FIRE/EMS PLAN RECOMMENDATION #18) | Personnel need additional training in modern extrication methods.<br>*90% FF's: Operations Level<br>*10% FF's: Technician Level                                                                                                      | Train personnel to at a higher level and regularly to be more effective in modern vehicle extrication methods.<br>*100% FF's: Technician                                                                                                | Yes, by 2018                              |



# FIRE/EMS Master Plan Recommendations (COUNCIL PACKET)

| Service                                                | Current Level of Service                                                                                                                                                                                                                                                                      | Chief's Recommendation                                                                                                                                                                                                                                                         | Mayor & PSC Recommendation<br>(9-24-2015) |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Fire Inspections<br>(FIRE/EMS PLAN RECOMMENDATION #27) | <p>Personnel are train to conduct basic fire inspections, but the Fire Marshal needs additional certifications.</p> <ul style="list-style-type: none"> <li>*80% Firefighters: Fire Inspector I</li> <li>*100% Officers: Fire Inspector I</li> <li>*Fire Marshal: Fire Inspector II</li> </ul> | <p>Provide the resources for the Fire Marshal to obtain a Fire Marshal Certification.</p> <ul style="list-style-type: none"> <li>*80% Firefighters: Fire Inspector I</li> <li>*100% Officers: Fire Inspector I</li> <li>*Fire Marshal: Fire Marshal I Certification</li> </ul> | Yes, by 2019                              |
| Public Education<br>(FIRE/EMS PLAN RECOMMENDATION #27) | <p>No personnel are specifically trained in public educator practices. Some personnel have certain aspects of the training, such as Juvenile Fire Interventionist.</p> <ul style="list-style-type: none"> <li>*0% FF's: Public Educator</li> </ul>                                            | <p>Train personnel in the broader concepts of public education to ensure a higher quality program.</p> <ul style="list-style-type: none"> <li>*20% Officers: Public Educators</li> </ul>                                                                                       | Yes, by 2018                              |

# FIRE/EMS Master Plan

## Recommendations (COUNCIL PACKET)

| Service                        | Current Level of Service                                                                                                                                                                                                 | Chief's Recommendation                                                                                                                                          | Mayor & PSC Recommendation<br>(9-24-2015)                                                                                                            |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Power-lines at Main Station    | Powerlines run across the apparatus apron and could potentially block the response of fire and EMS units.                                                                                                                | Does the City want to mitigate or accept the risk?                                                                                                              | Obtain Estimate: (City=\$54K/PSE=\$51+K)                                                                                                             |
| Radio Tower at Skyline Station | The previous tower at 90' fell on roof and was reinstalled at 60 feet. The fire and police radio capability is diminished, and some area in the bowl of skyline can be nonexistent.                                      | Do we install a new tower at the 90' level to improve the radio coverage in skyline for fire and police?                                                        | Install Unipole at the Skyline Fire Station.<br>Obtain Estimate:<br>(\$26K=Unipole/10K=Install                                                       |
| Construct Fire Station #3      | The City annexed March Point in 1998, purchased property in 2002-2003, and began leasing a facility in 2007. 1.2 million in revenue was set aside unofficially in General Reserves for the construction of the facility. | Does the City want to construct a fire station individually or in partnership with Fire District #13 on the March Point Property?                               | Obtain State loan or approve a Council-matic bond for the debt service of the fire station #3 with regional partners, starting construction by 2019. |
| Apparatus Replacement Schedule | The City uses nationally recognized replacement schedules for fire apparatus. Often the replacement is extended due to insufficient revenue or it is not necessary to replace it due to serviceability.                  | Does the City want to adopt an expanded service life schedule in the Capital Facilities Plan?<br><br>Extend the service life of each fire apparatus by 2 years. | Same as Chief's commendation                                                                                                                         |



**QUESTIONS/COMMENTS**

# MISCELLANEOUS INFORMATION

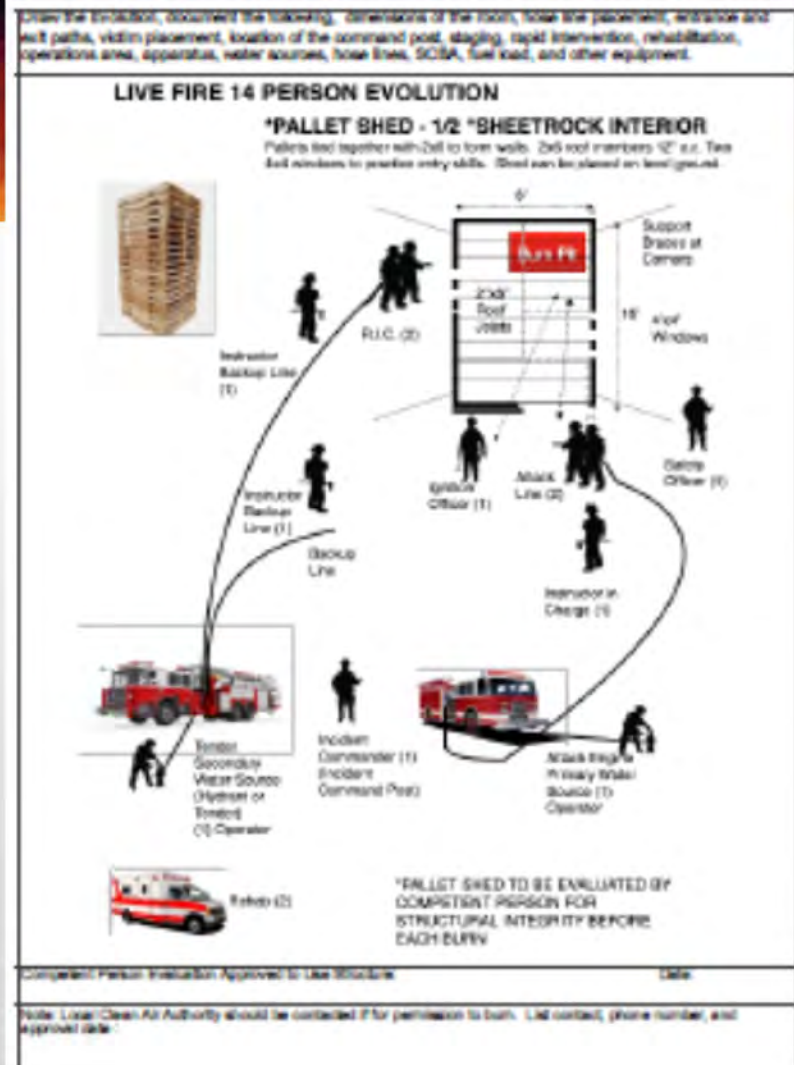
|                                      |     |
|--------------------------------------|-----|
| Total Occupancies                    | 843 |
| Initial Inspections                  | 443 |
| Re-inspections                       | 215 |
| Total Inspections                    | 658 |
| Certificate of Occupancy Inspections | 52  |
| Plan Review                          | 38  |
| Fire Alarm Tests                     | 127 |
| Sprinkler Tests                      | 122 |
| Blasting Permits                     | 1   |
| Underground Storage Tanks            | 4   |
| Flaring/Weld Permits                 | 0   |

| 2014 Training Hours Statistics |                      |                         |                                             |
|--------------------------------|----------------------|-------------------------|---------------------------------------------|
|                                | Shift's Annual Hours | Shift's Monthly Average | Individual Firefighter/Medic Yearly Average |
| A Shift                        | 1418                 | 118                     | 236                                         |
| B Shift                        | 1389                 | 116                     | 232                                         |
| C Shift                        | 1778                 | 148                     | 296                                         |



structure fire (15 Firefighters):

- 1 Command Officer
- 1 Safety officer
- 2 Firefighters to deploy the attack hose line
- 3 Firefighters to deploy a separate hoseline for backup
- 2 Firefighters to standby for the Rapid Intervention Team
- 2 Firefighters to provide Ventilation
- 1 Pump Operator
- 2 Firefighters for Search and Rescue
- 1 Rehabilitation Officer





| Group               | Tickets     | %  | Charges               | %  | Payments            | %  | Write Offs          | %  |
|---------------------|-------------|----|-----------------------|----|---------------------|----|---------------------|----|
| Insurance Companies | 333         | 19 | \$268,523.50          | 19 | \$181,836.28        | 25 | \$47,730.91         | 7  |
| Indian Health       | 2           | 0  | \$1,934.00            | 0  | \$1,934.00          | 0  | 0                   | 0  |
| Medicaid            | 256         | 15 | \$197,539.00          | 15 | \$43,838.76         | 6  | \$151,782.74        | 26 |
| Medicare            | 1131        | 65 | \$869,975.00          | 64 | \$477,572.47        | 67 | \$385,302.16        | 65 |
| Veterans Admin      | 8           | 0  | \$6,704.00            | 0  | \$1,380.91          | 0  | \$1,632.59          | 0  |
| Workers Comp        | 14          | 1  | \$9,540.50            | 1  | \$8,113.60          | 1  | \$1,426.90          | 0  |
| <b>Total</b>        | <b>1744</b> |    | <b>\$1,354,216.00</b> |    | <b>\$714,676.02</b> |    | <b>\$587,875.30</b> |    |

<http://www.bing.com/videos/search?q=flashover+testing&&view=detail&mid=A72A912DF3D90E4EE7B2A72A912DF3D90E4EE7B2&rvsmid=3BC1B98114F8EA4499413BC1B98114F8EA449941&FORM=VDFSrv&fsscr=0>





# City Council Agenda Bill

**Meeting Date:** 2/8/2016

**Agenda Item:** 3

**Subject:** Utility Billing and Liens

**Staff Contact:** Darcy Swetnam and Steve Hoglund

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

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

**Summary Statement:** The City has issues collecting payment on seriously delinquent accounts. Staff has investigated and proposed code updates to allow the City to record liens to improve recovery on these accounts.

**Background:** The City currently has automatic liens enforced by service interruption for up to four months of unpaid bills on delinquent water accounts and up to one year of unpaid bills on delinquent sewerage accounts. We do not have a mechanism to record liens for unpaid garbage service and unpaid sewerage service over one year. The proposed update would provide a lien process to better recover unpaid garbage and sewerage charges and clarify payment priority.

| Budget Impact              |     |
|----------------------------|-----|
| Amount Budgeted            | n/a |
| Budget Account (BARS)      |     |
| Proposed Expenditure       |     |
| Budget Amendment Required? |     |
| Revenue Source             |     |

| Proposed Contract |     |
|-------------------|-----|
| Contractor        | n/a |
| Amount            |     |
| Start Date        |     |
| End Date          |     |

**Previous Council/Committee Action:** No previous action.

**Recommended Motion:** N/A

**Alternative Actions:** N/A

**Attachments** (listed in order presented):

1. Memorandum on Utility Billing Lien Policy
2. Proposed Ordinance on Utility Billing and Liens
3. Sample Garbage and Sewerage Lien

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**CITY OF ANACORTES - MEMORANDUM**

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**TO:** CITY COUNCIL  
**FROM:** DARCY SWETNAM, CITY ATTORNEY'S OFFICE  
**SUBJECT:** UTILITY BILLING LIEN POLICY  
**DATE:** FEBRUARY 8, 2016  
**CC:** MAYOR GERE

---

- I. I have reviewed the City's Utility Billing Policies and Procedures and code with the goal of incorporating provisions to allow the City to place utility liens on properties with seriously delinquent unpaid balances to secure payment.
- II. **Materials Reviewed:** In preparing this memorandum, I have reviewed the following information:
  - a. City of Anacortes Utility Billing Policies and Procedures
  - b. February 6, 2015 Memo from Steve Hoglund entitled "Utility Billing Delinquent Account Policy"
  - c. Relevant Sections of the Revised Code of Washington
    - i. RCW 35.21.290: Utility Service – Lien for
    - ii. RCW 35.21.300: Utility Service – Enforcement of Lien – Limitations on termination of service for residential heating
    - iii. RCW 35.67.200: Sewerage lien – Authority
    - iv. RCW 35.67.210: Sewerage lien – Extent – Notice
    - v. RCW 35.67.215: Sewerage lien – Extension of coverage
    - vi. RCW 35.67.290: Sewerage lien – Enforcement – Alternative method
    - vii. RCW 35.21.130: Solid waste or recyclable materials collection – Ordinance
    - viii. RCW 35.21.140: Garbage – Notice of lien – Foreclosure
    - ix. RCW 35.21.150: Garbage – Lien – Priority
    - x. RCW 19.16.500: Public bodies may retain collection agencies to collect public debts – Fees
  - d. Relevant Sections of the Anacortes Municipal Code:
    - i. AMC 13.10.030: Billing and collection (for surface water and storm water)
    - ii. AMC 13.20.300: Utility billing and discontinued service for nonpayment.



- iii. AMC 13.08.110: Billing (for sewage services)
    - iv. AMC 13.08.070: Lien against property (for sewage line work)
  - e. MRSC Articles
    - i. Collecting Delinquent Water Bills and Terminating Service
    - ii. Utility Billing Procedures
    - iii. Utility Liens and Shut-offs
    - iv. Collection Practices for Delinquent Utility Accounts
  - f. Examples of other Cities' policies and code on delinquent accounts:
    - i. City of Marysville Municipal Code Chapter 14.05: Rules for Customers – Payment and Collection of Accounts
    - ii. City of Mount Vernon Municipal Code Chapter 3.44: Collection Agency Use
    - iii. City of Kirkland Municipal Code Section 15.20 on Delinquent Accounts
    - iv. City of Bellingham Municipal Code Chapter 15.04: Water and Sewer Administration and Rates
    - v. City of Odessa Ordinance Number 654: Utility Billing and Collection Procedures
  - g. Sample recorded liens from other cities, including Mount Vernon, Burlington, Concrete, and Sedro Wolley.
  - h. Codes from other Cities relating to water, sewer, and garbage utility collection and liens, including Mount Vernon, Burlington, Concrete, Sedro Woolley, and Marysville.
- III. **Analysis:** The following questions are key issues to consider in updating City rules on liens.
  - a. What are the legal limitations on liens?
    - i. Can a utility lien encumber title to property? A lien for garbage and sewer services can be recorded in the county land records, creating an encumbrance on title to the serviced property. For water service, while the past-due amount (up to 4 months) attaches to the property and may have to be paid by subsequent purchasers before water service can be provided to the property, the lien is not recorded through county land records and the only property-specific enforcement is disruption of service.
    - ii. Can the city foreclose on a lien to recover from the property's value? A properly recorded lien for garbage and/or sewer service can be foreclosed upon in the same manner as liens for labor and materials.
    - iii. Length of service the lien can cover:

1. Water: 4 months of delinquent charges.
  2. Sewerage (which includes sewer and storm water):
    - a. Automatic lien: 6 months of delinquent charges + an additional 6 months if authorized by ordinance (in our case, 12 months)
    - b. Recorded lien: Limited only by the statute of limitations (6 years)
  3. Garbage: Limited only by the statute of limitations if recorded (6 years)
- b. Does the City need separate lien provisions for different types of services? The City will need separate provisions for water, garbage, and sewerage liens.
  - c. What can the City do under current code, policies and procedures? Currently, City code provides for automatic liens for unpaid water up to four months and sewerage service (which includes sewer and storm water) for up to twelve months. We do not have a mechanism in place to record liens for delinquent sewer and garbage accounts.
  - d. How are liens enforced? There are two mechanisms for enforcing liens.
    - i. Automatic utility liens are enforced through interruption of service and never through foreclosure proceedings. Note that automatic utility liens are not recorded through county land records.
    - ii. Recorded utility liens can be enforced through foreclosure proceedings in Court, possibly including forcing a sale. These liens, to be effective must be recorded through county land records. The same foreclosure procedures must be followed as for labor and material liens under the RCW.
    - iii. Both categories are called liens because they run with the land. Therefore, even if the property is sold, the lien attaches to the property and may have to be satisfied by the new owner.
  - e. What categories of liens should the City consider? There are three categories of utility liens that relate to the services provided by the City: water, sewerage, and garbage.
    - i. Water liens cannot be recorded through the county land records against the property; water utility liens fall under the rules for automatic liens. A utility lien for water service can be for up to four months of delinquent charges.
    - ii. Garbage liens are not provided for in City code, are never automatic, and must be recorded through county land records against the property to be effective.
    - iii. Sewer liens can be automatic for up to 12 months, or can be recorded for a period of time longer than 12 months.

|                                          | WATER                                                                           | SEWER/STORM WATER                                                               |                                               | GARBAGE                                       |
|------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| <b>Liens Allowed by State law?</b>       | Yes                                                                             | Yes                                                                             |                                               | Yes                                           |
| <b>Type of Lien</b>                      | Automatic Lien                                                                  | Automatic up to 12 months                                                       | Recorded Lien > 12 mos                        | Recorded Lien                                 |
| <b>Lien Process?</b>                     | Owner given notice and opportunity for hearing prior to interruption of service | Owner given notice and opportunity for hearing prior to interruption of service | Lien recorded w/ County Auditor               | Lien recorded w/ County Auditor               |
| <b>Service Length for Lien</b>           | No more than 4 months service                                                   | 12 months                                                                       | Limited only by 6 year statute of limitations | Limited only by 6 year statute of limitations |
| <b>Lien Enforcement</b>                  | Only disruption of service until lien amount paid                               | Only disruption of water service until amount allowed is paid                   | Foreclosure proceedings                       | Foreclosure proceedings                       |
| <b>Process provided in current code?</b> | Yes                                                                             | Yes                                                                             | Not really <sup>1</sup>                       | No                                            |

- IV. **Recommended changes:** Based on the questions addressed above and the current provisions in the code, the City should consider adopting an ordinance that would provide greater collection options. The maximal options would include the following:

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<sup>1</sup> AMC 13.08.110 references interruption of service as an "additional and concurrent method of enforcing the lien of the city" for sewer charges, implying that recording liens is the primary method of enforcing liens. However, we do not have any clear procedures for how sewer liens are recorded.



- a. Priority/allocation of charges. Any ordinance should include a provision that indicates how payments will be allocated among our combined utilities.
  - i. Because of the four-month automatic lien for water service, water billing should be last priority.
  - ii. E.G. a sample priority order could be:
    - 1. Penalties
    - 2. Interest
    - 3. Utility Taxes
    - 4. Solid waste
    - 5. Stormwater
    - 6. Sewer
    - 7. Water
- b. Procedures for liens: City code, policies and procedures should include the following provisions to clarify the process for liens:
  - i. Interest on unpaid amounts will be charged at the rate of 8% per annum.<sup>2</sup>
  - ii. Water lien: AMC 13.20.300 currently provides the City the right to bill for utility services, discontinue service for non-payment, and establishes that unpaid charges constitute a lien against the property. No real change is necessary for water charges.
  - iii. Sewerage lien. The City should consider adopting the following procedures for sewerage liens:
    - 1. Enforcement through disconnection of water service:
      - a. AMC 13.08.110 already allows interruption of water service for unpaid sewer charges.
    - 2. Enforcement through recording a sewer lien:
      - a. The recorded lien format and language is specifically provided in RCW 35.67.210.
      - b. The lien is to be signed by city treasurer or clerk and recorded through Skagit County Auditor.
      - c. If the City records a lien, fees for recording should be assessed against the account.
      - d. The City will provide a lien release only after all charges (including recording fees) are paid in full.

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<sup>2</sup> RCW 35.67.200 says that a city by ordinance may provide that delinquent sewer charges bear interest at a rate not to exceed 8 % per annum calculated on a monthly basis.

- e. The lien can be foreclosed in the manner and within the time prescribed for liens for labor and material.
    - f. The lien takes priority over all liens filed subsequently except for general taxes and local improvement assessments.
  - iv. Garbage lien. The City should consider adopting the following procedures for garbage liens:
    - 1. Per RCW 35.21.130, the City may pass an ordinance clarifying that unpaid sums for garbage collection shall become a lien against the property.
    - 2. Notice of lien must specify the charges, the period covered by the charges, and provide the legal description of the premises sought to be charged.
    - 3. The lien is to be signed by city treasurer or clerk and recorded through Skagit County Auditor.
    - 4. Recording fee should be assessed against the account.
    - 5. The City will provide a lien release after all charges, including fees and penalties, are paid in full.
    - 6. The lien can be foreclosed in the manner and within the time prescribed for liens for labor and material.
    - 7. The lien takes priority over all liens filed subsequently except for general taxes and local improvement assessments.
- V. **Conclusion:** The City can update its utility billing system to allow for liens to better secure payment of seriously delinquent accounts. To accomplish this goal, the City will have to update the Code to provide a process for garbage and sewerage liens.

**Ordinance No. \_\_\_\_\_**

**An Ordinance Amending Sections 13.08.070, 13.08.110, and 8.04.400  
Regarding Utility Billing and Liens**

**Whereas** the Anacortes Municipal Code currently allows the City to assess charges against residents for water, sewerage, stormwater, and solid waste utility billing;

**Whereas** the City wishes to comply with all requirements in the Revised Code of Washington regarding utility billing and collections;

**Whereas** the Revised Code of Washington allows Cities to use specific lien procedures to enforce collection of utility billing accounts with certain restrictions and requirements;

**Whereas** the City Council desires to update the above-referenced sections of the Anacortes Municipal Code to incorporate new procedures for collection of amounts due on utility billing accounts.

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

- Section 1. Anacortes Municipal Code Chapter 13.08.070 is revised to read as shown in Attachment A.
- Section 2. Anacortes Municipal Code Chapter 13.08.110 is revised to read as shown in Attachment A.
- Section 3. Anacortes Municipal Code Chapter 8.04.400 is revised to read as shown in Attachment A.
- Section 4. This ordinance shall take effect five (5) days from and after its passage, approval and publication in the manner required by law.

**PASSED and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2016.**

**CITY OF ANACORTES:**

\_\_\_\_\_  
Laurie Gere, Mayor



**Attest:**

---

Steve Hoglund, City Clerk-Treasurer

**Approved as to Form:**

---

Darcy Swetnam, City Attorney

## ATTACHMENT A

### 13.08.070 - Lien against property.

All charges provided for in this chapter, of whatsoever kind or character, whether stated in this chapter or hereinafter set forth, including but not limited to sewage collection system service charges, sewage disposal system service charges, connection and permit fees, sewage utility taxes, and paving restoration charges, together with interest wherever applicable at the rate of ~~six-eight~~ percent per year from the date of delinquency, and all costs and fees of collecting or foreclosing the same, shall be a lien upon the property with which the connection for such service is made or such service is furnished or provided. Such liens shall be enforced and foreclosed in the manner provided by law.

### 13.08.110 - Billing.

- A. All charges for sewage collection system service and/or sewage disposal system service as provided in this chapter, or as may be hereafter amended, shall be billed in conjunction with the water bills. ~~Payments made upon said billing shall be credited upon sewer charges and/or water charges at the discretion of the city clerk-treasurer.~~
- B. ~~In the event that any fees or charges assessed for such services are not paid within the date set forth on the billing for such services, they shall be considered delinquent and shall automatically constitute a lien against the property to which the services were rendered. In accordance with the provisions of RCW 35.67.215, said sewerage lien shall be effective for a total not to exceed one year's delinquent services charges without the necessity of any writing or recording of the lien with the county auditor. Unpaid charges for sewerage may be assessed interest at eight percent per annum.~~
- C. ~~Any additional and concurrent method of enforcing the lien of the city for said sewage charges or domestic water charges, any~~ delinquency in payment of said sewage charges or water charges shall be just cause for cutting off the water service from the premises where such services are provided until such time as all lienable charges, plus any applicable penalties, together with the charge for turning back on the domestic water, have been paid. The superintendent of the water department is authorized, at the end of forty-five days after the date of first delinquency in payment of domestic water and/or sewage service charges, to cut off the water service pursuant to this section.
- D. ~~Payments received by the city for utility services shall be applied in the following order:~~

**Commented [SD1]:** We should have a separate section that addresses the priority of payments. We don't want to confuse things by including any discretion about priority of payments in this section.

**Commented [SD2]:** Note that section 13.20.300 provides an automatic lien enforceable by water disconnection for up to four months of delinquent water charges and up to one year of sewer service.

a. Outstanding late charges, including penalties and the costs of collection;

b. Outstanding interest;

c. Utility taxes;

d. Solid waste charges;

e. Stormwater utility charges;

f. Sanitary sewer charges;

g. Water charges.

E. The City may obtain a sewerage lien for a period exceeding one year if the city treasurer or clerk shall cause to be filed for record in the office of the auditor of Skagit County a notice in substantially the following form:

Sewerage lien notice

City of Anacortes

vs.

... Reputed owner.

Notice is hereby given that the City of Anacortes has and claims a lien for sewer charges against the following described premises situated in Skagit County, Washington to wit:

(Here insert legal description of the premises)

Said lien is claimed for exceeding twelve months such charges and interest now delinquent, amount to \$..., and is also claimed for future sewerage charges against said premises.

Dated ...

City of Anacortes

By...

The lien notice will be signed by the city treasurer or clerk and shall be recorded as prescribed for the recording of mechanics' liens.

F. If a lien is obtained pursuant to this section, there shall be assessed against the account an amount equal to all costs and fees associated with obtaining, recording, and satisfying the lien. The City will provide a lien release only after all charges on the account (including recording and lien fees) are paid in full. Any lien pursuant to this Section takes priority over all subsequently filed liens except for those liens for general taxes and local improvement assessments.

G. Any lien obtained pursuant to this section may be recorded in conjunction with any garbage lien prepared pursuant to Section 8.04.400 AMC.



#### Section 8.04.400 Billing Procedures

- A. In the event that any fees or charges assessed for solid waste services are not paid within the date set forth on the billing for such services, they shall be considered delinquent and the City may obtain a garbage lien against the property to which the services were rendered to secure payment. Delinquent charges for solid waste services may bear interest at eight percent per annum.
- B. The City may obtain a garbage lien if the city treasurer or clerk shall cause to be filed for record in the office of the auditor of Skagit County a notice in substantially the following form:

Garbage lien notice

City of Anacortes

vs.

... Reputed owner.

Notice is hereby given that the City of Anacortes has and claims a lien for solid waste (garbage) charges against the following described premises situated in Skagit County, Washington to wit:

(Here insert legal description of the premises)

Said lien is claimed for a period of ... months; such charges and interest now delinquent, amount to \$..., and is also claimed for future sewerage charges against said premises.

Dated ...

City of Anacortes

By...

- C. The lien notice will be signed by the city treasurer or clerk and shall be recorded as prescribed for the recording of mechanics' liens.
- D. If a lien is obtained pursuant to this section, there shall be assessed against the account an amount equal to all costs and fees associated with obtaining, recording, and satisfying the lien. The City will provide a lien release only after all charges on the account (including recording and lien fees) are paid in full.
- E. Any lien pursuant to this Section takes priority over all subsequently filed liens except for those liens for general taxes and local improvement assessments.
- A.F. Any lien obtained pursuant to this section may be recorded in conjunction with any sewerage lien prepared pursuant to Section 13.08.110 AMC.

**Commented [SD3]:** Note that the current code in section 13.20.300 provides an automatic lien enforceable by water disconnection for up to four months of delinquent water charges and up to one year of sewer service.

After Recording Return To:  
City of Anacortes  
Steve Hoggund, Finance Director  
904 6<sup>th</sup> Street  
Anacortes, Washington 98221

|                    |   |                                |
|--------------------|---|--------------------------------|
| City of Anacortes, | ) |                                |
| Claimant           | ) |                                |
|                    | ) | <b>CLAIM OF LIEN FOR SEWER</b> |
|                    | ) | <b>AND/OR GARBAGE CHARGES</b>  |
| vs.                | ) |                                |
|                    | ) |                                |
| OWNER              | ) |                                |
| Reputed Owner(s).  | ) |                                |

Notice is hereby given that the City of Anacortes has and claims a lien for sewer and/or garbage charges against the following described premises, situated in Skagit County, Washington, to-wit:

DESCRIPTION OF PROPERTY AGAINST WHICH A LIEN IS CLAIMED:  
ADDRESS:

LEGAL DESCRIPTION:

Situate in the County of Skagit, State of Washington.

Assessor's Tax, Parcel Number: /

Said lien is claimed for the period exceeding six months. Such charges and interest are now delinquent, amounting to \$\_\_\_\_\_, and are also claimed for future sewer and/or garbage charges against said premises.

CITY OF ANACORTES

By: \_\_\_\_\_  
Steve Hoglund, Finance Director

Date: \_\_\_\_\_

State of Washington       )  
                                          )  
County of Skagit            )

I certify that I know or have satisfactory evidence that \_\_\_\_\_ is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath and stated that he was authorized to execute the instrument and acknowledged it as the Claim of Lien, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Notary Public

\_\_\_\_\_

Located in \_\_\_\_\_  
My appointment expires \_\_\_\_\_



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# UTILITY BILLING LIEN RULES AND POLICIES

CITY OF ANACORTES FINANCE DEPARTMENT



## REASON FOR DISCUSSION

- Current confusion over utility billing collection practices like:
  - If a customer makes a partial payment, how is their payment credited?
  - When should the City pursue collections on an account?
  - What are the limits on disconnection of water service?
  - How much interest should be charged?
- The City has a number of seriously delinquent accounts, as high as nearly \$7500
  - UB Department is looking for more effective tools to collect on those accounts
  - Code cleanup will clarify existing collection mechanisms

## TWO GENERAL ENFORCEMENT TOOLS FOR DELINQUENT ACCOUNTS

### Collections

- Follows the PERSON: Accounts can be sent to collections, with the collection effort focused on tracking the individual who incurred the charges
- City can pursue collections at any time an account is delinquent
- Issues with debts against a person:
  - Can be discharged through bankruptcy
  - Individual can leave area and be difficult to locate
  - Low income residents

### Liens

- Follows the PROPERTY: Liens run with the land and can encumber title to the property, even when transferred to subsequent owners
- **State law provides complicated restrictions on liens for utility billing**
- Benefit of liens over collections:
  - Property essentially becomes collateral for unpaid accounts
  - Liens are a more powerful enforcement mechanism



## TYPES OF UTILITY LIENS ALLOWED BY WASHINGTON LAW

### Automatic Utility Liens

- NOT recorded in county land records
- Enforceable through interruption of utility service ONLY
- Created by providing notice and opportunity for hearing prior to disconnection
- Runs with the land in that future owners may have to pay amount due to regain service

### Recorded Liens

- Recorded in county land records
- Enforceable by foreclosure proceedings in Court, following same procedures as foreclosure on labor and material liens
- Created by preparing and recording a lien
- Runs with the land as a recorded lien in the chain of title for the property

## OVERVIEW OF LIENS BY UTILITY

|                                          | WATER                                                                           | SEWER/STORM WATER                                                               |                                               | GARBAGE                                       |
|------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------|
| <b>Liens Allowed by State law?</b>       | Yes                                                                             | Yes                                                                             |                                               | Yes                                           |
| <b>Type of Lien</b>                      | Automatic Lien                                                                  | Automatic up to 12 months                                                       | Recorded Lien > 12 mos                        | Recorded Lien                                 |
| <b>Lien Process?</b>                     | Owner given notice and opportunity for hearing prior to interruption of service | Owner given notice and opportunity for hearing prior to interruption of service | Lien recorded w/ County Auditor               | Lien recorded w/ County Auditor               |
| <b>Service Length for Lien</b>           | No more than 4 months service                                                   | No more than 12 months service                                                  | Limited only by 6 year statute of limitations | Limited only by 6 year statute of limitations |
| <b>Lien Enforcement</b>                  | Only disruption of service until lien amount paid                               | Only disruption of water service until amount allowed is paid                   | Foreclosure proceedings                       | Foreclosure proceedings                       |
| <b>Process provided in current code?</b> | Yes                                                                             | Yes                                                                             | Not adequately                                | No                                            |

## OPTIONAL CHANGES: PRIORITY OF PAYMENT

- The Code does not currently provide priority of charges for partial payment
- Proposed priority:
  - Outstanding late charges, including penalties and the costs of collection;
  - Outstanding interest;
  - Utility taxes;
  - Solid waste charges;
  - Stormwater utility charges;
  - Sanitary sewer charges;
  - Water charges.



## OPTIONAL CHANGES: SEWERAGE LIENS

- Includes sewer and stormwater utilities
- Set interest at 8%
- Interruption of water service currently allowed for up to 12 months of services
- For delinquencies longer than 12 months, replace 13.08.070 with more detailed lien recording procedures:
  - Include the specific lien language in RCW 35.67.210
  - Lien is to be signed by city clerk and recorded with Skagit County auditor
  - Recording and satisfaction fees should be included in lien
  - Release will only be provided after fees are paid in full
  - Lien can be foreclosed upon in the same manner as liens for labor and material

## OPTIONAL CHANGES: GARBAGE LIENS

- City currently does not have a code provision for unpaid solid waste charges
- Set interest at 8%
- Could add Section 8.04.400 Billing Procedures:
  - Unpaid amounts due for solid waste may constitute a garbage lien against the property
  - Include specific lien language in Code
  - Lien is to be signed by city clerk and recorded with Skagit County auditor
  - Recording and satisfaction fees should be included in lien
  - Release will only be provided after fees are paid in full
  - Lien can be foreclosed upon in the same manner as liens for labor and material

## SAFEGUARDS TO PROTECT CUSTOMERS

- Clarify our procedures for challenging bills to guarantee that customers have an opportunity for a hearing before any service interruption occurs
- Provide Finance Director with the discretion to determine which accounts have liens recorded (e.g. in cases of billing mistakes, deaths, or other extenuating circumstances)
- Clearer procedures in the code will set reasonable customer expectations





# City Council Agenda Bill

**Meeting Date:** 2/8/2016

**Agenda Item:** 3

**Subject:** Utility Billing Topics

**Staff Contact:** Steve Hoglund

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

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

**Summary Statement:** The City Utility Billing department has policies in place to address low income customers and to allow discontinuation of service without fees for special circumstances, but no longer waives solid waste and recycling fees for snow birds.

**Background:** Questions have recently come up about utility billing provisions for low income and special circumstance customers.

- 1) Ordinance 2484 adopted in 1999 outlined special circumstances under which service can be discontinued; this is addressed in AMC 13.08.035.
- 2) The City offers discounted utility rates for customers who meet certain levels of income, per Ordinance 1947 adopted May 21, 1984 (codified in AMC 13.44). The income level to qualify is currently defined as 150% of the published federal poverty guidelines. [Application](#) for this discount must be completed annually.
- 3) Ordinance 2618 adopted May 5, 2003 allowed customers to apply to have solid waste and recycling fees waived for houses that remained vacant for at least 3 months but no longer than 12 months; this came to be known as the "snow bird" provision. Ordinance 2953 adopted June 15, 2015, which completely revised AMC Chapter 8.04, Garbage, repealed that provision. Staff briefing to the Finance Committee on this topic provided the following rationale: a) the 2015 organics collection contract with Waste Management does not include a provision for this fee reduction; b) processing the applications was a significant administrative burden; c) on average only 30 customers used the program each year; and d) the solid waste rate is mostly base charge, which is due and payable regardless of actual use in the case of every other city utility.

**Previous Council/Committee Action:** Ordinances 1947, 2484, 2618, 2953

**Attachments** (listed in order presented): Ordinances 1947, 2484, 2618, 2953 and current Utility Discount Program application

ORDINANCE NO. 1947

AN ORDINANCE PROVIDING REDUCED CHARGES FOR WATER, SEWER, STORM SEWER, AND SANITATION UTILITY CHARGES TO CERTAIN LOW INCOME RESIDENTS OF THE CITY OF ANACORTES: ESTABLISHING RULES AND REGULATIONS FOR ELIGIBILITY FOR SAID REDUCTION OF UTILITY CHARGES AND PROVIDING PENALTIES FOR FALSE STATEMENTS.

WHEREAS, all individuals, regardless of income, must have provided for them, water, sewer, storm sewer, and sanitation services; and

WHEREAS, because of increased costs of living there is a need to relieve certain low income residents of the City of Anacortes from the effect of the City of Anacortes charges for water, sewer, storm sewer, and sanitation utility services; and

WHEREAS, the City Council of the City of Anacortes desires to assist indigent and low income residents and to relieve them from the effect of substantial increase in utility costs; now, therefore,

THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON DOES ORDAIN AS FOLLOWS:

Section 1. There is hereby granted a reduction in City of Anacortes charges for water, sewer, storm sewer, and sanitation services, to low income and indigent residents of the City of Anacortes who meet the qualifications and requirements of Sections 2 and 3 of this ordinance, as follows:

For all water, sewer, storm sewer, and sanitation utility charges incurred after June 1, 1984, the City shall reimburse low income and indigent residents of the City of Anacortes as defined herein twenty percent (20%) of the minimum water, sewer, storm sewer, and sanitation charges as prescribed by the City of Anacortes rate ordinances, in the form of a reduction of such charges.

Section 2. Qualifications (low income and indigent resident defined). To qualify for the relief set forth in Section 1 of this ordinance, an individual shall:

a) be a bonafide resident of the City of Anacortes during all periods during which said relief is requested and received; and

b) have an income from all sources whatsoever not to exceed the income eligibility guidelines as contained on the attached Exhibit A which is by this reference hereby made a part hereof.

For the purposes of this ordinance, "income" shall include railroad retirement and social security benefits, investment income in the form of dividends from stock, interest on savings accounts and bonds, capital gains, gifts and inheritance, net rental income from real estate, disability payments, retirement pay and annuities. Reimbursement for losses are not to be considered as income.

### Section 3. Requirements.

a) All claims for application of this ordinance must be made and filed with the Department of Finance of the City of Anacortes and no relief from charges incurred prior to the date on which the application is approved shall be granted.

b) All requests for eligibility under this ordinance shall be submitted to the Department of Finance in writing on a form provided by said Department and certified by the claimant.

c) The Department of Finance of the City of Anacortes shall publish rules and regulations to implement this ordinance.

Section 4. Penalty for a False Statement. It shall be a misdemeanor for any person to knowingly file any false application for a reduction of utility charges under this ordinance or to knowingly make any false statement or knowingly provide any false information on said application. A violation of this Section shall be punishable by a maximum jail penalty of ninety (90) days and/or a maximum fine of five hundred dollars (\$500.00).

Section 5. This ordinance shall be in full force and effect from and after five (5) days after its passage and posting as required by law, but in no event prior to June 1, 1984.



Section 6. Review by Council. After this ordinance has been in effect for one (1) year, the City Council shall review said utility rate reductions to determine if this ordinance provides an effective means of assisting low income residents of the City of Anacortes and whether such reduction should continue into the future.

PASSED AND APPROVED this 21st day of May, 1984.

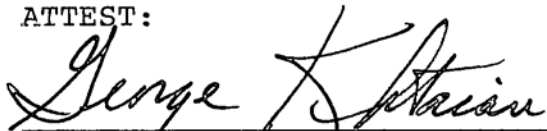
CITY OF ANACORTES

L.S.

by

  
James Rice, Mayor

ATTEST:

  
George Khtaian, City Clerk Treasurer

APPROVED AS TO FORM:

  
Stephen E. Mansfield, City Attorney

INCOME ELIGIBILITY GUIDELINES\*

February 27, 1984

| <u>Household Size</u> | <u>Average Monthly<br/>Income</u> | <u>Household Size</u> | <u>Average Monthly<br/>Income</u> |
|-----------------------|-----------------------------------|-----------------------|-----------------------------------|
| 1                     | \$ 519.00                         | 13                    | \$ 2,694.00                       |
| 2                     | 700.00                            | 14                    | 2,875.00                          |
| 3                     | 881.00                            | 15                    | 3,056.00                          |
| 4                     | 1,063.00                          | 16                    | 3,238.00                          |
| 5                     | 1,244.00                          | 17                    | 3,419.00                          |
| 6                     | 1,425.00                          | 18                    | 3,600.00                          |
| 7                     | 1,606.00                          | 19                    | 3,781.00                          |
| 8                     | 1,788.00                          | 20                    | 3,963.00                          |
| 9                     | 1,969.00                          | 21                    | 4,144.00                          |
| 10                    | 2,150.00                          | 22                    | 4,325.00                          |
| 11                    | 2,331.00                          | 23                    | 4,506.00                          |
| 12                    | 2,513.00                          | 24                    | 4,688.00                          |

ORDINANCE NO. 2484

AN ORDINANCE PROVIDING FOR DISCONTINUANCE OF  
UTILITY BILLINGS FOR PREMISES HAVING UTILITY SERVICES  
DISCONTINUED UNDER SPECIAL CIRCUMSTANCES.

**WHEREAS**, certain circumstances can exist wherein a utility customer is unable to occupy his or her premises due to extended illness, advanced age, uninhabitability of the structure; or other special circumstances; and

**WHEREAS**, in those special circumstances, it is appropriate and proper for utility charges not to accrue during the existence of such special circumstances;

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

**Section 1.** During periods when a residence is unoccupied due to severe illness or advanced age of the owner or owners or when the residence cannot be occupied because it has been rendered uninhabitable in the opinion of the building department, or where other special circumstances exist resulting in non-occupancy of a residence by the owner or owners for a period in excess of 60 (sixty) days, and where water service to said residence has been discontinued at the request of the owner; all utility charges to said premises may be discontinued. The reason for non-occupancy of a residence shall be provided in a verifiable written form and all such requests shall be reviewed by the Mayor or his or her designee to determine if such request for discontinuance of utility charges is appropriate under this ordinance.

**Section 2.** The City may physically disconnect water service to any premises requesting cessation of utility billing under this section by removing or locking the water meter. At such time as reconnection or resumption of utility billing is requested, a fee of \$75.00 will be charged.

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

**PASSED AND APPROVED** this 1st day of February, 1999.

**CITY OF ANACORTES:**

BY: H. Dean Maxwell  
H. Dean Maxwell, Mayor

**ATTEST:**

George Khtaian  
George Khtaian, City Clerk Treasurer

**APPROVED AS TO FORM:**

Stephen E. Mansfield  
Stephen E. Mansfield, City Attorney





# ANACORTES AMERICAN

P.O. Box 39, Anacortes, WA 98221

## Affidavit of Publication

The Matter Of A2817

In the Superior Court of the State of  
Washington In and For Skagit County

STATE OF WASHINGTON  
County of Skagit ss.

The following is a summary  
of an Ordinance passed by  
the Anacortes City Council  
on February 1, 1999

### ORDINANCE NO. 2384

**AN ORDINANCE OF THE  
CITY OF ANACORTES,  
WASHINGTON, PROVID-  
ING FOR DISCONTIN-  
UANCE OF UTILITY  
BILLINGS FOR PREMIS-  
ES HAVING UTILITY  
SERVICE DISCON-  
TINUED UNDER SPE-  
CIAL CIRCUMSTANCES**

A copy of the complete  
text of each ordinance is  
posted at the Anacortes  
City Hall, Anacortes Municip-  
al Building, 6th Street and  
Q Avenue. Upon request  
to the City Clerk's Office  
(293-1900) copies will be  
mailed.

George Khtaian,  
City Clerk

Publish:  
February 10, 1999

A2817

The undersigned, being first duly sworn on  
oath deposes that he is principal clerk of the  
Anacortes American, a weekly newspaper.  
That said newspaper has been approved as a  
legal newspaper by the Superior Court of  
Skagit County and it is now and has been for  
more than six months prior to the date of the  
publication hereinafter referred to, published in  
the English language continually as a weekly  
newspaper in Skagit County, Washington, and  
it is now Skagit County, Washington, and it is  
now and during all of said time was printed in  
an office maintained at the aforesaid place of  
publication of said newspaper.

That the annexed is a true copy of an adver-  
tisement, with publication dates, as it was pub-  
lished in regular issues (and not in supplemen-  
tal form) of said newspaper commencing with

the issue of Feb. 10 19 99  
and ending with

the issue of Feb. 10 19 99

That such newspaper was regularly dis-  
tributed to its subscribers during all of said  
period. That the full amount of the fee charged  
for the foregoing in the sum of

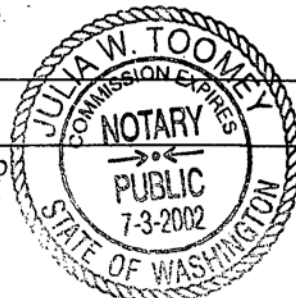
\$ 20.00

*George Khtaian*  
Clerk

Subscribed and sworn to before me this  
25 day of February 19 99

*Julia W. Toomey*  
Notary Public and for the State  
of Washington

Clerk's Filing Stamp



ORDINANCE NO. 2618

**AN ORDINANCE OF THE CITY OF ANACORTES, WASHINGTON,  
PROVIDING FOR REDUCED GARBAGE AND RECYCLING RATES FOR  
RESIDENTS WHO VACATE THEIR HOMES TEMPORARILY; AMENDING  
APPENDIX A OF ORDINANCE #2405 AND ADDING A NEW SECTION 8.04.400  
TO THE CITY'S OFFICIAL CODE.**

**WHEREAS**, the City of Anacortes is providing weekly pickup of solid waste and recycling; and

**WHEREAS**, the City of Anacortes desires to provide a reduced utility rate for residents who vacate their homes temporarily;

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

**Section 1.** Section 8.04.400 is added to Section 8 of the Municipal Code to read as follows:

**8.04.400 Vacant Residence Reduced Rate- Garbage and Recycling**

Reduced utility rates will apply to property owners who do not occupy their residences in accordance with the provisions of this section.

**(A) Eligibility**

Property owners who do not occupy or otherwise use their property in a manner that results in the use of the products or services of City utilities.

- Property owners must be absent for more than three months but not to exceed one year. During this period, eligible property owners will not be required to pay for collection of solid waste (garbage) or recycling.

**(B) Procedure**

Eligible property owners must apply for reduced utility rates by making application to the Finance Department. The application form includes the effective date and estimated date for resumption of service. The approved application start date for reduced service will be used to calculate the three month minimum and one year maximum benefit periods.

**(C) Property Owners Duty to Notify**

The property owner is required to notify the city of their intent to re-occupy their property prior to the occupancy or no later then the first working day after they have re-occupied the property.

**(D) Absence Less Than Required Minimum**

Property owners who re-occupy their property prior to fulfilling the minimum absence requirement must notify the city Finance Department of the re-occupancy of the property in accordance with the above. Absences of less than three months will make the property ineligible for the reduced utility rates.

**(E) Use Of Utility Services During Absences**

Use of utility services during the approved reduced utility rate period will make the property ineligible for the reduced rate.

**Section 2.** Ordinance No. 2405. This Ordinance amends Appendix A of Ordinance No. 2405.

**Section 3.** Effective Date. This Ordinance shall be effective from and after five (5) days after its passage and publication as required by Law.

PASSED AND APPROVED the 5th day of May, 2003.

CITY OF ANACORTES

BY: H. Dean Maxwell  
H. Dean Maxwell, Mayor

ATTEST:

George Khtaian  
George Khtaian, City Clerk Treasurer

APPROVED AS TO FORM:

Ian S. Munce  
Ian S. Munce, City Attorney





# Anacortes American

P.O. Box 39, Anacortes, WA 98221

## Affidavit of Publication

The Matter Of: **A3932: ORD 2618**

**c/o CITY OF ANACORTES**

In the Superior Court of the State of  
Washington In and For Skagit County

STATE OF WASHINGTON

County of Skagit

ss



The following is a summary of an Ordinance passed by the Anacortes City Council on May 5, 2003. It is summarized here:

### **ORDINANCE NO. 2618**

**AN ORDINANCE OF  
THE CITY OF ANA-  
CORTES, WASHING-  
TON PROVIDING FOR  
REDUCED GARBAGE  
AND RECYCLING  
RATES FOR RESI-  
DENTS WHO VACATE**

**THEIR HOMES TEM-  
PORARILY; AMEND-  
ING APPENDIX A OF  
ORDINANCE #2045  
AND ADDING A NEW  
SECTION 8.04.400 TO  
THE CITY'S OFFICIAL  
CODE.**

A copy of the complete text of each ordinance is posted at the Anacortes City Hall, Anacortes Municipal Building, 6th and Q Avenue. Upon request to the City Clerk's Office (293-1900) copies will be mailed.

George Khtaian,  
City Clerk

PUBLISH:  
Anacortes American  
May 14, 2003  
A3932

The undersigned, being first duly sworn on oath deposes that he/she is principal clerk of the Anacortes American, a weekly newspaper. That said newspaper has been approved as a legal newspaper by the Superior Court of Skagit County and it is now and has been for more than six months prior of the publication hereinafter referred to, published in the English language continually as a weekly newspaper in Skagit County, Washington, and it is now and during all of said time was printed in an office maintained at the aforesaid place of publication of said newspaper.

That the annexed is a true copy of an advertisement with publication dates, as it was published in regular issues (and not in supplemental form) of said newspaper commencing with the issue

of May 14, 2003

and ending with the issue

of May 14, 2003.

That such newspaper was regularly distributed to its subscribers during all of said period. That the full amount of the fee charged for the foregoing in the sum of

\$ 27.60

*Shirley Chikami*  
Shirley Chikami

Subscribed and sworn to before me this

21 day of May 2003  
*John C. Darnton*

Notary Public and for the State of Washington  
**JOHN C. DARNTON**

Clerk's filing stamp



## ORDINANCE NO. 2953

### AN ORDINANCE AMENDING CHAPTER 8.04 OF THE CITY OF ANACORTES MUNICIPAL CODE.

**WHEREAS**, the Council of the City of Anacortes finds that the maintenance of health and sanitation requires compulsory and universal collection, removal and disposal of solid waste.

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

#### **Section 1. AMC Chapter 8.04 – “Garbage” is hereby amended to read in its entirety as follows:**

##### Chapter 8.04 – SOLID WASTE

Sections:

##### **Article I. - General Provisions**

##### 8.04.010 - Declaration of policy.

The City Council finds that the maintenance of health and sanitation requires compulsory and universal collection, removal, and disposal of solid waste.

##### 8.04.020 - Definitions.

- A. “Cart” or “Tote” refers to containers of 96-gallon capacity or less, provided by the City or its designated Contractor for collection, storage, and curbside placement of Solid Waste materials.
- B. “Commercial building or customer” means all non-Residential Customers
- C. “Dwelling unit” means one room or rooms connected together, constituting a separate, independent housekeeping establishment for owner/occupancy, or rental or lease on a weekly, monthly, or longer basis, and physically separated from any other dwelling units, which may be in the same structure, and containing independent cooking and sleeping facilities.
- D. “Food Scraps” means all compostable pre- and post- consumer food waste, and food-soiled paper, and other accepted paper products.
- E. “Hazardous waste” includes any hazardous, toxic, or dangerous waste, substance, or material, or contaminant, pollutant, or chemical, known or unknown, defined or identified as such in any existing or future local, state, or federal law, statute, code, ordinance, rule, regulation, guideline, decree, or order relating to human health or the environment or environmental conditions.
- F. “Industrial refuse” includes solid waste materials from factories, processing plants or other manufacturing enterprises. The words include putrescible garbage from food processing plant, condemned foods, and miscellaneous building and manufacturing refuse.
- G. “Multifamily Complex” means any multiple-unit Residence with multiple attached or unattached units billed collectively for Solid Waste service.
- H. “Organics” includes Yard Debris and Food Scraps, separately or combined.
- I. “Persons” includes individuals, partnerships, corporations and associations.
- J. “Recyclable materials” means waste materials capable of reuse from a waste stream as designated by the Public Works Department, including, but not limited to, sorted or unsorted newsprint,

glass, aluminum, ferrous and nonferrous cans, plastic materials, mixed paper, and cardboard accumulated and intended for recycling or reuse and collection by the Public Works Department or authorized contractor. This term excludes all dangerous wastes and hazardous wastes, and solid wastes intended for disposal in a landfill, incinerator, or solid waste disposal.

K. "Refuse" includes all putrescible and nonputrescible wastes, except sewage, from all public and private establishments and residences, excluding yard debris. Refuse includes pet waste.

L. "Residence/Residential" means a living space with a kitchen that is individually rented, leased, or owner-occupied.

M. "Drop box container" means an all-metal container with ten cubic yards or more capacity that is loaded onto a specialized collection vehicle, transported to a disposal or recycling site, and emptied.

N. "Single-Family Residence" means all one unit houses, duplexes, triplexes, four-plexes and mobile homes where each unit is billed individually and located on a Public Street or Private Road.

O. "Solid Waste" refers to organics, recycling, and refuse.

P. "Tote" or "Cart" refers to containers of 96-gallon capacity or less, provided by the City or its designated Contractor for collection, storage, and curbside placement of Solid Waste

Q. "Yard Debris" means leaves, grass, and clippings of woody, and fleshy plants. Any piece of material larger than four (4) inches in diameter or four (4) feet in length is excluded. Only bundles of Yard Debris up to two (2) feet in diameter by four (4) feet in length and no more than fifty-five (55) pounds, shall be allowed as Yard Debris, and shall be secured by degradable string or twine, not nylon or other synthetic materials.

#### 8.04.030 - Administration.

Administration of this chapter shall be the responsibility of the Public Works Department.

#### 8.04.040 - Containers—Provided.

All customers must use City or designated contractor provided carts for their initial container for the deposit therein of refuse, and to place said carts in a location as specified in this chapter for collection by the Public Works Department or its designated contractor. Cans, bags, boxes and bundles may be used for additional materials set out for collection, but not as a customer's primary container.

#### 8.04.050 - Containers—Responsibility.

Once in the possession of an owner or lessor, City or contractor provided carts are the responsibility of the owner or lessor. Damage or loss caused by negligence of the owner or lessor will be their responsibility and there will be a charge billed to their account.

#### 8.04.060 - Containers—Location.

Where a person's residential property abuts a developed public alley, containers shall be placed in plain view adjacent to the alley and no further than five feet from developed portion of said alley. If said property does not abut a developed public alley, container shall be placed in plain view at the curb line or on the shoulder of a developed public street. In cases where residential property does not abut on either a developed public alley or a developed public street, container shall be placed at such locations as are designated by the Public Works Department.

8.04.070 - Containers—Within public street.

Containers shall be left within public street right-of-way only so long as it is necessary to provide collection by the Public Works Department.

8.04.080 - Containers—Commercial customers.

Commercial customers shall place containers at such locations as designated by the Public Works Department who shall determine container locations to allow efficient solid waste collection. Commercial containers shall be placed on a hard surface pad in such a way as to facilitate collection.

8.04.090 - Containers—Covers.

The covers on solid waste containers shall be kept closed at all times so that flies, insects, dogs and other scavengers cannot gain access.

8.04.100 - Containers—Immediate area to be litter free.

Every person in possession, charge, control of any premises within the city, shall maintain the area adjacent to their solid waste containers by keeping it clean and free from solid waste.

8.04.110 - Blank

8.04.120 - Containers—Waiver of placement requirements.

Persons who, due to physical disability, are unable to place solid waste containers in the locations specified by this chapter may apply for a waiver from the Public Works Department to allow collection at locations more distant from public right-of-way. As part of said waiver application, the Public Works Department may require medical reports or other evidence of the physical disability.

8.04.130 - Containers—Specifications.

Containers shall be provided by the Public Works Department or its designated contractor. Such containers shall be kept in a sanitary condition, free from accumulated grease and decomposing materials with the outside clean.

8.04.140 - Blank

8.04.150 - Scattering solid waste.

It is unlawful for any person, firm, or corporation, to scatter, throw, or deposit in any private or public place other than a container provided for in this chapter, any solid waste or other substance that may be unsightly, offensive to smell, or injurious to health.

8.04.160 - Damaging containers.

It is unlawful for any person to willfully damage or destroy any solid waste container belonging to any other person or to the City.

8.04.161 - Unauthorized use of containers—Prohibited.

No person shall place solid waste, or other substances in any solid waste container not provided for his or her use and without the permission of the responsible party thereof.

8.04.162 - Unauthorized use of containers—Violation.



A violation of Section 8.04.161 shall constitute a crime.

**8.04.170 – Solid Waste collection—Restricted.**

It is unlawful for any person to collect, convey or dispose of solid waste except the actual producers who desire to personally dispose of it or outside collectors who convey across city streets and who are under contract with the City. All other collection shall be done by the Public Works Department; provided, however, that it shall not be unlawful to collect recyclable materials by any persons at a location where it is legal to accept such materials.

**8.04.175 - Blank**

**8.04.180 - Hazardous wastes.**

It is unlawful to place hazardous wastes in containers for collection by the Public Works Department or its licensees without a special permit issued by the Public Works Department.

**8.04.190 - Special collection permits.**

A special permit shall be required from the Public Works Department for the collection, removal, and disposal of refuse by other than city personnel. Such special permit shall have a maximum term of one year and renewal of such permit shall be at the discretion of the Public Works Department. Any special permit may be canceled upon thirty days written notice or without prior notice upon the violation of any terms of the permit. The Public Works Department may issue special permits for the collection, removal and disposal of refuse for the following reasons only, and such special permits shall be subject to the terms and conditions contained in the permit and the rules and regulations of the Public Works Department for the city:

A. For collection, removal, and disposal of refuse from isolated premises or premises where there is not reasonable access by city vehicles;

B. To provide temporary special bulk container service to specific refuse utility customers in the event that the Public Works Department cannot provide said service.

**Article II. - Collection Policies and Rates**

**8.04.200 – Solid waste service - Residential.**

Residential refuse collection and disposal shall be a mandatory service. Residential recyclable materials collection and disposal shall be a mandatory service. Residential organics collection and disposal shall be an optional service. Mandatory and optional services shall only be provided by the City of Anacortes or its designated third party contractor. All customers occupying residential premises shall be billed for refuse and recyclable material collections, regardless of actual use or any alternate means of disposal, except as provided in section 8.04.190.

**8.04.205 – Solid waste service – Commercial.**

Commercial refuse collection and disposal shall be an optional service. Commercial recyclable materials collection is not provided by the City. Commercial organics collection and disposal shall be an optional service. Except for commercial recyclable materials collection, optional services shall only be provided by the City of Anacortes or its designated third party contractor.

**8.04.210 – Solid waste disposal collection center.**

The City shall operate a waste disposal collection center to which citizens may haul any types of refuse which could also be collected by public works department crews on normal solid waste routes (hazardous waste excluded). Any material that cannot be collected along with normal refuse is also prohibited from disposal at this collection center. In order to be eligible to use this service, citizens must show some form of valid photo identification and a current City of Anacortes residential utility bill or other acceptable current proof of residence. Only residential waste may be disposed of under this program; commercial or industrial waste will not be accepted at this disposal center. No fees shall be accepted or collected at the waste disposal collection center; all charges will be billed to a city utility billing account which the customer is authorized to charge against. Specific operational procedures shall be defined in regulations promulgated by the Public Works Department.

#### 8.04.220 - Collection frequency.

The City Public Works Department or its designated contractor shall collect, remove and dispose of all solid waste from all occupied residential premises within the city at least once each week, and from all other premises as often as required by said department.

#### 8.04.230 – Minimum levels of service.

- A. When required by section 8.04.200, refuse service will be at a minimum a 21 gallon tote at the established rate into which may be deposited for removal refuse, as defined in section 8.04.020.
- B. When required by section 8.04.200, recyclable material service will be at a minimum one cart at the established rate into which may be deposited recyclable materials, as defined in section 8.04.020.
- C. Organics service will be an optional service for the collection and disposal of organics, as defined in section 8.040.020

#### 8.04.240 - Residential and commercial extra refuse pickup.

Normal pickups will be established on a standard basis per customer (e.g., one cart per week, two carts per week). When this standard is exceeded, extra refuse will only be picked up in city prepaid bags or by special haul.

- A. The City will provide prepaid bags for extra refuse collection. Costs to citizens of Anacortes shall be established by City Council ordinance per refuse collection bag, which will be prepaid. Bags shall be available at city hall at a price determined by City Council ordinance, and shall also be available to certain retail outlets, at a price determined by City Council ordinance, who are willing to provide this service at the same per bag price as charged by the City. Such bags shall not be used for disposal of any items not allowed to be disposed of under current city ordinances relating to solid waste disposal. All bags used by a consumer and set out for collection shall be set out at the normal location for can collection and shall be tied closed and secured so as to prevent escape of refuse.
- B. Special Haul. Especially large or heavy items, and large quantities of refuse, shall be collected and charged as established by City Council ordinance. Special arrangements for pick-up shall be made with the Public Works Department.

#### 8.04.250 - Collection frequency for permanent container usage (dumpsters).

- A. If more than one pickup per week is required on a continuing basis and the customer is utilizing a container smaller than a six cubic-yard capacity, a larger container shall be required. The City may authorize, at the discretion of the Public Works Department, more than one pickup under the following circumstances:

1. Where the largest container provided by the city is not adequate for the amount of waste generated.
2. Where more than more than one pickup per week is required to maintain proper health and sanitation.
3. Where a large container cannot be reasonably placed on the customer's property due to space limitation;
- B. Where additional pickups are requested to accommodate temporary increases in the amount waste generated, additional pickups shall be made at a rate as established by City Council ordinance.

#### 8.04.255 – Drop box container service.

Drop box container collection service shall be provided by the City of Anacortes or outside collectors who convey across city streets and who are under contract with the City.

#### 8.04.260 - Temporary or short-term large container usage.

Temporary or short-term large container usage shall be available by, and serviced as, an additional service. Prepayment for the service shall be required, and includes the delivery, seven days rental, and removal of the full container. Regular weekly pickup is not available for temporary containers. Customers can request an extra collection of a temporary container, the charges for which shall be applied to the utility account holder requesting the extra pickup. A daily fee will be charged for containers held longer than seven days.

#### 8.04.270 - Blank

#### 8.04.280 - Blank

#### 8.04.290 - Blank

#### 8.04.310 - Fee for return solid waste services caused by blocked, locked or overloaded containers.

A. Where city Public Works Department personnel are unable to empty a solid waste container due to said container being inaccessible or overloaded, the customer responsible for such container shall be charged a return fee if the Public Works Department is required to make a return trip to empty said container or containers.

B. Any customer assessed such return fee charge may appeal the assessment of said charge to the Public Works Department who shall have authority to waive said charge if he or she finds that the blockage of said container was not the fault of the customer, the customer has not had any prior instances where the container has been blocked, and/or the customer has taken appropriate steps to correct the situation in the future.

#### 8.04.320 – Rates

All fees or rates as defined and to be assessed under this chapter will be as established by city council ordinance.

#### 8.04.400 - Blank

**Section 2. AMC Section 5.36.100 – “Fees – Garbage Collection” is hereby amended to read in its entirety as follows:**

5.36.100 - Fees—Solid waste collection.

There is levied a tax on the furnishing of a solid waste collection service, including the collection of recyclable materials, and for the privilege of carrying on said business a tax equal to twelve percent of the total gross income derived from such business in the city.

**Section 3.** This ordinance shall take effect five (5) days from and after its passage, approval and publication in the manner required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Anacortes, Washington, this 15th day of June, 2015 at a regular open public meeting thereof.

AYES 7

NAYS 0

ABSENT 0

CITY OF ANACORTES:

BY:   
LAURIE M. GERE, MAYOR

ATTEST:

APPROVED AS TO FORM:

  
Steve D. Hoglund  
City Clerk Treasurer

  
Darcy Swetnam, WSBA # 40530  
City Attorney





Utility Discount Program Application  
City of Anacortes  
Finance Department  
[www.cityofanacortes.org](http://www.cityofanacortes.org)

### Utility Discount Program Information & Eligibility Guidelines

**The Utility Discount Program (UDP)** helps you stay current on utility payments by offering a discount of 20% on your City of Anacortes Utility Bill (water, storm drain, sewer, refuse, recycling). This program is available for City of Anacortes Utility residential customer accounts with a 5/8"x3/4" water meter (unless the account is not billed for water service.)

#### Eligibility

**To be eligible for UDP, applicants must meet the following:**

- Your total household income in the monthly period prior to applying meets the income guidelines, below.
- You are the homeowner of the service address; or, if you are a renter, the property owner/manager has designated you to pay utility bill and your name appears as the primary name on the City of Anacortes utility bill
- You complete and provide all required documentation

| Household Size                 | Gross Monthly Income | Gross Yearly Income |
|--------------------------------|----------------------|---------------------|
| 1                              | \$1,471              | \$17,655            |
| 2                              | \$1,991              | \$23,895            |
| 3                              | \$2,511              | \$30,135            |
| 4                              | \$3,031              | \$36,375            |
| 5                              | \$3,551              | \$42,615            |
| Add for each additional person | \$520                | \$6,240             |

\*Note: Gross Income is based on 150% of the U.S. Federal Poverty Guidelines

**If you meet the eligibility requirements above, fill out the UDP application, and return it by mail, fax, or e-mail, along with all supporting documents to:**

Utility Discount Program  
City of Anacortes  
PO Box 410  
Anacortes WA 98221-0410  
Fax: (360) 293-1928

Email: [utilitybilling@cityofanacortes.org](mailto:utilitybilling@cityofanacortes.org)

**Incomplete applications will not be processed and will be returned.**



Utility Discount Program Application  
City of Anacortes  
Finance Department  
[www.cityofanacortes.org](http://www.cityofanacortes.org)

## FREQUENTLY ASKED QUESTIONS

**UTILITY DISCOUNT PROGRAM: How long does it take to process my application?** The average time to process an application is 1-2 months. However, if your application has all the requested documents (photo ID, one month of payroll statements/stubs for all household members over 18, and rental agreement and rent receipt or mortgage statement/taxes), it will shorten the process time and will help expedite the approval process.

**UTILITY DISCOUNT PROGRAM: How will I know if I've been approved?** When you receive your City of Anacortes utility bill, the discount will be noted on the line items of your statement, as in this example:

Water - Discount 5/8" x 3/4" Residential  
Storm - Discount Storm Drain  
Sewer - Discount 5/8" x 3/4" Residential  
City Utility Tax - City Utility Tax  
Refuse - Discount 1 32-Gallon Can Residential  
Recycling - Discount Recycling  
State Refuse Tax - State Refuse Tax  
City Solid Waste Tax - City Solid Waste Utility Tax

**UTILITY DISCOUNT PROGRAM: What if I have a disconnect bill and I've been waiting for my application to be processed?** Any bills that are currently due are not eligible for the discount. If you are unable to pay your bill, outside agencies that may be able to assist you. If you receive a bill with a "disconnect notice," payment should be made in person at our office at 904 6th Street in the City Hall Municipal Building, second floor, before 10:00 AM on the due date given on your notice. Failure to do so may result in a \$75.00 service fee and disconnection of water service. **DO NOT** mail in payments or pay online through your bank as payment may not reach us in time to avoid disconnect. If you are unable to pay your bill, outside agencies that may be able to assist you.

**UTILITY DISCOUNT PROGRAM: How much is the discount and how long will I be on the program?** The discount is 20% for qualifying City of Anacortes utility bills. You must re-apply for the discount each year by May 31 to continue to receive the discount.

**UTILITY DISCOUNT PROGRAM: Will the discount move with me if I move to another residence?** No. You will need to complete and submit a new application and supporting documentation each time your service address changes.

**UTILITY DISCOUNT PROGRAM: I have questions that aren't answered here.** If you need more information, please [e-mail niomif@cityofanacortes.org](mailto:niomif@cityofanacortes.org), or call (360) 293-1909. (If you get voice mail, please leave a message, including your name, account number or service address and telephone number). *If you need to speak with someone in person, or need help completing the application*, please call Utility Billing at (360) 293-1909 to set up an appointment. Our office is located in the City Hall Municipal Building, 904 6th St, Anacortes, Finance Department, second floor. Office hours are Monday through Friday from 8:00 AM – 5:00 PM, except for City holidays.





**Please complete the application, provide copies of the documents listed below, and submit to our office. Fill in all boxes; if the question does not apply to you, write in "n/a."  
Incomplete applications will not be processed and will be returned.**

**Required Documentation:**

Government issued Identification for all persons 18 years and older; Please provide a copy of one of the items below for each adult in the household:

- State driver's license
- State identification card
- Passport or Permanent Resident Card

**Housing Status**

- Renter: Current lease/rental agreement and current rent payment receipt – If your name does not appear on the utility bill, please have the Property Owner/Manager complete a Tenant Billing Form
- Homeowners: Mortgage statement or, if no mortgage statement, send property tax statement

Income documentation for ALL persons 18 years old and older living in your home. Please provide verification of GROSS income received in the current month and the three months prior to this application:

- Paycheck stubs/ Employer statement showing GROSS earnings
- DSHS award letters (TANF, GAU/GAX)
- Child support
- Social Security/SSI award letter/Survivor benefits
- Pensions/Annuity/IRA, Interest & Dividends
- Labor and Industry (L&I) statement
- Student financial aid and tuition statement
- Rental/investment property income: Provide a copy of lease/rental agreement.
- Self-employed: Provide the most recent full tax return & 3 months profit & loss statements
- Unemployment: Sign the "ESD Self Request for Records" form and include it with your application.
- Other income: \_\_\_\_\_

**Customer and Account Information**

|                                           |                  |         |
|-------------------------------------------|------------------|---------|
| City of Anacortes Utility Account Number: |                  |         |
| Service Address:                          |                  |         |
| Name on City of Anacortes Utility Bill:   |                  |         |
| Mailing Address (if not service address): |                  |         |
| Street                                    | City             | Zip     |
| Daytime Phone:                            | Alternate Phone: | E-Mail: |

Please complete the front and back of this form





# Utility Discount Program Application

City of Anacortes

Finance Department

[www.cityofanacortes.org](http://www.cityofanacortes.org)

## Household Information

| Housing Status: <input type="checkbox"/> Own <input type="checkbox"/> Rent/Lease |           | Amount you pay for rent or mortgage: \$ _____ |                      |                                                            |
|----------------------------------------------------------------------------------|-----------|-----------------------------------------------|----------------------|------------------------------------------------------------|
| First & Last Name                                                                | Birthdate | Relationship to You                           | Gross Monthly Income | Income Source (Employer name, Social Security, TANF, etc.) |
|                                                                                  |           | Myself                                        | \$                   |                                                            |
|                                                                                  |           |                                               | \$                   |                                                            |
|                                                                                  |           |                                               | \$                   |                                                            |
|                                                                                  |           |                                               | \$                   |                                                            |
|                                                                                  |           |                                               | \$                   |                                                            |

Total number of household members: \_\_\_\_ If more than five (5), list other household members on a separate page.

Source of income or benefits (please check all that apply):

- |                                              |                                       |                                        |                                           |                               |
|----------------------------------------------|---------------------------------------|----------------------------------------|-------------------------------------------|-------------------------------|
| <input type="checkbox"/> Wages               | <input type="checkbox"/> Unemployment | <input type="checkbox"/> Child Support | <input type="checkbox"/> Adoption Support | <input type="checkbox"/> TANF |
| <input type="checkbox"/> Pension/Annuity     | <input type="checkbox"/> IRA          | <input type="checkbox"/> VA            | <input type="checkbox"/> Rental Income    | <input type="checkbox"/> GAU  |
| <input type="checkbox"/> Social Security/SSI | <input type="checkbox"/> Other: _____ |                                        |                                           |                               |

## Signature

This application and supporting documentation are used to review eligibility for additional City benefits and will NOT be shared with U.S. Citizenship and Immigration Services (USCIS). I authorize the City to use these materials to enroll me in assistance programs for which I am eligible. I am aware that my information is subject to review and verification and that other documentation may be required. I grant permission to request or release information to, or from, other government agencies, or their delegated agents; this may result in receipt or denial of City benefits. Submitting this application does not guarantee eligibility or enrollment in any programs. I certify that the information I provided is accurate and complete and that I may be subject to criminal prosecution if I have knowingly given false or misleading information. I understand that if I receive assistance and have not truly disclosed all information I will be terminated from the program(s) and the City may recover the actual cost(s) for the periods I was not eligible. I will notify the City of Anacortes if my income or living situation changes.

|                  |             |
|------------------|-------------|
| Signature: _____ | Date: _____ |
|------------------|-------------|

Send application and documentation to:

Utility Discount Program

City of Anacortes

PO Box 410, Anacortes WA 98221-0410

Fax: (360) 293-1928

Email: [niomif@cityofanacortes.org](mailto:niomif@cityofanacortes.org)



# Council Study Session Memo

|              |                                           |              |                                                         |
|--------------|-------------------------------------------|--------------|---------------------------------------------------------|
| <b>To:</b>   | Mayor Laurie Gere<br>City Council Members | <b>From:</b> | Gary Robinson                                           |
| <b>Date:</b> | February 3, 2016                          | <b>Re:</b>   | DNR Interagency agreement – TTP<br>Trestle and Causeway |

Attached is an Interagency Agreement with the Department of Natural Resources that would start the process of us collaborating and or coordinating projects that among other things could include the removal / replacement of the Tommy Thompson Trail trestle and causeway. Supporting documentation includes some background information from the DNR and a summary of the DNR's Creosote Removal Program.

I will be at the study session and have a power point presentation prepared to aid our discussion of the possibilities of the program. Birdie Davenport from the DNR will also be there along with Todd Woodard the new Natural Resources Director for the Samish Indian Nation.

If you have any questions or would like additional information in advance of the Council study session on February 8<sup>th</sup>, please get in touch.

*Thank you.*

Anacortes Parks and Recreation  
P.O. Box 547  
Anacortes, WA 98221  
360-293-1918 (phone)  
360-293-1928 (fax)

## INTERAGENCY AGREEMENT

Agreement No. IA \_\_\_\_\_

This Agreement is between the City of Anacortes, referred to as the City and the Washington State Department of Natural Resources, referred to as the DNR.

The DNR is under authority of RCW Chapter 43.30 of Washington State, Department of Natural Resources. DNR and City of Anacortes enter into this agreement under Chapter 39.34, Interlocal Cooperation Act.

The purpose of this Agreement is to: Develop a long term plan for restoration of Fidalgo Bay and continuing to provide public access. This includes the city owned Tommy Thompson Trail and trestle that bisects the Fidalgo Bay Aquatic Reserve.

**We agree to the provisions and statements outlines below:**

### 1.01 Definitions:

DNR – an agency of the State of Washington

City – the City of Anacortes

SOAL – State-owned aquatic lands

**Interagency agreement-** The DNR and the City enter into this interagency agreement, in good faith, to collaborate on and/or coordinate projects, and to define institutional linkages along areas of concern. Interagency agreements are not legal contracts and do not strictly obligate the resources of the Department or the City.

### 2.01 Objectives

- Create a formal cooperative agreement between DNR and the City that encourages joint planning, public outreach, and implementation of Fidalgo Bay restoration.
- DNR and the City agree to work cooperatively to develop a specific restoration plan for the city-owned Tommy Thompson Trail trestle and causeway and aquatic land in Fidalgo Bay.
- DNR and the City both understand that the City is working on a very significant trail linkage from Washington Park to Marches Point Park and Ride and that this project will

not compete for any funds that might be available for that project and will make sure that this project does not have a negative impact on that trail effort.

- The plan will include recommendations for potential removal or encasement of creosote pilings and replacing the public trail infrastructure with a non-toxic and functional replacement that seeks to avoid and minimize impacts to aquatic vegetation and fish and wildlife habitats, restores sediment transport processes, and protects water quality. This plan will form the basis of future grant applications and complementary partnerships with additional organizations. Details regarding tasks for the agreement are included in Attachment A.

## **2.01 Functions/Roles/Tasks.**

DNR Shall:

- Work with an engineering firm to develop cost estimates for the project design phase, and estimates for removal / encasement of current trestle and causeway and completing trail re-construction. (As available budget permits)
- Make DNR staff with scientific and creosote removal / encasement expertise available for the project development.
- Help coordinate meetings with partners, permitting agencies and funding sources.

The City of Anacortes Shall:

- Project lead, including future contracts to remove and rebuild the trestle.
- Coordinate public meetings, supported by DNR staff, to discuss future of trail and trestle crossing the aquatic reserve.
- Coordinate with partners and DNR to seek funding, build support, and implement first steps of the project.

## **3.01 Terms and Conditions**

- 1) Effective Dates. The effective date of this Agreement shall begin on January 1 2016, and end on December 31, 2018 unless terminated sooner as provided herein. This agreement will be reviewed every two years
- 2) Amendments. This Agreement may be amended by mutual agreement of the parties. Amendments shall be in writing and signed by personnel authorized to bind each of the parties.

- 3) Termination. Either party may terminate this Agreement by notifying the other party, at the addresses given, of the termination and specifying the termination date. The terminating party shall deliver the notice at least fifteen (15) days prior to the termination date.

**4.01 Project Coordinators.**

- (1) The Project Coordinator for the Agency is Gary Robinson, Telephone Number 360-293-1918.
- (2) The Project Coordinator for the DNR is Birdie Davenport. Telephone Number 360-902-1073.

**IN WITNESS WHEREOF, the parties have executed this Agreement.**

CITY OF ANACORTES

Dated: \_\_\_\_\_, 2016\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

STATE OF WASHINGTON  
DEPARTMENT OF NATURAL RESOURCES

Dated: \_\_\_\_\_, 2016\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_



Interagency Agreement  
Approved as to Form 9/29/97  
By the Assistant Attorney General  
State of Washington

## **Attachment A**

### **Statement of Work**

---

The City of Anacortes and the Department of Natural Resources (DNR) agree to work cooperatively to develop a plan for the restoration of Fidalgo Bay in the vicinity of the trestle.

#### **Background:**

The City owns a railroad right of way that includes a railroad trestle that terminates at the eastern shoreline of Fidalgo Bay. The Tommy Thompson Trail is a popular multiple use trail that starts at the Port of Anacortes, borders the waterfront and across Fidalgo bay, ending at Marches Point. The portion of the trail that bisects the Bay is built on a causeway and trestle that follows a railroad right of way owned by the city of Anacortes. The well-used trail provides a scenic view of the bay. The trestle portion of the trail is 2020' and supported by existing creosote pilings. The causeway section is on fill protected by riprap armoring and extending 2360' across the bay. The right of way is generally 100 feet wide. The citizens of Anacortes and surrounding communities are devoted to the trail and have personally invested funds to repair and maintain it, and must be an integral part of any plan for replacement. The City is working to extend the trail to the west and has existing commitments and priorities for funding trail construction.

DNR has designated 780 acres of state-owned aquatic land within Fidalgo Bay as an Aquatic Reserve. The reserve protects herring spawning habitat, as well as surf smelt spawning habitat (an important forage fish for salmon and other species.) The reserve also supports extensive eelgrass beds that provide juvenile salmon habitat and is the basis for a complex estuarine ecosystem. The reserve program has sponsored several restoration projects to restore spawning substrate to Fidalgo Bay beaches, led debris cleanup work parties, and worked cooperatively with partners on monitoring forage fish and nearshore environments. Native shellfish restoration is also underway near the trestle. The railroad trestle and causeway bisects the reserve, and the elevated trail is a prominent feature at the site. The trestle also contains hazardous materials that could be removed / isolated from the aquatic environment of the reserve. DNR has an aquatic restoration program that works in conjunction with the aquatic reserve program on major restoration projects such as this one, and will be involved with plan development. The Samish Tribe has completed feasibility studies on the trestle which could help inform this project as well.

#### **Actions proposed for the Agreement:**

DNR proposes to take the lead on developing cost estimates for the design phase of the trestle removal and replacement project, which will be an initial phase of the project. DNR is not making a financial

commitment as part of this agreement, but will undertake this step this with the understanding that the reserve program has sufficient funding to support it. This design phase may include additional feasibility work, such as sediment contaminant studies, creosote isolation studies, etc. The basic project concept information can be used to initiate a public discussion about the need and opportunity to remove and replace the creosote structure with an appropriate, non-toxic alternative. The public meeting(s) will be hosted by the City with support from DNR and other partners. In conjunction with or following the initial public process, discussions with potential funding sources, permitting agencies and partners will take place. DNR will commit staff time to support these discussions.

The initial objective of acquiring grant funds will be to complete the design and engineering phase of the project. Additional public meetings with the designer may be considered as part of this agreement if the project is successfully funded.

## AMENDMENT

PURPOSE: To amend the agreement between the City of Anacortes and the State of Washington, Department of Natural Resources

IT IS MUTUALLY AGREED: THAT THE AGREEMENT IS AMENDED AS FOLLOWS:

The Period of Performance is extended through [INSTRUCTION: *If applicable*]  
\_\_\_\_\_.

Specify any additions/deletions/changes: [INSTRUCTION: *If applicable*]  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for additions/deletions/changes:  
\_\_\_\_\_  
\_\_\_\_\_

The total maximum consideration under this contract remains unchanged [INSTRUCTION: *Or if maximum amount is unchanged, delete the next two sentences. If the maximum amount is changed, delete this sentence and complete the next two.*]

This amendment increases the consideration by \_\_\_\_\_  
(\$ \_\_\_\_\_). The total maximum consideration for this contract is increased to  
\_\_\_\_\_ (\$ \_\_\_\_\_).

The effective date of this amendment is \_\_\_\_\_. [INSTRUCTION: *Date of execution or actual date*]

ALL OTHER TERMS AND CONDITIONS of the original Agreement remain effective.

CITY OF ANACORTES

Dated: \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

STATE OF WASHINGTON  
DEPARTMENT OF NATURAL RESOURCES

Dated: \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Interagency Agreement  
Approved as to Form  
By the Assistant Attorney General  
State of Washington



## **February 8, 2016 Anacortes City Council background info**

With the proposed Interagency Agreement, (IAA) the Department of Natural Resources Aquatics Division proposes to work cooperatively with the city of Anacortes, Tribes, and other partners to develop a long term restoration plan for Fidalgo Bay in the vicinity of the Aquatic Reserve. The plan would provide a design and engineering phase, and eventually remove and replace the railroad trestle and causeway in Fidalgo Bay. This action would protect the Fidalgo Bay Aquatic Reserve and associated marine ecosystems.

The proposed Fidalgo Bay restoration project has a number of important features.

Benefits to the environmental health of the bay:

- Remove 770 pilings (at least) that leach creosote in the shallow waters of the bay each day
- Protect/restore sensitive habitats including large eelgrass beds which provide juvenile salmon habitat and many other important functions.
- Protect herring spawning areas, newly established Olympia oyster populations, surf smelt spawning areas, and gravid Dungeness crab habitat. These species are sensitive to the PAH chemicals in creosote, which cause embryo deformities.
- Restore hydrology to the bay. The causeway limits full tidal exchange and migration pathways for the species noted above.
- Adaptation to climate change: the new structure would elevate the trail above the current causeway which is already subject to storm damage and overtopping.

Social and Community benefits:

- Permanent access to a spectacular view and enjoyment of Fidalgo Bay
- Community will be fully engaged in discussion prior to and during the design phase
- Replacement design and funding will be in place prior to removal
- Phased project will take place in a logical sequence that allows grant requests to be spread over time - Phase 3 could also be postponed
  - Phase 1 Design – feasibility mostly completed
  - Phase 2 trestle removal; and replacement;
  - Phase 3 causeway removal and replacement
- The resulting bridge will be a permanent solution and regional recreation magnet that will be one of the keystones of the popular Tommy Thompson trail.

Support from interested parties:

- Samish Tribe
- Swinomish Tribe (requested)
- Skagit MRC
- Northwest Straits Foundation
- Fidalgo Bay Citizen Stewardship Committee
- Department of Ecology

Expertise available:

- DNR's Aquatic Restoration program has substantial experience with creosote piling and riprap removal; the Engineering Division has broad experience with bridge and trail construction contracts, and large restoration projects. The Aquatic Reserves Program has large restoration and construction project experience, and large grant awards and management experience.



Creosote leaching from trestle piling. Paul Dinnell noted that people harvest and eat the clams in this location.



Another piling, cut, but still leaching creosote.

Link to DNR Woodard Bay restoration example:

<https://washingtondnr.wordpress.com/2011/03/04/woodard-bay-natural-resource-conservation-area-gets-makeover/>





## Removing creosote-treated materials from Puget Sound and its beaches

Creosote has been used as a wood preservative for more than a century to treat telephone poles, railroad ties, piers, docks, and floats. Thousands of derelict creosote pilings remain in Puget Sound. Many eventually break up and distribute tons of debris onto beaches throughout the Sound.

Creosote comprises more than 300 chemicals that, together, are very effective at achieving their intended purpose of preventing decay or insect infestation. But chemicals in treated wood—such as those on beaches or old dock pilings—can be harmful and even toxic to marine species. Polycyclic aromatic hydrocarbons (PAHs) are the chemicals of most concern.

When exposed to ultraviolet light or sunshine, the chemicals in creosote become more toxic and are more likely to leach from the wood. A piling that contains creosote can leach throughout its lifetime.

Studies show that herring eggs exposed to creosote have a high mortality rate. PAHs can increase disease and alter growth and reproductive function in English sole. These chemicals affect juvenile salmonids that migrate through contaminated estuaries by reducing their growth and altering immune function. Herring and other affected species are important parts of the food web for salmon, Orca whales, and birds.

Creosote can also pose a threat to human health through exposure to creosote vapors on a hot day or through direct contact when playing around, sitting on, or burning the treated wood.

### Working together on cleanup

The Washington State Department of Natural Resources (DNR) partners with local groups, governments, and private property owners to remove treated wood located on public and private property throughout Puget Sound. In 2004, DNR created the Creosote Removal Program to help fund public and private community restoration projects that remove creosote-treated debris and pilings on or adjacent to state-owned aquatic lands.

In 2007, Governor Gregoire launched the Puget Sound Initiative to clean up Puget Sound by 2020 and identified creosote removal as a high priority. Funding provided through this initiative allowed DNR and its partners to expand the program to include the removal of creosote-treated pilings and overwater structures, the source of the beach debris.



Harmful chemicals from creosote-treated wood continue to leach from pilings long after they have served their function. Photo: Monica Shoemaker/DNR

### DNR's Creosote Removal Program Accomplishments

From 2004 to February 2013, the program has removed:

- ✓ More than **14,00 tons of piles** (= nearly 12,000 piles).
- ✓ More than **255,000 sq. ft. of overwater structures**.
- ✓ More than **2,800 tons of beach debris**.

#### Goal:

- Remove an additional **1,000 treated piles by 2017**.

For more information on specific creosote-removal projects, visit:

<http://tinyurl.com/dnr-creosote>

**CONTACTS:** Chris Robertson (North Sound) and Monica Shoemaker (South Sound), Restoration Managers  
Washington State Department of Natural Resources

Chris: 360-854-2808 or [christopher.robertson@dnr.wa.gov](mailto:christopher.robertson@dnr.wa.gov) | Monica: 206-799-2949 or [monica.shoemaker@dnr.wa.gov](mailto:monica.shoemaker@dnr.wa.gov)

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Since 2004, more than 15,000 tons of pilings and derelict beach debris have been removed from Puget Sound shorelines with funding support from the Puget Sound Initiative, the Washington Department of Ecology, National Oceanographic and Atmospheric Administration (NOAA), and others. DNR's goals include: reducing sources of PAHs in Puget Sound by removing structures and debris that are treated with creosote; reducing human exposure to creosote on beaches; and improving the quality of the nearshore habitats for forage fish and other key species. DNR also promotes the use of non-creosote-treated materials in the building of new structures and replacement structures.

### **Removing beach debris and pilings by priority**

DNR uses a combination of criteria to determine where to focus removal efforts:

- High concentrations of pilings or debris in an area (determined through inventories).
- Habitat considerations, including areas of herring spawn, salmon migration, and/or shellfish.
- Endangered Species Act considerations for species or habitats at risk.
- High-priority areas for local community and local restoration plans.
- Public health and safety, such as structures that create a nuisance at public access sites or obstruct navigation.

### **Protecting our environment and cultural resources**

DNR worked with its partner agencies, including Washington Department of Fish and Wildlife (WDFW) and Ecology to develop 'best management practices' (BMPs) for removing both pilings and beach debris. These BMPs guide how to minimize disturbing the environment during the removal of the derelict piles and debris.

DNR's policy is to identify and protect significant historic and archaeological sites, and to communicate and promote collaboration with tribes and interested stakeholders to address culturally significant areas. Sites older than 50 years go through a cultural resource review prior to removing pilings. This includes consultation with affected tribes and review with the State Department of Archaeology and Historic Preservation and taking reasonable action to avoid, reduce, or mitigate adverse effects to the resources.

### **Birds and other wildlife using pilings as habitat**

One goal of removing creosote-treating pilings is to provide healthy—rather than contaminated—habitat. Pilings often act as habitat for a variety of species, such as birds—for nesting and perching. The toxic materials in this unnatural habitat may not have immediate affects, but they can have a cumulative affect on some species. The removal of creosote from the environment is essential to prevent long-term impacts from these materials persisting within the environment and the food web.

In some areas, especially with willing partners, DNR may opt to replace pilings and other vertical structures with non-treated structures such as steel or concrete. DNR also may move nest boxes to nearby structures, working closely with WDFW and local Audubon groups to determine appropriate methods and timing to reduce the impact to birds.

### **State DNR—managing 2.6 million acres of aquatic lands**

DNR manages Washington's 2.6 million acres of state-owned aquatic lands—including the bedlands under Puget Sound and the coast, many beaches, and navigable natural lakes and rivers as a **public trust** for the people of the state. Creosote debris removal is part of the DNR Aquatics Program's work to protect the environment, provide opportunities for recreation, support water-dependent businesses, and promote sustainable use of natural resources.

### **More information**

- DNR's Creosote Removal Program, visit <http://tinyurl.com/dnr-creosote>
- Puget Sound Initiative: [www.ecy.wa.gov/puget\\_sound/2007actionagenda.htm](http://www.ecy.wa.gov/puget_sound/2007actionagenda.htm)

**CONTACTS:** Chris Robertson (North Sound) and Monica Shoemaker (South Sound), Restoration Managers  
Washington State Department of Natural Resources

Chris: 360-854-2808 or [christopher.robertson@dnr.wa.gov](mailto:christopher.robertson@dnr.wa.gov) | Monica: 206-799-2949 or [monica.shoemaker@dnr.wa.gov](mailto:monica.shoemaker@dnr.wa.gov)  
FS07-210 REVISED 1/8/14



# COA / DNR Interagency Agreement



# Possibilities

- Cresote removal
- Improved water flow
- Replaced / improved trestle
- Protection from sea level rise
- Increased cooperation between DNR / City / Samish
- Other?

# Concerns

- Get in the way of Guemes Channel Trail efforts?
- Return on investment is questioned?
- Removal of causeway could have unintended consequences?
- Cost to the City?
- The City does not have as much control over the process as it would like?
- Other?



# Department of Natural Resources and Samish Indian Nation

- Birdie Davenport  
Aquatic Reserves Program Manager  
Washington State Department of Natural Resources
- Todd Woodard  
Natural Resources Director  
Samish Indian Nation



# Questions / Comments / Discussion





ENGINEERS, INC.

## MEMORANDUM

To: Birdie Davenport  
Aquatic Reserves Program Manager  
Washington Department of Natural Resources

Date: February 4, 2016

From: Todd Belsick, Steve Robert

Project No: 154082

Subject: Fidalgo Bay Causeway and Trestle Removal and Replacement Cost Alternatives Summary

Dear Ms. Davenport:

PND Engineers, Inc. (PND) submitted construction cost estimates for the removal and replacement of the Tommy Thompson trestle and causeway at Fidalgo bay in a letter to the Department of Natural Resources (DNR) on January 18<sup>th</sup> 2016. The letter presented costs for three phases; Phase I - 60% Architectural and Engineering, Phase II- Trestle Replacement and Phase III- Causeway Replacement.

DNR contracted PND to provide design alternatives and accompanying cost estimates for Phase 2 (trestle replacement) in order to provide a range of costs for the possible measures to limit and/or remove creosote pollution being caused by the existing timber trestle piles. The purpose of this letter is present these two alternative designs and compare advantages and disadvantages versus the previously presented option of full trestle replacement. The two alternatives are Alternative 1 pile containment and Alternative 2 pile removal. Each alternative will be described in detail in this memorandum. The cost of full trestle replacement, Alternative 1 and Alternative 2 are shown in Table 1 below.

Table 1. Costs Summary

| Phase | Description                  | Full Trestle Replacement | Alt 1-Pile Containment | Alt 2-Pile Removal |
|-------|------------------------------|--------------------------|------------------------|--------------------|
| 2     | Phase II- 2020 LF of Trestle | \$9,230,000              | \$2,730,000            | \$6,940,000        |

## I. DESCRIPTION OF CONCEPTS

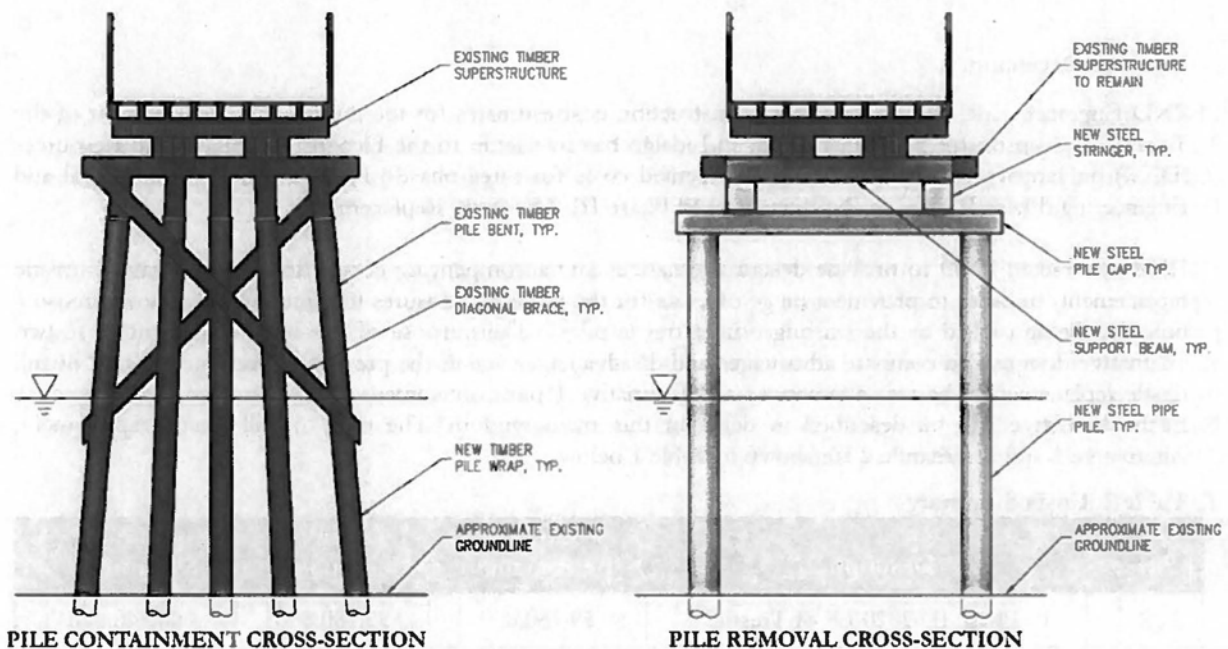
**Full Trestle Replacement-** This is the Phase 2 concept to remove and replace the entire timber trestle presented in our January 18<sup>th</sup> letter. This concept would remove as much of the creosote timber as possible while minimizing the new footprint and overwater coverage of the structure.

**Alternative 1 Pile Containment -** In this alternative, a contractor would utilize pile jackets to wrap each of the existing creosote timber piles. First the existing diagonal timber bracing would need to be removed. Then divers would excavate below mudline at the base of a pile, clean the pile, install overlapping wraps throughout the tidal range and install a protective cover. The diagonal bracing at each bent would be replaced as each bent is finished. The wraps considerably limit the migration of creosote into the surrounding waters, but do not prevent it. This concept leaves the existing structure fully intact with no modification to the footprint or overwater coverage.

Note that no assessment of the structural integrity of the existing timber piles was performed. The estimate assumes that 10% of the piles will require structural retrofit.

**Alternative 2 Pile Removal** - PND investigated several concepts at a preliminary level and determined the most cost effective way to remove the existing piles from the water would be to drive new steel pile bents midway between existing timber bents at approximately 40 feet on center. Each bent would require two piles driven on the outside of the existing structure and capped with a steel wide flange. New steel stringers would span between the caps and support the existing timber caps. Each timber cap would be braced with steel channels and connected to the new beams. The contractor would then remove the piles as completely as possible, but difficulty accessing piles underneath the existing structures may cause some piles to break at mudline. The concept removes the existing timber piles and therefore reduces the in-water footprint, but does not modify the overwater coverage.

See Figure 1 for typical sections of the pile containment and pile removal options. In addition, renderings for the complete replacement and the two alternatives are attached to this letter.



**Figure 1- Pile Containment Cross-Section (left) and Pile Removal Cross-Section (right)**

## **II. COST ESTIMATE BREAKDOWNS**

### **Phase 1 – 60% Architectural and Engineering Cost Estimate**

The estimated costs for Phase 1 were \$790,000 as outlined in PND's previous letter, dated Jan 18, 2016. The estimated costs associated with Phase 1 were not re-evaluated as part of this effort, and are presented for informational purposes.

### **Phase 2 – Removal and Replacement of 2,020 LF of Trestle**

The estimated costs for Phase 2 Trestle Replacement was \$9,230,000 as outlined in PND's previous letter, dated Jan 18, 2016. The estimated costs for Alternative 1 (pile containment) and Alternative 2 (pile removal) alternates are summarized in Tables 2 and 3 below. PND performed material takeoffs for the proposed design and used bid tabs from recent projects, WSDOT's unit bid analysis and known manufacturer data to apply current pricing to the necessary work items

**Fidalgo Bay Causeway and Trestle Removal  
and Replacement Cost Alternatives Summary**

**Table 2. Alternative 1 Pile Containment Cost Summary**

| Item                          | Description                                           | Unit | Qty | Unit cost | Total Cost         |
|-------------------------------|-------------------------------------------------------|------|-----|-----------|--------------------|
| 1.0                           | Mobilization/Demobilization                           | 1    | LS  | \$170,000 | \$170,000          |
| 2.0                           | Furnish Pile Wraps                                    | 877  | EA  | \$400     | \$350,000          |
| 3.0                           | Temporary Erosion, Sediment and Contamination Control | 1    | LS  | \$250,000 | \$250,000          |
| 4.0                           | Piling Repair                                         | 88   | EA  | \$2,500   | \$220,000          |
| 5.0                           | Install Pile Wraps                                    | 877  | EA  | \$700     | \$610,000          |
| 6.0                           | Remove and Reinstall Bracing                          | 155  | EA  | \$2,000   | \$310,000          |
| <b>SUBTOTAL</b>               |                                                       |      |     |           | <b>\$1,910,000</b> |
| 20% Construction Contingency: |                                                       |      |     |           | \$380,000          |
| 4% Cost Escalation:           |                                                       |      |     |           | \$80,000           |
| 10% Final Design and CA :     |                                                       |      |     |           | \$190,000          |
| 8.7% WSST                     |                                                       |      |     |           | \$170,000          |
| <b>ESTIMATED TOTAL</b>        |                                                       |      |     |           | <b>\$2,730,000</b> |

**Table 3. Alternative 2 Pile Removal Cost Summary**

| Item                          | Description                                           | Unit | Qty | Unit cost | Total Cost         |
|-------------------------------|-------------------------------------------------------|------|-----|-----------|--------------------|
| 1.0                           | Mobilization/Demobilization                           | 1    | LS  | \$440,000 | \$440,000          |
| 2.0                           | Demolish and Dispose of Piles                         | 877  | EA  | \$1,200   | \$1,050,000        |
| 3.0                           | Temporary Erosion, Sediment and Contamination Control | 1    | LS  | \$250,000 | \$250,000          |
| 4.0                           | Furnish and Install Pile                              | 104  | EA  | \$9,000   | \$940,000          |
| 5.0                           | Furnish and Install Cap                               | 52   | EA  | \$7,600   | \$400,000          |
| 6.0                           | Furnish and Install Stringer                          | 208  | EA  | \$6,000   | \$1,250,000        |
| 7.0                           | Furnish and Install Cap Bracing                       | 155  | EA  | \$3,500   | \$540,000          |
| <b>SUBTOTAL</b>               |                                                       |      |     |           | <b>\$4,870,000</b> |
| 20% Construction Contingency: |                                                       |      |     |           | \$970,000          |
| 4% cost escalation:           |                                                       |      |     |           | \$190,000          |
| 10% Final Design and CA :     |                                                       |      |     |           | \$490,000          |
| 8.7% WSST                     |                                                       |      |     |           | \$420,000          |
| <b>ESTIMATED TOTAL</b>        |                                                       |      |     |           | <b>\$6,940,000</b> |

**Phase 3 – Removal and replacement of 1,660 LF of Causeway**

The estimated costs for Phase 3 1660 LF of causeway was \$12,980,000 as outlined in PND's previous letter, dated Jan 18, 2016, and are presented for informational purposes.

**III. Advantages and Disadvantages**

Both pile containment and pile removal alternatives are more cost effective than the trestle replacement design that PND estimated in the January 18, 2016 letter. However, neither will remove creosote as completely or effectively as replacing the entire trestle nor have the opportunity to improve the look and reduce the overwater coverage. Advantages and Disadvantages of each alternative are shown below in Table 4.



**Fidalgo Bay Causeway and Trestle Removal  
and Replacement Cost Alternatives Summary**

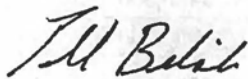
**Table 4. Advantages and Disadvantages**

| Alternate                | Cost         | Creosote                                                           | In-water footprint          | Overwater coverage | Aesthetics                                                    |
|--------------------------|--------------|--------------------------------------------------------------------|-----------------------------|--------------------|---------------------------------------------------------------|
| Full Trestle Replacement | Most costly  | Most Creosote removed.                                             | Smallest piling foot-print. | Least              | Great opportunities to make it look anyway stakeholders want. |
| Alt 1-Pile containment   | Least Costly | Least Creosote removal. Wraps limit pollution, but not completely. | Largest piling footprint.   | Most               | No change in look.                                            |
| Alt 2-Pile Removal       | Median cost  | Median level of removal. Piles may break at the mudline.           | Smallest piling foot-print. | Most               | See rendering. More layers of structure.                      |

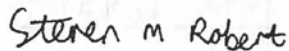
No review in regards to permitting timeline or mitigation has been considered at this time.

Thank you for the opportunity to assist with this cost estimating phase. Give us a call at (206) 624-1387 or email at the addresses below with any questions or comments.

Sincerely,



Todd Belsick, P.E.,  
Principal in Charge  
[tbelsick@pndengineers.com](mailto:tbelsick@pndengineers.com)



Steve Robert, P.E.  
Project Manager  
[srobert@pndengineers.com](mailto:srobert@pndengineers.com)

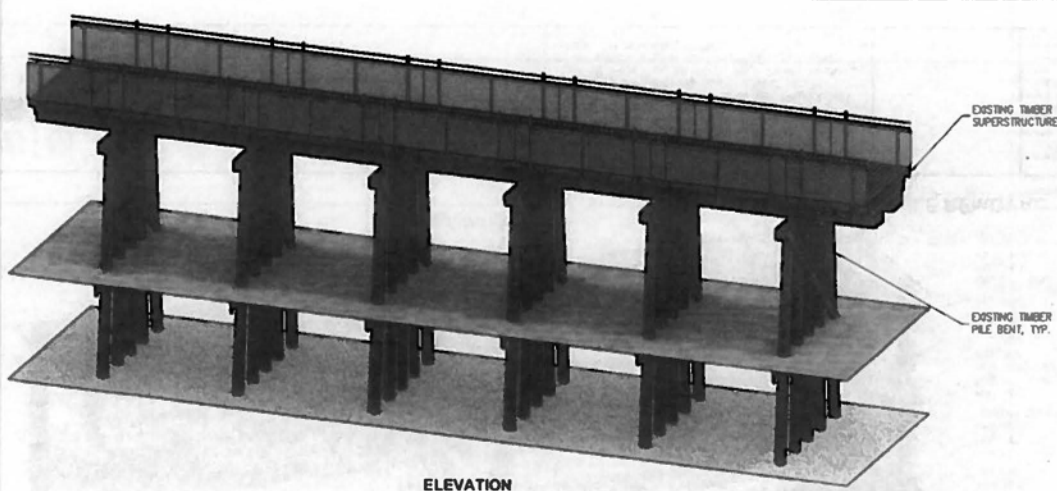
ATTACHMENT 1- Renderings Sheet 1

- A. Existing Conditions
- B. Complete Preplacement Option

ATTACHMENT 2- Renderings Sheet 2

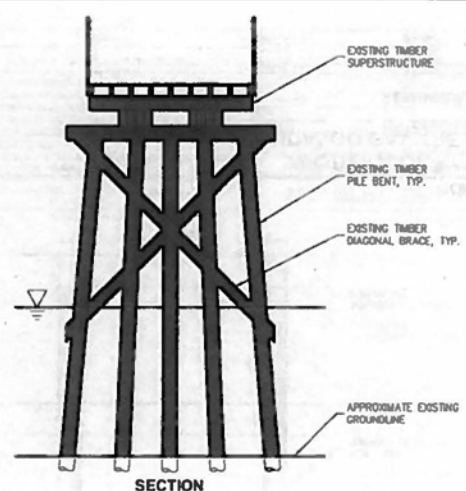
- A. Timber Pile Containment Option
- B. Timber Pile Replacement Option

GRAPHICS ARE FOR GENERAL REPRESENTATION ONLY. ACTUAL DETAILS MAY VARY.

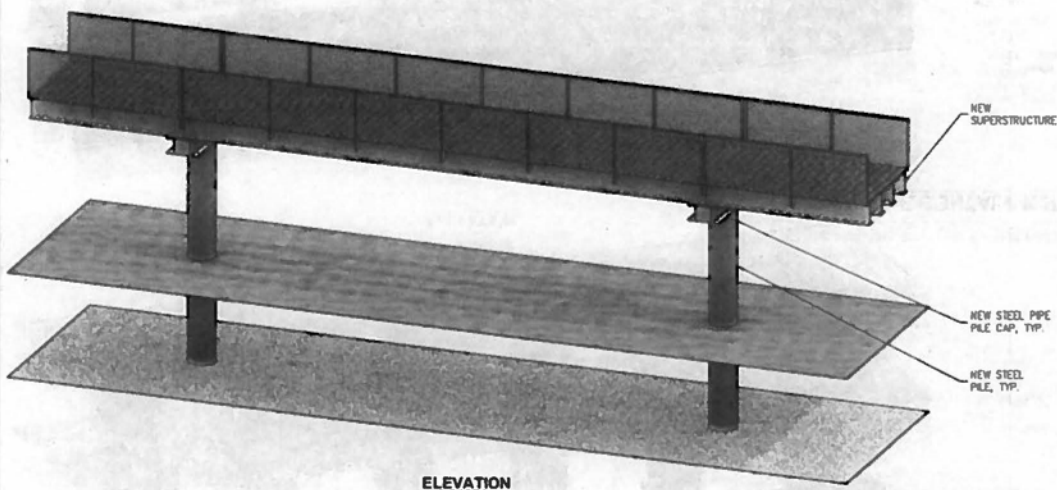


ELEVATION

EXISTING CONDITION



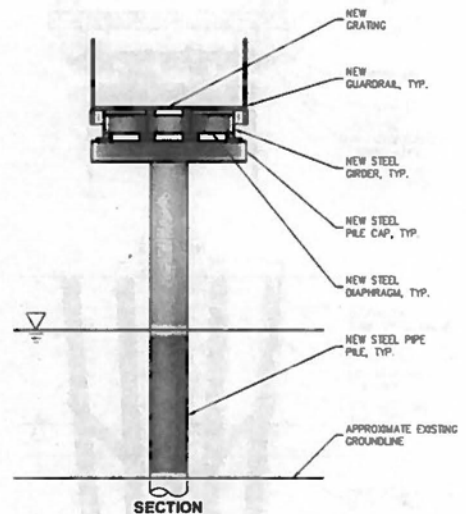
SECTION



ELEVATION

FULL TRESTLE REPLACEMENT

EXISTING TIMBER STRUCTURE TO BE REMOVED



SECTION

CONCEPT

WA. DEPT. OF NATURAL RESOURCES  
FIDALGO BAY TRESTLE AND CAUSEWAY

RENDERINGS - SHEET 1



1716 Fourth Avenue S., Suite A  
Seattle, Washington 98134  
P: 206.434.1107  
www.pndengineers.com

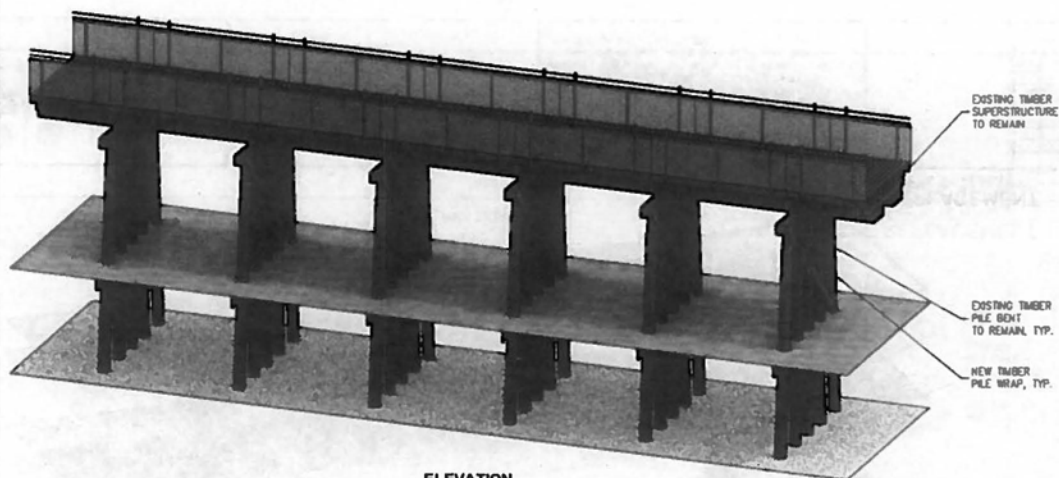
PND ENGINEERS, INC. IS NOT RESPONSIBLE FOR SAFETY PROGRAMS, METHODS OR PROCEDURES OF OPERATION, OR THE CONSTRUCTION OF THE DESIGN SHOWN ON THESE DRAWINGS. WHERE SPECIFICATIONS ARE GENERAL OR NOT CALLED OUT, THE SPECIFICATIONS SHALL CONFORM TO STANDARDS OF INDUSTRY. DRAWINGS ARE FOR USE ON THIS PROJECT ONLY AND ARE NOT INTENDED FOR REUSE WITHOUT WRITTEN APPROVAL FROM PND. DRAWINGS ARE ALSO NOT TO BE USED IN ANY MANNER THAT WOULD CONSTITUTE A DETRIMENT DIRECTLY OR INDIRECTLY TO PND.

| REVISIONS |      |             |
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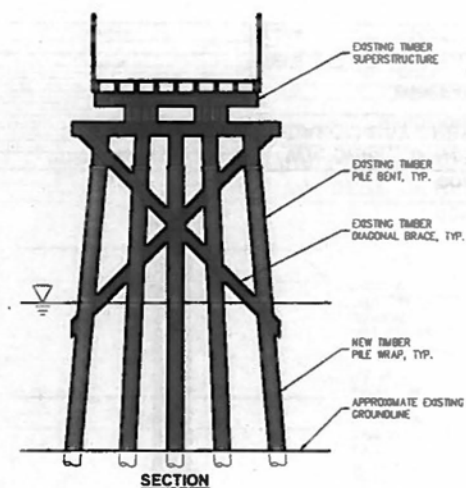
2/1/16 D:\DONALD - FIDALGO BAY CAUSEWAY AND TRESTLE\DRAWINGS\CONCEPTS\154002-R.DWG

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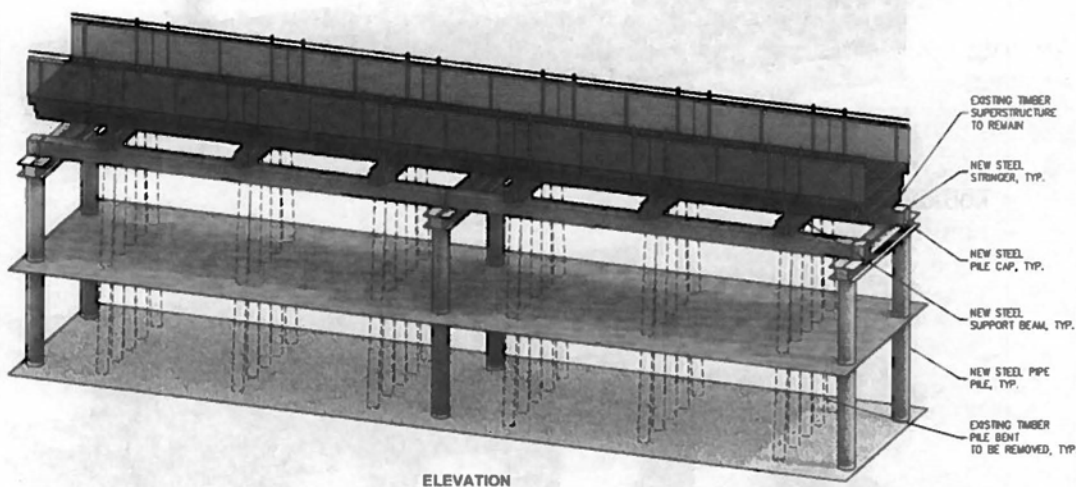


ELEVATION

ALT 1 - TIMBER PILE CONTAINMENT

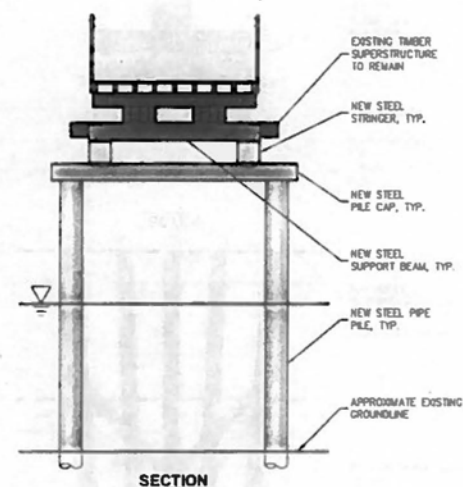


SECTION



ELEVATION

ALT 2 - TIMBER PILE REMOVAL



SECTION

CONCEPT

WA. DEPT. OF NATURAL RESOURCES  
FIDALGO BAY TRESTLE AND CAUSEWAY

RENDERINGS - SHEET 2



1714 Fourth Avenue N, Suite A  
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| REVISIONS |      |             |
|-----------|------|-------------|
| REV       | DATE | DESCRIPTION |
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|-------------|--|-------------|--|---------------|--|
| FILE        |  | PROJECT NO. |  | SHEET NO.     |  |
| DESIGNED BY |  | 15-0002     |  | R2 of 2       |  |
| DRAWN BY    |  | DATE        |  | FEBRUARY 2016 |  |
| CHECKED BY  |  | SCALE       |  | NOTED         |  |

2/3/16 PND-00000000 - FIDALGO BAY CAUSEWAY AND TRESTLE DRAWINGS CONCEPTS 15-0002-R-010



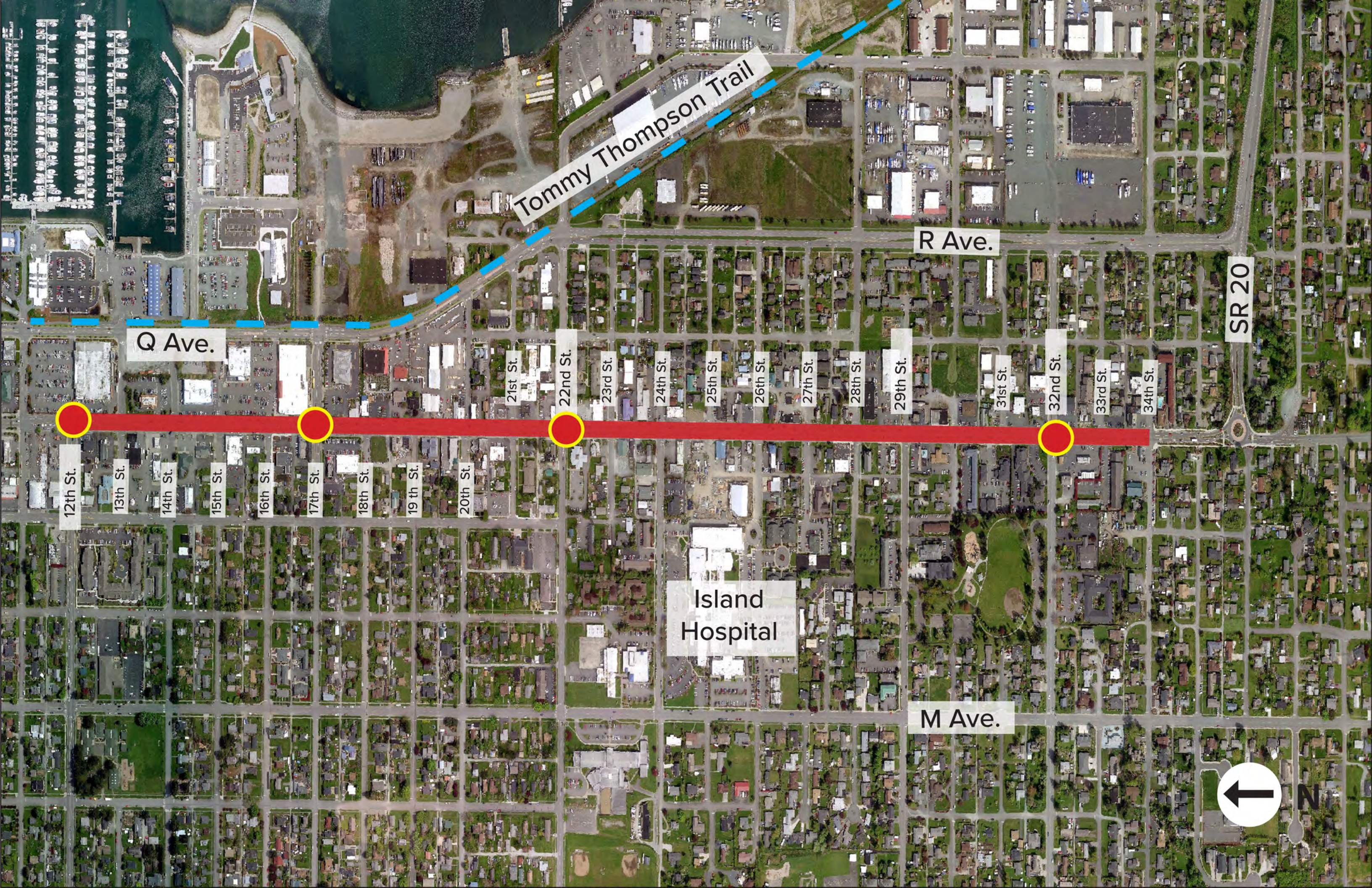
# South Commercial Ave Corridor Plan

## Alternatives Review

February 8, 2016







Tommy Thompson Trail

R Ave.

Q Ave.

SR 20

12th St.

13th St.

14th St.

15th St.

16th St.

17th St.

18th St.

19th St.

20th St.

21st St.

22nd St.

23rd St.

24th St.

25th St.

26th St.

27th St.

28th St.

29th St.

31st St.

32nd St.

33rd St.

34th St.

Island Hospital

M Ave.



N



# Project Goals

## Access

Develop design options that allow people to access destinations along the corridor safely and reliably, by foot, assistive device, bicycle, transit, and vehicle by creating a comprehensive, integrated, and multi-modal corridor.

## Economic Development

Develop design options that strengthen the visual appearance and support a vibrant economy along South Commercial Avenue.

## Equity

Improve human-powered transportation options for all through increased capital investments in walking and biking infrastructure.

## Safety

Provide opportunities for all people to safely travel to their destinations along the South Commercial Ave. corridor and reduce the risk of collisions along the corridor between people walking, biking, using transit, or traveling by vehicle.

## Connectivity

Provide safe and frequent intersection crossings along the corridor to allow people to easily travel in an east and west direction.

## Environment

Develop design solutions that minimize the impact of stormwater runoff and protect the environment.

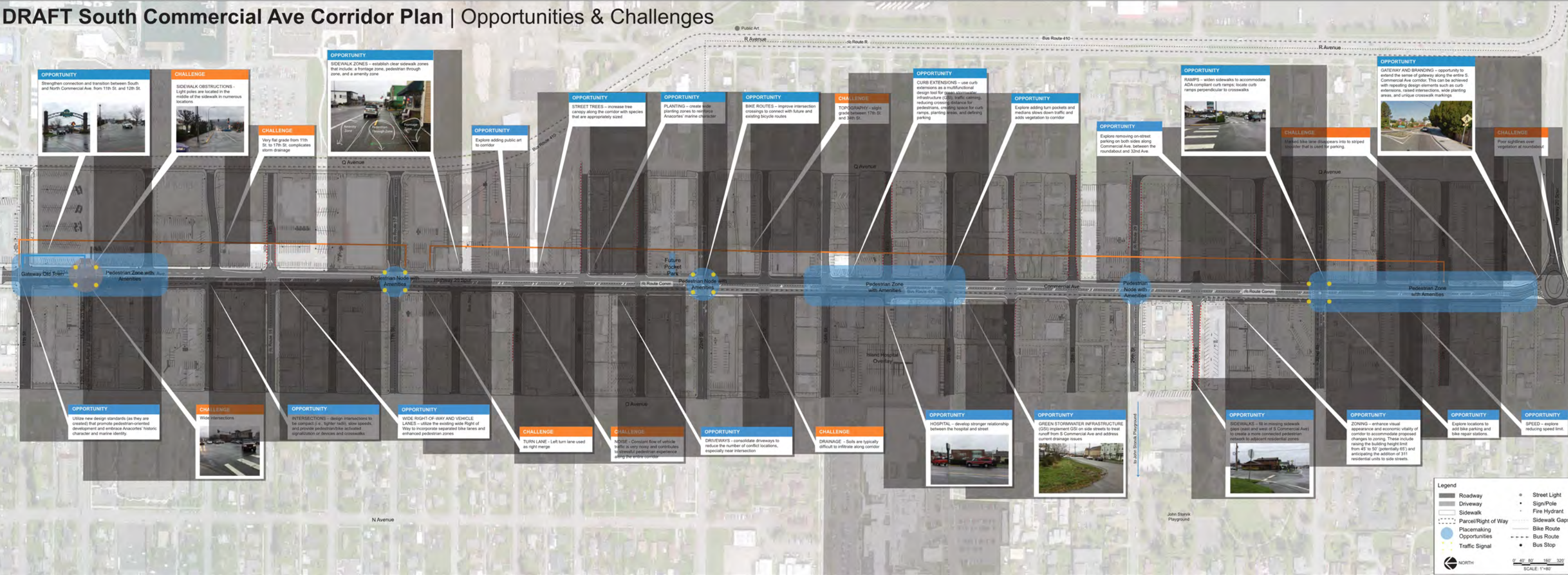
## Health

Encourage physical activity by increasing access to safe and reliable human powered transportation options along and across the corridor.



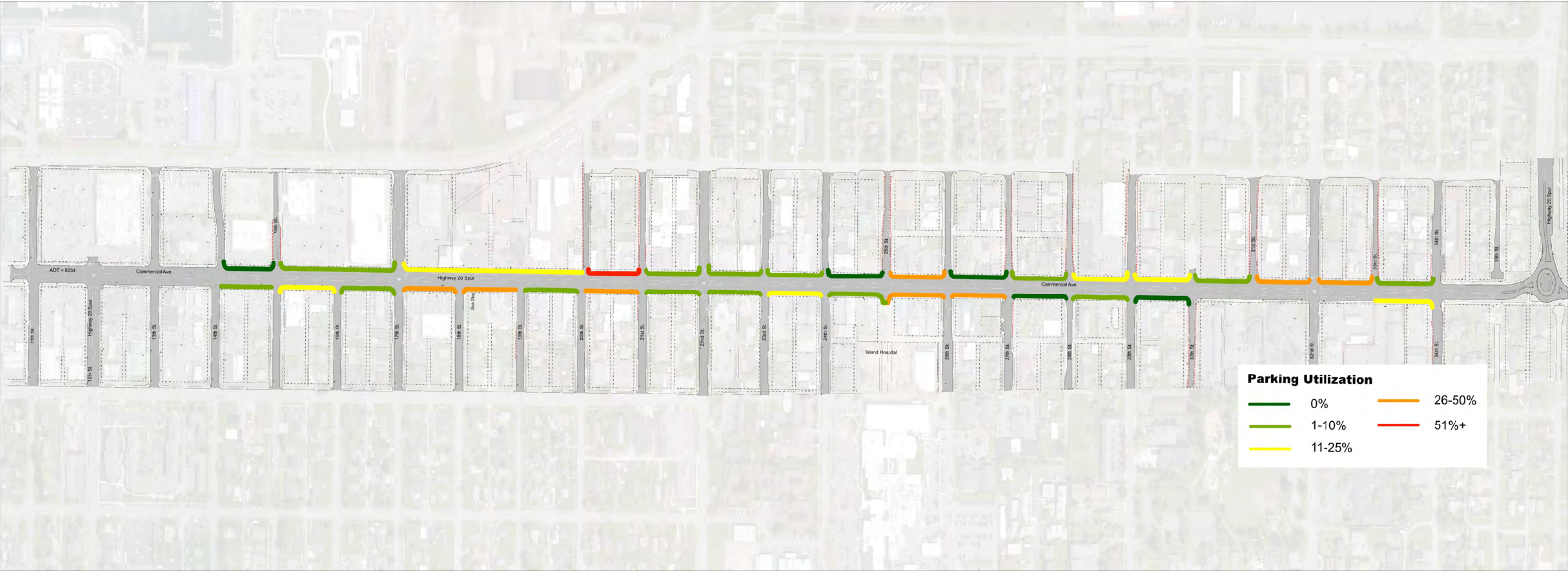
# Opportunities and Challenges

## DRAFT South Commercial Ave Corridor Plan | Opportunities & Challenges



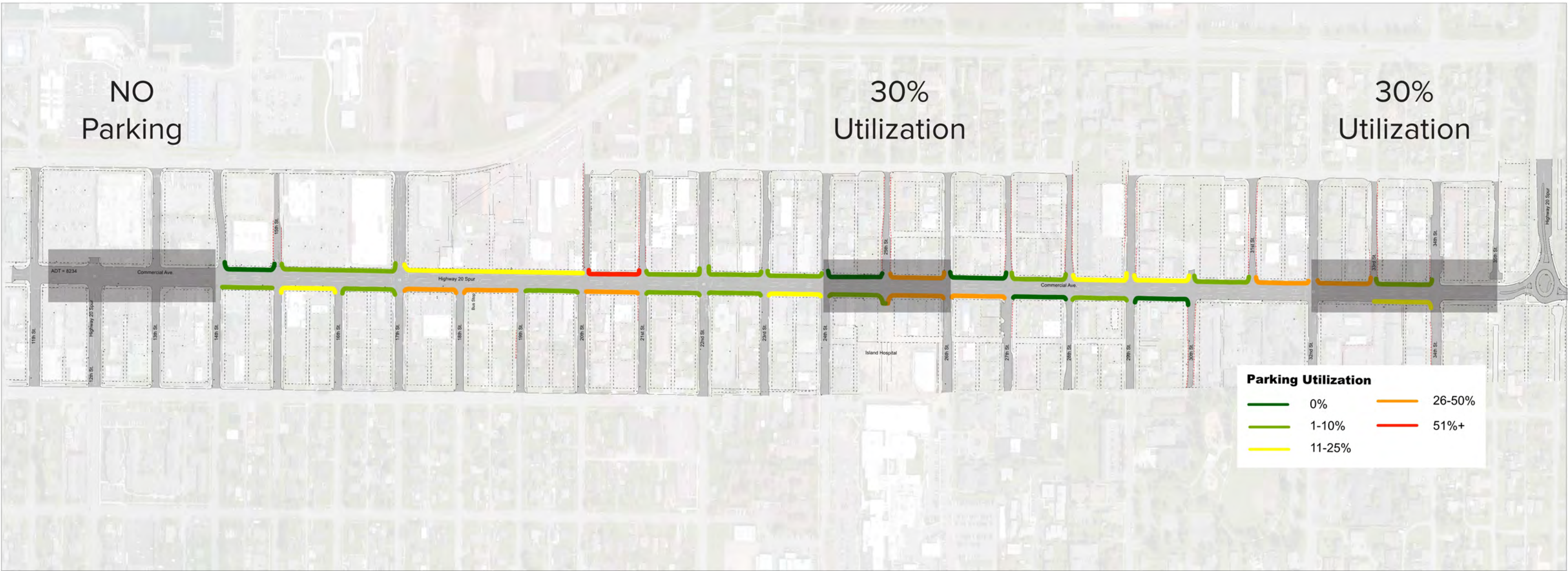


# Parking Utilization Study





# Parking Utilization Study



# Design Concepts

## CONCEPT A



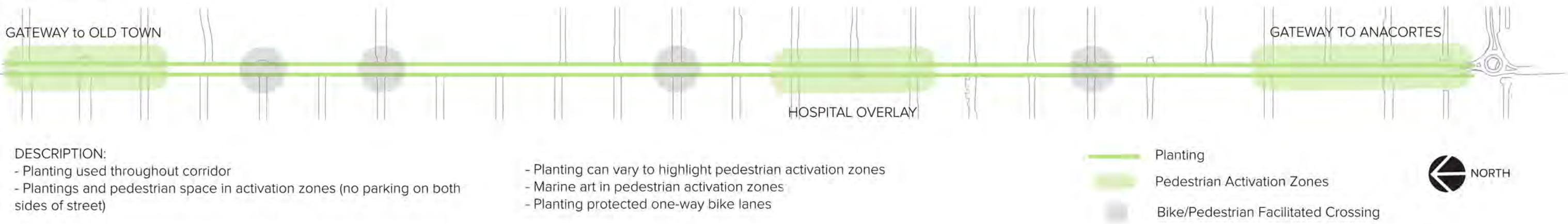


# Design Concepts

## CONCEPT A



## CONCEPT B





# Design Concepts

## CONCEPT A



## CONCEPT B



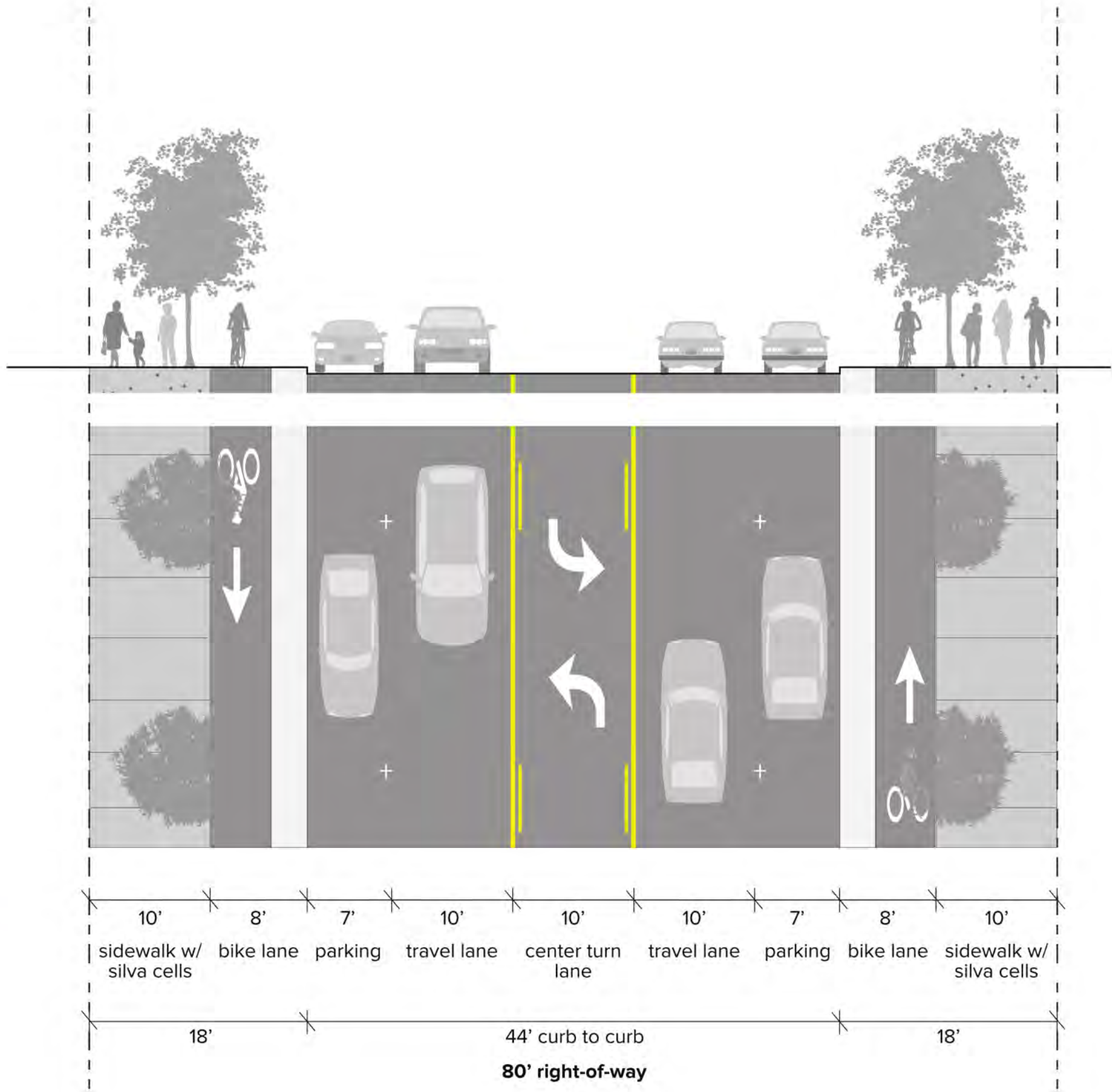
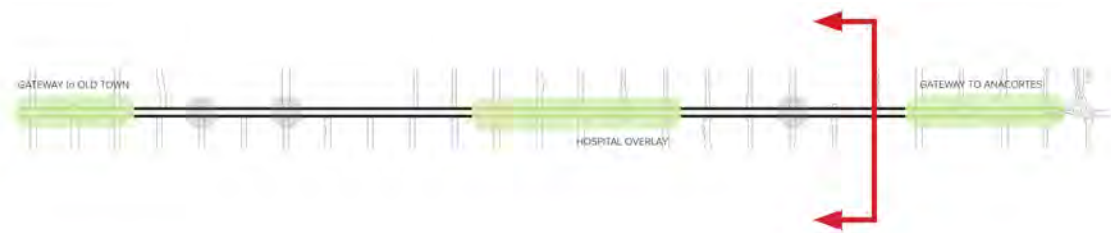
## CONCEPT C



# Concept A // Avenue

## Corridor Section

- 10' sidewalks with tree grates
- 6' Bike lanes with 2' buffer
- 7' Parallel parking
- 10' Travel and turn lanes

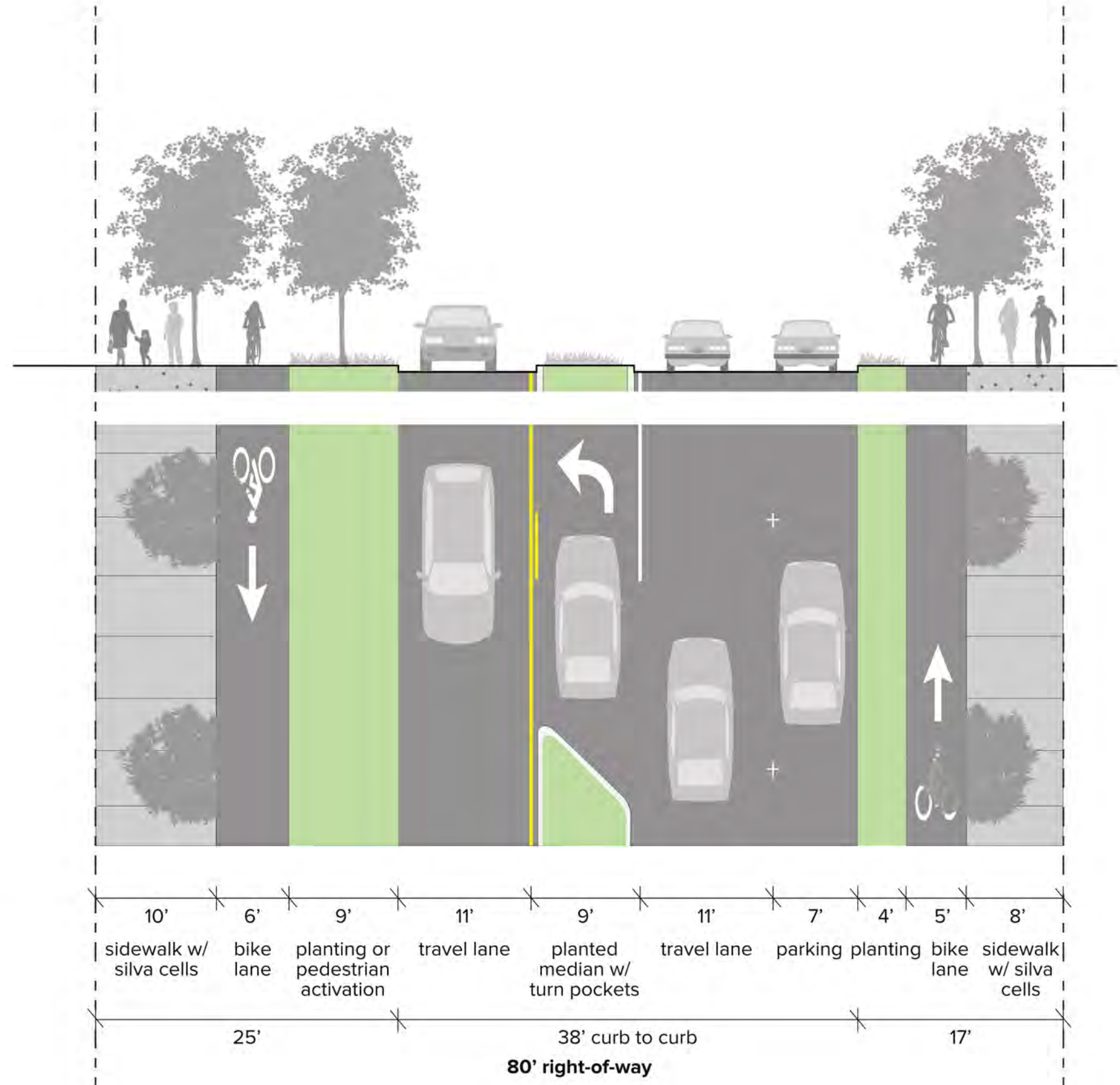
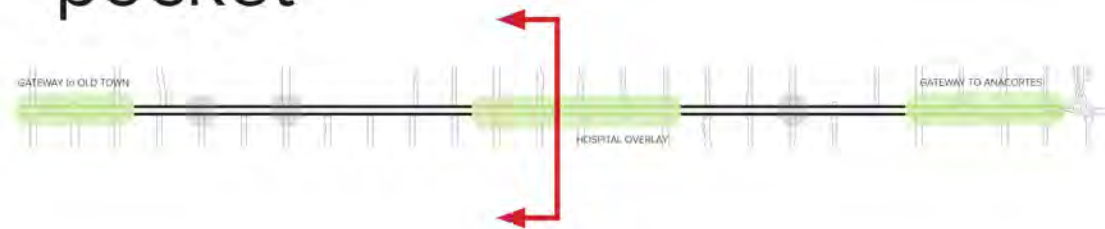




# Concept A // Avenue

## Pedestrian Zone

- 10' sidewalk with tree grates on west side
- 8' sidewalk with tree grate east side
- 5-6' Bike lanes
- Buffered planting zones
- 7' Parallel parking
- 11' Travel Lanes
- 9' Planted median with turn pocket

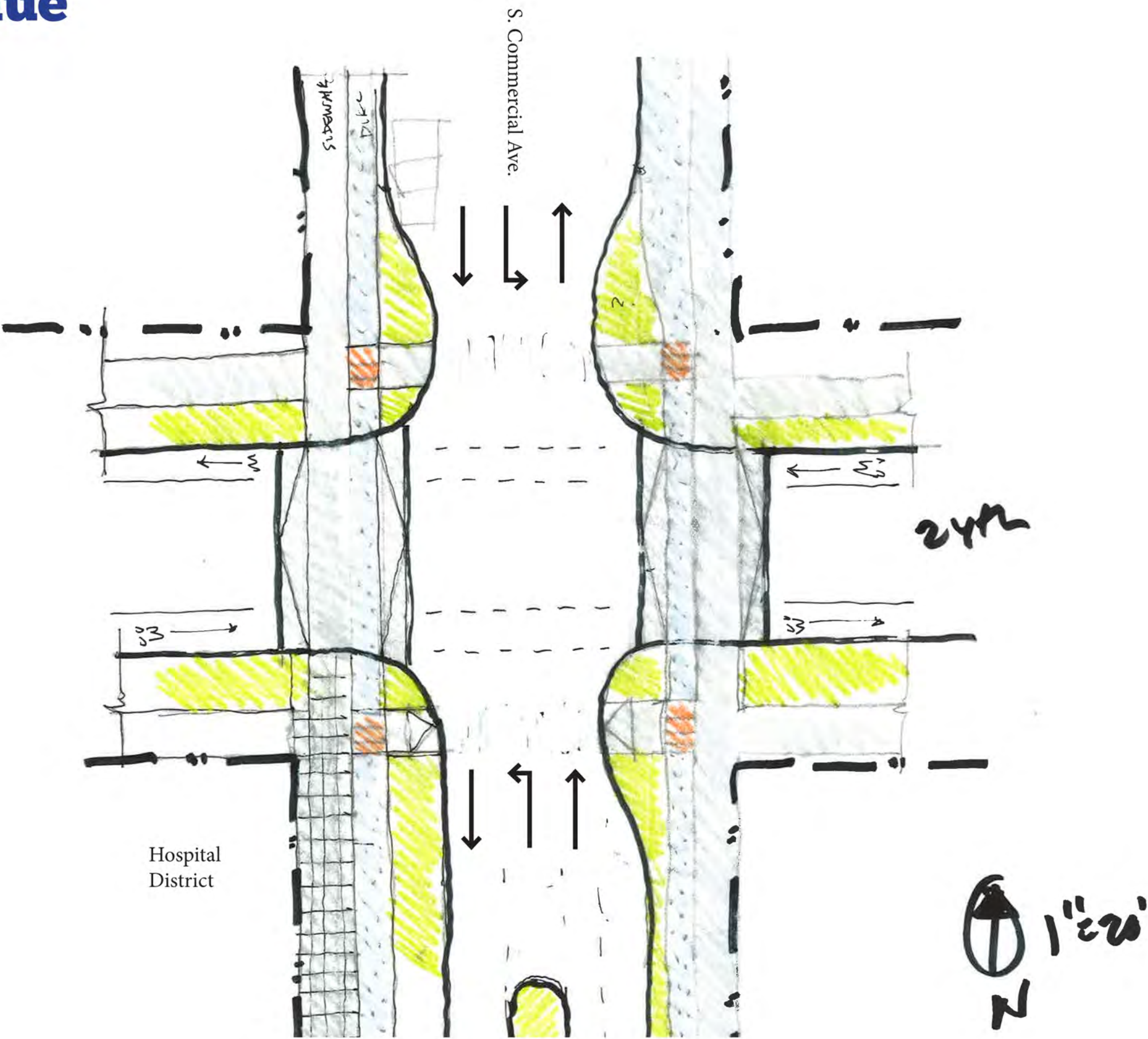




# Concept A // Avenue

## Intersection (1)

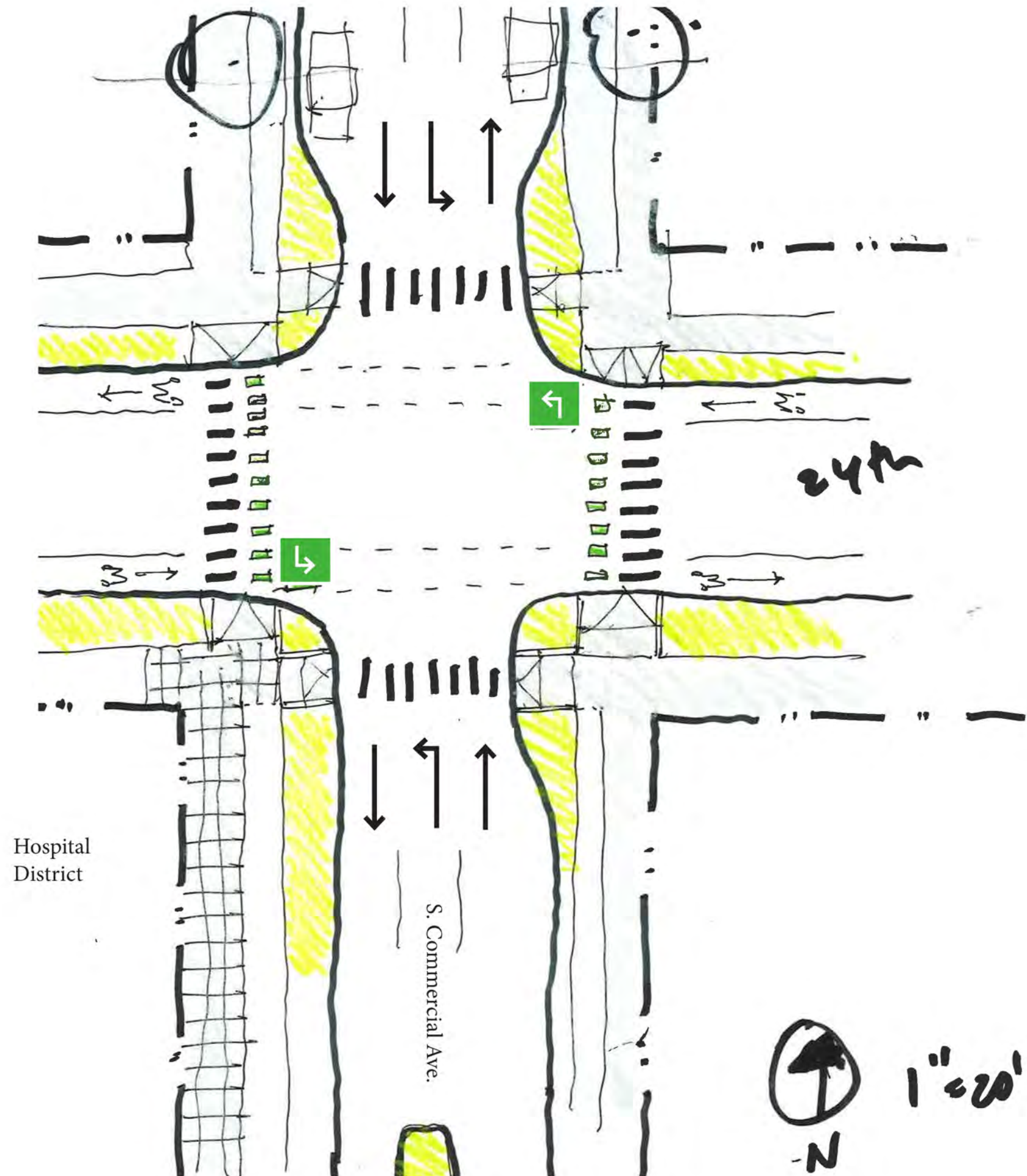
- Raised Intersection
- No Signal



# Concept A // Avenue

## Intersection (2)

- Signalized intersection

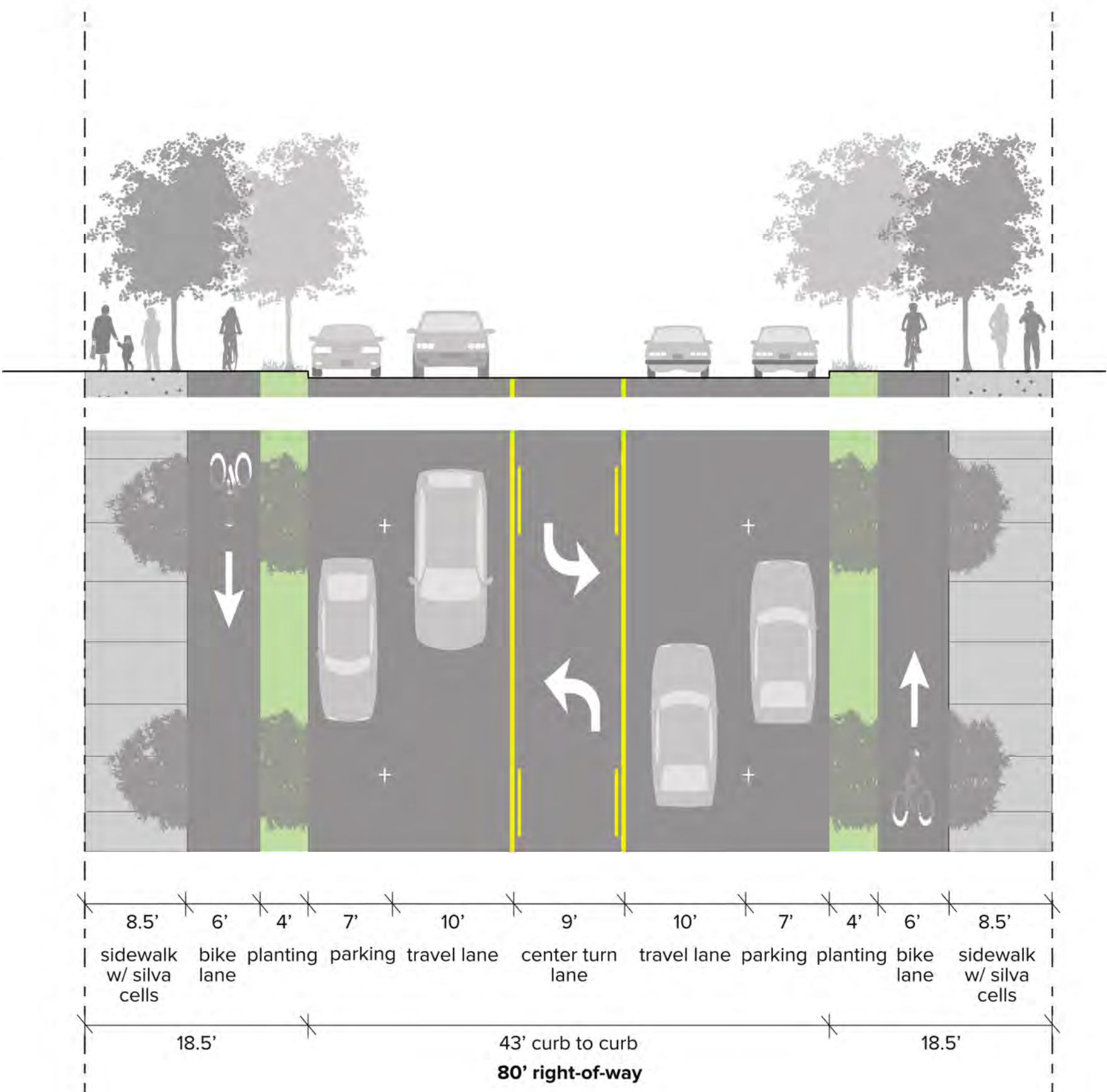




# Concept B // Parkway

## Corridor Section

- 8.5 sidewalks with tree grates
- 6' Bike lanes
- 4' Planted buffers
- 7' Parallel parking
- 10' Travel lanes
- 9' turn lane

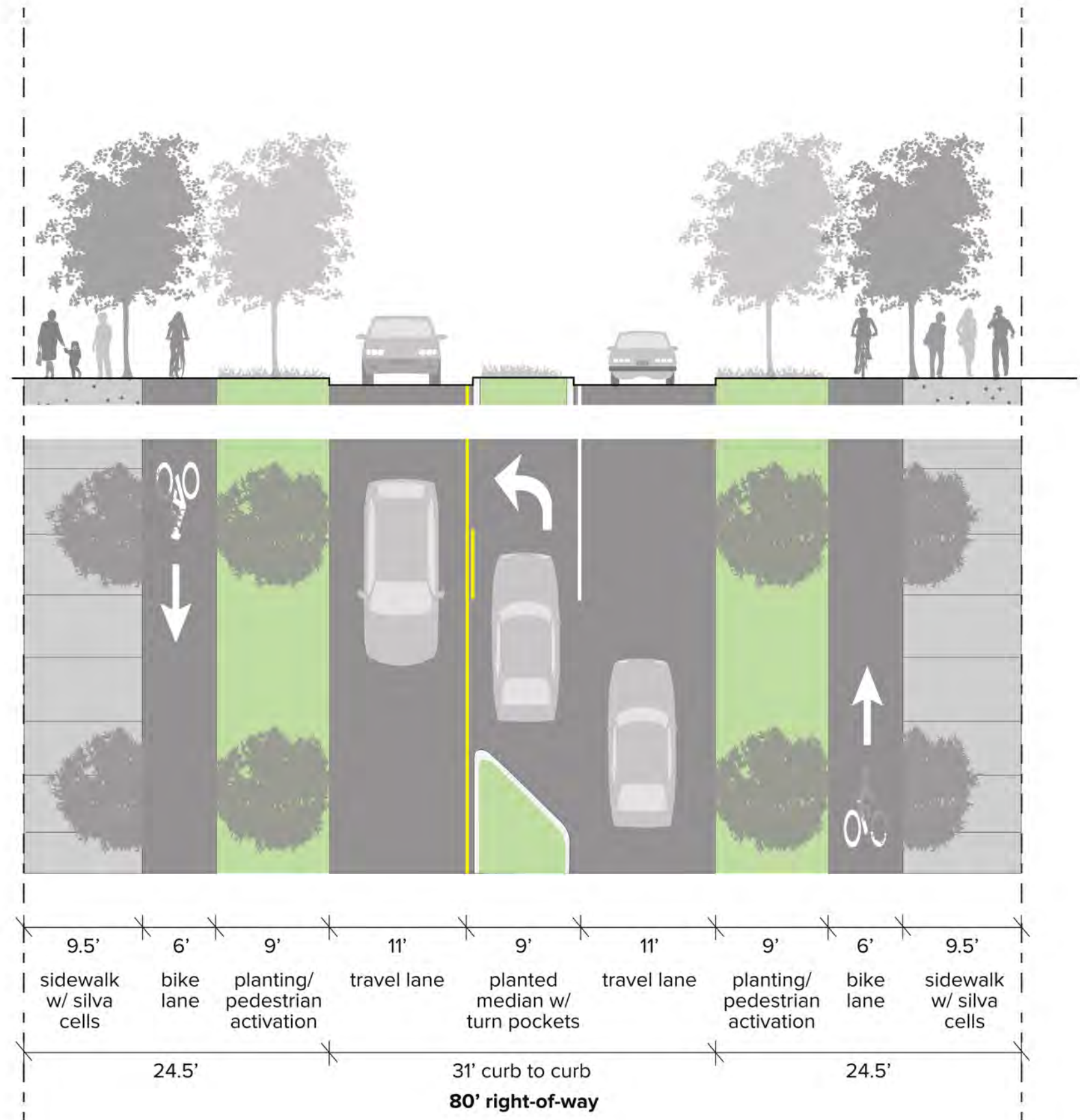
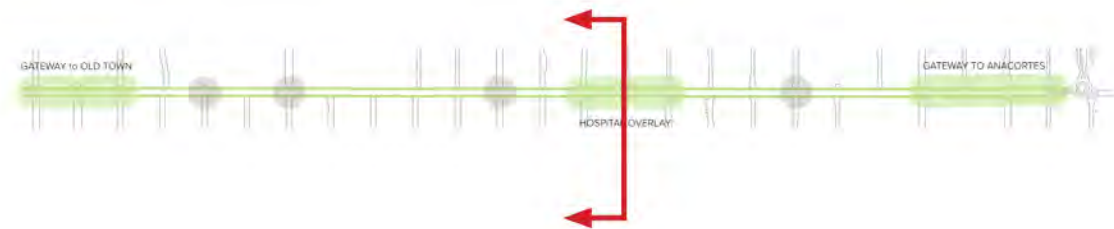




# Concept B // Parkway

## Pedestrian Zone

- 9.5 sidewalks with tree grates on both sides of street
- 6' Bike lanes
- 9' Planted buffer with trees and bioretention
- No parking both sides of street
- 11' Travel lanes
- 9' Planted median with turn pocket

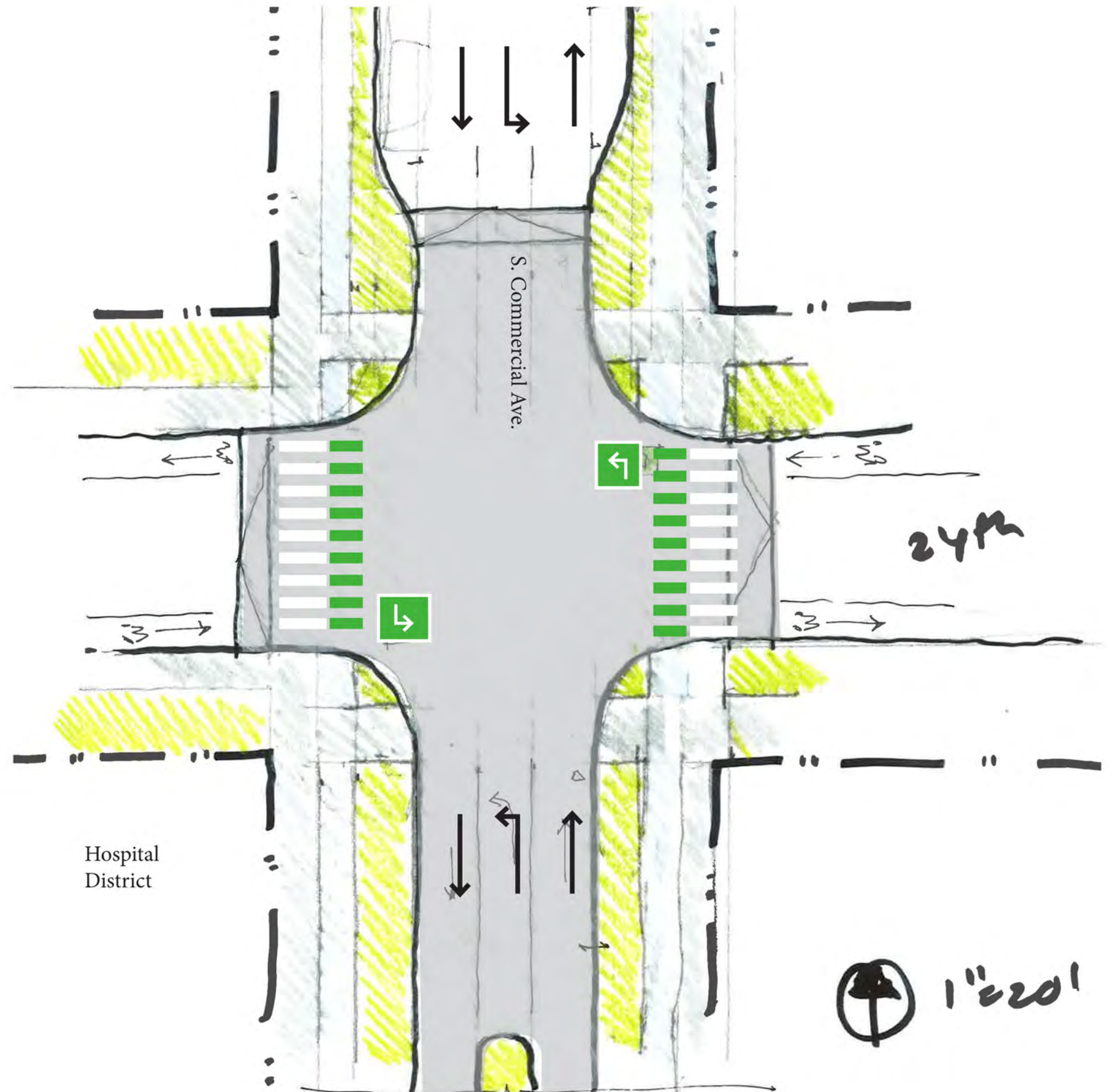




## Concept B // Parkway

### Intersection

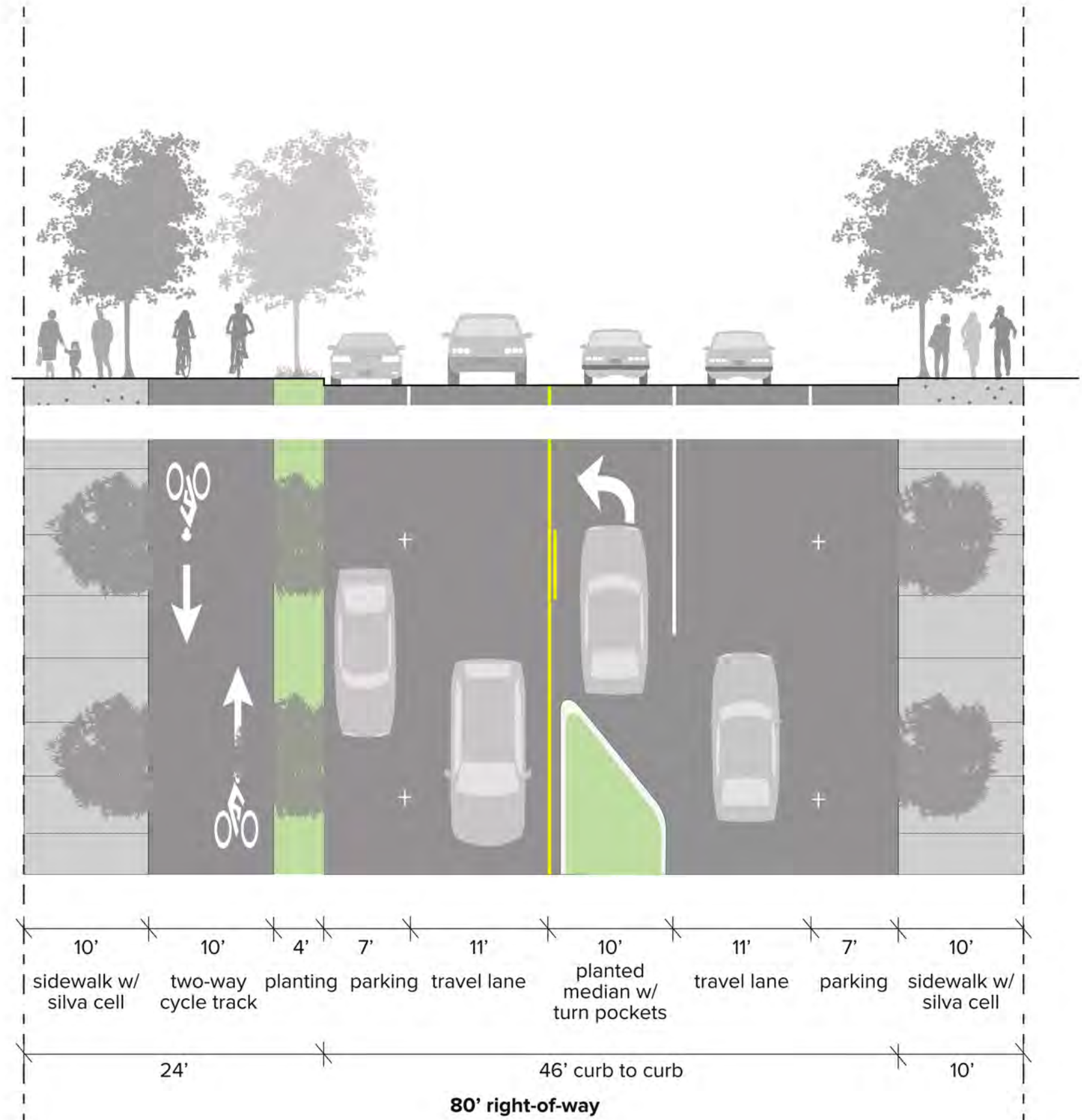
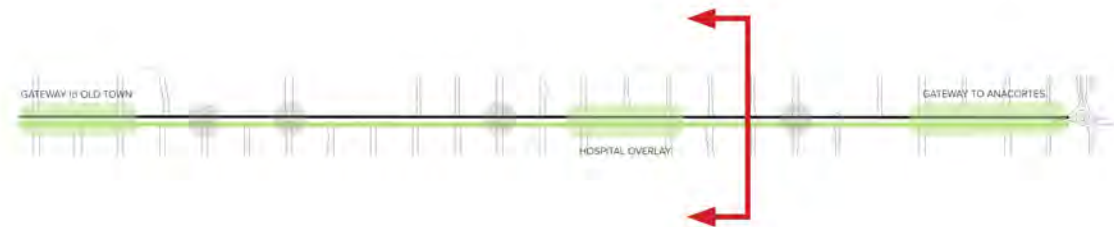
- Continuous table-top within pedestrian activation zones



# Concept C // Boulevard

## Corridor Section

- 10' sidewalks with tree grates on both sides of street
- 10' Two-way protected bike lane on the west side of the street
- 4' Planted buffer with trees (west side)
- 7' Parallel parking on both sides
- 11' Travel lanes
- 10' Planted median with turn pocket

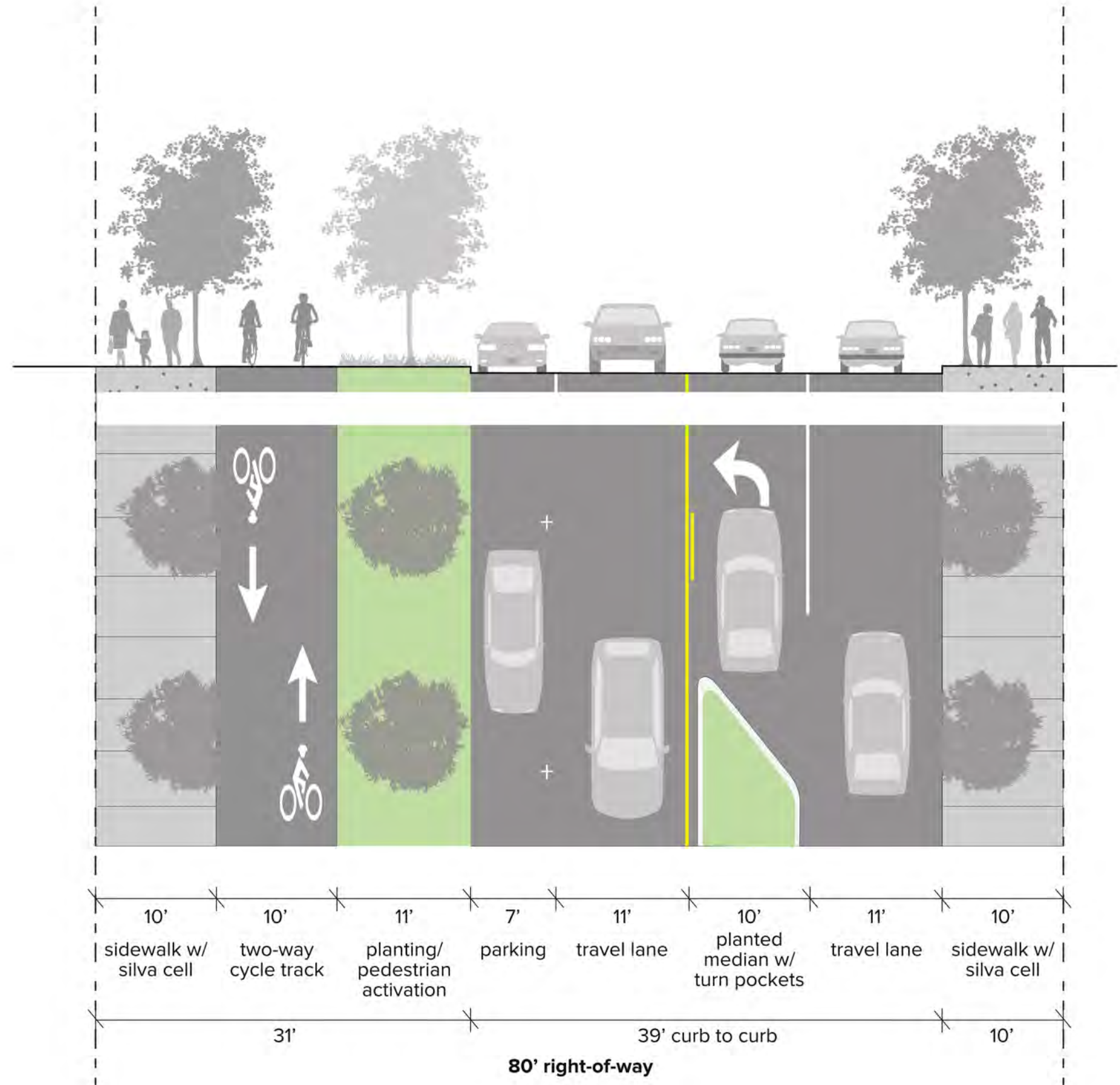
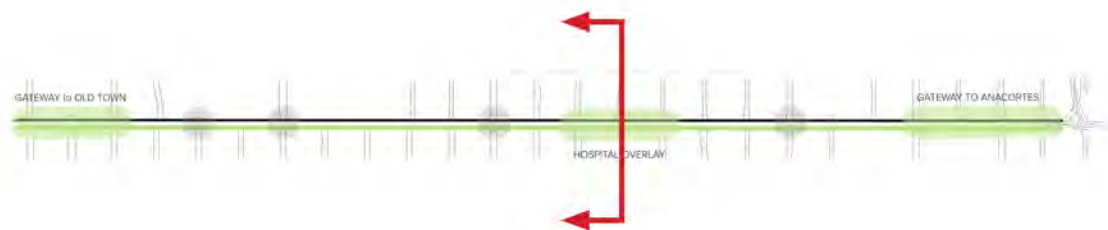




# Concept C // Boulevard

## Pedestrian Zone

- 10' sidewalks with tree grates on both sides of street
- 10' Two-way protected bike lane on the west side of the street
- 9' Planted buffer with trees
- Parking on west side of street
- 11' Travel lanes
- 10' Planted median with turn pocket

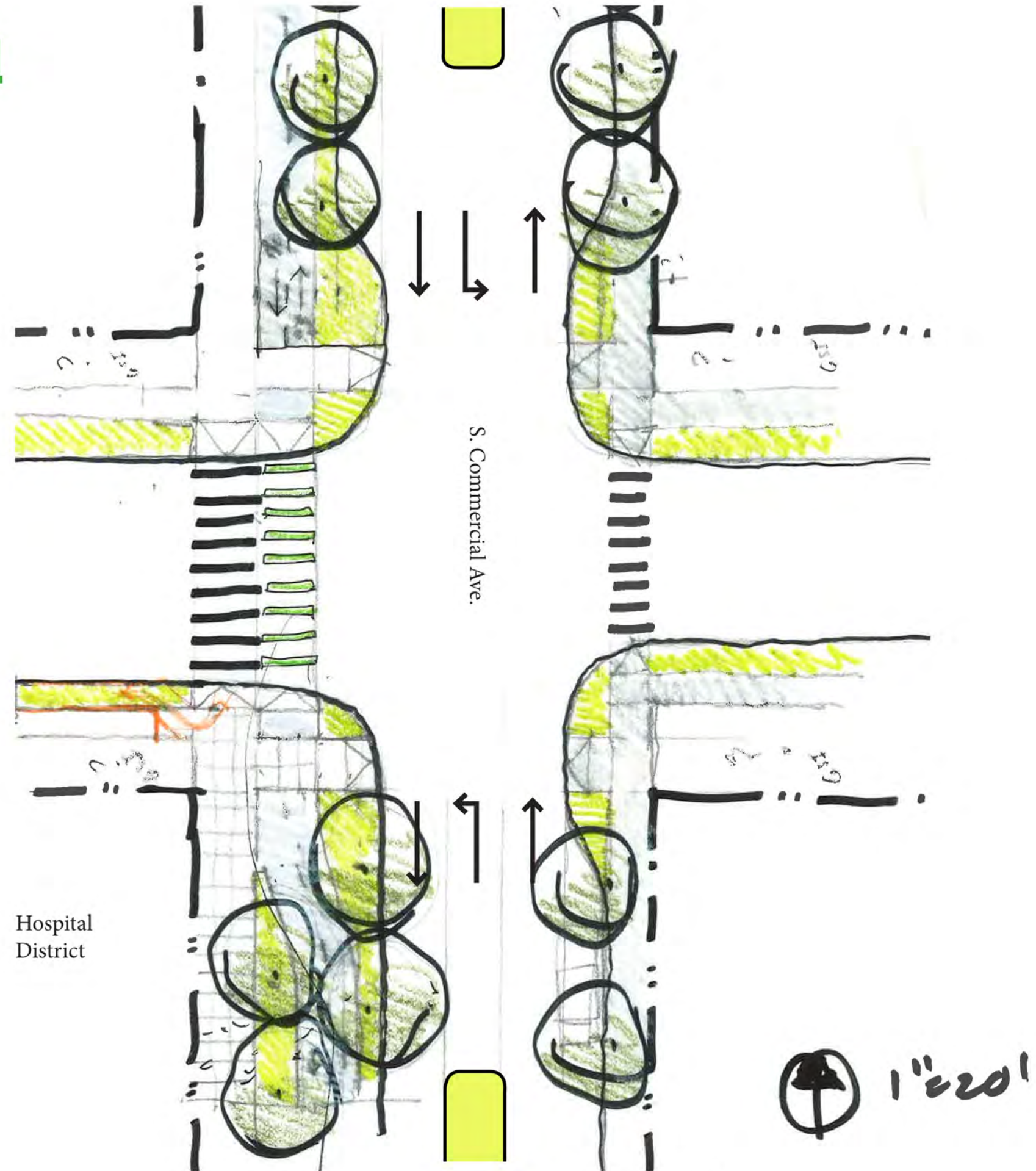




# Concept C // Boulevard

## Concept C

- Signalized intersection



# Evaluation Approach

## Methodology

Alternatives will be rated utilizing a “high,” “medium,” “low” scale to rank how that option performs on the overarching criteria., with “high” representing the favorable score. This performance may be impacted by a variety of related factors (outlined in the next section), and it will be possible for all alternatives to perform similarly on any given set of criteria. For example, all alternatives might provide similar levels of access to adjacent facilities and will rank “high” on this measure.

### CONNECTIVITY

- To other bicycle and pedestrian facilities
- To Business access for all modes

### SAFETY

- Mode prioritization (mode separation, signal phasing, visibility)
- Separation of modes (type, width)
- Driveway crossings (total number, frequency, proximity to intersection)
- Vehicle speed (speed management strategies, posted speed, lane width, field of view, vertical barriers, vegetation, etc.)
- Intersections (signal cycles, turn radius)

### ENVIRONMENTAL

- Storm water management
- Noise/Corridor Stress
- Temperature impacts (i.e., amount of pavement, urban heat island effect)

### HEALTH

- Impact to user stress
- Promoting physical activity
  - Increase ridership by providing connections to destinations
  - Provide connections to areas with higher density
- Enhancing social cohesion

### PARKING

- On-street spaces

### PHASING

- Implementation approach

### ECONOMIC

- Access to businesses
- End of trip facilities



# Concept A // Avenue



## CONNECTIVITY

- Connects to future bike routes and easier transitions
- Easiest access to businesses because bike lanes on each side of the street
- Vehicle left turn lane only between pedestrian activation zones



## SAFETY

- Separates all modes, wide sidewalks and bike facilities
- Reduced lane width and planted medians for speed management
- No planted buffer in segment
- RRFB's at future bike crossings



## ENVIRONMENTAL

- Limited area to treat stormwater
- Continuous tree canopy



## HEALTH

- Lowest stress bike facilities
- Improved crossings to housing and park
- Parklets increases opportunity for social interaction



## PARKING

- Consolidated parking
- Reduced parking in pedestrian activation zone



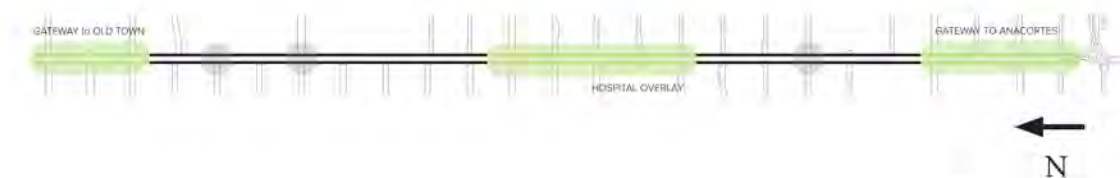
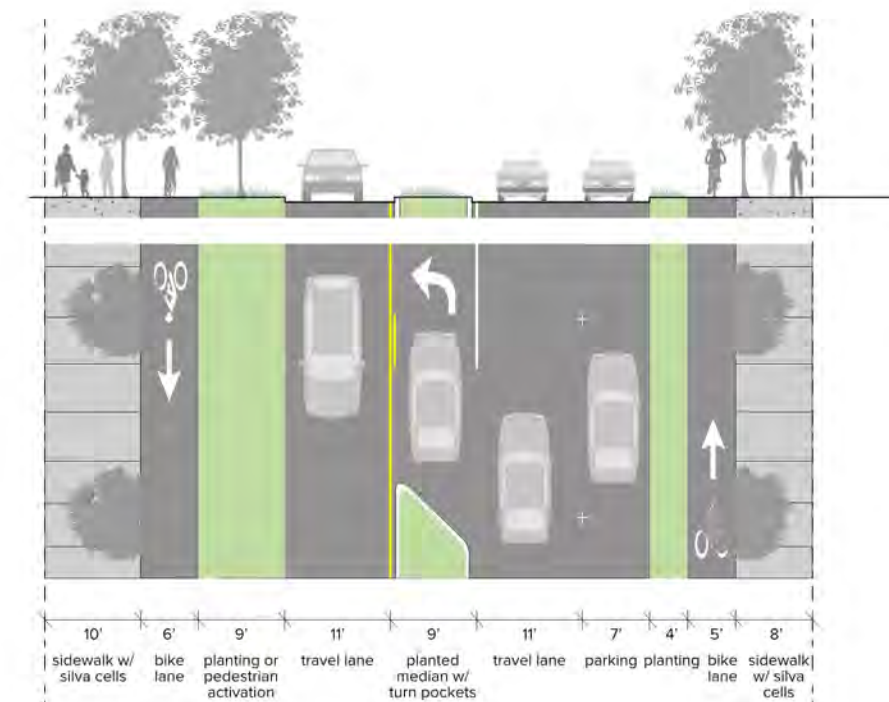
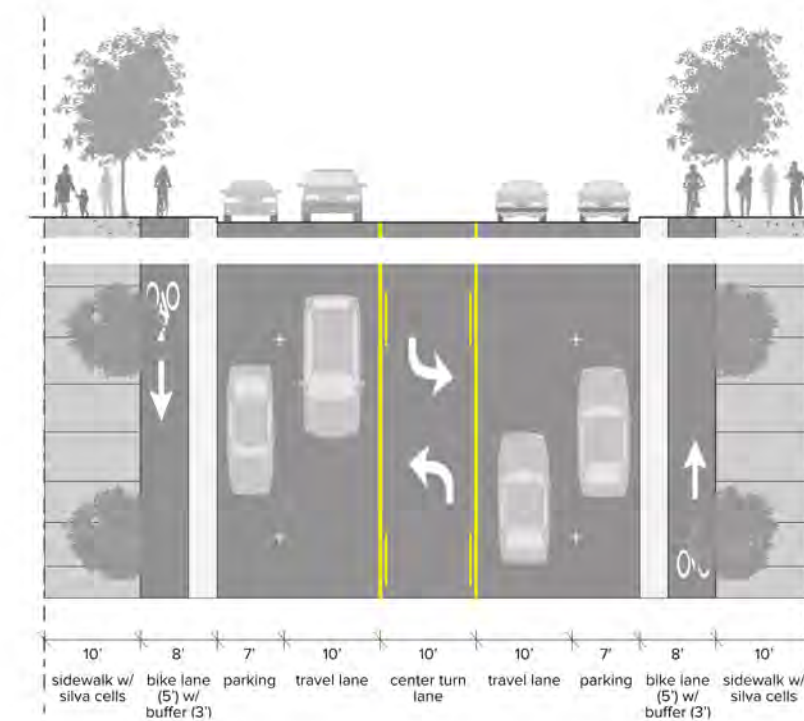
## PHASING

- More flexible for implementation



## ECONOMIC

- Most equitable distribution of infrastructure



# Concept B // Parkway



## CONNECTIVITY

- Connects to future bike routes and easier transitions
- Easy access to businesses with bike lanes on each side of the street
- Vehicle left turn lane only between pedestrian activation zones



## SAFETY

- Separates all modes, wide sidewalks and bike facilities
- Reduced lane width and planted medians for speed management
- RRFB's at future bike crossings



## ENVIRONMENTAL

- Most area to treat stormwater
- Continuous tree canopy



## HEALTH

- Lowest stress bike facilities
- Improved crossings to housing and park
- Parklets increases opportunity for social interaction



## PARKING

- Consolidated parking
- No parking in pedestrian activation zone



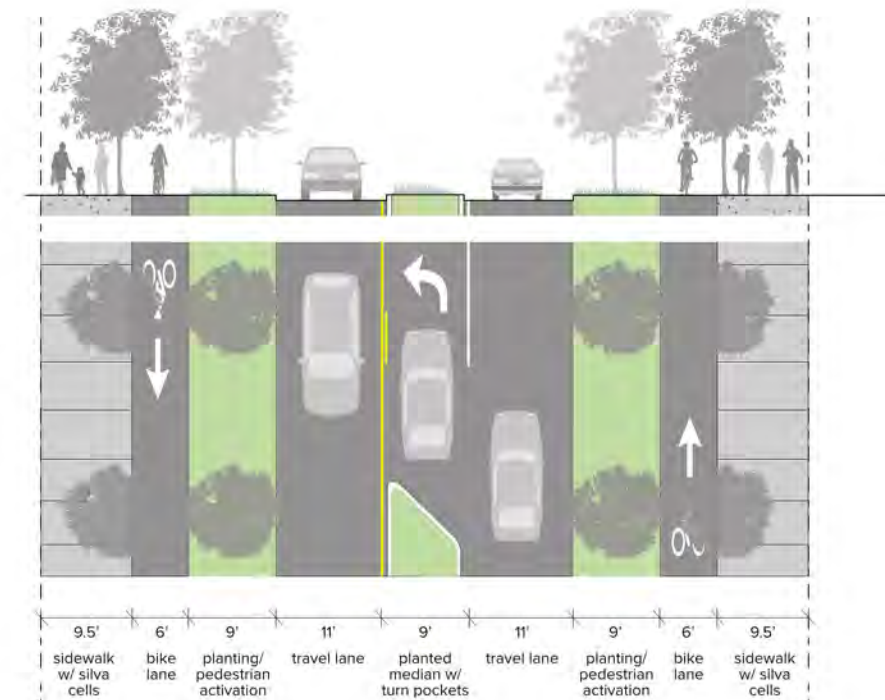
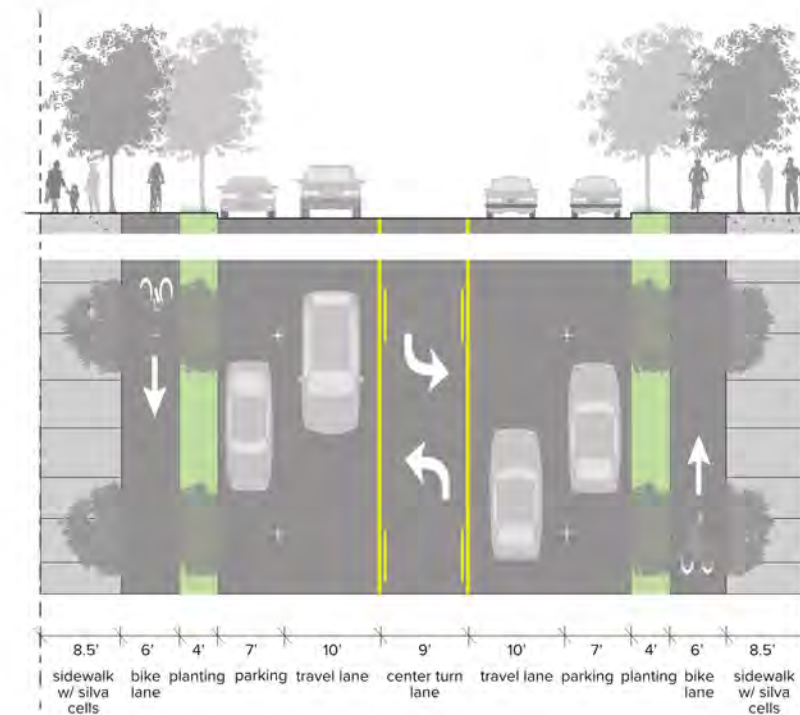
## PHASING

- More flexible for implementation



## ECONOMIC

- Most equitable distribution of infrastructure





# Concept C // Boulevard



## CONNECTIVITY

- Most difficult to access businesses
- Left turn only at signals
- Transitions in and out of bike lanes more difficult



## SAFETY

- Separates all modes, wide sidewalks and bike facilities
- Reduced lane width and planted medians for speed management
- RRFB's at future bike crossings



## ENVIRONMENTAL

- More area to treat stormwater
- Continuous tree canopy



## HEALTH

- Connections more stressful
- Less direct access to housing and park
- Parklets increases opportunity for social interaction



## PARKING

- Consolidates parking
- Reduced in pedestrian activation zone



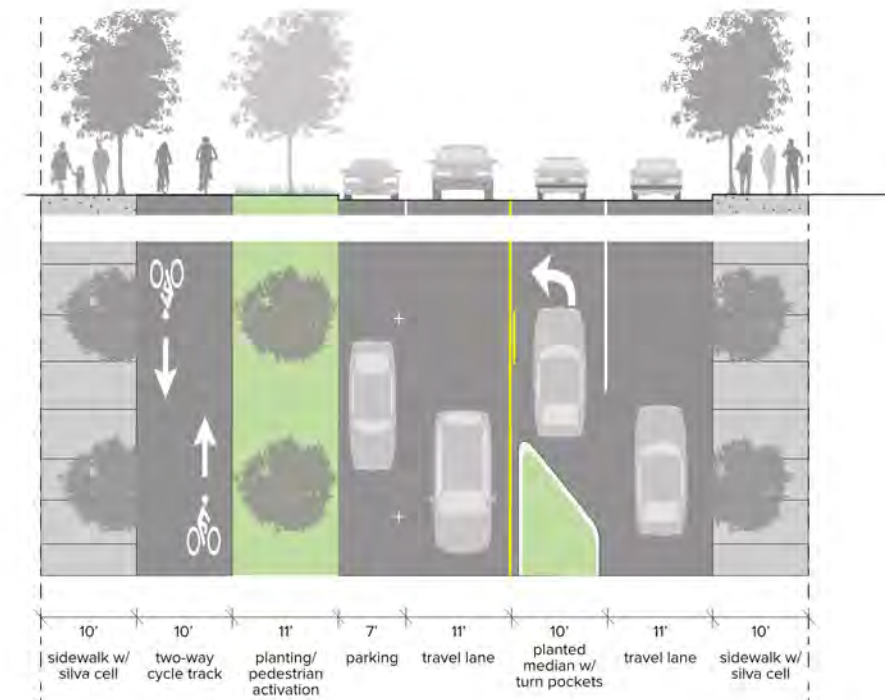
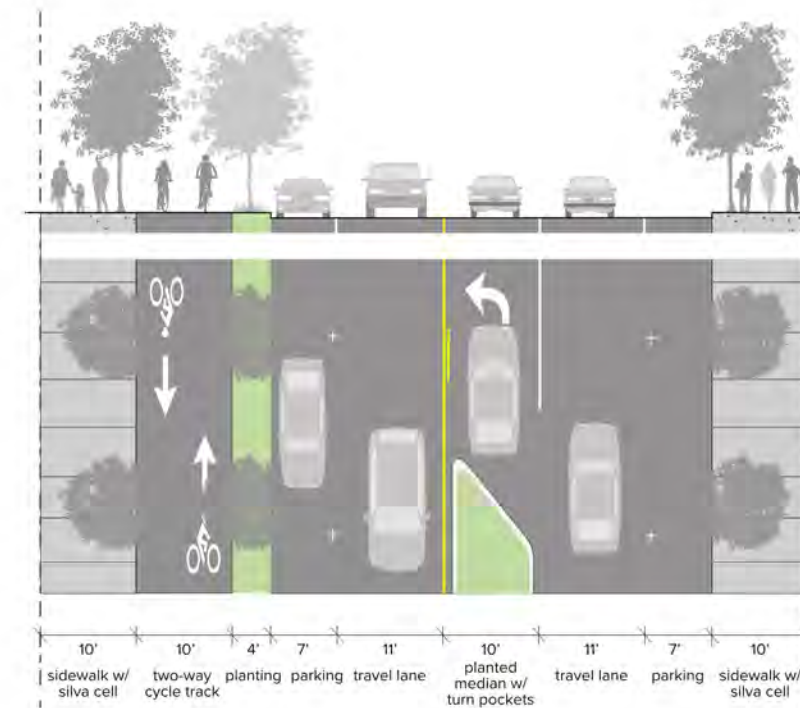
## PHASING

- Least flexible for implementation



## ECONOMIC

- More difficult to access business on both sides of the street





# Next Steps

**Develop a preferred option based on comments from:**

Public Open House, *January 12th*

City of Anacortes Staff, *January 29th*

City Council, *February 8th*



## Anacortes City Council

### Proposed Agenda Items for the Next Eight Weeks Beginning February 16, 2016

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

#### REGULAR MEETING

**February 16, 2016**

*Special Meeting: Site Visit: 4:00 PM, Anacortes High School Replacement & Renovation, CUP-2015-0006. Meet at Gym.*

Accept as Complete: City Council Chambers Video, Audio & Construction Enhancements (14-054-IDS-001)

Resolution 1945: Fixing Date and Time when a Petition for Vacation May be Heard and Determined by City Council at a Public Hearing (PUD-2015-0002)

Closed Record Public Hearing: Anacortes High School Replacement & Renovation, CUP-2015-0006 (Discussion/Possible Action)

Contract Award: Wastewater Treatment Plan Incinerator Emissions Control Scrubber (Action)

\*\*\*\*\*

#### STUDY SESSION

**February 22, 2016**

Fire Protection/EMS Master Plan: PSC Recommendations

\*\*\*\*\*

#### REGULAR MEETING

**March 7, 2016**

*Special Meeting: 4:00 PM Site Visit at 500 "T" Avenue, Proposed Cell Tower, CUP-2014-0003*

Community Development Block Grant (CDBG): Open 30-day Public Comment Period on Community Needs and Applications (Discussion)

Fire Protection/EMS Policy Adoption (Action)

Public Hearing: Ordinance 2969 Martin Vacation (Discussion/Possible Action)

Open-Record Public Hearing: Verizon Wireless Cell Tower Proposed at WWTP, CUP-2014-0003, 500 "T" Avenue (Discussion/Possible Action)

\*\*\*\*\*

#### STUDY SESSION

**March 14, 2016**

2016 Comprehensive Plan Update

\*\*\*\*\*

#### REGULAR MEETING

**March 21, 2016**

*Special Meeting: Meet at 5:00 PM on the south side of Oakes Avenue between Allen Court and Eagle View Court (48 North Preliminary Plat & PUD, PUD-2015-0003)*

Closed Record Hearing: 48 North Preliminary Plat & PUD, PUD-2015-0003

\*\*\*\*\*

#### STUDY SESSION

**March 28, 2016**

\*\*\*\*\*

## **REGULAR MEETING**

**April 4, 2016**

*Special Meeting: 5:00 PM Site Visit at corner of 12th Street & "D" Avenue, 5 Lot Replat & PUD, PUD-2015-0002*

*Closed Record Public Hearing: 5-Lot Replat, PUD, Code Modifications, ROW Vacation & Dedication, & SEPA Review, PUD-2015-0002*

\*\*\*\*\*

## **STUDY SESSION**

**April 11, 2016**

\*\*\*\*\*

### **Upcoming City Council Committee Meetings**

*The public is welcome to attend City Council Committee Meetings.*

Planning, Monday, Feb 8, 2016, 5:00 PM, Main Floor Conference Room (Parks Office)

Finance, Wednesday, Feb 10, 2016, 5:00 PM, Johnny Picasso's, 501 Commercial Avenue

Public Safety, Monday, Feb 15, 2016, 5:15 PM, Main Floor Conference Room (Parks Office)

Tourism Promotion Strategic Planning, Thursday, Feb 18, 2016, 4:30 PM, Location TBD

Parks & Recreation, Thursday, Feb 18, 2016, 6:00 PM, Main Floor Conference Room (Parks Office)

Planning, Monday, Feb 22, 2016, 5:00 PM, Main Floor Conference Room (Parks Office)

Finance, Wednesday, Feb 24, 2016, 5:00 PM, Johnny Picasso's, 501 Commercial Avenue

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