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- 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 virtual participation in 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

904 6th Street

**** Attendees in Council Chambers must comply
with [Dept. of Health orders](#) ****

**February 22, 2022
6:00 PM**

PRELIMINARY AGENDA

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Housing Affordability and Community Services Committee (Discussion)
 - b. Traffic Safety Committee (Discussion)
 - c. Parks and Recreation Committee (Discussion)
 - d. Public Works Committee (Discussion)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of February 14, 2022 (Action)
 - b. Approval of claims in the amount of \$1,012,108.85 (Action)
6. **Public Hearings**
 - a. * Ordinance No. 4012 Amending Chapter 10.12 regarding Stopping, Standing, and Parking (Discussion/Possible Action)
 - b. * Ordinance No. 4013 Amending Chapter 10.18 regarding One-way Only Traffic (Discussion/Possible Action)
7. **Other Business**
 - a. Contract Award: Water System Plan Update #21-173-WTR-001 (Discussion/Action)

Per Resolution 3051, citizens wishing to comment on items not on the agenda may do so under Public Comment. Citizens wishing to comment on 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. * City of Anacortes & Anacortes Family Center Social Services Contract Update (Discussion)
8. **Adjournment**

Per Resolution 3051, citizens wishing to comment on items not on the agenda may do so under Public Comment. Citizens wishing to comment on 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 - February 14, 2022

Call to Order

Mayor Matt Miller called to order the Anacortes City Council meeting of February 14, 2022 at 6:00 p.m. Councilmembers Jeremy Carter, Christine Cleland-McGrath and Amanda Hubik were present. Councilmembers Ryan Walters, Carolyn Moulton and Bruce McDougall participated in the meeting remotely via Zoom. Councilmember Anthony Young was absent.

Mr. Carter moved, seconded by Mr. McDougall, to excuse the absence of Mr. Young. The motion carried unanimously by voice vote.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Executive Session: Potential Litigation or Litigation per RCW 42.30.110(1)(i)

Mayor Miller announced that City Council and the City Attorney would convene in Executive Session per RCW 42.30.110 (i) for approximately 15 minutes until 6:15 p.m. to discuss potential litigation or litigation. The mayor advised that the regular meeting would then resume. Councilmembers Jeremy Carter, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Amanda Hubik attended the executive session.

At 6:23 p.m. the mayor called the meeting back into regular session. He confirmed that no action had been taken in the executive session.

Ms. Cleland-McGrath moved, seconded by Mr. Walters, to amend the agenda to add Item 3b, a Partial Settlement Agreement between Evergreen Islands and the City of Anacortes in the Growth Management Hearings Board Appeal of the City's Critical Area Ordinance in Case 21-2-0002C. The motion carried unanimously by voice vote.

Partial Settlement Agreement between Evergreen Islands and the City of Anacortes in the Growth Management Hearings Board Appeal of the City's Critical Area Ordinance in Case 21-2-0002C

Mr. Walters moved, seconded by Mr. Carter, to approve the partial settlement agreement as presented. The motion carried unanimously by voice vote.

Announcements and Committee Reports

Mayor Miller reported on COVID case statistics and vaccination progress in Skagit County and Washington State.

Mayor Miller reported on his attendance at the Mayor's Exchange in Olympia the prior week.

Finance Committee: Mr. Walters reported from the Committee meeting held the previous week. The topics discussed included the upcoming CFP and budget amendment for the skate park and for 32nd Street and M Avenue improvements, January month end figures, 2021 year end reports, storm fund balance, a potential amendment to the donation acceptance code, fiber funding options, water and utility bond refunding, revisions to the chart of accounts, and preparing for fiber build out.

Housing Affordability and Community Services Committee: Ms. Cleland-McGrath reported from the Committee meeting held the previous week. The meeting was a kick off session with consultant Makers for the Housing Action Plan.

Planning Committee: Ms. Moulton reported from the Committee meeting held earlier in the evening. The topics discussed included COE permission to clean up the burn site at the end of 5th Street, the Anacortes Cinema, self-service storage code revisions heading to the Planning Commission, flood plain management updates heading to the Planning Commission, the FCC letter which appeared later on the evening's agenda, and the status of the Shoreline Master Program update.

Public Comment

Mayor Miller invited the public to comment on any item not on the agenda. No one present wished to address the Council on any topic not already on the agenda.

Consent Agenda

Ms. Moulton moved, seconded by Mr. Carter, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of February 7, 2022
- b. Approval of claims in the amount of \$522,542.65
The following vouchers/checks were approved for payment:
EFT numbers: 102426 through 102485, total \$261,178.49
Check numbers: 102486 through 102501, total \$109,134.20
Wire transfer numbers: 298548 through 298897, total \$149,785.73
- c. Contract Award: Whites Addition Block 2 – Public Right-Of-Way Construction #14-040-STM-001

OTHER BUSINESS

Access Anacortes Fiber Internet Update

Administrative Services Director Emily Schuh provided the regular monthly update on Access Anacortes Fiber Internet. Ms. Schuh's slides were added to the packet materials for the meeting. She reported on customer counts and market share, revenue curves, cash flows, construction progress in the west end expansion area and other active and planned service areas, continued exploration of funding options, and special projects. Ms. Schuh responded to councilmember questions.

Outfall Project Contracting Update

Public Works Director Fred Buckenmeyer provided an update on the referenced project, including the contracting methods to be used and the contracting and construction schedule. Mr. Buckenmeyer's slide presentation was included in the packet materials for the meeting.

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

Tom Glade referred to a non-profit corporation in Thurston County that reclaims treated water for irrigation. He suggested pursuing a similar cooperative arrangement in the Skagit valley for agricultural irrigation.

Letter to Skagit County regarding Fully Contained Communities

Mr. Walters introduced a proposal to authorize Mayor Miller to send a letter to the Board of Skagit County Commissioners on behalf of the City Council that would thank the Commissioner for suspending work on the FCC Comp Plan amendments, reiterate the city's support for regional growth to occur in the cities and towns, rather than in the rural areas, and renew the city's commitment to regional planning through the process envisioned in the 2002 GMA Framework Agreement. Mr. Walters briefly summarized the detailed packet materials for this agenda item. He proposed an edit to one sentence in the proposed letter that had been included in the City Council packet:

We should be finding ways to build compact, livable cities that encourage people to live and work in those communities.

We should especially avoid, constructing new bedroom communities that would result in impacts such as increased traffic in rural areas, pressures on our resource lands, and acceleratedd demand on city services.

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

Marlene Finley, speaking on behalf of Evergreen Islands, encouraged Council to approve the letter. She thanked the Planning Committee for initiating this action.

RYAN WALTERS moved, seconded by CHRISTINE CLELAND-MCGRATH, to authorize the mayor to send the letter with the proposed edit. Vote: Ayes - JEREMY CARTER, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, Amanda Hubik. Nays - None. Result: Passed

Contract Award: 2022 Waterline Replacements #22-040-WTR-001

Mr. Buckenmeyer requested City Council consent to award a contract in the amount of \$771,403.97 to C Johnson Construction Inc. to perform the 2022 Waterline Replacements. He described the scope of work to replace old distribution piping on Sands Way, Parkside Drive, Sandra Court, Curtis Court and Lea Place, referring to the packet materials for this agenda item.

RYAN WALTERS moved, seconded by JEREMY CARTER, to authorize the Mayor to sign contract 22-040-WTR-001 with C Johnson Construction Inc. in the amount of \$741,403.97 to perform the 2022 Waterline Replacements. Vote: Ayes - JEREMY CARTER, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, Amanda Hubik. Nays - None. Result: Passed

Adjournment

There being no further business, at approximately 7:35 p.m. the Anacortes City Council meeting of February 14, 2022 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 February 22, 2022 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
299162	8/20/2021	2797330	FOSTER GARVEY PC	PROPERTY ISSUE WITH PORT MATTER NO. 500	\$ 139.00	legal
299137	9/30/2021	367	WIDENER & ASSOCIATES	FIDALGO AVE STORMWATER LINE REPAIR	\$ 4,347.30	pw1
299233	9/30/2021	369	WIDENER & ASSOCIATES	WWTP OUTFALL PERMITTING SERVICES - SEPTEMBER 2021	\$ 6,837.20	dwwtp
299161	1/1/2022	1004757362	SKAGIT VALLEY HOSPITAL	COPAYS LEOFF1 RETIREE	\$ 119.18	hr
299004	1/12/2022	915567589	BSN SPORTS, LLC	REC PROGRAM SUPPLIES	\$ 94.66	pkrec
299149	1/19/2022	812-23094	GCR TIRES & SERVICES	TIRES FOR VEH #513, #514	\$ 1,632.08	dshop
298750	1/20/2022	WAANA139262	FASTENAL COMPANY	SAFETY SUPPLIES	\$ 32.29	dwwtp
299013	1/24/2022	240887	SCOTT RICHARDS INSURANCE, INC	CITY FINE ARTS & SCULPTURES INSURANCE	\$ 1,620.00	finance
299077	1/27/2022	CW-71145155	DEPARTMENT OF ECOLOGY	DEPT OF ECOLOGY COASTAL TRAINING PROGRAM	\$ 350.00	plan
299008	1/27/2022	812-23243	GCR TIRES & SERVICES	TIRES #514	\$ 197.21	dshop
299009	1/27/2022	812-23242	GCR TIRES & SERVICES	WHEEL SWITCH #406	\$ 26.77	dshop
299010	1/27/2022	812-23241	GCR TIRES & SERVICES	TIRES #513	\$ 167.19	dshop
298640	1/28/2022	WAANA139438	FASTENAL COMPANY	PUMP STATION 08 EMERGENCY REPAIR	\$ 358.00	dwwtp
299005	1/31/2022	557	BOYS & GIRLS CLUBS	JANUARY - LUNCH PROGRAM SERVICE PROVISION	\$ 120.00	finance
299156	1/31/2022	9325345281	GRAYBAR ELECTRIC COMPANY, INC	FIBER OPTIC DROP CABLES	\$ 85,180.28	fiber
299002	1/31/2022	185708	LAKESIDE INDUSTRIES, INC.	PARKS TRAIL REPAIR SUPPLIES	\$ 1,855.17	parks1
299107	1/31/2022	3093675408	LEXISNEXIS	LEGAL ONLINE RESEARCH JAN. 2022	\$ 332.93	legal
299133	1/31/2022	68695471	LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$ 307.15	dwwtp
299155	1/31/2022	10410219	NAVIA BENEFIT SOLUTIONS, INC	JANUARY - NAVIA FLEXIBLE SPENDING FEE	\$ 99.60	hr
299106	1/31/2022	0173	SKAGIT COUNTY SOLID WASTE FUND	JANUARY TONNAGE HAULED	\$ 105,127.57	dshop
299163	1/31/2022	012246816	SKAGIT PUBLISHING LLC	ADVERTISING	\$ 1,010.00	museum
299139	1/31/2022	498	WIDENER & ASSOCIATES	FIDALGO AVE STORMWATER LINE REPAIR	\$ 4,877.35	pw1
299231	1/31/2022	493	WIDENER & ASSOCIATES	COMBINED SEWER OVERFLOW PUMP STATION - ENVIRO/PERMITTING ASSISTANCE - JAN 2022	\$ 360.00	dwwtp
298892	2/1/2022	2/1/2022	ANACORTES FAMILY CENTER	SOCIAL WORKER AGREEMENT - JANUARY 2022	\$ 4,166.67	apd
299020	2/1/2022	294727	DEPT OF LABOR & INDUSTRIES	ELEVATOR DEFAULTS (SHOULD HAVE BEEN COVERED BY SERVICE CONTRACT)	\$ 114.10	pwfac
299025	2/1/2022	294726	DEPT OF LABOR & INDUSTRIES	CITY HALL ELEVATOR SERVICE INSPECTIONS NOT COMPLETED BY SERVICE CONTRACT	\$ 285.40	pwfac

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
299237	2/1/2022	52336	ROBINSON BROTHERS	MUNICIPAL BROADBAND NETWORK - 2021 WESTSIDE BACKBONE EXPANSION	\$ 619,617.04	fiber
299152	2/1/2022	GB00100301	TRANSAMERICA LIFE INS CO	FEBRUARY, LEOFF LONG-TERM CARE INSURANCE	\$ 634.98	hr
299151	2/1/2022	102958801-0009298	WAVE	DEDICATED INTERNET ACCESS 2/1-2/28/22	\$ 1,469.82	fiber
299153	2/1/2022	102853701-0009298	WAVE	DEDICATED INTERNET ACCESS 2/1-2/28/22	\$ 1,469.82	fiber
299236	2/2/2022	5825	ALL PHASE COMM, LLC	SHORETEL SUPPORT AGREEMENT - 2/3/22-2/2/24	\$ 19,037.56	infosys
299083	2/3/2022	Q247137	CORE & MAIN LP	FAST 945-6 8X6 SS TAP SLV FLG	\$ 1,052.59	wdist
298889	2/3/2022	2022-1901	RACICOT, LAURIE	GRAPHIC ARTIST - LOGO STANDARDS	\$ 190.00	fiber
299123	2/3/2022	650796	SAN DIEGO POLICE EQUIP CO INC	TRAINING AMMO	\$ 1,909.33	apd
298960	2/3/2022	18401	SKAGIT PUBLISHING LLC	PUBLISH AA-196120	\$ 44.66	finance
298961	2/3/2022	18402	SKAGIT PUBLISHING LLC	PUBLISH AA-196125	\$ 40.60	finance
298962	2/3/2022	18403	SKAGIT PUBLISHING LLC	PUBLISH AA-196127	\$ 69.02	finance
298963	2/3/2022	18404	SKAGIT PUBLISHING LLC	PUBLISH AA-197442	\$ 117.74	finance
298964	2/3/2022	18405	SKAGIT PUBLISHING LLC	PUBLISH AA-197495	\$ 150.22	finance
298965	2/3/2022	18406	SKAGIT PUBLISHING LLC	PUBLISH AA-197624	\$ 121.80	finance
298966	2/3/2022	18407	SKAGIT PUBLISHING LLC	PUBLISH SVH-198548	\$ 129.12	finance
298999	2/5/2022	186393	LAKE SIDE INDUSTRIES, INC.	PARKS TRAIL REPAIR SUPPLIES	\$ 253.96	parks1
299017	2/7/2022	S3825680.001	BUILDERS' HARDWARE & SUPPLY	PADLOCKS AND PINS	\$ 684.80	pwfac
299225	2/7/2022	WAANA139611	FASTENAL COMPANY	SAFETY SUPPLIES AND MAINTENANCE	\$ 68.15	dwwtp
299116	2/7/2022	12874147	HACH COMPANY	COLORIMETER	\$ 1,959.49	dwwtp
298958	2/7/2022	I6010454	HD FOWLER COMPANY INC	MARKING PAINT	\$ 599.49	wdist
298959	2/7/2022	I6010453	HD FOWLER COMPANY INC	6X4 SS TAPPING SLEEVE ROMAC	\$ 852.06	wdist
299012	2/7/2022	250628	NAPA	WIPER BLADES- #135	\$ 14.67	dshop
298898	2/7/2022	220013297498	PUGET SOUND ENERGY INC	CASINO DR UNDER TWIN BRIDGES: 01/08-02/05/22	\$ 28.52	dshop
299129	2/7/2022	220022355618	PUGET SOUND ENERGY INC	TSUNAMI SIREN 500 T AVENUE 1/8-2/5/22	\$ 10.89	dwwtp
299015	2/7/2022	241380	SCOTT RICHARDS INSURANCE, INC	BUSINESS AUTO - RENEW POLICY 1/1/22-1/1/23	\$ 51,079.00	finance
299016	2/8/2022	311640B	BAY CITY SUPPLY	FACILITY USE ITEMS	\$ 244.38	pwfac
299120	2/8/2022	020392900	GALLS, LLC.	UNIFORM SHIRTS; NEW HIRE DANIEL	\$ 127.00	apd
299113	2/9/2022	8498 30 030 0111230	COMCAST	WTP 14489 RIVER BEND RD. - 2/2-3/8/22	\$ 185.14	finance
299007	2/9/2022	INV2423266	COPIERS NORTHWEST, INC	CANON/IRC5560I FINANCE/OPS/WWTP 1/8-2-7/22	\$ 813.78	finance
298957	2/9/2022	5051025A	DLT SOLUTIONS, LLC	RENEWAL AND SUPPORT FEES FOR AUTOCAD SOFTWARE	\$ 8,124.69	infosys
299227	2/9/2022	WAANA139663	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 86.41	dwwtp
299011	2/9/2022	812-23608	GCR TIRES & SERVICES	TIRE #021	\$ 177.30	dshop

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
299071	2/9/2022	812-23609	GCR TIRES & SERVICES	TIRES #424	\$ 92.34	dshop
299074	2/9/2022	812-23610	GCR TIRES & SERVICES	TIRE REPAIR #304	\$ 203.08	dshop
299076	2/9/2022	812-23606	GCR TIRES & SERVICES	2 TIRES #304	\$ 456.70	dshop
299079	2/9/2022	812-23616	GCR TIRES & SERVICES	TIRE REPAIR #406	\$ 85.02	dshop
299072	2/9/2022	1914581	MILES SAND & GRAVEL CO.	5/8" CSTC & 1-1/4" CSBC	\$ 921.53	dshop
299112	2/9/2022	PSWO0144893	N C MACHINERY COMPANY	WTP SERVICE GENERATOR	\$ 3,241.94	dwwtp
299069	2/9/2022	251067	NAPA	AIR FILTER- #856	\$ 13.80	dshop
299130	2/9/2022	1614844	POLYDYNE, INC	CLARIFLOC POLYMER	\$ 3,753.60	dwwtp
299001	2/9/2022	228956-1	SEATTLE PUMP & EQUIPMENT CO	24' POLE SET, DEBRIS GRABBER, HOSE GRABBER	\$ 864.70	dshop
299127	2/9/2022	18671	SKAGIT PUBLISHING LLC	PUBLISH AA-200253	\$ 121.80	finance
299128	2/9/2022	18672	SKAGIT PUBLISHING LLC	PUBLISH AA-200420	\$ 142.10	finance
299124	2/9/2022	940	SKAGIT SHOOTING RANGE, LLC	2-9-22 RANGE - USE OF CLASSROOM/TRAINING	\$ 597.30	apd
299075	2/10/2022	315388A	BAY CITY SUPPLY	FACILITY SUPPLIES	\$ 526.22	pwfac
299247	2/10/2022	978 800 0000 1	CASCADE NATURAL GAS CORP.	STA 3: 1/12 - 2/9/22	\$ 163.22	medic
299249	2/10/2022	AN 873078	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCE	\$ 55.13	medic
299126	2/10/2022	98054509	ECO SERVICES OPERATIONS CORP	ALUMINUM SULFATE	\$ 4,537.69	dwwtp
299111	2/10/2022	12879118	HACH COMPANY	REPAIR BACKUP TURB HEAD	\$ 362.19	dwwtp
299132	2/10/2022	798426	HASA, INC	CHEMICALS FOR THE PLANT	\$ 6,145.20	dwwtp
299023	2/10/2022	RefundHendricks	HENDRICKS, PHILLIP	WA PARK RESIDENT REFUND	\$ 112.00	parks1
299073	2/10/2022	U2216006155	ICONIX WATERWORKS INC	OPERATING SUPPLIES- WATER DEPT	\$ 4,313.74	wdist
299000	2/10/2022	251088	NAPA	CLEANER	\$ 68.89	dshop
299080	2/10/2022	251128	NAPA	PARTS FOR REPAIRS TO #514	\$ 173.47	dshop
299024	2/10/2022	RefundOstrum	OSTRUM, WILLIAM	WA PARK RESIDENT REFUND	\$ 8.00	parks1
299078	2/10/2022	13316635	PAPE MACHINERY INC.	OIL FILTER, HYDRAULIC FITTING #714	\$ 82.11	dshop
299154	2/10/2022	300000290035	PUGET SOUND ENERGY INC	MUSEUM 12/8-1/6/22	\$ 995.14	museum
299246	2/10/2022	300000290019	PUGET SOUND ENERGY INC	ALL STATIONS 12/7 - 1/6/22	\$ 2,894.06	medic
299117	2/10/2022	105883800	RICOH USA, INC	S/N C32029555 CITY HALL COPIER 3RD 2/1-2/28/22	\$ 378.35	finance
299022	2/10/2022	1067	SKAGIT COUNTY PUBLIC HEALTH	4TH QTR CITY SHARE OF LIQUOR TAX	\$ 6,508.88	finance
299238	2/10/2022	43656	TRAILER BOSS	EVENT TRAILER PURCHASE	\$ 8,286.45	pw1
299021	2/10/2022	114923	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	\$ 390.00	finance
299108	2/11/2022	241404	ANACORTES MARINE INSURANCE INC	DOCK & BOAT POLICY #OMH34847902022 2/14/22-2/14/2023	\$ 12,862.00	finance
299109	2/11/2022	8498 30 017 0464628	COMCAST	WA PARK INTERNET 2/21-3/20/22	\$ 108.16	finance
299224	2/11/2022	WAANA139709	FASTENAL COMPANY	SAFETY SUPPLIES	\$ 39.10	dwwtp
299230	2/11/2022	1200408888	HDR ENGINEERING, INC	COMBINED SEWER OVERFLOW PUMP STATION DESIGN - 12/26/21-1/29/22	\$ 7,702.56	dwwtp
299104	2/11/2022	251307	NAPA	HYDRAULIC HOSE FITTINGS- #553	\$ 80.77	dshop

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
299131	2/11/2022	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 1/7-2/4/22	\$ 4,345.35	dwtp
299066	2/11/2022	L146596	STATE AUDITOR'S OFFICE	ACCOUNTABILITY AUDIT 20-20	\$ 2,552.00	finance
299229	2/11/2022	220166	T-SHIRTS BY DESIGN	REMAINING PRIDE IN SERVICE AWARDS ON BACK ORDER	\$ 425.41	hr
299122	2/12/2022	00005W5A83072	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 2-12-22	\$ 23.13	apd
299150	2/14/2022	5619	ANACORTES PRINTING	DOORHANGERS FOR FIBER	\$ 68.00	fiber
299248	2/14/2022	AR212386	ELECTRONIC BUSINESS MACHINES	COPIER MAINTENANCE/COPIES 11/12 - 2/11	\$ 182.01	medic
299125	2/14/2022	02/14/2022	FIDALGO CLEANING	APD CLEANING & SUPPLIES	\$ 800.00	apd
299158	2/14/2022	2813217	FOSTER GARVEY PC	HUMAN RESOURCES MATTER NO. 32	\$ 572.00	legal
299159	2/14/2022	251501	NAPA	LAMP VEH #511	\$ 24.46	dshop
299160	2/14/2022	251494	NAPA	HAOLGEN SEALED BEAM #511	\$ 39.15	dshop
299221	2/14/2022	1720007263	PATEL DDS, RAMAN	DENTAL SERVICES, LEOFF1 RETIREE	\$ 962.00	hr
299147	2/14/2022	254804	SIGNATURE FORMS, INC	TAX FORMS FOR AP 2022/2023	\$ 88.65	finance
299240	2/14/2022	Invoice 2022	SKAGIT COUNTY FIRE CHIEFS	2022 MEMBERSHIP DUES	\$ 50.00	medic
299250	2/15/2022	INV14695	SEAWESTERN, INC.	2 FIRE HELMETS	\$ 848.69	medic
299192	2/15/2022	E 202202150037	SIMPLIFILE, LC	PELKEY FIBER EASEMENT - 4206 E AVE	\$ 216.38	fiber
299239	2/15/2022	01/26/2022	VANDEWAY, JARED JAMES	REFUND FOR APPLICATION FEE	\$ 49.25	apd
299145	2/15/2022	Raceweek #1	WHIDBEY ISLAND RACE WEEK LLC	LTAC WHIDBEY RACEWEEK #1	\$ 2,454.00	plan

Total **\$1,012,108.85**



City Council Agenda Bill

Meeting Date: February 22, 2022 **Agenda Item:** 6.a.

Agenda Item Title: Ordinance No. 4012 Amending Chapter 10.12 regarding Stopping, Standing, and Parking

Staff Contact(s): WIL LUDEMANN, FRED BUCKENMEYER, DAVE FLOYD

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
NICOLE TESCH	Public Hearing
DARCY SWETNAM	

Item Summary: The Traffic Safety Advisory Committee and the Public Works Director, Fred Buckenmeyer recommend amendments to Chapter 10.12 regarding stopping, standing, and parking.

Budget Impact:
None

Previous Action:

Recommended Motion: I move to adopt Ordinance No. 4012 amending Chapter 10.12 Stopping, Standing, and Parking.

Alternative Actions:

Attachments (listed in order presented):

1. ORDINANCE NO. 4012 amending AMC 10.12
2. AMC Chapter 10.12 CLEAN
3. AMC Chapter 10.12 with track changes
4. Public Hearing Notice
5. Public Comment - Wilhoit

ORDINANCE NO. 4012

**AN ORDINANCE OF THE CITY OF ANACORTES, WASHINGTON,
AMENDING CHAPTER 10.12 REGARDING STOPPING, STANDING, AND PARKING**

WHEREAS, the City has authority over all City rights-of-way pursuant to RCW 35A.11.020; and

WHEREAS, the Traffic Safety Committee has recommended that the City update Chapter 10.12 of the Anacortes Municipal Code regarding stopping, standing, and parking to address community concerns and updated impacts on City infrastructure; and

WHEREAS, the City Council desires to follow recommendations made by the Traffic Safety Committee as well as the advice of the City Public Works Director to amend chapter 10.12 regarding stopping, standing, and parking; and

NOW, THEREFORE, the City Council of the City of Anacortes does ordain as follows:

- Section 1. Chapter 10.12 of the Anacortes Municipal Code is amended as described in Attachment A. All remaining sections of Chapter 10.12 AMC will remain in effect.
- Section 2. This ordinance shall take effect five (5) days from and after its passage, approval, and publication in the manner required by law.

PASSED AND ADOPTED this _____ day of _____ 2022.

CITY OF ANACORTES, WASHINGTON

By: _____
Matt Miller, Mayor

ATTEST:

By: _____
Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

By: _____
Darcy Swetnam, City Attorney

Attachment A

Chapter 10.12 - STOPPING, STANDING AND PARKING is hereby amended as follows:

Section 10.12.020- Restricted during business hours.

Section 10.12.030- Restricted from certain locations.

Section 10.12.035- Limited parking time- specific locations.

Section 10.12.150- Established.

Section 10.12.160- Restrictions.

Section 10.12.200- Permit- Display.

Section 10.12.210- Exemptions.

Section 10.12.220- Violation- Penalty.

SECTION 10.12.020 Restricted during business hours.

No person shall stand, stop or park a vehicle, or allow a vehicle to be parked for a continuous period in excess of two hours between the hours of eight a.m. and six p.m. from Monday through Saturday of each week, within the following described area: Commercial Avenue from the south line of 3rd Street to the north line of 12th Street; the south side of 4th Street from the intersection of 4th Street and Commercial Avenue easterly to a point half-way between Commercial Avenue and “Q” Avenue; 5th Street, 6th Street, 7th Street, and 8th Street between the west line of “Q” Avenue and the east line of “O” Avenue, except portions of said streets adjacent to property used exclusively for residential purposes; the west side of Commercial Avenue between 2nd Street and 3rd Street and; the south side of 2nd Street from Commercial Avenue west to mid-block; and, further no person shall stand, stop or park a vehicle or allow a vehicle to be parked for a continuous period in excess of fifteen minutes between the hours of eight a.m. and six p.m. from Monday through Saturday of each week within the following described areas:

1. Commercial Avenue from the north line of 6th Street northerly to a point midway between the north line of 6th Street and the south line of 5th Street on the east side of said street, adjacent to the U.S. Post Office; and
2. The north side of 6th Street from the east line of Commercial Avenue to a point one hundred thirty-five feet east of said line.

SECTION 10.12.030- Restricted from certain locations.

- A. No person shall stop, stand, or park a vehicle, or allow a vehicle to be parked, or any part thereof, along the following portions of the described streets and avenues, which constitute a bike

path: the southerly side of 12th Street from D Avenue westerly to A Avenue, the southerly side of Oakes Avenue from A Avenue westerly to Hartford Avenue, and the southerly side of Burrows Bay Road from Hartford Avenue westerly to the intersection with Ferry Terminal Road, and the westerly side of Ferry Terminal Road from its intersection with Burrows Bay Road to the terminus of the bike path.

B. No person shall stand, stop or park a vehicle, or allow a vehicle to be parked on St. Mary's Drive between Hillcrest Terrace and the north edge of Lot 1, Highland's First Addition to the city.

C. No person shall stand, stop, or park a trailer as defined in RCW [46.04.620](#) in the following locations: Q Avenue from 9th Street to 11th Street, the west side of Q Avenue from 14th Street to 15th Street, 10th Street from Commercial Avenue to Q Avenue, 11th Street from Commercial Avenue to Q Avenue and 13th Street from Commercial Avenue to Q Avenue.

D. No person shall stand, stop, or park a vehicle along the east side of Skyline Way between Kingsway and Hughes Lane.

E. No person shall stand, stop, or park a vehicle or allow a vehicle to be parked on the north side of Hughes Lane between Skyline Way and the west right-of-way line of the cul-de-sac at the west end of Hughes Lane.

F. No person shall stop, stand, or park a vehicle, or allow a vehicle to be parked, or any part thereof, along the following portions of the described streets and avenues: both sides of Q Avenue and cross-over from Q Avenue to R Avenue, and R Avenue from the south line of 17th Street to the north line of 22nd Street.

G. No person shall stand, stop, or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle, or a trailer to be parked on the easterly side of Q Avenue between 11th Street and 13th Street.

H. No person shall stand, stop, or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle, or a trailer to be parked on the westerly side of Commercial Avenue between 30th Street and 35th Street.

I. No person shall stand, stop or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle or a trailer to be parked on the easterly or westerly side of G Avenue between 7th Street and 8th Street.

J. No person shall stand, stop or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle, or a trailer to be parked on the west side of Q Avenue from 13th Street to 14th Street.

K. No person shall stand, stop or park a trailer as defined in RCW [46.04.620](#), or allow a trailer to be parked on 9th Street from Q Avenue to R Avenue and on R Avenue from 7th Street to 9th Street.

L. No person shall stand, or stop or park a vehicle or trailer, or allow a vehicle or trailer to be parked on 30th Street from the east line of T Avenue to the end of W Avenue. The east side of 2900-3000 block of W Avenue will be a 15-minute loading and unloading zone as marked.

M. No person shall stand, or stop or park a vehicle or trailer, or allow a vehicle or trailer to be parked on Ferry Terminal Road.

N. It is unlawful to park a motor vehicle other than a passenger car or pick-up truck on 30th Street between R Avenue and T Avenue.

O. No person shall park a vehicle or trailer on the entirety of Beachwood Lane.

SECTION 10.12.035 Limited parking time- specific locations.

A. No person shall stand, stop, or park a vehicle, or allow a vehicle to be parked, for a continuous period in excess of two hours between the hours of eight a.m. and six p.m. from Monday through Saturday of each week, within the following described area: The north side of 4th Street from the west line of Commercial Avenue to a point midway between the west line of Commercial Avenue and the east line of O Avenue.

Violation of the ordinance codified in this subsection shall constitute a traffic infraction and shall be punishable upon a finding of “committed” by a fine of up to two hundred fifty dollars.

B. Parking of vehicles on the north side of 20th Street between I Avenue and J Avenue shall be limited to not more than fifteen minutes from Monday through Friday between the hours of seven a.m. and six p.m.

C. No person shall stand, stop or park a vehicle, or allow a vehicle to be parked for a continuous period in excess of thirty minutes between the hours of eight a.m. and six p.m. from Monday through Saturday of each week, within the following described area: the west side of Commercial Avenue from the north line of 22nd Street northward to the south line of the alley located in said block; the north side of 7th Street from the east line of O Avenue westerly to a point one hundred feet easterly of said east line of O Avenue.

D. No person shall stand, stop or park a vehicle or trailer for a period longer than two hours on the west side of Commercial Avenue between the south line of 14th Street and the north line of 17th Street.

E. No person shall stand, stop or park a vehicle or trailer on T Avenue between the south line of 22nd Street and the north line of 24th Street if extended. (Ord. 2310 §§ 1, 2, 1994; Ord. 2241 §§ 1, 2, 1992; Ord. 2188 § 1, 1991; Ord. 2020 § 1, 1986; Ord. 1872 §§ 1, 2, 1982)

F. No person shall stand, stop or park a vehicle or trailer for a period longer than two hours at Kiwanis Waterfront parking lot located off of 6th Street.

Section 10.12.150 Established Residential Parking Zones.

There is established a residential parking zone in the following two areas:

Area A:

“I” Avenue between 22nd and 20th Streets;

“J” Avenue between 22nd and 20th Streets;

“J” Avenue between 18th and 17th Streets;

“K” Avenue between 20th and 22nd Streets;

The east side of “K” Avenue between 20th and 17th Streets;

Area B: The north side of 6th Street between “H” and “J” Avenues; and

The south side of 6th Street between “H” and “J” Avenues.

SECTION 10.12.160 Restrictions.

Area A. No person, except for those possessing and properly displaying valid residential or guest permits as hereinafter provided, shall park a vehicle within the residential parking zone between the hours of eight a.m. and three p.m. on days when the Anacortes High School is in session.

Area B. No person, except for those possessing and properly displaying valid residential or guest permits as hereinafter provided, shall park a vehicle for any length of time within the residential parking zone at all hours of all days of the week in Area B.

Appropriate traffic-control signs shall be posted in the residential parking zones so as to give notice to operators of vehicles of the parking restrictions imposed by this section.

SECTION 10.12.200 Permit - Display.

Residential permits shall be permanently affixed to the inside of the lower left driver’s side area of the front windshield. Guest permits shall be hung from the rear-view mirror in the front windshield area.

SECTION 10.12.210 Exemptions.

Any vehicle bearing a valid and properly displayed residential permit or guest permit shall be permitted to park in the residential parking zone for which it is valid; provided, however that such vehicles shall be subject to all other regulations and ordinances of the city pertaining to the parking of vehicles.

SECTION 10.12.220 Violation – Penalty.

It is unlawful for any person to use or obtain a residential or guest permit or to allow another person to use or obtain a residential or guest permit in any manner other than as authorized by this chapter. Such violations shall be infractions and punishable by revocation of the permit and a monetary penalty of thirty-eight dollars. Violation of the parking provisions of this chapter shall constitute an infraction with a monetary penalty of fifty dollars.

Chapter 10.12

STOPPING, STANDING AND PARKING

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- 10.12.020 Restricted during business hours.
- 10.12.030 Restricted from certain locations.
- 10.12.032 Prohibited parking—Penalty an infraction.
- 10.12.034 Time limits on parking—Penalty an infraction.
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- 10.12.230 Prohibited.
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Article I. In General

10.12.010 Seventy-two hour limit.

No person shall stop, stand, or park a vehicle, or allow such vehicle to be parked for a continuous period in excess of seventy-two hours or they may be issued a citation, and any such vehicle found to be unlawfully parked in violation of this section shall be subject to impound by the city of Anacortes, provided this shall be a defense to any prosecution for a violation of this section that the vehicle or vehicles cited are owned by a bonafide resident to the property immediately adjacent to the street area on which such vehicle or vehicles are parked, and further, that said vehicle or vehicles do not constitute abandoned junk motor vehicles as defined by RCW [46.55.230](#); and, furthermore that such vehicle or vehicles are passenger cars as defined in RCW [46.04.382](#) and are not motor homes as defined in RCW [46.04.305](#) or campers as defined in RCW [46.04.085](#). (Ord. 2754 § 1, 2006; Ord. 1830 § 1, 1981)

10.12.020 Restricted during business hours.

No person shall stand, stop or park a vehicle, or allow a vehicle to be parked for a continuous period in excess of two hours between the hours of eight a.m. and six p.m. from Monday through Saturday of each week, within the following described area: Commercial Avenue from the south line of 3rd Street to the north line of 12th Street; the south side of 4th Street from the intersection of 4th Street and Commercial Avenue easterly to a point half-way between Commercial Avenue and “Q” Avenue; 5th Street, 6th Street, 7th Street, and 8th Street between the west line of “Q” Avenue and the east line of “O” Avenue, except portions of said streets adjacent to property used exclusively for residential purposes; the west side of Commercial Avenue between 2nd Street and 3rd Street and; the south side of 2nd Street from Commercial Avenue west to mid-block; and, further no person shall stand, stop or park a vehicle or allow a vehicle to be parked for a continuous period in excess of

fifteen minutes between the hours of eight a.m. and six p.m. from Monday through Saturday of each week within the following described areas:

1. Commercial Avenue from the north line of 6th Street northerly to a point midway between the north line of 6th Street and the south line of 5th Street on the east side of said street, adjacent to the U.S. Post Office; and
2. The north side of 6th Street from the east line of Commercial Avenue to a point one hundred thirty-five feet east of said line. (Ord. 2889 § 2, 2012; Ord. 2079 § 1, 1988; Ord. 1830 § 2, 1981)

10.12.030 Restricted from certain locations.

A. No person shall stop, stand, or park a vehicle, or allow a vehicle to be parked, or any part thereof, along the following portions of the described streets and avenues, which constitute a bike path: the southerly side of 12th Street from D Avenue westerly to A Avenue, the southerly side of Oakes Avenue from A Avenue westerly to Hartford Avenue, and the southerly side of Burrows Bay Road from Hartford Avenue westerly to the intersection with Ferry Terminal Road, and the westerly side of Ferry Terminal Road from its intersection with Burrows Bay Road to the terminus of the bike path.

B. No person shall stand, stop or park a vehicle, or allow a vehicle to be parked on St. Mary's Drive between Hillcrest Terrace and the north edge of Lot 1, Highland's First Addition to the city.

C. No person shall stand, stop, or park a trailer as defined in RCW [46.04.620](#) in the following locations: Q Avenue from 9th Street to 11th Street, the west side of Q Avenue from 14th Street to 15th Street, 10th Street from Commercial Avenue to Q Avenue, 11th Street from Commercial Avenue to Q Avenue and 13th Street from Commercial Avenue to Q Avenue.

D. No person shall stand, stop, or park a vehicle along the east side of Skyline Way between Kingsway and Hughes Lane.

E. No person shall stand, stop, or park a vehicle or allow a vehicle to be parked on the north side of Hughes Lane between Skyline Way and the west right-of-way line of the cul-de-sac at the west end of Hughes Lane.

F. No person shall stop, stand, or park a vehicle, or allow a vehicle to be parked, or any part thereof, along the following portions of the described streets and avenues: both sides of Q Avenue and cross-over from Q Avenue to R Avenue, and R Avenue from the south line of 17th Street to the north line of 22nd Street.

G. No person shall stand, stop, or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle, or a trailer to be parked on the easterly side of Q Avenue between 11th Street and 13th Street.

H. No person shall stand, stop, or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle, or a trailer to be parked on the westerly side of Commercial Avenue between 30th Street and 35th Street.

- I. No person shall stand, stop or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle or a trailer to be parked on the easterly or westerly side of G Avenue between 7th Street and 8th Street.
- J. No person shall stand, stop or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle, or a trailer to be parked on the west side of Q Avenue from 13th Street to 14th Street.
- K. No person shall stand, stop or park a trailer as defined in RCW [46.04.620](#), or allow a trailer to be parked on 9th Street from Q Avenue to R Avenue and on R Avenue from 7th Street to 9th Street.
- L. No person shall stand, or stop or park a vehicle or trailer, or allow a vehicle or trailer to be parked on 30th Street from the east line of T Avenue to the end of W Avenue. The east side of 2900-3000 block of W Avenue will be a 15-minute loading and unloading zone as marked.
- M. No person shall stand, or stop or park a vehicle or trailer, or allow a vehicle or trailer to be parked on Ferry Terminal Road.
- N. It is unlawful to park a motor vehicle other than a passenger car or pick-up truck on 30th Street between R Avenue and T Avenue.
- O. No person shall park a vehicle or trailer on the entirety of Beachwood Lane. (Ord. 3043, 2019; Ord. 2335 § 1, 1994; Ord. 2184 § 1, 1991; Ord. 2156 § 1, 1990; Ord. 2152 §§ 1, 2, 1990; Ord. 2139 § 1, 1990; Ord. 2031 § 1, 1987; Ord. 2015 § 1, 1986; Ord. 1948 § 1, 1984; Ord. 1830 §§ 3, 4, 5, 1981)

10.12.032 Prohibited parking—Penalty an infraction.

A.

1. It is unlawful to park any vehicle or trailer along the north side of Oakes Avenue, also known as Burrows Bay Road between Anacopper Mine Road to Ferry Terminal Road.
2. No person shall park a vehicle or trailer on or along Meridian Place.
3. No person shall park a vehicle or trailer on or along the south side of 20th Street between Commercial Avenue and Q Avenue.
4. No person shall stop, stand, or park a vehicle along Harbor Lane between Oakes Avenue and a point six hundred seventy-five feet south of Oakes Avenue on Harbor Lane.
5. No person shall stop, stand, or park a boat trailer or RV along Kingsway from Cay Way to Skyline Way at any time.
6. No person shall park a vehicle or trailer in the 1700 block of 6th Street on either side of the street between “H” Avenue and “I” Avenue.

7. No person shall park a vehicle or trailer in the 3400 block of West 6th Street.

B. *Penalty.* Violation of this section shall constitute an infraction and be punishable by a penalty of fifty dollars. (Ord. 2652, 2004; Ord. 2651, 2004; Ord. 2432 § 2, 1997; Ord. 2424 § 1, 1997; Ord. 2400 § 1, 1996; Ord. 2385 § 1, 1995; Ord. 2354 §§ 1, 2, 1995)

10.12.034 Time limits on parking—Penalty an infraction.

A.

1. No person shall stop, stand, or park a vehicle along Harbor Lane from a point six hundred seventy-five feet south of Oakes Avenue to the end of Harbor Lane for a period in excess of twenty-four continuous hours.
2. No person shall stop, stand, or park a vehicle, or allow a vehicle to be parked, along the south side of 10th street between a point sixty-five feet east of the east right-of-way line of Commercial Avenue and the east right-of-way line of Commercial Avenue for a continuous period in excess of two hours.
3. Parking shall be limited to two hours on the west side of Commercial Avenue between 17th and 18th Street.
4. No person shall stop, stand, or park a vehicle along the north or south side of Kingsway from Cay Way to Skyline Way for more than twenty-four consecutive hours.

B. *Penalty.* Violation of this section shall constitute an infraction and be punishable by a penalty not to exceed fifty dollars. (Ord. 2432 § 1, 1997; Ord. 2423 § 1, 1997; Ord. 2403 § 1, 1996; Ord. 2385 §§ 2, 3, 1995)

10.12.035 Limited parking time—Specific locations.

A. No person shall stand, stop, or park a vehicle, or allow a vehicle to be parked, for a continuous period in excess of two hours between the hours of eight a.m. and six p.m. from Monday through Saturday of each week, within the following described area: The north side of 4th Street from the west line of Commercial Avenue to a point midway between the west line of Commercial Avenue and the east line of O Avenue.

Violation of the ordinance codified in this subsection shall constitute a traffic infraction and shall be punishable upon a finding of “committed” by a fine of up to two hundred fifty dollars.

B. Parking of vehicles on the north side of 20th Street between I Avenue and J Avenue shall be limited to not more than fifteen minutes from Monday through Friday between the hours of seven a.m. and six p.m.

- C. No person shall stand, stop or park a vehicle, or allow a vehicle to be parked for a continuous period in excess of thirty minutes between the hours of eight a.m. and six p.m. from Monday through Saturday of each week, within the following described area: the west side of Commercial Avenue from the north line of 22nd Street northward to the south line of the alley located in said block; the north side of 7th Street from the east line of O Avenue westerly to a point one hundred feet easterly of said east line of O Avenue.
- D. No person shall stand, stop or park a vehicle or trailer for a period longer than two hours on the west side of Commercial Avenue between the south line of 14th Street and the north line of 17th Street.
- E. No person shall stand, stop or park a vehicle or trailer on T Avenue between the south line of 22nd Street and the north line of 24th Street if extended. (Ord. 2310 §§ 1, 2, 1994; Ord. 2241 §§ 1, 2, 1992; Ord. 2188 § 1, 1991; Ord. 2020 § 1, 1986; Ord. 1872 §§ 1, 2, 1982)
- F. No person shall stand, stop or park a vehicle or trailer for a period longer than two hours at Kiwanis Waterfront parking lot located off of 6th Street.

10.12.036 Restricted certain hours.

No person shall stand, stop, or park a vehicle or allow a vehicle to be parked on the north side of 20th Street between J Avenue and K Avenue, Monday through Friday, from seven a.m. to four p.m., except for vehicles designated as school buses. (Ord. 2177 § 1, 1991)

10.12.038 Prohibition of display of vehicle for purpose of sale—Penalty an infraction.

- A. Displaying of motor vehicles for purposes of sale by parking said vehicles with information on said vehicles identifying them for sale be and it is hereby prohibited along Commercial Avenue from 36th Street to the waterfront, provided, however, that businesses primarily engaged in the sale of motor vehicles may display a maximum of one vehicle on Commercial Avenue directly adjacent to their place of business.
- B. *Penalty.* Violation of this section shall constitute an infraction and shall be punishable by a penalty in the amount of fifty dollars for each offense. For purposes of this section, each day that said vehicle is displayed shall constitute a separate offense. (Ord. 2359 §§ 1, 2, 1995)

10.12.040 Owner liable.

For purposes of enforcement of this article, the registered owner of any vehicle or trailer parked contrary to provisions of this chapter shall be deemed to have allowed such vehicle or trailer to be parked in violation hereof. (Ord. 1830 § 6, 1981)

10.12.050 Impoundment.

The Anacortes police department, or their designated representative, shall have the authority to impound any vehicle or trailer as authorized by any statutes of the state of Washington or ordinances of the city and shall have the authority to impound any vehicles which are parked or left standing in the travel portion of a roadway, within no parking zones as specified in RCW [46.61.570](#), within an established bicycle path, or at such other location as constitutes a traffic safety hazard. (Ord. 1830 § 7, 1981)

10.12.060 Penalty.

Any person, firm or corporation who violates, or permits, or allows anyone to violate this article, or the registered owner of any vehicle found in violation of this article, shall be guilty of a misdemeanor, and shall upon conviction be fined up to two hundred fifty dollars. (Ord. 1830 § 8, 1981)

Article II. Parking Regulations

10.12.070 Parallel parking.

Except as hereinafter specified in this chapter or unless otherwise permitted by duly erected traffic control signs or markings, all parking of motor vehicles on the streets, avenues and highways of the city shall be what is known as “parallel parking,” and every vehicle stopped or parked upon a roadway where there is an adjacent curb or edge of abutting parking strip shall be so stopped or parked with the right hand wheels of such vehicle parallel to and within twelve inches of the right hand curb or edge of abutting parking strip. (Ord. 2544 § 1, 2000)

10.12.080 Diagonal parking—In general.

All parking of motor vehicles upon the following streets, avenues and highways or parts thereof in the city shall be what is known as “diagonal parking,” with the right front wheel of the vehicles within twelve inches of the curb or edge of parking strip and at an angle of thirty degrees with said curb or edge or parking strip: the south side of 34th Street from Commercial Avenue to two hundred feet west of Commercial Avenue; the south side of 3rd Street to 9th Street inclusive, between Q and O Avenues, except for the south side of 4th Street between Commercial Avenue and Q Avenue which shall be parallel parking; north side of 4th Street from Commercial Avenue to R Avenue; the south side of 10th Street and 11th Street between Commercial Avenue and O Avenue; the south side of 6th Street east of Q Avenue. (Ord. 2562, 2001; Ord. 2544 § 2, 2000)

10.12.085 Back-in angle parking.

All parking of motor vehicles upon the following streets, avenues, and highways or parts thereof in the city shall be what is known as “back-in angle parking” with the right rear wheel of the vehicles within twelve inches of the curb or edge of parking strip and at an angle of thirty to forty-five degrees with said curb or edge or parking strip: the east side of Commercial Avenue between 2nd Street and 3rd Street, the north side of 4th Street between “R” Avenue and “O” Avenue, and the north side of 3rd Street between Commercial Avenue and “O” Avenue.

No person shall stand, stop, or park a vehicle or allow a vehicle to be parked on the portion of Weaverling Road east of the Tommy Thompson Trail, Monday through Sunday, from ten p.m. to five a.m. (Ord. 2911, 2013; Ord. 2910 § 1, 2013; Ord. 2819, 2010)

10.12.090 Prohibited parking.

A. Parking vehicles is prohibited in all alleys and on the following designated streets, avenues, highways, or parts thereof: the east side of Commercial Avenue from 11th Street to 13th Street; both sides of Commercial Avenue from 35th Street to 36th Street; the east side of Commercial Avenue from 36th Street to 37th Street; the south side of 12th Street between O Avenue and M Avenue; and the west side of Commercial Avenue from 30th Street south to the intersection with SR-20.

B. No person shall stop, stand, or park a vehicle, or allow a vehicle to be parked for use as a temporary or permanent place of abode on city streets or rights-of-way, except as authorized by permit under subsection C herein.

C. *Permit.*

1. The director is authorized, by permit, to allow use of boats, trailers, campers, vehicles, and RVs as place of temporary abode to park on city streets.
2. The director shall approve a permit as provided under this section when, from a consideration of the application and from such other information as may otherwise be obtained, the director finds that:
 - a. Adequate sanitary facilities are provided and accessible;
 - b. Adequate trash receptacles and trash collection is to be provided;
 - c. The activity will not unreasonably disturb or interfere with the peace, comfort, and repose of private property owners; and
 - d. The activity is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct, or create a disturbance.
3. The director is authorized to promulgate rules and regulations regarding the implementation and enforcement of this chapter.
4. No permit shall be issued for a period of time in excess of three weeks per calendar year.

Any person denied a permit may appeal to city council.

D. *Impoundment.* The Anacortes police department, or its designated representative, shall have the authority to impound any boat, trailer, camper, vehicle, or RV which is parked or left standing and used as a temporary or permanent place of abode, except as authorized by permit under subsection C herein.

E. *Penalty.* Any person, firm or corporation who violates, or permits, or allows anyone to violate this section, or the registered owner of any vehicle found in violation of this section, shall be guilty of an infraction and shall be assessed a penalty of fifty dollars and towing and storage fees. (Ord. 2786 §§ 1—4, 2008; Ord. 2544 § 3, 2000; Ord. 2289 § 1, 1993; Ord. 2272 § 1, 1993; Ord. 2074 § 1, 1988)

Article III. Traffic Regulation Near Ferry Dock

10.12.100 Erection of signs.

The city engineer is authorized to erect signs regulating parking and traffic flow on 6th Street between I Avenue and K Avenue and on I Avenue North of 6th Street for the purpose of regulating and controlling traffic in the vicinity of the county ferry terminal and also to provide designating holding lanes for traffic waiting to board said county ferry. (Ord. 1776 § 1(a), undated)

10.12.110 Compliance required.

When official signs are erected prohibiting or regulating parking or traffic flow as authorized herein, no person shall park a vehicle in violation of any such sign or shall fail to operate his vehicle in conformance with such signs. (Ord. 1776 § 1(b), undated)

Article IV. Parking Along Parade Routes or Street Fair Areas

10.12.120 Prohibited.

No person shall stop, stand, or park a vehicle or allow a vehicle to be parked along any street or avenue which has been approved by the Anacortes city council as a parade route or as a location for a street fair and where no parking signs have been posted at least twenty-four hours in advance of said parade or street fair, and during the time specified in no parking signs required hereunder. (Ord. 2464 § 1, 1998)

10.12.130 Impoundment.

The Anacortes police department, or its designated representative, shall have the authority to impound any vehicle or trailer which is parked or left standing on any street or avenue designated as a parade route or street fair location and which has been properly posted not less than twenty-four hours prior to said parade or street fair event. Proper posting shall consist of the placement of no fewer than four temporary signs on each side of the street and for each block in which parking is prohibited, and which signs shall designate the time period during which parking is prohibited. (Ord. 2464 § 2, 1998)

10.12.140 Violation—Penalty.

Any person, firm or corporation who violates, or permits, or allows anyone to violate this chapter, or the registered owner of any vehicle found in violation of this chapter, shall be guilty of an infraction and shall be assessed a penalty of fifty dollars. (Ord. 2464 § 3, 1998)

Article V. Residential Parking Zones

10.12.150 Established.

There is established a residential parking zone in the following two areas:

Area A:

“I” Avenue between 22nd and 20th Streets;

“J” Avenue between 22nd and 20th Streets;

“J” Avenue between 18th and 17th Streets;

“K” Avenue between 20th and 22nd Streets;

The east side of “K” Avenue between 20th
and 17th Streets;

Area B:

The north side of 6th Street between “H”
and “J” Avenues; and

The south side of 6th Street between “H” and
“J” Avenues.

(Ord. 2833, 2010; Ord. 2724 § 1, 2005; Ord. 2486 §§ 1 and 1.1, 1999)

10.12.160 Restrictions.

Area A. No person, except for those possessing and properly displaying valid residential or guest permits as hereinafter provided, shall park a vehicle within the residential parking zone between the hours of eight a.m. and three p.m. on days when the Anacortes High School is in session.

Area B. No person, except for those possessing and properly displaying valid residential or guest permits as hereinafter provided, shall park a vehicle for any length of time within the residential parking zone at all hours of all days of the week in Area B.

Appropriate traffic-control signs shall be posted in the residential parking zones so as to give notice to operators of vehicles of the parking restrictions imposed by this section. (Ord. 2833, 2010; Ord. 2486 § 2, 1999)

10.12.170 Permit—Application.

Persons residing on properties that abut streets within the residential parking zone may apply to the Anacortes police department during business hours for a residential permit for each registered and licensed vehicle owned by the applicant. Such application shall be on a form provided by the Anacortes police department and shall contain such information as is deemed necessary to verify the residence of the applicant and to identify the vehicle for which the permit is given. (Ord. 2486 § 2, 1999)

10.12.180 Permit—Guest.

In addition to residential permits, each residence within the residential parking zone shall be entitled up to a maximum of five guest permits to be used exclusively by guests of the resident. Guest permits shall be issued by the Anacortes police department at such time as application is made for a residential permit. (Ord. 2486 § 4, 1999)

10.12.190 Permit—Fee.

There shall be no initial fee charged for the issuance of residential permits or guest permits, nor shall any fee be assessed for substitute or additional vehicles acquired by residents or for the replacement of lost or damaged residential permits. Prior to issuing a guest permit to replace a guest permit either lost or destroyed, the Anacortes police department shall assess and collect a fee of fifteen dollars. (Ord. 2486 § 5, 1999)

10.12.200 Permit—Display.

Residential permits shall be permanently affixed to the inside of the lower left drivers side area of the front windshield. Guest permits shall be hung from the rear-view mirror in the front windshield area. (Ord. 2486 § 6, 1999)

10.12.210 Exemptions.

Any vehicle bearing a valid and properly displayed residential permit or guest permit shall be permitted to park in the residential parking zone for which it is valid for; provided, however that such vehicles shall be subject to all other regulations and ordinances of the city pertaining to the parking of vehicles. (Ord. 2486 § 7, 1999)

10.12.220 Violation—Penalty.

It is unlawful for any person to use or obtain a residential or guest permit or to allow another person to use or obtain a residential or guest permit in any manner other than as authorized by this chapter. Such violations shall be infractions and punishable by revocation of the permit and a monetary penalty of thirty-eight dollars. Violation of the parking provisions of this chapter shall constitute an infraction with a monetary penalty of fifty dollars. (Ord. 2724 § 2, 2005; Ord. 2486 § 8, 1999)

Article VI. Marine Waterways Encroachment Prohibitions

10.12.230 Prohibited.

No person shall stop, stand or moor a watercraft in such a manner that any part of the watercraft encroaches into the public waterways of Flounder Bay and thereby creates a safety hazard to other watercraft or blocks or impedes egress and ingress through said public waterway. (Ord. 2590 § 1, 2002)

10.12.240 Impoundment.

The police department, or its designated representative shall have the authority to impound any watercraft which is moored or left standing in any portion of the public waterways of Flounder Bay in violation of the ordinance codified in this chapter. (Ord. 2590 § 2, 2002)

10.12.250 Violation—Penalty.

Any person, firm or corporation who violates, or permits, or allows anyone to violate this chapter, or the registered owner of any watercraft found in violation of this chapter, shall be guilty of an infraction and shall be assessed a penalty of five hundred dollars. (Ord. 2590 § 3, 2002)

The Anacortes Municipal Code is current through Ordinance 3092, and legislation passed through July 26, 2021.

Disclaimer: The city attorney's office has the official version of the Anacortes Municipal Code. Users should contact the city attorney's office for ordinances passed subsequent to the ordinance cited here.

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Chapter 10.12

STOPPING, STANDING AND PARKING

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- 10.12.230 Prohibited.
- 10.12.240 Impoundment.
- 10.12.250 Violation—Penalty.

Article I. In General

10.12.010 Seventy-two hour limit.

No person shall stop, stand, or park a vehicle, or allow such vehicle to be parked for a continuous period in excess of seventy-two hours or they may be issued a citation, and any such vehicle found to be unlawfully parked in violation of this section shall be subject to impound by the city of Anacortes, provided this shall be a defense to any prosecution for a violation of this section that the vehicle or vehicles cited are owned by a bonafide resident to the property immediately adjacent to the street area on which such vehicle or vehicles are parked, and further, that said vehicle or vehicles do not constitute abandoned junk motor vehicles as defined by RCW [46.55.230](#); and, furthermore that such vehicle or vehicles are passenger cars as defined in RCW [46.04.382](#) and are not motor homes as defined in RCW [46.04.305](#) or campers as defined in RCW [46.04.085](#).
(Ord. 2754 § 1, 2006; Ord. 1830 § 1, 1981)

10.12.020 Restricted during business hours.

No person shall stand, stop or park a vehicle, or allow a vehicle to be parked for a continuous period in excess of two hours between the hours of eight a.m. and six p.m. from Monday through Saturday of each week, within the following described area: Commercial Avenue from the south line of 3rd Street to the north line of 12th Street; the south side of 4th Street from the intersection of 4th Street and Commercial Avenue easterly to a point half-way between Commercial Avenue and “Q” Avenue; 5th Street, 6th Street, 7th Street, and 8th Street between the west line of “Q” Avenue and the east line of “O” Avenue, except portions of said streets adjacent to property used exclusively for residential purposes; the west side of Commercial Avenue between 2nd Street and 3rd Street and; the south side of 2nd Street from Commercial Avenue west to mid-block; and, further no person shall stand, stop or park a vehicle or allow a vehicle to be parked for a continuous period in excess of

fifteen minutes between the hours of eight a.m. and six p.m. from Monday ~~through~~ Saturday of each week within the following described areas:

1. Commercial Avenue from the north line of 6th Street northerly to a point midway between the north line of 6th Street and the south line of 5th Street on the east side of said street, adjacent to the U.S. Post Office; and
2. The north side of 6th Street from the east line of Commercial Avenue to a point one hundred thirty-five feet east of said line. (Ord. 2889 § 2, 2012; Ord. 2079 § 1, 1988; Ord. 1830 § 2, 1981)

10.12.030 Restricted from certain locations.

A. No person shall stop, stand, or park a vehicle, or allow a vehicle to be parked, or any part thereof, along the following portions of the described streets and avenues, which constitute a bike path: the southerly side of 12th Street from D Avenue westerly to A Avenue, the southerly side of Oakes Avenue from A Avenue westerly to Hartford Avenue, and the southerly side of Burrows Bay Road from Hartford Avenue westerly to the intersection with Ferry Terminal Road, and the westerly side of Ferry Terminal Road from its intersection with Burrows Bay Road to the terminus of the bike path.

B. No person shall stand, stop or park a vehicle, or allow a vehicle to be parked on St. Mary's Drive between Hillcrest Terrace and the north edge of Lot 1, Highland's First Addition to the city.

C. No person shall stand, stop, or park a trailer as defined in RCW [46.04.620](#) in the following locations: Q Avenue from 9th Street to 11th Street, the west side of Q Avenue from 14th Street to 15th Street, 10th Street from Commercial Avenue to Q Avenue, 11th Street from Commercial Avenue to Q Avenue and 13th Street from Commercial Avenue to Q Avenue.

D. No person shall stand, stop, or park a vehicle along the east side of Skyline Way between Kingsway and Hughes Lane.

E. No person shall stand, stop, or park a vehicle or allow a vehicle to be parked on the north side of Hughes Lane between Skyline Way and the west right-of-way line of the cul-de-sac at the west end of Hughes Lane.

F. No person shall stop, stand, or park a vehicle, or allow a vehicle to be parked, or any part thereof, along the following portions of the described streets and avenues: both sides of Q Avenue and cross-over from Q Avenue to R Avenue, and R Avenue from the south line of 17th Street to the north line of 22nd Street.

G. No person shall stand, stop, or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle, or a trailer to be parked on the easterly side of Q Avenue between 11th Street and 13th Street.

H. No person shall stand, stop, or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle, or a trailer to be parked on the westerly side of Commercial Avenue between 30th Street and 35th Street.

- I. No person shall stand, stop or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle or a trailer to be parked on the easterly or westerly side of G Avenue between 7th Street and 8th Street.
- J. No person shall stand, stop or park a vehicle, or a trailer as defined in RCW [46.04.620](#), or allow a vehicle, or a trailer to be parked on the west side of Q Avenue from 13th Street to 14th Street.
- K. No person shall stand, stop or park a trailer as defined in RCW [46.04.620](#), or allow a trailer to be parked on 9th Street from Q Avenue to R Avenue and on R Avenue from 7th Street to 9th Street.
- L. No person shall stand, or stop or park a vehicle or trailer, or allow a vehicle or trailer to be parked on 30th Street from the east line of T Avenue ~~eastward~~ to the end of ~~30th Street~~ W Avenue. The east side of 2900-3000 block of W Avenue will be a 15-minute loading and unloading zone as marked.
- M. No person shall stand, or stop or park a vehicle or trailer, or allow a vehicle or trailer to be parked on Ferry Terminal Road.
- N. It is unlawful to park a motor vehicle other than a passenger car or pick-up truck on 30th Street between R Avenue and T Avenue.
- O. No person shall park a vehicle or trailer on the entirety of Beachwood Lane. (Ord. 3043, 2019; Ord. 2335 § 1, 1994; Ord. 2184 § 1, 1991; Ord. 2156 § 1, 1990; Ord. 2152 §§ 1, 2, 1990; Ord. 2139 § 1, 1990; Ord. 2031 § 1, 1987; Ord. 2015 § 1, 1986; Ord. 1948 § 1, 1984; Ord. 1830 §§ 3, 4, 5, 1981)

10.12.032 Prohibited parking—Penalty an infraction.

A.

1. It is unlawful to park any vehicle or trailer along the north side of Oakes Avenue, also known as Burrows Bay Road between Anacopper Mine Road to Ferry Terminal Road.
2. No person shall park a vehicle or trailer on or along Meridian Place.
3. No person shall park a vehicle or trailer on or along the south side of 20th Street between Commercial Avenue and Q Avenue.
4. No person shall stop, stand, or park a vehicle along Harbor Lane between Oakes Avenue and a point six hundred seventy-five feet south of Oakes Avenue on Harbor Lane.
5. No person shall stop, stand, or park a boat trailer or RV along Kingsway from Cay Way to Skyline Way at any time.
6. No person shall park a vehicle or trailer in the 1700 block of 6th Street on either side of the street between “H” Avenue and “I” Avenue.

7. No person shall park a vehicle or trailer in the 3400 block of West 6th Street.

B. *Penalty.* Violation of this section shall constitute an infraction and be punishable by a penalty of fifty dollars. (Ord. 2652, 2004; Ord. 2651, 2004; Ord. 2432 § 2, 1997; Ord. 2424 § 1, 1997; Ord. 2400 § 1, 1996; Ord. 2385 § 1, 1995; Ord. 2354 §§ 1, 2, 1995)

10.12.034 Time limits on parking—Penalty an infraction.

A.

1. No person shall stop, stand, or park a vehicle along Harbor Lane from a point six hundred seventy-five feet south of Oakes Avenue to the end of Harbor Lane for a period in excess of twenty-four continuous hours.

2. No person shall stop, stand, or park a vehicle, or allow a vehicle to be parked, along the south side of 10th street between a point sixty-five feet east of the east right-of-way line of Commercial Avenue and the east right-of-way line of Commercial Avenue for a continuous period in excess of two hours.

3. Parking shall be limited to two hours on the west side of Commercial Avenue between 17th and 18th Street.

4. No person shall stop, stand, or park a vehicle along the north or south side of Kingsway from Cay Way to Skyline Way for more than twenty-four consecutive hours.

B. *Penalty.* Violation of this section shall constitute an infraction and be punishable by a penalty not to exceed fifty dollars. (Ord. 2432 § 1, 1997; Ord. 2423 § 1, 1997; Ord. 2403 § 1, 1996; Ord. 2385 §§ 2, 3, 1995)

10.12.035 Limited parking time—Specific locations.

A. No person shall stand, stop, or park a vehicle, or allow a vehicle to be parked, for a continuous period in excess of two hours between the hours of eight a.m. and six p.m. from Monday through Saturday of each week, within the following described area: The north side of 4th Street from the west line of Commercial Avenue to a point midway between the west line of Commercial Avenue and the east line of O Avenue.

Violation of the ordinance codified in this subsection shall constitute a traffic infraction and shall be punishable upon a finding of “committed” by a fine of up to two hundred fifty dollars.

B. Parking of vehicles on the north side of 20th Street between I Avenue and J Avenue shall be limited to not more than fifteen minutes from Monday through Friday between the hours of seven a.m. and six p.m.

C. No person shall stand, stop or park a vehicle, or allow a vehicle to be parked for a continuous period in excess of thirty minutes between the hours of eight a.m. and six p.m. from Monday through Saturday of each week, within the following described area: the west side of Commercial Avenue from the north line of 22nd Street northward to the south line of the alley located in said block; the north side of 7th Street from the east line of O Avenue westerly to a point one hundred feet easterly of said east line of O Avenue.

D. No person shall stand, stop or park a vehicle or trailer for a period longer than two hours on the west side of Commercial Avenue between the south line of 14th Street and the north line of 17th Street.

E. No person shall stand, stop or park a vehicle or trailer on T Avenue between the south line of 22nd Street and the north line of 24th Street if extended. (Ord. 2310 §§ 1, 2, 1994; Ord. 2241 §§ 1, 2, 1992; Ord. 2188 § 1, 1991; Ord. 2020 § 1, 1986; Ord. 1872 §§ 1, 2, 1982)

F. No person shall stand, stop or park a vehicle or trailer for a period longer than two hours at Kiwanis Waterfront parking lot located off of 6th Street.

10.12.036 Restricted certain hours.

No person shall stand, stop, or park a vehicle or allow a vehicle to be parked on the north side of 20th Street between J Avenue and K Avenue, Monday through Friday, from seven a.m. to four p.m., except for vehicles designated as school buses. (Ord. 2177 § 1, 1991)

10.12.038 Prohibition of display of vehicle for purpose of sale—Penalty an infraction.

A. Displaying of motor vehicles for purposes of sale by parking said vehicles with information on said vehicles identifying them for sale be and it is hereby prohibited along Commercial Avenue from 36th Street to the waterfront, provided, however, that businesses primarily engaged in the sale of motor vehicles may display a maximum of one vehicle on Commercial Avenue directly adjacent to their place of business.

B. *Penalty.* Violation of this section shall constitute an infraction and shall be punishable by a penalty in the amount of fifty dollars for each offense. For purposes of this section, each day that said vehicle is displayed shall constitute a separate offense. (Ord. 2359 §§ 1, 2, 1995)

10.12.040 Owner liable.

For purposes of enforcement of this article, the registered owner of any vehicle or trailer parked contrary to provisions of this chapter shall be deemed to have allowed such vehicle or trailer to be parked in violation hereof. (Ord. 1830 § 6, 1981)

10.12.050 Impoundment.

The Anacortes police department, or their designated representative, shall have the authority to impound any vehicle or trailer as authorized by any statutes of the state of Washington or ordinances of the city and shall have the authority to impound any vehicles which are parked or left standing in the travel portion of a roadway, within no parking zones as specified in RCW [46.61.570](#), within an established bicycle path, or at such other location as constitutes a traffic safety hazard. (Ord. 1830 § 7, 1981)

10.12.060 Penalty.

Any person, firm or corporation who violates, or permits, or allows anyone to violate this article, or the registered owner of any vehicle found in violation of this article, shall be guilty of a misdemeanor, and shall upon conviction be fined up to two hundred fifty dollars. (Ord. 1830 § 8, 1981)

Article II. Parking Regulations

10.12.070 Parallel parking.

Except as hereinafter specified in this chapter or unless otherwise permitted by duly erected traffic control signs or markings, all parking of motor vehicles on the streets, avenues and highways of the city shall be what is known as “parallel parking,” and every vehicle stopped or parked upon a roadway where there is an adjacent curb or edge of abutting parking strip shall be so stopped or parked with the right hand wheels of such vehicle parallel to and within twelve inches of the right hand curb or edge of abutting parking strip. (Ord. 2544 § 1, 2000)

10.12.080 Diagonal parking—In general.

All parking of motor vehicles upon the following streets, avenues and highways or parts thereof in the city shall be what is known as “diagonal parking,” with the right front wheel of the vehicles within twelve inches of the curb or edge of parking strip and at an angle of thirty degrees with said curb or edge or parking strip: the south side of 34th Street from Commercial Avenue to two hundred feet west of Commercial Avenue; the south side of 3rd Street to 9th Street inclusive, between Q and O Avenues, except for the south side of 4th Street between Commercial Avenue and Q Avenue which shall be parallel parking; north side of 4th Street from Commercial Avenue to R Avenue; the south side of 10th Street and 11th Street between Commercial Avenue and O Avenue; the south side of 6th Street east of Q Avenue. (Ord. 2562, 2001; Ord. 2544 § 2, 2000)

10.12.085 Back-in angle parking.

All parking of motor vehicles upon the following streets, avenues, and highways or parts thereof in the city shall be what is known as “back-in angle parking” with the right rear wheel of the vehicles within twelve inches of the curb or edge of parking strip and at an angle of thirty to forty-five degrees with said curb or edge or parking strip: the east side of Commercial Avenue between 2nd Street and 3rd Street, the north side of 4th Street between “R” Avenue and “O” Avenue, and the north side of 3rd Street between Commercial Avenue and “O” Avenue.

No person shall stand, stop, or park a vehicle or allow a vehicle to be parked on the portion of Weaverling Road east of the Tommy Thompson Trail, Monday through Sunday, from ten p.m. to five a.m. (Ord. 2911, 2013; Ord. 2910 § 1, 2013; Ord. 2819, 2010)

10.12.090 Prohibited parking.

A. Parking vehicles is prohibited in all alleys and on the following designated streets, avenues, highways, or parts thereof: the east side of Commercial Avenue from 11th Street to 13th Street; both sides of Commercial Avenue from 35th Street to 36th Street; the east side of Commercial Avenue from 36th Street to 37th Street; the south side of 12th Street between O Avenue and M Avenue; and the west side of Commercial Avenue from 30th Street south to the intersection with SR-20.

B. No person shall stop, stand, or park a vehicle, or allow a vehicle to be parked for use as a temporary or permanent place of abode on city streets or rights-of-way, except as authorized by permit under subsection C herein.

C. *Permit.*

1. The director is authorized, by permit, to allow use of boats, trailers, campers, vehicles, and RVs as place of temporary abode to park on city streets.
2. The director shall approve a permit as provided under this section when, from a consideration of the application and from such other information as may otherwise be obtained, the director finds that:
 - a. Adequate sanitary facilities are provided and accessible;
 - b. Adequate trash receptacles and trash collection is to be provided;
 - c. The activity will not unreasonably disturb or interfere with the peace, comfort, and repose of private property owners; and
 - d. The activity is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct, or create a disturbance.
3. The director is authorized to promulgate rules and regulations regarding the implementation and enforcement of this chapter.
4. No permit shall be issued for a period of time in excess of three weeks per calendar year.

Any person denied a permit may appeal to city council.

D. *Impoundment.* The Anacortes police department, or its designated representative, shall have the authority to impound any boat, trailer, camper, vehicle, or RV which is parked or left standing and used as a temporary or permanent place of abode, except as authorized by permit under subsection C herein.

E. *Penalty.* Any person, firm or corporation who violates, or permits, or allows anyone to violate this section, or the registered owner of any vehicle found in violation of this section, shall be guilty of an infraction and shall be assessed a penalty of fifty dollars and towing and storage fees. (Ord. 2786 §§ 1—4, 2008; Ord. 2544 § 3, 2000; Ord. 2289 § 1, 1993; Ord. 2272 § 1, 1993; Ord. 2074 § 1, 1988)

Article III. Traffic Regulation Near Ferry Dock

10.12.100 Erection of signs.

The city engineer is authorized to erect signs regulating parking and traffic flow on 6th Street between I Avenue and K Avenue and on I Avenue North of 6th Street for the purpose of regulating and controlling traffic in the vicinity of the county ferry terminal and also to provide designating holding lanes for traffic waiting to board said county ferry. (Ord. 1776 § 1(a), undated)

10.12.110 Compliance required.

When official signs are erected prohibiting or regulating parking or traffic flow as authorized herein, no person shall park a vehicle in violation of any such sign or shall fail to operate his vehicle in conformance with such signs. (Ord. 1776 § 1(b), undated)

Article IV. Parking Along Parade Routes or Street Fair Areas

10.12.120 Prohibited.

No person shall stop, stand, or park a vehicle or allow a vehicle to be parked along any street or avenue which has been approved by the Anacortes city council as a parade route or as a location for a street fair and where no parking signs have been posted at least twenty-four hours in advance of said parade or street fair, and during the time specified in no parking signs required hereunder. (Ord. 2464 § 1, 1998)

10.12.130 Impoundment.

The Anacortes police department, or its designated representative, shall have the authority to impound any vehicle or trailer which is parked or left standing on any street or avenue designated as a parade route or street fair location and which has been properly posted not less than twenty-four hours prior to said parade or street fair event. Proper posting shall consist of the placement of no fewer than four temporary signs on each side of the street and for each block in which parking is prohibited, and which signs shall designate the time period during which parking is prohibited. (Ord. 2464 § 2, 1998)

10.12.140 Violation—Penalty.

Any person, firm or corporation who violates, or permits, or allows anyone to violate this chapter, or the registered owner of any vehicle found in violation of this chapter, shall be guilty of an infraction and shall be assessed a penalty of fifty dollars. (Ord. 2464 § 3, 1998)

Article V. Residential Parking Zones

10.12.150 Established.

There is established a residential parking zone in the following two areas:

- Area A:* ~~17th Street from “J” to “K” Avenue;~~
~~“I” Avenue between 22nd and 20th Streets;~~
~~“I” and “J” Avenues between 20th and 22nd Streets;~~
~~“J” Avenue between 22nd and 20th Streets;~~
~~20th Street between “H” and “K” Avenues;~~
~~“J” Avenue between 18th and 17th Streets;~~
~~“K” Avenue between 17th and 22nd Street;~~
~~“K” Avenue between 20th and 22nd Streets;~~
~~“J” Avenue between 18th and 17th Streets;~~
~~and~~
~~The east side of “K” Avenue between 20th and 17th Streets;~~
- Area B:* The north side of 6th Street between “~~H~~” and “J” Avenues; ~~and~~ ~~;~~
~~The south side of 6th Street between “H” and “J” Avenues.~~

(Ord. 2833, 2010; Ord. 2724 § 1, 2005; Ord. 2486 §§ 1 and 1.1, 1999)

10.12.160 Restrictions.

Area A. No person, except for those possessing and properly displaying valid residential or guest permits as hereinafter provided, shall park a vehicle within the residential parking zone ~~for a period in excess of one hour~~ between the hours of ~~seven-eight~~ a.m. and three p.m. on days when the Anacortes High School is in session.

Area B. No person, except for those possessing and properly displaying valid residential or guest permits as hereinafter provided, shall park a vehicle for any length of time within the residential parking zone at all hours of all days of the week in Area B.

Appropriate traffic-control signs shall be posted in the residential parking zones so as to give notice to operators of vehicles of the parking restrictions imposed by this section. (Ord. 2833, 2010; Ord. 2486 § 2, 1999)

10.12.170 Permit—Application.

Persons residing on properties that abut streets within the residential parking zone may apply to the Anacortes police department during business hours for a residential permit for each registered and licensed vehicle owned by the applicant. Such application shall be on a form provided by the Anacortes police department and shall contain such information as is deemed necessary to verify the residence of the applicant and to identify the vehicle for which the permit is given. (Ord. 2486 § 2, 1999)

10.12.180 Permit—Guest.

In addition to residential permits, each residence within the residential parking zone shall be entitled up to a maximum of five guest permits to be used exclusively by guests of the resident. Guest permits shall be issued by the Anacortes police department at such time as application is made for a residential permit. (Ord. 2486 § 4, 1999)

10.12.190 Permit—Fee.

There shall be no initial fee charged for the issuance of residential permits or guest permits, nor shall any fee be assessed for substitute or additional vehicles acquired by residents or for the replacement of lost or damaged residential permits. Prior to issuing a guest permit to replace a guest permit either lost or destroyed, the Anacortes police department shall assess and collect a fee of fifteen dollars. (Ord. 2486 § 5, 1999)

10.12.200 Permit—Display.

Residential permits shall be permanently affixed to the inside of the lower left drivers side area of the front windshield. Guest permits shall be ~~displayed on the dash board of the car in the driver's side front windshield area~~ hung from the rear-view mirror in the front windshield area. (Ord. 2486 § 6, 1999)

10.12.210 Exemptions.

Any vehicle bearing a valid and properly displayed residential permit or guest permit shall be permitted to park in the residential parking zone for which it is valid for; exempt from the time restrictions imposed by this chapter; provided, however that such vehicles shall be subject to all other regulations and ordinances of the city pertaining to the parking of vehicles. (Ord. 2486 § 7, 1999)

10.12.220 Violation—Penalty.

It is unlawful for any person to use or obtain a residential or guest permit or to allow another person to use or obtain a residential or guest permit in any manner other than as authorized by this chapter. Such violations shall be infractions and punishable by revocation of the permit and a monetary penalty of thirty-eight dollars. Violation of the parking provisions of this chapter shall constitute an infraction with a monetary penalty of thirty-eightfifty dollars. (Ord. 2724 § 2, 2005; Ord. 2486 § 8, 1999)

Article VI. Marine Waterways Encroachment Prohibitions

10.12.230 Prohibited.

No person shall stop, stand or moor a watercraft in such a manner that any part of the watercraft encroaches into the public waterways of Flounder Bay and thereby creates a safety hazard to other watercraft or blocks or impedes egress and ingress through said public waterway. (Ord. 2590 § 1, 2002)

10.12.240 Impoundment.

The police department, or its designated representative shall have the authority to impound any watercraft which is moored or left standing in any portion of the public waterways of Flounder Bay in violation of the ordinance codified in this chapter. (Ord. 2590 § 2, 2002)

10.12.250 Violation—Penalty.

Any person, firm or corporation who violates, or permits, or allows anyone to violate this chapter, or the registered owner of any watercraft found in violation of this chapter, shall be guilty of an infraction and shall be assessed a penalty of five hundred dollars. (Ord. 2590 § 3, 2002)

The Anacortes Municipal Code is current through Ordinance 3092, and legislation passed through July 26, 2021.

Disclaimer: The city attorney's office has the official version of the Anacortes Municipal Code. Users should contact the city attorney's office for ordinances passed subsequent to the ordinance cited here.

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CITY OF ANACORTES
PO BOX 547
ANACORTES, WA 98221

Public Hearing Notice City of Anacortes

NOTICE is hereby given that the Anacortes City Council will hold a public hearing in the City Hall Council Chambers, 904 6th Street, on Tuesday, February 22, 2022 at 6:00 p.m. at the City Council Regular Meeting regarding the following:

- Ordinance No. 4012 Amending Chapter 10.12 regarding Stopping, Standing, and Parking.
- Ordinance No. 4013 Amending Chapter 10.18 regarding One Way Parking

Documents associated with this Ordinance can be viewed on the City of Anacortes website, at: <https://www.anacorteswa.gov/877/Traffic-Safety>

Anyone wishing to support or oppose these items or provide other relevant comments may do so in writing or appear in person before the Anacortes City Council at the time and place of said public hearing.

To assure disabled persons the opportunity to participate in or benefit from City services, please provide 24-hour advance notice to the City Clerk's office at (360) 299-1916 for additional arrangements to reasonably accommodate special needs.

Steven Hoglund, City Clerk

Published
February 2, 2022
AA-196127

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
196127	Public Hearing Notic	02/02/22	02/02/22	2	\$69.02

Payments:

Date	Method	Card Type	Last 4 Digits	Check	Amount
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Discount: **\$0.00**
Surcharge: **\$0.00**
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Gross: **\$69.02**
Paid Amount: **\$0.00**

Amount Due: **\$69.02**

We Appreciate Your Business!

Hunt, Marcia

From: Hunt, Marcia
Sent: Tuesday, February 22, 2022 9:00 AM
To: CityClerk
Subject: FW: Council Discussion of Ord # 4012 and City Code 10.12 Stopping, Standing and Parking.
Attachments: October 2021 letter thread.docx

From: Steven Wilhoit <tenstreet@comcast.net>
Sent: Friday, February 18, 2022 3:03 PM
To: City Council <citycouncil@cityofanacortes.org>
Cc: Miller, Matt <mattm@cityofanacortes.org>; Floyd, Dave <floydd@cityofanacortes.org>
Subject: Council Discussion of Ord # 4012 and City Code 10.12 Stopping, Standing and Parking.

Councilmembers:

I have attached an email thread from October 2021 related to the subject City Code and related apparent violations.

As a general rule I would suggest that any law, ordinance or rule be either obvious as to its necessity or explained sufficiently if not obvious and be defined and be communicated clearly widely in writing / signage to aid compliance. As noted in that original email the City Code 10.12 is an amazingly detailed document. The specificity may be helpful to the City for definition and enforcement, but as a citizen trying to abide by the code it is a major challenge to understand the myriad instances of parking regulation. The City has done a good job of signing (although some are faded or defaced) with the downside being there are so many instances of regulation that there is sometimes an overabundance of signage. Take a drive up and down Commercial between 3rd and 12th and observe the “visual blizzard” of lines on the road, municipal and commercial signage, buildings and street side cabanas- driving and walking on Commercial can be dizzying. .

I have read through the 14 pages of Code 10.12 seeking an answer to the ongoing problem of camping on city streets. A quick limited inventory early this week found the following vehicles that appear to be parked and operating as living quarters: A trailer on 4th between M & N; a motorhome on N between 3rd and 4th (which appears to be the same unit that spent weeks parked on O between 6th and 7th); three motorhomes on T avenue between 22nd and 25th; one motorhome and two campers on T avenue between 28th and 30th; one motorhome and one trailer on T avenue between 32nd and 34th. Five of the units on T avenue were identified in my October 13th letter and have been in place since at least summer 2021- garbage, storage, bicycles are piled around them. An automobile next to the two campers was undergoing a major repair effort not too long ago.

Although Code 10.12 includes a plethora of parking restrictions, I can find nothing that addresses these areas where people are living on the streets- perhaps they also read the City Code. Further the Code section 10.12.010 that specifies a 72 hour maximum parking limit before incurring penalties has language confusing to the layman

Seventy-two hour limit.

No person shall stop, stand, or park a vehicle, or allow such vehicle to be parked for a continuous period in excess of seventy-two hours or they may be issued a citation, and any such vehicle found to be unlawfully parked in violation of this section shall be subject to impound by the city of Anacortes, provided this shall be a defense to any prosecution for a violation of this section that the vehicle or vehicles cited are owned by a bonafide resident to the property immediately adjacent to the street area on which such vehicle or vehicles are parked, and further, that said vehicle or vehicles do not constitute abandoned junk motor vehicles as defined by RCW 46.55.230; and, furthermore that such vehicle or vehicles

are passenger cars as defined in RCW 46.04.382 and are not motor homes as defined in RCW 46.04.305 or campers as defined in RCW 46.04.085. (Ord. 2754 § 1, 2006: Ord. 1830 § 1, 1981)

Does the highlighted section and the words “-shall be a defense to any prosecution for a violation of this section” mean that cars, motorhomes and campers are not covered by this paragraph? If not, what else would the paragraph apply to- trucks, motorcycles, bicycles?

Code section 10.12.090 paragraph C states:

C. Permit.

1. The director is authorized, by permit, to allow use of boats, trailers, campers, vehicles, and RVs as place of temporary abode to park on city streets.

2. The director shall approve a permit as provided under this section when, from a consideration of the application and from such other information as may otherwise be obtained, the director finds that:

a. Adequate sanitary facilities are provided and accessible;

b. Adequate trash receptacles and trash collection is to be provided;

c. The activity will not unreasonably disturb or interfere with the peace, comfort, and repose of private property owners; and

d. The activity is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct, or create a disturbance.

3. The director is authorized to promulgate rules and regulations regarding the implementation and enforcement of this chapter.

4. No permit shall be issued for a period of time in excess of three weeks per calendar year.

Any person denied a permit may appeal to city council.

Questions- Which Director is authorized to issue these permits? How many permits are currently issued for temporary abode vehicles in the City? Are any of the vehicles I identified above permitted? Since C-4 indicates that no permit can exceed three weeks in a calendar year how is it that many of the vehicles I have identified have been parked in the same place since last summer? How many times may a permit be reissued? If the vehicle moves any distance can a new permit be requested? Are the requirements in C-2 regularly reviewed for compliance?

As I noted in my October 13th letter: [This is the way the now damaged and destroyed neighborhoods in the larger cities to our south began- one tent became a tent city; one motorhome or trailer becomes streets full of derelict camp sites.](#) Since you are addressing changes to Code 10.12 this would seem to be an opportune time to address this situation. I would appreciate an answer to my questions above.

Respectfully Submitted,

Steve Wilhoit

3610 west 10th st

From: steve wilhoit <tenstreet@comcast.net>
Date: Friday, October 15, 2021 at 12:51 PM
To: "Gere, Laurie" <laurieg@cityofanacortes.org>
Cc: "Floyd, Dave" <floydd@cityofanacortes.org>, "jeremyc@cityofanacortes.org" <jeremyc@cityofanacortes.org>
Subject: Re: Bad Behavior?

Mayor,

As always, thank you for responding.

If the reality is that there are State laws that override our local ordinances that is just so typical of our current State government (including our 40th district representatives). The closure of the rest stops mentioned in the WashDoT memo below illustrates the State approach- surrender to the homeless, drug addicted and criminals but seriously inconvenience the taxpayers and citizens and in this case put truckdrivers who need a place to rest and relieve themselves at risk. We need to push back to the State and any other municipality that prevents us from protecting our community.

I appreciate all the work the City does to care for our lovely town and that everyone is trying to do the right thing. I know that pushing the problem someplace else does not solve the overall problem, but the massive problems to our south are coming here. The reality is there have been campers , motorhomes and trailers on T avenue for a long time, and other places I suspect. The big Cities to our south have taken a largely hands off approach, it doesn't work and they are suffering for it. We need to take a firm stand with these folks- accept help or leave- or everyone in Anacortes will suffer for it.

Best to all,

Steve

From: "Gere, Laurie" <laurieg@cityofanacortes.org>
Date: Friday, October 15, 2021 at 12:25 PM
To: steve wilhoit <tenstreet@comcast.net>
Cc: "Floyd, Dave" <floydd@cityofanacortes.org>
Subject: RE: Bad Behavior?

Steve,

As you noted this is an issue for the Northwest in general. Chief Floyd and the Police department visit each of these vehicles as soon as we are aware of them and It is also a very complex problem .There are State laws that override our 72 hour parking limits. We use an approach that connects these folks with needed resources, we have partnered with Anacortes Family Center and their social worker. We also get them to move vehicles , but If we don't connect them with resources , we are just moving the problem to the next block. We have had more success than not, in the past 9 months , moving people to appropriate places for their R. V.'s such as the shelter in Burlington, to RV parks and camp grounds. etc. We also have used enforcement and the courts . I will have to refer to

Chief on the permits question. Please know there is not a day the we are not working to protect our community and tackle this homeless issue.

. My Best, Laurie

Laurie Gere, Mayor

City of Anacortes

360.299.1950

From: Steven Wilhoit <tenstreet@comcast.net>

Sent: Wednesday, October 13, 2021 4:58 PM

To: Gere, Laurie <laurieg@cityofanacortes.org>; Carter, Jeremy <jeremyc@cityofanacortes.org>; Floyd, Dave <floydd@cityofanacortes.org>

Subject: Bad Behavior?

Mayor Gere, Councilman Carter and Chief Floyd,

Week after week I have been reading in the Anacortes American Police Blotter about the increasing amount of local bad behavior and today I get a Wash DoT bulletin:

EVERETT – Travelers who frequently use rest areas along Interstate 5 between Everett and the Canadian border will need to plan for long-term closures, beginning Friday, Oct. 15.

The Washington State Department of Transportation closed the southbound I-5 Silver Lake Rest Area, located at milepost 188 in Everett, for maintenance work and cleaning on Sept. 24. This closure will be extended indefinitely.

In addition, rest areas located on northbound and southbound I-5 at Smokey Point north of Marysville and at Custer north of Bellingham, will close for at least three months beginning Friday, Oct. 15.

“The decision to close these rest areas is not taken lightly,” said Morgan Balogh, WSDOT assistant regional administrator for Maintenance. “Our priority is keeping the roadway safe for all users and we need to shift our resources moving into the winter months.”

The rest areas are useful for people who need to take a break from the highway. However, in recent months, there have been numerous issues with some visitors who are not using the facilities for their intended purpose. This includes those who extend their stay beyond the posted limits, illegal disposal of trash and waste, vandalizing the buildings, verbally abusing and even threatening WSDOT employees.

I have to believe there is something foundational going on in the northwest counties and in our City. We have watched the news for now years of bad behavior and lack of enforcement in King, Pierce and Snohomish counties that is destroying their major cities- it seems to have now moved north. Our City has been dealing with more and more homelessness, vagrancy and law breaking this year and the last couple of years.

The last month or two when I drive along T avenue I notice a number of vehicles- most recently a trailer, two motorhomes and two campers- that appear to park there far longer than either the 72 hour / three week restrictions in the City municipal codes. The 10.12 codes on parking are a bit convoluted and in some cases astoundingly detailed (down to restrictions on individual streets and parts of streets). But 10.12.10 restricts most City parking to less than 72 hours and 10.12.90 addresses trailers, campers and motorhomes to 3 weeks with a permit- do these vehicles have a City issued permit?

This is the way the now damaged and destroyed neighborhoods in the larger cities to our south began- one tent became a tent city; one motorhome or trailer becomes streets full of derelict camp sites. I would ask that this situation (T avenue and elsewhere) be investigated and if the City is tolerating it- that needs to stop. If these vehicles are parked illegally they need to be impounded or told to move on, perhaps to one of our many lovely RV parks. We are such a welcoming and desirable community that we are a natural magnet. Let's attract and retain those folks that enhance the community and enforce the City codes when individuals or groups do not.

A response is requested,

Steve Wilhoit

3610 west 10th St



City Council Agenda Bill

Meeting Date: February 22, 2022 **Agenda Item:** 6.b.

Agenda Item Title: Ordinance No. 4013 Amending Chapter 10.18 regarding One-way Only Traffic

Staff Contact(s): FRED BUCKENMEYER, WIL LUDEMANN, DAVE FLOYD

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

NICOLE TESCH

Ordinance

DARCY SWETNAM

Item Summary: The Traffic Safety Advisory Committee and the Public Works Director Fred Buckenmeyer recommend amendments to Chapter 10.18 regarding One-Way Only Traffic (10.18.030 Traffic flow on "H" Avenue and 10.18.040 Traffic flow on 6th Street)

Budget Impact:

Previous Action:

Recommended Motion: I move to adopt Ordinance No. 4013 Amending Chapter 10.18 regarding One-Way Traffic.

Alternative Actions:

Attachments (listed in order presented):

1. ORDINANCE NO. 4013 amending AMC 10.18
2. AMC Chapter 10.18 CLEAN
3. AMC Chapter 10.18 wth track changes
4. Public Hearing Notice
5. 01-18-22 H Avenue one-way
6. Public Comment - Larson
7. Public Comment - Davenport

ORDINANCE NO. 4013

**AN ORDINANCE OF THE CITY OF ANACORTES, WASHINGTON,
AMENDING CHAPTER 10.18 REGARDING
ONE-WAY ONLY TRAFFIC**

WHEREAS, the City has authority over all City rights-of-way pursuant to RCW 35A.11.020; and

WHEREAS, the Traffic Safety Committee has recommended that the City update Chapter 10.18 of the Anacortes Municipal Code regarding one-way traffic to address community concerns and updated impacts on City infrastructure; and

WHEREAS, the City Council desires to follow recommendations made by the Traffic Safety Committee as well as the advice of the City Public Works Director to amend chapter 10.18 regarding one-way traffic; and

NOW, THEREFORE, the City Council of the City of Anacortes does ordain as follows:

Section 1. Chapter 10.18 of the Anacortes Municipal Code is amended as below. All remaining sections of Chapter 10.18 AMC will remain in effect.

SECTION 10.12.030 Traffic flow on “H” Avenue.

All vehicular traffic flow on “H” Avenue, between 6th Street and 7th Street, shall be one way only, in the southbound direction.

SECTION 10.18.040 Traffic Flow on 6th Street

All vehicular traffic flow on 6th Street, between “H” Avenue and “I” Avenue to be one way only, in the westbound direction.

Section 2. This ordinance shall take effect five (5) days from and after its passage, approval, and publication in the manner required by law.

PASSED AND ADOPTED this _____ day of _____ 2022.

CITY OF ANACORTES, WASHINGTON

By: _____
Matt Miller, Mayor

ATTEST:

By: _____
Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

By: _____
Darcy Swetnam, City Attorney

Chapter 10.18

ONE-WAY ONLY TRAFFIC

Sections:

- 10.18.010 Traffic flow on “O” Avenue.
- 10.18.020 Traffic flow on “I” Avenue.
- 10.18.030 Traffic flow on “H” Avenue.
- 10.18.040 Traffic flow on 6th Street

10.18.010 Traffic flow on “O” Avenue.

All traffic flow on the city portion of “O” Avenue, north of 2nd Street, shall be one-way only, in the southbound direction. (Ord. 2820, 2010)

10.18.020 Traffic flow on “I” Avenue.

All vehicular traffic flow on “I” Avenue, from 32nd Street to “J” Avenue, shall be one-way only, in the northbound direction. Bicycles can travel southbound, on “I” Avenue, in a separated bicycle lane, from “J” Avenue to 32nd Street. (Ord. 2894, 2012)

10.18.030 Traffic flow on “H” Avenue

All vehicular traffic flow on “H” Avenue, between 6th Street and 7th Street, shall be one way only, in the southbound direction.

10.18.040 Traffic flow on 6th Street

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Chapter 10.18

ONE-WAY ONLY TRAFFIC

Sections:

[10.18.010 Traffic flow on “O” Avenue.](#)

[10.18.020 Traffic flow on “I” Avenue.](#)

[10.18.030 Traffic flow on “H” Avenue.](#)

[10.18.040 Traffic flow on 6th Street](#)

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[10.18.030 Traffic flow on “H” Avenue](#)

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CITY OF ANACORTES
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ANACORTES, WA 98221

Public Hearing Notice City of Anacortes

NOTICE is hereby given that the Anacortes City Council will hold a public hearing in the City Hall Council Chambers, 904 6th Street, on Tuesday, February 22, 2022 at 6:00 p.m. at the City Council Regular Meeting regarding the following:

- Ordinance No. 4012 Amending Chapter 10.12 regarding Stopping, Standing, and Parking.
- Ordinance No. 4013 Amending Chapter 10.18 regarding One Way Parking

Documents associated with this Ordinance can be viewed on the City of Anacortes website, at: <https://www.anacorteswa.gov/877/Traffic-Safety>

Anyone wishing to support or oppose these items or provide other relevant comments may do so in writing or appear in person before the Anacortes City Council at the time and place of said public hearing.

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Steven Hoglund, City Clerk

Published
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AA-196127

AD #	DESCRIPTION	START	STOP	TIMES	AMOUNT
196127	Public Hearing Notic	02/02/22	02/02/22	2	\$69.02

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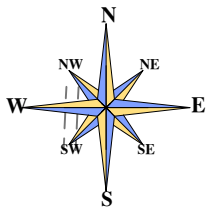
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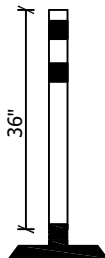
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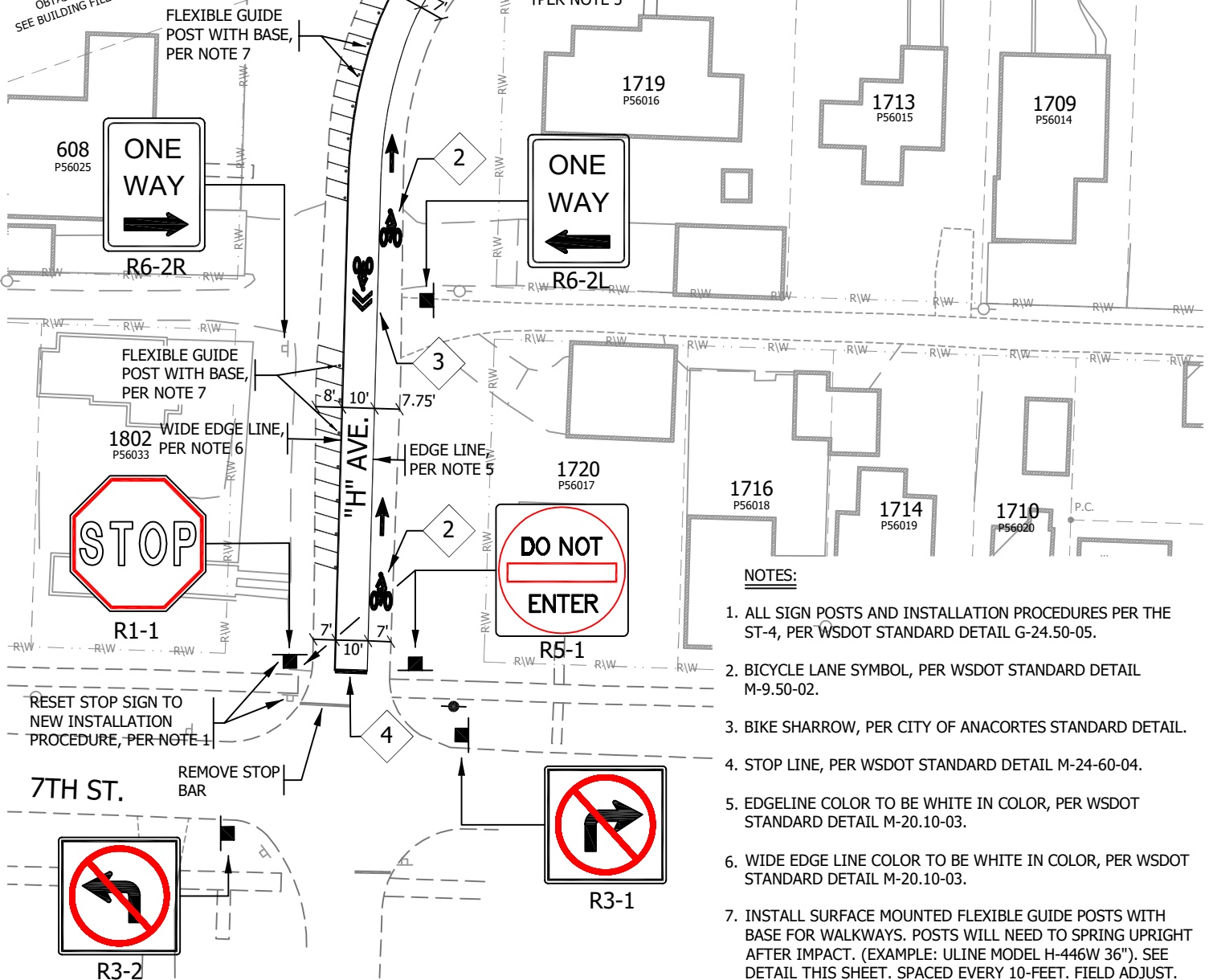


SCALE: 1" = 50'



FLEXIBLE GUIDE POST FOR WALKWAYS
SURFACE MOUNTED
 SCALE: N.T.S.

OBTAINED VIA QUIT CLAIM DEED
 SEE BUILDING FILE FOR CORRECTED LEGAL

**NOTES:**

1. ALL SIGN POSTS AND INSTALLATION PROCEDURES PER THE ST-4, PER WSDOT STANDARD DETAIL G-24.50-05.
2. BICYCLE LANE SYMBOL, PER WSDOT STANDARD DETAIL M-9.50-02.
3. BIKE SHARROW, PER CITY OF ANACORTES STANDARD DETAIL.
4. STOP LINE, PER WSDOT STANDARD DETAIL M-24.60-04.
5. EDGELINE COLOR TO BE WHITE IN COLOR, PER WSDOT STANDARD DETAIL M-20.10-03.
6. WIDE EDGE LINE COLOR TO BE WHITE IN COLOR, PER WSDOT STANDARD DETAIL M-20.10-03.
7. INSTALL SURFACE MOUNTED FLEXIBLE GUIDE POSTS WITH BASE FOR WALKWAYS. POSTS WILL NEED TO SPRING UPRIGHT AFTER IMPACT. (EXAMPLE: ULINE MODEL H-446W 36"). SEE DETAIL THIS SHEET. SPACED EVERY 10-FEET. FIELD ADJUST.

SCALE: 1" = 50'

DRAWN BY: S.L VIA CITY MAPPING

FILE: H AVE ONE-WAY.DWG

EFFECTIVE DATE: TBD

01-18-2022

**H AVENUE ONE-WAY STREET**

CITY OF ANACORTES
PUBLIC WORKS ENGINEERING
"OPTION 4" (COMBO 2\3)

Hunt, Marcia

From: noreply@civicclerk.com
Sent: Tuesday, February 22, 2022 2:09 PM
To: CityClerk
Cc: blarson264@gmail.com
Subject: Public Comment Submission

Submitted by: Barbara Larson
Email Address: blarson264@gmail.com

Commented on event: <https://anacorteswa.civicclerk.com/web/player.aspx?id=676>
If you are having trouble viewing the URL above, cut and paste the string into your browser window.

User comment: Regarding H Ave plan for One Way traffic Has the Public Utilities Engineering staff visited the site during normal daytime to observe the traffic patterns that exist at present? Have they consulted with Skagit Transit regarding the Route 409 bus which travels that street every half hour? If I understand the plan distributed to the neighbors by the Public Works Dept. the curve at 6th and H will have a bike path and a designated pedestrian walkway as well as a 10 foot road clearance. There is already a lot of traffic along the section of H from 8th to 6th , most of it local walkers and young families on their way to the Guemes beach, as well as cyclists stopping to rest above the Kiwanis Park on the two memorial benches placed there. The usually empty Route 409 bus, I believe is a safety issue for the plan as it is presented. The Skagit Valley Herald reported on 2/1/2022 that Skagit Transit is considering route changes to improve service in the county, but 409 is not included in that discussion. Perhaps it should be...

Hunt, Marcia

From: Ludemann, WiL
Sent: Tuesday, February 22, 2022 4:22 PM
To: Hunt, Marcia; Moulton, Carolyn; Carter, Jeremy; Young, Anthony
Subject: FW: Comments regarding proposed traffic revision to H Avenue
Attachments: Comments re H Avenue.pdf



WiL Ludemann
Public Works
Operations Manager

City of Anacortes
2201A 37th Street | Anacortes, WA 98221
p: 360-293-1921 | f: 360-293-1931
ludemannw@cityofanacortes.org |
www.anacorteswa.gov

From: J Davenport <jdavenport@yahoo.com>
Sent: Tuesday, February 22, 2022 3:45 PM
To: Ludemann, WiL <ludemannw@cityofanacortes.org>
Subject: Comments regarding proposed traffic revision to H Avenue

Good afternoon. I am not yet sure I can attend the public meeting tonight, but wanted to forward comments regarding to the proposed traffic revision to H Avenue. If you would be so kind as to forward this message to the appropriate people, it would be greatly appreciated. Thank you for your time and assistance.

Wheelhouse View LLC
1708 7th Street

Jeff & Jill Davenport
620 I Avenue

Opposition to traffic revision of H Avenue between 6th and 7th Streets:

1. One-way roads are not common place in Anacortes – only two are easily identified (1) Railroad Avenue continued onto O Avenue (near Port Dock); and (2) Washington Park Loop. Creation of a one-way road would cause driver confusion and danger to local residents and pedestrians as drivers are often distracted when they have to navigate alternate routes.
2. Signage, road stripping and cones themselves add confusion and considerable unsightly clutter, particularly in an area where more people are focused on the water view than signage.
3. There is no visible signage anywhere on 6th Street identifying it or H Avenue as a designated bike route.
4. There is no visible signage of any bike route heading southbound from the Guemes Ferry terminal, and more specifically no signage directing bicyclists to turn westbound onto 6th Street. Turning right onto 6th Street is counter-intuitive to bicyclists exiting the ferry; they often continue straight on I Avenue, or left onto 6th Street.



5. The grade of H Avenue between 7th and 8th Streets is much steeper than the grade on I Avenue. Bicyclists are often observed discussing the grade at the intersection of I Avenue and 7th Street.

H Avenue – from alley looking southbound to 7th and 8th Streets.



I Avenue – from Guemes Ferry terminal looking southbound to 6th, 7th and 8th Streets



6. Prohibiting northbound traffic from H Avenue would not only cause confusion, but forces additional traffic onto 7th Street and I Avenue. Given its proximity to the Guemes Ferry, I Avenue is often crowded with ferry parking and would create a greater traffic hazard for I Avenue residents, the many young children living in the proximity of I Avenue/6th Street/7th Street, pedestrians and bicyclists.



7. There are bus stops in both the westbound and eastbound lanes of 6th Street between H and I Avenues. Making H Avenue a one-way southbound roadway between 6th and 7th Streets would render the eastbound bus stop at the corner of 6th Street and I Avenue inaccessible by buses unless buses approached via the Kiwanis Park parking lot, which is most-likely not possible.





City Council Agenda Bill

Meeting Date: February 22, 2022 **Agenda Item:** 7.a.

Agenda Item Title: Contract Award: Water System Plan Update #21-173-WTR-001

Staff Contact(s): FRED BUCKENMEYER, BRIAN MCDANIEL

Approved for Submittal to Council by **Action Type**
TIFFANY MATSON Contract Award

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$497,660.00 to Carollo Engineers, Inc. to perform the Water System Plan Update. The objective of this project is to update and review all elements of the Water System Plan documents, in accordance with WAC 246-290-100 and State of Washington Department of Health (DOH) regulations.

Background:

1. **History:** The City initiated this Plan update recognizing the importance of planning, developing, and recommending water system facilities that provide reliable and efficient service for existing customers and to serve anticipated growth. The Plan is designed to meet state, county, and local requirements. The City's last Water System Plan Update was completed in 2007 and amended in 2015. This Plan will be consistent with the City's current update of the City's Comprehensive Plan, creating a cohesive and complementary set of documents.
2. **Key Terms:**
 - Contract is on a time and materials basis not-to-exceed \$497,660.00.
 1. Total Contract cost - \$497,660
 2. 2022 cost - \$195,527 (First Authorization)
 3. 2023 cost - \$203,303 (Second Authorization)
 4. Optional cost - \$98,830 (As Authorized)
 - The period of performance under this Agreement is from inception through December 31, 2023.
3. **Competitive Bidding:** On July 13, 2021 the City [requested proposals](#) for the subject project with a closing date of August 10, 2021. Five proposals were received and were scored based on specific criteria by the evaluation committee. Carollo Engineers, Inc. was selected, after which a price was negotiated.

Budget Impact:

Contractor	Carollo Engineers, Inc.
Contract Amount	\$497,660.00
Earmarked Funds	\$6,075,700.00 for bars #
BARS #	401.000.594.34.63
Budget Amendment Required?	No
Start Date	Inception
End Date	December 31, 2023

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 21-173-WTR-001 with Carollo Engineers, Inc. in the amount of \$497,660.00 to perform the Water System Plan Update.

Alternative Actions: Not approve the contract.

Attachments (listed in order presented):

1. 21-173-WTR-001
2. Staff Slide Presentation
3. REVISED Anacortes Water System Plan Scope and Fee



AGREEMENT 21-173-WTR-001
Between
THE CITY OF ANACORTES
AND
CAROLLO ENGINEERS, INC.

WATER SYSTEM PLAN UPDATE

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Carollo Engineers, Inc., hereinafter referred to as the "Consultant".

WHEREAS, the City requires the professional services of the Consultant;

NOW, THEREFORE, in consideration of mutual benefits accruing, it is agreed by and between the parties hereto as follows:

1. **Scope of Work.** Under this Agreement, the Consultant shall perform the Water System Plan Update as detailed in the City of Anacortes document entitled "REQUEST FOR PROPOSALS For Water System Plan Update #21-173-WTR-001" issued July 13, 2021, and Exhibit A "Scope of Services, both of which are hereby incorporated by reference and made a part hereof.

2. **COVID-19 Safety Requirements Compliance.** The Consultant, and its sub-Consultants 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 and the Office of the Mayor of the City of Anacortes as it may relate to City of Anacortes projects.

3. **Price and Payment Terms.** The services provided under this Agreement shall be on a time and materials basis not-to-exceed **Four Hundred Ninety-Seven Thousand Six Hundred Sixty Dollars (\$497,660.00)**. Payments shall be made in accordance with the Consultant's Project Budget as submitted with their proposal, which is incorporated by reference and attached hereto as Exhibit A.

4. **Period of Performance.** The period of performance under this Agreement is from inception through December 31, 2023.

5. **Subcontracts.** The Consultant shall give notice in advance of placing any subcontract and will identify subcontracts before subcontracted work begins. "Subcontract" means any contract entered into by a sub Consultant to furnish supplies or services for performance of the prime Consultant or a sub Consultant. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders. The following information shall be included (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed sub Consultant, (iv) proposed subcontract price. Unless consent or approval specifically provides otherwise, consent by the City shall not constitute a determination –

- (1) of the acceptability of any subcontract terms or conditions;
- (2) Of the allowability of any cost under this Agreement;; or
- (3) To relieve the Consultant of any responsibility for performing this Agreement.

The Consultant shall give immediate written notice, reference Clause Notices, of any action or suit filed and prompt notice of any claim made against the Consultant by any sub Consultant or vendor that, in the opinion of the Consultant, may result in litigation related in any way to this Agreement, with respect to which the Consultant may be entitled to reimbursement from the City.

6. **Taxes.** The City will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Consultant must pay all other taxes including, but not limited to: Business and Occupation Tax, taxes based on the Consultant's gross or net income, or personal property to which the City does not hold title. The City is exempt from Federal Excise Tax. Where applicable the City shall furnish a Federal Excise Tax Exemption certificate.

7. **Invoicing.** All invoices shall include a cover page that states: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Manager Name, Agreement Number, Agreement Price, amount requested per invoice and cumulative invoiced amount. Invoices shall include actual hours worked by Period, by Labor Category. The Consultant must invoice **monthly** for quantities delivered during the invoice period, and no more frequently than monthly, and allow 30 calendar days from receipt of the invoice

for payment. Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org

The City shall notify the Consultant within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Consultant shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

8. Withholding Payment. In the event the City determines that the Consultant has failed to perform any obligation under this Contract within the times set forth in this Contract, then the City may withhold from amounts otherwise due and payable to Consultant the amount determined by the City as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Consultant to terminate or damages, provided that the City promptly gives notice in writing to the Consultant of the nature of the default or failure to perform, and in no case more than 8 days after it determines to withhold amounts otherwise due. A determination of the City Attorney set forth in such notice to the Consultant of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Consultant acts within the times and in strict accord with the provisions of the Disputes clause of this Contract. The City may act in accordance with any determination of the City Attorney which has become conclusive under this clause, without prejudice to any other remedy under the Contract, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Consultant, (3) to set off any amount so paid or incurred from amounts due to become due the Consultant. In the event the Consultant obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Consultant by reason of good faith withholding by the City under this clause.

9. Final Payment: Waiver of Claim The Consultant's acceptance of final payment shall constitute a waiver of claims, except those previously and properly made and identified by the Consultant as unsettled at the time request for final payment is made.

10. Ownership and Use of Documents. All finished and unfinished documents and material prepared by the Consultant with funds paid by the City pursuant to the terms of this Agreement shall become the property of the City and shall be forwarded to the City upon its request. Documents and materials shall include but not be limited to plans, specifications, reports, electronic and non-electronic data, and other design documents prepared by the Consultant. Pursuant to RCW 42.56.70, all information and documents produced under this Agreement may be subject to public disclosure.

11. Assistance Regarding Patent and Copyright Infringement. In the event of any claim or suit against City on account of any alleged patent or copyright infringement arising out of the performance of this Contract or out of the use of any material furnished or work or services performed hereunder, Consultant shall defend City against any such suit or claim and hold City harmless from any and all expenses, court costs, and attorney's fees in connection with such claim or suit.

12. Defense and Indemnity Agreement. Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

13. General and Professional Liability Insurance.

A. Insurance Term: The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation: Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance: Consultant shall obtain insurance of the types and coverages described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrences form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent consultants and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance: Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence and \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

E. Other Insurance Provision: The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage: Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

H. Notice of Cancellation: The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance: Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract, or at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

J. City Full Availability of Consultant Limits: If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

14. **Registered or Licensed.** The City is prohibited from executing an Agreement with a Consultant who is not registered or licensed as required by the laws of the state. In addition, a City of Anacortes business license is required for any business working inside the city limits whose annual value of products, gross proceeds of sales, or gross income of the business in the city is more than \$2,000. Business licenses can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.

15. **Inspection.** The Project Manager shall have power to reject instruments of services which fail to comply with the requirements of this Agreement, but in case of dispute the Consultant may appeal to the City Attorney, whose decision shall be final. The Consultant shall comply with any and all orders and instructions given by the representative of the particular Department administering the Agreement in accordance with

the terms of the Agreement. Nothing herein contained shall be taken to relieve the Consultant of his/her obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for its own methods and conduct during the period of performance.

16. **Standard of Care.** The Consultant represents that Consultant has the necessary knowledge, skill, and experience to perform the Services required by this Agreement. Consultant and any persons employed by Consultant shall use their professional skill and efforts to perform the Work in a professional manner consistent with sound engineering practices, in accordance with the usually and customary professional care required for services of the type described in the Scope of Work herein provided at the same time and in the same locale. The City's remedy for a failure to meet the above Standard of Care shall be the re-performance of the Service or an equitable adjustment in the monies paid for the Professional Services, at the City's discretion

17. **Standard Title VI / Non-Discrimination Assurances.** During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest agrees to the clauses in "Appendix A" and "Appendix E" of the Standard Title VI Assurances (USDOT1050.2A), which are hereby incorporated by reference and made a part hereof.

18. **Consultant is an Independent Consultant.** The parties intend that an independent Consultant relationship will be created by this Agreement. No agent, employee or representative of the Consultant shall be deemed to be an agent, employee or representative of the City for any purpose. Consultant shall be solely responsible for all acts of its agents, employees, representatives and sub Consultants during the performance of this Agreement.

19. **Acceptance.** Consultant acknowledges and agrees that these General Provisions are incorporated in, and are a part of, each purchase order or other agreement relating to the provision of goods and/or related services by Consultant. These General Provisions supersede all conflicting or additional terms pre-printed on any purchase order, quote, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

20. **No Third Party Beneficiary Rights.** This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any Third Party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby, except as otherwise expressly provided for in this Agreement.

21. **Right to Terminate Agreement.**

A. Termination for Default: If the Consultant defaults by failing to perform any of the obligations of the Agreement or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Consultant in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere. If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Consultant was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

A. Termination for Public Convenience: The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Consultant shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

22. **Changes/Additional Work.** The City may engage Consultant to perform services in addition to those listed in this Agreement, and Consultant will be entitled to additional compensation for authorized additional services or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City

understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Consultant to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

23. **Non-waiver**. Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

24. **Non-assignable**. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

25. **Covenant Against Contingent Fees**. The Consultant warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

26. **Disputes**

A. General: Differences between the Consultant and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. Notice of Potential Claims: The Consultant shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Agent or the City, or (2) the happening of any event or occurrence, unless the Consultant has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Consultant believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Consultant shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

C. Detailed Claim: The Consultant shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the City, the Consultant has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

D. Dispute Resolution: In the event of a dispute between the City and the Consultant arising of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Consultant to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute. In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties. If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

27. **Force Majeure**. Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials; acts of civil or military authority; freight embargoes; epidemics; pandemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or termination of its obligations due to force majeure shall give the other party prompt written notice, but no more than two (2) working days after the event, of the impediment and its effect on the ability to perform; failure to provide such notice shall preclude recovery under this provision. Such

delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Consultant shall have no recourse against the City

28. **Compliance with Laws.** The Consultant in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. The Consultant specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

29. **Severability.** If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

30. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Washington. Any action brought under the Agreement or relating to the Project shall be brought in the Superior Court of the State of Washington in Skagit County Washington.

31. **Survival of Agreement Termination.** The articles relating to Defense and Indemnity, Taxes, Ownership and Use of Documents, Assistance Regarding Patent and Copyright Infringement, The City's Right to Terminate Agreement, Governing Law, and Disputes, shall survive completion of the services, payment in full of the compensation and termination of this Agreement.

32. **Notices.** Receipt of any notice shall be deemed effective three days after deposit of written notice in the U.S. mail, with proper postage and properly addressed. Notices shall be sent to the following addresses:

CITY:

City of Anacortes
Tiffany Matson
904 6th Street
PO Box 547
Anacortes, WA 98221

CONSULTANT:

Carollo Engineers, Inc.
Lara Kammereck, PE, PMP
1200 Fifth Avenue, Suite 900
Seattle, WA 98101

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.

CITY OF ANACORTES

CAROLLO ENGINEERS, INC.

By _____
Matt Miller, Mayor

By _____

Date _____

Title _____

Date _____

CONTRACT 21-173-WTR-001

EXHIBIT A

CITY OF ANACORTES

SCOPE OF SERVICES

WATER SYSTEM PLAN UPDATE

The following Scope of Services has been developed to assist the City of Anacortes (City) with the update of its Water System Plan Update (Plan). The objective of this project is to update and review all elements of the Plan documents, in accordance with WAC 246-290-100 and State of Washington Department of Health (DOH) regulations. The following tasks under this Scope of Services have been prepared based on Carollo's (Consultant) and its subconsultant's current understanding of the proposed project, and on discussions with City staff.

PROJECT BACKGROUND

The City initiated this Plan update recognizing the importance of planning, developing, and recommending water system facilities that provide reliable and efficient service for existing customers and to serve anticipated growth. The Plan is designed to meet state, county, and local requirements. The City's last Water System Plan Update was completed in 2007 and amended in 2015. This Plan will be consistent with the City's current update of the City's Comprehensive Plan, creating a cohesive and complementary set of documents.

PROJECT ASSUMPTIONS

1. Carollo Engineers, Inc. will be referred to as "Consultant" in this document.
2. The City of Anacortes and its staff will be referred to as "City" in this document.
3. All meetings will be held on Microsoft Teams, unless otherwise specified.
4. Draft Chapters will be provided in electronic (PDF and/or Microsoft Word) transmitted via email or secure file transfer.
5. City comments on draft chapters will be documented in the Project Record of Comment (ROC) by the Consultant. The Consultant will prepare responses to address the comments in the ROC for the City's review and acceptance. Resulting changes will be incorporated in the Draft Agency Review Plan, rather than reissuing a draft chapter at the time. However, revised draft chapters can be produced upon City require.
6. Electronic Demand Tool will be provided in .xlsx format.
7. The Consultant will prepare an agenda, presentation materials, and document discussions, including action items and decisions, in meeting minutes for Consultant-led meetings.
8. Meeting notes and related materials will be transmitted electronically in MS Word and PDF formats via email.
9. The City will print and produce all documents as necessary for its use.
10. The City will provide available information related to the project and as requested by the Consultant in a timely manner. The City shall furnish Consultant available studies, reports, and other data pertinent to Consultant's services; obtain, or authorize Consultant to obtain, or provide additional reports and data as required; furnish to Consultant services of others required for the performance of Consultant's services hereunder, and Consultant shall be entitled to use and rely upon all such information and services provided by the City or others in performing Consultant's services under this Agreement.
11. In providing opinions of cost, financial analyses, economic feasibility projections, schedules, and quantity and/or quality estimates for potential projects, Consultant has no control over cost or price of labor and material; unknown or latent conditions of existing equipment or structures that may affect operation and maintenance costs; competitive bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; the

incoming water quality and/or quantity; the way the City's plant(s) and/or associated processes are operated and/or maintained; and other economic and operational factors that may materially affect the ultimate project elements, including, but not limited to, cost or schedule. Therefore, Consultant makes no warranty that the City's actual project costs, financial aspects, economic feasibility, schedules, and/or quantities or quality realized will not vary from Consultant's opinions, analyses, projections, or estimates.

SUMMARY OF CHAPTERS AND APPENDICES	
Chapter/Appendix	
Executive Summary	
Chapter 1:	Introduction
Chapter 2:	Existing System
Chapter 3:	Policies and Criteria
Chapter 4:	Water Demand Forecast
Chapter 5:	Water Use Efficiency and Conservation
Chapter 6:	Water Supply Strategy
Chapter 7:	Distribution System Analysis
Chapter 8:	Water Quality and Water Treatment
Chapter 9:	Operation and Maintenance
Chapter 10:	Capital Improvement Plan
Chapter 11:	Financial Plan
Appendix A:	Notice of Determination of Non-Significance (DNS)
Appendix B:	State Environmental Policy Act (SEPA) Checklist
Appendix C:	Local Government Consistency Determination Form
Appendix D:	Agency Comment Letters and Responses
Appendix E:	Ordinances and Approvals
Appendix F:	Water System Plan Submittal Form
Appendix G:	DOH Water System Plan Checklist
Appendix H:	Interlocal Agreements
Appendix I:	Water Facilities Inventory Form
Appendix J:	Water Rights Self-Assessment Forms
Appendix K:	Demographic and Demand Forecast Tables
Appendix L:	Hydraulic Model Development and Calibration TM
Appendix M:	Water Quality Sampling Procedures and Program
Appendix N:	Coliform Monitoring Plan
Appendix O:	Emergency Response Plan
Appendix P:	Water Shortage Response Plan and Service Reliability
Appendix Q:	Cross-Connection Control Program
Appendix R:	Standard Construction Specifications for Distribution Mains
Appendix S:	CIP Cost Estimates

TASKS

To meet the objectives of this Scope of Services, the Consultant shall complete the tasks as summarized in the table below and discussed in detail in the text that follows.

TASK SUMMARY	
Task Number	Task Name
Task 100	Planning Considerations
Task 200	Demand Forecasts and Water Supply Strategy
Task 300	Model Development
Task 400	Distribution System Analysis
Task 500	Water Quality and Water Treatment
Task 600	Operations and Maintenance and Repair and Replacement
Task 700	Capital Improvement Plan
Task 800	Financial Analysis
Task 900	Plan Development
Task 1000	Project Management
Task 1100	Optional Tasks

Tasks 100 through 300 shall be completed in the year 2022. Tasks 400 through 900 shall be completed in 2023. Task 1000 shall be carried on through the duration of the project.

TASK 100 – PLANNING CONSIDERATIONS

The objective of this task is to create the City's introduction to the Plan, review and establish new policies and criteria, and document the City's existing water system (e.g., supply, storage, booster pump stations, interties, and distribution). This task consists of the following activities:

TASK 100 ACTIVITIES

101. Data Acquisition. Prepare a data request for the required information. The request may include, but is not limited to, the following:

1. Related comprehensive water plans from the neighboring jurisdictions and other related plans.
2. Agreements with neighboring jurisdictions.
3. Interlocal Agreements.
4. Neighboring/adjacent jurisdictions map, in Geographic Information System (GIS) format with current boundaries.
5. GIS data for the sewer system including City Limits, current water service area, urban growth area (UGA), and interties.
6. Policies and criteria related to service area and conditions of service.
7. Emergency Management goals, including redundancy and reliability standards related to system components, in MS Word.
8. Duty to Serve.
9. City and County land use plans and zoning.
10. Satellite management program.
11. Annexation policy.
12. GIS data for existing facilities, service areas, and inventory.
13. Data on pipeline materials and age by linear foot, as available.

14. Existing renew and replacement program.
15. Summary of improvements completed since the last Plan.
16. Data on existing infrastructure (e.g., supply, storage, booster pump stations, interties, and distribution).
17. Water Facilities Inventory Form.

102. Existing System – Facility Inventory (transmission, distribution, storage and pump stations). Compile existing information on major infrastructure/processes, including size, material, manufacturer, age and maintenance history. Prepare maps of distribution system.

103. Meeting No. 2 – Existing System. Facilitate a meeting to review existing system, infrastructure, as well as service area and boundaries.

104. Existing Policies and Criteria: Summarize established water system policies and criteria, provided by the City, that relate to the administration, operation and management of the Water System for the Plan. Review City's policies and criteria and recommend changes to comply with State standards or industry best practices. Define the service area for the 10 and 20 year scenarios including future wholesale customers.

105. Meeting No. 3 – Policies and Criteria. Facilitate a meeting to review policies and criteria and discuss recommendations.

106. Draft Chapters Development (Chapter 1, Chapter 2, and Chapter 3). Produce and deliver Draft Chapters associated with Task 200 activities for the City's review and approval. An electronic version of the draft Chapter will be sent to the City for review. City comments and Consultant responses will be tracked in the ROC. Comments on these chapters will be incorporated into the Final Plan, developed in Task 900. Task 100 Chapters consist of:

1. Draft Chapter 1 – Introduction.
2. Draft Chapter 2 – Existing System.
3. Draft Chapter 3 – Policies and Criteria.

Task 100 Assumptions

1. City can provide elements listed under Task 101.
2. No hard copy of the chapters will be distributed.

Task 100 City Inputs

1. Requested Data from Task 101.
2. Comments on draft Chapter 1 – Introduction.
3. Comments on draft Chapter 2 – Existing System.
4. Comments on draft Chapter 3 – Policies and Criteria.

Task 100 Consultant Deliverables

1. Meeting Agendas, Materials, and Minutes.
2. Draft Chapter 1 – Introduction.
3. ROC for Chapter 1 – Introduction.
4. Draft Chapter 2 – Existing System.
5. ROC for Chapter 2 – Existing System.
6. Draft Chapter 3 – Policies and Criteria.
7. ROC for Chapter 3 – Policies and Criteria.

Task 100 Meetings

1. Meeting No. 2 – Existing System.
2. Meeting No. 3 – Policies and Criteria.

TASK 200 – DEMAND FORECASTS AND WATER SUPPLY STRATEGY

The purpose of this task is to perform a demographic analysis and demand projections for the City's Service Area; 10-year and 20-year planning horizons will be evaluated using the best available information. This task consists of the following activities:

TASK 200 ACTIVITIES

201. Data Request. Develop and submit a request for data required for Chapter 4. The following data are anticipated to be required:

1. Demographic growth rates. Population, household, and employment projections (if available) by Transportation Analysis Zones (TAZ) are preferred.
2. Historical connection and water use information by customer class from 2010 through the present. Monthly or Bimonthly water use is preferred.
3. Historical supply purchases from 2010 through the present, including maximum day supply (if available). Monthly or Bimonthly purchases is preferred.
4. Historical supply purchases for the maximum week in 2015, 2016, 2017, 2018, or 2019 to generate a diurnal water use curve for the system.
5. Historical water use from up to ten (10) large customers. If large users have more than one meter, then water use by meter is preferred.
6. Accounted-for Non-Revenue water from 2010 through the present.
7. Wholesale contracts and future water commitments
8. GIS data: land use and zoning data, vacant and re-developable land, TAZ boundaries.

202. Demographics Analysis. Demographic projections will be developed for 10 years and 20 years. Estimate the number of accounts in each pressure zone based on existing customers and vacant and partially vacant lands. Use data from the City to project the number of accounts in the 10-year and 20-year planning horizon. Establish 20-year planning horizon demographic projections using historical growth rates. Incorporate City comments to finalize demographic projections.

203. Demand Projections. Demand projections will be developed for 10 years and 20 years.

- a. Historical Consumption/Production. Summarize historical water consumption and production information, consisting of average day demands (ADD) and maximum day demands (MDD), the accounted-for revenue water uses, estimated water loss and leakage planning values, and establish equivalent residential unit (ERU) values for the different customer classes.
- b. Estimate the future ADD and MDD. Estimate future water demand for each pressure zone based on the demographic projections and historical ERU demand. Average, high, and low estimates of the future water demand will be determined for the ADD and MDD. The range will be based on the statistical variation in the historical ERU demand, leakage values, conservation goals, and climate change. Up to 10 of the City's largest connections, future large-scale industrial demands, and wholesale water customers will be evaluated and projected separately and added to other projected system demands. Peak hour demand (PHD) will be calculated using diurnal curves provided by the City and used in distribution system modeling.
- c. Demand model. Provide excel database with projected ERUs and resulting demand for City's use in future updates.

204. Water Use Efficiency and Conservation Plan. The purpose of this subtask is to document the City's water use efficiency:

- Update consumption trends.
- Update charts of historical consumption trends.

- Update DSL Trends.
- Report the City's historical distribution system leakage (DSL) trends.
- Develop Draft Water Use Efficiency Goals. Provide analysis of historical consumption and DSL trends equivalent to that provided in the previous Plan. Propose potential WUE goal updates and work with the City to select WUE goals that align with the City's goals and are realistic as informed by historical water consumption trends. Consultant will incorporate WUE goals into the demand projections and the City will have the opportunity to see how the WUE goals impact the demand projections before finalizing the goals.

205. Meeting No. 4 – Water Demand Forecasts, Water Use Efficiency, and Conservation. Present the methods and results of the demographic analysis and demand projections for the City's review and approval. The WUE program will also be discussed.

206. Water Rights and Supply Analysis: The purpose of this subtask is to summarize water rights and identify a water supply strategy to meet future demands. An Ability to Serve Analysis will identify future deficiencies for the City's level of service goals identified in Task 100. Develop and evaluate up to three (3) Future Supply Alternatives to select a preferred Water Supply Strategy.

- Ability to Serve Analysis. Determine the "ability to serve" of each source based on available estimates of capacity, water rights, treatment capacity, auxiliary power, and other limitations. Identify supply deficiencies based on the level of service goals for the 10-year and 20-year projected demands. This may include new service areas.
- Assess Water Rights. Review the City's water right portfolio to ensure consistency with Department of Ecology's records. Consultant will verify that the attributes of the water-right authorizations are consistent with the City's use of the supply sources.

207. Meeting No. 5 – Water Supply Strategy. Review and refine proposed Supply Alternatives with City Staff; refine alternatives to be used in the Water Supply Strategy; select preferred long-term supply alternative.

208. Draft Chapters Development (Chapter 4, Chapter 5, and Chapter 6). Produce and deliver Draft Chapters associated with Task 300 activities for the City's review and approval. An electronic version of the draft Chapter will be sent to the City for review. City comments and Consultant responses will be tracked in the ROC. Comments on these chapters will be incorporated into the Final Plan, developed in Task 900. Task 200 Chapters consist of:

1. Draft Chapter 4 – Water Demand Forecasts.
2. Draft Chapter 5 – Water Use Efficiency and Conservation.
3. Draft Chapter 6 – Water Supply Strategy.

Task 200 Assumptions

1. City can provide elements listed under Task 201.
2. No hard copy of the chapters will be distributed.
3. The Service Area and pressure zones will be delineated prior to development of the water requirements.

Task 200 City Inputs

1. Requested Data from Task 201.
2. Comments on Draft Chapter 4 – Water Demand Forecasts.
3. Comments on Draft Chapter 5 – Water Use Efficiency and Conservation.
4. Comments on Draft Chapter 6 – Water Supply Strategy.

Task 200 Consultant Deliverables

1. Workshops agenda and minutes.
2. Draft Chapter 4 – Water Demand Forecasts.

3. ROC for Draft Chapter 4.
4. Draft Chapter 5 – Water Use Efficiency and Conservation.
5. ROC for Draft Chapter 5.
6. Draft Chapter 6 – Water Supply Strategy.
7. ROC for Draft Chapter 6.
8. Demographic and Demand Forecast Tables.
9. Electronic Demand Model.

Task 200 Meetings

1. Meeting No.4 – Demand Forecasts, Water Use Efficiency, and Conservation.
2. Meeting No.5 – Water Supply Strategy.

TASK 300 – MODEL DEVELOPMENT

The purpose of this task is to develop a hydraulic model of the City's water distribution system. A new hydraulic model software platform will be selected, and the model will be converted to this platform. Model piping will be updated based on the latest GIS, and the model will be calibrated based on results of hydrant tests performed by the City and SCADA data and pressure logger data provided by the City.

TASK 300 ACTIVITIES

301. Data Request. Develop and submit a request for data required for the hydraulic model update and calibration. The following data are anticipated to be required:

1. Previous DHI Mike Urban Model.
2. SCADA data.
3. Pressure logger results.
4. Fire Hydrant tests results.
5. GIS data for existing facilities and inventory.

302. Meeting No. 6 – Model Platform Selection. Facilitate meeting to select new hydraulic model software platform.

303. Model Platform Selection Technical Memorandum. Summarize the hydraulic model platform selection in a Draft TM for the City's review. TM will be included as an appendix to the Plan.

304. Update Water Model. Convert model from DHI Mike Urban to selected platform. Update model with latest GIS and do an overall check of the hydraulic model to verify that it is running correctly. Apply projected demands to the model based on meter locations and demand factors for each customer class. Projected demands for the largest customers will be applied directly to each customer location. The demands will include the current year for model calibration, as well as the 10-year and 20-year ADD and MDD for planning.

305. Calibrate Water Model for Steady State. Calibrate the model using hydrant flow test data provided by the City. Up to 12 hydrant tests will be used for calibration. Establish and verify appropriate model settings and parameters (such as tank levels, pump curves, etc.) using data provided by City, including SCADA information. Calibrate the hydraulic model according to M32 guidelines.

306. Calibrate Water Model for Extended Period Simulation (EPS). Calibrate the model for one week in the winter and one week in the summer. SCADA data and pressure logger data will be provided by the City and will be used for calibration.

307. Meeting No. 7 – Hydraulic Model Development and Calibration. Facilitate a meeting to present the results of the model development and calibration efforts.

308. Hydraulic Model Development and Calibration TM. Summarize model development and calibration in a Draft TM for the City's review. TM will be included as an appendix to the Plan.

Task 300 Assumptions

1. The City will conduct hydrant flow testing to support model calibrations.
2. The City will provide SCADA data and pressure logger data for EPS calibration.
3. Carollo will not be providing a software license of the selected software for the City's use.

Task 300 City Inputs

1. Requested Data.
2. Comments on draft Model Platform Selection Technical Memorandum.
3. Comments on draft Hydraulic Model Development and Calibration Technical Memorandum.

Task 300 Consultant Deliverables

1. Meeting Agenda, Materials, and Minutes.
2. Model Platform Selection Technical Memorandum.
3. Hydraulic Model Development and Calibration Technical Memorandum.
4. Hydraulic Model files.

Task 300 Meetings

1. Meeting No. 6 – Model Platform Selection.
2. Meeting No. 7 – Hydraulic Model Development and Calibration.

TASK 400 –DISTRIBUTION SYSTEM ANALYSIS

The purpose of this task is to evaluate the future water system to identify potential deficiencies and proposed improvements, including storage, booster pump stations, and distribution. Desktop evaluations will be performed to identify pumping and storage deficiencies. The updated and calibrated hydraulic model will be used to evaluate the system's fire flow, pressure, and velocity performance. Improvements identified in other tasks will be incorporated into the model, as appropriate, to determine the effect of comprehensive improvements. This task consists of the following activities:

TASK 400 ACTIVITIES

401. Data Request. Develop and submit a request for data required by Chapter 7. The following data are anticipated to be required:

1. Data for existing facilities and inventory.

402. Develop Hydraulic Profile. Prepare a hydraulic profile figure of the City's distribution system.

403. Desktop Analysis – Storage Analysis. Identify the storage volume required for each pressure zone based on the City's storage criteria for equalizing, fire flow, operational, and standby volumes. The storage analysis will be performed for the 10-year and 20-year projected demands.

404. Desktop Analysis – Pump Station Analysis. Identify the pumping capacity requirements per the evaluation criteria. Compare requirements to current pump station capacity to identify any deficiencies for the 10-year and 20-year projected demand scenarios. Required upgrades, modifications, or operational changes will be recommended, as necessary.

405. Desktop Analysis – Limiting Factor Analysis. Conduct the limiting factor analysis using DOH WSDM 6-1. Calculate the water system service connections correlated to ERUs and the physical system capacity as ERUs. The

Limiting Factor Analysis will use information summarized in previous chapters, where applicable. The Limiting Factor Analysis will be conducted for the sought approval period.

406. Fire and System Pressure Analysis. Using the updated hydraulic model, perform analysis of the system evaluating fire flow and system pressures per DOH regulations and guidelines based on the City's water system criteria. The steady state analysis will focus on distribution capacity deficiencies for pressure, velocity, and available fire flow. Prepare figures showing deficiencies.

407. Meeting No. 8 – Preliminary System Deficiencies. Facilitate a meeting to review the results from the pumping, storage, and fire and pressure analyses. Discuss potential improvement projects.

408. Identification of Water Improvement Projects. Identify improvements to address deficiencies under the MDD plus fire flow simulations and the peak hour simulations for the 10-year and 20-year scenarios. Previously identified supply, storage, and booster pump station improvements will be incorporated to assist in meeting deficiencies.

409. Draft Chapter 7 Development. Produce and deliver Draft Chapter 7 – Distribution System Analysis for the City's review and approval. An electronic version of the draft Chapter will be sent to the City for review. City comments and Consultant responses will be tracked in the ROC. Comments on these chapters will be incorporated into the Final Plan, developed in Task 800.

Task 400 Assumptions

1. The City will provide assumptions on future sources and quantities of supply.
2. No hard copy of the chapter will be distributed.

Task 400 City Inputs

1. Requested Data.
2. Comments on draft Chapter 7 – Distribution System Analysis.

Task 400 Consultant Deliverables

1. Meetings Agendas, Materials, and Minutes.
2. Draft Chapter 7 – Distribution System Analysis.
3. ROC for Chapter 7 – Distribution System Analysis.

Task 400 Meetings

1. Meeting No. 8 – Preliminary System Deficiencies Workshop.

TASK 500 – WATER QUALITY AND WATER TREATMENT

The purpose of this task is to summarize water quality regulations and reporting requirements, evaluate water quality against regulations, summarize any water quality violations, and recommend improvements, if necessary, to meet anticipated or future water quality regulations. The task will consist of the following activities:

TASK 500 ACTIVITIES

501. Data Acquisition. Prepare a data request for the required information. The request may include, but is not limited to, the following:

1. Water Quality Sampling Procedures & Program.
2. Consumer Confidence Reports.
3. Water quality violations, if applicable.
4. Revised Coliform Monitoring Plan.
5. Boil Water Notices.
6. Historical water quality data from online analyzers.

7. Historical electrical and chemical usage data.

502. Site Visit of Treatment Plant to understand the existing infrastructure. Task includes interviewing operators regarding plant operations, current limiting processes, and areas of concern.

503. Historical Raw/Finished Water Quality, Regulatory Assessment and Finished Water Quality Goals. Results and recommendations will be presented and discussed the City during Meeting No.9.

- Raw Water Quality. The Consultant shall provide a summary of available historical raw water data for the WTP. This task will identify and tabulate the existing raw water quality data.
- Finished Water Quality. The Consultant shall provide a summary of available finished water quality data for the WTP. This task will identify and tabulate the existing finished water quality data.
- Historical Regulatory Compliance and Future Requirements. Prepare a summary of the current and anticipated future drinking water regulatory requirements and compare these requirements to the current Anacortes WTP finished water quality. Current process capabilities will be compared/contrasted with finished water quality goals to determine if additional treatment processes are recommended for future compliance.

504. Existing Facilities and Operational Performance. The purpose of this task is to establish a baseline understanding of the existing WTPs infrastructure (i.e., intakes, critical pipelines, facilities, and property) and summarize performance history.

- Summary of Previous Studies. Compile and provide a summary of existing studies, annual reports and other documents related to WTP performance and raw water quality.
- Risk Analysis. Review general site and facility risk from natural hazards such as flooding, earthquake, and wildfire using latest regulatory guidelines. Provide general recommendations for future planning to mitigate risks, if needed.
- Summary of Historical Performance. Provide an overview of operational performance measures, including raw water flow rates; daily production rates; electrical power usage; chemical usage; sludge production; settled, filtered and finished water turbidity; filter operations and overall plant production efficiency; and chlorine disinfection performance. Determine areas for improvement or general optimization based on performance evaluation and operator observations.
- Summary of Major Equipment and Future Planning. Compare major equipment ages, criticality, and conditions as noted by operators or field observations to industry standard replacement recommendations to determine the need any near term replacements.
- Planning for future work. This task includes:
 - Based on general plant observations, provide a recommendation for when a full facility plan will be needed.
 - Discuss asset management options. Based on discussion, develop projects and studies needed for this approach and timeline for implementation.
 - Discuss Engineering Operations Manual (EOM) options for transitioning unsupported EOM to a new platform. Based on discussion, develop projects and studies needed for this approach and timeline for implementation.

505. Meeting No. 9 – Water Quality and Treatment. Facilitate a meeting to review the Water Quality and Treatment and plans for the future.

506. Draft Chapter 8 Development. Produce and deliver Draft Chapter 8 – Water Quality and Water Treatment associated with Task 400 activities for the City's review and approval. An electronic version of the draft Chapter

will be sent to the City for review. City comments and Consultant responses will be tracked in the ROC. Comments on these chapters will be incorporated into the Final Plan, developed in Task 900.

Task 500 Assumptions

1. City can provide elements listed under Task 401.
2. No hard copy of the chapter will be distributed.
3. This task does not include review or update of the City's Water Quality Monitoring Plan, Coliform Monitoring Plan, and other water quality programs and plans.
4. Water Quality data is provided in excel format

Task 500 City Inputs

1. Requested Data from Task 401.
2. Water Quality Sampling Procedures & Program.
3. Revised Coliform Monitoring Plan.
4. Comments on Draft Chapter 8 – Water Quality and Water Treatment.

Task 500 Consultant Deliverables

1. Draft Chapter 8 – Water Quality and Water Treatment.
2. ROC for Chapter 8 – Water Quality and Water Treatment.

Task 500 Meetings

1. Site Visit – Treatment Plant Tour
2. Meeting No. 9 – Water Quality and Treatment and plans for the future.

TASK 600 – OPERATION AND MAINTENANCE AND REPAIR AND REPLACEMENT

The purpose of this task is to review, update, and evaluate the City's Operations and Maintenance (O&M) Program document. An evaluation of the O&M programs will provide recommendations for new or updated maintenance programs, as needed. This task will also develop the City's prioritized repair and replacement. This task will consist of the following activities:

TASK 600 ACTIVITIES

601. Data Acquisition. Prepare a data request for the required information. The request may include, but is not limited to, the following:

1. The standard plans, in PDF format; and specifications, in MS Word. It is assumed the City will provide its standard plans and specifications for inclusion in the Plan.
2. Current design and construction standards.
3. Water system organization chart and operator certifications.
4. Public Works Emergency Response Plan.
5. Cross-Connection Control Program.
6. Route and preventive maintenance schedules for major system components.
7. Water Shortage Response Plan and Service Reliability, if available.

602. O&M Update. Review previous O&M chapter and update based on information provided by the City. This may include organization, certification, O&M program activities updates, and known major deficiencies in the City's O&M program. A detailed evaluation of City O&M programs will not be conducted.

603. Meeting No. 10 – Operation and Maintenance. Meeting with O&M staff to discuss O&M programs, determine O&M goals, and develop O&M standards.

604. Draft Chapter 9 Development. Produce and deliver Draft Chapter 9 – Operation and Maintenance associated with Task 500 activities for the City's review and approval. An electronic version of the draft Chapter will be sent

to the City for review. City comments and Consultant responses will be tracked in the ROC. Comments on these chapters will be incorporated into the Final Plan, developed in Task 900.

Task 600 Assumptions

1. City can provide elements listed under Task 501.
2. No hard copy of the chapter will be distributed.
3. City will make updates to existing design and construction standards as needed.

Task 600 City Input

1. Requested Data from Task 501
2. Comments on Draft Chapter 9 – Operation and Maintenance.

Task 600 Consultant Deliverables

1. Meetings Agenda, Materials, and Minutes.
2. Draft Chapter 9 – Operation and Maintenance.
3. ROC for Chapter 9 – Operation and Maintenance.

Task 600 Meetings

1. Meeting No.10 – O&M.

TASK 700 – CAPITAL IMPROVEMENT PLAN

This task will summarize the recommended improvements for the water system in accordance with the City's policies and criteria. Tasks involved consist of the following activities:

TASK 700 ACTIVITIES

701. CIP Projects with Triggers. Identify and describe CIP projects from prior tasks and existing City planning. Prepare a description of each project. A recommended implementation date, based on a quantitative project "trigger", will be defined for each CIP project.

702. Cost Estimates. Develop planning level cost estimates for all recommended projects using costs provided in other planning efforts. Cost estimates for construction, engineering, permitting, and other contingencies will be prepared; all will be in 2022 dollars.

703. Prioritization. Prioritize condition-related and capacity-related projects identified in the previous tasks for inclusion in the CIP with in Meeting No. 8.

704. Electronic CIP. Develop an electronic CIP tool using Excel to assist the City with future budgeting. Each project will be listed on a separate tab including project description, justification, estimated cost, and recommended year for implementation. City staff will be provided the ability to adjust indirect costs and escalation factors. A copy of the electronic CIP will be provided to City staff. The Consultant will train City staff on using the CIP Tool.

705. Meeting No. 11 – CIP. Facilitate meeting with City Staff to review the recommended CIP at City Office.

706. Draft Chapter 10 Development. Produce and deliver Draft Chapter 10 - CIP for the City's review and approval. An electronic version of the draft Chapter will be sent to the City for review. City comments and Consultant responses will be tracked in the ROC. Comments on these chapters will be incorporated into the Final Plan, developed in Task 900.

Task 700 Assumptions

1. The City can provide all elements listed under City Deliverables below.
2. City will provide recent project costs to use as the basis for planning estimates.

3. No hard copy will be distributed.

Task 700 City Inputs

1. Standard Construction Specification for Distribution Mains.
2. Comments on draft Chapter 10 – Capital Improvement Plan.

Task 700 Consultant Deliverables

1. CIP Cost Estimates.
2. Draft Chapter 10 – Capital Improvement Plan.
3. ROC for Chapter 10 – Capital Improvement Plan.
4. Meeting Agenda, Materials, and Minutes.

Task 700 Meetings

1. Meeting No. 11 – CIP.

TASK 800 – FINANCIAL PLAN

The purpose of this task is to develop Chapter 11 – Financial Program. The City Staff will develop Chapter 10 with review by the consulting team. Chapter 11 will summarize the financial status of the City and provide a cursory evaluation of the City's ability to finance necessary capital improvements included in the CIP. Ten-year projections of revenues and expenses will be developed by the City Staff to identify the total cost of providing water service and implementing the capital improvement program.

TASK 800 ACTIVITIES

801. Chapter outline. The Consulting team will provide an outline of the chapter, the Department of Health guidelines and the proposed data needs for the chapter.

801. Meeting No.12 – Financial Analysis. Facilitate meeting with City Staff to review the financial analysis conducted by the City's Finance Group.

803. Draft Chapter 11 Development. Review the draft Chapter 11 – Financial Plan developed by the City for consistency with the Water System Plan and Department of Health guidelines. Any suggested modifications will be emailed to the City team for incorporation into the final Chapter.

Task 800 Assumptions

1. The City's will develop the data for this Task.
2. The Carollo Team will develop the outline of Chapter 11.

Task 800 City Input

1. Comments on Draft Chapter 11 – Financial Analysis.

Task 800 Consultant Deliverables

1. Draft Chapter 11 – Financial Plan.
2. ROC for Draft Chapter 11 – Financial Plan.
3. Meeting Agenda, Materials, and Minutes.

Task 800 Meetings

1. Meeting No. 12 – Financial Analysis Review.

TASK 900 – PLAN DEVELOPMENT

The purpose of this task is to integrate all chapters and appendices into the full Plan for review and adoption by the City. This task includes review of all chapters for consistency with DOH's requirements for a Comprehensive Water System Plan per WAC 206-290-100:

TASK 900 ACTIVITIES

901. Executive Summary. Prepare an executive summary, summarizing each element of the Water System Plan.

902. City Draft Plan. Prepare Cover Sheet and Table of Contents. Compile Chapters and develop Appendices. Incorporate comments into Draft Chapters based on City accepted ROCs. Prepare electronic review draft document for City Staff (one PDF copy).

903. Meeting No. 13 – City Draft Plan. Meet with City to discuss comments of draft document. Incorporate comments to be included into Agency Draft Plan.

904. Agency Draft Plan. Incorporate City comments into an Agency Draft plan to be submitted for agency review. Prepare one PDF for distribution of Plan to Agencies.

905. Meeting No. 14 – City Council / Public Review. Attend a City Council meeting to support City Staff in gaining public comment and/or council approval of the Plan, as selected by City staff. Aid City Staff in preparing technical materials for the meeting.

906. Final Plan. Consultant will review agency review letters for incorporation into the Final Plan. Delivery of the Final Plan will include one PE Stamped final PDF, and all electronic deliverables.

Task 900 Assumptions

1. City provides required documents for appendices, including acceptance ordinances.
2. It is anticipated that the City will lead the environmental and agency Plan review and approval process. The City will provide all associated documentation to the Consultant.
3. It is anticipated that City will distribute the Plan to DOH, County agencies, and adjacent purveyors review for approval. The City will collect public and agency review comments and address all comments. The Consultant will provide technical assistance, if required. City will develop written responses to comments received during Agency Review process.
4. The City requests electronic deliverables.

Task 900 City Deliverables

1. City Comments.
2. Public and Agency Review Comments.
3. Agency Comment Letters and Responses.
4. Adopting ordinances and approvals.
5. Water System Plan Submittal Form.

Task 900 Consultant Deliverables

1. Executive Summary.
2. City Draft Plan – One PDF.
3. Agency Draft Plan – Three hard copies and one PDF.
4. Final Plan – One Stamped final hardcopy and PDF.
5. Meeting No. 13 – City Draft Plan Agenda, Materials, and Minutes.
6. Meeting No. 14 – Council / Public Review materials.
7. DOH Water System Plan Checklist.

Task 900 Meetings

1. Meeting No. 13 – City Draft Plan.
2. Meeting No. 14 – City Council / Public Review.

TASK 1000 – PROJECT MANAGEMENT

The purpose of this task is to direct all activities within the Plan as assigned by the City and maintain the project within the contracted scope, schedule, and budget. This includes project administration, monthly invoicing, client and team coordination and quality assurance/quality control review necessary to successfully complete the assigned chapter of the Plan to the City's expectations. Additionally, the Consultant will develop a Project Management Plan (PMP) and lead the initial team kick-off meeting. This task consists of the following activities:

TASK 1000 ACTIVITIES

1001. Monthly Progress Reports and Invoices. This subtask includes production and implementation of the project plan, schedule, and budget. Assist the project team members in the implementation of the task items, reviewing the work-in-progress reports. Prepare and submit monthly activity reports showing current project status and identifying key issues or elements of the project that will need to be addressed in the weeks. An electronic version of the monthly progress reports will be sent to the City for review and approval. This task assumes that no hard copy of the monthly progress reports will be distributed.

1002. Project Management Plan. Prepare a Project Management Plan (PMP) that describes deliverables, Plan outline, anticipated meetings, project roles and responsibilities, lists contact information for the project team, describes communications protocols, quality management, and includes the scope of services, schedule, and budget. Quality Management includes, but is not limited to, the following elements:

- Project Manager overview of all primary documents to verify technical consistency and compliance with contract requirements.
- Organization of the work into logical deliverables with qualified staff for each task assigned to the work.
- Resolution of all review comments summarizing key comments and the manner in which each was addressed in the work.

An electronic version of the Project Management Plan will be sent to the City for review and approval. This task assumes that no hard copy of the Project Management Plan will be distributed.

1003. Meeting 1 - Kick-off Meeting.

1004. Meeting No. 15 DOH Pre-Planning meeting. Attend DOH Pre-Planning meeting with City staff.

1005. Client Coordination.

- Manage the consultant project team to track time and budget, work elements accomplished, work items planned for the next period, manpower, scope changes, time and budget needed to complete the project.
- Create and maintain a working project schedule based on the schedule in the PMP.
- Review project status, including scope, budget, and schedule.
- *Bi-Monthly Virtual Status Meeting.* Facilitate virtual PM meetings 2 times per month to review status of project

Task 1000 Assumptions

1. The PMP will be updated with full incorporation of review comments after the City review of the draft PMP.
2. The total length of the project is 18 months.
3. City provides required documents for appendices.
4. Bi-monthly Status Meetings will be held over Microsoft Teams.

Task 1000 City Input

1. Team member contact information.
2. PMP review for completeness.
3. Receive, review, and process Consultant invoices in a timely manner.

Task 1000 Consultant Deliverables

1. Draft Plan outline.
2. Draft PMP.
3. Final PMP.
4. Eighteen monthly progress reports and invoices.

Task 1000 Meetings

3. Meeting No. 15 - DOH Pre-plan meeting.
4. Meeting No. 1 – Kick off Meeting.
5. PM Virtual Meetings

TASK 1100 – OPTIONAL

The purpose of this task provide additional activities. This task consists of the following activities:

TASK 1100 ACTIVITIES

1101. Model Training. Lead workshop to train City staff on using their hydraulic model. Prepare a PowerPoint presentation for the model training customized for the City's water system. The workshop will cover the procedures for evaluating available pressures and fire flows throughout the City's water system and updating the model to include new customers, infrastructure, and equipment setting.

1102. Water Age Simulation. Use calibrated hydraulic model to perform multi-day simulation to identify the system-wide water age. It is assumed that the normal or typical operating condition model will be used to perform this analysis. Once the model is setup for a long model simulation, the benchmark water age will be conducted for existing ADD and MDD conditions. Simulations will then be run for the 10-year and 20-year ADD and MDD conditions. No more than six model runs will be completed. GIS maps will be prepared to display the results and the average water age will be summarized by pressure zone. A draft and final TM summarizing the methods, assumptions, and findings for the water age simulation will be prepared.

1103. Estimate Remaining Useful Life. Calculate the remaining useful life (RUL) of each pipe considering the value of replacing versus maintaining the pipe for the primary distribution system. It is expected that RUL will be based on pipe age, material, and previously identified deficiencies, as available from the City. The RUL will be used to recommend the extent of the City's pipeline replacement during the planning period.

1104. Risk Based Collection System R&R Rankings. Aid the City in developing risk based ranking of its distribution system repair and replacement (R&R) using risk, which is defined as vulnerability (e.g., remaining useful life (RUL)) multiplied by criticality. Assign criticality to the collection system using available data from the geographic information system (GIS). Criticality is anticipated to include pipe size, known maintenance issues, service customers, location and known accessibility limitations. Prepare maps and tables to review with City Staff to confirm criticality. Combine collection system RUL (Subtask 504) with criticality to determine risk throughout the City's collection system. Document ranking distribution system R&R into Chapter 9 – O&M.

1105. Design and Construction Standards Review. Review existing design and construction standards and make recommendations for modification to bring them up to current industry standards as needed.

1106. Meeting No. Optional 1 – Repair and Rehabilitation. Facilitate a meeting to review the results from the RUL analysis, discuss risk-based ranking and methodology, and preliminary results.

1107. Update System Maps. Prepare updated maps of the water system.

1108. Modeling Software. Estimated cost for City to purchase modeling software for internal use and run the model provided by Carollo.

1109. Site Visits. Site visit of existing facilities to understand the existing transmission and distribution infrastructure. Water Treatment Tour will occur in Task 500.

Task 1100 Consultant Deliverables

1. Water Age Simulation TM.

Task 1100 Meetings

2. Meeting No. Optional 1 – Repair and Rehabilitation

DRAFT LIST OF MEETINGS TO BE UPDATED AFTER CITY REVIEW

Water System Plan Update SUMMARY OF MEETINGS	
Meetings	Title
Meeting No. 1	Kick-off Meeting
Meeting No. 2	Existing System and Service Area
Meeting No. 3	Existing Policies and Criteria
Meeting No. 4	Demand Forecasts, Water Use Efficiency, and Conservation
Meeting No. 5	Water Supply Strategy
Meeting No. 6	Model Platform Selection
Meeting No. 7	Hydraulic Model Development and Calibration
Meeting No. 8	Preliminary System Deficiencies
Meeting No. 9	Water Quality and Treatment
Meeting No. 10	Operations and Maintenance
Meeting No. Optional 1	Repair and Rehabilitation
Meeting No. 11	Capital Improvement Plan
Meeting No. 12	Financial Analysis
Meeting No. 13	City Draft Plan
Meeting No. 14	Council / Public Review
Meeting No. 15	DOH Pre-Meeting

Note: Does not include 30-minute PM calls – 2X Month

CITY OF ANACORTES WATER SYSTEM PLAN UPDATE PROJECT BUDGET																				
TASK / DESCRIPTION		PM Kammereck	QM Varies	Planning Eng Varies	CIP Thurman	Modeling Nabonnand	Demand Pajares	WQ Leeds	O&M Waligorski	Financial Ivey	GIS Silber	DP Varies	Total Hours	Carollo Labor Cost	OTHER DIRECT COSTS			TOTAL COST		
															PECE					
Total Labor Rate		\$235.00	\$220.00	\$145.00	\$187.00	\$180.00	\$180.00	\$220.00	\$220.00	\$235.00	\$140.00	\$115.00				Travel, Shipping and Printing	\$ 13.00	Total ODC		
2022 Tasks																				
Task 100 - Planning Considerations		18	8	8		16	116				24	32	222	\$ 37,950	\$ -	\$ 2,886	\$ 2,886	\$ 40,836		
101	Data Acquisition			8			4				4		16	\$ 2,440	\$ -	\$ 208	\$ 208	\$ 2,648		
102	Existing System					8	16				8		32	\$ 5,440		\$ 416	\$ 416	\$ 5,856		
103	Meeting No 2 Existing System	2					8					2	12	\$ 2,140		\$ 156	\$ 156	\$ 2,296		
104	Existing Policies and Criteria	8	2			8	32					4	54	\$ 9,980	\$ -	\$ 702	\$ 702	\$ 10,682		
105	Meeting No 3 Existing Policies and Criteria	2					8					2	12	\$ 2,140	\$ -	\$ 156	\$ 156	\$ 2,296		
106	Draft Chapters Development (Chapter 1-3)	6	6				48				12	24	96	\$ 15,810		\$ 1,248	\$ 1,248	\$ 17,058		
Task 200 - Demand Forecasts and Water Supply Strategy		14	12				148	4			52	30	260	\$ 44,180	\$ -	\$ 3,380	\$ 3,380	\$ 47,560		
201	Data Request						8						8	\$ 1,440	\$ -	\$ 104	\$ 104	\$ 1,544		
202	Demographics Analysis						12				16		28	\$ 4,400	\$ -	\$ 364	\$ 364	\$ 4,764		
203	Demand Projections		2				32				12		46	\$ 7,880	\$ -	\$ 598	\$ 598	\$ 8,478		
204	Water Use Efficiency and Conservation Plan		2				24				8		34	\$ 5,880	\$ -	\$ 442	\$ 442	\$ 6,322		
205	Meeting No 4 Water Demand, Water Use, Conservation	2					8					2	12	\$ 2,140	\$ -	\$ 156	\$ 156	\$ 2,296		
206	Water Rights and Supply Analysis	4	2				8	4				2	20	\$ 3,930		\$ 260	\$ 260	\$ 4,190		
207	Meeting No 5 Water Supply Strategy	2					8					2	12	\$ 2,140		\$ 156	\$ 156	\$ 2,296		
208	Draft Chapters Development (Chapters 4-6)	6	6				48				16	24	100	\$ 16,370		\$ 1,300	\$ 1,300	\$ 17,670		
Task 300 - Model Development		4	18	228		170					36	16	472	\$ 75,440	\$ -	\$ 6,136	\$ 6,136	\$ 81,576		
301	Data Request			16		8							24	\$ 3,760	\$ -	\$ 312	\$ 312	\$ 4,072		
302	Meeting No. 6 Model Platform Selection		2			10						2	14	\$ 2,470	\$ -	\$ 182	\$ 182	\$ 2,652		
303	Model Platform Selection Technical Memorandum		2			16					8	2	28	\$ 4,670	\$ -	\$ 364	\$ 364	\$ 5,034		
304	Update Water Model		4	100		40					8		152	\$ 23,700	\$ -	\$ 1,976	\$ 1,976	\$ 25,676		
305	Calibrate Water Model for Steady State		4	40		24					4		72	\$ 11,560	\$ -	\$ 936	\$ 936	\$ 12,496		
306	Calibrate Model for Extended Period Simulation (EPS)		4	40		40					4		88	\$ 14,440		\$ 1,144	\$ 1,144	\$ 15,584		
307	Meeting No. 7 Hydraulic Model Development and Calibration	2		8		8					4	4	26	\$ 4,090		\$ 338	\$ 338	\$ 4,428		
308	Hydraulic Model Development and Calibration TM	2	2	24		24					8	8	68	\$ 10,750		\$ 884	\$ 884	\$ 11,634		
Task 1000 - Project Management		60	1	39	2	2	2	2	2			17	127	\$ 23,904	\$ -	\$ 1,651	\$ 1,651	\$ 25,555		
1001	Year 1 Monthly Progress Reports and Invoices	12		12								9	33	\$ 5,595	\$ -	\$ 429	\$ 429	\$ 6,024		
1002	Develop Project Management Plan	1	1	16								4	22	\$ 3,235		\$ 286	\$ 286	\$ 3,521		
1003	Meeting No. 1 - Kick-off	5		5	2	2	2	2	2			2	22	\$ 4,104		\$ 286	\$ 286	\$ 4,390		
1004	Meeting No. 15 - DOH Pre-Planning	6		6								2	14	\$ 2,510		\$ 182	\$ 182	\$ 2,692		
1005	Year 1 Client Coordination	36											36	\$ 8,460	\$ -	\$ 468	\$ 468	\$ 8,928		
2022 Tasks Total		Task 100, 200, 300, 1000	96	39	275	2	188	266	6	2			112	95	1081	\$ 181,474.00	\$ -	\$ 14,053.00	\$ 14,053.00	\$ 195,527
2023 Tasks																				
Task 400 - Distribution System Analysis		4	18	208		114					42	12	398	62,840		5,174	5,174	\$ 68,014		
401	Data Request					8							8	\$ 1,440	\$ -	\$ 104	\$ 104	\$ 1,544		
402	Develop Hydraulic Profile		1	24		8							33	\$ 5,140		\$ 429	\$ 429	\$ 5,569		
403	Desktop Analysis - Storage Analysis		2	40		8							50	\$ 7,680	\$ -	\$ 650	\$ 650	\$ 8,330		
404	Desktop Analysis - Pump Station Analysis		2	24		8							34	\$ 5,360	\$ -	\$ 442	\$ 442	\$ 5,802		
405	Desktop Analysis – Limiting Factor Analysis		2	24		8							34	\$ 5,360	\$ -	\$ 442	\$ 442	\$ 5,802		
406	Fire and System Pressure Analysis		2	40		24					12		78	\$ 12,240	\$ -	\$ 1,014	\$ 1,014	\$ 13,254		
407	Meeting No. 8 - Preliminary System Deficiencies	2	4			10					2	4	22	\$ 3,890	\$ -	\$ 286	\$ 286	\$ 4,176		
408	Identification of Water Improvement Projects		1	24		24					12		61	\$ 9,700	\$ -	\$ 793	\$ 793	\$ 10,493		
409	Draft Chapter 7 Development	2	4	32		16					16	8	78	\$ 12,030		\$ 1,014	\$ 1,014	\$ 13,044		
Task 500 - Water Quality and Water Treatment		4		36				86				6	132	\$ 25,770	\$ 400	\$ 1,716	\$ 2,116	\$ 27,886		
501	Data Acquisition			4				6					10	\$ 1,900	\$ -	\$ 130	\$ 130	\$ 2,030		
502	Site Visit			8				8					16	\$ 2,920	\$ 400	\$ 208	\$ 608	\$ 3,528		
503	Historical Raw/Finished Water Quality, and Reg Assessment and Goals							24					24	\$ 5,280	\$ -	\$ 312	\$ 312	\$ 5,592		
504	Existing Facilities and Operational Performance			16				24					40	\$ 7,600		\$ 520	\$ 520	\$ 8,120		
505	Meeting No. 9 Water Quality and Treatment	2						8				2	12	\$ 2,460		\$ 156	\$ 156	\$ 2,616		
506	Draft Chapter 8 Development	2		8				16				4	30	\$ 5,610		\$ 390	\$ 390	\$ 6,000		
Task 600 - Operation and Maintenance and Repair and Replacement		4		28					20			8	60	\$ 10,320	\$ -	\$ 780	\$ 780	\$ 11,100		
601	Data Acquisition			4					2				6	\$ 1,020	\$ -	\$ 78	\$ 78	\$ 1,098		
602	O&M Update								4				4	\$ 880	\$ -	\$ 52	\$ 52	\$ 932		
603	Meeting No. 10 - Operation and Maintenance	2							6				8	\$ 1,790	\$ -	\$ 104	\$ 104	\$ 1,894		
604	Draft Chapter 9 Development	2		24					8			8	42	\$ 6,630		\$ 546	\$ 546	\$ 7,176		
Task 700 - Capital Improvement Plan		10	3	64	84						24	10	195	\$ 32,508	\$ 200	\$ 2,535	\$ 2,735	\$ 35,243		
701	CIP Projects with Triggers				8								8	\$ 1,496	\$ -	\$ 104	\$ 104	\$ 1,600		
702	Cost Estimates	1	1	24	16								42	\$ 6,927		\$ 546	\$ 546	\$ 7,473		
703	Prioritization			8	8								16	\$ 2,656		\$ 208	\$ 208	\$ 2,864		
704	Electronic CIP			32	16						8		56	\$ 8,752	\$ -	\$ 728	\$ 728	\$ 9,480		
705	Meeting 11 - CIP	8			16							2	26	\$ 5,102	\$ 200	\$ 338	\$ 538	\$ 5,640		
706	Draft Chapter 10 Development	1	2		20						16	8	47	\$ 7,575	\$ -	\$ 611	\$ 611	\$ 8,186		
Task 800 - Financial Plan		3								14		10	27	\$ 5,145	\$ -	\$ 351	\$ 351	\$ 5,496		
701	Chapter Outline									4			4	\$ 940	\$ -	\$ 52	\$ 52	\$ 992		
702	Meeting No 12 - Financial Analysis	2								4		2	8	\$ 1,640	\$ -	\$ 104	\$ 104	\$ 1,744		
703	Draft Chapter 11 Development	1								6		8	15	\$ 2,565	\$ -	\$ 195	\$ 195	\$ 2,760		

CITY OF ANACORTES WATER SYSTEM PLAN UPDATE PROJECT BUDGET																		
TASK / DESCRIPTION		PM Kammereck	QM Varies	Planning Eng Varies	CIP Thurman	Modeling Nabonnand	Demand Pajares	WQ Leeds	O&M Waligorski	Financial Ivey	GIS Silber	DP Varies	Total Hours	Carollo Labor Cost	OTHER DIRECT COSTS			TOTAL COST
															PECE			
Total Labor Rate		\$235.00	\$220.00	\$145.00	\$187.00	\$180.00	\$180.00	\$220.00	\$220.00	\$235.00	\$140.00	\$115.00			Travel, Shipping and Printing	\$ 13.00	Total ODC	
Task 900 - Plan Development		28	14	48	19	7	23	5	5		18	120	287	\$ 44,093	\$ 200	\$ 3,731	\$ 3,931	\$ 48,024
901	Executive Summary		2				8						10	\$ 1,880	\$ -	\$ 130	\$ 130	\$ 2,010
902	City Draft Plan	4	4	16	4	4	4	2	2		12	40	92	\$ 13,488	\$ -	\$ 1,196	\$ 1,196	\$ 14,684
903	Meeting No 13 - City Draft Plan	8					8						16	\$ 3,320	\$ -	\$ 208	\$ 208	\$ 3,528
904	Agency Draft Plan	4	4	16	2	2	2	2	2		4	40	78	\$ 11,274		\$ 1,014	\$ 1,014	\$ 12,288
905	Meeting No. 14- City Council / Public Review	8			12								20	\$ 4,124	\$ 200	\$ 260	\$ 460	\$ 4,584
906	Final Plan	4	4	16	1	1	1	1	1		2	40	71	\$ 10,007	\$ -	\$ 923	\$ 923	\$ 10,930
Task 1000 - Project Management		24		6								5	35	\$ 7,085	\$ -	\$ 455	\$ 455	\$ 7,540
1001	Year 2 Monthly Progress Reports and Invoices	6		6								5	17	\$ 2,855	\$ -	\$ 221	\$ 221	\$ 3,076
1004	Year 2 Client Coordination	18											18	\$ 4,230	\$ -	\$ 234	\$ 234	\$ 4,464
2023 Tasks Total Task 400, 500, 600, 700, 800, 900, 1000		77	35	390	103	121	23	91	25	14	84	171	1134	\$ 187,761.00	\$ 800.00	\$ 14,742.00	\$ 15,542.00	\$ 203,303
Total		173	74	665	105	309	289	97	27	14	196	266	2215	\$ 369,235.00	\$ 800.00	\$ 28,795.00	\$ 29,595.00	\$ 398,830
Task 1100 - Optional		3	10	128		148	32		56		40	8	425	\$ 63,345	\$ 20,200	\$ 4,849	\$ 5,049	\$ 98,830
1101	Model Training		2			80					4	4	90	\$ 15,860	\$ 200	\$ 1,170	\$ 1,370	\$ 17,230
1102	Water Age Simulation	1	2	48		40					4		95	\$ 15,395		\$ 1,235	\$ 1,235	\$ 16,630
1103	Estimate Remaining Useful Life		2	24					16				42	\$ 7,440	\$ -	\$ 546	\$ 546	\$ 7,986
1104	Risk Based Collection System R&R Rankings		2	24					16		16		58	\$ 9,680	\$ -	\$ 754	\$ 754	\$ 10,434
1105	Design and Construction Standards Review			16					16				32	\$ 5,840	\$ -	\$ 416	\$ 416	\$ 6,256
1106	Meeting No. Optional 1 - Repair and Rehabilitation	2							8			4	14	\$ 2,690		\$ 182	\$ 182	\$ 2,872
1107	Update Hydraulic System Maps		2	16		8					16		42	\$ 6,440	\$ -	\$ 546	\$ 546	\$ 6,986
1108	Modeling Software												-	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
1109	Site Visits					20	32						52	\$ 9,360	\$ 400	\$ 676	\$ 1,076	\$ 10,436
Total with Optional		176	84	793	105	457	321	97	83	14	236	274	2640	\$ 432,580	\$ 21,000	\$ 33,644	\$ 34,644	\$ 497,660
															Task 1100 - Optional			\$ 98,830
															Plan Total			\$ 398,830
															2022 Tasks			\$ 195,527
															2023 Tasks			\$ 203,303

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment,

unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

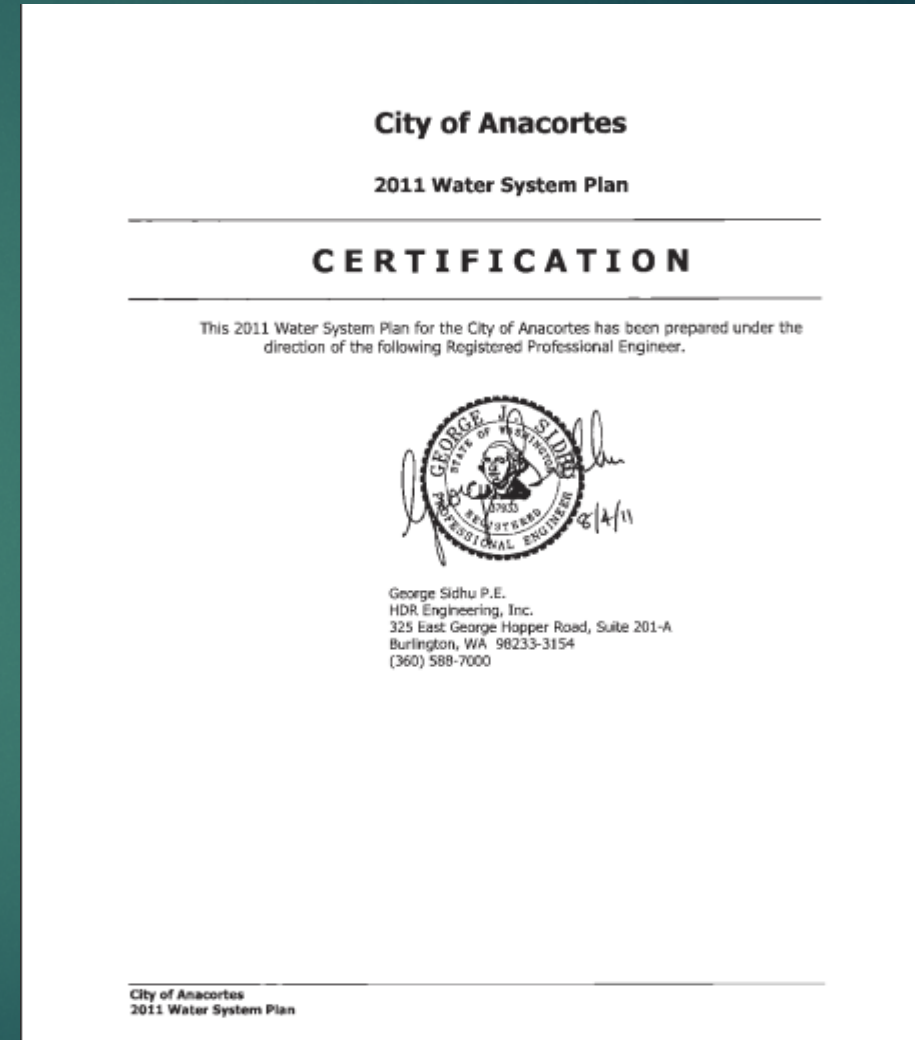
Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

Water System Plan Update

#21-173-WTR-001

CITY OF ANACORTES
PUBLIC WORKS



Brian McDaniel Water System Manager
Page 96 of 143

Water System Plan Update

- ◆ Requirements for updates WAC 246- 290-100
- ◆ 2012 new plan developed
- ◆ 2017 4-Year Limited update
 - ◆ Historical, Peak Hourly Demand
 - ◆ Forecasted wholesale demand
 - ◆ Critical infrastructure analysis



Water System Plan Update

- ◆ RFP Issued August 2021
- ◆ 5 Consulting firms submitted
- ◆ Staff Selection Team 5 members
 - ◆ 2 Firms short list Interviews
- ◆ Carollo Selected as preferred consultant



REQUEST FOR PROPOSALS

FOR

Water System Plan Update
#21-173-WTR-001

Proposal Due Date/Time:

August 10, 2021 at 2:00pm (local time)

FOR INFORMATION, CONTACT:

Tiffany Matson, Contract Specialist

tmatson@cityofanacortes.org

Brian McDaniel, Water Treatment Plant Manager

brianm@cityofanacortes.org

City of Anacortes

914 6th Street

PO Box 547

Anacortes, WA 98221



Project Scope

- ◆ 2022 Tasks
 - ◆ 100 Planning
 - ◆ 200 Demand forecast
 - ◆ 300 Water Model Development
 - ◆ 1000 Project Management
- ◆ 2022 Budget \$195,527

[SCOPE LINK](#)

TASKS

To meet the objectives of this Scope of Services, the Consultant shall complete the tasks as summarized in the table below and discussed in detail in the text that follows.

TASK SUMMARY	
Task Number	Task Name
Task 100	Planning Considerations
Task 200	Demand Forecasts and Water Supply Strategy
Task 300	Model Development
Task 400	Distribution System Analysis
Task 500	Water Quality and Water Treatment
Task 600	Operations and Maintenance and Repair and Replacement
Task 700	Capital Improvement Plan
Task 800	Financial Analysis
Task 900	Plan Development
Task 1000	Project Management
Task 1100	Optional Tasks

Project Scope

- ◆ 2023 Tasks
 - ◆ 400 Distribution Analysis
 - ◆ 500 Water Quality Water Plant
 - ◆ 600 Operations Maintenance
 - ◆ 700 Capital Improvement Plan
 - ◆ 800 Financial Analysis
 - ◆ 900 Plan Development
 - ◆ 1000 Project Management
- ◆ 2023 Budget \$203,303

[SCOPE LINK](#)

TASKS

To meet the objectives of this Scope of Services, the Consultant shall complete the tasks as summarized in the table below and discussed in detail in the text that follows.

TASK SUMMARY	
Task Number	Task Name
Task 100	Planning Considerations
Task 200	Demand Forecasts and Water Supply Strategy
Task 300	Model Development
Task 400	Distribution System Analysis
Task 500	Water Quality and Water Treatment
Task 600	Operations and Maintenance and Repair and Replacement
Task 700	Capital Improvement Plan
Task 800	Financial Analysis
Task 900	Plan Development
Task 1000	Project Management
Task 1100	Optional Tasks

Project Scope

- ◆ Optional Tasks 1100
 - ◆ 1101 Water Model Training
 - ◆ 1102 Water Age Simulation
 - ◆ 1103 Asset Estimated Useful Life
 - ◆ 1104 Risk Based Distribution R&R Ranking
 - ◆ 1105 Design Construction Standard Review
 - ◆ 1106 Repair and Rehab Meeting
 - ◆ 1107 Update Hydraulic System Map
 - ◆ 1108 Modeling Software
- ◆ Optional Budget as authorized \$98,830

[SCOPE LINK](#)

TASKS

To meet the objectives of this Scope of Services, the Consultant shall complete the tasks as summarized in the table below and discussed in detail in the text that follows.

TASK SUMMARY	
Task Number	Task Name
Task 100	Planning Considerations
Task 200	Demand Forecasts and Water Supply Strategy
Task 300	Model Development
Task 400	Distribution System Analysis
Task 500	Water Quality and Water Treatment
Task 600	Operations and Maintenance and Repair and Replacement
Task 700	Capital Improvement Plan
Task 800	Financial Analysis
Task 900	Plan Development
Task 1000	Project Management
Task 1100	Optional Tasks

CFP Project Funding

- ◆ \$65,000 for Water System Plan in 2022
- ◆ \$150,000 for Water Model in 2022
- ◆ \$195,527 Total Projected Expenses 2022
- ◆ \$65,000 for Water System plan 2023
- ◆ \$126,000 for Water Model in 2023
- ◆ \$203,303 Total Projected Expenses 2023

City of Anacortes
Project Detail Worksheet
2022-2027 Capital Facilities Plan

City Type:

Project Title:

Location:

Description:

Justification:

Is CFP?

Nature of Project from Previous CFP:

Costs:	2022	2023	2024	2025	2026	2027	Total
By year	\$65,000	\$126,000					\$191,000
	\$65,000	\$126,000	\$0	\$0	\$0	\$0	\$191,000

Sources:	2022	2023	2024	2025	2026	2027	Total
Taxes							\$0
REIT							\$0
Utility Fee							\$0
Contract Fees							\$0
Grants							\$0
User Fees	\$65,000	\$126,000					\$191,000
Contributions							\$0
Balance							\$0

City of Anacortes
Project Detail Worksheet
2022-2027 Capital Facilities Plan

City Type:

Project Title:

Location:

Description:

Justification:

Is CFP?

Nature of Project from Previous CFP:

Costs:	2022	2023	2024	2025	2026	2027	Total
By year	\$150,000	\$65,000	\$24,000	\$24,000	\$24,000	\$24,000	\$311,000
	\$150,000	\$65,000	\$24,000	\$24,000	\$24,000	\$24,000	\$311,000

Sources:	2022	2023	2024	2025	2026	2027	Total
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Utility Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contract Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
User Fees	\$150,000	\$65,000	\$24,000	\$24,000	\$24,000	\$24,000	\$311,000
Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0

PW Committee updates

- ◆ Overview of each chapter
- ◆ Key Policy Decisions
- ◆ Draft Review

Water System Plan Update SUMMARY OF MEETINGS	
Meetings	Title
Meeting No. 1	Kick-off Meeting
Meeting No. 2	Existing System and Service Area
Meeting No. 3	Existing Policies and Criteria
Meeting No. 4	Demand Forecasts, Water Use Efficiency, and Conservation
Meeting No. 5	Water Supply Strategy
Meeting No. 6	Model Platform Selection
Meeting No. 7	Hydraulic Model Development and Calibration
Meeting No. 8	Preliminary System Deficiencies
Meeting No. 9	Water Quality and Treatment
Meeting No. 10	Operations and Maintenance
Meeting No. Optional 1	Repair and Rehabilitation
Meeting No. 11	Capital Improvement Plan
Meeting No. 12	Financial Analysis
Meeting No. 13	City Draft Plan
Meeting No. 14	Council / Public Review
Meeting No. 15	DOH Pre-Meeting
Note: Does not include 30-minute PM calls – 2X Month	

Questions?

Thank You

CITY OF ANACORTES
PUBLIC WORKS



Brian McDaniel Water System Manager
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EXHIBIT A

CITY OF ANACORTES

SCOPE OF SERVICES

WATER SYSTEM PLAN UPDATE

December 14, 2021

The following Scope of Services has been developed to assist the City of Anacortes (City) with the update of its Water System Plan Update (Plan). The objective of this project is to update and review all elements of the Plan documents, in accordance with WAC 246-290-100 and State of Washington Department of Health (DOH) regulations. The following tasks under this Scope of Services have been prepared based on Carollo's (Consultant) and its subconsultant's current understanding of the proposed project, and on discussions with City staff.

PROJECT BACKGROUND

The City initiated this Plan update recognizing the importance of planning, developing, and recommending water system facilities that provide reliable and efficient service for existing customers and to serve anticipated growth. The Plan is designed to meet state, county, and local requirements. The City's last Water System Plan Update was completed in 2007 and amended in 2015. This Plan will be consistent with the City's current update of the City's Comprehensive Plan, creating a cohesive and complementary set of documents.

PROJECT ASSUMPTIONS

1. Carollo Engineers, Inc. will be referred to as "Consultant" in this document.
2. The City of Anacortes and its staff will be referred to as "City" in this document.
3. All meetings will be held on Microsoft Teams, unless otherwise specified.
4. Draft Chapters will be provided in electronic copy (PDF and/or Microsoft Word) transmitted via email or secure file transfer.
5. City comments on draft chapters will be documented in the Project Comment Response Log by the Consultant. The Consultant will prepare responses to address the comments in the Comment Response Log for the City's review and acceptance. Resulting changes will be incorporated in the Draft Agency Review Plan, rather than reissuing a draft chapter at the time. However, revised draft chapters can be produced upon City required.
6. Electronic Demand Tool will be provided in .xlsx format.
7. The Consultant will prepare an agenda, presentation materials, and document discussions, including action items and decisions, in meeting minutes for Consultant-led meetings.
8. Meeting notes and related materials will be transmitted electronically in MS Word and PDF formats via email.
9. The City will print and produce all documents as necessary for its use.
10. The City will provide available information related to the project and as requested by the Consultant in a timely manner. The City shall furnish Consultant available studies, reports, and other data pertinent to Consultant's services; obtain, or authorize Consultant to obtain, or provide additional reports and data as required; furnish to Consultant services of others required for the performance of Consultant's services hereunder, and Consultant shall be entitled to use and rely upon all such information and services provided by the City or others in performing Consultant's services under this Agreement.
11. In providing opinions of cost, financial analyses, economic feasibility projections, schedules, and quantity and/or quality estimates for potential projects, Consultant has no control over cost or price of labor and material; unknown or latent conditions of existing equipment or structures that may affect operation and maintenance costs; competitive bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; the

incoming water quality and/or quantity; the way the City's plant(s) and/or associated processes are operated and/or maintained; and other economic and operational factors that may materially affect the ultimate project elements, including, but not limited to, cost or schedule. Therefore, Consultant makes no warranty that the City's actual project costs, financial aspects, economic feasibility, schedules, and/or quantities or quality realized will not vary from Consultant's opinions, analyses, projections, or estimates

SUMMARY OF CHAPTERS AND APPENDICES	
Chapter / Appendix	
Executive Summary	
Chapter 1:	Introduction
Chapter 2:	Existing System
Chapter 3:	Policies and Criteria
Chapter 4:	Water Demand Forecast
Chapter 5:	Water Use Efficiency and Conservation
Chapter 6:	Water Supply Strategy
Chapter 7:	Distribution System Analysis
Chapter 8:	Water Quality and Water Treatment
Chapter 9:	Operation and Maintenance
Chapter 10:	Capital Improvement Plan
Chapter 11:	Financial Plan
Appendix A:	Notice of Determination of Non-Significance (DNS)
Appendix B:	State Environmental Policy Act (SEPA) Checklist
Appendix C:	Local Government Consistency Determination Form
Appendix D:	Agency Comment Letters and Responses
Appendix E:	Ordinances and Approvals
Appendix F:	Water System Plan Submittal Form
Appendix G:	DOH Water System Plan Checklist
Appendix H:	Interlocal Agreements
Appendix I:	Water Facilities Inventory Form
Appendix J:	Water Rights Self-Assessment Forms
Appendix K:	Demographic and Demand Forecast Tables
Appendix L:	Hydraulic Model Development and Calibration TM
Appendix M:	Water Quality Sampling Procedures and Program
Appendix N:	Coliform Monitoring Plan
Appendix O:	Emergency Response Plan
Appendix P:	Water Shortage Response Plan and Service Reliability
Appendix Q:	Cross-Connection Control Program
Appendix R:	Standard Construction Specifications for Distribution Mains
Appendix S:	CIP Cost Estimates

TASKS

To meet the objectives of this Scope of Services, the Consultant shall complete the tasks as summarized in the table below and discussed in detail in the text that follows.

TASK SUMMARY	
Task Number	Task Name
Task 100	Planning Considerations
Task 200	Demand Forecasts and Water Supply Strategy
Task 300	Model Development
Task 400	Distribution System Analysis
Task 500	Water Quality and Water Treatment
Task 600	Operations and Maintenance and Repair and Replacement
Task 700	Capital Improvement Plan
Task 800	Financial Analysis
Task 900	Plan Development
Task 1000	Project Management
Task 1100	Optional Tasks

Tasks 100 through 300 shall be completed in the year 2022. Tasks 400 through 900 shall be completed in 2023. Task 1000 shall be carried on through the duration of the project.

TASK 100 – PLANNING CONSIDERATIONS

The objective of this task is to create the City's introduction to the Plan, review and establish new policies and criteria, and document the City's existing water system (e.g., supply, storage, booster pump stations, interties, and distribution). This task consists of the following activities:

TASK 100 ACTIVITIES

101. Data Acquisition. Prepare a data request for the required information. The request may include, but is not limited to, the following:

1. Related comprehensive water plans from the neighboring jurisdictions and other related plans.
2. Agreements with neighboring jurisdictions.
3. Interlocal Agreements.
4. Neighboring/adjacent jurisdictions map, in Geographic Information System (GIS) format with current boundaries.
5. GIS data for the sewer system including City Limits, current water service area, urban growth area (UGA), and interties.
6. Policies and criteria related to service area and conditions of service.
7. Emergency Management goals, including redundancy and reliability standards related to system components, in MS Word.
8. Duty to Serve.
9. City and County land use plans and zoning.
10. Satellite management program.
11. Annexation policy.
12. GIS data for existing facilities, service areas, and inventory.
13. Data on pipeline materials and age by linear foot, as available.

14. Existing renew and replacement program.
15. Summary of improvements completed since the last Plan.
16. Data on existing infrastructure (e.g., supply, storage, booster pump stations, interties, and distribution).
17. Water Facilities Inventory Form.

102. Existing System – Facility Inventory (transmission, distribution, storage and pump stations). Compile existing information on major infrastructure/processes, including size, material, manufacturer, age and maintenance history. Prepare maps of distribution system.

103. Meeting No. 2 – Existing System. Facilitate a meeting to review existing system, infrastructure, as well as service area and boundaries.

104. Existing Policies and Criteria: Summarize established water system policies and criteria, provided by the City, that relate to the administration, operation and management of the Water System for the Plan. Review City's policies and criteria and recommend changes to comply with State standards or industry best practices. Define the service area for the 10 and 20 year scenarios including future wholesale customers.

105. Meeting No. 3 – Policies and Criteria. Facilitate a meeting to review policies and criteria and discuss recommendations.

106. Draft Chapters Development (Chapter 1, Chapter 2, and Chapter 3). Produce and deliver Draft Chapters associated with Task 200 activities for the City's review and approval. An electronic version of the draft Chapter will be sent to the City for review. City comments and Consultant responses will be tracked in the Comment Response Log (ROC). Comments on these chapters will be incorporated into the Final Plan, developed in Task 900. Task 100 Chapters consist of:

1. Draft Chapter 1 – Introduction.
2. Draft Chapter 2 – Existing System.
3. Draft Chapter 3 – Policies and Criteria.

Task 100 Assumptions

1. City can provide elements listed under Task 101.
2. No hard copy of the chapters will be distributed.

Task 100 City Inputs

1. Requested Data from Task 101.
2. Comments on draft Chapter 1 – Introduction.
3. Comments on draft Chapter 2 – Existing System.
4. Comments on draft Chapter 3 – Policies and Criteria.

Task 100 Consultant Deliverables

1. Meeting Agendas, Materials, and Minutes.
2. Draft Chapter 1 – Introduction.
3. ROC for Chapter 1 – Introduction.
4. Draft Chapter 2 – Existing System.
5. ROC for Chapter 2 – Existing System.
6. Draft Chapter 3 – Policies and Criteria.
7. ROC for Chapter 3 – Policies and Criteria.

Task 100 Meetings

1. Meeting No. 2 – Existing System
2. Meeting No. 3 – Policies and Criteria.

TASK 200 – DEMAND FORECASTS AND WATER SUPPLY STRATEGY

The purpose of this task is to perform a demographic analysis and demand projections for the City's Service Area; 10-year and 20-year planning horizons will be evaluated using the best available information. This task consists of the following activities:

TASK 200 ACTIVITIES

201. Data Request. Develop and submit a request for data required for Chapter 4. The following data are anticipated to be required:

1. Demographic growth rates. Population, household, and employment projections (if available) by Transportation Analysis Zones (TAZ) are preferred.
2. Historical connection and water use information by customer class from 2010 through the present. Monthly or Bimonthly water use is preferred.
3. Historical supply purchases from 2010 through the present, including maximum day supply (if available). Monthly or Bimonthly purchases is preferred.
4. Historical supply purchases for the maximum week in 2015, 2016, 2017, 2018, or 2019 to generate a diurnal water use curve for the system.
5. Historical water use from up to ten (10) large customers. If large users have more than one meter, then water use by meter is preferred.
6. Accounted-for Non-Revenue water from 2010 through the present.
7. Wholesale contracts and future water commitments
8. GIS data: land use and zoning data, vacant and re-developable land, TAZ boundaries.

202. Demographics Analysis. Demographic projections will be developed for 10 years and 20 years. Estimate the number of accounts in each pressure zone based on existing customers and vacant and partially vacant lands. Use data from the City to project the number of accounts in the 10-year and 20-year planning horizon. Establish 20-year planning horizon demographic projections using historical growth rates. Incorporate City comments to finalize demographic projections.

203. Demand Projections. Demand projections will be developed for 10 years and 20 years.

- a. Historical Consumption/Production. Summarize historical water consumption and production information, consisting of average day demands (ADD) and maximum day demands (MDD), the accounted-for revenue water uses, estimated water loss and leakage planning values, and establish equivalent residential unit (ERU) values for the different customer classes.
- b. Climate Change. Evaluate impact of climate change on demand trends based on results of local climate models.
- c. Estimate the future ADD and MDD. Estimate future water demand for each pressure zone based on the demographic projections and historical ERU demand. Average, high, and low estimates of the future water demand will be determined for the ADD and MDD. The range will be based on the statistical variation in the historical ERU demand, leakage values, conservation goals, and climate change. Up to 10 of the City's largest connections, future large-scale industrial demands, and wholesale water customers will be evaluated and projected separately and added to other projected system demands. Peak hour demand (PHD) will be calculated using diurnal curves provided by the City and used in distribution system modeling.
- d. Demand model. Provide excel database with projected ERUs and resulting demand for City's use in future updates.

204. *Water use Efficiency and Conservation Plan.* The purpose of this subtask is to document the City's water use efficiency:

- Update consumption trends.
- Update charts of historical consumption trends.
- Update distribution system leakage (DSL) Trends.
- Report the City's historical DSL trends.
- Develop Draft Water Use Efficiency (WUE) Goals. Provide analysis of historical consumption and DSL trends equivalent to that provided in the previous Plan. Propose potential WUE goal updates and work with the City to select WUE goals that align with the City's goals and are realistic as informed by historical water consumption trends. Consultant will incorporate WUE goals into the demand projections and the City will have the opportunity to see how the WUE goals impact the demand projections before finalizing the goals.

205. *Meeting No. 4 – Water Demand Forecasts, Water Use Efficiency, and Conservation.* Present the methods and results of the demographic analysis and demand projections for the City's review and approval. The WUE program will also be discussed.

206. *Water Rights and Supply Analysis:* The purpose of this subtask is to summarize water rights and identify a water supply strategy to meet future demands. An Ability to Serve Analysis will identify future deficiencies for the City's level of service goals identified in Task 100. Develop and evaluate up to three (3) Future Supply Alternatives to select a preferred Water Supply Strategy.

- Ability to Serve Analysis. Determine the "ability to serve" of each source based on available estimates of capacity, water rights, treatment capacity, auxiliary power, and other limitations. Identify supply deficiencies based on the level of service goals for the 10-year and 20-year projected demands. This may include new service areas.
- Assess Water Rights. Review the City's water right portfolio to ensure consistency with Department of Ecology's records. Consultant will verify that the attributes of the water-right authorizations are consistent with the City's use of the supply sources.

207. *Meeting No. 5 – Water Supply Strategy.* Review and refine proposed Supply Alternatives with City Staff; refine alternatives to be used in the Water Supply Strategy; select preferred long-term supply alternative.

208. *Draft Chapters Development (Chapter 4, Chapter 5, and Chapter 6).* Produce and deliver Draft Chapters associated with Task 300 activities for the City's review and approval. An electronic version of the draft Chapter will be sent to the City for review. City comments and Consultant responses will be tracked in the ROC. Comments on these chapters will be incorporated into the Final Plan, developed in Task 900. Task 200 Chapters consist of:

1. Draft Chapter 4 – Water Demand Forecasts.
2. Draft Chapter 5 – Water Use Efficiency and Conservation.
3. Draft Chapter 6 – Water Supply Strategy.

Task 200 Assumptions

1. City can provide elements listed under Task 201.
2. No hard copy of the chapters will be distributed.
3. The Service Area and pressure zones will be delineated prior to development of the water requirements.

Task 200 City Inputs

1. Requested Data from Task 201.
2. Comments on Draft Chapter 4 – Water Demand Forecasts.
3. Comments on Draft Chapter 5 – Water Use Efficiency and Conservation.

4. Comments on Draft Chapter 6 – Water Supply Strategy.

Task 200 Consultant Deliverables

1. Workshops agenda and minutes.
2. Draft Chapter 4 – Water Demand Forecasts.
3. ROC for Draft Chapter 4.
4. Draft Chapter 5 – Water Use Efficiency and Conservation.
5. ROC for Draft Chapter 5.
6. Draft Chapter 6 – Water Supply Strategy.
7. ROC for Draft Chapter 6.
8. Demographic and Demand Forecast Tables.
9. Electronic Demand Model.

Task 200 Meetings

1. Meeting No.4 – Demand Forecasts, Water Use Efficiency, and Conservation.
2. Meeting No.5 – Water Supply Strategy.

TASK 300 – MODEL DEVELOPMENT

The purpose of this task is to develop a hydraulic model of the City's water distribution system. A new hydraulic model software platform will be selected, and the model will be converted to this platform. Model piping will be updated based on the latest GIS, and the model will be calibrated based on results of hydrant tests performed by the City and SCADA data and pressure logger data provided by the City.

TASK 300 ACTIVITIES

301. Data Request. Develop and submit a request for data required for the hydraulic model update and calibration. The following data are anticipated to be required:

1. Previous DHI Mike Urban Model.
2. SCADA data.
3. Pressure logger results.
4. Fire Hydrant tests results.
5. GIS data for existing facilities and inventory.

302. Meeting No. 6 – Model Platform Selection. Facilitate meeting to select new hydraulic model software platform.

303. Model Platform Selection Technical Memorandum. Summarize the hydraulic model platform selection in a Draft TM for the City's review. TM will be included as an appendix to the Plan.

304. Update Water Model. Convert model from DHI Mike Urban to selected platform. Update model with latest GIS and do an overall check of the hydraulic model to verify that it is running correctly. Apply projected demands to the model based on meter locations and demand factors for each customer class. Projected demands for the largest customers will be applied directly to each customer location. The demands will include the current year for model calibration, as well as the 10-year and 20-year ADD and MDD for planning.

305. Calibrate Water Model for Steady State. Calibrate the model using hydrant flow test data provided by the City. Up to 12 hydrant tests will be used for calibration. Establish and verify appropriate model settings and parameters (such as tank levels, pump curves, etc.) using data provided by City, including SCADA information. Calibrate the hydraulic model according to M32 guidelines.

306. Calibrate Water Model for Extended Period Simulation (EPS). Calibrate the model for one week in the winter and one week in the summer. SCADA data and pressure logger data will be provided by the City and will be used for calibration.

307. Meeting No. 7 – Hydraulic Model Development and Calibration. Facilitate a meeting to present the results of the model development and calibration efforts.

308. Hydraulic Model Development and Calibration TM. Summarize model development and calibration in a Draft TM for the City's review. TM will be included as an appendix to the Plan.

Task 300 Assumptions

1. The City will conduct hydrant flow testing to support model calibrations.
2. The City will provide SCADA data and pressure logger data for EPS calibration.
3. Carollo will not be providing a software license of the selected software for the City's use.

Task 300 City Inputs

1. Requested Data.
2. Comments on draft Model Platform Selection Technical Memorandum.
3. Comments on draft Hydraulic Model Development and Calibration Technical Memorandum.

Task 300 Consultant Deliverables

1. Meeting Agenda, Materials, and Minutes.
2. Model Platform Selection Technical Memorandum.
3. Hydraulic Model Development and Calibration Technical Memorandum.
4. Hydraulic Model files.

Task 300 Meetings

1. Meeting No. 6 – Model Platform Selection.
2. Meeting No. 7 – Hydraulic Model Development and Calibration.

TASK 400 –DISTRIBUTION SYSTEM ANALYSIS

The purpose of this task is to evaluate the future water system to identify potential deficiencies and proposed improvements, including storage, booster pump stations, and distribution. Desktop evaluations will be performed to identify pumping and storage deficiencies. The updated and calibrated hydraulic model will be used to evaluate the system's fire flow, pressure, and velocity performance. Improvements identified in other tasks will be incorporated into the model, as appropriate, to determine the effect of comprehensive improvements. This task consists of the following activities:

TASK 400 ACTIVITIES

401. Data Request. Develop and submit a request for data required by Chapter 7. The following data are anticipated to be required:

1. Data for existing facilities and inventory.

402. Develop Hydraulic Profile. Prepare a hydraulic profile figure of the City's distribution system.

403. Desktop Analysis – Storage Analysis. Identify the storage volume required for each pressure zone based on the City's storage criteria for equalizing, fire flow, operational, and standby volumes. The storage analysis will be performed for the 10-year and 20-year projected demands.

404. Desktop Analysis – Pump Station Analysis. Identify the pumping capacity requirements per the evaluation criteria. Compare requirements to current pump station capacity to identify any deficiencies for the 10-year and 20-year projected demand scenarios. Required upgrades, modifications, or operational changes will be recommended, as necessary.

405. Desktop Analysis – Limiting Factor Analysis. Conduct the limiting factor analysis using DOH WSDM 6-1. Calculate the water system service connections correlated to ERUs and the physical system capacity as ERUs. The Limiting Factor Analysis will use information summarized in previous chapters, where applicable. The Limiting Factor Analysis will be conducted for the sought approval period.

406. Fire and System Pressure Analysis. Using the updated hydraulic model, perform analysis of the system evaluating fire flow and system pressures per DOH regulations and guidelines based on the City's water system criteria. The steady state analysis will focus on distribution capacity deficiencies for pressure, velocity, and available fire flow. Prepare figures showing deficiencies.

407. Meeting No. 8 – Preliminary System Deficiencies. Facilitate a meeting to review the results from the pumping, storage, and fire and pressure analyses. Discuss potential improvement projects.

408. Identification of Water Improvement Projects. Identify improvements to address deficiencies under the MDD plus fire flow simulations and the peak hour simulations for the 10-year and 20-year scenarios. Previously identified supply, storage, and booster pump station improvements will be incorporated to assist in meeting deficiencies.

409. Draft Chapter 7 Development. Produce and deliver Draft Chapter 7 – Distribution System Analysis for the City's review and approval. An electronic version of the draft Chapter will be sent to the City for review. City comments and Consultant responses will be tracked in the ROC. Comments on these chapters will be incorporated into the Final Plan, developed in Task 900.

Task 400 Assumptions

1. The City will provide assumptions on future sources and quantities of supply.
2. No hard copy of the chapter will be distributed.

Task 400 City Inputs

1. Requested Data.
2. Comments on draft Chapter 7 – Distribution System Analysis.

Task 400 Consultant Deliverables

1. Meetings Agendas, Materials, and Minutes.
2. Draft Chapter 7 – Distribution System Analysis.
3. ROC for Chapter 7 – Distribution System Analysis.

Task 400 Meetings

1. Meeting No. 8 – Preliminary System Deficiencies Workshop.

TASK 500 – WATER QUALITY AND WATER TREATMENT

The purpose of this task is to summarize water quality regulations and reporting requirements, evaluate water quality against regulations, summarize any water quality violations, and recommend improvements, if necessary, to meet anticipated or future water quality regulations. The task will consist of the following activities:

TASK 500 ACTIVITIES

501. Data Acquisition. Prepare a data request for the required information. The request may include, but is not limited to, the following:

1. Water Quality Sampling Procedures & Program.
2. Consumer Confidence Reports.
3. Water quality violations, if applicable.
4. Revised Coliform Monitoring Plan.
5. Boil Water Notices.
6. Historical water quality data from online analyzers.
7. Historical electrical and chemical usage data.

502. Site Visit of Treatment Plant to understand the existing infrastructure. Task includes interviewing operators regarding plant operations, current limiting processes, and areas of concern. Site summary will be developed to summarize the facility operations.

503. Historical Raw/Finished Water Quality, Regulatory Assessment and Finished Water Quality Goals. Results and recommendations will be presented and discussed to the City during Meeting No.9.

- Raw Water Quality. The Consultant shall provide a summary of available historical raw water data for the WTP. This task will include identifying and tabulating the existing raw water quality data.
- Finished Water Quality. The Consultant shall provide a summary of available finished water quality data for the WTP. This task will include identifying and tabulating the existing finished water quality data.
- Historical Regulatory Compliance and Future Requirements. Prepare a summary of the current and anticipated future drinking water regulatory requirements and compare these requirements to the current Anacortes WTP finished water quality. Current process capabilities will be compared/contrasted with finished water quality goals to determine if additional treatment processes are recommended for future compliance.

504. Existing Facilities and Operational Performance. The purpose of this task is to establish a baseline understanding of the existing WTPs infrastructure (i.e., intakes, critical pipelines, facilities, and property) and summarize performance history.

- Summary of Previous Studies. Compile and provide a summary of existing studies, annual reports and other documents related to WTP performance and raw water quality.
- Risk Analysis. Review general site and facility risk from natural hazards such as flooding, earthquake, and wildfire using latest regulatory guidelines. Provide general recommendations for future planning to mitigate risks, if needed.
- Summary of Historical Performance. Provide an overview of operational performance measures, including raw water flow rates; daily production rates; electrical power usage; chemical usage; sludge production; settled, filtered and finished water turbidity; filter operations and overall plant production efficiency; and chlorine disinfection performance. Determine areas for improvement or general optimization based on performance evaluation and operator observations.
- Summary of Major Equipment and Future Planning. Compare major equipment ages, criticality, and conditions as noted by operators or field observations to industry standard replacement recommendations to determine the need any near term replacements needed.
- Planning for future work. This task includes:
 - Based on general plant observations, provide a recommendation for when a full facility plan will be needed.
 - Discuss asset management options. Based on discussion, develop projects and studies needed for this approach and timeline for implementation.

- Discuss Engineering Operations Manual (EOM) options for transitioning unsupported EOM to a new platform. Based on discussion, develop projects and studies needed for this approach and timeline for implementation.

505. Meeting No. 9 – Water Quality and Treatment. Facilitate a meeting to review the Water Quality and Treatment and plans for the future.

506. Draft Chapter 8 Development. Produce and deliver Draft Chapter 8 – Water Quality and Water Treatment associated with Task 400 activities for the City’s review and approval. An electronic version of the draft Chapter will be sent to the City for review. City comments and Consultant responses will be tracked in the Comment Response Log (ROC). Comments on these chapters will be incorporated into the Final Plan, developed in Task 900.

Task 500 Assumptions

1. City can provide elements listed under Task 401.
2. No hard copy of the chapter will be distributed.
3. This task does not include review or update of the City’s Water Quality Monitoring Plan, Coliform Monitoring Plan, and other water quality programs and plans.
4. Water Quality data is provided in excel format

Task 500 City Inputs

1. Requested Data from Task 401.
2. Water Quality Sampling Procedures & Program.
3. Revised Coliform Monitoring Plan.
4. Comments on Draft Chapter 8 – Water Quality and Water Treatment.

Task 500 Consultant Deliverables

1. Draft Chapter 8 – Water Quality and Water Treatment.
2. ROC for Chapter 8 – Water Quality and Water Treatment.

Task 500 Meetings

1. Site Visit – Treatment Plant Tour
2. Meeting No. 9 – Water Quality and Treatment and plans for the future.

TASK 600 – OPERATION AND MAINTENANCE AND REPAIR AND REPLACEMENT

The purpose of this task is to review, update, and evaluate the City’s Operations and Maintenance (O&M) Program document. An evaluation of the O&M programs will provide recommendations for new or updated maintenance programs, as needed. This task will also develop the City’s prioritized repair and replacement. This task will consist of the following activities:

TASK 600 ACTIVITIES

601. Data Acquisition. Prepare a data request for the required information. The request may include, but is not limited to, the following:

1. The standard plans, in PDF format; and specifications, in MS Word. It is assumed the City will provide its standard plans and specifications for inclusion in the Plan.
2. Current design and construction standards.
3. Water system organization chart and operator certifications.
4. Public Works Emergency Response Plan.
5. Cross-Connection Control Program.

6. Route and preventive maintenance schedules for major system components.
7. Water Shortage Response Plan and Service Reliability, if available.

602. O&M Update. Review previous O&M chapter and update based on information provided by the City. This may include organization, certification, O&M program activities updates, and known major deficiencies in the City's O&M program. A detailed evaluation of City O&M programs will not be conducted.

603. Meeting No. 10 – Operation and Maintenance. Meeting with O&M staff to discuss O&M programs, determine O&M goals, and develop O&M standards.

604. Draft Chapter 9 Development. Produce and deliver Draft Chapter 9 – Operation and Maintenance associated with Task 500 activities for the City's review and approval. An electronic version of the draft Chapter will be sent to the City for review. City comments and Consultant responses will be tracked in the ROC. Comments on these chapters will be incorporated into the Final Plan, developed in Task 900.

Task 600 Assumptions

1. City can provide elements listed under Task 501.
2. No hard copy of the chapter will be distributed.
3. City will make updates to existing design and construction standards as needed.

Task 600 City Input

1. Requested Data from Task 501
2. Comments on Draft Chapter 9 – Operation and Maintenance.

Task 600 Consultant Deliverables

1. Meetings Agenda, Materials, and Minutes.
2. Draft Chapter 9 – Operation and Maintenance.
3. ROC for Chapter 9 – Operation and Maintenance.

Task 600 Meetings

1. Meeting No.10 – O&M.

TASK 700 – CAPITAL IMPROVEMENT PLAN

This task will summarize the recommended improvements for the water system in accordance with the City's policies and criteria. Tasks involved consist of the following activities:

TASK 700 ACTIVITIES

701. CIP Projects with Triggers. Identify and describe CIP projects from prior tasks and existing City planning. Prepare a description of each project. A recommended implementation date, based on a quantitative project "trigger", will be defined for each CIP project.

702. Cost Estimates. Develop planning level cost estimates for all recommended projects using costs provided in other planning efforts. Cost estimates for construction, engineering, permitting, and other contingencies will be prepared; all costs will be given in 2022 dollars.

703. Prioritization. Prioritize condition-related and capacity-related projects identified in the previous tasks for inclusion in the CIP in collaboration with the City in Meeting No. 8.

704. Electronic CIP. Develop an electronic CIP tool using Excel to assist the City with future budgeting. Each project will be listed on a separate tab including project description, justification, estimated cost, and recommended year for implementation. City staff will be provided the ability to adjust indirect costs and

escalation factors. A copy of the electronic CIP will be provided to City staff. The Consultant will train City staff on using the CIP Tool.

705. Meeting No. 11 – CIP. Facilitate meeting with City Staff to review the recommended CIP at City Office.

706. Draft Chapter 10 Development. Produce and deliver Draft Chapter 10 - CIP for the City's review and approval. An electronic version of the draft Chapter will be sent to the City for review. City comments and Consultant responses will be tracked in the ROC. Comments on these chapters will be incorporated into the Final Plan, developed in Task 900.

Task 700 Assumptions

1. The City can provide all elements listed under City Deliverables below.
2. City will provide recent project costs to use as the basis for planning estimates.
3. No hard copy will be distributed.

Task 700 City Inputs

1. Standard Construction Specification for Distribution Mains.
2. Comments on draft Chapter 10 – Capital Improvement Plan.

Task 700 Consultant Deliverables

1. CIP Cost Estimates.
2. Draft Chapter 10 – Capital Improvement Plan.
3. ROC for Chapter 10 – Capital Improvement Plan.
4. Meeting Agenda, Materials, and Minutes.

Task 700 Meetings

1. Meeting No. 11 – CIP.

TASK 800 – FINANCIAL PLAN

The purpose of this task is to develop Chapter 11 – Financial Program. The City Staff will develop Chapter 11 with review by the consulting team. Chapter 11 will summarize the financial status of the City and provide a cursory evaluation of the City's ability to finance necessary capital improvements included in the CIP. Ten-year projections of revenues and expenses will be developed by the City Staff to identify the total cost of providing water service and implementing the capital improvement program.

TASK 800 ACTIVITIES

801. Chapter outline. The Consulting team will provide an outline of the chapter, the Department of Health guidelines and the proposed data needs for the chapter.

801. Meeting No.12 – Financial Analysis. Facilitate meeting with City Staff to review the financial analysis conducted by the City's Finance Group.

803. Draft Chapter 11 Development. Review the draft Chapter 11 – Financial Plan developed by the City for consistency with the Plan and Department of Health guidelines. Any suggested modifications will be emailed to the City team for incorporation into the final Chapter.

Task 800 Assumptions

1. The City's will develop the data for this Task.
2. The Carollo Team will develop the outline of Chapter 11.

Task 800 City Input

1. Comments on Draft Chapter 11 – Financial Plan.

Task 800 Consultant Deliverables

1. Draft Chapter 11 – Financial Plan.
2. ROC for Draft Chapter 11 – Financial Plan.
3. Meeting Agenda, Materials, and Minutes.

Task 800 Meetings

1. Meeting No. 12 – Financial Analysis Review.

TASK 900 – PLAN DEVELOPMENT

The purpose of this task is to integrate all chapters and appendices into the full Plan for review and adoption by the City. This task includes review of all chapters for consistency with DOH's requirements for a Comprehensive Water System Plan per WAC 206-290-100:

TASK 900 ACTIVITIES

901. Executive Summary. Prepare an executive summary, summarizing each element of the Water System Plan.

902. City Draft Plan. Prepare Cover Sheet and Table of Contents. Compile Chapters and develop Appendices. Incorporate comments into Draft Chapters based on City accepted ROCs. Prepare electronic review draft document for City Staff (one PDF copy).

903. Meeting No. 13 – City Draft Plan. Meet with City to discuss comments of draft document. Incorporate comments to be included into Agency Draft Plan.

904. Agency Draft Plan. Incorporate City comments into an Agency Draft plan to be submitted for agency review. Prepare one PDF for distribution of Plan to Agencies.

905. Meeting No. 14 – City Council / Public Review. Attend a City Council meeting to support City Staff in gaining public comment and/or council approval of the Plan, as selected by City staff. Aid City Staff in preparing technical materials for the meeting.

906. Final Plan. Consultant will review agency review letters for incorporation into the Final Plan. Delivery of the Final Plan will include one PE Stamped final PDF, and all electronic deliverables.

Task 900 Assumptions

1. City provides required documents for appendices, including acceptance ordinances.
2. It is anticipated that the City will lead the environmental and agency Plan review and approval process. The City will provide all associated documentation to the Consultant.
3. It is anticipated that City will distribute the Plan to DOH, County agencies, and adjacent purveyors review for approval. The City will collect public and agency review comments and address all comments. The Consultant will provide technical assistance, if required. City will develop written responses to comments received during Agency Review process.
4. The City requests electronic deliverables.

Task 900 City Deliverables

1. City Comments.
2. Public and Agency Review Comments.
3. Agency Comment Letters and Responses.
4. Adopting ordinances and approvals.
5. Water System Plan Submittal Form.

Task 900 Consultant Deliverables

1. Executive Summary.
2. City Draft Plan – One PDF.
3. Agency Draft Plan – Three hard copies and one PDF.
4. Final Plan – One Stamped final hardcopy and PDF.
5. Meeting No. 13 – City Draft Plan Agenda, Materials, and Minutes.
6. Meeting No. 14 – Council / Public Review materials.
7. DOH Water System Plan Checklist.

Task 900 Meetings

1. Meeting No. 13 – City Draft Plan.
2. Meeting No. 14 – City Council / Public Review.

TASK 1000 – PROJECT MANAGEMENT

The purpose of this task is to direct all activities within the Plan as assigned by the City and maintain the project within the contracted scope, schedule, and budget. This includes project administration, monthly invoicing, client and team coordination and quality assurance/quality control review necessary to successfully complete the assigned chapter of the Plan to the City's expectations. Additionally, the Consultant will develop a Project Management Plan (PMP) and lead the initial team kick-off meeting. This task consists of the following activities:

TASK 1000 ACTIVITIES

1001. Monthly Progress Reports and Invoices. This subtask includes production and implementation of the project plan, schedule, and budget. Assist the project team members in the implementation of the task items, reviewing the work-in-progress reports. Prepare and submit monthly activity reports showing current project status and identifying key issues or elements of the project that will need to be addressed in the proceeding weeks. An electronic version of the monthly progress reports will be sent to the City for review and approval. This task assumes that no hard copy of the monthly progress reports will be distributed.

1002. Project Management Plan. Prepare a Project Management Plan (PMP) that describes deliverables, Plan outline, anticipated meetings, project roles and responsibilities, lists contact information for the project team, describes communications protocols, quality management, and includes the scope of services, schedule, and budget. Quality Management includes, but is not limited to, the following elements:

- Project Manager overview of all primary documents to verify technical consistency and compliance with contract requirements.
- Organization of the work into logical deliverables with qualified staff for each task assigned to the work.
- Resolution of all review comments summarizing key comments and the manner in which each was addressed in the work.

An electronic version of the Project Management Plan will be sent to the City for review and approval. This task assumes that no hard copy of the Project Management Plan will be distributed.

1003. Meeting No. 15 – DOH Pre-Planning meeting and Meeting 1 - Kick-off Meeting. Attend DOH Pre-Planning meeting with City staff. Facilitate a kick-off meeting to review project management and initial data requests.

1004. Client Coordination.

- Manage the consultant project team to track time and budget, work elements accomplished, work items planned for the next period, manpower, scope changes, time and budget needed to complete the project.
- Create and maintain a working project schedule based on the schedule in the PMP.
- Review project status, including scope, budget, and schedule.
- *Bi-Monthly Virtual Status Meeting.* Facilitate virtual PM meetings 2 times per month to review status of project

Task 1000 Assumptions

1. The PMP will be updated with full incorporation of review comments after the City review of the draft PMP.
2. The total length of the project is 18 months.
3. City provides required documents for appendices.
4. Bi-monthly Status Meetings will be held over Microsoft Teams.

Task 1000 City Input

1. Team member contact information.
2. PMP review for completeness.
3. Receive, review, and process Consultant invoices in a timely manner.

Task 1000 Consultant Deliverables

1. Draft Plan outline.
2. Draft PMP.
3. Final PMP.
4. Eighteen monthly progress reports and invoices.

Task 1000 Meetings

3. Meeting No. 15 - DOH Pre-plan meeting.
4. Meeting No. 1 – Kick off Meeting.
5. PM Virtual Meetings

TASK 1100 – OPTIONAL

The purpose of this task provides additional activities. This task consists of the following activities:

TASK 1100 ACTIVITIES

1101. Model Training. Lead workshop to train City staff on using their hydraulic model. Prepare a PowerPoint presentation for the model training customized for the City's water system. The workshop will cover the procedures for evaluating available pressures and fire flows throughout the City's water system and updating the model to include new customers, infrastructure, and equipment setting.

1102. Water Age Simulation. Use calibrated hydraulic model to perform multi-day simulation to identify the system-wide water age. It is assumed that the normal or typical operating condition model will be used to perform this analysis. Once the model is setup for a long model simulation, the benchmark water age will be conducted for existing ADD and MDD conditions. Simulations will then be run for the 10-year and 20-year ADD and MDD conditions. No more than six model runs will be completed. GIS maps will be prepared to display the results and the average water age will be summarized by pressure zone. A draft and final TM summarizing the methods, assumptions, and findings for the water age simulation will be prepared.

1103. Estimate Remaining Useful Life. Calculate the remaining useful life (RUL) of each pipe considering the value of replacing versus maintaining the pipe for the primary distribution system. It is expected that RUL will be based on pipe age, material, and previously identified deficiencies, as available from the City. The RUL will be used to recommend the extent of the City's pipeline replacement during the planning period.

1104. Risk Based Collection System R&R Rankings. Aid the City in developing risk based ranking of its distribution system repair and replacement (R&R) using risk, which is defined as vulnerability (e.g., remaining useful life (RUL)) multiplied by criticality. Assign criticality to the collection system using available data from the geographic information system (GIS). Criticality is anticipated to include pipe size, known maintenance issues, service customers, location and known accessibility limitations. Prepare maps and tables to review with City Staff to confirm criticality. Combine collection system RUL (Subtask 504) with criticality to determine risk throughout the City's collection system. Document ranking distribution system R&R into Chapter 9 – O&M.

1105. Design and Construction Standards Review. Review existing design and construction standards and make recommendations for modification to bring them up to current industry standards as needed.

1106. Optional Meeting No. 1 – Repair and Rehabilitation. Facilitate a meeting to review the results from the RUL analysis, discuss risk-based ranking and methodology, and preliminary results.

1107. Update System Maps. Prepare updated maps of the water system.

1108. Modeling Software. Estimated cost for City to purchase modeling software for internal use and run the model provided by Carollo.

1109. Site Visits. Site visit of existing facilities to understand the existing transmission and distribution infrastructure. Water Treatment Tour will occur in Task 400.

Task 1100 Consultant Deliverables

1. Water Age Simulation TM.

Task 1100 Meetings

2. Meeting No. Optional 1 – Repair and Rehabilitation

DRAFT LIST OF MEETINGS TO BE UPDATED AFTER CITY REVIEW

Water System Plan Update SUMMARY OF MEETINGS	
Meetings	Title
Meeting No. 1	Kick-off Meeting
Meeting No. 2	Existing System and Service Area
Meeting No. 3	Existing Policies and Criteria
Meeting No. 4	Demand Forecasts, Water Use Efficiency, and Conservation
Meeting No. 5	Water Supply Strategy
Meeting No. 6	Model Platform Selection
Meeting No. 7	Hydraulic Model Development and Calibration
Meeting No. 8	Preliminary System Deficiencies
Meeting No. 9	Water Quality and Treatment
Meeting No. 10	Operations and Maintenance
Optional Meeting No. 1	Repair and Rehabilitation
Meeting No. 11	Capital Improvement Plan
Meeting No. 12	Financial Analysis
Meeting No. 13	City Draft Plan
Meeting No. 14	Council / Public Review
Meeting No. 15	DOH Pre-Meeting

Note: Does not include 30-minute PM calls – 2X Month



CITY OF ANACORTES
WATER SYSTEM PLAN UPDATE
PROJECT BUDGET

TASK / DESCRIPTION		PM	QM	Planning Eng	CIP	Modeling	Demand	WQ	O&M	Financial	GIS	DP	Total Hours	Carollo Labor Cost	OTHER DIRECT COSTS				TOTAL COST	
		Kammereck	Varies	Varies	Thurman	Nabonnand	Pajares	Leeds	Waligorski	Ivey	Silber	Varies			PECE					
Total Labor Rate		\$235.00	\$220.00	\$145.00	\$187.00	\$180.00	\$180.00	\$220.00	\$220.00	\$235.00	\$140.00	\$115.00			Travel, Shipping and Printing	\$	13.00	Total ODC		
2022 Tasks																				
Task 100 - Planning Considerations		18	8	8		16	116				24	32	222	\$ 37,950	\$ -	\$ 2,886	\$ 2,886	\$ 40,836		
101	Data Acquisition			8			4				4		16	\$ 2,440	\$ -	\$ 208	\$ 208	\$ 2,648		
102	Existing System					8	16				8		32	\$ 5,440		\$ 416	\$ 416	\$ 5,856		
103	Meeting No 2 Existing System	2					8					2	12	\$ 2,140		\$ 156	\$ 156	\$ 2,296		
104	Existing Policies and Criteria	8	2			8	32					4	54	\$ 9,980	\$ -	\$ 702	\$ 702	\$ 10,682		
105	Meeting No 3 Existing Policies and Criteria	2					8					2	12	\$ 2,140	\$ -	\$ 156	\$ 156	\$ 2,296		
106	Draft Chapters Development (Chapter 1-3)	6	6				48				12	24	96	\$ 15,810		\$ 1,248	\$ 1,248	\$ 17,058		
Task 200 - Demand Forecasts and Water Supply Strategy		14	12				148	4			52	30	260	\$ 44,180	\$ -	\$ 3,380	\$ 3,380	\$ 47,560		
201	Data Request						8						8	\$ 1,440	\$ -	\$ 104	\$ 104	\$ 1,544		
202	Demographics Analysis						12				16		28	\$ 4,400	\$ -	\$ 364	\$ 364	\$ 4,764		
203	Demand Projections		2				32				12		46	\$ 7,880	\$ -	\$ 598	\$ 598	\$ 8,478		
204	Water Use Efficiency and Conservation Plan		2				24				8		34	\$ 5,880	\$ -	\$ 442	\$ 442	\$ 6,322		
205	Meeting No 4 Water Demand, Water Use, Conservation	2					8					2	12	\$ 2,140	\$ -	\$ 156	\$ 156	\$ 2,296		
206	Water Rights and Supply Analysis	4	2				8	4				2	20	\$ 3,930		\$ 260	\$ 260	\$ 4,190		
207	Meeting No 5 Water Supply Strategy	2					8					2	12	\$ 2,140		\$ 156	\$ 156	\$ 2,296		
208	Draft Chapters Development (Chapters 4-6)	6	6				48				16	24	100	\$ 16,370		\$ 1,300	\$ 1,300	\$ 17,670		
Task 300 - Model Development		4	18	228		170					36	16	472	\$ 75,440	\$ -	\$ 6,136	\$ 6,136	\$ 81,576		
301	Data Request			16		8							24	\$ 3,760	\$ -	\$ 312	\$ 312	\$ 4,072		
302	Meeting No. 6 Model Platform Selection		2			10						2	14	\$ 2,470	\$ -	\$ 182	\$ 182	\$ 2,652		
303	Model Platform Selection Technical Memorandum		2			16					8	2	28	\$ 4,670	\$ -	\$ 364	\$ 364	\$ 5,034		
304	Update Water Model		4	100		40					8		152	\$ 23,700	\$ -	\$ 1,976	\$ 1,976	\$ 25,676		
305	Calibrate Water Model for Steady State		4	40		24					4		72	\$ 11,560	\$ -	\$ 936	\$ 936	\$ 12,496		
306	Calibrate Model for Extended Period Simulation (EPS)		4	40		40					4		88	\$ 14,440		\$ 1,144	\$ 1,144	\$ 15,584		
307	Meeting No. 7 Hydraulic Model Development and Calibration	2		8		8					4	4	26	\$ 4,090		\$ 338	\$ 338	\$ 4,428		
308	Hydraulic Model Development and Calibration TM	2	2	24		24					8	8	68	\$ 10,750		\$ 884	\$ 884	\$ 11,634		
Task 1000 - Project Management		60	1	39	2	2	2	2	2			17	127	\$ 23,904	\$ -	\$ 1,651	\$ 1,651	\$ 25,555		
1001	Year 1 Monthly Progress Reports and Invoices	12		12								9	33	\$ 5,595	\$ -	\$ 429	\$ 429	\$ 6,024		
1002	Develop Project Management Plan	1	1	16								4	22	\$ 3,235		\$ 286	\$ 286	\$ 3,521		
1003	Meeting No. 1 - Kick-off	5		5	2	2	2	2	2			2	22	\$ 4,104		\$ 286	\$ 286	\$ 4,390		
1004	Meeting No. 15 - DOH Pre-Planning	6		6								2	14	\$ 2,510		\$ 182	\$ 182	\$ 2,692		
1005	Year 1 Client Coordination	36											36	\$ 8,460	\$ -	\$ 468	\$ 468	\$ 8,928		
2022 Tasks Total		96	39	275	2	188	266	6	2		112	95	1081	\$ 181,474.00	\$ -	\$ 14,053.00	\$ 14,053.00	\$ 195,527		
2023 Tasks																				
Task 400 - Distribution System Analysis		4	18	208		114					42	12	398	62,840		5,174	5,174	\$ 68,014		
401	Data Request					8							8	\$ 1,440	\$ -	\$ 104	\$ 104	\$ 1,544		
402	Develop Hydraulic Profile		1	24		8							33	\$ 5,140		\$ 429	\$ 429	\$ 5,569		
403	Desktop Analysis - Storage Analysis		2	40		8							50	\$ 7,680	\$ -	\$ 650	\$ 650	\$ 8,330		
404	Desktop Analysis - Pump Station Analysis		2	24		8							34	\$ 5,360	\$ -	\$ 442	\$ 442	\$ 5,802		
405	Desktop Analysis – Limiting Factor Analysis		2	24		8							34	\$ 5,360	\$ -	\$ 442	\$ 442	\$ 5,802		
406	Fire and System Pressure Analysis		2	40		24					12		78	\$ 12,240	\$ -	\$ 1,014	\$ 1,014	\$ 13,254		
407	Meeting No. 8 - Preliminary System Deficiencies	2	4			10					2	4	22	\$ 3,890	\$ -	\$ 286	\$ 286	\$ 4,176		
408	Indentification of Water Improvement Projects		1	24		24					12		61	\$ 9,700	\$ -	\$ 793	\$ 793	\$ 10,493		
409	Draft Chapter 7 Development	2	4	32		16					16	8	78	\$ 12,030		\$ 1,014	\$ 1,014	\$ 13,044		
Task 500 - Water Quality and Water Treatment		4		36				86				6	132	\$ 25,770	\$ 400	\$ 1,716	\$ 2,116	\$ 27,886		
501	Data Acquisition			4				6					10	\$ 1,900	\$ -	\$ 130	\$ 130	\$ 2,030		
502	Site Visit			8				8					16	\$ 2,920	\$ 400	\$ 208	\$ 608	\$ 3,528		
503	Historical Raw/Finished Water Quality, and Reg Assessment and Goals							24					24	\$ 5,280	\$ -	\$ 312	\$ 312	\$ 5,592		
504	Existing Facilities and Operational Performance			16				24					40	\$ 7,600		\$ 520	\$ 520	\$ 8,120		
505	Meeting No. 9 Water Quality and Treatment	2						8				2	12	\$ 2,460		\$ 156	\$ 156	\$ 2,616		
506	Draft Chapter 8 Development	2		8				16				4	30	\$ 5,610		\$ 390	\$ 390	\$ 6,000		
Task 600 - Operation and Maintenance and Repair and Replacement		4		28					20			8	60	\$ 10,320	\$ -	\$ 780	\$ 780	\$ 11,100		
601	Data Acquisition			4					2				6	\$ 1,020	\$ -	\$ 78	\$ 78	\$ 1,098		
602	O&M Update								4				4	\$ 880	\$ -	\$ 52	\$ 52	\$ 932		
603	Meeting No. 10 - Operation and Maintenance	2							6				8	\$ 1,790	\$ -	\$ 104	\$ 104	\$ 1,894		
604	Draft Chapter 9 Development	2		24					8			8	42	\$ 6,630		\$ 546	\$ 546	\$ 7,176		
Task 700 - Capital Improvement Plan		10	3	64	84						24	10	195	\$ 32,508	\$ 200	\$ 2,535	\$ 2,735	\$ 35,243		
701	CIP Projects with Triggers				8								8	\$ 1,496	\$ -	\$ 104	\$ 104	\$ 1,600		
702	Cost Estimates	1	1	24	16								42	\$ 6,927		\$ 546	\$ 546	\$ 7,473		
703	Prioritization			8	8								16	\$ 2,656		\$ 208	\$ 208	\$ 2,864		
704	Electronic CIP			32	16						8		56	\$ 8,752	\$ -	\$ 728	\$ 728	\$ 9,480		
705	Meeting 11 - CIP	8			16							2	26	\$ 5,102	\$ 200	\$ 338	\$ 538	\$ 5,640		
706	Draft Chapter 10 Development	1	2		20						16	8	47	\$ 7,575	\$ -	\$ 611	\$ 611	\$ 8,186		
Task 800 - Financial Plan		3								14		10	27	\$ 5,145	\$ -	\$ 351	\$ 351	\$ 5,496		
701	Chapter Outline									4			4	\$ 940	\$ -	\$ 52	\$ 52	\$ 992		
702	Meeting No 12 - Financial Analysis	2								4		2	8	\$ 1,640	\$ -	\$ 104	\$ 104	\$ 1,744		
703	Draft Chapter 11 Development	1								6		8	15	\$ 2,565	\$ -	\$ 195	\$ 195	\$ 2,760		

CITY OF ANACORTES WATER SYSTEM PLAN UPDATE PROJECT BUDGET																			
TASK / DESCRIPTION		PM Kammereck	QM Varies	Planning Eng Varies	CIP Thurman	Modeling Nabonnand	Demand Pajares	WQ Leeds	O&M Waligorski	Financial Ivey	GIS Silber	DP Varies	Total Hours	Carollo Labor Cost	OTHER DIRECT COSTS			TOTAL COST	
															PECE				
Total Labor Rate		\$235.00	\$220.00	\$145.00	\$187.00	\$180.00	\$180.00	\$220.00	\$220.00	\$235.00	\$140.00	\$115.00				Travel, Shipping and Printing			
																\$ 13.00	Total ODC		
Task 900 - Plan Development		28	14	48	19	7	23	5	5		18	120	287	\$ 44,093	\$ 200	\$ 3,731	\$ 3,931	\$ 48,024	
901	Executive Summary		2				8						10	\$ 1,880	\$ -	\$ 130	\$ 130	\$ 2,010	
902	City Draft Plan	4	4	16	4	4	4	2	2		12	40	92	\$ 13,488	\$ -	\$ 1,196	\$ 1,196	\$ 14,684	
903	Meeting No 13 - City Draft Plan	8					8						16	\$ 3,320	\$ -	\$ 208	\$ 208	\$ 3,528	
904	Agency Draft Plan	4	4	16	2	2	2	2	2		4	40	78	\$ 11,274		\$ 1,014	\$ 1,014	\$ 12,288	
905	Meeting No. 14- City Council / Public Review	8			12								20	\$ 4,124	\$ 200	\$ 260	\$ 460	\$ 4,584	
906	Final Plan	4	4	16	1	1	1	1	1		2	40	71	\$ 10,007	\$ -	\$ 923	\$ 923	\$ 10,930	
Task 1000 - Project Management		24		6								5	35	\$ 7,085	\$ -	\$ 455	\$ 455	\$ 7,540	
1001	Year 2 Monthly Progress Reports and Invoices	6		6								5	17	\$ 2,855	\$ -	\$ 221	\$ 221	\$ 3,076	
1004	Year 2 Client Coordination	18											18	\$ 4,230	\$ -	\$ 234	\$ 234	\$ 4,464	
2023 Tasks Total Task 400, 500, 600, 700, 800, 900, 1000		77	35	390	103	121	23	91	25	14	84	171	1134	\$ 187,761.00	\$ 800.00	\$ 14,742.00	\$ 15,542.00	\$ 203,303	
Total		173	74	665	105	309	289	97	27	14	196	266	2215	\$ 369,235.00	\$ 800.00	\$ 28,795.00	\$ 29,595.00	\$ 398,830	
Task 1100 - Optional		3	10	128		148	32		56		40	8	425	\$ 63,345	\$ 20,200	\$ 4,849	\$ 5,049	\$ 98,830	
1101	Model Training		2			80					4	4	90	\$ 15,860	\$ 200	\$ 1,170	\$ 1,370	\$ 17,230	
1102	Water Age Simulation	1	2	48		40					4		95	\$ 15,395		\$ 1,235	\$ 1,235	\$ 16,630	
1103	Estimate Remaining Useful Life		2	24					16				42	\$ 7,440	\$ -	\$ 546	\$ 546	\$ 7,986	
1104	Risk Based Collection System R&R Rankings		2	24					16		16		58	\$ 9,680	\$ -	\$ 754	\$ 754	\$ 10,434	
1105	Design and Construction Standards Review			16					16				32	\$ 5,840	\$ -	\$ 416	\$ 416	\$ 6,256	
1106	Meeting No. Optional 1 - Repair and Rehabilitation	2							8			4	14	\$ 2,690		\$ 182	\$ 182	\$ 2,872	
1107	Update Hydraulic System Maps		2	16		8					16		42	\$ 6,440	\$ -	\$ 546	\$ 546	\$ 6,986	
1108	Modeling Software													\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	
1109	Site Visits					20	32						52	\$ 9,360	\$ 400	\$ 676	\$ 1,076	\$ 10,436	
Total with Optional		176	84	793	105	457	321	97	83	14	236	274	2640	\$ 432,580	\$ 21,000	\$ 33,644	\$ 34,644	\$ 497,660	
															Task 1100 - Optional			\$ 98,830	
															Plan Total			\$ 398,830	
															2022 Tasks			\$ 195,527	
															2023 Tasks			\$ 203,303	



City Council Agenda Bill

Meeting Date: February 22, 2022 **Agenda Item:** 7.b.

Agenda Item Title: City of Anacortes & Anacortes Family Center Social Services Contract Update

Staff Contact(s): DAVE FLOYD

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
DAVE FLOYD	Presentation

Item Summary:

- Presentation to provide Mayor and Council an update on the coordinated Community Outreach efforts and successes of City Departments in regard to the Social Services Contract with the Anacortes Family Center.

Budget Impact:
No change

Previous Action: Council requested updates when the original contract was approved.

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. 2021 Community Resource Report
2. AFC and APD Presentation

February 4, 2022

City of Anacortes
Attn: Mayor Matt Miller & Anacortes City Council Members
904 6th Street
Anacortes, WA 98221

Dear Mayor Miller and Member of the Anacortes City Council:

The Anacortes Family Center (AFC) is proud of our partnership with the City of Anacortes – specifically our tremendous Anacortes Police Department (APD) and Anacortes Park's Department – to provide ongoing support for outreach related to homelessness, mental illness, chemical dependency and domestic violence and abuse. Through our Community Resource Manager, we regularly respond to Anacortes community members in acute crisis and in need of support. We receive calls from our APD and Parks Department colleagues, reach out in areas where we know our homeless population gather, and welcome individuals in need into our office (temporarily located at 2707 Commercial Avenue).

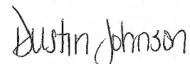
As a part of our regular reporting related to the grant agreement between AFC and the City, I've attached a report that details our collective effort to help those in need. Some of the services we regularly provide include:

- **Coordination of services for acute mental health crisis:** Activating the Designated Crisis Responder and Mobile Crisis Outreach Team to help someone at imminent risk of danger to self or others.
- **Connecting clients to housing programs and services:** As an entry point for the County-wide Coordinated Entry System, our Community Resource Manager helps complete the necessary forms and completes the Vulnerability Index Tool to add those desiring housing support to wait lists including: AFC's shelter, Community Action, Friendship House, Skagit Domestic Violence, Northwest Youth Services, Family Promise, etc.
- **Provide essential needs to homeless individuals:** Through our partnership with A Simple Gesture, AFC can provide boxes of food or bags of food for those in need. We also provide personal hygiene supplies, including masks.
- **Extend mental health support and chemical addiction services:** Through our city grant, AFC has employed a contract mental health professional with a rich background in crisis care and chemical dependency. We can also provide referrals to community partnership programs, like Didgwalic (supportive drug treatment), Compass Health (PACT Team), SeaMar, and other programs.
- **Assessing all other needs:** Our Community Resource Manager provides coordination to help those in need with obtaining their driver's license, birth certificates or social security cards (necessary for many housing applications), help with scheduling physical healthcare needs, providing cellular phones, and completing applications for permanent housing options.

Attached is a full report with names redacted of the contacts we've made with individuals, and outreach efforts we've supported, since our partnership with the City of Anacortes started in April of 2021. During that **9-month timeframe**, we've made nearly **400 contacts**, **contacted 139 individuals**, **served 68 individuals**, and **conducted 24 formal outreach events** with APD.

We look forward to our continued partnership and please never hesitate to contact me if you have any questions.

Respectfully Submitted,



Dustin Johnson
Executive Director

Anacortes Family Center
City of Anacortes - Referral Tracker
February 2022

2021 Referral Tracking				Dates of Outreach									
Total Individuals Served	68			Number of Outreach Dates	24								
Total Number of Contacts	398			Number of People Contacted	139								
Number of Adults Served	57			Number of Current Motorhomes, RV's, Tents	6								
Number of Kids Served	11												
Services provided	39												
Did we refer out?	15												
APD Referrals	26												
AFD Referrals	4												
City Referrals	0												
Originating Date	Name of Client	Case Number	Number of Contacts	Originating Charge	# of Adults Served	# Of Kids Served	Referring Agency & Name	Reason for Original Referral	AFC Services Provided	What AFC Services?	Did we refer out	Referred to	Results
10/5/20		20-A04274	38	Vagrancy	1	0	APD	Vagrancy	Yes	Casemanagment support, rental applications budgeting, Hygine, Food, Gas Cards, Grocery cards, Medical support services, WA park Camp site, CWS program, documentation support.	Yes	SeaMar	XX took advantage of all resources other then Supportiove housing, was acccepted into frst step in Burlington and denied services. Back on T Ave. 7/27/21 stated they are working on moving to Mudd Lake 8/11/21 - XX stated he will be moving to Bellingham come September - mid September due to school and the commute.
10/5/20		20-A04274	38	Vagrancy	1	0	APD	Vagrancy	Yes	Casemanagment support, rental applications budgeting, Hygine, Food, Gas Cards, Grocery cards, Medical support services, WA park Camp site, CWS program, documentation support.	Yes	Didgawlic & IH	XX took advntage of all resources other then Supportive Housing. Was acccepted into frst step in Burlington and denied services. Back on T Ave. 7/27/21 stated they are working on moving to Mudd Lake
4/8/21		21-A02158	20	Vagrancy	1	0	APD	Mental Health / Substance Absue	Yes	Hygine/food/Bus passes/food/ Support in ordering a new phone, setting up PCP appointments, looking into stimulus checks.	Yes	Didgawlic - emailed ROI on 4/15/21	I have been helping XX with gathering documents, getting a working phone (3 times) food, hygeine and sleeping bags. I have been building a good relationship with her. I was also able to help her set up doctor appointments to address her health issues.
4/9/21		21-A02176	3	D.V	1	0	APD	Substance Abuse & Housing	No- refused services		No		Client Hung up on me both times I called 4/9 & 4/10, 4/12/21 - She stated she got out of prison 1 year ago, and shes clean and sober. Her SO is her abuser. Refused shelter referrals, our program and everything. She stated she will just live in her jeep and camping out until she becomes employed and will get her own place

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4/10/21		21-A02215	1	Suspicious				Emergency Housing/ Substance Abuse	No		No		4/12/2021 - NO 1 BY THAT NAME ON PH#
4/16/21		21-A02371	3	Vagrancy	1	0	APD	Emergency housig	Yes	WA Park Camp Site, personal hygine food,bus passes, Sleeping bag, tent, mattress	No		4/16/2021 -Camp Site At WA Park, trying to work with him on housig.
4/16/21		21-A02280	2	Motorhome on Street	0	0	APD	Emergency housig	No	N/A	no		LM VM 4/19/21 @ 4:08pm LM VM 4/20/2021 @ 9:12am - Never called me.
4/21/21		21-A02512	7	Vagrancy	1	0	APD	Long term Housing	Yes	Food/ hygine/Gas Card	no		Came in yesterday 6/14/21 gave gas voucher, stated he is moving to XX trails, still on t ave 6/16/21- CLIENTS REFUSED service
4/21/21		21-A02512	7	Vagrancy	2	0	APD	Long term Housing	yes	Food/ hygine/Gas Card	no		Been making weekly stops down on T Ave, supplied Gas card to him on 6/11/21 and still on T Ave, was told they would be moving that day. - CLIENTS REFUSED TO ENGAGE
4/21/21		21-A02512	13	Vagrancy	1	0	APD	Long Term Housing	Yes	MV/ Hygine/ ID/ Pay card and EBT.	No		Been working on housing. Was in ICU and plan is to fly her to CA where her daughter is. Put her up in a motel for 4 days to bridge the gap. After being in the motel for 3 days, XX discosed to me she wasn't sure if she wanted to go to california any more. I advised her, along with IH that if she was to stay in WA and be homeless in an RV she would loose her leg and possibly die. SHe has diabilities and an infection which requires a clean environment. I also explained to XX, if she did not go to CA with her daughter and went agaisnt DR orders, my hands were tied as far as services go and I would not be able to help her any more. <i>She left self pay motel back to RV. she was "sleeping" last time we went down to T Ave 6/11/21</i> - Week of July 19th Letty from Community action called me trying to get Met with XX 2 times, helped him with housing paper work and DCAP assistance. Spoke with KN for the 2nd time on 6/11 and 6/14 did coordinated paper work and meeting with her 6/16 to help do housing applications - Housing authority. She came in 6/16 in a hurry and to " Catch the bus right away" and she did not come back in to turn in the houing applications. XX came 2 times (EACH) asking for gas vouchers, i explained to them I can not help with another one for 6 months. XX has refused to come out of her RV to talk to us on our weekly T Ave walks. 7/13/21 & 7/20/21. Stated XX has a job on one of the Islands and XX is going to talk to them about putting RV out there./ That didnt work. 8/3/21 Sgt Clifford , SM and I touched base w/ XX and XX. She doesnt want to be in an apt and wants to buy a house.
4/21/21		21-A02512	27	Vagrancy	2	0	APD	Long term Housing	yes	Food/ hygine/Gas Card	no		Met with XX 2 times, helped him with housing paper work and DCAP assistance. Spoke with KN for the 2nd time on 6/11 and 6/14 did coordinated paper work and meeting with her 6/16 to help do housing applications - Housing authority. She came in 6/16 in a hurry and to " Catch the bus right away" and she did not come back in to turn in the houing applications. XX came 2 times (EACH) asking for gas vouchers, i explained to them I can not help with another one for 6 months. XX has refused to come out of her RV to talk to us on our weekly T Ave walks. 7/13/21 & 7/20/21. Stated XX has a job on one of the Islands and XX is going to talk to them about putting RV out there./ That didnt work. 8/3/21 Sgt Clifford , SM and I touched base w/ XX and XX. She doesnt want to be in an apt and wants to buy a house.
5/4/21		21-A02735 & 21-A-2761	3	Mental Health	1	0	APD	Mental Health Crisis	No		Yes	MCOT	Spoke with Nichole from MCOT and they have a DCR on their way to his moms.

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6/9/21		21-A03669	10	Vagrancy	1	0	APD	Vagreny	Yes	Bus passes/food/hygiene/sleeping bags/ clean socks			10/4/21 - XX came by stating his sleeping bag had been compromised because someone moved it. He stated he doesn't trust it. I let him know I am unable to give him another sleeping bag at this time. He also asked for bus passes and I was only able to give him one because we have very few left. XX has stopped by 3-4 times this month. We have supplied him with a sleeping bag and 3 different times he has come for bus passes. 9/30/21 - HAVE NOT BEEN ABLE TO LOCATE XX/ XX has stopped by AFC a few times. Mental Health break currently. Asked for a sleeping bag from staff and stated he doesn't know where her hands have been and refused. He walked away.
7/6/21		21-A04455	6	I.H Social Worker	1	0	AFD	Long term Housing	yes	MV voucher & Hygiene.	Yes	VA services	I had him contact NWRC and CA-VA as well for housing.
7/7/21		21-A04474	6	Vagrancy	2	1	APD	Long term Housing	yes	Offered to do housing paper work and they declined.	No		10/12/21 Went own to T ave today. Spoke with X for a bit. We have an appointment set for tomorrow 10/13/21 to get her the help she needs. Might be using however she did graduate from DC 4 years ago. She has her daughter with her who is not in school. 7/19/21 Have not successfully made contact yet. - 7/20/21 Spoke with XX, stated he might be going to jail soon. Not sure what XX and his daughter are going to do but isn't in need of emergency housing services.
7/13/21		21-A04630	3	Vagrancy	1	0	APD	T Ave/ Long term housing	yes	Food & Hygiene	No		7/13/21 Called and XX box, Called again, 7/19/21 and VM full 7/27/21 Spoke with XX on a "T" Ave he is supposed to contact me. Looking into lake Erie RV Park. Client didn't come by or contact me. As of 8/3/21 was not on T
7/16/21		21-A04728	0	NONE GIVEN	1	0	APD	Long term Housing	yes	None	No		Called and had to leave VMs, 7/16/21 & 7/21/21
8/6/21		NONE - Walkin	1	N/A	1	0	City Hall	Long term Housing	Yes	Housing Packet	No		Client stated she was not interested in being stuffed into an apartment but thank you for the applications. I spoke with her about renting a home, income, credit, roommate options etc...
8/6/21		C21067990	2	Vagrancy	1	0	AFD	Long term Housing	Yes	HMIS Coordinated entry, gas and food vouchers	No	No	Client is not interested in long term housing options. I told him I can't keep giving him gas vouchers everytime he runs out of gas. He gets 1k a month on SSI.
8/6/21		c21076007	2	Vagrancy	1	0	AFD	Sleeping in car - NOT HERS	Yes	MVL - 3 nights at Wens	No	No	Client tried to extend her MV and stated "someone told me I can keep staying" I informed her that was not correct and I am sorry but check out was at 11am and it is now 2:30PM. At 3:30 she came by Admin and asked for a motel voucher, I told her she was not eligible and she needed to go to the Haven.
7/22/21		Rent Relief	3	N/A	1	0	Other	N/A	Yes	Rent Relief			
7/29/21		Rent Relief	1	N/A	2	1	Other	N/A	Yes	Rent Relief			

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11/28/20		CWS-drop in services	81	N/A	1	0	City Hall	Vagrancy	Yes	CWS, Food, Clothes, Corodinated Entry, housing (denied services)	yes	MCOT	XX came into the office and asked for a MV after jumping out of a taxi on the way to FSH FSBH. SHE has a LRO and she is in noncompliance with it. Gave the information to Dustin., hope PACT can get there and speak with sam. XX came in 11/15/21 clear headed and asked for a motel voucher because she was cold. SHE stated she didnt like it in Burlington and wanted to stay in Anacortes. Asked for some food and shoes and socks. We had her come in and eat and gave her socks, shoes and gloves. XX has escalated with in the last 3 months. She has had 2 ITA's and has been released. I have been working with XX since last sepetember when I cam on board with AFC. She stops in weekly for hygine packs, food, and clothes. She participated in our CWS last year of 2020
1/7/21		CWS	22	Vagrancy	1	0	APD	Vagrancy	Yes	Housing, food, Hygine, Laundry, Gas Vouchers, employment, medical, Gov. ID, EBT, DCAP	Yes	1st Step Shelter	I started working with XXX & XX during the CWS and then they fell off my radar. However they did pop back up in May on T Ave. I worked really closely with them to help with take advantage of all the resouces. XX started working and XX got the medical attention he needed. They got into the 1st Step shelter in Mid June and they were grandted an extetion because they are doing so well.
1/7/21		CWS	22	Vagrancy	1	0	APD	Vagrancy	yes	Housing, food, Hygine, Laundry, Gas Vouchers, employment, medical, Gov. ID EBT DCAP	Yes	1st Step Shelter	I started working with XX & XX during the CWS and then they fell off my radar. However they did pop back up in May on T Ave. I worked really closely with them to help with take advantage of all the resouces. XX started working and XX got the medical attention he needed. They got into the 1st Step shelter in Mid June and they were grandted an ext. because they are doing so well.
5/21/21		Launch	3	N/A	1	0	Other	Needed Food	Yes	Food Box	No		XX is a tenant in Launch apts. She reached out in need of food boxes.
7/13/21		Outreach	4	N/A	1	1	Other	Vagrancy	Yes	Housing	no		XXX reached out and needed help getting an ID so she can start working and help with shelter applications. Did coordinated entry and had her apply for AFC services on our website.
9/20/21		Motel Voucher	3	MVL	2	1	Motel Voucher	Vagrancy	Yes	MVL	No		Clients reached out needing help. Did coordinated entry packet with them, linked them with Mckinney Vento and did an intake with
9/23/21		Motel Voucher	1	MVL	1	0	Motel Voucher	Housing/ DVSAS	Yes	MVL - 1 nights at Wens	Yes	DVSAS	XX contacted MVL on 8/16/21 we provided one night and gave her resources for DVSAS. XX came back on in Sept. asking for another MV. DJ and I spoke with her giving her other resources. She is not eligible for MV due to her refusing to leave the room. She became escalated with myself, DJ and BDP. - I believe she suffers from mental health.
9/29/21		Walk in	2	Walk in	2	0	Walk-in	Housing	Yes	Gas Card with resources for shelter.	No		Did coordinated entry with them and provided them resouces to call for shelters. Unwilling to sepeterate.
9/29/21		Walk in	2	Walk in	1	3	Other	Housing	Yes	Housing Packet, Resources, Corrdinated entry	No		Had XX do all of the housing applications in the housing packet. Had her apply for AFC servies and did coordinated entry packet.

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10/1/21		Walk in	2	Walk in	1	0	Walk-in	Resources	Yes	MV, food, Sleeping bag	No		RV came in just got back from living in XX. Wanted to know what resources we offer. He said hes " Camping out" around town and will be taking off to Alaska in the spring.
10/8/21		21-A06883	3	Shop lifing	1	0	APD						10/11/21 XX came in and I provided him a food bag. Also did the EBT application with him today.I have no contact information for this person.
9/29/21		Walk in	3	N/A	1	0	Walk-in	ID/Resources/Job	Yes	Food, ID help and employment oppertunites	No		XX came in stating some one said if anyone can help him its me. He stated he needs help with his ID and that he also needed a job. I helped him fill out applications and he was offered a position at XX today 10/12/21 and starts tomorrow. He has an ID appointmet for Novemver 4th at 3:45 in Anacortes.
10/12/21		APD	2	Vagrancy									
10/13/21		MVL	5	MVL	1	0	APD	MVL & housing	Yes	MV & Hygine	Yes		Was able to help XX get a new phone working. I also sucessfully got him into the first step shelter. I will be following up with week 11/8 to do Harborview Apts applications. Working with Olivia at frst step. Trying to get him in. Setting up an appointment with him for tomorrow 10/13/21 to help him figure out what he needs to do to get him reosurces.

Anacortes Family Center
City of Anacortes - Referral Tracker
February 2022

10/16/21		Walk in	3	MVL	1	0	Motel Voucher	MV and mental health services	Yes	MV and food	Yes	SPBH	XX called the MVL and wants nights and resources however it's very clear that she suffers from MH issues. I was contacted by XX her neice and spoke with her about Smokey Point Behavioral Health and she said she was going to call them and try and get XX admitted.
10/26/21		21-A07326	1	Mental Health	1	0	APD	Mental health Services		Safeway gift card	Yes	IH MH services	Spoke with XX w/ Sgt King and SM from FD and Paramedic. She was obviously going through mental health issues. She couldn't track the conversation and kept disassociating. She agreed to go with XX friends to the DR and make sure she is safe. It took some convincing with a gift card. She is very mentally unstable and has been progressively getting worse.
11/3/21		21-A07586	0	Mental Health	1	0	APD	Mental Health	No	N/A	No		Client doesn't have any contact information and he never stopped by.
11/14/21		21-A07867	2	Mental Health	1	0	APD	Mental Health	Yes	Food and MVL	No		Stopped by the motel. XX was very short with me. I let her know I heard from APD that they placed her in the motel so I figured I'd stop by and see if she needed help with anything and housing services. She told me "she needs help finding people that love her" but "SHE CANT xing FIND THEM". When I asked if she was talking about family she got escalated, she was very out of touch with reality and told me I need some xing food and that is all you can help me with" and then slammed the door in my face. I came back with food she did not answer the door after about 5 minutes I left the food by the front door.
11/17/21		MVL	4	Vagrancy	2	1	Motel Voucher	N/A	Yes	MVL	Yes	NWYS	Clients are very young with a baby. They are #2 on AHA list.
11/20/21		AFD	1	Vagrancy	1	0	AFD	N/A	Yes	MVL	no		Client was placed at Holiday. Disorientated with her surroundings - referred for MH
11/20/21		APD	1	Vagrancy	1	0	APD	N/A	Yes	MVL	No		APD contacted me about XX. I got a call from her and put her up at WA Park for a few nights and then I didn't hear from her. She was supposed to come to the office and didn't. APD contacted me saying a lady dropped her off at the station and Corprell Ferrell called me asking to put her up at holiday with the agreement she would come talk to me Monday. She did not show up. Blacklisted for 6 months
11/21/21			7	N/A	1	3	Motel Voucher	N/A	Yes	MVL - RRh	Yes	CCS	Client is a flood victim with 3 young children suffering from a brain injury. I have her at Islands Inn. She did an intake with CCS today for their housing program 12/3/21. Mom is on SSDI with no EBT I am supplying her tons of resources.
11/30/21			3	N/A	1	0	Motel Voucher	N/A	Yes	MVL RRH	no		Client is trying to get back on his feet has been doing odd jobs here and there.
12/3/21		APD	9	Threatening	1	0	APD	mental Health Services	No				Called the clients father as it is written in the notes that the father is looking for services for his son and his number was the number provided. I called x2 and LMTCB

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12/1/21			8	MH/SUD	1	0	Motel Voucher	MV and mental health services	Yes	MVL RRH & CE	Yes	Didgawlic	Clara from MCOT brought client in, she was struggling with housing, MH, and SUD. I working on housing with her, shelter referrals, food, and other basic needs. I asked her to call her insurance to set up medical transporation to dose in arlington; she refused. Wen @ holiday stated she was having guests and found evidence of drugs. Wen let me know she was not in the complicate of the orogram so I had to terminate services.
12/20/21			5	Vagrancy	2		Motel Voucher	Housing	Yes	MVL/AFC/	No		Client has adult son with schizopheria he refused to stay in the shelter. It was very cold out so I out her up in a motel for a week and helped her apply for other housing service.
1/18/22			1	Vagrancy	2	0	City Hall	Cleint emailed Chamber	No				She was black listed and is not eligible for services at AFC, she also was black listed from CCS housing programs and Salvation Army.
1/27/22		APD	1	Vagrancy	1		APD	Housing	No				XX is non responsive when we knock on the door however night shift APD says there is a lot of action in the evening.
1/27/22		APD	1		1		APD	Housing	No				Client is homeless and is seen around town. Connected with services but client has not followed up.



Community Outreach

2021 Reporting

Program Details

- **Partnership between AFC, APD and Parks**
- **Provide engagement and refer to services when calls are regarding:**
 - Homelessness
 - Domestic Violence
 - Mental Health
 - Chemical Dependency
- **Support outreach activities** – Primarily involving T Avenue
- **Services Provided:**
 - Shelter
 - Housing Applications
 - ID/Social Security Card
 - Food and Personal Hygiene Supplies
 - Referral to Mental Health/Chemical Dependency
 - Doctor's Appointments

Current Outreach

- **Last Outreach Event**
 - February 18th (AFC Staff)
 - February 11th (with APD)
- **Total Number of RV's last counted: 10**
- **McKinney Vento in ASD: 38 Kids**
- **Point in Time: Friday February 25th**

2021 Numbers

2021 Referral Tracking	
Total Individuals Served	68
Total Number of Contacts	398
Number of Adults Served	57
Number of Kids Served	11
Services provided	39
Did we refer out?	15
APD Referrals	26
AFD Referrals	4
City Referrals	0

2021 Numbers

Dates of Outreach	
Number of Outreach Dates	24
Number of People Contacted	139
Number of Current Motorhomes, RV's, Tents	6

Challenges and Successes

Chief Dave Floyd

The individual responsible for this RV was issued a Criminal Citation for Deposit of Unwholesome Substance on Public Route of Travel.

The RV was also removed the city street after the human waste tank was pumped out by city staff.

City staff then completed the process for the junk vehicle declaration that will allow for disposal.



One individual contacted and provided one week to remove the trash that an Officer has observed them throwing out of the RV. The trash was not removed, and the individual has been issued a Criminal Citation for Littering greater than one cubic foot.

The RV was also removed the city street and city staff completed the process for the junk vehicle declaration that will allow for disposal.



Two individuals issued Criminal Citations for Littering greater than one cubic foot, items removed by city staff.



Statistical Data Year to Date

Since January 1, 2022 the following enforcement actions have been taken to address impact on quality of life and public health by individuals who decline to engage in access to the social services offered by the city through the Anacortes Family Center using the contractual agreement between the City of Anacortes and the Anacortes Family Center.

- One Infraction issued for blocking a city owned dumpster with a vehicle**
- One Criminal Citation issued for Deposit of Unwholesome Substance upon a Public Route of Travel**
- Three individuals issued Criminal Citations for Littering (greater than one cubic foot of refuse)**
- A total of five vehicles have been towed from the city streets when circumstances make removal allowable under state law.**



Thank You!



Questions?