*** Per Governor's emergency Proclamation 20-28.5 issued June 18, 2020, agencies are required to meet completely remotely without providing for a physical location.*

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

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

Anacortes City Council

~~Municipal Building Council Chambers~~
~~904 6th Street~~
**** This meeting will be held electronically only ****

June 22, 2020
6:00 p.m.

PRELIMINARY AGENDA

Packet Materials / Watch Meeting

1. **Call to Order**

2. **Announcements and Committee Reports**
   a. COVID-19 Update
   b. Fiber Committee
   c. Planning Committee

3. **Public Comment**

4. **Consent Agenda (Action)**
   a. Minutes of June 15, 2020
   b. Approval of Claims in the amount of: $492,138.79

5. **Public Hearings**

6. **Other Business**
   a. * Ordinance 3072: Amending Ordinance No. 3032 Adopted on December 3, 2018, Entitled "An Ordinance Adopting the Budget for All Municipal Purposes and Uses for the 2019/2020 Biennium" (Action)
   b. Access - Anacortes Fiber Internet Update (Discussion)

7. **Adjournment**

Anacortes City Council
Proposed Agenda Items for the Next Eight Weeks Beginning July 6, 2020

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

July 6, 2020
•Interlocal Approval: Washington State Fire Services Resource Mobilization Plan Reimbursement Agreement #20-154-AFD-001 (Consent)
•Resolution 2094: A Guide for Expanding Restaurant and Retail Space in the Central Business District (Discussion/Possible Action)
****

July 13, 2020
****

July 20, 2020
****

July 27, 2020
****

August 3, 2020
****

August 10, 2020
****

August 17, 2020
****

August 24, 2020
****

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

•Planning, Monday, Jun 22, 2020, 5:00 PM, Teleconference
•Finance, Wednesday, Jun 24, 2020, 5:00 PM, Teleconference
•Library, Thursday, Jun 25, 2020, 12:30 PM, Teleconference
•Community Center / Pool, Thursday, Jun 25, 2020, 3:30 PM, Cancelled
•Fiber, Thursday, Jul 2, 2020, 2:30 PM, Teleconference
•Public Works, Monday, Jul 6, 2020, 5:00 PM, Teleconference
•Port/City Liaison, Tuesday, Jul 7, 2020, 8:30 AM, TBD
•Finance, Wednesday, Jul 8, 2020, 5:00 PM, Teleconference
•Community Center / Pool, Thursday, Jul 9, 2020, 3:30 PM, TBD
•Planning, Monday, Jul 13, 2020, 5:00 PM, Teleconference
•Housing Affordability & Community Services, Monday, Jul 13, 2020, 4:00 PM, Teleconference
****

Anacortes City Council Minutes – June 15, 2020

Mayor Laurie Gere called to order the Anacortes City Council meeting of June 15, 2020 at 6:00 p.m. Councilmembers Jeremy Carter, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller all participated in the meeting in absentia via video conference.

Announcements and Committee Reports

COVID-19 Update: Mayor Gere announced that Skagit County was in Phase 2 and that if no new cases were confirmed in the county between June 6 and June 20, on June 26 Skagit County would apply to enter Phase 3.

Public Safety Committee: Ms. Cleland-McGrath reported from the committee meeting the prior week. The committee discussed nationwide concern over police performance and excessive force. The committee expressed its confidence in the progressive, inclusive, professional nature of the Anacortes Police Department.

Public Works Committee: Ms. Moulton reported from the committee meeting earlier in the evening. The committee was introduced to the new Water System Manager Brian McDaniel. The group discussed the Cartegraph asset management program, the status of the raw water line and clearwell project, a proposed interlocal agreement with Skagit PUD, the Oak Harbor fiber project, the risk and resiliency program for the water system, the Skookumchuck wind turbine project, a rural economic development grant for the 11th to 13th Street improvements on Commercial Avenue, and the retirement of Operations Manager Sandi Andersen.

Public Comment

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

Mayor Gere asked Public Works Director Fred Buckenmeyer to respond to a question from the public as to whether the city had tested its wastewater for the presence of coronavirus. Mr. Buckenmeyer reported that the city was looking for guidance from the Washington State Department of Ecology on this issue and said DOE did not yet have a protocol for such testing.

Consent Agenda

Mr. Walters removed Item 3e from the Consent Agenda. Mr. McDougall removed Item 3d from the Consent Agenda. Mr. Miller moved, seconded by Mr. Young, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

a. Minutes of June 8, 2020
b. Approval of Claims in the amount of: $606,374.48
c. Contract Modification: Sewer Cost of Service & Rate Design Study #18-099-SEW-001
f. Contract Award: Water System Risk and Resilience Assessment & Emergency Response Plan #20-150-WTR-001

The following vouchers/checks were approved for payment:
EFT numbers: 97357 through 97412 and 97432, total $493,719.11
Check numbers: 97413 through 97431, total $95,105.19
Wire transfer numbers: 269484 through 269810, total $15,245.10

d. Interlocal Agreement: Coronavirus Relief Funds #20-145-FIN-001

Mr. McDougall asked Finance Director Steve Hoglund to review this funding source and allowed uses of the funds. Mr. Hoglund described the federal funds and the reporting requirements. He advised that staff had been diligent about accounting for expenditures relating to COVID-19 and said the city would apply for reimbursement for those expenditures from the grant.

e. Contract Approval: Master Service Agreement with Samish Indian Nation for Communication Services #20-146-FBR-001

Mr. Walters disclosed that as a fixed salary employee of the Samish Indian Nation, one of the contracting parties to the agreement, under RCW 42.23.040 he had a remote interest in the agreement and for the city to enter into the agreement his vote could not be counted.

Mr. McDougall moved, seconded by Mr. Miller, to approve Consent Agenda items 3d and 3e. The motion carried unanimously by voice vote. Mr. Walters abstained.

OTHER BUSINESS

Ordinance 3072: Amending Ordinance No. 3032 Adopted on December 3, 2018, Entitled "An Ordinance Adopting the Budget for All Municipal Purposes and Uses for the 2019/2020 Biennium"
Finance Director Steve Hoglund shared his slide presentation from the packet materials explaining the proposed budget adjustment to respond to COVID-19 impacts on the city's revenue streams. Mr. Hoglund responded to councilmember questions about the ordinance provision to reallocate property tax between non-General Fund and General Fund departments. Mr. Miller suggested that action on the ordinance be deferred for one week to allow refinement of the revenue projections after the April sales tax data was received from the Department of Revenue. Mr. Miller also asked that the sales tax and property tax portions of the ordinance be identified separately. Mr. Walters suggested moving the property tax reallocation from the recitals into the resolved sections of the ordinance. Mayor Gere concluded that the ordinance would come back to Council for consideration and action at its June 22, 2020 meeting.

There being no further business, at approximately 6:48 p.m. the Anacortes City Council meeting of June 15, 2020 was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the June 22, 2020 City Council meeting:

Download this file in OpenDocument spreadsheet format.

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
269876	6/30/2019	INV-US22331	BIBLIOTHECA , LLC	OFFICE AND OPERATING SUPPLIES	$ 2,789.06	publib
269931	12/31/2019	1000003134	OCLC, INC	CATALOGING, ILL, FIRSTSEARCH/WORLDCAT DISCOVERY 12/1-12/31/2019	$ 379.90	publib
269943	1/9/2020	4341589	GENUINE CABLE GROUP	FIBER OPTIC SPLITTER	$ 121.74	fiber
269932	2/1/2020	1000016602	OCLC, INC	CATALOGING, ILL, FIRSTSEARCH/WORLDCAT DISCOVERY 2/1-2/29/20	$ 379.90	publib
269933	3/1/2020	1000023008	OCLC, INC	CATALOGING, ILL, FIRSTSEARCH/WORLDCAT DISCOVERY 3/1-3/31/20	$ 379.90	publib
270148	4/30/2020	601219-0	SKIDMORE PHARMACY INC.	PHARMACY COPAYS, LEOFF1 RETIREE	$ 12.02	hr
270150	4/30/2020	460509-0	SKIDMORE PHARMACY INC.	PHARMACY COPAYS, LEOFF1 RETIREE, D. MEAD	$ 59.94	hr
270152	4/30/2020	601217-0	SKIDMORE PHARMACY INC.	PHARMAC COPAYS, LEOFF1 RETIREE	$ 76.68	hr
269995	5/7/2020	11948927	HACH COMPANY	PH PROBES X 7	$ 2,561.73	dwtp
270147	5/14/2020	E3137101	N C POWER SYSTEMS CO	GENERATOR RENTAL DURING WWTP GENERATOR 7-912 PANEL REBUILD	$ 6,767.20	pw1
270125	5/20/2020	9855041756	VERIZON WIRELESS	SCADA COMMUNICATIONS 4/21-5/20820	$ 1,092.05	dwwtp
269872	5/29/2020	400002720102	PUGET SOUND ENERGY INC	POLE ATTACHMENT ENGINEERING FEE	$ 8,385.63	fiber
270046	5/31/2020	30578	REICHHARDT & EBE ENGINEERING	SHIP HARBOR AND SR20 SPUR PROJECT - CONSTRUCTION ENGINEERING	$ 285.59	pw1
269865	5/31/2020	99144728	UNIVAR USA INC	SODIUM FLUORIDE - 1 PALLET, 40 BAGS	$ 2,065.30	dwtp
269621	6/1/2020	1000043131	OCLC, INC	CATALOGING, ILL, FIRSTSEARCH/WORLDCAT DISCOVERY	$ 371.59	publib
269617	6/1/2020	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 5/1-6/1/20	$ 6.66	publib
269618	6/1/2020	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M ST 5/1-6/1/20	$ 20.99	publib
269917	6/1/2020	VR 2019 City of Anac	SKAGIT COUNTY AUDITOR'S OFFICE	VOTER REGISTRATION COSTS 2019	$ 53,110.63	finance
269619	6/1/2020	3005290913	THYSSENKRUPP ELEVATOR CORP	LIBRARY ELEVATOR MAINTENANCE 6/1-8/3120	$ 660.94	publib
269854	6/1/2020	3005291378	THYSSENKRUPP ELEVATOR CORP	ELEVATOR MAINTENANCE @ FIRE STATION 1 6/1-8/31/20	$ 660.94	pwfac
269942	6/1/2020	1392063-0043-8	WASTE MANAGEMENT	MAY 2020 CONTRACTED SERVICES	$ 114,373.85	finance
270122	6/2/2020	AFD 20	ISLAND HOSPITAL	APRIL & MAY AMBULANCE SUPPLIES 5/1-5/31/20	$ 1,115.10	medic
269988	6/3/2020	1789346	MILES SAND & GRAVEL CO.	CRUSHED ROCK	$ 296.75	dshop
269989	6/3/2020	1789345	MILES SAND & GRAVEL CO.	5/8" CRUSHED ROCK	$ 296.75	dshop

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
270045	6/3/2020	5979-3	SEMRAU ENGINEERING & SURVEYING	DEPOT PLAZA RESTROOM - ENGINEERING MAY 2020	$ 140.00	parks1
269491	6/4/2020	June	SKAGIT LAW GROUP PLLC	PROSECUTION SERVICES JUNE 2020	$ 6,305.00	legal
270124	6/5/2020	BC1127298	GALLS, LLC.	ANNUAL UNIFORM ORDER - BYER	$ 437.19	medic
270128	6/5/2020	BC1127299	GALLS, LLC.	ANNUAL UNIFORM ORDER -JW	$ 161.96	medic
270132	6/5/2020	BC1127300	GALLS, LLC.	ANNUAL UNIFORM ORDER - TB	$ 161.96	medic
270134	6/5/2020	BC1127301	GALLS, LLC.	ANNUAL UNIFORM ORDER - MM	$ 161.96	medic
270136	6/5/2020	BC1127302	GALLS, LLC.	ANNUAL UNIFORM ORDER - MT	$ 655.60	medic
270138	6/6/2020	978 800 0000 1	CASCADE NATURAL GAS CORP.	STA 3: 5/12 - 6/1	$ 25.66	medic
269990	6/6/2020	125263	LAKESIDE INDUSTRIES, INC.	DUMP FEES	$ 537.93	wdist
269993	6/6/2020	124994	LAKESIDE INDUSTRIES, INC.	ASPHALT CLASS G	$ 2,509.61	wdist
269994	6/6/2020	125320	LAKESIDE INDUSTRIES, INC.	EZ STREET ASPHALT	$ 757.37	wdist
269999	6/6/2020	125256	LAKESIDE INDUSTRIES, INC.	LAKESIDE WA PARK UTILITY UPGRADE	$ 104.58	parks1
269874	6/8/2020	9316243989	GRAYBAR ELECTRIC COMPANY, INC	MULTI-PORT SERVICE TERMINALS	$ 2,890.99	fiber
270151	6/8/2020	20-18418-1	MILLENNIUM	FIBER OPTIC CABLE	$ 4,537.54	fiber
270036	6/8/2020	200015995380	PUGET SOUND ENERGY INC	APD 5/6-6/5/20	$ 1,499.87	apd
270120	6/9/2020	5445675	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	$ 482.55	medic
269860	6/9/2020	RefundCunningham	CUNNINGHAM, TRACY	WA PARK CAMPGROUND REFUND CUNNINGHAM	$ 54.00	parks1
269871	6/9/2020	1112016773	FERRELLGAS, LP	PROPANE	$ 398.98	dshop
270042	6/9/2020	1200274470	HDR ENGINEERING, INC	WWTP OUTFALL PRE-DESIGN - PHASE 2 - 4/26/20-5/23/20	$ 140,608.08	pw1
270043	6/9/2020	1200274462	HDR ENGINEERING, INC	SANITARY SEWER STORAGE STUDY 4/25/20-5/23/20	$ 4,827.73	pw1
270044	6/9/2020	June 9, 2020	KING, TREVA	ACTIVE TRANSPORTATION COORDINATOR - MAY 2020	$ 155.00	pw1
270153	6/9/2020	20-19692	MILLENNIUM	DROP CABLES	$ 12,823.53	fiber
269867	6/9/2020	001-467905	PISTON SERVICE OF ANACORTES	ATF FLUID VEH #143	$ 66.08	dshop
269868	6/9/2020	001-467772	PISTON SERVICE OF ANACORTES	MICRO BELT #115	$ 24.21	dshop
269869	6/9/2020	001-467880	PISTON SERVICE OF ANACORTES	WIPERS FOR VEH #014A	$ 12.04	dshop
269875	6/9/2020	001-467862	PISTON SERVICE OF ANACORTES	FILTER KIT- #143	$ 16.41	dshop
269939	6/9/2020	001-467837	PISTON SERVICE OF ANACORTES	LIFT SUPPORT / CHARGED TO WRONG ACCT / WILL BE CREDITED	$ 15.85	dshop
269916	6/9/2020	220013297076	PUGET SOUND ENERGY INC	1100 STATE ROUTE 20 5/7-6/8/20	$ 24.40	plan
269922	6/9/2020	220013297498	PUGET SOUND ENERGY INC	CASINO DRIVE UNDER TWIN BRIDGES- 5/7-6/8/2020	$ 72.58	dshop
269941	6/9/2020	200000667101	PUGET SOUND ENERGY INC	LIBRARY 1220 10TH 5/7-6/8/20	$ 1,019.79	publib
270119	6/9/2020	220021901958	PUGET SOUND ENERGY INC	TSUNAMI SIREN SKYLINE 5/6-6/5/20	$ 18.80	dwwtp
270121	6/9/2020	220022355618	PUGET SOUND ENERGY INC	TSUNAMI SIREN T AVE 5/7-6/8/20	$ 18.80	dwwtp
270026	6/9/2020	331 0522700	UNIFIRST CORPORATION	WATER CREW LAUNDRY	$ 45.48	wdist
269861	6/10/2020	RefundCantafio	CANTAFIO, CARMIN	WA PARK CAMPGROUND REFUND CANTAFIO	$ 81.00	parks1

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
269996	6/10/2020	92909642	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE	$ 4,874.68	dwtp
269863	6/10/2020	RefundChuch	CHUCH, KIM	WA PARK CAMPGROUND REFUND CHUCK	$ 54.00	parks1
270023	6/10/2020	8498 30 030 0111230	COMCAST	WTP 14489 RIVER BEND RD. - 6/19-7/18/20	$ 230.87	finance
269859	6/10/2020	RefundCostello	COSTELLO, SEAN	WA PARK CAMPGROUND REFUND COSTELLO	$ 135.00	parks1
269935	6/10/2020	317495	DOORMAN COMMERCIAL, LLC	PARK DEPT MAINTENANCE DOOR REPAIR	$ 987.21	pwfac
269870	6/10/2020	RefundEnsign	ENSIGN, BRUCE	WA PARK CAMPGROUND REFUND ENSIGN	$ 81.00	parks1
270137	6/10/2020	1009274	LIFE ASSIST, INC	BATTERIES FOR LARYNGOSCOPES	$ 234.10	medic
269862	6/10/2020	RefunNG	NG, JANICE	WA PARK CAMPGROUND REFUND NG	$ 84.00	parks1
269858	6/10/2020	ReimbOsborne	OSBORNE, LEO E	EAGLE SONG INSURANCE OSBORNE	$ 8,000.00	parks1
269938	6/10/2020	001-467973	PISTON SERVICE OF ANACORTES	PARTS, GAUGE FOR #426	$ 48.71	dshop
269921	6/10/2020	RefundTognazzini	TOGNAZZINI, NEAL	WA PARK CAMPGROUND REFUND TOGNAZZINI	$ 42.00	parks1
269991	6/10/2020	331 0522870	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	$ 88.43	dwtp
269915	6/10/2020	RefundYee	YEE, ANNIE	WA PARK CAMPGROUND REFUND YEE	$ 54.00	parks1
269984	6/11/2020	1991786142	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	$ 71.41	finance
270000	6/11/2020	1991786143	ARAMARK	OPS: MAT CLEANING	$ 41.63	dshop
270035	6/11/2020	1991786135	ARAMARK	APD NYLON MATS CLEANED	$ 16.31	apd
269983	6/11/2020	283749	BAY CITY SUPPLY	COVID-19 PPE	$ 32.61	pwfac
270024	6/11/2020	8498 30 017 0464628	COMCAST	WA PARK INTERNET 6/21-7/20/20	$ 106.15	finance
270159	6/11/2020	9316307484	GRAYBAR ELECTRIC COMPANY, INC	MST	$ 220.02	fiber
270160	6/11/2020	9316307485	GRAYBAR ELECTRIC COMPANY, INC	MSTS	$ 589.44	fiber
269997	6/11/2020	823531	JCI JONES CHEMICALS INC	HYPOCHLORITE SOLUTION	$ 3,962.85	dwtp
269982	6/11/2020	001-468111	PISTON SERVICE OF ANACORTES	HYDRAULIC HOSES- #513	$ 57.57	dshop
269986	6/11/2020	001-468107	PISTON SERVICE OF ANACORTES	FUEL FILTERS #406	$ 29.11	dshop
269987	6/11/2020	001-468109	PISTON SERVICE OF ANACORTES	YELLOW PAINT	$ 7.27	dshop
269998	6/11/2020	001-468106	PISTON SERVICE OF ANACORTES	OIL DRY- #513	$ 71.02	dshop
270028	6/11/2020	001-468156	PISTON SERVICE OF ANACORTES	FILTERS FOR STOCKING SHOP	$ 233.62	dshop
270032	6/11/2020	300000290035	PUGET SOUND ENERGY INC	MUSEUM 5/6-6/5/20	$ 120.43	museum
270037	6/11/2020	300000305007	PUGET SOUND ENERGY INC	STREET LIGHTS 5/1-6/1/20	$ 406.94	dshop
270038	6/11/2020	300000000343	PUGET SOUND ENERGY INC	PARKS/CEM/WASH. PARK/FAC/DEPOT 5/5-6/5/20	$ 2,543.70	parks1
270039	6/11/2020	200024889996	PUGET SOUND ENERGY INC	WTP INTAKE ELECTRICITY 5/9-6/10/20	$ 343.66	dwtp
270099	6/11/2020	300000300008	PUGET SOUND ENERGY INC	WWT PUMP STATIONS 5/6-6/5/20	$ 3,078.84	dwwtp
270139	6/11/2020	300000290019	PUGET SOUND ENERGY INC	ALL STATIONS: 5/5 - 6/5	$ 788.64	medic
269934	6/11/2020	112323	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	$ 157.50	finance
269937	6/11/2020	112324	WALTON BEVERAGE COMPANY, INC	OPS BREAKROOM SUPPLIES	$ 175.00	dshop
270149	6/12/2020	9316326858	GRAYBAR ELECTRIC COMPANY, INC	FIBER OPTIC SPLITTER CASSETTES	$ 7,075.24	fiber
270033	6/12/2020	001-468276	PISTON SERVICE OF ANACORTES	MICRO VBELT #122	$ 35.08	dshop
270135	6/12/2020	001-468267	PISTON SERVICE OF ANACORTES	30W VALVOLINE, VEH #580	$ 14.94	dshop

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
270040	6/12/2020	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 5/6-6/5/20	$ 3,496.97	dwtp
270034	6/13/2020	00005W5A83240	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 6-13-20	$ 18.90	apd
270146	6/15/2020	25016	ALLMAX SOFTWARE, INC.	2020 OPERATOR10 WATER ANNUAL SUPPORT	$ 2,140.00	dwtp
270030	6/15/2020	RefundBates	BATES, SUSAN	WA PARK CAMPGROUND REFUND BATES	$ 324.00	parks1
270029	6/15/2020	RefundCrosby	CROSBY, JANET	WA PARK CAMPGROUND REFUND CROSBY	$ 162.00	parks1
270031	6/15/2020	RefundFong	FONG, EDDIE	WA PARK CAMPGROUND REFUND FONG	$ 108.00	parks1
270144	6/15/2020	GIS-12313	GEOGRAPHIC INFORMATION	2020 GIS SUPPORT	$ 1,227.53	pw1
270155	6/15/2020	9316349383	GRAYBAR ELECTRIC COMPANY, INC	MSTS	$ 4,438.99	fiber
270156	6/15/2020	9316349384	GRAYBAR ELECTRIC COMPANY, INC	MSTS	$ 3,114.45	fiber
270157	6/15/2020	9316349381	GRAYBAR ELECTRIC COMPANY, INC	MSTS	$ 3,320.72	fiber
270158	6/15/2020	9316349382	GRAYBAR ELECTRIC COMPANY, INC	MSTS	$ 4,231.34	fiber
270161	6/15/2020	9316363259	GRAYBAR ELECTRIC COMPANY, INC	MST	$ 462.86	fiber
270130	6/15/2020	001-468442	PISTON SERVICE OF ANACORTES	CROSS CHECK #704	$ 11.54	dshop
270131	6/15/2020	001-468444	PISTON SERVICE OF ANACORTES	CROSS CHECK #704	$ 11.54	dshop
270041	6/15/2020	Pay App 2	TRINITY CONTRACTORS, INC	2020 ASPHALT OVERLAY- UTILITY AND PEDESTRIAN IMPROVEMENTS PROJECT	$ 55,905.60	pw1
270123	6/15/2020	RefundTrinka	TRNKA, HANA	WA BOAT LOT PARKING REFUND TRNKA	$ 13.00	parks1
270142	6/16/2020	RefundMudrick	MUDRICK, ABRAHAM	WA PARK CAMPGROUND REFUND MUDRICK	$ 135.00	parks1

Total **$492,138.79**

City Council Agenda Item Summary

Meeting Date: 6/22/2020 **Agenda Item Number:** 4b

Agenda Item Title: Ordinance 3072: Amending the 2020 budget

Staff Contact(s): Steve Hoglund

Approved by: Steve Hoglund

Action Type: Ordinance 3072

Item Summary: An adjustment to the 2020 expenditure budget across multiple departments and funds. This amendment also establishes a property tax revenue budget for the General Fund.

Budget Impact

Amount Budgeted: $1,664,683.00

Proposed Expenditure:

Budget Amendment Required?

Yes Property Tax and Fund Balance

Previous Action:

12/3/18 Budget adoption Ordinance 3032.
3/16/20 Resolution 2082 City response to Covid-19 crisis.
4/20/20 Covid-19 Finance update to Council.
5/26/20 Covid-19 Finance update to Council.
6/15/20 first review of adjusting Ordinance 3072

Recommended Motion: I move to adopt Ordinance 3072 amending the 2020 budget.

Alternative Actions: Do not adopt ordinance

Attachments In order presented:

- Ordinance 3072
- BARS number worksheet
-

ORDINANCE 3072

AN ORDINANCE AMENDING ORDINANCE NO. 3032 ADOPTED ON DECEMBER 3, 2018, ENTITLED "AN ORDINANCE ADOPTING THE BUDGET FOR ALL MUNICIPAL PURPOSES AND USES FOR THE 2019/2020 BIENNIUM"

WHEREAS, The COVID-19 crisis and resulting State and Federal quarantine orders and guidelines have severely impacted City revenues, and

WHEREAS, The City has worked to identify budget areas of opportunity to reduce expenditures to accommodate the reduction in governmental revenues, and

WHEREAS, The expenditure and revenue budgets will be adjusted in the following General Fund departments, and the following other funds, as follows:

EXECUTIVE	(19,000)
JUDICIAL	(13,000)
FINANCE DEPARTMENT	(38,000)
HUMAN RESOURCES DEPARTMENT	(24,300)
PLANNING DEVELOPMENT	(322,171)
LEGAL DEPARTMENT	(15,000)
POLICE DEPARTMENT	(68,800)
MEDIC/FIRE DEPARTMENT	(219,700)
MUSEUM DEPARTMENT	(15,500)
GENERAL FUND FUND BALANCE	(735,471)
PARKS & REC EXPENSE BUDGET	(124,612)
PARKS PROPERTY TAX REVENUE	(124,612)
GRANDVIEW CEMETERY EXPENSE BUDGET	(10,000)
CEMETERY PROPERTY TAX REVENUE	(10,000)
PUBLIC LIBRARY EXPENSE BUDGET	(94,000)
LIBRARY PROPERTY TAX REVENUE	(94,000)
STREET MAINT EXPENSE BUDGET	(679,600)
STREET MAINT PROPERTY TAX REVENUE	(679,600)
AMBULANCE SERVICE FUND	(21,000)
AMBULANCE SERVICE PROPERTY TAX REVENUE	(21,000)
GENERAL FUND FUND BALANCE	(929,212)
GENERAL FUND PROPERTY TAX REVENUE	929,212

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Anacortes, Washington, as follows:

Section 1. Ordinance No. 3032 dated December 3, 2018 adopting the Budget for all Municipal purposes and Uses for the 2019/2020 Biennium is hereby amended to reflect the aforementioned revisions to expenditures and revenues in those funds.

Section 2. The budget reductions in the General fund expense budgets will be offset with a decrease in Fund Balance; and the expense budget reductions in the Parks, Cemetery, Library, Street Maintenance, and Ambulance Service funds will be offset with a reduction of the same amount of Property Tax revenue.

Section 3. A revenue budget of $929,212 will be established in the General Fund, and will be offset by a same amount of reduction in Fund Balance.

Section 2. 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 22nd day of June, 2020.

CITY OF ANACORTES, WASHINGTON

BY: ________________________________

Laurie Gere, Mayor

ATTEST:

(Corporate Seal)

____

Steven D. Hoglund, City Clerk

APPROVED AS TO FORM

____

Darcy Swetnam, WSBA #40530
City Attorney

Ordinance 3072 BARS Accounts

GENERAL FUND

001.120.513.10.41	Professional Services	(15,000)
001.120.513.10.43	Travel & Training	(4,000)
001.130.515.93.41	Professional Services	(10,000)
001.130.515.93.43	Travel & Training	(3,000)
001.210.514.20.31	Office & Operating Supplies	(4,000)
001.210.514.20.41	Professional Services	(30,000)
001.210.514.20.43	Travel & Training	(4,000)
		-
001.230.518.10.43	Travel & Training	(2,500)
001.230.518.12.41	Professional Services	(5,000)
001.230.518.13.41	Professional Services	(5,000)
001.230.521.10.41	Professional Services	(5,000)
001.230.521.10.43	Travel & Training	(150)
001.230.522.10.41	Professional Services	(6,000)
001.230.522.10.43	Travel & Training	(650)
		-
001.240.554.90.41	Professional Services	(1,062)
001.240.558.50.43	Travel & Training	(2,126)
001.240.558.60.41	Professional Services	(100,000)
001.240.558.60.43	Travel & Training	(2,279)
001.240.558.60.48	Repairs & Maintenance	(21,863)
001.240.558.70.41	Professional Services	(193,560)
001.240.558.70.43	Travel & Training	(1,281)
		-
001.250.511.30.41	Professional Services	(1,000)
001.250.515.30.41	Professional Services	(10,000)
001.250.515.30.43	Travel & Training	(4,000)
		-
001.310.521.10.31	Office & Operating Supplies	(2,000)
001.310.521.10.35	Small Tools & Minor Equipment	(1,000)
001.310.521.30.31	Office & Operating Supplies	(5,000)
001.310.521.40.43	Travel & Training	(10,000)
001.310.521.50.48	Repairs & Maintenance	(3,000)
001.310.521.70.12	Overtime	(10,000)
001.310.521.70.35	Small Tools & Minor Equipment	(35,000)
001.310.521.70.48	Repairs & Maintenance	(1,500)
001.310.554.30.31	Office & Operating Supplies	(300)
001.310.554.30.41	Professional Services	(1,000)
		-
001.320.522.10.31	Office & Operating Supplies	(6,000)
001.320.522.10.41	Professional Services	(26,000)
001.320.522.10.43	Travel & Training	(700)
001.320.522.20.12	Overtime	(25,000)
001.320.522.20.31	Office & Operating Supplies	(20,000)
001.320.522.20.42	Communication	(17,000)
001.320.522.20.48	Repairs & Maintenance	(10,000)
001.320.522.30.43	Travel & Training	(3,000)
001.320.522.45.43	Travel & Training	(3,000)
001.320.522.51.41	Professional Services	(14,000)

001.320.522.52.31	Office & Operating Supplies	(1,000)	
001.320.522.52.41	Professional Services	(5,000)	
001.320.522.53.41	Professional Services	(4,000)	
001.320.522.53.45	Operating Rentals & Leases	(40,000)	
001.320.522.54.31	Office & Operating Supplies	(6,000)	
001.320.525.60.35	Small Tools & Minor Equipment	(3,000)	
001.320.525.60.41	Professional Services	(30,000)	
001.320.525.60.43	Travel & Training	(6,000)	
		-	
001.450.575.30.43	Travel & Training	(2,500)	
001.450.575.32.31	Office & Operating Supplies	(6,000)	
001.450.575.32.41	Professional Services	(2,000)	
001.450.575.35.48	Repairs & Maintenance	(5,000)	
001.000.308.90.00	Fund Balance		(735,471)
001.000.308.90.00	Fund Balance	929,212	
001.000.311.10.00	Property Tax		929,212
PARKS AND RECREATAION FUND			
101.410.571.00.10	Salaries & Wages	(40,000)	
101.410.575.52.10	Salaries & Wages	(22,743)	
101.410.576.80.10	Salaries & Wages	(61,869)	
101.410.311.10.00	Property Tax		(124,612)
CEMETERY FUND			
102.430.536.00.10	Salaries & Wages	(10,000)	
102.430.311.10.00	Property Tax		(10,000)
LIBRARY FUND			
103.440.572.20.34	Supplies Purchased for Inventory	(40,000)	
103.440.572.20.41	Professional Services	(50,000)	
103.440.572.20.43	Travel & Training	(4,000)	
103.440.311.10.00	Property Tax		(94,000)
ROAD MAINTENANCE FUND			
104.720.542.30.41	Professional Services	(679,600)	
104.720.311.10.00	Property Tax		(679,600)
AMBULANCE SERVICE FUND			
110.320.522.70.31	Office & Operating Supplies	(21,000)	
110.320.311.10.00	Property Tax		(21,000)
Total Property Tax Savings:			(929,212)

access

ANACORTES FIBER INTERNET

June 2020

GPON CUSTOMER COUNT & REVENUE

Month	In Service	Static IPv4 Address	Internet Service Revenue	Static IPv4 Revenue	Revenue
Mar-20	9	1	$1,171	$20	**$1,191**
Apr-20	30	3	$3,180	$49	**$3,229**
May-20	138	6	$9,102	$109	**$9,211**
Jun-20	209	10	$13,451	$145	**$13,596**

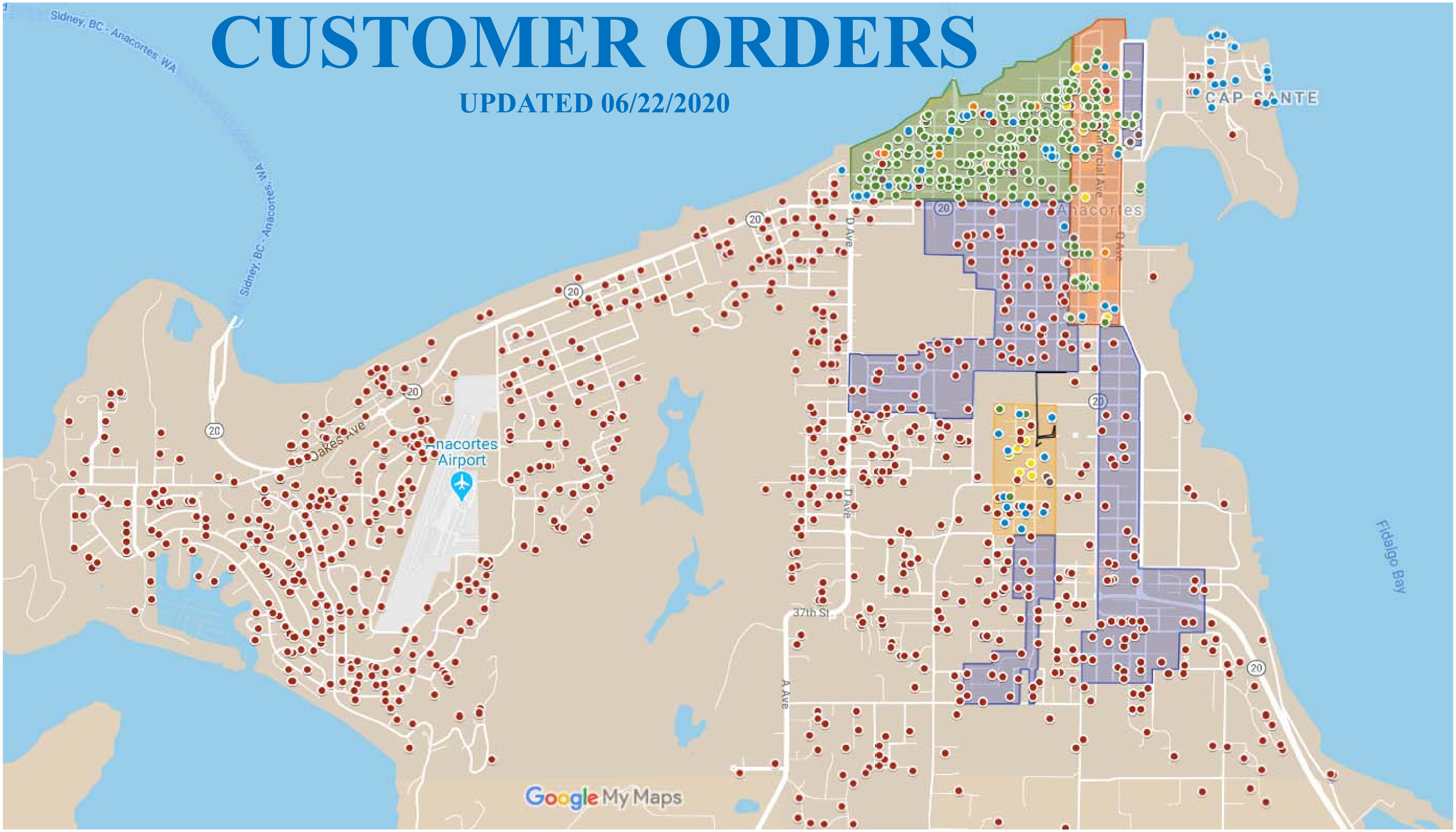
CUSTOMER ORDERS

	CBD	Old Town	M Ave	Aerial 2,3,4&6	Aerial 1 & 5	Remainder of City	**Total**
Potential Customers	255	530	160	566	730	5345	**7586**
Sign-ups	78	177	37	75	77	814	**1258**
Take-Rate	30.6%	33.4%	23.1%	13.3%	10.5%	15.2%	**16.6%**
In-Service	61	139	4	4	1	0	**209**
Percentage of Orders in Service	**78.2%**	**78.5%**	**10.8%**	**5.3%**	**1.3%**	**0.0%**	

Residential	Count	Monthly Revenue	Commercial	Count	Monthly Revenue
100Mbps	60	$ 2,340.00	100Mbps	16	$ 1,424.00
100Mbps managed	55	$ 2,695.00	100Mbps managed	8	$ 792.00
1Gbps	33	$ 2,277.00	1Gbps	12	$ 1,788.00
1Gbps managed	23	$ 1,817.00	1Gbps managed	2	$ 318.00
One Static IP	1	$ 9.00	One Static IP	4	$ 36.00
Five Static IPs	0	$ -	Five Static IPs	5	$ 100.00
Total:	**171**	**$ 9,138.00**	Total:	**38**	**$ 4,458.00**
Grand Total	**$ 13,596.00**				

CUSTOMER ORDERS

UPDATED 06/22/2020



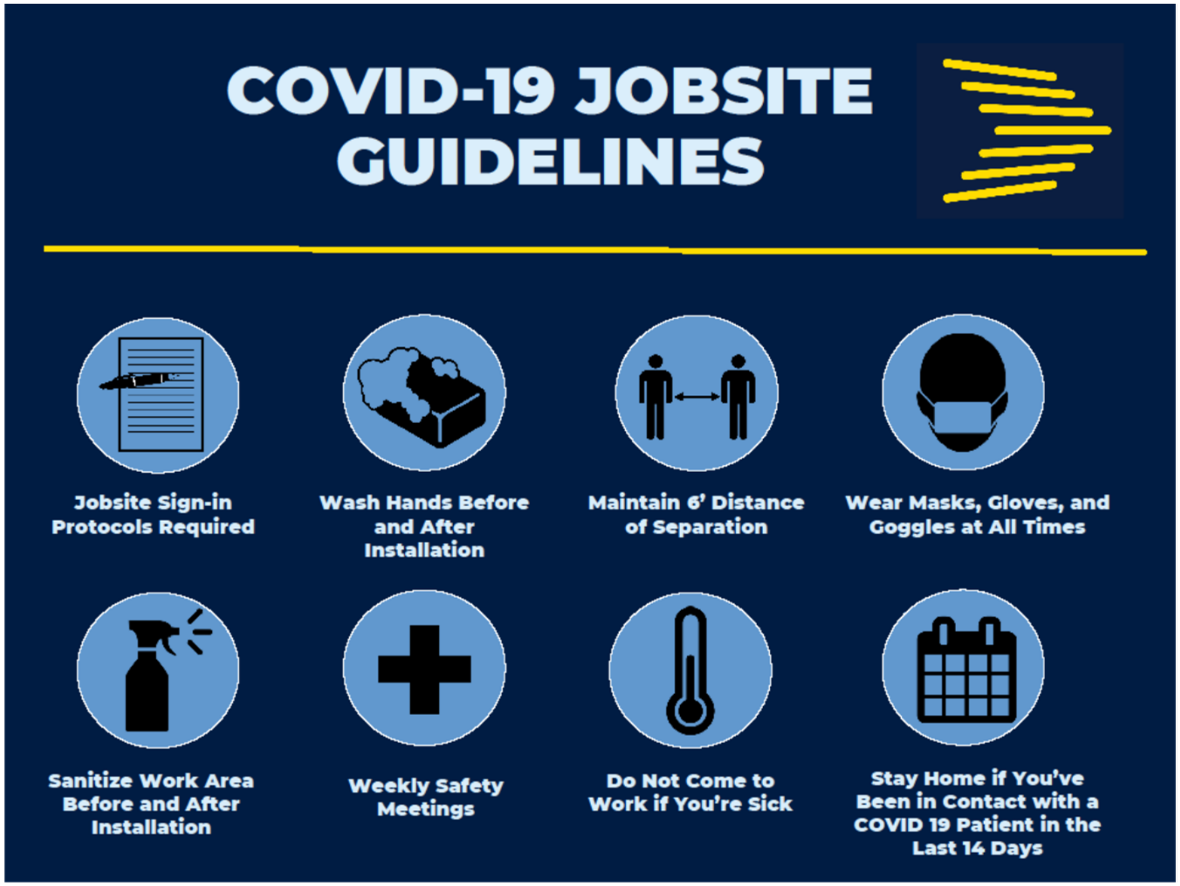
INSTALLATION CREW

I can't say enough about your great crew. When they came to install the line, they were very pleasant, introduced themselves and explained what they were going to be doing. Also appreciate that they were wearing masks. I love the fast fiber optic and think it's a great bargain for the price. Anyone in Old Town Anacortes who doesn't take advantage off it is missing a great deal with Access-Anacortes Fiber Internet.
Thank you,
Carolyn McCulloch

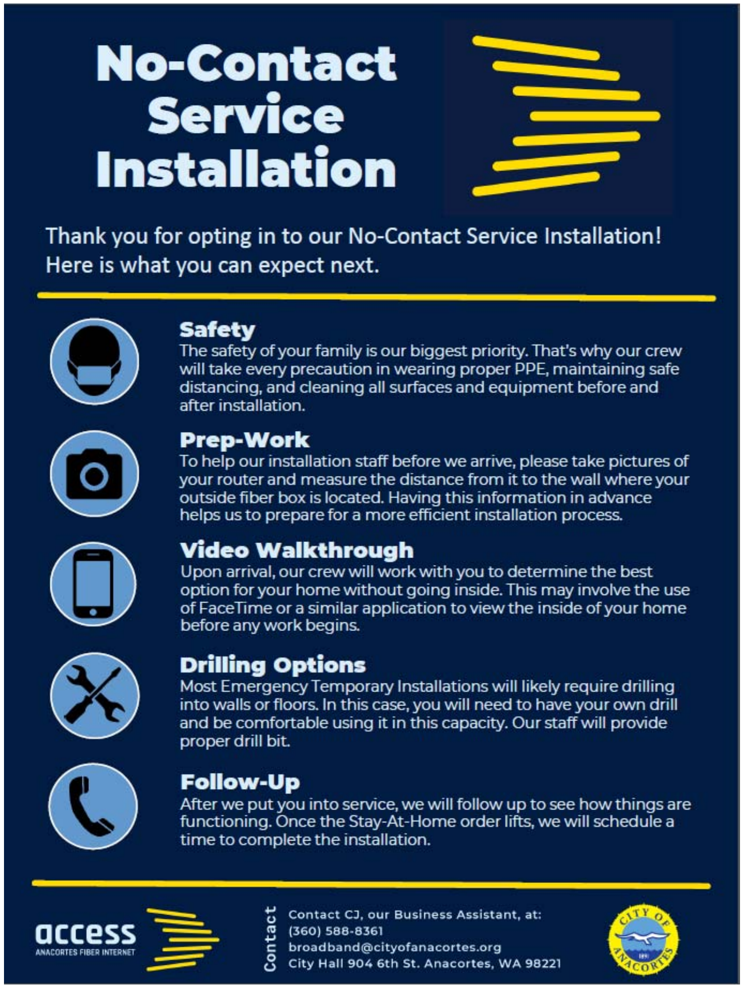
IN HOME INSTALLATIONS

Following Governor Inslee's Construction Restart Covid-19 Job Site Requirements in home installations began May 11, 2020.

<u>30 Guidelines</u>
Training & Supervision
Social Distancing
PPE
Sanitation & Cleanliness
Employee Health
Job Site Tracking



NO CONTACT SERVICE INSTALLATIONS

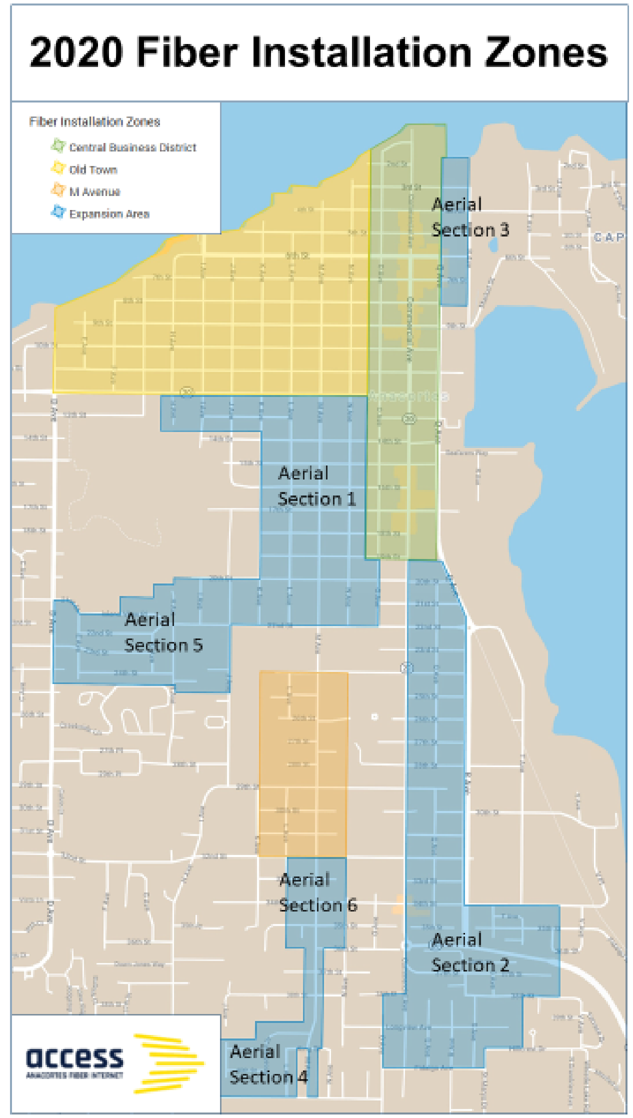


Customers continue to have the option of a no contact installation

2020 EXPANSION AREAS

- **Aerial Expansion Areas**
- Passes 1297 potential customers (35% take rate = 450 customers)

  <u>Aerial Areas 2, 3, 4, 6</u>
  Materials ordered
  RBC Contract approved 5/26/20
  RBC begins work in late July
- <u>Aerial Areas 1, 5</u>
  Materials ordered
  RBC contract modification to be prepared



CUSTOMER SIGN-UPs
Customers Not on GPON Network

SAMISH INDIAN NATION

Ad Hoc installations

- Cannery Building
- Longhouse
- Summit Park Rd. location
- Administration Building

MSA approved by City Council 6/15.
ROE prepared and presented to Samish 6/3.
Installation costs reimbursed by Samish grants
Grant requires installation completed by end of 2020

ISLAND HOSPITAL

- Dark fiber lease
  - *Hospital to Teen Clinic*
  - *Hospital to Sleep Center*
  - *Hospital to Mount Vernon*
- 31 month initial lease term

NOANET
Orders Placed

K-20 Contract
Order placed for 2 Gbps point-to-point Ethernet circuit (3 year contract)
Service begins late July
$867/month revenue

Quote Request
100 Mbps Ethernet circuit
Customer expected to release RFP in near future

BUDGET PREPARATION
2021-2022 BIENNIUM

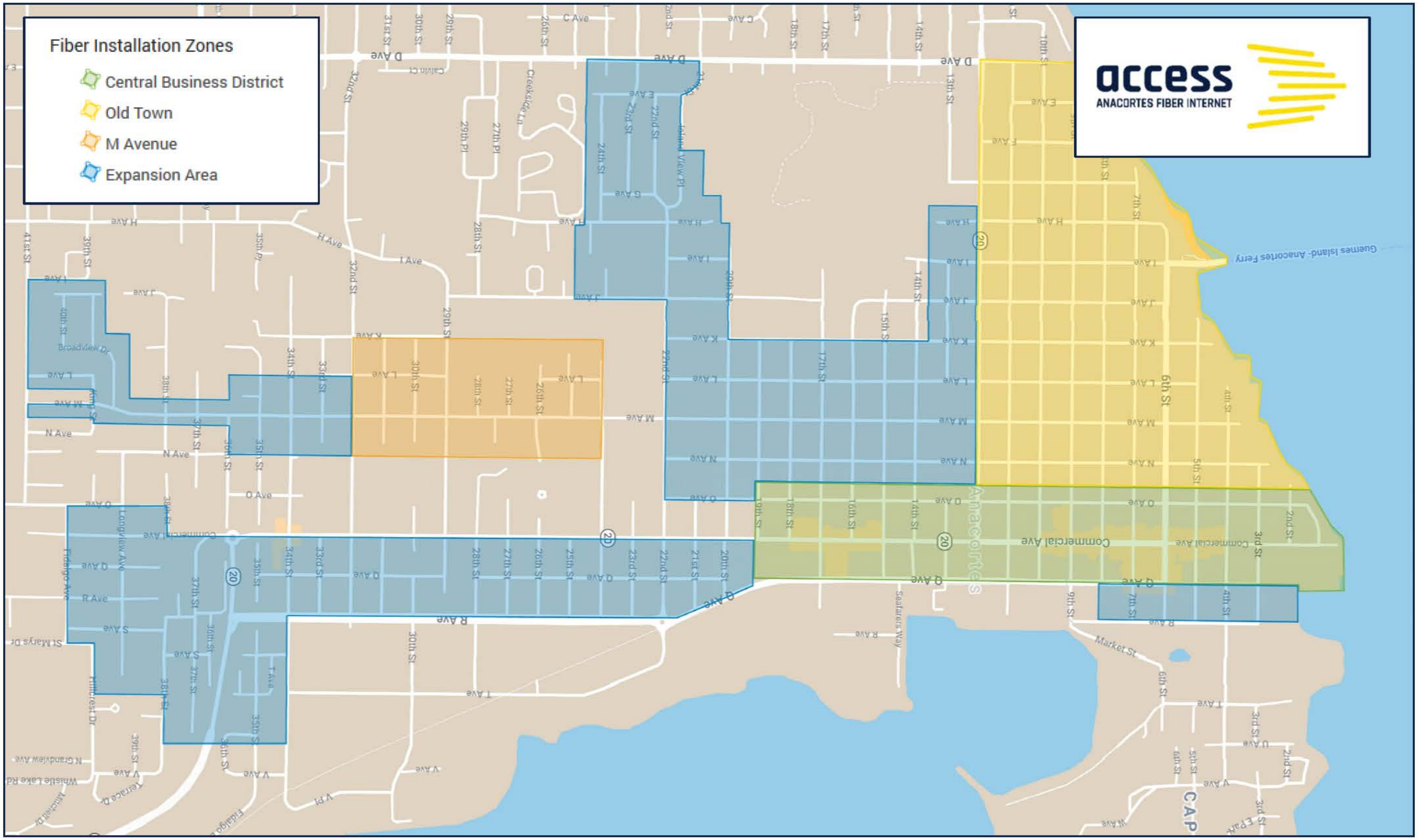
DEBT FINANCING

Forecasting revenue & projected construction spending
Consulting with Mayor, Fiber Committee, and Finance Director
Exploring options

- Loans
- Line of Credit
- Grants
- Revolving loan fund options (federal gov't program)

NETWORK EXPANSION

Identifying lower-cost underground neighborhoods
Exploring construction options


Fiber Installation Zones
Central Business District
Old Town
M Avenue
Expansion Area
access
ANACORTES FIBER INTERNET
Guemes Island- Anacortes Ferry
Commercial Ave
Anacortes

Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning July 6, 2020

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

July 6, 2020

•Interlocal Approval: Washington State Fire Services Resource Mobilization Plan Reimbursement Agreement #20-154-AFD-001 (Consent)
•Resolution 2094: A Guide for Expanding Restaurant and Retail Space in the Central Business District (Discussion/Possible Action)
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July 13, 2020
****

July 20, 2020
****

July 27, 2020
****

August 3, 2020
****

August 10, 2020
****

August 17, 2020
****

August 24, 2020
****

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

•Planning, Monday, Jun 22, 2020, 5:00 PM, Teleconference
•Finance, Wednesday, Jun 24, 2020, 5:00 PM, Teleconference
•Library, Thursday, Jun 25, 2020, 12:30 PM, Teleconference
•Community Center / Pool, Thursday, Jun 25, 2020, 3:30 PM, Cancelled
•Fiber, Thursday, Jul 2, 2020, 2:30 PM, Teleconference
•Public Works, Monday, Jul 6, 2020, 5:00 PM, Teleconference
•Port/City Liaison, Tuesday, Jul 7, 2020, 8:30 AM, TBD
•Finance, Wednesday, Jul 8, 2020, 5:00 PM, Teleconference
•Community Center / Pool, Thursday, Jul 9, 2020, 3:30 PM, TBD
•Planning, Monday, Jul 13, 2020, 5:00 PM, Teleconference
•Housing Affordability & Community Services, Monday, Jul 13, 2020, 4:00 PM, Teleconference
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