

**** Per Governor's emergency [Proclamation 20-28](#) et seq., 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, and [Resolution 3025](#), adopted March 22, 2021, extending the duration of Resolution 2082 through June 30, 2021, 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.**

- Meetings may be viewed on the [City of Anacortes website](#), on the City of Anacortes [YouTube](#) Channel, or on TV [Channel 10](#).
- The public may also watch, listen to, or participate in the meeting live by visiting <https://us02web.zoom.us/j/89255646791> or by telephoning 1-253-215-8782 and entering Meeting ID 892 5564 6791.
- The public is encouraged to comment via email to cityclerk@cityofanacortes.org or via written comment addressed to City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received by the [City Clerk](#) prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.
- Complete guidelines for public participation in virtual Anacortes City Council meetings are available [here](#). View the quick video example for connecting to the meeting [here](#).



Anacortes City Council

Municipal Building Council Chambers

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

**April 26, 2021
6:00 PM**

PRELIMINARY AGENDA

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

- 1. Call to Order**
- 2. Announcements and Committee Reports**
 - a. COVID-19 Update (Discussion)
 - b. Fiber Committee (Discussion)
 - c. Housing Affordability and Community Services Committee (Discussion)
 - d. Planning Committee (Discussion)
- 3. Public Comment**
- 4. Consent Agenda**
 - a. Minutes of April 19, 2021 (Action)
 - b. Approval of claims in the amount of \$391,030.87 (Action)
 - c. Contract Modification: Commercial Ave Corridor Plan Phase 1 - 11TH ST to 13TH St Design #19-095-TRN-001 (Action)
- 5. Public Hearings**
 - a. * CDBG 2021 Annual Action Plan (Discussion)
- 6. Other Business**
 - a. * Ordinance 3089: Amending the 2021 Budget (Action)

Per Resolution 2044, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (*) may do so as those items are considered by Council during the course of the meeting.

The City of Anacortes is committed to making public meetings available and accessible to all members of the community. For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.

- b. * Resolution 3029: Authorizing the Hiring of 1 ASAC Administrator and 2 Parks Maintenance Workers (Action)
 - c. * Access Anacortes Fiber Internet Update (Discussion)
 - d. Contract Award: Municipal Broadband Network – 2021 Westside Backbone Expansion #21-094-FBR-001 (Discussion/Action)
7. **Adjournment**

Per Resolution 2044, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk () may do so as those items are considered by Council during the course of the meeting.*

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Anacortes City Council Minutes - April 19, 2021

SPECIAL MEETING

At 5:00 p.m. Mayor Laurie Gere called to order the advertised special meeting of the Anacortes City Council for the purpose of conducting a site visit regarding proposed Ordinance 3087: Vacating right-of-way of a portion of 11th Street adjacent to blocks 242 and 243, "Map of the City of Anacortes" together with the West 10 feet of B Avenue adjacent to Lot 1 of block 243. Council convened out of doors on the west side of the intersection of 11th Street and B Avenue. Councilmembers Jeremy Carter, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller were present. No testimony was received and no action was taken. At approximately 5:30 p.m. the special meeting adjourned.

REGULAR MEETING

Call to Order

Mayor Laurie Gere called to order the Anacortes City Council meeting of April 19, 2021 at 6:00 p.m. Councilmembers Jeremy Carter, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller all participated in the meeting in absentia via video conference. Councilmember Ryan Walters was absent.

EXECUTIVE SESSION

Potential Litigation or Litigation per RCW 42.30.110(1)(i) (20 minutes)

Mayor Gere announced that City Council and the City Attorney would convene in Executive Session per RCW 42.30.110 (i) for approximately 20 minutes to discuss potential litigation or litigation. Councilmembers Jeremy Carter, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller attended the executive session.

At approximately 6:25 p.m. the regular session reconvened. No action was taken in the executive session.

Announcements and Committee Reports

COVID-19 Update: Mayor Gere shared current case statistics and vaccination progress for Anacortes, Skagit County, Washington State, and the nation.

2021 Skagit County Ferry Haul-Out: Forrest Jones from Skagit County Public Works reported on parking and service changes during the annual Guemes Island Ferry haul out scheduled for May 14 to June 12, 2021. Mr. Jones's slide presentation was added to the packet materials for the meeting.

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

Arbor Day Proclamation: Mayor Gere read a statement proclaiming Thursday, April 22, 2021 as the celebration of Arbor Day in Anacortes and encouraging citizens to plant trees to leave a legacy for present and future generations.

First Quarter Finance Update: Finance Director Steve Hoglund presented a brief update on the City's financial position at the end of the first quarter of 2021. Mr. Hoglund's charts had been included in the packet materials for the meeting.

Public Works Committee: The committee meeting scheduled for earlier in the evening had been cancelled due to the conflict with the City Council special meeting at 5:00 p.m.

Public Comment

No one present wished to address the Council on any topic not already on the agenda.

Consent Agenda

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

- a. Minutes of April 12, 2021
- b. Approval of claims in the amount of \$433,890.32
The following vouchers/checks were approved for payment:
EFT numbers: 99837 through 99880, total \$179,161.96
Check numbers: 99881 through 99900, total \$232,476.49
Wire transfer numbers: 282360 through 283200, total \$158,664.74
- c. Contract Modification: Skagit River Raw Water Pipeline and Clearwell Project – Coating Inspections #20-048-WTR-003
- d. Contract Award: Slurry 2021 #21-059-TRN-001

PUBLIC HEARINGS

Ordinance 3087: Vacating right-of-way of a portion of 11th Street adjacent to blocks 242 and 243, "Map of the City of Anacortes" together with the West 10 feet of B Avenue adjacent to Lot 1 of block 243

City Attorney Darcy Swetnam introduced Ordinance 3087. Ms. Swetnam summarized the background of the proposed vacation, referring to her slide presentation which was included in the packet materials for the meeting.

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

Kathleen Lorence-Flanagan questioned the process for the vacation; she described ways in which the code process did not appear to be being followed. Ms. Lorence-Flanagan said the city seemed singularly focused on the Guemes Channel Trail regardless of the precedents, impacts, or cost. She said the proposal should not move forward.

John Nordeen asked why the city was doing this. He said it seemed to be totally in the name of the "trail" which he said was more of a road since it is paved with asphalt. Mr. Nordeen, who also lives along the proposed route of the GCT, asked if he would get \$200K if he agreed to a trail easement in front of his property. He requested a response.

Rebecca Ivie opposed the vacation. Ms. Ivie recounted how since she bought her house on 11th Street 26 years prior, construction on the Ortman property had blocked views. Ms. Ivie reported that the Ortman family had been granted a vacation that had previously been denied to the Demopoulos family. Ms. Ivie expressed concern that the Ortman family would expand their construction if the easement were granted, expressed frustration at insufficient public notice for the proposed vacation, and urged delaying action on the vacation until the trail was closer to being reality.

Mr. Young, Ms. Moulton, Mr. Miller and Ms. Cleland-McGrath explored several issues raised by the public, expressed support for the Guemes Channel Trail, and identified their concerns with the terms of the present

proposed easement. Mr. McDougall read a statement from the absent Mr. Walters who supported the vacation of 11th Street but not the vacation of B Avenue. The statement urged approving the vacation of 11th Street in exchange for a trail easement and denying the vacation of B Avenue.

Observing that some councilmembers were not yet ready to take action on this item as presented, Mayor Gere continued the public hearing to May 3, 2021.

Critical Area Regulations Draft 3

Planning Director Don Measamer introduced Senior Planner Tess Cooper to present the 3rd draft of the update to the Critical Area Regulations. Ms. Cooper's slide presentation was added to the packet materials for the meeting. Following Ms. Cooper's introduction, at approximately 8:08 p.m. Mayor Gere opened the public hearing.

Tom Glade read excerpts from comments by Ross Barnes. The comments urged protecting unique local environmental assets with exceptional regional and local significance. Mr. Glade concluded that the new draft CAO sterilized the existing CAO and removed all references to the city's natural wonders.

Andrea Doll expressed concern about the City's intentions for the CAO. Ms. Doll read from her prepared remarks that had been submitted earlier in the day and added to the packet materials for the meeting.

Marlene Finley, President of Evergreen Islands, referred councilmembers to the detailed comment letter submitted by EI's attorney, Kyle Loring, which offered specific language to improve the CAO. Ms. Finley shared an example of the suggested language submitted and the rationale for each suggestion. Ms. Finley also summarized the extensive training Evergreen Islands board members had obtained regarding critical areas in order to be able to provide meaningful input on the CAO.

Brian Wetcher said Draft 3 "yes maybe kind of sometimes" protects critical areas. Mr. Wetcher recounted the development of local critical area inventories in the 1990s and the language then written to protect them. He said the new draft had lost its way by trying to comply with new state language, turning the protection ordinance into a development code. Mr. Wetcher urged regulating critical areas with the same stringency applied to steep slopes. He asked Council to make use of the language suggested by Kyle Loring.

Molly Doran, Executive Director of Skagit Land Trust, addressed AMC 19.70.335 regarding heron nesting and foraging areas. Ms. Doran commended the city for incorporating DFW language into the CAO. She noted the national significance of local heronries. Ms. Doran asked that AMC 19.70.335.C.2.A clarify that the 1000 foot notification area should be measured *from the edge of the heronry*.

Asa Deane, Executive Director of Friends of the Forest, said FOF would be submitting written comments before the April 23 deadline, but expressed concern about development around the Anacortes Community Forest Lands and the impact on wildlife corridors. Mr. Deane emphasized the need to protect contiguous green space and said FOF would urge incentivizing that.

Kyle Loring, attorney for Evergreen Islands, highlighted several items from his extensive written comments that had been submitted on April 16 and had been included in the packet materials for the meeting. Mr. Loring urged Council and staff to address the language proposed in those comments.

No other speakers wished to address the Council on this topic.

Ms. Moulton suggested waiting until the close of the public comment period on April 23 to continue discussion

of the CAO. Mr. Measamer recommended continuing the public hearing to May 3 so all comments could be assimilated and staff recommendations prepared. Mayor Gere concurred.

OTHER BUSINESS

Contract Award: 2021 Asphalt Overlay #21-005-TRN-001

Public Works Director Fred Buckenmeyer requested City Council consent to award a contract in the amount of \$904,715.35 to Lakeside Industries, Inc. to perform the 2021 Asphalt Overlay Project. He summarized the locations included in the scope of work and noted that the low bid was below the Engineer's Estimate. He recommended approval.

BRUCE MCDOUGALL moved, seconded by ANTHONY YOUNG, to authorize the Mayor to sign contract 21-005-TRN-001 with Lakeside Industries, Inc. in the amount of \$904,715.35 to perform the 2021 Asphalt Overlay Project. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, MATT MILLER. Nays - None. Result: Passed

Adjournment

There being no further business, at approximately 8:42 p.m. the Anacortes City Council meeting of April 19, 2021 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 April 26, 2021 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
281395	1/18/2021	1992078894	ARAMARK	WWTP LAUNDRY SERVICE	\$ 79.11	dwwtp
281397	2/8/2021	1992106369	ARAMARK	WWTP LAUNDRY SERVICE	\$ 78.81	dwwtp
281435	2/11/2021	1992112023	ARAMARK	STATION 2 MAT/MOP SERVICE: 2/11	\$ 21.76	medic
280765	2/19/2021	41600385996	LES SCHWAB TIRE CENTERS	FLAT TIRE REPAIR #170	\$ 21.76	dshop
281596	2/28/2021	346336	SKAGIT REGIONAL HEALTH	LEOFF1 RETIREE	\$ 693.08	hr
281350	3/4/2021	656000006381	ARAMARK	APD NYLON MATS CLEANED	\$ 15.64	apd
281364	3/4/2021	656000006402	ARAMARK	OPS & PARKS LAUNDRY SVC	\$ 64.20	dshop
281362	3/4/2021	656000006403	ARAMARK	OPS: MAT CLEANING	\$ 76.66	dshop
281889	3/4/2021	210979	NAPA	FILTER	\$ 59.89	dshop
281643	3/4/2021	211021	NAPA	WHEEL FLAPS #304	\$ 13.90	dshop
283348	3/4/2021	189723	NORTHSTAR CHEMICAL INC.	CHEMICALS	\$ 3,578.43	dwwtp
281649	3/5/2021	2-606477	DIAMOND RENTALS, INC.	SAW- #13948	\$ 4,900.50	dshop
281903	3/6/2021	77800	STOW-IT	CONTAINER RENTAL	\$ 217.60	wdist
281777	3/8/2021	656000007823	ARAMARK	WWTP LAUNDRY SERVICE	\$ 78.82	dwwtp
282841	3/8/2021	1068383	BUILDERS EXCHANGE OF	LEGAL NOTICE - 2021 WATERLINE REPLACEMENT PROJECT BID	\$ 45.00	pw1
281641	3/8/2021	211400	NAPA	MISC FILTER- SHOP STOCK	\$ 160.98	dshop
281679	3/9/2021	03	THE STORE	POLICE CIVIL SERVICE ORAL BOARD SNACKS FOR ASSESSORS	\$ 38.95	hrcc1
281680	3/9/2021	37	THE STORE	POLICE OFFICER ORAL BOARDS - ASSESSOR LUNCHES	\$ 21.06	hrcc1
281559	3/9/2021	114-11703014	UNITED SITE SERVICES, INC	PORTABLE RESTROOM FIBER: 02/04- 03/03/2021	\$ 57.98	wdist
281690	3/9/2021	377814452	WASHINGTON STATE FERRIES	PORT TOWNSEND TO HOME - TRAINING CORP BUFFUM	\$ 12.75	apdcc
281697	3/10/2021	G41519	ACE HARDWARE	GRASS SEED	\$ 73.41	fibercc
281694	3/10/2021	G41869/1	ACE HARDWARE	SPRING	\$ 12.14	shopcc
281693	3/10/2021	111-3395229-1862619	AMAZON.COM SERVICES, INC	COAT HOOKS	\$ 58.71	fibercc
281699	3/10/2021	111-5655112-7237813	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 15.78	wwtpcc
281698	3/10/2021	111-7868597-6663454	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 18.74	wwtpcc
281701	3/10/2021	111-9589767-7927468	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 174.04	wwtpcc
281700	3/10/2021	111-9620432-1802628	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 22.20	wwtpcc

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
281691	3/10/2021	112-4297173-5192201	AMAZON.COM SERVICES, INC	NETWORK INTERFACE CARDS	\$ 430.82	fibercc
281686	3/10/2021	112-5394547-4231413	AMAZON.COM SERVICES, INC	POWERPOINT CLICKER AND SSD DRIVES	\$ 289.35	infosyscc
281695	3/10/2021	113-1846801-6740232	AMAZON.COM SERVICES, INC	SHOE SCRAPER BRUSH- SHOP	\$ 87.02	shopcc
281800	3/10/2021	656000009124	ARAMARK	STA 3 MAT/MOP SERVICE	\$ 15.85	medic
281681	3/10/2021	3619908742280085	ASSOCIATION OF WASHINGTON	10 AWC JOB POSTINGS	\$ 350.00	hrcc1
281684	3/10/2021	CR402339	FERGUSON ENTERPRISES, INC	STRUT CLAMP	\$ 28.45	wtpcc
281692	3/10/2021	275920	FLUKE ELECTRONICS CORP	THERMOMETER, TEMPERATURE PROBE	\$ 587.04	wtpcc
281683	3/10/2021	579133	FRONTIER BUILDING SUPPLY	EXHIBIT SUPPLIES	\$ 81.32	museumcc
281888	3/10/2021	211647	NAPA	ADAPTERS	\$ 39.11	dshop
281703	3/10/2021	211696	NAPA	MISC FILTERS- SHOP STOCK	\$ 254.49	dshop
281754	3/10/2021	0619662-IN	REISNER DISTRIBUTOR INC	OIL- SOLID WASTE	\$ 71.58	shopcc
281755	3/10/2021	593 52 236 8852	SAFEWAY INC	FINANCE STRATEGIC PLANNING	\$ 13.23	financecc
281689	3/10/2021	H80132	SEBO'S DO-IT CENTER	SOCKETS- STREET DEPT	\$ 12.77	shopcc
281696	3/10/2021	H80463	SEBO'S DO-IT CENTER	SUPPLIES- MUD ROOM	\$ 27.28	wdistcc
281702	3/10/2021	1491	THE STORE	FINANCE STRATEGIC PLANNING	\$ 41.63	financecc
281682	3/10/2021	3	THE STORE	POLICE OFFICER ORAL BOARDS - ASSESSOR LUNCHES	\$ 30.26	hrcc1
281741	3/10/2021	5	THE STORE	POLICE OFFICER ORAL BOARDS - ASSESSOR SNACKS	\$ 6.75	hrcc1
281688	3/10/2021	100009212	TROEMNER CALIBRATION WEIGHTS	LAB SUPPLIES	\$ 347.80	wwtpcc
282652	3/10/2021	9875271181	VERIZON WIRELESS	VERIZON HOTSPOTS	\$ 880.22	libcc
281746	3/11/2021	G42335/1	ACE HARDWARE	OPERATING SUPPLIES- WATER DEPT	\$ 112.04	wdistcc
281753	3/11/2021	G42506/1	ACE HARDWARE	CAUSLAND MEMORIAL SUPPLIES	\$ 17.39	parksccl
281750	3/11/2021	111-0653179-3567456	AMAZON.COM SERVICES, INC	CHILDREN'S BOOKS	\$ 10.86	libcc
281801	3/11/2021	656000009923	ARAMARK	STA 2 MAT/MOP SERVICE 3/11	\$ 16.00	medic
281802	3/11/2021	656000009924	ARAMARK	STA 1 MAT/MOP SERVICE	\$ 19.70	medic
281785	3/11/2021	656000009938	ARAMARK	APD NYLON MATS CLEANED	\$ 15.64	apd
281762	3/11/2021	656000009958	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 67.14	dshop
281847	3/11/2021	88803	ASSOCIATION OF WASHINGTON	SCHUH AWC CITY ACTION DAYS	\$ 75.00	execc
281880	3/11/2021	883739	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 58.08	plancc
281852	3/11/2021	883859	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 23.17	museumcc
281747	3/11/2021	662 6 457 217	COSTCO WHOLESALE CORPORATION	APD COFFEE PODS	\$ 89.97	apdcc
281687	3/11/2021	10471166505	DELL MARKETING LP	MONITORS	\$ 11,180.83	infosyscc
281849	3/11/2021	3538180P	DEPT OF LABOR & INDUSTRIES	A LOOP UTILITY UPGRADE PROGRESS INSPECTION	\$ 46.80	parksccl
281742	3/11/2021	inv-003913	DESERT DIAMOND INDUSTRIES	CONCRETE ASPHALT BLADE- WATER DEPT	\$ 1,760.00	wdistcc
281738	3/11/2021	6168633	EWING IRRIGATION PRODUCTS, INC	PARK SUPPLIES	\$ 173.60	parksccl

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281752	3/11/2021	WAANA132358	FASTENAL COMPANY	DEICER- SOLID WASTE	\$ 53.65	shopcc
281745	3/11/2021	FS210310247470	FS.COM, INC.	SFP+	\$ 141.44	fibercc
281743	3/11/2021	41600388341	LES SCHWAB TIRE CENTERS	TIRE- #713	\$ 77.15	shopcc
281882	3/11/2021	14496	LYNDEN PRECAST LLC	SM/LG CREMATION LINER	\$ 600.00	parksccl
281859	3/11/2021	48676813	MIDWAYUSA	LESS LETHAL SUPPLIES FOR SHOTGUNS	\$ 251.16	apdcc
281749	3/11/2021	068845	MY TAILOR	STITCHED UP HOLE FOR JUMPSUIT; OFC FABER	\$ 9.00	apdcc
281890	3/11/2021	211792	NAPA	TURN SIGNAL LIGHT	\$ 17.39	dshop
281704	3/11/2021	211795	NAPA	HYDRAULIC HOSE FITTINGS- #612	\$ 18.96	dshop
281875	3/11/2021	211889	NAPA	MAINTENANCE SUPPLIES	\$ 6.19	wwtpcc
281756	3/11/2021	H80743	SEBO'S DO-IT CENTER	TOOLS, LIGHT CLIP, BUNDLERS CORD	\$ 30.41	afdcc
281739	3/11/2021	H80957	SEBO'S DO-IT CENTER	FIELDHOUSE PARK SUPPLIES	\$ 58.18	parksccl
281911	3/11/2021	211325133	SURETY PEST CONTROL	OPS: PEST CONTROL	\$ 65.28	dshop
281748	3/11/2021	210259	T-SHIRTS BY DESIGN	WEATHER GEAR	\$ 369.92	fibercc
281744	3/11/2021	CS24003	THE PART WORKS, INC	FACILITY USE ITEMS	\$ 124.22	pwfaccc
281740	3/11/2021	840-59800076-4-36757	UNITED STATES POSTAL SERVICE	MAILING INT	\$ 9.49	attorney
281870	3/12/2021	G42778/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 186.06	wwtpcc
281877	3/12/2021	111-0788610-6069047	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 119.87	wwtpcc
281751	3/12/2021	111-8975375-9918602	AMAZON.COM SERVICES, INC	CHILDREN'S BOOKS	\$ 54.32	libcc
281874	3/12/2021	890994	AMERICAN PUBLIC WORKS	AMERICAN PUBLIC WORKS MEMBERSHIP	\$ 820.00	pwfaccc
281873	3/12/2021	883954	BAYSHORE OFFICE PRODUCTS INC	LAMINATING SIGNS FOR BOOK DROPS	\$ 23.71	libcc
281861	3/12/2021	1575503	CABLEWHOLESALE.COM	FIBER OPTIC CABLE	\$ 605.08	fibercc
281850	3/12/2021	C79937	COASTAL FARM &	SAFETY GEAR- WATER DEPT	\$ 97.81	wdistcc
281856	3/12/2021	580805	FRONTIER BUILDING SUPPLY	INSULATION- SHOP	\$ 53.23	wdistcc
281854	3/12/2021	047795	HANDY'S HEATING, INC	B-VENT & WIND CAP	\$ 49.50	wdistcc
281848	3/12/2021	40995216	INDEED, INC.	MARCH ADVERTISING, SYSTEM ADMIN & FIBER FIELD TECH	\$ 507.17	hrcc1
281867	3/12/2021	38591284	LOWE'S BUSINESS ACCOUNT/GEMB	HEX KEYS	\$ 19.54	wtppcc
281868	3/12/2021	MIK36605678	MICHAELS	CHILDREN'S PROGRAM SUPPLIES	\$ 81.49	libcc
281758	3/12/2021	211932	NAPA	OPERATING SUPPLIES- #706	\$ 20.19	dshop
281851	3/12/2021	220022615995	PUGET SOUND ENERGY INC	ELECTRICITY FOR FIBER- LUNZ ROAD	\$ 24.50	wdistcc
281853	3/12/2021	H81227	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 40.75	parksccl
281846	3/12/2021	H81264	SEBO'S DO-IT CENTER	CEMETERY SUPPLIES	\$ 19.11	parksccl
281876	3/12/2021	H81265	SEBO'S DO-IT CENTER	PERCUSSION BIT- #90009	\$ 20.14	shopcc
281871	3/12/2021	H81329	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 118.73	wwtpcc
281872	3/12/2021	H81397	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 112.41	wwtpcc
281866	3/12/2021	E2058001	WITMER PUBLIC SAFETY GROUP INC	FIRE BOOTS (HARRIS)	\$ 500.46	afdcc

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
281862	3/13/2021	111-2473221-9073014	AMAZON.COM SERVICES, INC	TAPE MEASURE	\$ 13.05	wtpcc
281860	3/13/2021	2839149	LACROSSE FOOTWEAR	UNIFORM BOOTS; CSO WOLFSWINKEL	\$ 127.36	apdcc
281883	3/13/2021	H82058	SEBO'S DO-IT CENTER	TOOLS	\$ 35.87	wwtpcc
281881	3/13/2021	H82115	SEBO'S DO-IT CENTER	DEPOT RESTROOM COVERING SUPPLIES	\$ 83.92	pkreccc
281863	3/13/2021	1ZTGR8090336830498	UNITED PARCEL SERVICE, INC	SHIP THIRD PUMP TO WATSON MARLOW	\$ 152.92	wtpcc
281878	3/14/2021	111-2367102-4709808	AMAZON.COM SERVICES, INC	COVID SUPPLIES - PLATES	\$ 58.34	wwtpcc
281879	3/14/2021	111-2605186-5101806	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 29.96	wwtpcc
281855	3/14/2021	112-1872072-5086608	AMAZON.COM SERVICES, INC	DOCKING STATIONS	\$ 343.72	infosyscc
281858	3/14/2021	112-8302020-6625046	AMAZON.COM SERVICES, INC	TEEN PROGRAM SUPPLIES	\$ 51.59	libcc
281865	3/14/2021	112-9116163-6297047	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES; MOUSE PADS	\$ 9.77	apdcc
281869	3/14/2021	113-6235293-7162659	AMAZON.COM SERVICES, INC	OUT OF SERVICE TAGS- #612	\$ 32.59	shopcc
281944	3/15/2021	G44322/1	ACE HARDWARE	FACILITY USE ITEM	\$ 9.78	pwfaccc
281952	3/15/2021	111-4241806-2097049	AMAZON.COM SERVICES, INC	WHITEBOARD	\$ 54.39	fibercc
282044	3/15/2021	656000011769	ARAMARK	WWTP LAUNDRY SERVICES	\$ 77.35	dwwtp
281950	3/15/2021	031521	FLAGCO	FLAG FOR USE AT WTP	\$ 2,675.45	pwfaccc
281949	3/15/2021	204425	FLAGCO	FLAG FOR USE AT CITY HALL	\$ 2,675.45	pwfaccc
281947	3/15/2021	41600388651	LES SCHWAB TIRE CENTERS	FLAT TIRE REPAIR #706	\$ 20.00	shopcc
281951	3/15/2021	20692877592	PUMP AGENTS.COM	IWAKI LIQUID MAG DRIVE X 4	\$ 1,276.72	wtpcc
281957	3/15/2021	01333863	ROCKY BRANDS	STATION BOOTS (TL)	\$ 127.30	afdcc
281956	3/15/2021	H82899	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 55.50	parksccl
281945	3/15/2021	H82938	SEBO'S DO-IT CENTER	FACILITY USE ITEM	\$ 8.17	pwfaccc
281946	3/15/2021	H82959	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 22.31	parksccl
281948	3/15/2021	H83323	SEBO'S DO-IT CENTER	PARTS #189	\$ 49.00	shopcc
281954	3/15/2021	210280	T-SHIRTS BY DESIGN	CREW UNIFORMS	\$ 425.41	shopcc
281953	3/15/2021	122764	THE HOSE SHOP, INC	COUPLERS, PLUGS #514	\$ 217.05	shopcc
281998	3/15/2021	40863	VALLEY ATHLETICS	SOIL FOR VOLUNTEER PARK	\$ 2,203.21	parksccl
281996	3/16/2021	111-3281554-3235439	AMAZON.COM SERVICES, INC	FIRE CODE LOOSE-LEAF TABS	\$ 19.53	afdcc
281997	3/16/2021	111-7038200-7781066	AMAZON.COM SERVICES, INC	2018 INTERNATIONAL FIRE CODE	\$ 295.14	afdcc
281986	3/16/2021	1GC9982948338031X	AMERICAN WATER WORKS	ONLINE AWWA EMERGENCY PREPAREDNESS WORKSHOP - BOB MK	\$ 140.00	wtpcc
281984	3/16/2021	4828	BUTTONSMITH INC	COVID PPE MASKS	\$ 774.05	pwfaccc

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281985	3/16/2021	ANA01	EDGE ANALYTICAL, INC	WATER ANALYSIS - 9 INVOICES	\$ 1,965.00	wtpcc
281991	3/16/2021	2535800	FRONTIER BUILDING SUPPLY	CHISELS	\$ 44.04	fibercc
281981	3/16/2021	17803520	GALLS, LLC.	6 SCBA MASK BAGS	\$ 122.87	afdcc
281993	3/16/2021	INV471471	L.N. CURTIS & SONS	WILDLAND SPYDER GEAR PACKS	\$ 2,495.27	afdcc
281989	3/16/2021	H83502	SEBO'S DO-IT CENTER	WOODCUTTER OIL, CHAIN LOOP	\$ 31.75	shopcc
281980	3/16/2021	H83580	SEBO'S DO-IT CENTER	PARK SUPPLIES	\$ 43.68	parksccl
281994	3/16/2021	H83655	SEBO'S DO-IT CENTER	GREASE HOSE & GUN, TIRE FOAM, GREASE	\$ 63.50	afdcc
281995	3/16/2021	H83762	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 8.51	parksccl
282029	3/16/2021	227674	SKAGIT REGIONAL HEALTH	CDL PHYSICAL - MIKE H	\$ 92.00	wtpcc
281992	3/16/2021	325178	SUPPLYCACHE.COM	INCIDENT RESPONSE POCKET GUIDE HANDBOOK	\$ 103.19	afdcc
282036	3/17/2021	G45444/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 28.36	wwtpcc
282035	3/17/2021	G45887/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 48.86	wwtpcc
282041	3/17/2021	111-0788610-6069047	AMAZON.COM SERVICES, INC	MAINTENANCE AND OFFICE SUPPLIES	\$ 119.76	wwtpcc
282040	3/17/2021	111-9188486-5496236	AMAZON.COM SERVICES, INC	FUEL CARD HOLDERS FOR APPARATUS	\$ 6.84	afdcc
282032	3/17/2021	114-4666272-3401802	AMAZON.COM SERVICES, INC	LOGITECH C270 DESKTOP WEBCAM HD 720P	\$ 89.67	apdcc
282071	3/17/2021	89631	ASSOCIATION OF WASHINGTON	AWC LABOR RELATIONS INSTITUTE	\$ 200.00	admsrvcc
282084	3/17/2021	884514	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 12.89	museumcc
282028	3/17/2021	230921A-5	BIRCH EQUIPMENT CO., INC	GENERATOR RENTAL- #2910A	\$ 1,247.50	shopcc
282196	3/17/2021	3366190	DAILY JOURNAL OF COMMERCE	PUBLISH INVITATION TO BID	\$ 83.30	finance
281990	3/17/2021	Eco-3Larson	ECO-3 ASSOCIATES, LLC	ONLINE CESCL RE-CERTIFICATION TRAINING	\$ 1,000.00	shopcc
282038	3/17/2021	WAANA132495	FASTENAL COMPANY	LOOP A UTILITY UPGRADE SUPPLIES	\$ 127.91	parksccl
282039	3/17/2021	583217	FRONTIER BUILDING SUPPLY	WA PARK LOOP A UTILITY SUPPLIES	\$ 66.30	parksccl
282072	3/17/2021	593 4 109 4291	SAFeway INC	CONTAINERS FOR AIRBORNE PATHOGEN MASKS	\$ 7.59	apdcc
282069	3/17/2021	593 7 4 6457	SAFeway INC	OPERATING SUPPLIES	\$ 16.31	wwtpcc
282030	3/17/2021	H84028	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$ 58.94	pwfacc
282037	3/17/2021	H84043	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 113.54	wwtpcc
282033	3/17/2021	H84165	SEBO'S DO-IT CENTER	TOOLS	\$ 48.89	fibercc
282815	3/17/2021	211323398	SURETY PEST CONTROL	STA 1: 3/17	\$ 65.28	medic
282031	3/17/2021	2QH5W-D6A65-4E8	VISTAPRINT	BUSINESS CARDS X 10	\$ 197.79	wtpcc
282078	3/18/2021	111-0280918-3383426	AMAZON.COM SERVICES, INC	TRAFFIC CONES	\$ 304.60	fibercc
282074	3/18/2021	112-8640757-0930644	AMAZON.COM SERVICES, INC	FACILITY USE ITEM - WTP	\$ 413.44	pwfacc
282080	3/18/2021	114-0237724-9512271	AMAZON.COM SERVICES, INC	TOOLS- WATER DEPT	\$ 176.66	pwfacc
282011	3/18/2021	656000013898	ARAMARK	APD NYLON MATS CLEANED	\$ 15.64	apd

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282088	3/18/2021	656000013906	ARAMARK	OPS & PARKS LAUNDRY SVC	\$ 68.02	dshop
282093	3/18/2021	656000013907	ARAMARK	OPS: MAT CLEANING	\$ 76.66	dshop
282081	3/18/2021	4974086	CHEVRON AND TEXACO UNIVERSAL	FUEL- #90011	\$ 118.92	parkscc1
282067	3/18/2021	BKD-73635345203	CLEVERBRIDGE INC	LANSWEEPER ASSET INVENTORY AND HELP DESK	\$ 391.48	infosyscc
282079	3/18/2021	FS210317163237	FS.COM, INC.	FIBER OPTIC ADAPTER	\$ 110.98	fibercc
282065	3/18/2021	41109915	INDEED, INC.	MARCH JOB POSTINGS, LIBRARY ASSIST, OIT-WTP. PW SEASONALS	\$ 507.91	hrcc1
282075	3/18/2021	2021-0468	ISLAND SASH & DOOR, INC.	ASAC DESK GLASS REPLACEMENT	\$ 218.69	pwfacc
282070	3/18/2021	11769	LAB STRONG CORPORATION	LAB SUPPLIES	\$ 175.99	wwtpcc
282073	3/18/2021	2273	PURE SAFETY	ONLINE TRAINING	\$ 39.90	wwtpcc
282076	3/18/2021	H84502	SEBO'S DO-IT CENTER	FACILITY USE ITEM	\$ 3.80	pwfacc
282083	3/18/2021	H84533	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 79.06	parkscc1
282066	3/18/2021	H84541	SEBO'S DO-IT CENTER	FACILITY USE ITEM	\$ 20.87	pwfacc
282082	3/18/2021	122892	THE HOSE SHOP, INC	OPERATING SUPPLIES- #553	\$ 263.85	shopcc
282009	3/18/2021	DUES 2021-00349	WASHINGTON ASSOCIATION OF	WASPC 2021 DUES; CAPT FULLER AND CAPT FLOYD	\$ 150.00	apd
282149	3/18/2021	9515	WEST MARINE PRODUCTS, INC	PADDLE	\$ 38.07	wtpcc
283057	3/19/2021	5006578	A-G SOD FARMS	GRASS SOD FOR DEPOT RESTROOM AND	\$ 663.74	parkscc1
282145	3/19/2021	C84026	COASTAL FARM &	UNIFORM- CAMERON P	\$ 50.00	wdistcc
282152	3/19/2021	0188-1002268	CONSOLIDATED ELECTRICAL	FACILITY USE ITEMS - DEPOT BATHROOM	\$ 71.46	pwfacc
282148	3/19/2021	SINV0009340	EPSON AMERICA	OPERATING SUPPLIES	\$ 604.99	wwtpcc
282158	3/19/2021	327811	EVERETT STEEL INC	LOOP A UTILITY UPGRADE SUPPLIES	\$ 2,143.62	parkscc1
282167	3/19/2021	WAANA132565	FASTENAL COMPANY	PARK SUPPLIES	\$ 39.17	parkscc1
282172	3/19/2021	159748	FIDALGO ANIMAL MEDICAL CENTER	K9 T-BONE MEDICATION	\$ 42.28	apdcc
282156	3/19/2021	FS210318764367	FS.COM, INC.	FUSION SPLICING PROTECTION SLEEVES	\$ 32.10	fibercc
282143	3/19/2021	36320110	LIFELINE	PHILIPS LIFELINE, MEAD, LEOFF1 RETIREE	\$ 55.13	hrcc1
282068	3/19/2021	E0600DUHKO	MICROSOFT CORPORATION	AZURE DISASTER AND RECOVERY 2/1-3/1/2021	\$ 433.36	infosyscc
282151	3/19/2021	593 7 52 4616	SAFEWAY INC	FACILITY USE ITEMS - AFD	\$ 88.04	pwfacc
282171	3/19/2021	023513	SEBO'S DO-IT CENTER	PIPE CAPS	\$ 9.77	pwfacc
282150	3/19/2021	H85240	SEBO'S DO-IT CENTER	BATTERIES	\$ 10.87	wtpcc
282166	3/19/2021	H85350	SEBO'S DO-IT CENTER	PARK SUPPLIES	\$ 24.48	parkscc1
283056	3/19/2021	15790	THE PLUMBING GUYS, INC	SINK INSTALL FOR DEPOT RESTROOM	\$ 1,362.18	parkscc1
282163	3/19/2021	11837103	WILBUR-ELLIS COMPANY, LLC	MIX SEED- WATER DEPT	\$ 105.79	wdistcc
282147	3/20/2021	0112-8159926-5949011	AMAZON.COM SERVICES, INC	EXTERNAL SPEAKERS FOR APD DETECTIVES	\$ 79.20	infosyscc
282157	3/20/2021	111-3400789-8373048	AMAZON.COM SERVICES, INC	TOOLS AND SUPPLIES	\$ 218.09	fibercc
282168	3/20/2021	111-7931072-1837057	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 75.96	wwtpcc

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282153	3/20/2021	112-9115072-6683425	AMAZON.COM SERVICES, INC	COVID-19 PPE CHILD MASKS - LIBRARY	\$ 123.90	pwfacc
282165	3/20/2021	114-4662099-8798631	AMAZON.COM SERVICES, INC	DRIVE IMPACT BAR SET	\$ 33.58	pwfacc
282161	3/20/2021	C84335	COASTAL FARM &	SAFETY BOOTS	\$ 108.69	fibercc
282164	3/20/2021	C84669	COASTAL FARM &	UNIFORM- MARTY L	\$ 178.21	wdistcc
282155	3/20/2021	2579881	COLE-PARMER INSTRUMENT CO.	THERMOMETER, PROBE	\$ 210.78	wtpcc
282159	3/20/2021	H85641	SEBO'S DO-IT CENTER	MANITENANCE SUPPLIES	\$ 21.71	wwtpcc
282170	3/21/2021	111-4423241-3993817	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 47.86	wwtpcc
282154	3/21/2021	111-8460774-2553044	AMAZON.COM SERVICES, INC	TECH SERVICES SUPPLIES	\$ 151.86	libcc
282169	3/21/2021	111-9340240-3895412	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 24.93	wwtpcc
282144	3/21/2021	01322	IDEAL CALIBRATIONS	CALIBRATION GAS AND REPLACEMENT SENSOR	\$ 390.00	afdcc
282216	3/21/2021	41180380	INDEED, INC.	JOB POSTING ANNOUNCEMENTS, OIT, LIBRARY ASSISTANT. SEASONALS	\$ 500.33	hrcc1
282162	3/21/2021	H86105	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 4.84	wwtpcc
282160	3/21/2021	E2061742	WITMER PUBLIC SAFETY GROUP INC	WILDLAND PPE (RF/QO)	\$ 1,122.14	afdcc
282217	3/22/2021	G48535/1	ACE HARDWARE	LOOP A UTILITY UPGRADE SUPPLIES	\$ 118.40	parksc1
282215	3/22/2021	1372230042	ADOBE SYSTEMS INCORPORATED	ADOBE MAR 2021	\$ 32.63	execc
282219	3/22/2021	112-0779429-9201018	AMAZON.COM SERVICES, INC	COVID PPE FINGER GLOVES LIBRARY	\$ 37.32	pwfacc
282179	3/22/2021	656000014998	ARAMARK	WWTP LAUNDRY SERVICE	\$ 78.52	dwwtp
282268	3/22/2021	885059	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 22.15	plancc
282277	3/22/2021	566649	CALICO CUPBOARD	LUNCH FOR AAL TRAINING PARTICIPANTS	\$ 357.16	afdcc
282229	3/22/2021	21-08230	EDGE ANALYTICAL, INC	LAB TESING	\$ 353.60	wwtpcc
282225	3/22/2021	585453	FRONTIER BUILDING SUPPLY	LOOP A UTILITY UPGRADE SUPPLIES	\$ 25.64	parksc1
282271	3/22/2021	8563 02 67245	HOME DEPOT	TOOLS	\$ 167.13	fibercc
282220	3/22/2021	2021-0487	ISLAND SASH & DOOR, INC.	GLASS TABLE TOP - CITY HALL	\$ 545.09	pwfacc
282265	3/22/2021	0620268-IN	REISNER DISTRIBUTOR INC	OPERATING SUPPLIES	\$ 395.73	wwtpcc
282218	3/22/2021	H86463	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 162.39	parksc1
282214	3/22/2021	H86582	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 41.55	wwtpcc
282226	3/22/2021	H86648	SEBO'S DO-IT CENTER	PARK SUPPLIES	\$ 27.71	parksc1
282222	3/22/2021	153368	SKAGIT HYDRAULICS	OPERATING SUPPLIES- #404	\$ 80.47	wdistcc
282221	3/22/2021	122962	THE HOSE SHOP, INC	OPERATING SUPPLIES- #404	\$ 129.68	shopcc
282224	3/22/2021	11838893	WILBUR-ELLIS COMPANY, LLC	CEMETERY EXPANSION SEED SUPPLIES	\$ 840.88	parksc1
282274	3/23/2021	G48753/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 68.51	wwtpcc
282269	3/23/2021	111-2884517-1187407	AMAZON.COM SERVICES, INC	WTP PHONE CASE	\$ 12.47	wtpcc

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282278	3/23/2021	111-3407690-5746625	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 41.67	wwtpcc
282306	3/23/2021	112-5933707-8300260	AMAZON.COM SERVICES, INC	YA BOOKS	\$ 133.09	libcc
282320	3/23/2021	566783-1	CALICO CUPBOARD	LUNCH FOR ALL DAY AAL TRAINING	\$ 406.46	afdcc
282267	3/23/2021	E/4979208	CHEVRON AND TEXACO UNIVERSAL	FUEL- #900013	\$ 15.98	shopcc
282272	3/23/2021	122603630	DEPARTMENT OF LICENSING	LICENSING FEES- #195	\$ 5,109.06	shopcc
282264	3/23/2021	71737	ELECTRO-CHEMICAL DEVICES, INC	OPERATING SUPPLIES	\$ 665.55	wwtpcc
282310	3/23/2021	38535933	LOWE'S BUSINESS ACCOUNT/GEMB	LIGHTBULBS	\$ 8.62	wtpcc
282270	3/23/2021	1K41933	PLATT ELECTRIC SUPPLY INC	LIGHT BULBS	\$ 128.90	wtpcc
282321	3/23/2021	593 54 30 8854	SAFeway INC	PEE WEE SPORTS CAMP	\$ 17.83	pkreccc
282314	3/23/2021	593 9 4 088	SAFeway INC	OPERATING SUPPLIES	\$ 51.64	wwtpcc
282413	3/23/2021	095448	SEBO'S DO-IT CENTER	FASTENERS FOR ANTIQUE ENGINE	\$ 7.18	medic
282275	3/23/2021	H87039	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 35.45	wwtpcc
282266	3/23/2021	H87048	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 99.50	wdistcc
282263	3/23/2021	H87115	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 109.03	parksccl
282276	3/23/2021	H87399	SEBO'S DO-IT CENTER	CAUSLAND MEMORIAL PARK SUPPLIES	\$ 6.39	parksccl
282304	3/23/2021	1Z3Y592X0327897621	UNITED PARCEL SERVICE, INC	SHIPPING	\$ 36.60	wwtpcc
282227	3/23/2021	LWNLV3BWWQX	WASHINGTON PUBLIC TREASURERS	VIRTUAL REGISTRATION WASHINGTON PUBLIC TREASUR CONFERENCE	\$ 125.00	financecc
282261	3/23/2021	21-5664	WSAMA	GENERAL MEMBERSHIP WSAMA	\$ 30.00	legal
282262	3/23/2021	7KNGNZPDB9Z	WSAMA	WSAMA 2021 SPRING VIRTUAL CONFERENCE	\$ 102.96	legal
282305	3/24/2021	G49329/1	ACE HARDWARE	OPERATING SUPPLIES	\$ 119.94	wwtpcc
282356	3/24/2021	111-4402294-2837851	AMAZON.COM SERVICES, INC	COVID - CLOSE CONTACT MASKS	\$ 49.60	wwtpcc
282355	3/24/2021	111-8254908-3528202	AMAZON.COM SERVICES, INC	COVID - MASKS FOR CLOSE CONTACT	\$ 40.25	wwtpcc
282307	3/24/2021	112-2195881-3293017	AMAZON.COM SERVICES, INC	YA PROGRAM SUPPLIES	\$ 66.00	libcc
282308	3/24/2021	112-6461742-2050652	AMAZON.COM SERVICES, INC	COVID-19 PPE WIPES LIBRARY	\$ 56.52	pwfacc
282407	3/24/2021	656000016781	ARAMARK	STA 3 MAT/MOP SERVICE	\$ 15.85	medic
282230	3/24/2021	122082	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 8.52	financecc
282345	3/24/2021	E/4980741	CHEVRON AND TEXACO UNIVERSAL	FUEL- #900062	\$ 32.40	wdistcc
282316	3/24/2021	587040	FRONTIER BUILDING SUPPLY	LOOP A UTILITY UPGRADE SUPPLIES	\$ 82.58	parksccl
282317	3/24/2021	587284	FRONTIER BUILDING SUPPLY	PARK SUPPLIES	\$ 6.74	parksccl
282311	3/24/2021	1K68298	PLATT ELECTRIC SUPPLY INC	LIGHTBULBS - INVOICE INCLUCES CREDIT	\$ 57.24	wtpcc
282318	3/24/2021	H87526	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 25.11	parksccl
282302	3/24/2021	H87592	SEBO'S DO-IT CENTER	BASEBALL FIELD PARK SUPPLIES	\$ 40.50	parksccl
282312	3/24/2021	H87616	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- WATER DEPT	\$ 79.04	wdistcc

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282315	3/24/2021	H87770	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 31.45	parksccl
282303	3/24/2021	4092-1	SHERWIN WILLIAMS	BASEBALL PARKS SUPPLIES	\$ 483.07	parksccl
282344	3/24/2021	229627	SKAGIT REGIONAL HEALTH	DOT PHYSICAL BRIAN TOTTENHAM	\$ 92.00	parksccl
282309	3/24/2021	5145	WBE TECHNOLOGIES LLC	FIBER OPTIC CABLE BETWEEN FIBER & IT DATA ROOMS	\$ 210.57	fibercc
282493	3/25/2021	120590	A-1 MOBILE LOCK AND KEY, INC.	TIMED LOCKS FOR DEPOT RESTROOM	\$ 2,513.28	parksccl
282351	3/25/2021	G49768/1	ACE HARDWARE	SUPPLIES AND TOOLS	\$ 101.75	fibercc
282354	3/25/2021	G49827/1	ACE HARDWARE	PARK SUPPLIES	\$ 27.73	parksccl
282347	3/25/2021	G49836/1	ACE HARDWARE	OPERATING SUPPLIES	\$ 57.72	wwtpcc
282343	3/25/2021	G49952/1	ACE HARDWARE	FACILITY USE ITEM - ASAC	\$ 15.22	pwfacccl
282466	3/25/2021	111-2006328-2727463	AMAZON.COM SERVICES, INC	IPAD CHARGERS, PENS	\$ 43.39	wwtpcc
282464	3/25/2021	112-7392754-7041812	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 46.70	libcc
282350	3/25/2021	113-3108202-2551467	AMAZON.COM SERVICES, INC	IGNITION COIL- #2917	\$ 15.11	shopcc
282408	3/25/2021	656000017443	ARAMARK	STA 2 MAT/MOP SERVICE: 3/25	\$ 16.00	medic
282409	3/25/2021	656000017444	ARAMARK	STA 1 MAT/MOP SERVICE 3/25	\$ 19.70	medic
282517	3/25/2021	656000017453	ARAMARK	APD NYLON MATS CLEANED	\$ 15.64	apd
282361	3/25/2021	656000017466	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 67.14	dshop
282473	3/25/2021	885590	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - ENDORSEMENT STAMPS	\$ 122.63	financecc
282488	3/25/2021	885671	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 21.10	financecc
282348	3/25/2021	H87976	SEBO'S DO-IT CENTER	BUILDING SUPPLIES	\$ 9.35	libcc
282349	3/25/2021	H88047	SEBO'S DO-IT CENTER	SUPPLIES	\$ 15.32	fibercc
282352	3/25/2021	H88135	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 30.39	parksccl
282353	3/25/2021	H88255	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 31.64	parksccl
282481	3/25/2021	1009	SHELL OIL COMPANY	SUPPLIES	\$ 16.30	fibercc
282485	3/25/2021	21032535307739	WASHINGTON STATE DEPARTMENT	PESTICIDE LICENSE RENEWAL STEVE PHILLIPS	\$ 33.00	parksccl
282483	3/26/2021	G50391/1	ACE HARDWARE	PARK SUPPLIES	\$ 14.01	parksccl
282475	3/26/2021	G50401/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 101.54	wwtpcc
282487	3/26/2021	G50459/1	ACE HARDWARE	PARK SUPPLIES	\$ 9.78	parksccl
282492	3/26/2021	111-2992932-2278665	AMAZON.COM SERVICES, INC	COVID DISINFECTANT WIPES	\$ 29.37	wwtpcc
282491	3/26/2021	111-5360805-3622617	AMAZON.COM SERVICES, INC	COVID - LUNCHROOM SUPPLIES	\$ 36.98	wwtpcc
282472	3/26/2021	1112-6695494-7301006	AMAZON.COM SERVICES, INC	CHARGERS FOR THE MED UNITS	\$ 63.96	infosyscc
282467	3/26/2021	A138381	APRILAIRE	FILTER COAT ADHESIVE	\$ 42.21	wwtpcc
282469	3/26/2021	21080i	BEAVER EQUIPMENT, LLC	ROTORK HANDWHEEL MAINT KIT	\$ 213.47	wwtpcc
282489	3/26/2021	21-08633	EDGE ANALYTICAL, INC	LAB TESTING	\$ 104.55	wwtpcc

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282490	3/26/2021	21-08634	EDGE ANALYTICAL, INC	LAB TESTING - CLEAN MERCURY RETEST	\$ 264.00	wwtpcc
282468	3/26/2021	901479704	GARDNER DENVER INC	AIR SCOUR BLOWER OIL RESERVOIR	\$ 939.17	wtpcc
282480	3/26/2021	1374951	HEALTH & SAFETY INSTITUTE	CPR CERIFICATION CARDS	\$ 58.31	afdcc
282470	3/26/2021	S015307047.001	KELLER SUPPLY COMPANY	RIGID STRUT CLAMP	\$ 47.24	wdistcc
282622	3/26/2021	36474	PAST PERFECT SOFTWARE	ONLINE HOSTING FEE	\$ 125.45	museumcc
282476	3/26/2021	H88434	SEBO'S DO-IT CENTER	MAINTENENCE SUPPLIES	\$ 34.30	wwtpcc
282479	3/26/2021	H88681	SEBO'S DO-IT CENTER	FASTENERS	\$ 8.53	wdistcc
282463	3/26/2021	390	US BANK	PER DIEM MEAL-DAY TRAINING	\$ 12.75	wdistcc
282484	3/26/2021	21032535307739	WASHINGTON STATE DEPARTMENT	PESTICIDE RENEWAL SERVICE FEE STEVE PHILLIPS	\$ 0.99	parksccl
282551	3/26/2021	21032635520897	WASHINGTON STATE DEPARTMENT	PESTICIDE RENEWAL FOR AJ YOST	\$ 0.99	parksccl
282552	3/26/2021	21032635520897	WASHINGTON STATE DEPARTMENT	PESTICIDE RENEWAL AJ YOST	\$ 33.00	parksccl
282471	3/26/2021	E2063511	WITMER PUBLIC SAFETY GROUP INC	FIRE BOOTS: BR, RD, BROWN	\$ 1,389.65	afdcc
283388	3/26/2021	INVLT000270	LIFE TEK, INC	TRAINING - FA CPR BBP	\$ 300.00	dwwtp
283298	3/26/2021	Invoice #1	CHILDRENS HOUSE HOME DAYCARE	CV CDBG CHILDRENS HOUSE SBSB	\$ 5,369.40	plan
282461	3/27/2021	112-7350215-4129012	AMAZON.COM SERVICES, INC	TOUCHPAD KEYBOARD FOR IPAD 4	\$ 304.56	infosyscc
282482	3/27/2021	1403404	GENERAL PACIFIC INC	18MM STRAIGHT COUPLER W/GREEN TIPS	\$ 475.46	pwfacc
282458	3/27/2021	41322911	INDEED, INC.	JOB POSTING ANNOUNCEMENTS - OIT, LIBRARY ASSIST. SEASONAL POSITIONS	\$ 500.39	hrcc1
282459	3/27/2021	E0500E08YA	MICROSOFT CORPORATION	AZURE PAY-AS-YOU GO 2/16-3/15/2021	\$ 29.00	infosyscc
282460	3/27/2021	E0500E0DZN	MICROSOFT CORPORATION	AZURE PAY-AS-YOU GO 2/16-3/15/21	\$ 21.74	infosyscc
282454	3/27/2021	H89176	SEBO'S DO-IT CENTER	LAB SUPPLIES	\$ 8.52	wwtpcc
282457	3/28/2021	G51860/1	ACE HARDWARE	OPERATING SUPPLIES	\$ 43.64	wwtpcc
282478	3/28/2021	113-0967324-4356230	AMAZON.COM SERVICES, INC	WINCH VEH #832	\$ 38.79	shopcc
282477	3/28/2021	113-1734109-4830664	AMAZON.COM SERVICES, INC	8 TON COMB HITCH, ERR 195	\$ 117.26	shopcc
282456	3/28/2021	C89442	COASTAL FARM &	BOOTS FOR AV	\$ 130.43	wwtpcc
282462	3/28/2021	296047229	LOGMEIN-GOTOMEETING	GOTOMEETING	\$ 208.90	infosyscc
282553	3/28/2021	092085	WASHINGTON STATE FERRY (ALL)	INVESTIGATION ON ORCAS ISLAND; DET TRAVEL TO AND FROM	\$ 58.90	apdcc
282512	3/29/2021	656000019041	ARAMARK	LAUNDRY SERVICES FOR WWTP	\$ 77.35	dwwtp
282554	3/29/2021	232807-115	BIRCH EQUIPMENT CO., INC	DIAMOND CUTTING BLADE	\$ 434.11	fibercc
282606	3/29/2021	8561 61 43135	HOME DEPOT	SUPPLIES AND TOOLS	\$ 637.57	fibercc
282597	3/29/2021	42051509	LOWE'S BUSINESS ACCOUNT/GEMB	FILTER PROJECT: PAINT SUPPLIES	\$ 22.39	wtpcc
282596	3/29/2021	49058630	LOWE'S BUSINESS ACCOUNT/GEMB	FILTER PROJECT - VACUUMS	\$ 92.35	wtpcc
282556	3/29/2021	H89906	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 363.49	parksccl
282608	3/29/2021	352015	VILLAGE BOOKS	CHILDREN'S BOOKS	\$ 58.62	libcc
283415	3/29/2021	210321A01	WRECKING BALL DEMOLITION	ASBESTOS ABATEMENT AT 14453 RIVER BEND RD	\$ 8,720.70	dwwtp

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282613	3/30/2021	G53156/1	ACE HARDWARE	PARK SUPPLIES	\$ 64.07	parksccl
282610	3/30/2021	113-6164561-7764257	AMAZON.COM SERVICES, INC	DESK CHAIR	\$ 217.59	shopcc
282611	3/30/2021	113-9050542-8964259	AMAZON.COM SERVICES, INC	DISC BRAKES FOR STOCK	\$ 149.18	shopcc
282609	3/30/2021	113-9835084-5709825	AMAZON.COM SERVICES, INC	RUBBER CHAIR CASTERS	\$ 38.03	shopcc
282601	3/30/2021	3340	BUBBA SUDZ CAR WASH, INC.	VEH #195, DETAILING	\$ 353.60	shopcc
282602	3/30/2021	11-06824-86492	EBAY	OPTICAL LINE TERMINAL	\$ 3,851.52	fibercc
282620	3/30/2021	21-08638	EDGE ANALYTICAL, INC	LAB TESTING - INFLUENT NITROGEN MONTHLY	\$ 56.10	wwtpcc
282619	3/30/2021	21-09094	EDGE ANALYTICAL, INC	LAB TESTING - PROJECT 1 CD & HG TESTING	\$ 469.20	wwtpcc
282621	3/30/2021	21-09109	EDGE ANALYTICAL, INC	LAB TESTING - PROJECT 2, 2 WEEK CD & HG TESTING	\$ 326.40	wwtpcc
282615	3/30/2021	CR421567	FERGUSON ENTERPRISES, INC	LOOP A UTILITY UPGRADE PLUMBING WORK	\$ 357.87	parksccl
282595	3/30/2021	590058	FRONTIER BUILDING SUPPLY	LOOP A UTILITY UPGRADE SUPPLIES	\$ 145.68	parksccl
282600	3/30/2021	040505	LOU'S GLOVES, INC	OPERATING SUPPLIES	\$ 1,713.00	wwtpcc
282616	3/30/2021	49122679	LOWE'S BUSINESS ACCOUNT/GEMB	LOOP A UTILITY UPGRADE SUPPLIES	\$ 153.01	parksccl
282604	3/30/2021	0897133	MAGNETROL	PIPE ARCH SWITCH	\$ 218.43	wtpcc
282603	3/30/2021	0897166	MAGNETROL	PIPE ARCH FLOW SWITCH	\$ 961.66	wtpcc
282643	3/30/2021	213976	NAPA	LIGHT- #839	\$ 95.92	wdistcc
282712	3/30/2021	3986-118582	O'REILLY AUTO PARTS	2 PK KEYLESS	\$ 34.77	dshop
282598	3/30/2021	INV00081712	PANTHEON SYSTEMS, INC	WEB HOSTING FEES FOR SAFEANDCLEANWATER.ORG	\$ 38.09	infosyscc
282594	3/30/2021	H90477	SEBO'S DO-IT CENTER	FACILITY USE ITEM - DEPOT	\$ 11.72	pwfacccl
282617	3/30/2021	H90518	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 2.13	parksccl
282599	3/30/2021	H90584	SEBO'S DO-IT CENTER	CUP BRUSH, WHEEL BRUSH	\$ 14.91	wdistcc
282614	3/30/2021	H90689	SEBO'S DO-IT CENTER	PARK SUPPLIES	\$ 17.64	parksccl
282716	3/30/2021	211323402	SURETY PEST CONTROL	MARCH SERVICSE: STA 2	\$ 44.61	medic
282605	3/30/2021	114-11762633	UNITED SITE SERVICES, INC	INTAKE PORTA POTI RENTAL 2/22/21-3/21	\$ 57.98	wtpcc
282698	3/31/2021	9014133691	ALLIED ELECTRONICS INC	MAINTENANCE SUPPLIES	\$ 642.64	wwtpcc
282647	3/31/2021	50751732	ALTEC INDUSTRIES, INC	INSPECTION- #195	\$ 1,061.54	shopcc
282645	3/31/2021	112-0922116-3823421	AMAZON.COM SERVICES, INC	USB C TO HDMI CABLES	\$ 65.22	infosyscc
282692	3/31/2021	112-4142451-7660248	AMAZON.COM SERVICES, INC	RADIOS FOR COMMUNICATION	\$ 46.13	libcc
282644	3/31/2021	112-78441423-2731440	AMAZON.COM SERVICES, INC	WEBCAMS	\$ 84.84	infosyscc
282691	3/31/2021	884755	BAYSHORE OFFICE PRODUCTS INC	STATIONS FOR LIBRARY - COVID PPE	\$ 4,491.59	pwfacccl
282704	3/31/2021	886287	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 6.35	museumcc

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282650	3/31/2021	000027	CLEAN AND CLIP	K9 T-BONE GROOMING	\$ 50.00	apdcc
282653	3/31/2021	6365447	EWING IRRIGATION PRODUCTS, INC	LOOP A UTILITY UPGRADE SUPPLIES	\$ 69.17	parksccl
282649	3/31/2021	13905	HOW IT WORKS, INC	2020 WATER QUALITY REPORT PRINTING	\$ 70.72	wtpcc
282648	3/31/2021	2FM00674x8278845K	KNWYROWNRECORDS	ADULT BOOKS	\$ 35.00	libcc
282642	3/31/2021	H91052	SEBO'S DO-IT CENTER	BALL FIELDS PARK SUPPLIES	\$ 12.56	parksccl
282654	3/31/2021	H91064	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 102.27	parksccl
282833	3/31/2021	211324653	SURETY PEST CONTROL	LIBRARY PEST CONTROL	\$ 66.37	publib
282651	3/31/2021	210350	T-SHIRTS BY DESIGN	SAFETY VESTS- STREET DEPT	\$ 139.26	shopcc
282655	3/31/2021	6088	TRACK EQUIPMENT COMPANY, LLC	EQUIPMENT REPAIRATION PARKS	\$ 37.37	parksccl
282951	3/31/2021	USS-70053	UNITED SITE SERVICES, INC	PORTA POTTY RENTAL 03/01-03/31	\$ 671.33	parksccl
283423	3/31/2021	1697	SKAGIT CONSERVATION DISTRICT	NPDES II OUTREACH & EDUCATION - MARCH 2021	\$ 1,095.82	pw1
283425	3/31/2021	21-03118	SEAHURST ELECTRIC, INC	SUBSTATION TRANSFORMER OIL SAMPLING & ANALYSIS	\$ 1,220.63	dwtpp
283421	3/31/2021	2400	NORTHWEST CORROSION	SKAGIT RIVER RAW WATER PIPELINE AND CLEARWELL PROJECT - COATING INSPECTIONS	\$ 4,308.82	pw1
283390	3/31/2021	FB-1595	CITY OF MOUNT VERNON	DARK FIBER	\$ 350.00	fiber
283236	3/31/2021	Invoice #1	ANACORTES CHAMBER OF COMMERCE	LTAC CHAMBER EXPERIENCE ANACORTES	\$ 33,643.84	plan
282694	4/1/2021	G54073/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 9.78	wwtpcc
282695	4/1/2021	G54559/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 29.37	wwtpcc
282688	4/1/2021	112-7006962-1556201	AMAZON.COM SERVICES, INC	SURFACE PRO COUNCIL	\$ 868.22	infosyscc
283133	4/1/2021	1292372	AMERICAN LIBRARY ASSOCIATION	ALA ANNUAL MEMBERSHIP LW	\$ 290.00	libcc
282708	4/1/2021	656000021456	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 67.73	dshop
282709	4/1/2021	656000021457	ARAMARK	OPS: MAT CLEANING	\$ 76.66	dshop
282790	4/1/2021	886447	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 15.40	museumcc
282702	4/1/2021	21-08248	EDGE ANALYTICAL, INC	LAB TESTING - PROJECT 2 CD & HG TESTING	\$ 397.80	wwtpcc
282703	4/1/2021	21-09012	EDGE ANALYTICAL, INC	LAB TESTING - SLUDGE METALS ODD MONTHS	\$ 181.05	wwtpcc
282713	4/1/2021	70266	INDUSTRIAL RESEARCH PRODUCTS	CLEANING LIQUID- #90008	\$ 2,195.04	dshop
282646	4/1/2021	2076243037	MICROSOFT CORPORATION	SURFACE LAPTOP MOUSE	\$ 69.63	infosyscc
282794	4/1/2021	214336	NAPA	MAINTENANCE SUPPLIES	\$ 42.51	wwtpcc
282792	4/1/2021	88742366RW208571V	NASAAEP	ONLINE NASAAEP CONFERENCE; CSO NYBO	\$ 25.00	apdcc
282696	4/1/2021	1496	PROFESSIONAL TRAINING	ONLINE TRAINING - KW FUNDAMENTALS OF WASTEWATER TREATMENT	\$ 100.00	wwtpcc
282687	4/1/2021	H91449	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 20.88	parksccl
282697	4/1/2021	H91710	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 1.01	wwtpcc
282693	4/1/2021	H91719	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 31.44	wwtpcc

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282699	4/1/2021	294715	THRIFTY CLEANERS	MARCH LAUNDRY	\$ 181.39	afdcc
282701	4/1/2021	169562151	THRIVE COMMUNITY FITNESS	VOLUNTEER MEMBERSHIP - APRIL	\$ 21.71	afdcc
282700	4/1/2021	169562152	THRIVE COMMUNITY FITNESS	2 MEMBERSHIPS - APRIL	\$ 43.42	afdcc
282690	4/1/2021	41643221099219122375	WALMART	EGG DASH TREATS	\$ 75.94	pkreccc
283332	4/1/2021	3244	SKAGIT COUNTY SHERIFF'S OFFICE	INMATE MEDICAL FOR PERIOD ENDING 6/25/2021	\$ 14,636.58	apd
283408	4/1/2021	12770	SKILLINGS CONNOLLY, INC	WWTP NPDES SEDIMENT SAMPLING 2/26/21-3/25/21	\$ 1,629.05	dwwtp
283422	4/1/2021	5510-5	SEMRAU ENGINEERING & SURVEYING	ON-CALL STORMWATER SITE REVIEWS	\$ 2,835.00	plan
283299	4/1/2021	Invoice #2	CHILDRENS HOUSE HOME DAYCARE	CV CDBG- CHILDREN'S HOUSE DAYCARE SBSG	\$ 4,085.39	plan
282798	4/2/2021	G54851/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 18.58	wwtpcc
282786	4/2/2021	G55203/1	ACE HARDWARE	OPERATING SUPPLIES	\$ 23.83	wwtpcc
282946	4/2/2021	Z126274	CHINOOK MEDICAL GEAR, INC	PNEUMOTHORAX DARTS	\$ 305.22	afdcc
282795	4/2/2021	X44519	COASTAL FARM &	RAINGEAR	\$ 479.40	fibercc
282799	4/2/2021	0188-1002629	CONSOLIDATED ELECTRICAL	MAINTENANCE SUPPLIES	\$ 40.84	wwtpcc
282689	4/2/2021	10477050081	DELL MARKETING LP	EXTENDED WARRANTY FOR DELL POWEREDGE SERVERS	\$ 3,877.49	infosyscc
282791	4/2/2021	V96560576405	GOOGLE ANALYTICS	SAFE AND CLEAN WATER.COM	\$ 6.36	infosyscc
282788	4/2/2021	41757982	INDEED, INC.	MAR-APRIL JOB POSTING ANNOUNCEMENTS - GIS & LEGAL	\$ 226.88	hrcc1
282743	4/2/2021	646929	SAN DIEGO POLICE EQUIP CO INC	TRAINING AMMO	\$ 1,861.09	apd
282789	4/2/2021	H91967	SEBO'S DO-IT CENTER	12" MEASURING WHEEL	\$ 74.63	wdistcc
282796	4/2/2021	H91999	SEBO'S DO-IT CENTER	HARD HAT	\$ 11.72	fibercc
282808	4/2/2021	H92011	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 26.19	parksccl
282800	4/2/2021	H92042	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 52.14	wwtpcc
282807	4/2/2021	H92067	SEBO'S DO-IT CENTER	LOOP A UTILITY UPGRADE SUPPLIES	\$ 26.62	parksccl
282793	4/2/2021	H92274	SEBO'S DO-IT CENTER	SPRAYER REPAIR KIT	\$ 17.05	shopcc
282797	4/2/2021	33298	SKAGIT POWDER COATING, INC.	DEPOT RESTROOM PRIVACY FRAME SUPPLIES	\$ 455.70	parksccl
282806	4/2/2021	INV77997289	ZOOM VIDEO COMMUNICATIONS INC.	COURT 4/2-5/1/21	\$ 16.30	courtcc
282802	4/2/2021	INV78031829	ZOOM VIDEO COMMUNICATIONS INC.	SR CENTER 04/02-05/01/21	\$ 16.30	parksccl
283202	4/2/2021	1220670	SKAGIT PUBLISHING LLC	PUBLISH SVH-2046491	\$ 69.94	finance
282804	4/3/2021	114-8729455-5053009	AMAZON.COM SERVICES, INC	CELL PHONE CASES	\$ 32.62	pwfacc
282805	4/3/2021	071588	FEDEX	LAMINATE/SPIRAL BIND 15 SCHOOL MAP BOOKS	\$ 500.32	afdcc
282803	4/3/2021	1378270	HEALTH & SAFETY INSTITUTE	CPR CERIFICATION CARDS	\$ 58.31	afdcc
282787	4/3/2021	5119	ZOOM VIDEO COMMUNICATIONS INC.	EXECUTIVE 4/3-5/2/21	\$ 59.82	execc
283244	4/3/2021	Invoice 2	WHIDBEY ISLAND RACE WEEK LLC	LTAC RACE WEEK INVOICE 2	\$ 4,453.00	plan

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282801	4/4/2021	111-6748699-3573013	AMAZON.COM SERVICES, INC	ADULT DVD	\$ 21.61	libcc
282897	4/5/2021	G56809/1	ACE HARDWARE	OPERATING SUPPLIES	\$ 7.79	wwtpcc
282899	4/5/2021	111-1138220-1062662	AMAZON.COM SERVICES, INC	BOOKS EJ/YA/ADULT	\$ 424.07	libcc
282901	4/5/2021	662 8 459 47	COSTCO WHOLESALE CORPORATION	REHAB SUPPLIES, BREAKROOM SUPPLIES, BREAKFAST WELCOME	\$ 219.57	afdcc
282898	4/5/2021	1272	DOLLAMUR	TRAINING MATS FOR DT	\$ 3,009.35	apdcc
282895	4/5/2021	ANA01	EDGE ANALYTICAL, INC	WATER ANALYSIS - 8 INVOICES	\$ 644.00	wtpcc
282938	4/5/2021	593 5 23 5687	SAFeway INC	LAB SUPPLIES	\$ 29.90	wwtpcc
282894	4/5/2021	H93598	SEBO'S DO-IT CENTER	FACILITY USE ITEM - DEPOT	\$ 23.45	pwfacc
282896	4/5/2021	H93875	SEBO'S DO-IT CENTER	SUPPLIES	\$ 16.59	fibercc
282900	4/5/2021	H93921	SEBO'S DO-IT CENTER	DEPOT SUPPLIES	\$ 44.77	parksccl
282939	4/5/2021	1Z3Y592X0161899630	UNITED PARCEL SERVICE, INC	LAB - CHRONIC TESTING SHIPMENT	\$ 258.95	wwtpcc
283416	4/5/2021	1200338093	HDR ENGINEERING, INC	COMBINED SEWER OVERFLOW PUMP STATION DESIGN 2/28/21-3/27/21	\$ 45,671.99	pw1
283401	4/5/2021	SOP52729	CPS HR CONSULTING	CIVIL SERVICE REMOTE PROCTOR TESTS - RECORDS STAFF	\$ 770.00	hr
282944	4/6/2021	G575629/1	ACE HARDWARE	TOOLS	\$ 243.70	wwtpcc
282940	4/6/2021	282940	BIRCH EQUIPMENT CO., INC	GENERATOR RENTAL- #2910A	\$ 267.32	shopcc
283058	4/6/2021	37863	DIAMOND RENTALS, INC.	PORTA POTTY RENTALS 03/07-04/06	\$ 387.00	parksccl
282950	4/6/2021	21-10134	EDGE ANALYTICAL, INC	LAB TESTING PROJECT 3 CD & HG SAND TESTING	\$ 52.00	wwtpcc
282984	4/6/2021	8634 2753 002	MICHAELS	DEPOT OPENING SUPPLIES	\$ 10.84	pkrecc
282941	4/6/2021	ARPP07-042021-2061	MUNICIPAL RESEARCH &	PURCHASING CLASS TRAINING WEBINAR	\$ 35.00	financecc
282943	4/6/2021	53935868	NATIONAL COUNCIL ON AGING, INC	VIRTUAL CONFERENCE AGING MASTERY PROGRAM	\$ 250.00	parksccl
282947	4/6/2021	A180546-3	OLDCASTLE PRECAST INC	FIBER 12" 44R, COVER 44-38C	\$ 6,793.32	pwfacc
282988	4/6/2021	16164041	PACIFIC POWER BATTERIES	BATTERY CHARGER	\$ 24.50	wtpcc
282935	4/6/2021	H94139	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$ 18.94	pwfacc
282948	4/6/2021	H94249	SEBO'S DO-IT CENTER	EXTENSION CORDS FOR CHIEF'S CAR	\$ 78.31	afdcc
282945	4/6/2021	H94518	SEBO'S DO-IT CENTER	TOOLS	\$ 155.32	wwtpcc
282949	4/6/2021	7WJH2-G6A79-3K7	VISTAPRINT	BUSINESS CARDS - CHIEF HARRIS	\$ 21.76	afdcc
282942	4/6/2021	REGISTRATION FEE	WASHINGTON ASSOCIATION OF	WAPRO 2021 VIRTUAL SPRING CONF; RECORDS SUPER INGRAM	\$ 60.00	apdcc
283394	4/6/2021	331 0569370	UNIFIRST CORPORATION	WATER CREW LAUNDRY	\$ 141.07	wdist
283242	4/6/2021	647102	SAN DIEGO POLICE EQUIP CO INC	TRAINING AMMO	\$ 899.06	apd
282989	4/7/2021	G58285/1	ACE HARDWARE	SKATE PARK SPRAYPAINT SUPPLIES	\$ 4.89	parksccl
283059	4/7/2021	887164	BAYSHORE OFFICE PRODUCTS INC	SENIOR CENTER SUPPLIES	\$ 76.52	parksccl
283045	4/7/2021	E/4996826	CHEVRON AND TEXACO UNIVERSAL	FUEL- #900061	\$ 18.22	shopcc

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
282981	4/7/2021	C94121	COASTAL FARM &	STEEL TOE SHOES	\$ 121.73	wtpcc
283053	4/7/2021	0188-1002728	CONSOLIDATED ELECTRICAL	CONDUIT & PVC	\$ 351.54	wdistcc
283055	4/7/2021	0551998448	HONEY BUCKET	PORTA POTTY MT ERIE 03/15-04/11	\$ 215.50	parksccl
283048	4/7/2021	3225452	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 69.91	wwtpcc
282982	4/7/2021	00101429	OWEN EQUIPMENT COMPANY	COIL, SENSOR, SWITCH- #610A	\$ 1,419.04	shopcc
283047	4/7/2021	593 8 99 3230	SAFEWAY INC	LAB SUPPLIES	\$ 20.93	wwtpcc
282985	4/7/2021	H94762	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$ 38.60	pwfacc
282990	4/7/2021	H94863	SEBO'S DO-IT CENTER	PARK SUPPLIES	\$ 23.44	parksccl
282992	4/7/2021	H94908	SEBO'S DO-IT CENTER	PARK SUPPLIES	\$ 18.53	parksccl
282993	4/7/2021	H94917	SEBO'S DO-IT CENTER	DEPOT RESTROOM SUPPLIES	\$ 18.10	parksccl
282980	4/7/2021	H94980	SEBO'S DO-IT CENTER	FACILITY SUPPLIES	\$ 17.24	pwfacc
282994	4/7/2021	H94988	SEBO'S DO-IT CENTER	WA PARK SUPPLIES	\$ 31.40	parksccl
283060	4/7/2021	006654	STOWES, INC	SAFETY BOOTS - BOB MK	\$ 170.57	wtpcc
282986	4/7/2021	132190132	ULINE, INC.	POLY CORROSIVE CABINETS X 3	\$ 825.29	wtpcc
283046	4/7/2021	123Y592X0129010140	UNITED PARCEL SERVICE, INC	LAB TESTING	\$ 258.95	wwtpcc
282983	4/7/2021	960013	VERSALIFT/TIME MFTG CO	BOOM TRUCK TRAINING	\$ 400.00	shopcc
283336	4/7/2021	18115906	MCKESSON MEDICAL-SURGICAL	PHARMACEUTICALS	\$ 187.05	medic
283338	4/7/2021	18116000	MCKESSON MEDICAL-SURGICAL	SAM SPLINTS	\$ 159.23	medic
283203	4/7/2021	2046611	SKAGIT PUBLISHING LLC	PUBLISH AA-2046611	\$ 125.86	finance
282998	4/7/2021	220022355618	PUGET SOUND ENERGY INC	500 T TSUNAMI SIREN 3/9-4/6/21	\$ 11.08	dwwtp
283413	4/7/2021	33890	MATERIALS TESTING & CONSULTING	SKAGIT RIVER RAW WATER PIPELINE AND CLEARWELL PROJECT - SPECIALIZED INSPECTIONS	\$ 85.00	pw1
283050	4/8/2021	G58489/1	ACE HARDWARE	FACILITY USE ITEMS - DEPOT	\$ 40.70	pwfacc
283061	4/8/2021	G58947/1	ACE HARDWARE	PARK SUPPLIES	\$ 108.59	parksccl
283044	4/8/2021	112-1540816-9786640	AMAZON.COM SERVICES, INC	TOUCHPAD KEYBOARDS FOR IPAD AIR 4	\$ 258.16	infosyscc
283052	4/8/2021	2597055	FRONTIER BUILDING SUPPLY	FACILITY USE ITEM - LIBRARY	\$ 48.85	pwfacc
283051	4/8/2021	595542	FRONTIER BUILDING SUPPLY	FACILITY USE ITEMS - OPS/PARKS	\$ 68.22	pwfacc
282952	4/8/2021	300543730	KCDA PURCHASING COOPERATIVE	PAPER FOR 3RD FLOOR	\$ 465.74	financecc
283054	4/8/2021	H95296	SEBO'S DO-IT CENTER	PRESSURE WASHER HOSE	\$ 138.60	fibercc
283049	4/8/2021	132265601	ULINE, INC.	OPERATIONS SUPPLIES	\$ 285.95	wwtpcc
283040	4/8/2021	6381	WASHINGTON RECREATION	PROFESSIONAL MEMBERSHIP TO 04/07/2022	\$ 172.00	parksccl
283419	4/8/2021	000017092.02	H W LOCHNER INC	R AVENUE LONG-TERM IMPROVEMENT PROJECT - ENGINEERING 3/6/21-4/2/21	\$ 4,334.21	pw1
283387	4/8/2021	4410792	TWO RIVERS TERMINAL, LLC	CHEMICALS - PUMP STATIONS	\$ 9,586.24	dwwtp
283130	4/9/2021	111-0612434-6177069	AMAZON.COM SERVICES, INC	CABLE CLIPS	\$ 126.60	fibercc
283128	4/9/2021	887401	BAYSHORE OFFICE PRODUCTS INC	FACILITY USE ITEMS	\$ 194.36	pwfacc

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
283129	4/9/2021	596415	FRONTIER BUILDING SUPPLY	SUPPLIES- TELEMETRY	\$ 27.14	wdistcc
283138	4/9/2021	17750445	GALLS, LLC.	STATION BOOTS - JS	\$ 179.46	afdcc
283127	4/9/2021	316367624	HACH COMPANY	LAB SUPPLIES	\$ 275.51	wwtpcc
283125	4/9/2021	2076243037	MICROSOFT CORPORATION	SURFACE LAPTOP	\$ 1,217.47	infosyscc
283134	4/9/2021	215316	NAPA	MAINTENANCE SUPPLIES	\$ 16.02	wwtpcc
283135	4/9/2021	215357	NAPA	MAINTENANCE SUPPLIES	\$ 35.07	wwtpcc
283137	4/9/2021	H95857	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 18.32	wwtpcc
283132	4/9/2021	H95887	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- STREET DEPT	\$ 121.52	shopcc
283122	4/9/2021	H95930	SEBO'S DO-IT CENTER	BALLFIELD SUPPLIES	\$ 13.05	parksccl
283124	4/9/2021	H96005	SEBO'S DO-IT CENTER	SUPPLIES- FIBER PROJECT	\$ 22.05	wdistcc
283136	4/9/2021	1Z3Y592X4461998156	UNITED PARCEL SERVICE, INC	LAB TESTING - CHRONIC TESTING 3 OF 3	\$ 257.22	wwtpcc
283417	4/9/2021	1200340159	HDR ENGINEERING, INC	WATER SYSTEM MODEL UPDATE 9/27/20-3/27/21	\$ 1,184.38	dwtp
283418	4/9/2021	1200340161	HDR ENGINEERING, INC	PILOT-SCALE AND FULL-SCALE TESTING FOR WTP - WA DOH STUDIES 9/27/20-3/27/21	\$ 310.91	pw1
283092	4/9/2021	12405036	HACH COMPANY	SYRINGE RING X 2, PUMP TUBING	\$ 175.29	dwtp
283094	4/9/2021	12405509	HACH COMPANY	TURBIDIMETER PROCESS VIALS X 5	\$ 302.29	dwtp
283396	4/9/2021	604255	ANACORTES PLUMBING	WATER LEAK REPAIR @ ASAC	\$ 2,486.08	pwfac
283131	4/10/2021	111-2518206-9769021	AMAZON.COM SERVICES, INC	MULTI-TOOL	\$ 75.32	fibercc
283123	4/10/2021	42188903	INDEED, INC.	JOB POSTING ANNOUNCEMENTS - LEGAL ASSISTANT AND GIS	\$ 500.11	hrcc1
283240	4/10/2021	156090	LAKESIDE INDUSTRIES, INC.	CLASS G ASPHALT / HMA 1/2" ASPHALT	\$ 3,190.11	dshop
283235	4/10/2021	156328	LAKESIDE INDUSTRIES, INC.	DUMP FEES- STREET DEPT.	\$ 212.70	dshop
283292	4/10/2021	156380	LAKESIDE INDUSTRIES, INC.	5/8" & 3/4" ROCK SALES	\$ 633.73	dshop
283139	4/11/2021	111-0402787-1557034	AMAZON.COM SERVICES, INC	2 - SURFACE PRO-3 POWER SUPPLY	\$ 54.38	afdcc
283126	4/11/2021	C96599	COASTAL FARM &	UNIFORM- CHRIS E	\$ 117.36	wdistcc
283286	4/11/2021	8498 30 017 0464628	COMCAST	WA PARK INTERNET 4/21-5/20/21	\$ 106.16	finance
283241	4/12/2021	018108593	GALLS, LLC.	UNIFORM JUMPSUIT; OFC SCHOLTEN	\$ 609.98	apd
283300	4/12/2021	12407282	HACH COMPANY	DESICCANT CARTRIDGE X 12	\$ 533.17	dwtp
283424	4/12/2021	2021-0555	THE WATERSHED COMPANY	PERIODIC REVIEW OF SHORELINE MASTER PROGRAM - MARCH 2021	\$ 1,452.50	plan
283409	4/12/2021	2021-25	PUBLIC SAFETY TESTING, INC	CIVIL SERVICE TESTING SERVICES	\$ 672.00	hr
283246	4/12/2021	277822	DEPT OF LABOR & INDUSTRIES	DUMBWAITER CERTIFICATION FOR WTP 6/1/21-6/1/2022	\$ 33.20	dwtp
283243	4/12/2021	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 3/6/21-4/5	\$ 3,232.70	dwtp
283238	4/13/2021	1853441	MILES SAND & GRAVEL CO.	5/8" CRUSHED ROCK	\$ 367.74	dshop

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
283247	4/13/2021	298493A	BAY CITY SUPPLY	COVID-19 PPE TOUCHLESS PAPER TOWEL DISPENSERS	\$ 240.30	pwfac
283342	4/13/2021	331 0570520	UNIFIRST CORPORATION	UNIFORM LAUNDRY	\$ 33.94	fiber
283397	4/13/2021	562	BLUE COW CARWASH	1ST QTR 2021 CAR WASHING	\$ 280.00	dshop
283402	4/13/2021	804413	CASCADE COLUMBIA DISTRIBUTION	SODIUM FLUORIDE - 1 PALLET / 40 BAGS	\$ 1,860.00	dwtpt
283204	4/13/2021	82530	MCCULLOUGH HILL LEARY, PS	WTP DEMO MATTER NO. 96	\$ 1,064.00	legal
283327	4/13/2021	JCS91350	OVERHEAD DOOR CO	ANNUAL MAINTENANCE - 3 STATIONS	\$ 1,238.14	medic
283234	4/13/2021	MV252405	MOTOR TRUCKS, INC	SENSOR, NITROGEN, CORE #511	\$ 679.26	dshop
283231	4/13/2021	MV252412	MOTOR TRUCKS, INC	REM KIT, CORE #601	\$ 218.12	dshop
283301	4/14/2021	Invoice #1	SHEARWATER UNIVERSITY	CV - CDBG SHEARWATER U SBSG	\$ 10,000.00	plan
283287	4/14/2021	1853730	MILES SAND & GRAVEL CO.	5/8" CRUSHED ROCK	\$ 551.61	dshop
283230	4/14/2021	215957	NAPA	SOLENOID #182	\$ 49.93	dshop
283233	4/14/2021	215958	NAPA	MIRROR- #838	\$ 21.04	dshop
283229	4/14/2021	215959	NAPA	BATTERY- #2919	\$ 49.99	dshop
283398	4/14/2021	2nd QTR JUDICIAL	SKAGIT COUNTY DISTRICT COURT	2ND QTR JUDICIAL SERVICES	\$ 19,473.50	court
283296	4/14/2021	331 0570663	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	\$ 95.50	dwtpt
283291	4/14/2021	812-16188	GCR TIRES & SERVICES	SERVICE- #842	\$ 175.23	dshop
283325	4/14/2021	978 800 0000 1	CASCADE NATURAL GAS CORP.	STA 3: 3/13 - 4/12/21	\$ 92.01	medic
283324	4/14/2021	INV10337	SEAWESTERN, INC.	4- 50 FT. LENGTHS OF 1.75" HOSE	\$ 1,050.63	medic
283343	4/14/2021	WAFLI87710421	ZIPLY FIBER	POLE ATTACHMENT MAKE-READY FEE	\$ 200.00	fiber
283344	4/14/2021	WAFLI87720421	ZIPLY FIBER	POLE ATTACHMENT MAKE-READY	\$ 200.00	fiber
283341	4/15/2021	0001082	CITY OF BURLINGTON	DARK FIBER & RACK SPACE	\$ 275.00	fiber
283245	4/15/2021	02/25/2021	ECONOWASH LAUNDRY&CLEANERS	UNIFORM CLEANING; FEB TO MARCH 2021	\$ 9.79	apd
283323	4/15/2021	113532	WALTON BEVERAGE COMPANY, INC	AFD BREAKROOM SUPPLIES	\$ 98.50	medic
283239	4/15/2021	113534	WALTON BEVERAGE COMPANY, INC	OPS BREAKROOM SUPPLIES	\$ 70.00	dshop
283297	4/15/2021	12412663	HACH COMPANY	TITRATOR SPARE PUMP CASSETTE, TITRATOR TUBING	\$ 231.26	dwtpt
283294	4/15/2021	216144	NAPA	OIL DRY- SHOP	\$ 59.79	dshop
283392	4/15/2021	299528	BAY CITY SUPPLY	COVID-19 PPE GLOVES	\$ 1,156.51	pwfac
283393	4/15/2021	299641	BAY CITY SUPPLY	COVID-19 PPE HAND HELD SPRAYERS DISINFECTANT	\$ 157.76	pwfac
283400	4/15/2021	50990	KRIEG CONSTRUCTION, INC	3/8" HMA- MT ERIE PROJECT	\$ 5,404.63	dshop
283290	4/15/2021	812-16193	GCR TIRES & SERVICES	SERVICE- #417	\$ 185.84	dshop
283289	4/15/2021	812-16194	GCR TIRES & SERVICES	SERVICE #601	\$ 71.69	dshop
283288	4/15/2021	812-16195	GCR TIRES & SERVICES	SERVICE- #513	\$ 57.82	dshop
283391	4/15/2021	D1121	DYNAMIC COATINGS, LLC	PAINTING REPAIR @ ASAC	\$ 5,720.00	pwfac
283395	4/15/2021	D1221	DYNAMIC COATINGS, LLC	ASAC DOOR TRIM PAINT VARIOUS LOCATIONS	\$ 4,150.00	pwfac
283293	4/15/2021	MV252556	MOTOR TRUCKS, INC	INCADESCENT AMBER LIGHT- #203	\$ 35.13	dshop
283333	4/16/2021	108116	DAVENPORT GROUP, INC.	DELL EMC UPGRADES	\$ 2,389.26	infosys
283328	4/16/2021	1092470	LIFE ASSIST, INC	EXAM GLOVES, SUCTION CATHETER	\$ 415.29	medic

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
283329	4/16/2021	1092471	LIFE ASSIST, INC	COLLARS, FORECEPS, PLELVIC SLINGS,	\$ 532.78	medic
283405	4/16/2021	12414759	HACH COMPANY	PROCESS VIAL X 7	\$ 289.29	dwtp
283337	4/16/2021	B13333631	SHI INTERNATIONAL CORP.	ADOBE ACROBAT STANDARD FOR APD RECORDS	\$ 783.56	infosys
283322	4/16/2021	S6-6266400	SEATTLE AUTOMOTIVE DIST INC	DISC BRAKE PAD, ROTOR VEH #027	\$ 374.67	dshop
283331	4/16/2021	WWANA133209	FASTENAL COMPANY	SAFETY GLASSES, BATTERIES	\$ 21.83	medic
283330	4/17/2021	00005W5A83161	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 4-17-21	\$ 50.77	apd
283426	4/17/2021	8498 30 017 0543538	COMCAST	DEPOT INTERNET 611 R AVENUE - 4/22-5/21/21	\$ 186.16	finance
283345	4/18/2021	0473	SEAMLESSLY GUTTERS LLC	OPS GUTTER REPAIR	\$ 1,196.80	pwfac
283389	4/18/2021	136	ADVANTAGE WINDOW COVERINGS	CITY HALL BLINDS	\$ 2,153.15	pwfac
283404	4/19/2021	12415865	HACH COMPANY	DESSICANT TUBE WITH COTTON	\$ 16.60	dwtp
283399	4/19/2021	216527	NAPA	WIPER BLADES- #207	\$ 45.94	dshop
283406	4/20/2021	Pay App 11	SUMMITX CONTRACTORS, INC	2020 WATERLINE REPLACEMENTS	\$ 24,317.07	pw1
283340	5/1/2021	20210501	CHOWANEC, WILLIAM	STA 3 RENT: MAY	\$ 2,340.00	medic

Total **\$391,030.87**



City Council Contract Agenda Bill

Meeting Date: 4/26/2021 **Agenda Item:** 4c

Subject: Contract Modification – Commercial Ave Corridor Plan Phase 1 - 11th St to 13th St Design #19-095-TRN-001

Staff Contact: Fred Buckenmeyer

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

Action Type: Contract Modification

Summary Statement: City staff seeks Council consent to issue a contract modification to Alta Planning + Design, Inc. in the amount of \$119,457.00, increasing the total contract price to \$486,487.00, so the Consultant can prepare the Final PS&E Documents for the Commercial Avenue Project, from 11th Street to 13th Street including intersections.

Background:

1. **Reason for Contract Change:** The original scope of services for the project did not include detailed scope and fee beyond 30% design in order to prepare a scope and fee that better reflected the outcomes of conceptual design. The original scope of services, including conceptual design, also did not originally anticipate a roundabout design option for the intersection of Commercial Avenue and 12th Street.
2. **History:** The City of Anacortes, along with the consultant team led by Alta Planning + Design is preparing Final PS&E Documents for the Commercial Avenue Project, from 11th Street to 13th Street including intersections. The original scope of services for the project did not include detailed scope and fee beyond 30% design in order to prepare a scope and fee that better reflected the outcomes of conceptual design. The original scope of services, including conceptual design, also did not originally anticipate a roundabout design option for the intersection of Commercial Avenue and 12th Street.

On February 1st 2021, Anacortes City Council provided direction to proceed forward with the design of a roundabout at the intersection of Commercial Avenue at 12th Street. With this direction, the design team will proceed forward with preliminary and final design of the Commercial Avenue Complete Street.

This scope amendment provides for a budget change to all tasks with the exception of Task 7 which is complete. The summary of budget changes, reflected on the final page of this scope amendment, include the following:

- Task 01: Project Management - Addition of budget for continued project coordination through project completion, estimated to be January 2022.
- Task 02: Conceptual Design – this task is currently complete; however, as noted in progress status reports, there was an overage on this task in part due to the assessment of the roundabout design which was not an original part of the scope of services. This increase is to cover the overage incurred.
- Task 03: Preliminary Design (30%) – the increase to this task reflects a number of additions including roundabout sizing and orientation, right-of-way acquisition consulting, stakeholder engagement in conjunction with roundabout sizing, and additional design considerations associated with preparation of 30% plans.
- Task 04: Compliance – the increase in this task reflects additional WSDOT coordination and submission of the Basis of Design Memorandum. The original scope did not provide for WSDOT coordination.
- Task 05: 60% Design – this task has a decrease in proposed budget due to a shift in anticipated hours and work detail in 90% design.
- Task 06: Final Design – the increase in this task pertains to additional detail required for preparation of 90% and final design plans with the roundabout option. This task also was adjusted to account for design changes as part of WSDOT review and approval.
- Task 07: Animation – Task is complete.

[Modification 01](#) to provide a traffic animation of two intersection solutions was fully executed on 3/9/20. [Modification 02](#) to develop an online open house that can provide project background, project schedule, example photos, resources, next steps information and public comment functions was fully executed on 6/26/20.

3. **Key Terms:**

- Work will be performed on a time and materials basis not-to-exceed \$486,487.00.
- The period of performance is extended through 12/31/22.

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

Previous Council/Committee Action: Council approved contract [19-095-TRN-001](#) at the [9/23/2019](#) Council meeting.

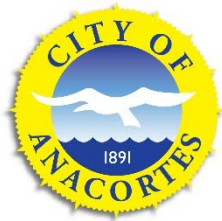
Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with Alta Planning + Design, Inc., under Contract 19-095-TRN-001, in the amount of \$119,457.00, increasing the total contract price to \$486,487.00.

Alternative Actions: Not approve the contract modification

Attachments: Contract 19-095-TRN-001 Modification 03

Consultant	Alta Planning + Design, Inc.
Original Agreement Amount	\$334,154.00
Current Agreement Amount	\$367,030.00
Change Per this Modification	\$119,457.00
Total After Modification	\$486,487.00
All Mods % of Total Contract Amount	45%
Earmarked Funds	\$500,000.00
BARS #	105.720.595.30.63
Paid on Contract as of 4/20/21	\$176,705.14
Budget Amendment Required?	No
Start Date	Contract execution
End Date	12/31/22



**Contract Number 19-095-TRN-001
MODIFICATION 03**

Date April 26, 2021
Page 1 of 1 Pages

Project Title Commercial Ave Corridor Plan Phase 1 - 11th St to 13th St Design
Prime Contractor Alta Planning + Design, Inc.

BACKGROUND

This modification increases the scope of work to direct the Consultant to prepare the Final PS&E Documents for the Commercial Avenue Project, from 11th Street to 13th Street including intersections. The contract price will increase from \$367,030.00 by \$119,457.00 to \$486,487.00.

Accordingly, the following changes are incorporated under this contract:

Article 1. Scope of Work: Insert the following fourth paragraph under Article 1:

“In addition to the services described above, the Consultant shall prepare the Final PS&E Documents for the Commercial Avenue Project, from 11th Street to 13th Street including intersections, as detailed in the attached Exhibit D, which is hereby incorporated by reference and made a part hereof.”

Article 2. Price and Payment Terms: Delete in its entirety and insert the following:

“The work performed under this Agreement shall be performed on a time-and-materials (T&M) basis not-to-exceed **Four Hundred Eighty-Six Thousand Four Hundred Eighty-Seven Dollars (\$486,487.00)**. This price reflects an original contract price of \$334,154.00 as detailed in Exhibit A, a price of \$20,000.00 for Modification 01 and as detailed in Exhibit B, a price of \$12,876.00 for Modification 02 as detailed in Exhibit C, and a price of \$119,457.00 for Modification 03 as detailed in Exhibit D.”

Article 3. Period of Performance: Delete in its entirety and insert the following:

“The period of performance under this Agreement is from inception through December 31, 2022.”

All other terms of the contract remain unchanged.

CITY OF ANACORTES

ALTA PLANNING + DESIGN, INC.

By _____
Laurie Gere, Mayor

By _____

Date _____

Title _____

Date _____

Original Agreement Amount	<u>\$334,154.00</u>	Original Contract Completion Date	<u>7/31/21</u>
Current Agreement Amount	<u>\$367,030.00</u>	Current Contract Completion Date	<u>7/31/21</u>
Change Per this Modification	<u>\$119,457.00</u>	Net Change	<u>518 Days</u>
Total After Modification	<u>\$486,487.00</u>	Contract Completion Date After Change	<u>12/31/22</u>

Contract 19-095-TRN-001**EXHIBIT D**

Roundabout Design
Alta Planning + Design
City of Anacortes, WA
Commercial Avenue 11th Street to 13th Street Final Design

Introduction

The City of Anacortes (CLIENT), along with the consultant team led by Alta Planning + Design (CONSULTANT) is preparing Final PS&E Documents for the Commercial Avenue Project, from 11th Street to 13th Street including intersections. The original scope of services for the project did not include detailed scope and fee beyond 30% design in order to prepare a scope and fee that better reflected the outcomes of conceptual design. The original scope of services, including conceptual design, also did not originally anticipate a roundabout design option for the intersection of Commercial Avenue and 12th Street.

On February 1st 2021, Anacortes City Council provided direction to proceed forward with the design of a roundabout at the intersection of Commercial Avenue at 12th Street. With this direction, the design team will proceed forward with preliminary and final design of the Commercial Avenue Complete Street.

This scope amendment provides for a budget change to all tasks with the exception of Task 7 which is complete. The summary of budget changes, reflected on the final page of this scope amendment, include the following:

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- **Task 06: Final Design** – the increase in this task pertains to additional detail required for preparation of 90% and final design plans with the roundabout option. This task also was adjusted to account for design changes as part of WSDOT review and approval.
- **Task 07: Animation** – Task is complete.

The following scope replaces the original scope of services for Tasks 01, 03, 04, 05, and 06.

TASK 1: PROJECT MANAGEMENT

CONSULTANT will manage technical aspects of the plan, including quality assurance and quality control and will provide monthly reports on the status of the project budget, work effort progress, and schedule. The CONSULTANT's project manager will be responsible to the CLIENT to complete the design on schedule, is technically competent, and meets the CLIENT's needs and expectations. Federal funding is not anticipated.

Throughout the project, there will be ongoing coordination between the CONSULTANT's Project Manager, and the CLIENT's Project Manager – including email, telephone calls, and written communication to keep CLIENT apprised of progress.

1.1 Coordination with CLIENT

CONSULTANT will coordinate on a regular basis with the CLIENT project manager to inform about project progress, project issues and schedule. Regular communication with CLIENT will occur on a weekly basis, including a weekly email summary of work completed and anticipated work the next week. This work element will also include preparing an Action Items Log and keeping the log updated throughout the duration of the project.

CONSULTANT will conduct monthly (1 hour) conference check-in calls (up to 12 calls) throughout the project's duration. The CONSULTANT will prepare bulleted conference call summaries and action items.

CLIENT Deliverables	CONSULTANT Deliverables
- Meeting attendance - Oversee CLIENT-led deliverables	- Meeting agendas - Client coordination and communication - Attendance by Alta Project Manager and design lead on bi-weekly meetings (up to 24 meetings) - Meeting notes/action items

1.2 Project Schedule, Budget, and Team Management

CONSULTANT will develop an overall project schedule, which will include a detailed schedule by task for the 30% design phase and a high-level schedule for the remainder of the project phases through 100% construction documents. CONSULTANT will prepare a draft and final schedule for CLIENT review. CONSULTANT will keep the schedule updated as the project progresses. CONSULTANT will manage subconsultant budgets, monitor staff and CONSULTANT team, manage change and prepare amendments, and monitor work progress under this work element.

1.3 Project Reports and Invoices

CONSULTANT will prepare monthly progress reports that describe the work items and percentage of work items that were accomplished during a given month, as well as a forecast of work to be completed over the following month. Progress report will include a status of budget, spent, and remaining for each individual task. The monthly progress reports will identify issues or problems that may occur in any given month and proposed resolutions. CONSULTANT will submit these monthly progress reports to the CLIENT Project Manager with the monthly invoices. The monthly invoices will document Individual tasks. CONSULTANT Project Manager will notify CLIENT Project Manager, in writing (memo format), of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services.

CITY Deliverables	CONSULTANT Deliverables
• Ongoing tracking of CLIENT activities • Oversee CLIENT-led deliverables	• Monthly progress reports and invoices • Project Management Plan including: Detailed critical path schedule with meeting dates and milestones • Contact list and protocols for project management and communication

TASK 2: CONCEPTUAL STREET DESIGN PREPARATION (TASK COMPLETE)

TASK 3: PRELIMINARY DESIGN (30%)

3.1 Preliminary Design Plans

Once the Preferred Design identified in task 1 has been completed and confirmed by the CLIENT, the consultant will develop the preliminary design and prepare 30% Plans and Opinion of Construction Costs. This task will begin with assessing the right-of-way constraints and evaluating up to two (2) different roundabout design options for discussions with businesses and stakeholders. One preferred roundabout option will be developed to proceed forward into 30% design plans.

CONSULTANT will prepare 30% design plans in accordance with current WSDOT LAG Manual and the WSDOT Standard Specifications for Road, Bridge, and Municipal Construction. The design plans will be prepared based on the selected preferred alternative from the preliminary design stage. The plans will be signed and sealed by a registered professional engineer and will be prepared on 22"X34" (or 24"X36") sheets at a minimum scale of 1"=40'.

The CLIENT will be leading the public art process for the roundabout, with support by CONSULTANT in up to three (3) meetings specific to public art and coordination between public art and roundabout design.

Specific preliminary plans are anticipated to consist of:

- Cover Sheet (1 sheet)
- Legend Sheet (1 sheet)
- Site Preparation and Demo Plan (3 sheets)
- Drainage Plan (3 sheets)
- Roadway Plan (3 sheets)
- Channelization and Signage (3 sheets)
- Signal and Lighting Plan (3 sheets)
- Planting Plan (3 sheets)
- Streetscape Improvements Plan (3 sheets)
- Public art
- Details (5 sheets)

Assumptions

- A signal plan will be developed with this phase of work under this scope of services
- Pavement design will be developed with this phase of work under this scope of services

- Water main, sanitary sewer main, and stormwater main will not require upgrades or replacements and design services by the Consultant and are NOT included in this Scope of Services. If it is determined that existing water main, sanitary sewer main, and/or stormwater upgrades will be needed as part of this Project, this will be considered an additional service and can be performed by the Consultant as an amendment to this Scope of Services.
- The CLIENT is directing the public art process, with coordination from CONSULTANT described in this task.

3.2 Opinion of Construction Costs

This work element will include preparing 30% level quantities and Opinion of Construction Costs. The opinion of costs will identify bid items that are intended to be Special Provision items. The opinion of costs will include an inflation factor for the anticipated year of construction (2021).

3.3: Roundabout Design Stakeholder Engagement

As part of finalizing the size and design of the roundabout, the CONSULTANT will conduct up to three (3) stakeholder meetings. These meetings will be held virtually and are up to one hour in length. The CLIENT will be responsible for making initial contact with identified businesses and stakeholders and CONSULTANT will provide meeting agenda, meeting materials, meeting facilitation, and meeting summaries.

This task also provides time for public coordination including, but not limited to: email responses, phone conversations, and public comment coordination.

3.4: Right-of-Way

Based on preferred roundabout alternative, CONSULTANT will conduct property owner outreach, acquisition strategy, compensation recommendations, and title research.

CLIENT Deliverables	Task 4 CONSULTANT Deliverables
• Meeting attendance • Oversee CLIENT-led deliverables • Single list of non-contradictory comments on draft 30% design set	• Site Visit • Up to two (2) roundabout designs • Draft 30% Design Plans • 30% Opinion of Construction Costs • Storm drainage memo • Meeting with CLIENT Project Manager and Senior CLIENT Staff to review 30% design. • 30% Design Plans • Up to three (3) stakeholder meetings • ROW Acquisition verification and coordination

Task 4: COMPLIANCE

4.1 Permitting Support

CONSULTANT shall provide support to CLIENT permitting and compliance efforts, including tabulation of quantities and excerpts of Preliminary Design plans. CONSULTANT will also support CLIENT in preparation of State Environmental Policy Act (SEPA) submission and compliance.

CONSULTANT shall be responsible for leading WSDOT compliance, including preparation of Basis of Design.

4.2 Traffic Analysis (Complete)

CONSULTANT will prepare a Traffic Memorandum to evaluate the specific traffic treatments included in the project. In addition to describing the existing traffic conditions, the memorandum will analyze intersection operations at Commercial Avenue at 11th, 12th and 13th, including proposed operations for one alternative for the 1 signalized intersection at 12th, bicycle and pedestrian movements, and safety of the corridor. The proposed improvements will be described and potential mitigation measures will be given if necessary.

- Preliminary Draft traffic memorandum (up to 5 pages)
- Final Draft traffic memorandum for submission (up to 5 pages)
- CLIENT comments response
- Final traffic memorandum (up to 5 pages)

Deliverable(s):

1. Preliminary Draft and Draft documents for CLIENT review.
2. Final Draft documents.

Assumptions:

1. This scope assumes there will be two (2) on-site meetings for two (2) staff, in addition to the field work described in the tasks above.
2. This scope assumes that no NEPA or FHWA documentation or coordination is required. This scope of work will need to be amended if NEPA or FHWA determines that the project requires an environmental assessment or environmental impact statement or other NEPA documentation.
3. It is assumed that each document will undergo two (2) rounds of review by the project team, and CLIENT. Preparation of additional drafts may require an amendment to this scope and budget.
4. CLIENT will conduct all government-to-government consultation with tribal governments.
5. An archaeological survey is not included in this scope of work.
6. It is assumed that no properties will need to be documented on Historic Property Inventory forms.
7. The CLIENT will provide any other relevant information concerning site conditions, including previous environmental reports, if available.
8. The CONSULTANT shall provide all deliverables electronically in WORD and PDF formats.

CLIENT Deliverables	CONSULTANT Deliverables
•	• Tabulations and plan excerpts for CLIENT insertion in permit documents. • SEPA preparation and coordination • Basis of Design memorandum for WSDOT • WSDOT coordination • Traffic Memorandum

Task 5: 60% PLANS, SPECIFICATIONS, & ESTIMATES (PS&E)

5.1 60% PS&E

The preparation of construction documents is anticipated to include updating the 30% plans based on one set of internally consistent consolidated comments from the City and further developing of detailed design. All plans will be prepared under the direction of and stamped and signed by a registered Civil and/or Traffic Engineer in the State of Washington. No formal submittal will be required for 60% PS&E.

The construction documentation phase will include the following:

- Cover Sheet (1 sheet)
- Legend Sheet (1 sheet)
- Site Preparation and Demo Plan (3 sheets)
- Drainage Plan (3 sheets)
- Roadway Plan (3 sheets)
- Grading Plan (3 sheets)
- Sign and Pavement Marking Plans (3 sheets)
- Signal and Lighting Plan (3 sheets)
- Planting Plan (3 sheets)
- Streetscape Improvements Plan (3 sheets)
- Public art
- Details (5 sheets)
- Technical Specifications Outline
- Construction Cost Estimate
- Drainage Report

5.2 Cost Opinion

Alta will prepare a preliminary construction cost estimate, based on the most recently available cost information supplied by the City and our internal sources. The format of the estimate will follow City standards. Alta will prepare an outline of technical specifications in the City's format.

Task 6: FINAL DESIGN 90% PS&E AND 100% CONSTRUCTION DOCUMENTS

6.1 90% Design Plans

The preparation of construction documents is anticipated to include updating the 60% plans. All plans will be prepared under the direction of and stamped and signed by a registered Civil and/or Traffic Engineer in the State of Washington. The construction documentation phase will include revisions to all

of the plans included in the 60% PS&E set and will include additional details as well as a draft set of specifications for the project.

6.2 Cost Opinion Update

Alta will update the preliminary construction cost estimate from the 60% Design.

6.3 100% Design Plans

The preparation of construction documents is anticipated to include updating the 90% plans based on one set of internally consistent consolidated comments from the City and further developing of detailed design. All plans will be prepared under the direction of and stamped and signed by a registered Civil and/or Traffic Engineer in the State of Washington. The construction documentation phase will include revisions to all of the plans included in the 90% PS&E set and will include additional details as well as a final set of specifications for the project.

6.4 Bid Set

The Alta Project Manager will meet with City staff to discuss the 100% PS&E review comments. Based on one set of internally consistent consolidated comments, Alta will finalize the construction documents and prepare a bid set.

- Alta will provide the City with final full-size stamped and signed set of plans in PDF and AutoCAD format.
- Alta will provide the final specification in MS Word and PDF formats.
- Alta will provide a final bid sheet MS Excel and PDF format.

6.5 Bid Support

Following completion of design, Alta will remain a resource to the City through the bidding and contract award process through attendance at a pre-bid meeting as well as to answer bidder questions and prepare addenda through the letting period.

- Attend Pre-Bid Meeting. Alta will attend the pre-bid meeting and provide an overview of the project to prospective bidders. Alta will prepare notes.
- Answer Design Questions. Alta will answer design related questions during the bidding process.
- Prepare Addenda. Alta will prepare an addendum to the bidding documents if needed during the bidding of the project to clarify the design or address questions raised at the pre-bid meeting.
- Assist with the Evaluation of Bids. Alta will assist the City with the evaluation of bids received on the project and provide a recommendation on award of the contract.

TASK 7: ANIMATION (TASK COMPLETE)

ADJUSTED FEE BREAKDOWN

The following table provides an overview of the adjustments reflected in this scope amendment. The amendment applies to all tasks except for Task 07 Animation which is complete. The Current Budget column reflects the current contract amounts per task. The proposed budget is the new proposed budget for each task reflecting design changes, stakeholder engagement additions, right-of-way consulting, roundabout sizing designs, and engineering work associated with the design of the preferred alternative roundabout design.

Task	Current Budget	Proposed Budget	Change
Task 1: Project Management	\$ 30,296	\$ 51,603	\$ 21,307
Task 2: Conceptual Street Design	\$ 115,436	\$ 124,083	\$ 8,647
Task 3: Preliminary Design (30%)	\$ 46,804	\$ 95,756	\$ 48,952
Task 4: Compliance	\$ 10,761	\$ 19,150	\$ 8,389
Task 5: 60% Design	\$ 71,401	\$ 64,315	\$ 7,086
Task 6: Final Design	\$ 52,866	\$ 92,114	\$ 39,248
Task 7: Animation	\$ 20,000	20,000	\$0 - COMPLETE
Totals	\$ 347,564	\$ 467,021	\$ 119,457



City Council Agenda Bill

Meeting Date: April 26, 2021

Agenda Item: 5.a.

Agenda Item Title: CDBG 2021 Annual Action Plan

Staff Contact(s): DON MEASAMER, Joann Stewart

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

Joann Stewart

Public Hearing

DON MEASAMER

Item Summary: The goals of this plan include funding supportive services to help individuals and families from becoming homeless, supporting efforts to reduce poverty, creating sustainable and healthy living accommodations for low income seniors and disabled individuals. The City Council previously elected not to utilize the administration portion of the funding and instead apply the 20% allocation to projects. The proposed funding goals being considered are listed below:

- Public Service - Anacortes Family Center - Homelessness/assist special needs populations - Create suitable living environs - \$14,395
- Low Income Senior Housing Rehabilitation – Anacortes Housing Authority Harbor House Roof Replacement - \$100,000

Section 108 Loan Program – Anacortes Family Center “The Landing” mixed use low income housing complex. The loan funding will be used to fund the costs of the pre-construction (construction drawings, architectural design) for the development of the public facility portion of the 1st floor of the complex. This will help with the costs of the construction of the early childhood learning center - \$150,000 approximately. The loan will fund the pre-construction costs of the public facilities portion (the first floor) only for the Anacortes Family Center’s construction of a mixed-use, low-income apartment complex on 26th Street in Anacortes. This will include the costs for loan origination fees, appraisal fees, architectural fees, structural design, admin and staff time for the development of the public facilities portion only and will achieve the national objective of public facilities development in a predominantly low income area. The loan amount is expected to be approximately \$150,000 and will be repaid by future CDBG annual allocations.

Budget Impact:

Annual Allocation from HUD - \$114,395; Section 108 Loan \$150,000 approximately; all funding is reimbursed by HUD CDBG program

Previous Action: None

Recommended Motion: None at this time

Alternative Actions:

Attachments (listed in order presented):

1. Draft 2021 CDBG Annual Action Plan



CITY OF ANACORTES
CDBG 2021
DRAFT ACTION PLAN

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Executive Summary

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

1. Introduction

This chapter outlines the City's one-year Action Plan for 2021, which will further the goals and strategies of the Strategic Plan and is the spending plan for the City's Community Development Block Grant (CDBG) funds. The funding received will be used to accomplish the activities outlined in this plan. The allocation for this year's funding is approximately \$114,395. The proposed activities must meet the CDBG National Objectives as outlined in the introduction to the Strategic Plan and meet the public benefit standard. The Mayor of Anacortes has designated the Planning, Community & Economic Development Department responsible for the planning, development, and implementation of its CDBG Program.

2. Summarize the objectives and outcomes identified in the Plan

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

The goals of this plan include funding supportive services to help individuals and families from becoming homeless, supporting efforts to reduce poverty, constructing public facility upgrades to provide suitable living environments through the removal of architectural barriers to accommodate mobility restricted individuals. The City has elected not to utilize the administration portion of the funding and instead apply the 20% allocation to projects. The proposed funding goals being considered are listed below:

- Public Service - Anacortes Family Center - Homelessness/assist special needs populations - Create suitable living environs - \$14,395
- Low Income Senior Housing Rehabilitation – Anacortes Housing Authority Harbor House Roof Replacement - \$100,000
- Section 108 Loan Program – Anacortes Family Center “The Landing” mixed use low income housing complex. The loan funding will be used to fund the costs of the pre-construction (construction drawings, architectural design) for the development of the public facility portion of the 1st floor of the complex. This will help with the costs of the construction of the early childhood learning center - \$150,000 approximately.

As listed above, the City expects to utilize a Section 108 loan program through HUD. This program provides communities with a source of financing for economic development, housing rehabilitation, public facilities, and large-scale physical development projects. It allows them to transform a small portion of their CDBG funds into federally guaranteed loans large enough to pursue physical and

economic revitalization projects that can renew entire neighborhoods. As a CDBG entitlement, the City is eligible to apply for this type of funding.

This program provides the City with the opportunity to borrow up to 5 times the annual allocation. This year's funding amount is \$114,395 which allows the City to borrow a maximum of \$571,975. Principal security includes a pledge of the future CDBG funds along with additional security and the interest is variable.

The loan will fund the pre-construction costs of the public facilities portion (the first floor) only for the Anacortes Family Center's construction of a mixed-use, low-income apartment complex on 26th Street in Anacortes. This will include the costs for loan origination fees, appraisal fees, architectural fees, structural design, admin and staff time for the development of the public facilities portion only and will achieve the national objective of public facilities development in a predominantly low income area. The loan amount is expected to be approximately \$150,000 and will be repaid by future CDBG annual allocations.

3. Evaluation of past performance

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

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

The 2020 allocation was redirected from the original purpose of funding the Housing Authority roof replacement project to assist businesses within Anacortes with economic support. This provided financial assistance to local small businesses (no more than 30 employees) to help reduce the losses associated with the Covid restrictions. To date, the City has provided 18 businesses with a total of 84 employees with this funding to help keep their doors open and their employees in jobs.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In deciding the 2021 program year allocations, the City of Anacortes worked with community leaders and the City Council Housing Affordability & Community Services committee to determine the proposed projects. The City held a 30 day public comment period in accordance with the HUD requirements. The City held 2 virtual public hearings on April 26, 2021 and May 10, 2021). Notice was published on the website and in the local newspaper and encouraged public comment in conjunction with the CDBG program. The notice for the 30 day comment period and meetings was posted on the City's website on March 26, 2021 and published in the local newspaper on March 31, 2021. The public comment period began on April 5, 2021 and ended May 5, 2021.

5. Summary of public comments

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

Will be updated upon completion of the public comment period and final public hearing.

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

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

7. Summary

The overall goal of the community planning and development programs available from the City of Anacortes with CDBG funding is to assist in the development of affordable housing for low and moderately low income households, reduce poverty in Anacortes, assist in creating better living conditions for low income households and provide funding to assist human service agencies serving low-income populations. A review of the projects and activities implemented in program years 2019 and 2020 demonstrates that the City is making progress in fulfilling its goals. The City intends to continue to work closely with HUD staff to improve performance in timely implementation of identified community development strategies and CDBG administrative activities. The City did not hinder Consolidated Plan implementation by action or willful inaction.

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

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

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

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

Table 1 – Responsible Agencies

Narrative

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

Consolidated Plan Public Contact Information

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

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

1. Introduction

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

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

The City held two public hearings to obtain input from all citizens of the community. The first public hearing was April 26, 2021. This meeting provided an opportunity to discuss the objectives of the Action Plan and proposed projects for 2021. The next meeting was held on May 10, 2021.

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

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

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

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

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

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

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

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

DRAFT

Table 2 – Agencies, groups, organizations who participated

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

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

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

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

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

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

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

Table 3 - Other local / regional / federal planning efforts

Narrative

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

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

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

In deciding the 2021 program year funding allocations, the City of Anacortes conducted two public hearings (April 26, 2021 and May 10, 2021) and encouraged public comment on the development of the City's CDBG Action Plan. The notice for the public hearings was advertised in the Anacortes American and posted on the City's website. The notice for the 30 day comment period and meetings were posted on the City's CDBG website on March 26, 2021 and published on March 31 2021. The public comment period began on April 5 and ended May 5, 2021.

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

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

Citizen Participation Outreach

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

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The City expects to utilize the entire allocation of \$114,395 for program year 2021. This funding will advance the goals of this plan to improve living conditions and fund supportive services to help individuals and families from becoming homeless and support efforts to reduce poverty.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public - federal	Public Housing Rehab; Public Services	\$114,395	0	\$0	\$114,395	0	The City will utilize the entire allocation for program year 2021. The City expects to use \$100,000 for the roof replacement at the Housing Authority Harbor House, a low-income apartment complex for seniors. The remaining amount will be applied to public services.
CDBG	Public – federal, Section 108 Loan Program	Public Facilities	\$150,000				0	The City will utilize a Section 108 loan. The loan is generated through the annual allocation and the City can utilize up to 5 years of annual allocations. The City is allowed at total loan amount of \$571,975

Table 5 - Expected Resources – Priority Table

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

matching requirements will be satisfied

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

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

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

Discussion

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

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

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homelessness/Assist Special Needs Populations	2021	2022	Homeless	Tracts 940600 & 940500	Homelessness/Assist special needs population	CDBG: \$14,395	Public service activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted - GOI 3
2	Public Housing Rehabilitation – 50 unit complex for elderly and disabled low income residents	2021	2022	Public Housing	Tracts 940600 & 940500	Low/Mod Housing Rehab – creating suitable living conditions for LM Individuals	CDBG: \$100,000	570.202(a)(2) 50 households assisted
3	Public Facility development – Early Childhood Learning Center	2021	2022	Public Facilities (LMA)	Tracts 940600 & 940500	Neighborhood Facilities; Early Childhood Learning Center	\$150,000	570.703(l), 570.201(c) - Neighborhood Facilities (03E)

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Homelessness/Assist Special Needs Populations
	Goal Description	GOI 3 - Public Services Non-Housing
2	Goal Name	Public Housing Rehab - Modernization
	Goal Description	GOI 8 – Housing

3	Goal Name	Section 108 Loan – Neighborhood Public Facilities Development
	Goal Description	Fund the soft costs associated with development of a neighborhood public facility

DRAFT

AP-35 Projects - 91.420, 91.220(d)

Introduction

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

The Harbor House low income senior and disabled housing provides homes for 50 households. The roof on this complex has gone well beyond its maximum lifespan and requires replacement. This will benefit 60 low income seniors and disabled individuals living in the 50 unit complex with decent affordable housing.

The support of the AFC's early childhood learning center in the public facilities portion of The Landing project will help families get a head start on childhood learning so they are well prepared to enter the education system and their future. The value of early childhood education is key to developing a good foundation on which to build as the child goes through school; early childhood learning provides academics as well as helps the child develop a good sense of self and family and an understanding that their actions can make a better world. This is a great investment to help families become successful in the future.

#	Project Name
1	Public Services – supportive services costs for clients
2	Public Housing Rehab – Modernization
3	Public Facilities development under 570.703(l) & 570.201(c) -

Table 7 – Project Information

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

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

Improving conditions, creating new housing resources and opportunities, retaining jobs, and reducing housing costs to affordable levels represent major means of responding to the needs of the targeted

population. The strategies and objectives outlined in the 2018-2022 Strategic Plan reflect these priorities and outline activities designed to alleviate these needs.

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. Consolidated Plan strategies developed through the community planning process reflect that a significant amount of funds are targeted to projects that benefit the low to moderately low income households. The public services portion provides services and resources to the households in need while the remaining resources are directed to projects that provide safe and stable transitional and permanent housing for families and individuals in need.

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

DRAFT

AP-38 Project Summary

Project Summary Information

1	Project Name	Anacortes Family Center
	Target Area	Census Tract 940500
	Goals Supported	Public Services – Non-Housing
	Needs Addressed	Non-Housing Community Development
	Funding	CDBG: \$14,395
	Description	Public Services Allocation – Support Family Center staff who provide case management services to homeless families and single women staying at shelter
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	The Anacortes Family Center estimates service for approximately 200 individuals consisting of families with children and single women. The program provides intensive self-sufficiency based services and shelter for homeless single women, children and families with children in crisis, most often due to domestic violence. Approximately 60% of the clients will be children. Nearly all of the clients have complex issues involving generational violence, poverty and mental illness
	Location Description	1011 27 th Street, Anacortes, WA The facility is a secure complex; entry is via electronic passcode and visual acceptance.
2	Planned Activities	The Center provides housing for 60-90 days and intensive case management and life skills education to assist the household with gaining the skills and resources needed to become fully self-sufficient. In 2019, the Center provided successful transition to stable living/working environments to approximately 84% of their clients.
	Project Name	Anacortes Housing Authority Harbor House Public Housing Rehab
	Target Area	Census Tract 940600
	Goals Supported	Public Housing Rehab – safe, decent, affordable housing stock retained
	Needs Addressed	Retaining the affordable housing stock for low income seniors and people with disabilities
	Funding	CDBG: \$100,000

	Description	Funding a roof replacement for the Harbor House Low Income Senior and individuals with disabilities apartment complex
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	60 residents living in 50 apartments will benefit from this activity.
	Location Description	Anacortes, WA
	Planned Activities	Provide \$100,000 to fund the roof replacement at the Harbor House
3	Project Name	Anacortes Family Center – The Landing
	Target Area	Census Tract 940500
	Goals Supported	Supporting development of public neighborhood facilities in a low to moderately low-income area
	Needs Addressed	Serving a predominantly low income area with early childhood learning center
	Funding	CDBG Section 108 Loan - CDBG
	Description	Provide funding to assist the development of an early childhood learning center. Funding will be limited to soft costs of public facilities only development, i.e., architectural and construction design, project development analysis, administration of design development
	Target Date	6/30/22
	Estimate the number and type of families that will benefit from the proposed activities	There are approximately 21,576 as of 2019 (US Census), this neighborhood comprises approximately 2,465 low to moderately low income individuals. This facility will provide services to the entire community.
	Location Description	1019 26 th Street, Anacortes
	Planned Activities	Section 108 loan to provide funding for soft costs for development of public facility (early childhood learning center) in a mixed use, low income apartment, public facility complex. The funding will be repaid over a 2 year period with CDBG annual allocations to assist in the development of a much needed low income apartment complex

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

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

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

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

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

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

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

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

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

Geographic Distribution

Target Area	Percentage of Funds
Tracts 940600 & 940500	100%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

Discussion

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

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

Introduction

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

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

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

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

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

increase their economic feasibility;

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

Discussion

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

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

Introduction

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

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

The City continues to focus on assistance to small businesses within the community that face imminent shut down due to the Covid-19 pandemic. To date, the city has used CDBG and CDBG-CV funding to assist small businesses such as restaurants and retail spaces and helped keep them from closing and losing jobs. With the use of CDBG and CDBG-CV funding, the city has provided 18 businesses with a total of 84 employees with funding to help during the pandemic shutdowns. With CDBG assistance, these businesses will continue operating and retain their valuable employees. This will help lessen the burden of people facing unemployment when the restrictions are lifted in response to the pandemic.

Actions planned to address obstacles to meeting underserved needs

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

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

Actions planned to foster and maintain affordable housing

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

In support of new low income housing developments, the City will secure additional funding outside of the annual allocation through the CDBG Section 108 Loan program to help reduce the costs of the development of the AFC's The Landing. The loan will help cover the soft costs of the development of the public facilities portion of the project which will help reduce some of the cost of a project of this scope. This will ultimately provide 21 homes for low to moderately low and disabled individuals.

Actions planned to reduce lead-based paint hazards

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

Actions planned to reduce the number of poverty-level families

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

The support of the AFC's early childhood learning center in the public facilities portion of The Landing project will help families get a head start on childhood learning so they are well prepared to enter the education system and their future. The value of early childhood education is key to developing a good foundation on which to build as the child goes through school; early childhood learning provides academics as well as helps the child develop a good sense of self and family and an understanding that their actions can make a better world. This is a great investment to help families become successful in

the future.

Actions planned to develop institutional structure

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

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

The City will support the efforts of the Anacortes Community Health Council and participate regularly in their multi-agency meetings. Active participation in the Council will improve the coordination of the City's Consolidated Plan goals and the efforts to reduce instability in the lower income community. The Housing Affordability & Community Services committee will work with the public and private housing and social service agencies to develop a strategy to eliminate barriers to affordable housing and services. The HACS Committee completed the Affordable Housing Strategic Plan in 2017 <https://www.anacorteswa.gov/550/Housing-Affordability-Committee> that is designed to provide pathways to development of affordable housing within our community. The City is also very committed to working with agencies to develop a community services center to help people find basic services at affordable rates. The HACS Committee is now working on a human services strategic plan to address the lack of services available to the lower income community as well as updating the affordable housing strategic plan. The HACS committee continues working on the plan to keep it current.

Discussion

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

Program Specific Requirements

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

Introduction

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. The 2021 Action Plan allocates the majority of the funding to projects that benefit the low to moderately low income households. The public services portion provides services and resources to the households in need while the remaining resources fund projects that provide better access to services or improved living conditions for individuals and families in need.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

The City typically does not receive Program Income.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$150,000
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	\$150,000

Other CDBG Requirements

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

Discussion

100% of the 2021 funding will be allocated to benefit low to moderately low income persons.

Attachments

Grantee SF-424's and Certification(s)

To be attached prior to submission to HUD

DRAFT



City Council Agenda Bill

Meeting Date: April 26, 2021

Agenda Item: 6.a.

Agenda Item Title: Ordinance 3089: Amending the 2021 Budget

Staff Contact(s): JONN LUNSFORD, Emily Schuh

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

STEVE HOGLUND

Ordinance

JONN LUNSFORD

Emily Schuh

Item Summary: This budget amendment adds one Parks Maintenance FTE to the existing 2021 budget. This budget amendment is necessary to support Resolution 3029, which authorizes the hiring of 2 budgeted but unfilled positions, as well as 1 new parks maintenance position.

Budget Impact:

This amendment will add \$98,640 in staff budget costs to the Parks and Recreation 2021 budget for an entry level Parks Maintenance FTE.

Previous Action: [Ordinance 3078](#) adopting 2021 budget; [Ordinance 3086](#) amending the 2021 budget to add utility and legal staff.

Recommended Motion: I move to adopt Ordinance 3089 amending the 2021 budget.

Alternative Actions: Do not amend budget.

Attachments (listed in order presented):

1. Budget Amendment Ordinance 3089 April 2021 Parks Maintenance

ORDINANCE 3089

AN ORDINANCE AMENDING ORDINANCE NO. 3078 ADOPTED ON DECEMBER 21, 2020, ENTITLED "AN ORDINANCE ADOPTING THE BUDGET FOR ALL MUNICIPAL PURPOSES AND USES FOR THE YEAR 2021"

WHEREAS, Ordinance 3078 was adopted on December 21, 2020 that established the annual budget for fiscal year 2021, and

WHEREAS, The 2021 budget was intentionally lean across all funds and departments because of the concerns about the future of the economy at the time of budget development due to the continued impact of COVID-19, and

WHEREAS, One full time position was removed from the 2021 Parks and Recreation budget, and that position has in part been filled with non-represented staff who are no longer able to support those tasks as post Covid programming gets underway in the department, and

WHEREAS, the department is deferring maintenance and falling behind on regular projects, and

WHEREAS, the Parks and Recreation department request the authority to return that position back into the budget to ensure City Parks are maintained at the high level our citizens have come to expect.

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

Section 1. Ordinance No. 3078 dated December 21, 2020 adopting the Budget for all Municipal purposes and Uses for the fiscal year 2021 is hereby amended to reflect the aforementioned revisions to expenditures and revenues in the following areas:

Parks and Rec	Position Description	Expense	Revenue
101.410.576.80.10	Wages - Parks Maintenance	63,908	
101.410.576.80.20	Personnel Benefits	34,732	
101.410.308.90.00	Reserved Fund Balance		98,640

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 26th day of April, 2021.

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



City Council Agenda Bill

Meeting Date: April 26, 2021

Agenda Item: 6.b.

Agenda Item Title: Resolution 3029: Authorizing the Hiring of 1 ASAC Administrator and 2 Parks Maintenance Workers

Staff Contact(s): JONN LUNSFORD, Emily Schuh

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

STEVE HOGLUND

Resolution

JONN LUNSFORD

Emily Schuh

Item Summary: Authorizing the hiring of an Anacortes Senior Activity Center Administrator, and 2 Parks Maintenance workers. The ASAC Administrator and 1 of the maintenance workers are budgeted in the 2021 budget but are unfilled. The 2nd maintenance worker was cut from the 2021 budget, so needs to be added back via a budget amendment, and authorized for hire by this resolution.

Budget Impact:

The additional budget impact for 1 Parks Maintenance is \$98,640.

The annual cash flow impact from all 3 of these positions is \$299,096.

Previous Action: Discussion at Personnel Committee

Recommended Motion: I move to adopt Resolution 3029 authorizing the Mayor to hire 3 positions in the Parks and Recreation department.

Alternative Actions: Do not approve resolution.

Attachments (listed in order presented):

1. Res 3029 hire 1 ASAC Director and 2 Parks Maintenance

RESOLUTION NO. 3029

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES, AUTHORIZING THE HIRING OF 2 POSTIONS THAT ARE BUDGETED BUT UNFILLED IN 2021, AND AUTHORIZING THE HIRING OF AN ADDITIONAL PARKS MAINTENANCE POSTION THAT WAS ADDED THROUGH A BUDGET AMENDMENT.

WHEREAS, the City Council of the City of Anacortes adopted Ordinance 3086 establishing the 2021 budget, and

WHEREAS, the Covid crisis hiring freeze that was enacted in March of 2020 was enforced in section 4 of the 2021 budget ordinance 3086 requiring a council resolution to authorize any hiring done into Governmental funds during the 2021 fiscal year, and

WHEREAS, the Park and Recreation department is such a Governmental fund that relies primarily on tax revenues, and

WHEREAS, the Park and Recreation department is preparing for post Covid programming and activities, and has an open and unfilled position in its budget for an Anacortes Senior Activity Center (ASAC) Administrator that will need to be filled to effectively open the ASAC, and

WHEREAS, the Park and Recreation department anticipates difficulty in keeping up in its infrastructure maintenance requirements now that Parks and Rec programs are resuming, and

WHEREAS, the Park and Recreation department has one open and unfilled position in its budget for a Parks Maintenance worker that they request authorization to hire, and

WHEREAS, the Park and Recreation department had an additional Parks Maintenance position that was eliminated from the 2021 budget, and now request consideration to add back to the budget and fill this position, to keep up with parks maintenance requirements, and

WHEREAS, a budget amendment is necessary to establish funding for said position.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Anacortes that the Mayor is authorized to commence in the hiring of 1 Anacortes Senior Activity Center (ASAC) Administrator, and 2 Parks Maintenance workers.

ADOPTED, at the regular meeting of the City Council of the City of Anacortes, this 26th day of April 2021, by a majority of the members.

City of Anacortes, Washington

BY: _____
Laurie Gere, Mayor

ATTEST:

Steven D. Hoglund, City Clerk



April 2021

GPON CUSTOMER COUNT & REVENUE

Month	In Service	Static IPv4 Address	Internet Service Revenue	Static IPv4 Revenue	GPON Revenue	Other Revenue	TOTAL REVENUE
Mar-20	9	1	\$ 1,171.00	\$20.00	\$ 1,191.00	\$ -	\$ 1,191.00
Apr-20	30	3	\$ 3,180.00	\$49.00	\$ 3,229.00	\$ -	\$ 3,229.00
May-20	138	6	\$ 9,102.00	\$109.00	\$ 9,211.00	\$ -	\$ 9,211.00
Jun-20	209	10	\$ 13,451.00	\$145.00	\$ 13,596.00	\$ -	\$ 13,596.00
Jul-20	246	15	\$ 15,884.00	\$190.00	\$ 16,074.00	\$ -	\$ 16,074.00
Aug-20	284	19	\$ 18,456.00	\$248.00	\$ 18,704.00	\$ -	\$ 18,704.00
Sep-20	314	24	\$ 20,646.00	\$326.00	\$ 20,972.00	\$ 867.00	\$ 21,839.00
Oct-20	341	26	\$ 22,489.00	\$344.00	\$ 22,833.00	\$ 867.00	\$ 23,700.00
Nov-20	363	27	\$ 23,827.00	\$353.00	\$ 24,180.00	\$ 2,023.25	\$ 26,203.25
Dec-20	463	43	\$ 29,897.00	\$382.00	\$ 30,279.00	\$ 2,023.25	\$ 32,302.25
Jan-21	524	31	\$ 33,616.00	\$411.00	\$ 34,027.00	\$ 2,023.25	\$ 36,050.25
Feb-21	575	34	\$ 36,445.00	\$449.00	\$ 36,894.00	\$ 2,023.25	\$ 38,917.25
Mar-21	624	31	\$ 38,906.00	\$400.00	\$ 39,306.00	\$ 2,023.25	\$ 41,329.25
Apr-21	698	34	\$ 43,962.00	\$438.00	\$ 44,400.00	\$ 2,023.25	\$ 46,423.25

CUSTOMER ORDERS

Residential	Count	Monthly Revenue	Commercial	Count	Monthly Revenue	Other Customers	
100Mbps	199	\$ 7,761.00	100Mbps	37	\$ 3,293.00	\$867.00	
100Mbps managed	188	\$ 9,212.00	100Mbps managed	23	\$ 2,277.00	\$1,156.25	
1Gbps	130	\$ 8,970.00	1Gbps	31	\$ 4,619.00		
1Gbps managed	81	\$ 6,399.00	1Gbps managed	9	\$ 1,431.00		
One Static IP	4	\$ 36.00	One Static IP	18	\$ 162.00		
Five Static IPs	2	\$ 40.00	Five Static IPs	10	\$ 200.00		
Total:	598	\$ 32,418.00	Total:	100	\$ 11,982.00		
Grand Total \$ 46,423.25							
	CBD	Old Town	M Ave	2020 Aerial Areas	West End	Remainder of City	Total
Potential Customers	255	562	160	1296	2302	3043	7618
Sign-ups	118	265	71	353	476	730	2013
Take-Rate	46.3%	47.2%	44.4%	27.2%	20.7%	24.0%	26.4%
Partial Installs	1	0	0	0	0	0	1
In-Service	107	248	63	256	0	24	698
Percentage of Orders in Service	90.7%	93.6%	88.7%	72.5%	0.0%	3.3%	

In our current service areas 807 orders have been received of the potential 2273 customers which equates to 35.5% market share.

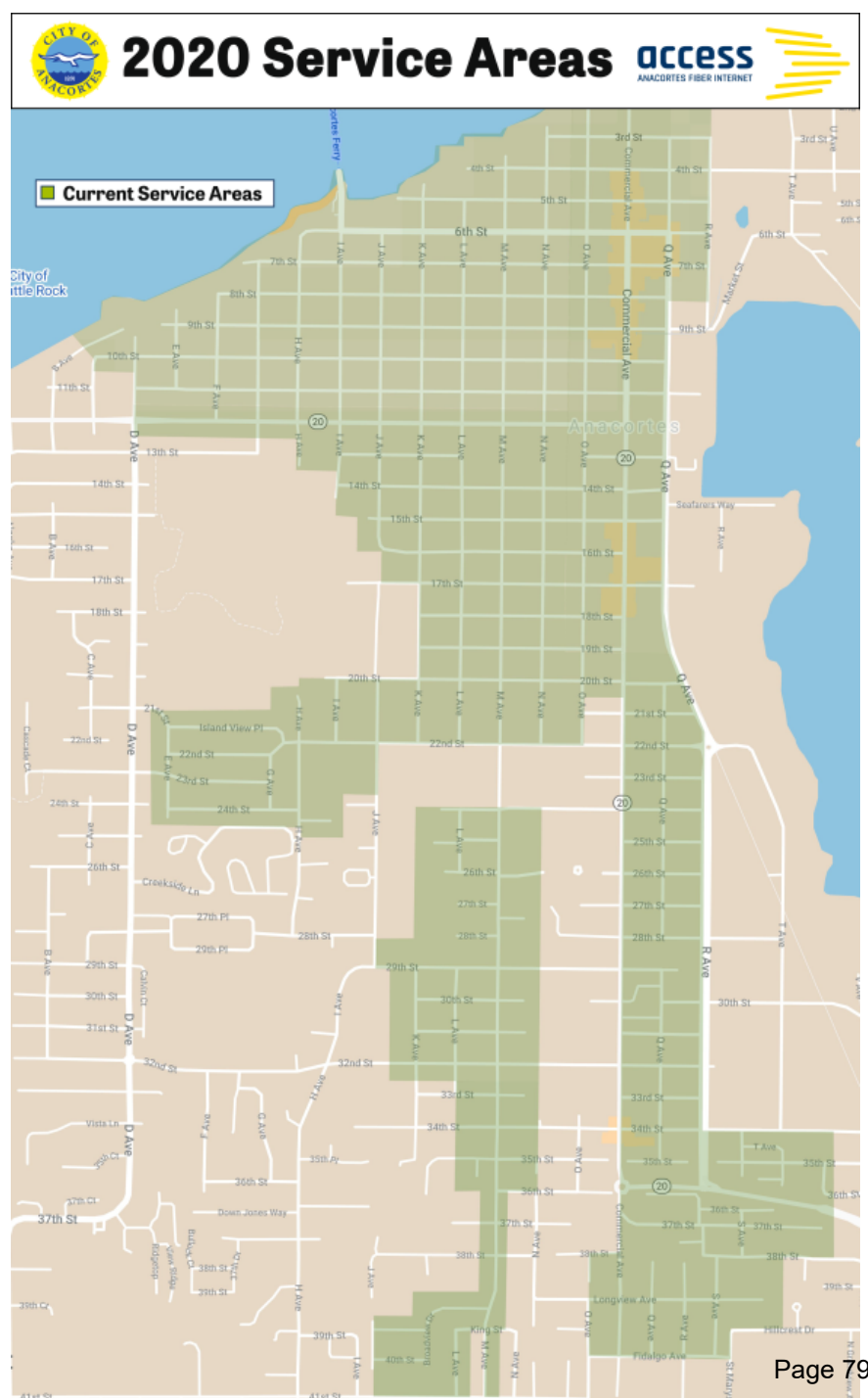
FIBER DIVISION CASHFLOWS

January 1 – March 31, 2021

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUNE</u>	<u>YTD</u>
REVENUES							
Internet	32,792	36,681	39,612				110,085
Dark Fiber	1,156	1,156	1,156				3,469
Ethernet	867	867	867				2,600
Installation	<u>5,790</u>	<u>4,044</u>	<u>20,474</u>				<u>30,309</u>
total revenues	41,606	42,748	62,110				146,464
OPERATING EXPENSES	(<u>70,310</u>)	(<u>95,050</u>)	(<u>74,877</u>)				(<u>240,237</u>)
OPERATING CASHFLOW	(<u>28,704</u>)	(<u>52,302</u>)	(<u>12,767</u>)				(<u>93,773</u>)
CONSTRUCTION EXPENSES							
Backbone &							
Customer installations	(<u>127,861</u>)	(<u>90,498</u>)	(<u>224,763</u>)				(<u>443,123</u>)
Core equipment	(<u>12,443</u>)	(<u>422</u>)	(<u>4,421</u>)				(<u>17,286</u>)
LINE OF CREDIT	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
TOTAL CASHFLOW	(<u>169,008</u>)	(<u>143,222</u>)	(<u>241,951</u>)				(<u>554,182</u>)

ACCESS ANACORTES FIBER INTERNET SERVICE AREA

Fiber technicians are systematically completing installations and placing customers into service. There are 133 orders in queue for service in our current service areas.



NETWORK EXPANSION

Area	Pass	Projected Expansion Timeframe	Funding
“West End” West of Anacopper Mine Rd.	2375	2021 design, construction, and installations. Installations will continue into early 2022.	Savibank Line of Credit (up to \$4.5M) Actively seeking grant funding
East of A Ave. Backfilling current service area	1815	2021 design followed by 2022 construction and installations	- Economic Development Administration (EDA) grant for \$2.25M. - Balance of project to be funded through Line of Credit.
East of Anacopper Mine Rd. to A Ave.	875	2023	Actively seeking grant funding
Urban Growth Area along HWY 20 & March’s Point	Tbd	2023-2024	TBD

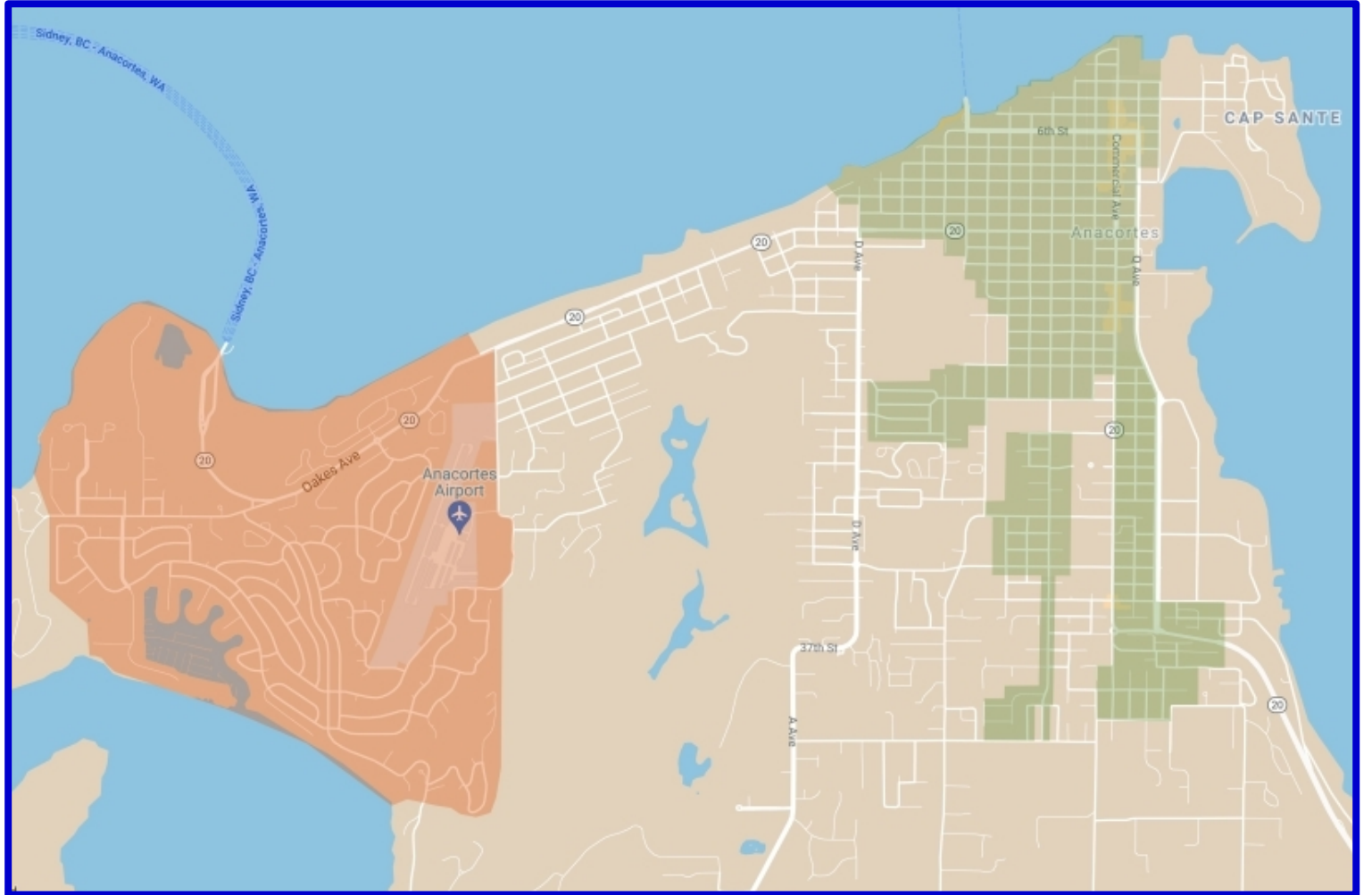
CURRENT SERVICE AREA

- Pilot Areas
 - Central Business District
 - Old Town
 - M Avenue
- 2020 Aerial Areas
- 2,273 potential customers



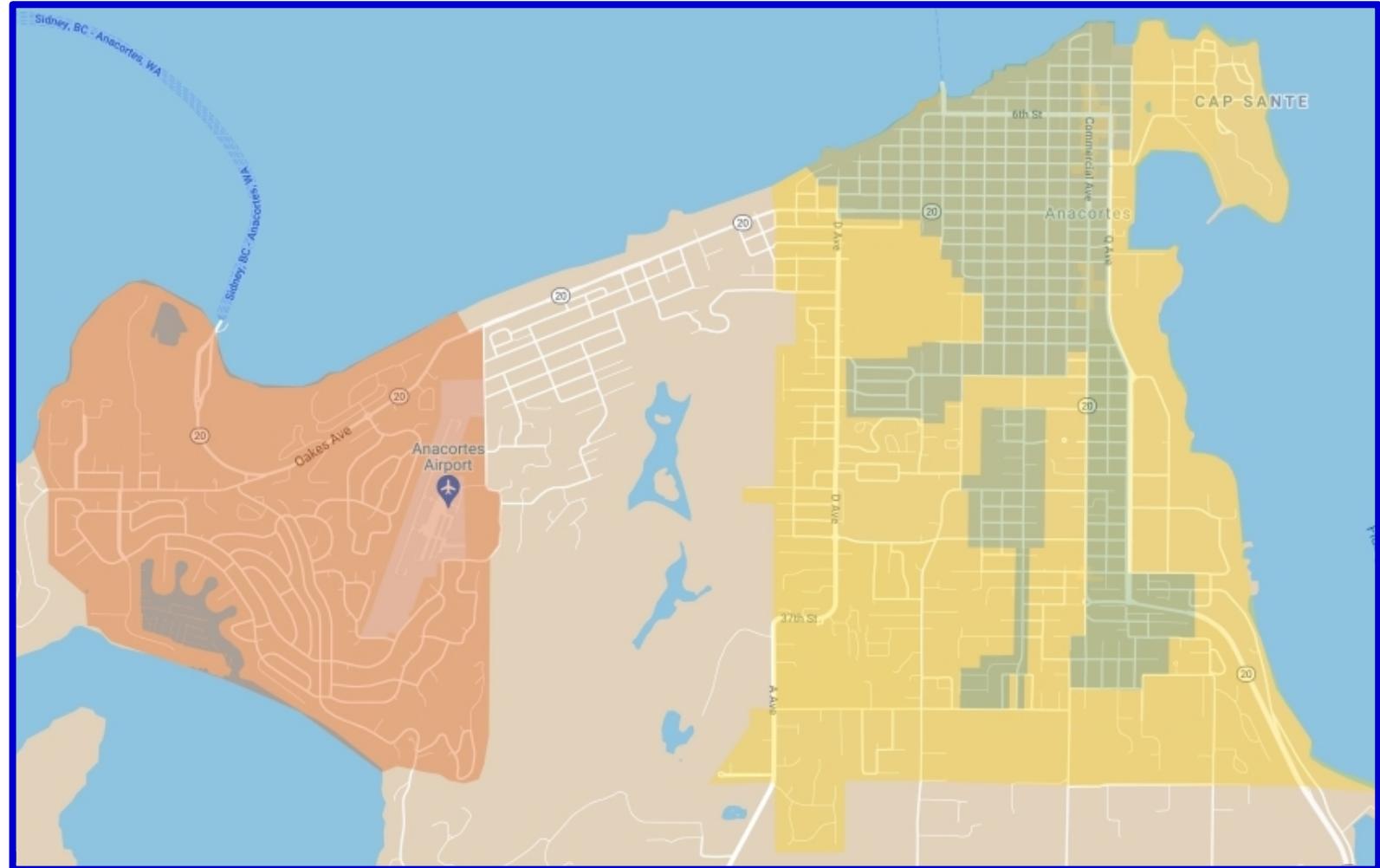
2021 EXPANSION

- West of Anacopper Mine Road
- Passes 2375 premises
- After this expansion, the network will pass 4,648 potential customers



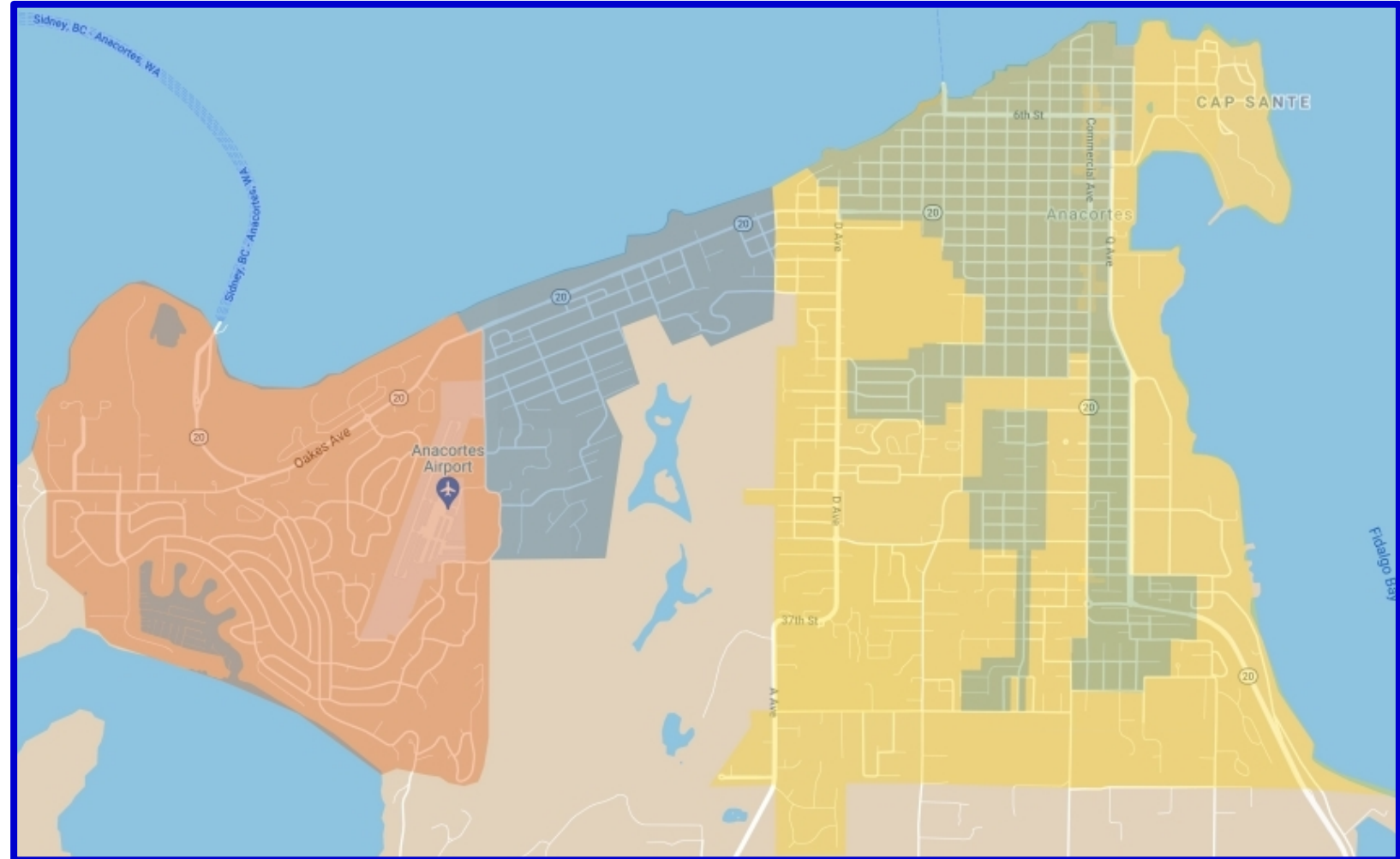
2022 EXPANSION

- A Avenue east to City limits
- Passes 1815 premises
- After this expansion, the network will pass 6,463 potential customers



2023 EXPANSION

- A Ave to Anacopper Mine Rd
- Passes 872 premises
- After this expansion, the network will pass 7,335 potential customers



SPECIAL PROJECTS

☐ PORT OF ANACORTES

Completed

GPON network extended to Bartholomew Rd property
Tenants enter into service agreements for business-class internet

☐ ANACORTES SENIOR ACTIVITY CENTER

2nd quarter 2021

Fiber being extended to City property for enterprise network
Replaces wireless connectivity

☐ ROCK ISLAND COMMUNICATIONS

2nd quarter 2021

Dark fiber lease, Anacortes to Mount Vernon
Dark fiber lease, within Anacortes

☐ WAVE

2nd quarter 2021

Dark fiber lease, Anacortes to Water Treatment Plant

☐ WESTERN WASHINGTON UNIVERSITY – SHANNON POINT MARINE CENTER

Late 2021

Dedicated internet access

☐ ISLAND HOSPITAL- ADDITIONAL SITE

Late 2021

Dark fiber lease



COMING ACTIVITY

- *EDA grant application continues to be processed*
- *Contract for construction of 2021 service area*
- *Easements with west end HOAs & property owners*
- *Monitoring federal & state grant programs*

IN HOME INSTALLATIONS



30 Guidelines

Training & Supervision

Social Distancing

PPE

Sanitation & Cleanliness

Employee Health

Job Site Tracking

COVID-19 JOBSITE GUIDELINES



**Jobsite Sign-in
Protocols Required**



**Wash Hands Before
and After
Installation**



**Maintain 6' Distance
of Separation**



**Wear Masks, Gloves, and
Goggles at All Times**



**Sanitize Work Area
Before and After
Installation**



**Weekly Safety
Meetings**



**Do Not Come to
Work if You're Sick**



**Stay Home if You've
Been in Contact with a
COVID 19 Patient in the
Last 14 Days**

- > **Faster Speeds**
 - > **Lower Prices**
 - > **More Reliable**
 - > **Locally Run**
-

Residential Plans

Month to Month

100 Mbps	\$39/month
1 Gbps	\$69/month
Managed WiFi	\$10/month
Install Fee	\$100

Business Plans

12 Month Contract

100 Mbps	\$89/month
1 Gbps	\$149/month
Managed WiFi	\$10/month
Install Fee	\$100

access
ANACORTES FIBER INTERNET





City Council Contract Agenda Bill

Meeting Date: 4/26/2021 **Agenda Item:** 6d

Subject: Contract Award: Municipal Broadband Network – 2021 Westside Backbone Expansion #21-094-FBR-001

Staff Contact: Emily Schuh

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

Action Type: Contract Award

Summary Statement: City staff seeks City Council consent to award a contract in the amount of \$5,055,304.09 to Robinson Brothers Construction, Inc. (RBC) to deploy backbone infrastructure for the City's Fiber To The Home project in areas westward of Anacopper Mine Road. The work will include deployment of aerial & underground infrastructure and fusion splicing of optical fibers.

Background:

1. **History:** Council approved Resolution 2013 on May 29, 2018, directing that a business plan be developed for a fiber optic network to provide high-speed internet service to City residents and businesses. Council subsequently approved slightly over \$3.1 million in the City's 2019-2020 biennial budget for construction and operation of such a fiber optic network in three pilot areas. RBC satisfactorily deployed fiber optic infrastructure in those pilot areas. When the construction and subsequent operation of the network proved both operationally and financially viable, Council included funds in the City's 2021 budget for the project to continue. City staff developed plans to continue network deployment during 2021 into areas generally eastward of A Avenue. Council approved Ordinance 3082 on January 19, 2021, establishing a \$4.5 million line of credit with SaviBank to fund continued deployment of the City's fiber optic network.

In parallel with that activity, City staff pursued a grant opportunity with the U.S. Department of Commerce Economic Development Administration to partially fund the planned 2021 fiber optic network expansion in areas eastward of A Avenue. When it became apparent in late 2020 that any construction work undertaken with proceeds from that grant opportunity would most likely not be able to be started until late 2021 or early 2022, City staff decided that the fiber optic network expansion plan for 2021 should be shifted to areas westward of Anacopper Mine Road. City staff directed design consultant Northwest Open Access Network (NoaNet) to develop detailed plans for deployment of backbone infrastructure in areas westward of Anacopper Mine Road. The types and quantities of work units in this proposed contract are drawn from NoaNet's resulting design. The quantities of two work units on the contract will be determined during work in the field: (i) the amount, if any, of restoration of ADA-compliant sidewalk area, and (ii) the quantity, if any, of asphalt greater than 3 inches in depth required for roadway restoration. The quantities of such work will be incorporated by means of a future Contract Modification.

The unit price for placement of a small backup generator and remote cabinet containing active electronics will be determined subsequent to initial contract execution and incorporated by means of a future Contract Modification.

2. **Key Terms:**
 - The work performed under this Agreement shall be compensated by Unit Price for each of the categories in Exhibit A, for a total contract value of \$5,055,304.09.
 - Work shall be completed within 210 days after the Notice to Proceed.
3. **Competitive Bidding:** The City entered into a cooperative purchasing agreement with NoaNet per the Washington Interlocal Cooperation Act RCW 39.34 which permits public entities to cooperate with one another on the basis of mutual advantage to make the most efficient use of their powers.

Previous Council/Committee Action: [Interlocal 263](#) for Cooperative Purchasing with NoaNet was approved on [6/4/18](#).

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract 21-094-FBR-001 with RBC in the amount of \$5,055,304.09 to perform the construction of Municipal Broadband Network – 2021 Westside Backbone Expansion.

Alternative Actions: Not approve the contract

Attachments: Contract 21-094-FBR-001

Subject: Contract Award: Municipal Broadband Network – 2021 Westside Backbone Expansion
#21-094-FBR-001

Page 2 of 2

Contractor	RBC
Contract Amount	\$5,055,304.09
Earmarked Funds	The Fiber Division's 2021 budget contains \$2,606,217.00 in BARS 001.260.594.32.63 (Other Improvements). In view of the Fiber Division's decision to shift its 2021 network expansion focus to areas westward of Anacopper Mine Road, staff will request an appropriate budget amendment.
BARS #s	001.260.594.32.63
Start Date	Notice to Proceed
End Date	210 days



CONTRACT 21-094-FBR-001
AGREEMENT WITH
Robinson Brothers Construction, Inc.

This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and Robinson Brothers Construction, Inc. ("RBC") a private contractor at 6150 NE 137th Ave, Vancouver, WA 98682 (herein after referred to as "Contractor").

PROJECT
Municipal Broadband Network – 2021 Westside Backbone Expansion

Whereas, Northwest Open Access Network ("NoaNet") and RBC entered into a contract dated 11/18/2020 titled 2020-010 Line Extension and Emergency Response Contract;

Whereas, the City of Anacortes and NoaNet entered into Interlocal 263 for Cooperative Purchasing as allowed through RCW 39.34;

NOW, THEREFORE, the City hereby incorporates by reference all terms and conditions of the NoaNet/RBC Contract referenced above,

IT IS MUTUALLY AGREED, AS FOLLOWS:

1. Scope of Work: The Contractor shall do all work and furnish all tools, materials, equipment, and transportation required for the deployment of aerial & underground infrastructure and fusion splicing of optical fibers for 2021 Westside Backbone Expansion, in accordance with and as described in Exhibit A. Incorporated by reference, and made a part hereof, is the NoaNet/RBC Contract dated 11/18/20 titled 2020-010 Line Extension and Emergency Response Contract and any executed modifications or change orders to said contract, except as modified by the Special Provisions identified as Exhibit B. All exhibits are attached hereto and incorporated by reference. The work will be scheduled with work orders provided by the City or its representative. The City, or its representative, will provide detail construction drawings and specifications pertaining to the site. Each work order will specify the units required to be completed for each individual work order and will utilize the unit specifications provided herein to establish the job. It is the responsibility of the Contractor to make the necessary contacts to facilitate permit activation, scheduling of inspections, entry on to private property, locating foreign facilities and entry into any facilities for final completion. Scheduling and control of different manpower requirements, and scope of work requirements within the project, is the sole responsibility of the Contractor, and no compensation or direction will be made by the City to facilitate any scheduling efforts other than in service requirement dates dictated on the Work Order delivered to the Contractor.

2. Contract Price: The work performed under this Agreement shall be compensated by Unit Price for each of the categories in Exhibit A, for a total contract value of **Five Million Fifty-Five Thousand Three Hundred Four Dollars and Nine Cents (\$5,055,304.09)**, which includes \$408,884.89 in 8.8% sales tax. Before any payment is made by the City of Anacortes of sums under this contract, the contractor and subcontractors must provide a copy of the statement of *Intent to Pay Prevailing Wage* approved by the Department of Labor and Industries. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the contractor will be retained.

3. Bonds: Pursuant to RCW 39.08.010, the Contractor shall provide the City a performance bond and payment bond for the full contract amount to be in effect as detailed in the incorporated General Provisions. The City may at its option release the bonds once all the conditions of RCW 39.08.010-1a have been discharged.

4. Time of Completion: The Contractor shall complete work according to the following milestone timelines:

MILESTONE	MUST START BY	MUST BE SUBSTANTIALLY COMPLETED BY
Start of work	2 weeks after Notice To Proceed	n/a
Completion of work	n/a	180 days after Notice To Proceed
Final punch list work	n/a	210 days after Notice To Proceed

5. COVID-19 Safety Requirements Compliance: The Contractor, and its sub-Contractors of any tier, agree to comply with all current and future COVID-19 proclamations, regulations, requirements and/or related guidance issued by the Office of the Governor of Washington State as it may relate to City of Anacortes projects.

6. Contract Requirements: Contractor must have a contractor license number, insurance, and City of Anacortes business license. **Prevailing Wage Law Applies.**

Forms Needed: 1) Proof of Insurance with Additional Insured Endorsement
2) Intent to Pay Prevailing Wage 3) Affidavit of Wages Paid
4) Performance Bond 5) Payment Bond
6) Certification of Compliance with Wage Payment Statutes

7. Contract Documents: The NoaNet/RBC Contract dated 11/18/20 titled 2020-010 Line Extension and Emergency Response Contract, all modifications and change orders to NoaNet/RBC Contract, and Exhibits A and B, are included in this Contract Agreement.

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

Owner:

City of Anacortes

Mayor

Date

Contractor:

Robinson Brothers Construction, Inc.

Date

Contractor License #

Contract 21-086-WTR-001

Exhibit A

CONSTRUCTION SERVICES					
Quantity	Unit of Measure	Unit code	Description	Unit Price	TOTAL
11,886	Per Strand Foot	ALS	Lash fiber optic cable	\$1.40	\$16,640.40
12	Per Anchor	APA	Anchor placement, new	\$210.00	\$2,520.00
8,692	Per Strand Foot	APS	Place strand & overhead guys	\$1.55	\$13,472.60
3	Per Attachment	APT	Pole transfer, straight	\$150.00	\$450.00
5	Per Location	ARM 1	Place new or transfer fiberglass arm	\$115.50	\$577.50
13	Each	ARR	Place new riser up to 4 inch diameter	\$238.35	\$3,098.55
94,270	Lineal Foot	BCD	Pull fiber cable through duct	\$1.05	\$98,983.50
410	Lineal Foot	BDB	Directional bore up to a 2-inch diameter hole	\$32.00	\$13,120.00
6,200	Lineal Foot	BHP	Hand trenching	\$13.65	\$84,630.00
60	Each	BMDC	Micro-duct breakout - 3-ft x 1-ft cut; includes coupler install & cap	\$300.00	\$18,000.00
8,100	Square Foot	BRC	Concrete remove & restore - <i>sidewalk panel replacement</i>	\$18.90	\$153,090.00
tbd	Square Foot	BRCA	Concrete remove & restore, ADA sidewalk compliant	cost + 15%	\$0.00
105,000	Lineal Foot	BTMD	Trench in roadway, place microduct	\$24.70	\$2,593,500.00
105,000	Lineal Foot	BTMDR	Restoration of trench in roadway	\$8.00	\$840,000.00
323	Each	BVMD	Handhole placement, drop	\$300.00	\$96,900.00
42	Each	BVML	Handhole placement, large	\$750.00	\$31,500.00
573	Each	BVMS	Handhole placement, small	\$550.00	\$315,150.00
379	Each	MST	Install multi-port service terminal	\$374.85	\$142,068.15
3	Each	SBB	Place splitter cabinet with bollards	\$2,654.00	\$7,962.00
59	Each	SCC	Placement of new fiber optic closure	\$532.00	\$31,388.00
3	Each Closure	SPC	Splice closure prep an/or re-entry	\$399.00	\$1,197.00
1,200	Each Splice	SPF 3	Splice and test fiber, 49 and above	\$43.74	\$52,488.00
25	Each Closure	SPR	Ring cut or mid-entry prep	\$731.50	\$18,287.50
480	Crew-hour	TRA	Traffic control, 2-man crew	\$151.20	\$72,576.00
4	Each	n/a	Place bollard	\$400.00	\$1,600.00
1	Each	n/a	Place large active cabinet - unit price to be agreed between City & Contractor	\$0.00	\$0.00
			Subtotal, Construction Services		\$4,609,199.20

CONTRACTOR-PROVIDED MATERIALS					
Quantity	Unit of Measure	Unit code	Description	Unit Price	TOTAL
20,578	Each	n/a	Aerial Material Hardware	\$0.50	\$10,289.00
tbd	Ton	n/a	Asphalt for restoration of trench in roadway beyond 3-inch cover	\$333.00	\$0.00
4	Each	n/a	Bollard	\$287.00	\$1,148.00
0	Foot	n/a	Miscellaneous conduit, 2-inch	\$2.00	\$0.00
59	Each	n/a	Splice Case	\$437.00	\$25,783.00
			Subtotal, Contractor-provided Materials		\$37,220.00
			Subtotal, Construction Services & Contractor-provided Materials		\$4,646,419.20
			Washington sales tax, 8.8%		\$408,884.89
			TOTAL		\$5,055,304.09



CONTRACT 21-094-FBR-001 EXHIBIT B - SPECIAL PROVISIONS

INTRODUCTION TO THE SPECIAL PROVISIONS

The work on this project shall be accomplished in accordance with the *NoaNet/RBC Contract dated 11/18/20 titled 2020-010 Line Extension and Emergency Response Contract*, (hereafter "Standard Terms & Conditions").

The Standard Terms & Conditions, as modified or supplemented by these Special Provisions, all of which are made a part of the Contract Document, shall govern all of the Work.

Each Provision either supplements, modifies, or replaces the comparable Standard Term & Condition, or is a new Provision. The deletion, amendment, alteration, or addition to any subsection or portion of the Standard Terms & Conditions is meant to pertain only to that particular portion of the section, and in no way should it be interpreted that the balance of the section does not apply.

GC-2 DEFINITIONS

Modify this Section with the following:

"COA" City of Anacortes

"COA's REPRESENTATIVE" The employee and/or Consultant designated by COA as its representative as Construction Manager during the progress of the work.

"CONTRACT DOCUMENTS" The Contract Documents shall include all sections of the NoaNet and City of Anacortes Contract Documents.

"FINAL ACCEPTANCE" Acceptance of the work by the City of Anacortes in writing. Final Acceptance shall not constitute an acceptance the City of Anacortes of any work performed or goods supplied which are not in strict compliance with the Contract Documents.

GC-3 PROJECT

Modify this Section with the following:

The Contractor agrees to do the work and furnish the materials in a most substantial and workmanlike manner within the time limits according to the COA Project.

No work shall be performed by Contractor until receipt of a COA Notice to Proceed and a Work Order. The Work Order will estimate the cost of the project based on the unit pricing stated in Exhibit A of this contract.

GC-7 The title is modified to say **"COA RESPONSIBILITY"**

Modify this Section with the following:

In consideration of the promises and agreements of the Contractor as set forth herein, and in consideration of the faithful performance and furnishing of the work and materials required by this Contract, COA agrees to pay the Contractor the total amount not to exceed the Contract Price. If the work and services to be performed are for work as defined in WAC 458- 20-171, then the applicable Washington State retail Sales Tax on this contract shall be governed by WAC 458-20-171 and its related rules for the work completed in the Contract. The Contractor shall invoice COA monthly unless otherwise stated in the bid documents.

GC-8 SUSPENSION/TERMINATION OF WORK OTHER THAN DEFAULT

Modify this Section with the following:

COA may, at its sole option, by notice in writing to the Contractor, and without cause given by Contractor, suspend or terminate at any time the performance of all or any portion of work to be performed under the NoaNet Bid Documents. Upon such notice of suspension or termination of work, COA shall designate the amount and type of plant, labor, and equipment to be committed to the work site during the period of suspension or termination. The Contractor shall use its best efforts to utilize its plant, labor, and equipment in such a manner as to minimize costs associated with suspension or termination.

A. Upon receipt of any such notice, the Contractor shall:

1. Immediately discontinue work as specified in the notice;
2. Place no further orders or subcontracts for material, services, or equipment with respect to suspended or terminated work;
3. Promptly suspend or terminate all orders, subcontracts, and rental agreements to the extent they relate to performance of work suspended or terminated; and
4. Continue to protect and maintain the work, including those portions on which work has been suspended;
5. Assist COA Representative or COA in the maintenance, protection, and disposition of work in progress, plant, tools, equipment property, and materials acquired by Contractor or furnished by Contractor under the NoaNet Bid Documents; and
6. Complete performance of the work which is not terminated.

B. Suspension: As full compensation for such suspension the Contractor shall be reimbursed for the following costs, reasonably incurred, without duplication of any item, to the extent that such costs directly result from such suspension of work:

1. A standby charge, as determined to be equitable by the COA Representative, to be paid to the Contractor during a period of suspension of work sufficient to compensate the Contractor for keeping, to the extent required in the notice, its organization and equipment committed to the work in a standby status;
2. All reasonable costs, as determined to be equitable by COA'S Representative, associated with any demobilization and remobilization of the Contractor's plant, forces, and equipment;
3. Any claim on the part of the Contractor for additional time or compensation shall be made within ten (10) calendar days after receipt, by Contractor, of a notice to suspend work. Failure to submit a claim within the ten (10) day period shall constitute a waiver of any such claim;
4. In no event however, shall the amount to be paid the Contractor pursuant to this section exceed the Contract Price.

Upon receipt of notice to resume suspended work, the Contractor shall immediately resume performance of the suspended work to the extent required in the notice. Any claim on the part of the Contractor for time or compensation shall be made within ten calendar days after receipt of notice to resume work and the Contractor shall submit a revised project schedule for review.

C. TERMINATION: Upon delivery of a written notice to the Contractor, COA may, without cause and without prejudice to any other right or remedy, elect to terminate the COA Project. Upon receipt of any such notice, the Contractor shall take all appropriate steps in part A of this section.

Upon any such termination, Contractor shall waive any claims for damages including Contractor's

overhead, loss of anticipated profits, and all other inconvenience, expenses, damages, costs and lost profits whatsoever. If such termination is effected after COA has issued Notice to Proceed and the Contractor has commenced performance hereunder, COA shall pay the reasonable, verifiable and directly attributable costs incurred by the Contractor as determined by the physical progress of the work satisfactorily completed to date plus costs of removing equipment and materials and otherwise demobilizing, plus ten percent of the sum of all such costs; provided, said payment shall not in any event exceed the Contract Price of the Bid Documents. The payment of COA shall constitute full and complete satisfaction and settlement for the Contractor's overhead, anticipated profits, and all other inconvenience, expenses, damages, costs and lost profits whatsoever. The Contractor shall be entitled to no further payments whatsoever for the work. Amounts retained and accumulated under RCW Chapter 60.28 shall be held and disbursed as provided therein.

Contractor shall submit within 30 days after receipt of notice of termination, a request for adjustment to the Contract Price in accordance with the above provisions. A COA Representative shall review, analyze, and verify such request, and upon a COA Representative's approval, the Contract shall be amended in writing accordingly.

Those provisions of the Contract or NoaNet Bid Documents that by their nature survive Final Acceptance under the Contract Documents shall remain in full force and effect after such termination.

GC-9 TERMINATION FOR DEFAULT/NONCOMPLIANCE

Modify the second and third paragraphs to read:

B. Consequences of Default

In the event of default, COA may immediately, without limiting any other remedy available to it in law or equity, withhold any amount otherwise due under the Contract. COA shall provide written notice of default. In the event Contractor fails to correct the default within ten (10) calendar days after written notice of default, COA may terminate the Contractor's right to proceed with all or any portion of the work. COA'S right to liquidated damages shall not in any manner limit any other remedy available to COA, including but not limited to, COA'S right to terminate the Contractor's right to proceed.

C. Noncompliance

The Contractor shall, upon receipt of written notice of noncompliance with any provision of this Contract, or any NoaNet Bid Documents and the action to be taken, immediately correct the conditions to which attention has been directed. Such notice, when served on the Contractor or their representative at the site of the work, shall be deemed sufficient. If the Contractor fails or refuses to comply promptly, a COA Representative may issue an order to suspend all or any part of the work. When satisfactory corrective action is taken, an order to resume work shall be issued. No part of the time lost due to any such suspension order shall entitle the Contractor to any extension of time for the performance of the Contract or to reimbursement for excess costs or damages.

GC-10 ASSIGNMENT

Modify this section to read:

The Contractor shall not assign this Contract, or any interest in or part thereof, or any monies due or to become due hereunder, without the prior written approval of the COA. Any costs to COA associated with the assignment may be deducted from amounts due to the Contractor.

GC-11 INDEMNITY

Modify this Section with the following:

A. Contractor shall be responsible for any and all damage, loss or injury of any kind or nature whatsoever, direct or indirect, to person or property arising out of or in any manner connected with or caused by or resulting from or suffered in connection with the execution of the work provided for in this Contract, any NoaNet Bid Documents or in connection therewith. Contractor agrees to defend, indemnify and hold harmless COA and its representatives (which terms shall be deemed to include directors, officers, members, employees, agents, and servants, and any other persons directly or indirectly engaged in any activity connected with the performance of the work under the Contract and NoaNet Bid Documents) from and against any and all liabilities, claims, losses, damages or

expenses, including reasonable attorney's fees, and expert witness fees, which may be incurred or sustained by COA or any of its representatives (as defined above), by reason of any act, omission, misconduct, negligence, or default on the part of the Contractor or any Subcontractor of the Contractor, and any employees of the Contractor or Subcontractor and except as may otherwise be provided by applicable law. Contractor specifically assumes liability for actions brought by Contractor's own employees against COA and its representatives and for that purpose Contractor specifically waives any immunity under the Workers Compensation Act, RCW Title 51. The indemnification obligation under this Contract shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers' compensation acts, disability benefits acts, or other employee benefits acts; provided Contractor's waiver of immunity by the provisions of this paragraph extends only to claims against Contractor by COA, and does not include, or extend to, any claims by Contractor's employees directly against Contractor.

B. COA shall not be responsible or be held liable for any damage to person or property consequent upon the use, misuse or failure of any crane, hoist, rigging, blocking, scaffolding or any other equipment used by the Contractor or any of their Subcontractors, even though the said crane, hoist, rigging, blocking, scaffolding, or any other equipment be furnished or loaned to the Contractor by COA. The acceptance and/or use of any such crane, hoist, rigging, blocking, scaffolding or other equipment by the Contractor or their Subcontractors shall be construed to mean that the Contractor accepts all responsibility for any claims for damages whatsoever resulting from the use, misuse or failure of such apparatus whether such damages are incurred by Contractor's own employees or property or to the employees or property of other contractors, COA, or otherwise.

C. Contractor's indemnification obligation shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by the negligence of COA or its agents or employees and not attributable to any act or omission on the part of the Contractor or Contractor's employees or agent's. In the event of damages to person or property caused by or resulting from the concurrent negligence of COA or its agents or employees and the Contractor or its agents or employees, the Contractor's indemnity obligation shall apply only to the extent of the Contractor's (including that of its agents and employees) negligence.

D. Contractor acknowledges that by entering into a contract with COA, he has mutually negotiated the above indemnity provisions with COA. Contractor's indemnity and defense obligations shall survive the termination or completion of this Contract and remain in full force and effect until satisfied in full.

GC-12 LAWS, REGULATIONS, PERMITS

Modify the second paragraph to read:

All written instruments, agreements, specifications and other writing of whatsoever nature which relate to or are a part of this Agreement shall be construed, for all purposes, solely and exclusively in accordance and pursuant to the laws of the State of Washington. The rights and obligations of COA and Contractor shall be governed by the laws of the State of Washington. Venue of any action filed to enforce or interpret the provisions of this Agreement shall be exclusively in the Superior Court, County of Skagit, State of Washington or at COA'S sole option. In the event of litigation to enforce the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief allowed.

GC-13 CLAIM FOR DAMAGES

Modify this section to read:

Any claims arising under the Contract by the Contractor shall be made in writing to the COA Representative no later than ten calendar days after the beginning of the event or occurrence giving rise to the claim. Failure to make written claim prior to the time specified in the NoaNet Bid Document shall constitute waiver of any such claim.

GC-14 INDEPENDENT CONTRACTOR, SUPERINTENDENT, AND EMPLOYEES

Modify the second, third and fourth paragraphs to read:

The Contractor shall designate in writing before starting work competent, authorized site representative(s) who shall be authorized to represent and act for the Contractor in all matters relating to the COA Contract and NoaNet Bid Documents. The Contractor's letter designating representative(s) shall clearly define the scope of the representatives(s) authority to act for the Contractor and define any limitations of this authority. Said authorized representative(s) shall be present at the site of the work at all times when work is in progress. Arrangements acceptable to COA shall be made for any emergency work which may be required. The Contractor's authorized representative(s) shall be supported by competent assistants as necessary, and the authorized representative(s) and assistants shall all be satisfactory to COA. All directions given to the authorized representative(s) by COA shall be binding as if given to the Contractor.

The Contractor and their Subcontractors shall employ only orderly workers. Employees deemed by COA to be incompetent, subversive, or disorderly shall be removed from the performance of the work, and such removal shall not form the basis of any claim for compensation or damage upon COA.

The Contractor and Subcontractor shall be responsible for insuring that its employee's fully comply with the all applicable federal, state, and local laws, including without limitation, all applicable provisions of the Drug Free Workplace Act of 1988. Unless otherwise required by law, the Contractor and Subcontractor shall immediately remove any employee from further work if it is determined by COA, at its discretion, that the employee is not fit for duty for any reason. Failure on the part of the Contractor or Subcontractor to comply with any of the above referenced policies shall be considered an act of default in accordance with GC-9.

GC-15 WORK

Modify this section to read:

The term Work, as used in this Contract, means the construction and services necessary or incidental to fulfill Contractor's obligations in conformance with this Contract.

A. No work shall be performed by Contractor until receipt of a COA Notice to Proceed accompanied by the project plans and specifications, and setting forth the cost of, and the completion date of the work.

B. Contractor shall perform the Work in a diligent, efficient and skillful manner, as the Work or any portion thereof becomes available, to allow COA to promote the general progress of the entire construction and so that the Work shall not interfere with, hinder or delay other work.

C. Should Contractor delay the progress of the Work or of the Project, Contractor shall take necessary action as required to meet and maintain job progress, without additional compensation, and shall be liable to and reimburse COA for damages resulting from such delay.

D. Contractor shall be solely responsible for protection of the Work and for loss or damage to materials, tools, equipment or other personal property, owned or rented or used by Contractor in performance of the Work.

E. When as-built drawing are required by the Contract Documents, Contractor shall record as-built conditions on the Drawings and Detail Drawings in a form acceptable to COA, on a weekly basis or as determined by the Project Manager, during performance of the Work.

F. Contractor shall place detectable marking tape on all Contractor-installed underground lines. The detectable marking tape shall consist of inert polyethylene plastic that is impervious to all known alkalis, acids, chemical reagents, and solvents likely to be encountered in the soil, with a metallic foil core to provide for the most positive detection and pipeline location.

The tape shall be color coded and shall be imprinted continuously over its entire length in permanent black ink indicating the type of line buried below and shall also have the word "Caution" prominently shown.

Color coding of the tape shall be as follows:

Utility	Tape Color
Water	Blue
Sewer	Green
Electrical	Red
Gas/Oil	Yellow
Telephone/CATV	Orange
Non-Potable Water	Purple

The width of the tape shall be as recommended by the manufacture based on depth of installation.

GC-16 CORRECTION OF WORK/WARRANTY

Modify this section to read:

All materials and equipment incorporated into any work under the NoaNet Bid Documents and COA Contract shall be new and of the most suitable grade of their respective kinds for their intended uses unless otherwise specified. All workmanship shall be in accordance with highest standard practices acceptable COA Representative. Contractor warrants all materials, equipment, design and work it furnishes or performs under the NoaNet Bid Documents and COA Contract against defects in design, materials, and workmanship. Contractor's warranty shall remain in effect for a period of three hundred sixty-five (365) calendar days after Final Acceptance.

If at any time prior to the expiration of the warranty period, Contractor or COA discovers any defect in such materials, equipment, design and work, the Contractor shall, upon written notice from COA given within a reasonable time after discovery, correct such defects to the satisfaction of COA by redesigning, repairing or replacing the defective materials, equipment, design and work at a time acceptable to COA. All costs incidental to such corrective action including removal, disassembly, reinstallation, re-work, re-testing and re-inspection as may be necessary to correct the defect or demonstrate that the previously defective work conforms to the requirements of the Contract shall be borne by the Contractor.

Contractor warrants any and all corrective action against defects in design, materials, and workmanship for a period of twelve (12) months following acceptance COA of the corrected work.

If, after due notice, the Contractor shall refuse or persistently neglect to make corrections so as to meet the requirements of the Contract or bid documents, COA may proceed to make such corrections as they may be required and Contractor shall reimburse COA for all cost and expenses incurred in connection therewith.

The warranty requirements in this section are the minimum requirements for materials, equipment, design and work under this Contract. Any other warranty requirements specified in the NoaNet Bid Documents, including the Technical Specifications, are in addition to, and not in lieu of the minimum requirements specified herein.

GC-17 CHANGES IN WORK

Modify this section to read:

Without invalidating the Contract, COA may make changes by altering, adding or deducting from the work, and/or make changes in the drawings and specifications requiring changes in the work and/or materials and equipment to be furnished under any NoaNet Bid Documents; provided such additions, deductions or changes are within the general scope of the Documents. Except as provided herein, no official, employee, agent or representative of COA is authorized to approve any change in the Contract Award and it shall be the responsibility of the Contractor before proceeding with any change, to satisfy himself that the execution of the written Change Order has been properly authorized on behalf of COA.

Charges or credits for the work covered by the approved changes shall be determined by one or more, or a combination of the following methods, at COA'S option:

A. Unit prices specified in the unit prices for changes in work submitted with the Contractor's Bid proposal, if any.

B. An agreed lump sum.

D. The actual cost of:

1. Labor, including foreman.
2. Materials entering permanently into the work.
3. The ownership or rental cost of plant and equipment during the time of use on the project.
4. Power and consumable supplies for the operation of power equipment.
5. Insurance.
6. Social Security and old age and unemployment contributions.
7. To the sum of Items 1, 2, 4, 5, and 6 inclusive, there shall be added a fixed fee of fifteen percent (15%). The fee shall be compensation to cover the cost of supervision, overhead, bond, profit and any other general expenses.

When a change is ordered by COA, as provided herein, a Change Order shall be executed by COA, or its representative, and the Contractor before any Change Order work is performed. COA shall not be liable for any payment to Contractor, or claims arising therefrom, for Change Order work which is not first authorized in writing as set forth in this section. All terms and conditions contained in the Contract Documents and NoaNet Bid Documents shall be applicable to Change Order work. Change Orders shall specify any change in time required for completion of the work caused by the Change Order and, to the extent applicable, the amount of any increase or decrease in the Contract Price.

If any such change or alteration in the work shall result in a decrease of the work to be performed or materials, equipment, and apparatus to be furnished, no allowance shall be made to the Contractor in computing any resulting decrease in the Contract Price for loss of anticipated profits, but if the Contractor, before receiving COA'S notice of intention pursuant to this Section, shall have incurred any expense in connection with the proper performance of the NoaNet Bid Documents which shall be rendered unnecessary by such change or alteration, such allowance shall be made therefore to the Contractor as COA shall determine to be fair and reasonable.

A COA Representative may instruct the Contractor to make minor changes in the work where such changes are not inconsistent with the purposes of the NoaNet Bid Documents, do not involve any additional cost and shall not require an extension of the NoaNet Bid Document completion date. The Contractor shall make no such changes without receipt of an Instruction, setting forth the changes to be made. Contractor's compliance therewith shall constitute its acknowledgment that such changes shall not result in any claim for additional payment or extension of the NoaNet Bid Document completion date. If the Contractor believes the instruction shall result in additional costs or time extensions, Contractor shall promptly notify COA of the same and not proceed with the changes. COA's Instructions, when issued, shall be in writing and signed by a COA Representative and NOANET Representative.

No waiver of any provision of this Contract or the NoaNet Bid Documents, and no consent to departure there from, by either party, shall be effective unless in writing and signed by the waiving or consenting party, and no such waiver or consent shall extend beyond the particular case and purpose involved.

GC-19 PAYMENT/RETAINAGE

Modify this section to read:

Contractor shall submit a detailed monthly pay application for all services provided describing in reasonable and understandable detail the work completed during the previous month, the progress of the work, and the requested payment in an amount proportionate to the work completed. **Unit codes, descriptions and prices listed on the pay applications MUST match those listed in Exhibit A of**

the Contract. COA shall pay the pay application within thirty (30) days after approval of the pay application, pursuant to the terms below:

A. Prior to the release of any payment COA must receive from Contractor a current Approved Statement of Intent to Pay Prevailing Wage filed per project (RCW 39.12.040) for all contractors and subcontractors

B. COA shall hold back a retainage as required by RCW 60.28 for labor and material in the amount of five percent (5%), of any and all payments made to contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue, State Employment Security Division and the State Department of Labor and Industries and until settlement of any liens filed under Chapter 60.28 RCW. If Contractor plans to submit a bond in lieu of the retainage specified above, the bond must be in a form acceptable to COA and submitted within 30 days upon entering into this Contract, through a bonding company meeting standards established by COA.

C. COA shall pay the Contractor as full consideration for the performance of the contract, an amount equal to the unit and lump sum prices as set forth in the bid. The Contractor will submit request for Progress payments on a monthly basis and COA will make payment within 30 days after receipt of the Contractor's request until the work is complete and accepted by COA. COA payment shall not constitute a waiver of COA's right to final inspection and acceptance of the project.

D. COA reserves its right to withhold payment from Contractor for any defective or unauthorized work. Defective or unauthorized work includes, without limitation: work and materials that do not conform to the requirements of this Contract or as more fully detailed in the project specification agreement and/or purchase; and extra work and materials furnished without COA'S written approval. If Contractor is unable, for any reason, to satisfactorily complete any portion of the work, COA may complete the work by contract or otherwise, and Contractor shall be liable for any additional costs incurred by COA. "Additional costs" shall mean all reasonable costs, including legal costs and attorney fees, incurred by COA beyond the maximum Contract price specified above.

COA further reserves its right to deduct the cost to complete the Contract work, including any Additional Costs, from any and all amounts due or to become due the Contractor. Notwithstanding the terms of this section, COA'S payment to contractor for work performed shall not be a waiver of any claims COA may have against Contractor for defective or unauthorized work.

E. Prior to submitting its first application for payment, Contractor shall submit a schedule of values allocating the Subcontract Price to the full Scope of Work, prepared in such form and supported by such data to substantiate its accuracy as COA may require, which schedule shall be used as a basis for reviewing Contractor's applications for payment. The schedule of values will be used for payment purposes only and shall not relieve Contractor from its obligation to perform all of the Work and provide all labor and material required by the Agreement. When approved by COA, the schedule of values may be modified by Contractor to incorporate executed change orders.

F. Payments shall not be acceptance of improper, faulty, defective or non-conforming Work or material and shall not release Contractor of any of its obligations under the Agreement and shall not constitute a waiver of any right or provision hereof by COA. Beneficial use or occupancy by COA is not acceptance of the work.

GC-20 PAYMENTS WITHHELD

Modify this section to read:

In addition to the above percentage retained, COA may withhold the whole or part of any certificate for payment to such extent as may be reasonably necessary to protect itself from loss on account of:

A. Defective or damaged work not remedied or warranties not met.

B. Claims filed or reasonable evidence indicating filing of claims against the Contractor.

C. Failure of the Contractor to make payments properly to Subcontractors or for materials, labor, or

equipment.

D. A reasonable doubt that the work in the Contract can be completed for the balance then unpaid.

E. Damage to another Contractor.

F. Damage to or loss of COA -furnished materials or COA property.

G. Contractor's failure to meet any performance warranties required by the Contract Documents or the NoaNet Bid Documents.

The Contractor shall provide a contact name, address, and email address to facilitate notification if any payment, or portion of any payment, is withheld for any of the reasons above, or for missing documentation or items incorrectly invoiced. Notification shall be made via email, or shall be mailed, properly addressed and stamped with the required postage to the person designated by the Contractor.

GC-21 ACCEPTANCE AND FINAL PAYMENT

Modify this section to read:

When the Contractor has completed all work in accordance with the terms of the Contract and NoaNet Bid Documents, the Contractor shall properly execute and submit to a COA Representative a request for final payment and the Certificate of Completion and Release (exhibit F) The Certificate of Completion and Release shall constitute a waiver of all claims by the Contractor except for unsettled claims specifically stated. COA shall not process Contractor's request for final payment until after the Contractor furnishes the Certificate of Completion and Release.

The Certificate of Completion and Release shall warrant that the Contractor has fully completed its work included in the Contract and NoaNet Bid Documents and has fully paid for labor, materials, equipment, services, taxes and all other costs and expenses of every nature and kind whatsoever resulting from the Contract. If any dispute exists between the Contractor and any person, firm or corporation to whom the Contractor might be obligated in connection with the Contract, the Contractor shall state the name of claimant and amount and general nature of claim against the Contractor. The Certificate of Completion and Release shall state the amount and nature of all present and future claims that the Contractor may have against COA shall not be complete until after the Contractor has delivered to a COA Representative a properly completed Certificate of Completion and Release.

After receipt of a properly completed Certificate of Completion and Release and request for final payment, a COA Representative shall, within a reasonable time, make a recommendation to COA relative to acceptance of the Contractor's work. Such a recommendation shall not constitute a recommendation of acceptance of any work or materials not furnished in accordance with the terms of this Contract and the NoaNet Bid Document.

Upon receipt of: (1) request for final payment and Certificate of Completion and Release, and (2) the COA Representative's recommendation relative to acceptance of work, COA shall, within a reasonable time, take action on the Contractor's final request for payment, and on acceptance of work. Such action shall be subject to the condition of the Performance Bond, legal rights of COA, required warranties, and correction of faulty work discovered after final payment. COA shall have the right to retain from any payment then due the Contractor, so long as any bills or claims remain unsettled and outstanding, a sum sufficient, in the opinion of COA, to provide for the payment of the same. It is also understood and agreed that, in the case of any breach by the Contractor of the provisions hereof, COA may retain from any payment or payments which may become due hereunder, a sum sufficient, in the opinion of COA, to compensate for all damages occasioned by such breach including any such damages arising out of any delay on the part of the Contractor.

Sixty (60) days after Final Acceptance, including Contractor's delivery of a properly completed Certificate of Completion and Release to a COA Representative, retainage may be claimed by the Contractor; provided, however, that there are no claims filed for material or laborers and that COA has received the certificate of the Washington State Department of Revenue of payment in full of all taxes, the Employment Security Department, and the approved Washington State Department of

Labor and Industries Request for Contract Release form and the approved affidavit showing payment of prevailing wages. If any liens remain unsatisfied after final payment is made, the Contractor shall refund to COA such amounts as COA may have been compelled to pay in discharging such liens including all costs and reasonable attorney's fees.

GC-22 The title is modified to say “**COA REPRESENTATIVE'S STATUS, AUTHORITY AND PROTEST PROCEDURE**”

Modify this section to read:

A COA Representative shall represent COA. The Representative has authority to stop the work whenever such stoppage may be necessary to insure the proper execution of the Contract. The Representative shall also have authority to reject all work, equipment, and materials which do not conform to the Contract and to answer questions which arise in the execution of their work.

Written Approval by the COA Representative signifies favorable opinion and qualified consent. It does not carry with it certification, assurance of completeness, assurance of quality, nor assurance of accuracy concerning details, dimensions, and quantities. It is not an acceptance by COA or certification that Contractor has performed the Contract work correctly or according to Contract Documents and the NoaNet Bid Document. Such approval shall not relieve the Contractor from responsibility for errors or for deficiencies within their control.

All claims of the Contractor and all questions relating to the interpretation of the Contract and NoaNet Bid Document, including all questions as to the acceptable fulfillment of the Contract on the part of the Contractor and all questions as to compensation, shall be submitted in writing to the COA Representative for determination within the applicable time period specified in the Contract and NoaNet Bid Document.

All such determination and other instructions of the COA Representative shall be final unless the Contractor shall file with the COA Representative a written protest, stating clearly and in detail the basis thereof, within ten (10) calendar days after the COA Representative notifies the Contractor of such determination or instruction. The protest shall be forwarded by the COA Representative to COA'S City Attorney, who shall issue a decision upon each such protest, and its decision shall be final. Pending such decision, the Contractor, if required by the COA Representative, shall proceed with the work in accordance with the determination or instructions of the COA Representative.

The COA Representative may appoint assistants and inspectors to assist her/him in determining that the work performed and materials furnished comply with contract requirements. Such assistants and inspectors shall have authority to reject defective material and suspend any work that is being done improperly, subject to the final decisions of the COA Representative, or to exercise such additional authority as may be delegated to them by the COA Representative. All work done and all materials furnished shall be subject to inspections by the COA Representative or their inspectors at all times during the work.

GC-23 **COOPERATION WITH OTHERS**

Modify this section to read:

There may be other contractors or forces of COA working the same area where work under the Contract shall be performed. The Contractor shall fully cooperate with such other contractors and COA'S employees and carefully fit their work with the other work consistent with orderly and expeditious performance and completion of the project as a whole.

GC-24 **INSURANCE**

Modify articles E through G to read:

E. The insurance policies shall specifically name the City of Anacortes, it's elected or appointed officials, officers, employees, and volunteers as insured with regard to damages and defense of claims arising from (1) activities performed by or on half of the Contractor; or (2) Products and completed operations of the Contractor; or (3) premises owned, leased, or used by the Contractor.

F. The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to COA; and (3) shall state that COA will be given at least 30 days' prior written notice of any cancellation, suspension or material change in coverage.

G. Before commencing work and services, Contractor shall provide to COA a Certificate of Insurance evidencing the required insurance accompanied by endorsements as are necessary to comply with the requirements of this paragraph. COA reserves the right to request and receive a certified copy of all required insurance policies.

GC-25 JOB SAFETY/HOUSEKEEPING

Modify this section to read:

All work done shall be done in a manner that minimizes interruptions or inconvenience to the public and/or COA staff. All work shall be carried on with due regard for the safety of the public, and Contractor shall maintain strict compliance with the appropriate provisions relating to control of traffic and pedestrians through work areas as set forth in the Manual on Uniform Traffic and Control Devices (current edition) as adopted by the Washington State Department of Transportation. Property and streets adjacent to the Project site shall be kept free and clear at all times from accumulations of mud, dirt, gravel, rock, and other matter.

Contractor will be responsible for daily and final clean up and disposal of refuse, waste and debris produced by its operation. Refuse shall not be permitted to accumulate to the extent that it interferes with free access to the Project site. Should COA determine Contractor is not fulfilling its obligation in this regard, COA reserves the right to take such action as may be necessary, and to charge Contractor with any costs that may be incurred in such remedial action.

GC-27 PRE-WORK CONFERENCE

Modify this section to read:

The Contractor, upon notification by COA, may be required to attend a pre-work conference prior to starting any work. The purpose of the conference is to discuss, among other considerations, the responsibility of the Contractor and their Subcontractors in the execution and progress of the work. The conference, if any, shall be held on a date mutually agreed upon by the Contractor and the COA Representative.

GC-29 PROGRESS MEETINGS

Modify this section to read:

Progress review meetings shall be held at regular intervals as deemed necessary by the COA Representative. Progress meetings shall be utilized to review the work schedule and discuss any delays, unusual conditions, or critical items which have affected or could affect the progress of the work.

Time is of the essence of any COA Project. If at any time during the progress of work, the Contractor's actual progress, in the opinion of a COA Representative, is inadequate to meet the Contract completion dates, COA may issue a written notice of noncompliance to the Contractor who shall thereupon take such steps as may be necessary to improve its progress. If within a reasonable period as determined by the COA Representative, the Contractor does not improve performance to meet the work schedule, COA may direct the Contractor to accelerate the work through an increase in the Contractor's labor force, the number of shifts, overtime operations, additional days of work per week and/or an increase in the amount of plant; all without additional cost to COA. Neither such notice by COA nor COA'S failure to issue such notice shall relieve the Contractor of its obligation to achieve the quality of work and rate of progress required by the Contract and NoaNet Bid Document.

Failure of the Contractor to comply with the instructions of COA may be grounds for determination by COA that the Contractor is not prosecuting its work with such diligence as shall assure completion within the times specified. Upon such determination, COA may terminate the Contractor's right to proceed with the performance of the Contract, or any separable part thereof in accordance with GC-9.

GC-31 PAYMENT OF LABOR

Modify this section to read:

The Contractor, and its Subcontractors shall fully comply with all applicable provisions of RCW Chapter 39.12, concerning payment of prevailing wages, including the filing and payment of fees for all required statements and affidavits, and shall pay and provide wages and benefits to their employees employed in the performance of this Contract which are not less than those fixed by the Washington Department of Labor and Industries for work of like character. It shall be the responsibility of the Contractor to ensure that the appropriate classification of work and prevailing wage rate is paid for the county in which the Work is performed. The State of Washington prevailing wage rates applicable to- Public Projects may be found at the following website address of the Department of Labor and Industries: <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx> Questions regarding Prevailing Wage should be directed to the Prevailing Wage section of the Department of Labor & Industries, ESAC Division, P.O. Box 44540, Olympia, Washington 98504-4540 by calling (360) 902-5335 or on their web site at: <http://lni.wa.gov/Tradeslicensing/PrevWage/WageRates/default.asp>. It is the Contractor's responsibility to ensure with the Washington Department of Labor and Industries prior to bid opening that the most current version of the prevailing wage rates are utilized in the preparation of its Bid. COA does not guarantee that labor can be procured for the minimum wages shown on the referenced schedules. The rates listed are minimum only, below which the Contractor cannot pay. The Contractor may be required to furnish to COA at any time acceptable evidence of wage rates paid by it or its Subcontractors.

For contracts in excess of \$10,000, the contractor must post in a conspicuous place at the job site, a copy of the statement of Intent to Pay Prevailing Wages approved by the Department of Labor and Industries and the address and phone number of the Industrial Statistician where complaints or inquiries may be made. Any dispute between the Contractor or any of its Subcontractors and COA over the appropriate wage rate under this provision or RCW 39.12 shall be subject to arbitration pursuant to RCW 39.12.060.

At least once a month Contractor must file weekly certified payroll reports online with the Washington Department of Labor and Industries as required by RCW 39.12.120.

GC-32 DELAYS AND EXTENSIONS OF TIME

Modify this section to read:

If the Contractor is delayed at any time in the progress of work by any unforeseeable causes beyond the control of the Contractor, except for shortages in materials and labor, the Contract time shall be extended for such reasonable time as COA shall determine.

The Contractor agrees to complete the work within the Contract and NoaNet Bid Document time as thus extended. Such extensions shall postpone the beginning of period for payment of liquidated damages but they and the events producing them shall not be grounds for claim by the Contractor of damages or for additional costs, expenses, overhead or profit or other compensation. Except for delays caused by the acts or omissions of COA or persons acting for it, extensions of time granted by a COA Representative to the Contractor shall be the Contractor's sole and exclusive remedy for any delays due to causes beyond the control of the Contractor.

All claims for extension of time shall be made in writing to COA no more than 3 days after the Contractor knows or by reasonable diligence should know of the event causing or likely to cause the delay; otherwise, they shall be waived. In the case of a continuing cause of delay only one claim is necessary. Contractor's failure to give such notice promptly and within such time limit shall be deemed sufficient reason by COA for denial of any time extension request.

Avoidable delays in the execution or completion of the work, for which no time extension shall be granted, shall include all delays which in the opinion of COA could have been avoided by the exercise of care, prudence, foresight and diligence on the part of the Contractor or their Subcontractors. All changes of the time or changes of the schedule shall be made by Change Orders to the Contract.

GC-33 COMPLETION DEADLINE/LIQUIDATED DAMAGES

Modify this section to read:

Contractor shall commence work under this Contract upon receipt of notice to proceed from COA. If the COA Project is not completed by such date as set forth in the Contract Document, then the contractor shall pay COA \$500.00 for each calendar day that the work remains incomplete after expiration of the specified completion date, unless otherwise specified in the NoaNet Bid Document. The sum of the Liquidated damages shall not exceed fifteen percent of the Contact Price.

GC-37 The title is modified to say "PERFORMANCE BOND AND PAYMENT BOND"

Modify this section to read:

Contractor shall provide a separate performance bond and payment bond each for 100% of the contract price on COA provided forms, for the faithful performance and payment of all its obligations under this Contract and in accordance with RCW 39.08.010. The payment bond will be released either 45 days after final acceptance of the project or upon receipt of releases from the Department of Revenue, Department of Employment Security and the Department of Labor and Industries, whichever is later. Release is contingent on the fact that no claims against the bond have been filed prior to the 45 day mark. If claims have been filed against the bond, it will not be released until the claims have been resolved. The performance bond shall remain in effect to guarantee the repair and replacement of defective equipment, materials, and workmanship and payment of damages sustained by COA on account of such defects, discovered within one (1) year after final acceptance by COA. If this Contract is for less than \$150,000, Contractor authorizes COA, in lieu of a bond, to retain 10% of the Contract amount for a period of thirty days after the date of final acceptance, or until receipt of all necessary releases from the department of revenue and the department of labor and industries and settlement of any liens filed under chapter 60.28 RCW, whichever is later: PROVIDED FURTHER, that for contracts of one hundred fifty thousand dollars or less, the public entity may accept a full payment and performance bond from an individual surety or sureties: AND PROVIDED FURTHER, that the surety must agree to be bound by the laws of the state of Washington and subjected to the jurisdiction of the state of Washington as provided for under RCW 39.08.010.

GC-38 GENERAL PROVISIONS

Modify articles A, B, E, and H to read:

- A. Notices. Any notice or demand desired or required to be given under this Contract shall be in writing and deemed given when personally delivered, sent by facsimile machine, or deposited in the United States Mail (or with an express courier), postage prepaid, sent certified or registered mail, and addressed to the parties as set forth below or to such other address as either party shall have previously designated by such a notice:

City of Anacortes
PO Box 547
Anacortes, WA 98221
Attn: Tiffany Matson

Contractor: Robinson Bros. Constr., Inc.
6150 NE 137th Ave.
Vancouver, WA 98682
Attn: Toland Severson

- B. Entire Agreement. This Contract and its attachments contain the entire understanding between COA and Contractor relating to the Project which is the subject of this Contract. This Contract supersedes all prior discussions, negotiations, letters of understanding or other promises whether oral or in writing. Subsequent modification or amendment of this Contract shall be in writing and signed by the parties to this Contract.
- E. Assignment. Neither party shall assign, transfer or otherwise dispose of this Contract in whole or in part to any individual, firm or corporation without the prior written consent of the other party. Subject to the provisions of the preceding sentence, this Contract shall be binding upon and endure to the benefit of the respective successors and assigns of the parties hereto: This Contract is made only for the benefit of COA and the Contractor and successors in interest and no third party or person shall have any rights hereunder whether by agency or as a third party beneficiary.

- H. Jurisdiction/Law. This Contract shall be governed by and construed in accordance with the laws of the State of Washington. Any suit to enforce or relating to this Contract shall be brought in Skagit County Superior Court, Skagit County, Washington.