

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

October 23, 2023
6:00 PM

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Executive Session**
 - a. Potential litigation per RCW 42.30.110(1)(i) (20 minutes) (Discussion)
4. **Announcements and Committee Reports**
 - a. Planning Committee (Report)
 - b. Fiber Committee (Report)
5. **Public Comment**
6. **Consent Agenda**
 - a. Minutes of October 16, 2023 (Action)
 - b. Approval of claims in the amount of \$1,209,915.17 (Action)
 - c. Contract Award: Public Right-of-Way ADA Self-Evaluation and Transition Plan #23-290-TRN-001 (Action)
7. **Public Hearings**
 - a. * Revenue Sources, Including an increase in the property tax levy (Discussion)
8. **Other Business**
 - a. Ordinance 4062: An Ordinance Adopting New AMC Chapter 2.08 Regarding Appointive Officers of the City (Discussion/Possible Action)
 - b. Resolution 3134: Adoption of the City of Anacortes Emergency Operations Plan (Discussion/Action)
 - c. Contract Award: R Avenue Long-Term Improvement Project - Street Light Installation #20-127-TRN-005 (Discussion/Action)
 - d. Resolution 3135: South Fidalgo Island Water System Transfer (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.

- e. Resolution 3136: Waiving Competitive Bidding Requirements for the Purchase of Endress + Hauser Sensor Instrumentation for the WWTP (Discussion/Action)
 - f. Contract Award: City Engineer On Call - Water and Wastewater #23-291-ENG-001 (Discussion/Action)
 - g. Contract Award: City Engineer of Record for Streets and Stormwater #23-292-ENG-001 (Discussion/Action)
 - h. Contract Modification: Wastewater Treatment Plant Outfall - Design #20-032-SEW-007 (Discussion/Action)
9. **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

Municipal Building Council Chambers
904 Sixth Street

October 23, 2023
6:00 p.m.

PUBLIC COMMENT SIGN IN SHEET

Per Resolution 3051, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (*) may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting. These rules are intended to promote an orderly system of holding a public hearing or meeting, to give every person who wishes to speak an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his or her right to free speech.

Please print your name legibly so we can recognize you correctly in the minutes. Thank you!

Name

Topic

✓ Mary LaFleur

Depends on what goes on

✓ ANDRA DOLL

ETS REQUEST GCT

CONNIE MILLER

Continue on back of sheet as needed

Anacortes City Council Minutes - October 16, 2023

Call to Order

Mayor Pro Tempore Anthony Young called to order the Anacortes City Council meeting of October 16, 2023 at 6:00 p.m. Councilmembers Jeremy Carter, Ryan Walters, Christine Cleland-McGrath, Bruce McDougall and Amanda Hubik were present. Councilmember Carolyn Moulton participated in the meeting remotely via Zoom.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Pro Tempore Young shared an update on the following topics:

The recent open house at the Anacortes Fire Department on October 15th; the opening of the Community Action Resource Center at 819 Commercial Avenue on weekdays from 9am-3pm; Community Action of Skagit County will be providing free firewood to veterans, seniors and adults with disabilities on November 10th; the Parks and Recreation department are seeking volunteers for the Haunted Forest on October 28th at Washington Park; and October 30th is the deadline for online or mail registration in the upcoming November 7th general election. Citizens can register in person on election day at the Skagit County Auditor's office in Mount Vernon.

Finance Committee

Mr. Walters reported from the Finance Committee meeting held October 11th. The topics discussed included city-wide property assessments increasing 8.5%, finance department sales tax revenue projections for 2024, sewer and wastewater project funding, OpenGov software and potential integration with the new Enterprise Resource Planning software, and budget planning.

Public Works Committee

Mr. Walters reported from the Public Works Committee meeting held earlier in the evening. The topics discussed included the pending police car purchases, a sole source resolution for the purchase of sewage grinders for the wastewater treatment plant, wastewater treatment plant funding, and traffic and parking issues in light of the recent code update.

Downtown Event Venue

Mr. Walters mentioned touring the Integra Building as a potential venue to replace the Transit Shed as a downtown event venue, adding that other sites such as the Majestic Inn parking lot and the Depot Plaza should also be considered. He requested a discussion item be added to an upcoming City Council agenda on the event center issue. Mr. Young pointed out that it would be in the city's interest to have a downtown event venue discussion with the public and stakeholders.

Economic Development Committee

Ms. Cleland-McGrath and Mr. Young reported from the Economic Development Committee meeting held October 10th. The topics discussed included a debrief on a discussion with Mr. McCafferty of Western Washington University, the goals and needs for the strategic plan, how to improve the quality of life for the community, and the importance of access to local intellectual resources in guiding the city on a path forward.

Public Comment

Mayor Pro Tempore Young 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. Hubik moved, seconded by Mr. McDougall, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

a. Minutes of October 9, 2023

b. Approval of claims in the amount of \$1,096,411.32
The following vouchers/checks were approved for payment:
EFT numbers: 107561 through 107626, total \$786,544.69
Check numbers: 107627 through 107650, total \$286,372.97
Wire transfer numbers: 332802 through 333253, total \$23,157.31

Other Business

Capital Facilities Plan (CFP) 2024-2029, General Government

Finance Director, Steve Hoglund, introduced the Capital Facilities Plan 2024-2029 for the general government, referring to a slide presentation that was included in the packet materials for the meeting.

Discussion topics included:

Fire / Emergency Medical Services - Chief Bill Harris

- Medic unit replacement number and timeline, grant financing strategy for the ladder truck with Federal Emergency Management Agency funds, alternative uses for those funds (vehicles, trails), Guemes Channel Trail, and corresponding changes to the CFP.

General Government – Finance Director Steve Hoglund

- Community Recreation/Youth Center - removing from CFP, possible locations, stakeholders, funding sources.
- Downtown Alliance - support needed in light of the MJB development.
- Downtown Streetscape - moving planning funds from 2025 to 2024 to provide ideas informing public opinion.
- Downtown Welcome Arch - electrical, structural, and irrigation issues funded via real estate excise tax.
- Museum storage workshop (Museum Director Bret Lunsford) - design integration with the Carnegie building and area zoning requirements, climate control measures.
- Pedestrian link between downtown and the marina - moving planning funds from 2025 to 2024, improvements for pedestrian safety.

Parks and Recreation - Director Jonn Lunsford

- Depot Pavilion Planning - all-weather structure for the Farmers' Market in shoulder season, not an event center, planning process.
- Parks Infrastructure - appropriate funding level.
- Pocket Park - next location.
- Ace of Hearts - irrigation improvements and funding sources.
- Little Cranberry Lake Shoreline - water access improvements and shore erosion control.
- Shannon Point Trail - funding for an easement, reprogramming funds for the Guemes Channel Trail.
- Ship Harbor Wetland Interpretive Trail - reasons for the project.
- West Side Park - project funding timeline and planning, achieving reduced construction costs, moving planning funds to 2024.
- Guemes Channel Trail - funding for environmental impact study and planning.

Fiber - Administrative Services Director Emily Schuh

- Highway 20 light manufacturing corridor - gauging market interest, Sharpe's Corner development, refining costs, further discussion before commitment to buildout in 2025.

Mr. Hoglund concluded the discussion by outlining the next steps in the budget review process.

Resolution 3132: Waiving the State Competitive Bidding Requirements for the Purchase of JWC Environmental Sewage Grinders for the WWTP

Public Works Director, Andrew Rheaume, provided an overview of the proposed resolution that would waive the state competitive bidding requirements for the purchase of sewage grinders from JWC Environmental.

RYAN WALTERS moved, seconded by AMANDA HUBIK, to approve Resolution 3132. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Contract Modification: FEMA Coordination – February 2020 Event FEMA-4539-DR #23-202-ENG-001

Public Works Director, Andrew Rheaume, introduced the proposed modification to contract #23-202-ENG-001 with Widener and Associates for tracking all purchases related to the Wastewater Treatment Plant outfall project related to FEMA reimbursement expenses.

Discussion topics included:

- Capabilities of city staff to perform the work in the scope of services.

RYAN WALTERS moved, seconded by BRUCE MCDOUGALL, to authorize the mayor to sign the modification to contract #23-202-ENG-001 with Widener and Associates. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Contract Award: Police Department Chevrolet Tahoes #23-285-ERR-001

Public Works Director, Andrew Rheaume, introduced the proposed contract for the purchase of five Chevrolet Tahoes for the police department.

AMANDA HUBIK moved, seconded by BRUCE MCDOUGALL, to authorize the mayor to sign purchase order #23-285-ERR-001. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Resolution 3134: Adoption of the City of Anacortes Emergency Operations Plan

Fire Chief, Bill Harris, introduced Resolution 3134: Adoption of the City of Anacortes Emergency Operations Plan, referring to a slide presentation that was added to the packet materials for the meeting.

Discussion topics included:

- Including the red-lined version in the packet, headings and annexes need to be updated to make the document more readable.

The Council agreed that editorial revisions should be made to the plan before being considered by the Council

Anacortes City Council Minutes - October 16, 2023

for final approval.

Adjournment

There being no further business, at approximately 7:51 p.m. the Anacortes City Council meeting of October 16, 2023 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 October 23, 2023 City Council meeting:

[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333619	11/30/2022	816	WIDENER & ASSOCIATES	ON-CALL ENVIRONMENTAL PERMITTING - WHISTLE LAKE DAM ASSESSMENT	\$ 2,290.20	pw1
333621	3/27/2023	INV-204610	BRIGHTLY SOFTWARE, INC.	SMARTGOV SOFTWARE FOR PCED - DATA MIGRATION, CUSTOM REPORTS	\$ 8,265.00	plan
333620	5/31/2023	1018	WIDENER & ASSOCIATES	ON-CALL ENVIRONMENTAL PERMITTING - WHISTLE LAKE DAM GRANT	\$ 480.00	pw1
333622	6/27/2023	INV-215112	BRIGHTLY SOFTWARE, INC.	SMARTGOV SOFTWARE FOR PCED - PROJECT MANAGEMENT	\$ 6,804.37	plan
331869	7/12/2023	37767	DATA443 RISK MITIGATION INC	SMARTSHIELD PUBLIC COMPUTER PROTECTION LIB	\$ 329.13	publib
331538	7/23/2023	76961715	INGRAM LIBRARY SERVICES, LLC	INGRAM ADULT BOOKS	\$ 1,817.24	libcc
329862	8/9/2023	238409460	SURETY PEST CONTROL	LIBRARY PEST CONTROL	\$ 97.91	publib
330972	8/22/2023	20399587	EWING IRRIGATION PRODUCTS, INC	CEMETERY IRRIGATION SUPPLIES	\$ 238.42	parks1
332387	8/24/2023	183488	A-1 MOBILE LOCK AND KEY, INC.	DOOR LOCK REPLACEMENT- TOMMY THOMPSON TRAIL BATHROOM	\$ 912.29	pwfac
331539	8/27/2023	77562937	INGRAM LIBRARY SERVICES, LLC	INGRAM ADULT BOOKS	\$ 309.08	libcc
331950	8/30/2023	1393772	GUARDIAN SECURITY SYSTEMS INC	SERVICE CALL- PUBLIC SAFETY BLDG	\$ 580.06	pwfac
331284	9/1/2023	102853701-0010356	WAVE	DEDICATED INTERNET ACCESS 9/1-9/30/23	\$ 1,469.82	fiber
331285	9/1/2023	102958801-0010356	WAVE	DEDICATED INTERNET ACCESS 9/1-9/30/23	\$ 1,470.82	fiber
331734	9/1/2023	1395238	GUARDIAN SECURITY SYSTEMS INC	4TH QTR ALARM MONITORING 29-1	\$ 201.42	medic
330982	9/1/2023	1395239	GUARDIAN SECURITY SYSTEMS INC	CLOUD STORAGE/VIDEO FEED - SHOP 10/01-12/31/23	\$ 769.07	dshop
330987	9/1/2023	1395240	GUARDIAN SECURITY SYSTEMS INC	WT PRESTON SNAGBOAT 10/1-12/31/23	\$ 201.42	museum
331397	9/1/2023	1395241	GUARDIAN SECURITY SYSTEMS INC	ALARM MONITORING - APD 10/1-12/31/23	\$ 201.42	apd
330984	9/1/2023	1395242	GUARDIAN SECURITY SYSTEMS INC	INTERPRETIVE CENTER 10/1-12/31/23	\$ 201.42	museum

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
330991	9/1/2023	1395243	GUARDIAN SECURITY SYSTEMS INC	SENIOR CENTER 10/1-12/31/23	\$ 201.42	parks1
330985	9/1/2023	1395244	GUARDIAN SECURITY SYSTEMS INC	MUSEUM 10/1-12/31/23	\$ 201.42	museum
331637	9/1/2023	1395245	GUARDIAN SECURITY SYSTEMS INC	WTP FIRE ALARM MONITORING 10/1-12/31/23	\$ 146.22	dwtpp
332081	9/1/2023	1395246	GUARDIAN SECURITY SYSTEMS INC	ALARM MONITORING FOR CITY HALL 10/01- 12/31/23	\$ 186.70	pwfac
331852	9/6/2023	1075334	BUILDERS EXCHANGE OF	HOST BID DOCS FOR R AVE LONG TERM IMPROVEMENT PROJECT	\$ 139.75	pw1
331453	9/6/2023	3392202	DAILY JOURNAL OF COMMERCE	PUBLISH AD #420162	\$ 441.60	pw1
331715	9/6/2023	6560254587	ARAMARK	STA 3 MAT/MOP SERVICE: 9/6	\$ 16.32	medic
331291	9/6/2023	INV12476	EVERGREEN SAFETY COUNCIL	FLAGGER TRAINING	\$ 1,654.43	fiber
331717	9/7/2023	6560255228	ARAMARK	STA 2 MAT/MOP SERVICE: 9/7	\$ 16.31	medic
331718	9/7/2023	6560255229	ARAMARK	STA 1 MAT/MOP SERVICE: 9/7	\$ 22.63	medic
331395	9/7/2023	6560255232	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
331443	9/7/2023	6560255236	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 82.60	shopcc
331647	9/9/2023	239828054	SURETY PEST CONTROL	OPS PEST CONTROL	\$ 95.73	dshop
331441	9/10/2023	138667	FULLY INVOLVED LEATHERWORKS	LEATHER FLASHLIGHT STRAPS (PPE)	\$ 339.00	afdcc
331540	9/10/2023	77800398	INGRAM LIBRARY SERVICES, LLC	CHILDREN'S BOOKS	\$ 895.27	libcc
331437	9/11/2023	09-10527-41455	EBAY	LAB SUPPLIES	\$ 139.34	wwtpcc
331627	9/11/2023	1-592165-43	DIAMOND RENTALS, INC.	CEMETERY PORTABLE RESTROOMS 8/14-9/11/23	\$ 140.00	parks1
331626	9/11/2023	1-592167-43	DIAMOND RENTALS, INC.	CEMETERY PORTABLE RESTROOMS 8/14-9/11/23	\$ 365.00	parks1
331606	9/11/2023	104009111042	HOBBY LOBBY	AGING MASTERY SUPPLIES	\$ 10.30	parkscc1
331449	9/11/2023	111-0042505-0012209	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 98.58	wwtpcc
331445	9/11/2023	111-4696668-3204266	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES- WATER DEPT	\$ 602.65	pwfacc
331446	9/11/2023	111-4696668-3204266	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 54.51	pwfacc
331436	9/11/2023	112-3370893-6562626	AMAZON.COM SERVICES, INC	NETWORK CARD NIC	\$ 67.45	infosyscc
331439	9/11/2023	112-7492440-7006635	AMAZON.COM SERVICES, INC	OFFICE FURNITURE	\$ 501.30	pwfacc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
331438	9/11/2023	113-5014372-8734616	AMAZON.COM SERVICES, INC	HOT COCOA MIX	\$ 17.31	apdcc
331447	9/11/2023	150908	WATERMARK BOOK COMPANY	CHILDREN'S BOOK	\$ 17.56	libcc
331543	9/11/2023	165612	US BANK	MEAL DURING TRAINING	\$ 22.49	shopcc
331605	9/11/2023	187133	SKAGIT SOILS, INC.	SUPPLIES FOR WATER MAINTENANCE	\$ 260.64	wdistcc
332870	9/11/2023	245673352	SURETY PEST CONTROL	CITY HALL PEST CONTROL	\$ 64.18	finance
331608	9/11/2023	32500810	DEMCO, INC.	TECH SERVICES SUPPLIES	\$ 309.55	libcc
331690	9/11/2023	51320064-1	HOTEL MURANO	TRAINING	\$ 462.64	wwtpcc
331549	9/11/2023	6560256588	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 83.55	wwtpcc
331442	9/11/2023	662 11 41 42	COSTCO WHOLESALE CORPORATION	AGING MASTERY CLASS SUPPLIES	\$ 77.03	parksccl
331440	9/11/2023	813304	MISTER T'S AWARDS &	NAME BADGES - LIBRARY EMPLOYEES & PW DIRECTOR	\$ 40.73	hrcc
331434	9/11/2023	B85249/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 67.53	parksccl
331435	9/11/2023	D05563	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 27.70	parksccl
331448	9/11/2023	D09054	SEBO'S DO-IT CENTER	FASTENERS	\$ 3.70	afdcc
331623	9/11/2023	WAANA151228	FASTENAL COMPANY	MAINTENANCE SUPPLIES - BIN RESTOCK	\$ 323.86	dwawtp
331546	9/12/2023	00005043	HOTEL MURANO	TRAINING - PARKING	\$ 20.95	wwtpcc
331590	9/12/2023	0188-1018670	CED	ITEMS FOR ASAC	\$ 85.51	pwfaccc
331620	9/12/2023	111-5332716-0256255	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 36.76	wwtpcc
331619	9/12/2023	111-7878483-5502659	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 9.51	wwtpcc
331529	9/12/2023	204984770	WASHINGTON STATE FERRY (ALL)	FERRY TO CHIEFS CONFERENCE	\$ 21.40	afdcc
331599	9/12/2023	2402-4	THE SHERWIN WILLIAMS CO	PAINT SUPPLIES - CITY HALL	\$ 57.11	pwfaccc
331615	9/12/2023	26024	FUTURE PRO	PARKS SPORTS EQUIPMENT SUPPLIES	\$ 522.00	parksccl
331530	9/12/2023	275545683	WASHINGTON STATE FERRY (ALL)	FERRY TO CHIEFS CONFERENCE	\$ 12.80	afdcc
331523	9/12/2023	344 2 79 37705	THE MARKET LLC	BOTTLED WATER FOR PATROL OUT ON SEARCH WARRANT	\$ 7.61	apdcc
331591	9/12/2023	3581-4	THE SHERWIN WILLIAMS CO	PAINT FOR CITY ATTORNEY'S OFFICE	\$ 19.67	pwfaccc
331594	9/12/2023	3986-266514	O'REILLY AUTO PARTS	ADAPTER #216	\$ 37.19	shopcc
331595	9/12/2023	3986-266541	O'REILLY AUTO PARTS	PARTS- #216	\$ 8.26	shopcc

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331613	9/12/2023	4827610	FRONTIER BUILDING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 452.26	parksccl
331616	9/12/2023	7594990	NATIONAL GYM SUPPLY	PARTS FOR STAIR CLIMBER	\$ 34.88	afdcc
331536	9/12/2023	94561998	ESRI INC	GIS TRAINING	\$ 1,790.00	pwfacccl
331601	9/12/2023	B85827/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 27.18	wdistcc
331603	9/12/2023	B85832/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 4.89	wwtpcc
331592	9/12/2023	B86083/1	ACE HARDWARE	TARP FOR PATROL OUT ON SEARCH WARRANT	\$ 81.59	apdcc
331610	9/12/2023	B86161/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 9.77	parksccl
331604	9/12/2023	B86282/1	ACE HARDWARE	LAB OPERATING SUPPLIES	\$ 7.82	wwtpcc
331527	9/12/2023	B985434-1	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES FOR FACILITIES	\$ 198.95	pwfacccl
331587	9/12/2023	D06270	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 12.78	parksccl
331614	9/12/2023	D06302	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 2.96	parksccl
331617	9/12/2023	D06352	SEBO'S DO-IT CENTER	MURAL SUPPLIES	\$ 30.40	museumcc
331611	9/12/2023	D06393	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 9.36	parksccl
331618	9/12/2023	D06596	SEBO'S DO-IT CENTER	MURAL SUPPLIES	\$ 3.91	museumcc
331598	9/12/2023	DM5677763	DISCOUNT MUGS	REC EVENT SUPPLIES	\$ 371.01	pkrecccl
331602	9/12/2023	FWN8KS3BPDC	AMERICAN PUBLIC WORKS	TRAINING	\$ 620.00	pwfacccl
331531	9/12/2023	R7FE40	SUQUAMISH CLEARWATER CASINO	ACCOMMODATION FOR CHIEFS CONFERENCE	\$ 315.80	afdcc
331593	9/12/2023	VP-VNLCMRCM	VISTAPRINT	VISTAPRINT. STAFF BUSINESS CARDS	\$ 113.16	plancc
331612	9/12/2023	WAANA151279	FASTENAL COMPANY	PARKS MAINTENANCE SUPPLIES	\$ 47.22	parksccl
331835	9/13/2023	025647938	GALLS, LLC.	UNIFORM EQUIP - NEW HIRE CHEESEBORO	\$ 509.21	apdcc
331703	9/13/2023	09/13/2023	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 115.36	courtcc
331550	9/13/2023	111-5169856-1621844	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 16.29	wwtpcc
331548	9/13/2023	111-6152421-6318636	AMAZON.COM SERVICES, INC	COFFEE FILTERS	\$ 21.64	afdcc
331551	9/13/2023	112-2531947-6681064	AMAZON.COM SERVICES, INC	REC PROGRAM SUPPLIES	\$ 543.98	pkrecccl
331600	9/13/2023	112-9637289-1364262	AMAZON.COM SERVICES, INC	CELL PHONE CASE	\$ 17.40	pwfacccl
331607	9/13/2023	113-2403228-2041807	AMAZON.COM SERVICES, INC	SHOP SUPPLIES	\$ 5.42	shopcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
331521	9/13/2023	113-4173081-9195422	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES; ENVELOPES	\$ 19.05	apdcc
331597	9/13/2023	113-4217106-4930660	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 42.37	parksccl1
331596	9/13/2023	113-6664188-6985004	AMAZON.COM SERVICES, INC	SHOP SUPPLIES	\$ 38.61	shopcc
331547	9/13/2023	1827	PETEK PH D, THOMAS C	PSYCH EXAM: BOYLE	\$ 385.00	afdcc
331704	9/13/2023	201382	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 46.39	pwfacc
331533	9/13/2023	2023-7732	A WORKSAFE SERVICE INC	PRE-EMPLOYMENT DRUG TEST; CHEESEBORO	\$ 60.00	apdcc
331534	9/13/2023	2239	FIRE BY TRADE	EXTINGUISHER HARNESSSES	\$ 356.00	afdcc
331688	9/13/2023	24262394	PURCELL TIRE AND SERVICE CENTE	TIRES FOR EQUIP #403 & EQUIP #873	\$ 513.62	shopcc
331687	9/13/2023	24262627	PURCELL TIRE AND SERVICE CENTE	PARTS & SERVICE FOR EQUIP #873	\$ 278.05	shopcc
332385	9/13/2023	248409574	SURETY PEST CONTROL	PEST CONTROL - POLICE STATION/COURTHOUSE	\$ 136.00	dshop
331544	9/13/2023	277253-5	BIRCH EQUIPMENT CO., INC	COMPACTOR RENTAL- COVE PLACE PAVING PROJECT	\$ 642.38	shopcc
331686	9/13/2023	300-10123313	ALL BATTERY SALES & SERVICE	BATTERIES	\$ 331.66	shopcc
331683	9/13/2023	300-10123350	ALL BATTERY SALES & SERVICE	PARTS FOR EQUIP #9906	\$ 2,506.75	shopcc
331525	9/13/2023	324489	GROCERY OUTLET	BREAKROOM SUPPLIES	\$ 133.90	wtpcc
331519	9/13/2023	3986-266718	O'REILLY AUTO PARTS	CARGO STRAPS #022	\$ 28.28	shopcc
331682	9/13/2023	4066534	PACIFIC QUARRY	MATERIAL FOR WATER MAINTENANCE	\$ 275.77	wdistcc
331931	9/13/2023	4066535	PACIFIC QUARRY	MATERIAL FOR WATER MAINTENANCE	\$ 274.71	wdistcc
331520	9/13/2023	570635	JENSALES, INC.	PARTS FOR VEHICLE #410	\$ 1,409.22	shopcc
331699	9/13/2023	593 52 51 8852	SAFEWAY INC	WA PARK SUPPLIES	\$ 22.07	parksccl1
331526	9/13/2023	662 208 9 708	COSTCO WHOLESALE CORPORATION	BREAKROOM SUPPLIES	\$ 74.72	wtpcc
331535	9/13/2023	7039-8	THE SHERWIN WILLIAMS CO	PAINT	\$ 1,647.69	wtpcc
331692	9/13/2023	785659	SHELL	FUEL FOR EQUIP #900061	\$ 34.97	wdistcc
331856	9/13/2023	9836338617	GRAINGER	MAINTENANCE SUPPLIES	\$ 89.33	dwwtp
331747	9/13/2023	ANA-1218628	ANACORTES AMERICAN	EXECUTIVE 9/20/2023-9/2024	\$ 70.12	execc
331515	9/13/2023	D06742	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 143.91	parksccl1
331528	9/13/2023	D06982	SEBO'S DO-IT CENTER	BATHROOM DOOR LOCK - DEPOT	\$ 58.16	pwfacc
331522	9/13/2023	HOTEL STAY	CAP SANTE INN	PLACEMENT OF FAMILIES DURING SEARCH WARRANT	\$ 968.38	apdcc

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331517	9/13/2023	TC0161565067	REV.COM	EXHIBIT EXPENSES	\$ 1.36	museumcc
331516	9/13/2023	TC0393585773	REV.COM	EXHIBIT EXPENSES	\$ 10.60	museumcc
331518	9/13/2023	TC0486685927	REV.COM	EXHIBIT EXPENSES	\$ 11.97	museumcc
331532	9/13/2023	VP_1ST1JBQL	VISTAPRINT	BUSINESS CARDS; CSO HARRIS	\$ 23.17	apdcc
331545	9/13/2023	VP_78DHV06Z	VISTAPRINT	BUSINESS CARDS	\$ 51.56	pwfacc
331541	9/13/2023	X68983/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 7.81	parksc1
331609	9/13/2023	Y22079	BRODART COMPANY	TECH SERVICES SUPPLIES	\$ 290.50	libcc
331524	9/14/2023	111-1893822-7489048	AMAZON.COM SERVICES, INC	BLENDER: 29-3	\$ 65.06	afdcc
331698	9/14/2023	111-9929581-3292214	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES- WATER DEPT	\$ 14.68	pwfacc
331542	9/14/2023	112-1504420-7496214	AMAZON.COM SERVICES, INC	ROLLING CRATE	\$ 19.57	infosyscc
331695	9/14/2023	17507978	W S DARLEY & CO	UNIVERSAL & SUE SPANNER WRENCHES	\$ 251.98	afdcc
331702	9/14/2023	20240700	NATIONAL TACTICAL OFFICERS ASS	TRAINING FEE; PUBLIC ORDER BASIC COMMAND; FULLER AND PRUETT - 2024	\$ 1,530.00	apdcc
331684	9/14/2023	23-10531-62808	EBAY	LAB MAINTENANCE	\$ 74.42	wwtpcc
331831	9/14/2023	231139715	WASHINGTON STATE FERRY (ALL)	RETURN FERRY FOR CHIEFS CONFERENCE	\$ 21.40	afdcc
331816	9/14/2023	300-10123414	ALL BATTERY SALES & SERVICE	SUPPLIES FOR SHOP	\$ 245.71	shopcc
331685	9/14/2023	36550424	LOWE'S BUSINESS ACCOUNT/GEMB	PAINT SUPPLIES	\$ 75.20	wtpcc
331808	9/14/2023	4813 1295 1307 3448	WALMART	BREAKROOM SUPPLIES	\$ 26.79	wtpcc
331693	9/14/2023	5084	SIGNDOG NW	FIBER DECAL FOR VEHICLE 197	\$ 179.53	fibercc
331765	9/14/2023	6560258847	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
331914	9/14/2023	6560258853	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 82.60	shopcc
331915	9/14/2023	6560258854	ARAMARK	OPS: MAT CLEANING	\$ 77.12	shopcc
331832	9/14/2023	790808	SHELL	FUEL	\$ 43.29	wdistcc
331815	9/14/2023	8561 62 74856	HOME DEPOT	DEGREASER	\$ 31.88	wtpcc
331680	9/14/2023	B86958/1	ACE HARDWARE	FACILITY USE ITEMS FOR CITY HALL	\$ 15.65	pwfacc
331700	9/14/2023	B87113/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 25.19	parksc1
331701	9/14/2023	B87208/1	ACE HARDWARE	WA PARK SUPPLIES	\$ 3.92	parksc1
331694	9/14/2023	B87270/1	ACE HARDWARE	GENERAL SUPPLIES FOR SENIOR CENTER	\$ 63.40	parksc1

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331681	9/14/2023	D07143	SEBO'S DO-IT CENTER	FACILITY USE ITEMS FOR CITY HALL	\$ 27.60	pwfacc
331696	9/14/2023	D07194	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 9.52	parksc1
331707	9/14/2023	D07271	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 10.43	wwtpcc
331697	9/14/2023	D07281	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 76.75	parksc1
331691	9/14/2023	D07341	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 49.47	wwtpcc
331706	9/14/2023	WAANA151332	FASTENAL COMPANY	MAINTENANCE SUPPLIES - INCINERATOR	\$ 141.95	wwtpcc
331821	9/15/2023	0553715694	HONEY BUCKET	PARKS PORTABLE RESTROOM 9/11/23-10/8/23	\$ 190.50	parksc1
331833	9/15/2023	09/15/2023	SHELL	FUEL	\$ 28.50	wdistcc
331844	9/15/2023	111-5490894-6765044	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 26.78	wwtpcc
331810	9/15/2023	111-6763915-4621026	AMAZON.COM SERVICES, INC	WEBCAMS FOR VIRTUAL MEETINGS	\$ 43.30	infosyscc
331834	9/15/2023	112-2012918-4589061	AMAZON.COM SERVICES, INC	TABLES FOR SENIOR CENTER USE	\$ 412.05	parksc1
331818	9/15/2023	113-4000783-8965033	AMAZON.COM SERVICES, INC	PARTS FOR EQUIP #022	\$ 434.89	shopcc
331902	9/15/2023	113-6344024-9497000	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 103.36	wwtpcc
331813	9/15/2023	113-8756746-7294619	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 302.29	wwtpcc
331903	9/15/2023	113-9628392-5543443	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 74.01	wwtpcc
331705	9/15/2023	114-4410240-6829804	AMAZON.COM SERVICES, INC	STICKY NOTES, SHARPIES	\$ 41.91	afdcc
331841	9/15/2023	1ZG3TE580301558421	UNITED PARCEL SERVICE, INC	SHIPPING (SCBA AIR TEST)	\$ 12.90	afdcc
331826	9/15/2023	23091403740759	DEPARTMENT OF HEALTH	WATERWORKS CERTIFICATION SERVICE FEE	\$ 1.74	pwfacc
331827	9/15/2023	23091403740759	DEPARTMENT OF HEALTH	WATERWORKS CERTIFICATION	\$ 87.00	pwfacc
331624	9/15/2023	3094649317	LEXISNEXIS	AUGUST ONLINE LEGAL SUBSCRIPTION	\$ 354.69	attorney
331822	9/15/2023	3638-2	THE SHERWIN WILLIAMS CO	PAINT SUPPLIES	\$ 25.70	afdcc
331824	9/15/2023	3680	FLOORING CONNECTIONS	SUPPLIES FOR FACILITIES	\$ 1,550.40	pwfacc
331819	9/15/2023	37084	NAPA	PARTS FOR VEHICLE #016	\$ 265.87	shopcc
331817	9/15/2023	3986-267109	O'REILLY AUTO PARTS	PARTS FOR EQUIP #3002	\$ 11.41	shopcc
331825	9/15/2023	B87789/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 29.34	pwfacc

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331823	9/15/2023	B87942/1	ACE HARDWARE	SUPPLIES FOR CUSTOMER INSTALLS	\$ 31.29	fibercc
331830	9/15/2023	INV-01985974	UNITED SITE SERVICES, INC	PORTA POTTY PENN AVE 8/1/23-8/31/23	\$ 210.25	wtpcc
331806	9/15/2023	TC1065238540	REV.COM	EXHIBIT EXPENSES	\$ 9.80	museumcc
331838	9/16/2023	111-3816596-7261868	AMAZON.COM SERVICES, INC	MURAL SUPPLIES	\$ 63.40	museumcc
331842	9/16/2023	114-4410240-6829804	AMAZON.COM SERVICES, INC	SHARPIES & DRY ERASE MARKERS	\$ 42.24	afdcc
331840	9/16/2023	165983	PORT OF ANACORTES	BOAT FUEL	\$ 26.80	afdcc
333312	9/16/2023	9-16-2023	SINGH, RANI	EXHIBIT EXPENSE	\$ 350.00	museum
331809	9/16/2023	CWC-F244569/A	US BANK	LODGING FOR TRAINING	\$ 570.50	shopcc
331820	9/16/2023	CWC-F244570/A	US BANK	LODGING FOR TRAINING	\$ 570.50	shopcc
331807	9/16/2023	CWCF244571/A	US BANK	LODGING FOR TRAINING	\$ 570.50	shopcc
331837	9/17/2023	112-5226583-5797805	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES - IT	\$ 5.67	infosyscc
331839	9/17/2023	112-8286805-6819467	AMAZON.COM SERVICES, INC	COLLAPSIBLE ROLLING CRATE	\$ 33.75	infosyscc
331814	9/17/2023	113-4935138-7820204	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 84.52	wwtpcc
332514	9/17/2023	77931698	INGRAM LIBRARY SERVICES, LLC	ADULT BOOKS	\$ 219.47	libcc
331811	9/17/2023	E0500P3NVB	MICROSOFT CORPORATION	AZURE PAY-AS-YOU-GO 8/16-9/15/23	\$ 24.28	infosyscc
331828	9/17/2023	H22663/44	COASTAL FARM &	UNIFORM	\$ 174.07	shopcc
331829	9/17/2023	H22665/44	COASTAL FARM &	UNIFORM	\$ 160.07	shopcc
331910	9/18/2023	1047771	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 42.23	pwfacc
332014	9/18/2023	111-2155000-8593031	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 121.60	wwtpcc
331923	9/18/2023	111-3592396-0445840	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 136.08	wwtpcc
331918	9/18/2023	113-0586002-5285014	AMAZON.COM SERVICES, INC	SUPPLIES FOR OPERATIONS	\$ 8.66	shopcc
331909	9/18/2023	114-2424375-3546626	AMAZON.COM SERVICES, INC	PATROL SUPPLIES; MAGLITES WITH CHARGER BASE	\$ 745.38	apdcc
333404	9/18/2023	157-7196	INTEGRITY SAFETY	PARKS STAFF MEDICAL TESTING	\$ 43.00	parks1
332008	9/18/2023	238408825	SURETY PEST CONTROL	STA 1: AUGUST SERVICE	\$ 81.59	afdcc
331916	9/18/2023	277633-5	BIRCH EQUIPMENT CO., INC	ROLLER COMPACTOR RENTAL FOR STREETS	\$ 321.19	shopcc
331906	9/18/2023	3986-267637	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #206	\$ 303.47	shopcc
331905	9/18/2023	3986-267725	O'REILLY AUTO PARTS	PARTS FOR EQUIP #217	\$ 106.36	shopcc
331901	9/18/2023	4820090	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 886.77	pwfacc

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333204	9/18/2023	593 54 111 8854	SAFEWAY INC	CONTAINERS FOR HEPA MASKS	\$ 6.17	apd
332178	9/18/2023	6560260212	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 83.55	wwtpcc
332076	9/18/2023	79860	L.N. CURTIS & SONS	FIRE & EMERGENCY SERVICES CO. OFFICER	\$ 82.08	afdcc
332016	9/18/2023	8561 01 72379	HOME DEPOT	SILT FENCE W/ STAKES	\$ 468.86	wtpcc
331997	9/18/2023	8561 02 75479	HOME DEPOT	TOOLS	\$ 265.94	fibercc
331924	9/18/2023	B89409/1	ACE HARDWARE	PARK MAINTENANCE SUPPLIES	\$ 34.77	pkreccc
331920	9/18/2023	D05923	SEBO'S DO-IT CENTER	STAIRCLIMB PARTS, RATCHET STRAPS	\$ 32.60	afdcc
331911	9/18/2023	D09021	SEBO'S DO-IT CENTER	PARTS FOR VEHICLE #158	\$ 10.62	shopcc
331925	9/18/2023	D09152	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES - INCINERATOR	\$ 38.62	wwtpcc
331900	9/18/2023	D09166	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 30.33	parksc1
331921	9/18/2023	D09176	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 14.13	parksc1
331812	9/18/2023	E0500P3LL7	MICROSOFT CORPORATION	AZURE DEVELOPER SUPPORT 8/16-9/15/23	\$ 29.00	infosyscc
331913	9/18/2023	S022174607.001	KELLER SUPPLY COMPANY	SUPPLIES FOR WATER MAINTENANCE	\$ 256.17	wdistcc
331912	9/18/2023	VP_SR7GMVKW	VISTAPRINT	BUSINESS CARDS	\$ 65.27	execc
331987	9/19/2023	054089	LOU'S GLOVES, INC	SAFETY SUPPLIES	\$ 406.00	wwtpcc
332005	9/19/2023	100052768	BLACK RHINO CONCEALMENT	FIREARM HOLSTER; INVESTIGATIONS	\$ 125.99	apdcc
331999	9/19/2023	1048804	FRONTIER BUILDING SUPPLY	SUPPLIES FOR WATER MAINTENANCE	\$ 21.97	wdistcc
331995	9/19/2023	1095177754	MALVERN PANALYTICAL, INC.	ZETA CELLS, ZETA POTENTIAL	\$ 715.57	wtpcc
331996	9/19/2023	1095177755	MALVERN PANALYTICAL, INC.	ZETA TUBE TYGON	\$ 296.70	wtpcc
332004	9/19/2023	111-0803686-9976249	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 48.31	libcc
331919	9/19/2023	111-0803686-9976249	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 44.80	libcc
331907	9/19/2023	111-3424620-0541818	AMAZON.COM SERVICES, INC	CEMETERY MAINTENANCE SUPPLIES	\$ 152.31	parksc1
332015	9/19/2023	111-3687613-9997843	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 47.10	wwtpcc
331998	9/19/2023	111-5220806-9429861	AMAZON.COM SERVICES, INC	TOOLS	\$ 435.15	fibercc
332075	9/19/2023	112-3149260-6887436	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 31.96	wwtpcc

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331908	9/19/2023	112-8759600-3081849	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 21.58	parksccl
331990	9/19/2023	113-5799394-6460259	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 80.51	wwtpcc
331985	9/19/2023	114-7366425-9394602	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES FOR STREETS	\$ 28.28	shopcc
331992	9/19/2023	13411009SL	WILBUR-ELLIS COMPANY, LLC	SUPPLIES FOR WATER MAINTENANCE	\$ 120.42	wdistcc
331989	9/19/2023	15689	US BANK	PARKING FEES	\$ 26.00	admsrvcc
331991	9/19/2023	168617264	ULINE, INC.	OPERATING SUPPLIES	\$ 818.18	wwtpcc
332062	9/19/2023	200073723	ENWILD, INC	UNIFORM BOOTS; OFC DOTZAUER AND CORP BUFFUM	\$ 408.92	apdcc
332063	9/19/2023	239828718	SURETY PEST CONTROL	PEST CONTROL ACC 34803360 4155 SAN JUAN BLVD POINTE BOOSTER	\$ 52.12	wtpcc
332007	9/19/2023	277668-5	BIRCH EQUIPMENT CO., INC	SAW RENTAL FOR COVE/DOON ASPHALT PROJECT	\$ 532.33	shopcc
332006	9/19/2023	309880	SEBO'S DO-IT CENTER	MURAL SUPPLIES	\$ 33.12	museumcc
332065	9/19/2023	3107742497	FLIXBUS	BUS TICKETS - CP EXPENSES	\$ 136.45	afdcc
331986	9/19/2023	3731-5	THE SHERWIN WILLIAMS CO	PAINT FOR 29TH ST RESERVOIR	\$ 100.01	wtpcc
331988	9/19/2023	3986-267828	O'REILLY AUTO PARTS	PARTS FOR EQUIP #3002	\$ 9.12	shopcc
332052	9/19/2023	4066813	PACIFIC QUARRY	MATERIAL FOR WATER MAINTENANCE	\$ 269.86	wdistcc
332061	9/19/2023	4066814	PACIFIC QUARRY	MATERIAL FOR WATER MAINTENANCE	\$ 274.29	wdistcc
332001	9/19/2023	4J85453	PLATT ELECTRIC SUPPLY INC	EMERGENCY LIGHT FOR HSPS	\$ 540.59	wtpcc
332010	9/19/2023	6804	LISTEN AUDIOLOGY SERVICES INC	ANNUAL HEARING EXAMS (15 STAFF)	\$ 805.00	afdcc
332067	9/19/2023	69 4 79 37340	THE MARKET LLC	AGING MASTERY SUPPLIES	\$ 25.97	parksccl
332068	9/19/2023	70 4 79 37340	THE MARKET LLC	AGING MASTERY SUPPLIES	\$ 4.66	parksccl
332002	9/19/2023	7570-757002-53494	CHEF'S STORE	TRAINING SUPPLIES	\$ 198.09	shopcc
332066	9/19/2023	814210	SHELL	FUEL #900062	\$ 40.71	wdistcc
331922	9/19/2023	8757	BOOKSGOAT	EFFECTIVE SUPERVISORY PRACTICES	\$ 69.99	afdcc
332273	9/19/2023	91091	MARRIOTT	STEFFEN WPTA CONFERENCE LODGING	\$ 679.01	financecc
331993	9/19/2023	B90277/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 22.50	pwfacc
331994	9/19/2023	D09738	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 18.05	pwfacc
332003	9/19/2023	FS202309180007	FS.COM, INC.	CABLE	\$ 83.78	infosyscc

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331984	9/19/2023	TC0032320979	REV.COM	TRANSCRIPTION	\$ 11.42	museumcc
332180	9/20/2023	111-2307742-6049057	AMAZON.COM SERVICES, INC	CURATORIAL SUPPLIES	\$ 19.39	museumcc
332012	9/20/2023	113-3849158-9051454	AMAZON.COM SERVICES, INC	PENS	\$ 15.66	afdcc
332079	9/20/2023	113-3849158-9051454	AMAZON.COM SERVICES, INC	COFFEE	\$ 46.99	afdcc
332064	9/20/2023	113-9940329-1708263	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 61.19	wtpcc
332080	9/20/2023	114-0637716-4113819	AMAZON.COM SERVICES, INC	FIRE OFFICERS HANDBOOK OF TACTICS	\$ 116.42	afdcc
332077	9/20/2023	114-2721401-7375429	AMAZON.COM SERVICES, INC	WET ERASE MARKERS	\$ 21.70	afdcc
332011	9/20/2023	114-5305069-2098645	AMAZON.COM SERVICES, INC	BRANNIGAN'S BUILDING CONST. FOR FIRE SERVICE	\$ 73.67	afdcc
332248	9/20/2023	13745817	HACH COMPANY	LAB SUPPLIES	\$ 206.67	wwtpcc
332072	9/20/2023	1505176	SKAGIT COUNTY SOLID WASTE FUND	ACFL CAMP CLEAN UP-APD 23-A06920	\$ 79.42	parksccl
332071	9/20/2023	156584	PELICAN BAY BOOKS	AGING MASTERY SUPPLIES	\$ 545.00	parksccl
332258	9/20/2023	205528206	BEST WESTERN	ACCOMMODATION FOR HAZMAT INCIDENT COMMAND	\$ 271.60	afdcc
332144	9/20/2023	24262971	PURCELL TIRE AND SERVICE CENTE	TIRE REPAIR FOR VEHICLE #304	\$ 74.88	shopcc
332145	9/20/2023	24262999	PURCELL TIRE AND SERVICE CENTE	TIRE SERVICE FOR VEHICLE #514	\$ 58.21	shopcc
332146	9/20/2023	24263000	PURCELL TIRE AND SERVICE CENTE	TIRE SERVICE FOR VEHICLE #513	\$ 46.57	shopcc
332147	9/20/2023	24263001	PURCELL TIRE AND SERVICE CENTE	TIRES & SERVICE FOR FLEET	\$ 2,742.11	shopcc
332070	9/20/2023	277633-5	BIRCH EQUIPMENT CO., INC	COMPACTOR RENTAL- ASPHALT CONNECTION @ DOON WAY	\$ 321.19	shopcc
332069	9/20/2023	277781-5	BIRCH EQUIPMENT CO., INC	FUEL FOR ROLLER RENTAL	\$ 25.59	shopcc
332169	9/20/2023	32610652	DEMCO, INC.	TECHNICAL SERVICES SUPPLIES	\$ 113.14	libcc
332170	9/20/2023	3806	WASHINGTON ASSOCIATION OF	FIRE CODE BOOKS	\$ 359.32	bldgcc
332055	9/20/2023	3986-268022	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 11.95	shopcc
332056	9/20/2023	3986-268032	O'REILLY AUTO PARTS	PARTS FOR EQUIP #205A	\$ 33.05	shopcc
332057	9/20/2023	3986-268038	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #158	\$ 4.80	shopcc
332058	9/20/2023	3986-268041	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #158	\$ 86.70	shopcc
332059	9/20/2023	3986-268127	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #158	\$ 34.34	shopcc
332060	9/20/2023	3986-268157	O'REILLY AUTO PARTS	PARTS- #6935	\$ 155.55	shopcc

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332173	9/20/2023	4124	WEST MARINE PRODUCTS, INC	PARTS FOR EQUIP #7-915	\$ 208.34	shopcc
332171	9/20/2023	45200	WASHINGTON ASSOCIATION OF	WA ASSOC BUILDING OFFICIALS CODE BOOKS	\$ 1,099.86	bldgcc
332143	9/20/2023	593 175 39 8821	SAFEWAY INC	TRAINING SUPPLIES	\$ 46.55	shopcc
332187	9/20/2023	6560261698	ARAMARK	STA 3 MAR/MOP SERVICE: 9/20	\$ 16.32	medic
332054	9/20/2023	7905	ROKON INTERNATIONAL INC	PARTS FOR VEHICLE #2006	\$ 204.10	shopcc
332163	9/20/2023	818765	SHELL	FUEL FOR #900032	\$ 19.73	wdistcc
332172	9/20/2023	874233188	WASHINGTON ASSOCIATION OF	WABO MEMBERSHIP FEE - FRISINGER	\$ 41.89	bldgcc
332164	9/20/2023	9/11/23	DISH	STA 3: SEPTEMBER SERVICE	\$ 105.88	afdcc
332051	9/20/2023	D09983	SEBO'S DO-IT CENTER	SUPPLIES FOR STREETS	\$ 140.59	shopcc
332074	9/20/2023	D10028	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #7-915	\$ 23.45	shopcc
332073	9/20/2023	D10216	SEBO'S DO-IT CENTER	MURAL SUPPLIES	\$ 37.47	museumcc
332000	9/20/2023	REGISTRATION	WASHINGTON ASSOCIATION OF	WAPRO FALL CONF FEE; RECORDS SUPERVISOR INGRAM	\$ 200.00	apdcc
332050	9/20/2023	TC0204776934	REV.COM	TRANSCRIPTION	\$ 22.04	museumcc
332049	9/20/2023	TC0299747497	REV.COM	TRANSCRIPTION	\$ 30.74	museumcc
332160	9/21/2023	0007kZ	GOVERNMENTJOBS.COM	JOB POSTING ANNOUNCEMENT - CITY ENGINEER	\$ 199.00	hrcc
332138	9/21/2023	034933	MY TAILOR	ADD PATCH	\$ 5.00	afdcc
332151	9/21/2023	0630DFC7-0033	SPYPOINT	TRESTLE SECURITY CAMERA SUBSCRIPTION 9/21-10/21/23	\$ 15.00	parksc1
332152	9/21/2023	0630DFC7-0034	SPYPOINT	TRESTLE SECURITY CAMERA SUBSCRIPTION 9/21-10/21/23	\$ 15.00	parksc1
332179	9/21/2023	101662904	ARAMARK	WORK VESTS	\$ 242.58	wwtpcc
332158	9/21/2023	1050127	FRONTIER BUILDING SUPPLY	FACILITY USE ITEMS	\$ 42.56	pwfacc
332157	9/21/2023	1091	ISLAND GUTTERS LLC	SCUPPER FOR CITY HALL	\$ 631.04	pwfacc
332175	9/21/2023	1311982	THE LEUKEMIA & LYMPHOMA	STAIR CLIMB REGISTRATION	\$ 80.00	afdcc
332176	9/21/2023	1311989	THE LEUKEMIA & LYMPHOMA	STAIR CLIMB REGISTRATION	\$ 80.00	afdcc
332165	9/21/2023	1312314	THE LEUKEMIA & LYMPHOMA	STAIR CLIMB RECEIPT	\$ 100.00	afdcc
332166	9/21/2023	1312392	THE LEUKEMIA & LYMPHOMA	STAIR CLIMB REGISTRATION	\$ 80.00	afdcc
332154	9/21/2023	1313050	THE LEUKEMIA & LYMPHOMA	FIREFIGHTER STAIRCLIMB REGISTRATION	\$ 80.00	afdcc
332139	9/21/2023	1313371	THE LEUKEMIA & LYMPHOMA	STAIR CLIMB REGISTRATION	\$ 80.00	afdcc
332140	9/21/2023	1313692	THE LEUKEMIA & LYMPHOMA	STAIR CLIMB REGISTRATION	\$ 80.00	afdcc
332159	9/21/2023	224705	GREEN RIVER COMMUNITY COLLEGE	WATER DISTRIBUTION CERTIFICATION EXAM PREPARATION	\$ 340.00	pwfacc
332153	9/21/2023	2719-1313226	THE LEUKEMIA & LYMPHOMA	STAIR CLIMB REGISTRATION	\$ 80.00	afdcc

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332137	9/21/2023	2784-5	THE SHERWIN WILLIAMS CO	PARKS MAINTENANCE SUPPLIES	\$ 113.46	parksccl
332250	9/21/2023	3384075919	HILTON HOTELS	TRAINING HOTEL STAY; WHIA HOMICIDE CONF; DET CORP MICHAEL	\$ 631.28	apdcc
332155	9/21/2023	3420188272	THE PARKING ZONE	CHALK STICK FOR PARKING ENF	\$ 66.87	apdcc
332136	9/21/2023	3765-3	THE SHERWIN WILLIAMS CO	PARKS MAINTENANCE SUPPLIES	\$ 81.33	parksccl
332149	9/21/2023	3986-268226	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #158	\$ 90.78	shopcc
332150	9/21/2023	3986-268387	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #11974	\$ 119.34	shopcc
332174	9/21/2023	4151	SEWERSHOP	SUPPLIES FOR STREETS	\$ 561.51	shopcc
332188	9/21/2023	6560262472	ARAMARK	STA 2 MAT/MOP SERVICE: 9/21	\$ 16.31	medic
332191	9/21/2023	6560262473	ARAMARK	STA 1 MAT/MOP SERVICE: 9/21	\$ 22.63	medic
332202	9/21/2023	6560262476	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
332259	9/21/2023	823583	SHELL	FUEL FOR #900062	\$ 22.98	wdistcc
332724	9/21/2023	92653467-2304556854	EMERALD SERVICES, INC	DISPOSAL SERVICE	\$ 75.00	dshop
332280	9/21/2023	989282	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 102.83	museumcc
332264	9/21/2023	989406	BAYSHORE OFFICE PRODUCTS INC	SENIOR CENTER SUPPLIES	\$ 73.16	parksccl
332167	9/21/2023	B91296/1	ACE HARDWARE	SUPPLIES FOR STREETS	\$ 166.45	shopcc
332156	9/21/2023	B91363/1	ACE HARDWARE	FACILITY USE ITEMS	\$ 332.92	pwfacc
332135	9/21/2023	D10520	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 12.85	parksccl
332261	9/22/2023	025722991	GALLS, LLC.	UNIFORM BOOT; OFC MOWRER	\$ 234.96	apdcc
332262	9/22/2023	1001067252	GALLS, LLC.	UNIFORM SHIRTS, CARRIER AND VEST POUCHES; VANDERKOOY AND CARTER	\$ 491.65	apdcc
332260	9/22/2023	10084504399	STOWES, INC	WORK BOOTS	\$ 200.00	pwfacc
332168	9/22/2023	10699859470	DELL MARKETING LP	QTY 3 BATTERIES FOR FIRE DEPARTMENT MDT LAPTOPS	\$ 313.96	infosyscc
332162	9/22/2023	111-1471216-9117862	AMAZON.COM SERVICES, INC	VELCRO FASTENERS	\$ 26.00	fibercc
332177	9/22/2023	114-8910189-8273017	AMAZON.COM SERVICES, INC	3 BLOOD PRESSURE CUFFS/STETHOSCOPES - EMT CLASS	\$ 61.86	afdcc
333318	9/22/2023	12146	IRONCLAD COMPANY	PARTS & SERVICE FOR EQUIP #410	\$ 5,612.56	dshop

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332253	9/22/2023	277246-5	BIRCH EQUIPMENT CO., INC	BOOM LIFT FOR CITY HALL/WA PARK PROJECT	\$ 4,617.21	pwfacc
332268	9/22/2023	3986-268496	O'REILLY AUTO PARTS	MAINTENANCE SUPPLIES - FERRY TERMINAL	\$ 53.85	wwtpcc
332249	9/22/2023	3986-268533	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #609	\$ 58.69	shopcc
332270	9/22/2023	593 54 642 8851	SAFEWAY INC	DRINKS FOR PATROL; OYSTER RUN	\$ 93.67	apdcc
332247	9/22/2023	989519	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES PLANNING	\$ 6.87	plancc
332269	9/22/2023	B92216/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 62.59	wwtpcc
332267	9/22/2023	D10834	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 7.45	parksc1
332272	9/22/2023	D10885	SEBO'S DO-IT CENTER	FORCIBLE ENTRY SUPPLIES (PADLOCKS)	\$ 85.92	afdcc
332161	9/22/2023	R64734859	YOURMEMBERSHIP.COM, INC.	JOB POSTING ANNOUNCEMENT - CITY ENGINEER	\$ 399.00	hrcc
332279	9/23/2023	1007758253	PET PLACE MARKET	K9 T-BONE SUPPLIES	\$ 95.81	apdcc
332265	9/23/2023	112-0635719-5842643	AMAZON.COM SERVICES, INC	LAPTOP CHARGERS FOR APD PATROL VEHICLES	\$ 215.40	infosyscc
332251	9/23/2023	113-0219251-2369079	AMAZON.COM SERVICES, INC	2024 CALENDARS	\$ 100.15	apdcc
332256	9/23/2023	113-5514131-1815462	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE SUPPLIES	\$ 73.08	execc
332257	9/23/2023	113-5514131-1815462	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE SUPPLIES	\$ 8.00	execc
332255	9/23/2023	114-1182004-6042631	AMAZON.COM SERVICES, INC	HR OFFICE SUPPLIES	\$ 55.01	hrcc
332278	9/23/2023	593 51 258 8851	SAFEWAY INC	PADLOCK REPLACEMENT FOR INVESTIGATIONS	\$ 11.96	apdcc
332266	9/23/2023	FS202309220033	FS.COM, INC.	CABLE	\$ 378.62	infosyscc
332252	9/24/2023	088628	VILLAGE PIZZA	FOOD FOR PATROL; OYSTER RUN	\$ 311.04	apdcc
332246	9/24/2023	111-2122925-8636221	AMAZON.COM SERVICES, INC	STORAGE BAGS, PELICAN FOAM SET	\$ 66.58	afdcc
332277	9/24/2023	113-1058288-0977854	AMAZON.COM SERVICES, INC	SSD MINI COMPUTE STICK (SPILLMAN)	\$ 135.99	afdcc
332276	9/24/2023	113-6664623-8020210	AMAZON.COM SERVICES, INC	SSD MINI COMPUTE STICK (SPILLMAN)	\$ 135.99	afdcc
332274	9/24/2023	114-9178343-3180248	AMAZON.COM SERVICES, INC	SSD MINI COMPUTE STICK (SPILLMAN)	\$ 135.99	afdcc
332275	9/24/2023	114-9785517-7989823	AMAZON.COM SERVICES, INC	SSD MINI COMPUTE STICK (SPILLMAN)	\$ 135.99	afdcc

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332271	9/24/2023	333765	CIRCLE K	ICE FOR PATROL ON OYSTER RUN	\$ 17.16	apdcc
332511	9/24/2023	78046696	INGRAM LIBRARY SERVICES, LLC	INGRAM IPAGE REVIEWS	\$ 364.00	libcc
332512	9/24/2023	78046697	INGRAM LIBRARY SERVICES, LLC	ADULT BOOKS	\$ 389.04	libcc
332513	9/24/2023	78046698	INGRAM LIBRARY SERVICES, LLC	CHILDREN'S BOOKS	\$ 24.46	libcc
332352	9/24/2023	8563 51 13279	HOME DEPOT	SUPPLIES FOR FACILITIES	\$ 52.32	pwfacc
332353	9/24/2023	8563 52 06909	HOME DEPOT	SUPPLIES FOR FACILITIES	\$ 39.98	pwfacc
332263	9/24/2023	Fraud	US BANK	FRAUD CABLE SERVICES-TIDAL 844-878-4325 WILL BE REVERSED	\$ 19.99	pubdefcc
332359	9/25/2023	0077	GROCERY OUTLET	AGING MASTERY SUPPLIES	\$ 13.27	parksc1
332363	9/25/2023	080520	SWINOMISH CHEVRON	FUEL #90013	\$ 59.97	shopcc
332364	9/25/2023	081141	SWINOMISH CHEVRON	FUEL FOR #90013	\$ 12.83	shopcc
332348	9/25/2023	100006131122	ASCAP	ANNUAL MUSIC LICENSE FOR PARKS EVENTS	\$ 107.33	parksc1
332354	9/25/2023	1051455	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 295.28	pwfacc
332365	9/25/2023	109479	BERG VAULT COMPANY	SUPPLIES FOR STREETS	\$ 174.08	shopcc
332367	9/25/2023	111-1117334-7949063	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 119.65	pwfacc
332366	9/25/2023	111-2794094-7258626	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 184.70	pwfacc
332346	9/25/2023	113-7706049-5952247	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 117.70	wwtpcc
332357	9/25/2023	114-13674992	UNITED SITE SERVICES, INC	INTAKE PORTA POTTY RENTAL 7/22/23-8/21/23	\$ 115.00	wtpcc
332356	9/25/2023	114-13699055	UNITED SITE SERVICES, INC	INTAKE PORTA POTTY RENTAL 8/22/23-9/21/23	\$ 115.00	wtpcc
332504	9/25/2023	200092779	FBI-LEEDA INC	FBI LEEDA TRAINING REG - SGT KING	\$ 795.00	apdcc
332505	9/25/2023	200092780	FBI-LEEDA INC	FBI LEEDA TRAINING REG - SGT CLIFFORD	\$ 795.00	apdcc
332494	9/25/2023	239828715	SURETY PEST CONTROL	PEST CONTROL ACC 34803357 6996 SAN JUAN HILL LN FIDALGO BOOSTER	\$ 54.39	wtpcc
332495	9/25/2023	239828716	SURETY PEST CONTROL	PEST CONTROL ACC 34803358 3802 MARINE HEIGHTS CASTILLEJA BOOSTER	\$ 52.21	wtpcc
332496	9/25/2023	239828717	SURETY PEST CONTROL	PEST CONTROL ACC 34803359 2102 PENN AVE ROCKRIDGE BOOSTER	\$ 52.21	wtpcc
332526	9/25/2023	239829032	SURETY PEST CONTROL	STATION 2: SEPTEMBER	\$ 93.56	afdcc
332347	9/25/2023	3986-269045	O'REILLY AUTO PARTS	PARTS FOR EQUIP #706	\$ 75.01	shopcc

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332361	9/25/2023	6560262481	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 82.60	shopcc
332531	9/25/2023	6560263797	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 84.62	wwtpcc
332360	9/25/2023	662 11 122 50	COSTCO WHOLESALE CORPORATION	AGING MASTERY SUPPLIES	\$ 21.98	parkscc1
332509	9/25/2023	842666	SHELL	FUEL	\$ 19.68	wdistcc
332478	9/25/2023	9089210	US BANK	GAS FOR VAN FOR OYSTER RUN	\$ 22.65	apdcc
332362	9/25/2023	B93760/1	ACE HARDWARE	OPERATING SUPPLIES - INCINERATOR	\$ 49.92	wwtpcc
332533	9/25/2023	B989282-1	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 49.11	museumcc
332371	9/25/2023	D12001	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 22.66	pwfacc
332355	9/25/2023	D12066	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 123.64	pwfacc
332373	9/25/2023	D12220	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES - ROOF MAINTENANCE	\$ 24.27	wwtpcc
332344	9/25/2023	D12287	SEBO'S DO-IT CENTER	FASTENERS- #706	\$ 2.54	shopcc
332374	9/25/2023	D12301	SEBO'S DO-IT CENTER	SUPPLIES FOR STREETS	\$ 22.84	shopcc
332349	9/25/2023	D12310	SEBO'S DO-IT CENTER	SCREW EXTRACTOR SET	\$ 19.57	infosyscc
332369	9/25/2023	w10324-5	BIRCH EQUIPMENT CO., INC	PARTS #13948	\$ 134.73	shopcc
332532	9/26/2023	000057	CLEAN AND CLIP	K9 T-BONE GROOMING	\$ 50.00	apdcc
332491	9/26/2023	020129	DICK'S SPORTING GOODS	RECREATION PROGRAM SUPPLIES	\$ 130.31	pkreccc
332506	9/26/2023	025744964	GALLS, LLC.	UNIFORM PANTS AND T-SHIRTS; NEW HIRE CHEESEBORO	\$ 346.76	apdcc
332487	9/26/2023	0267116	SIRENNET.COM	PARTS FOR EQUIP #3001,3002,3003	\$ 209.68	shopcc
332368	9/26/2023	111-1061775-7588213	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 672.10	pwfacc
332520	9/26/2023	111-1061775-7588213	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER DEPT	\$ 207.62	pwfacc
332358	9/26/2023	111-5024192-9855416	AMAZON.COM SERVICES, INC	TOOLS	\$ 26.10	fibercc
332498	9/26/2023	111-5024192-9855416	AMAZON.COM SERVICES, INC	TOOLS & INSTALLATION SUPPLIES	\$ 172.60	fibercc
332480	9/26/2023	113-0311977-0064276	AMAZON.COM SERVICES, INC	DREMEL TOOL AND ACCESSORIES	\$ 108.75	infosyscc
332370	9/26/2023	113-0348733-7409019	AMAZON.COM SERVICES, INC	SAFETY ITEMS	\$ 468.70	shopcc

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332481	9/26/2023	113-0353798-1115469	AMAZON.COM SERVICES, INC	SATA HARD DRIVES AND CABLES FOR NAS SERVER REBUILD	\$ 510.84	infosyscc
332508	9/26/2023	113-3286591-1742666	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 68.53	shopcc
332482	9/26/2023	113-6002005-0069855	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 171.90	wwtpcc
332523	9/26/2023	113-6937599-6100232	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 28.25	shopcc
332345	9/26/2023	113-9182803-4885819	AMAZON.COM SERVICES, INC	SATA CABLES FOR NAS SERVER	\$ 25.62	infosyscc
332472	9/26/2023	1833481-275	EBAY	COLLECTION PURCHASE	\$ 21.78	museumcc
332493	9/26/2023	2E555207R35462500	US TREASURY	NEW EMPLOYEE CDL QUERY - JOE ROOT	\$ 1.25	hrcc
332483	9/26/2023	3986-269153	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #175	\$ 68.23	shopcc
332484	9/26/2023	3986-269172	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #517	\$ 12.57	shopcc
332485	9/26/2023	3986-269200	O'REILLY AUTO PARTS	PARTS FOR EQUIP #706	\$ 20.65	shopcc
332486	9/26/2023	3986-269244	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #009	\$ 77.61	shopcc
332490	9/26/2023	3FA001E5-0006	SPYPOINT	PARKS SECURITY CAMERA	\$ 15.00	parksc1
332507	9/26/2023	4862170	FRONTIER BUILDING SUPPLY	FURRING STRIPS - DOOR PROP	\$ 183.44	afdcc
332516	9/26/2023	4862190	FRONTIER BUILDING SUPPLY	TRESTLE LIGHT SUPPLIES	\$ 87.79	parksc1
333629	9/26/2023	88246	SOUND DEVELOPMENT GROUP, LLC	H AVENUE MULTIMODAL ACFL CONNECTOR - AUGUST & SEPTEMBER 2023	\$ 1,845.00	pw1
332474	9/26/2023	B93942/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 13.67	pwfacc
332473	9/26/2023	D12403	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #706	\$ 18.23	shopcc
332522	9/26/2023	D12429	SEBO'S DO-IT CENTER	MURAL SUPPLIES	\$ 2.82	museumcc
332517	9/26/2023	D12575	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 23.45	parksc1
332479	9/26/2023	VP-101-788693	SNAP-ON INDUSTRIAL	DIAGNOSTIC SOFTWARE	\$ 705.02	shopcc
332475	9/27/2023	0188-1018855	CED	PART FOR STREETS	\$ 48.97	pwfacc
332510	9/27/2023	111-1437146-1253026	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 55.48	libcc
332530	9/27/2023	111-2558214-2657024	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 26.23	wwtpcc
332525	9/27/2023	112-0059504-0489070	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 489.53	wwtpcc
332502	9/27/2023	112-5289872-0961856	AMAZON.COM SERVICES, INC	SUPPLIES FOR SENIOR CENTER	\$ 51.15	parksc1
332501	9/27/2023	112-8047294-1065867	AMAZON.COM SERVICES, INC	SUPPLIES FOR SENIOR CENTER	\$ 8.48	parksc1

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332489	9/27/2023	113-2306765-4208245	AMAZON.COM SERVICES, INC	PARTS FOR EQUIP #6-935	\$ 78.34	shopcc
332503	9/27/2023	113-9622230-2597004	AMAZON.COM SERVICES, INC	BREAKROOM SUPPLIES	\$ 31.52	shopcc
332492	9/27/2023	114-1131786-7782603	AMAZON.COM SERVICES, INC	ADULT BOOKS	\$ 42.89	libcc
332477	9/27/2023	14808598	PAPE MACHINERY INC.	DOZER RENTAL FOR WATER MAINTENANCE	\$ 169.53	wdistcc
332578	9/27/2023	307920	NAPA	PARTS FOR EQUIP #706	\$ 333.78	shopcc
332586	9/27/2023	318579152603858	INTERNATIONAL CONFERENCE OF, POLICE CHAPLINS	INTERNATIONAL CONFERENCE OF POLICE CHAPLAINS DUES; CHAPLAIN RUSTY	\$ 125.00	apdcc
332488	9/27/2023	3986-269378	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #304	\$ 30.45	shopcc
332524	9/27/2023	4865675	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 25.04	pwfacc
332476	9/27/2023	4865725	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 81.87	pwfacc
332518	9/27/2023	4866255	FRONTIER BUILDING SUPPLY	TRESTLE LIGHTS INSTALL SUPPLIES	\$ 85.41	parksc1
332593	9/27/2023	593 51 99 8851	SAFEWAY INC	WA PARK SUPPLIES	\$ 26.06	parksc1
332580	9/27/2023	990141	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - PLANNING	\$ 15.07	plancc
332499	9/27/2023	B94396/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 241.76	wdistcc
333648	9/27/2023	E23047P-20	ELEMENTAL AIR, LLC	WWTP ANNUAL INCINERATOR EMISSIONS TESTING	\$ 6,331.40	dwwtp
332497	9/27/2023	S-00368301	AIR FILTERS, INC	HSPS ELECTRICAL CABINET AIR FILTERS	\$ 1,090.08	wtpcc
332587	9/28/2023	025756631	GALLS, LLC.	UNIFORM VEST; OFC WILSON	\$ 1,251.58	apdcc
332588	9/28/2023	109595	BERG VAULT COMPANY	SUPPLIES FOR STORM DEPT	\$ 175.17	shopcc
332521	9/28/2023	111-2234664-0284214	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 87.35	pwfacc
332515	9/28/2023	111-4994737-1241844	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES CALENDAR PW	\$ 10.87	libcc
332592	9/28/2023	111-5704431-6617046	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 60.41	libcc
332590	9/28/2023	113-6272540-9823400	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 20.43	shopcc
332583	9/28/2023	113-6696725-1245866	AMAZON.COM SERVICES, INC	OFFICE MAT; SGT LEETZ	\$ 36.99	apdcc
332591	9/28/2023	113-9390139-5268202	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 36.28	shopcc

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332594	9/28/2023	114-4909174-1106615	AMAZON.COM SERVICES, INC	WA PARK MAINTENANCE SUPPLIES	\$ 208.92	parksccl
332500	9/28/2023	121479732	ENGINE COMPANY LEATHER, LLC	12 HELMET SHIELDS	\$ 764.50	afdcc
332661	9/28/2023	13758004	HACH COMPANY	OPERATING SUPPLIES	\$ 4,280.63	wwtpcc
332589	9/28/2023	147440	THE HOSE SHOP, INC	SUPPLIES FOR STORM DEPT	\$ 43.14	shopcc
332595	9/28/2023	147466	THE HOSE SHOP, INC	SUPPLIES FOR STORM DEPT	\$ 108.86	shopcc
332666	9/28/2023	239828635	SURETY PEST CONTROL	CEMETERY PEST CONTROL	\$ 63.09	parksccl
332663	9/28/2023	24263164	PURCELL TIRE AND SERVICE CENTE	SERVICE FOR VEHICLE #609	\$ 29.10	shopcc
332664	9/28/2023	24263165	PURCELL TIRE AND SERVICE CENTE	SERVICE FOR VEHICLE #516	\$ 116.42	shopcc
332662	9/28/2023	300-10124377	ALL BATTERY SALES & SERVICE	SUPPLIES FOR SHOP	\$ 73.00	shopcc
332581	9/28/2023	3986-269692	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #175	\$ 12.08	shopcc
332582	9/28/2023	3986-269718	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #050	\$ 250.77	shopcc
332597	9/28/2023	4868105	FRONTIER BUILDING SUPPLY	TRESTLE LIGHT SUPPLIES	\$ 144.40	parksccl
332542	9/28/2023	6560266033	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
332673	9/28/2023	855130	SHELL	FUEL #900062	\$ 39.11	wdistcc
332741	9/28/2023	904307	NORTH HARBOR DIESEL	SERVICE & REPAIRS #2003	\$ 700.76	dshop
332675	9/28/2023	990219	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES FOR SENIOR CENTER USE	\$ 137.09	parksccl
332596	9/28/2023	B94944/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 9.70	pwfacccl
332577	9/28/2023	D13200	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 17.04	parksccl
332584	9/28/2023	D13299	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 43.48	wdistcc
332579	9/28/2023	D13398	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #706	\$ 1.20	shopcc
333310	9/28/2023	MVCS0363701	N C MACHINERY COMPANY	PARTS FOR #6935	\$ 517.91	dshop
333644	9/28/2023	September 28, 2023	NEW CREATIONS BUILDING CO. LLC	SENIOR ACTIVITY CENTER PAVILION	\$ 56,216.96	parks1
332585	9/28/2023	SO283589	WITMER PUBLIC SAFETY GROUP INC	HELMET ID BRACKET SCREWS (12)	\$ 189.85	afdcc
332660	9/29/2023	09/29/23	MY TAILOR	ADD PATCH	\$ 5.00	afdcc
332676	9/29/2023	111-2234664-0284214	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 138.00	pwfacccl
332655	9/29/2023	114-4115499-3640251	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES FOR STREETS	\$ 28.28	shopcc
332678	9/29/2023	147475	THE HOSE SHOP, INC	SUPPLIES FOR STREETS	\$ 122.29	shopcc
333634	9/29/2023	17092 - 29	H W LOCHNER, INC	R AVE LONG-TERM IMPROVEMENT - ENGINEERING - 08/26/23 - 09/29/23	\$ 20,410.67	pw1

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333501	9/29/2023	21863 - 4	H W LOCHNER, INC	PROFESSIONAL PLAN REVIEW CONSULTANT SERVICES - 8/26/23 - 9/29/23	\$ 2,838.83	pw1
332729	9/29/2023	239829034	SURETY PEST CONTROL	PEST CONTROL	\$ 67.45	museum
332685	9/29/2023	6898	BIG 5 SPORTING GOODS	REC PROGRAM SUPPLIES	\$ 59.80	pkreccc
332677	9/29/2023	73738	OWL LABS, INC	TECH GRANT SUPPLIES MEETING OWLS	\$ 1,141.32	libcc
332654	9/29/2023	8561 01 07623	HOME DEPOT	OPERATING SUPPLIES	\$ 432.23	shopcc
332659	9/29/2023	B95573/1	ACE HARDWARE	TIE DOWNS	\$ 23.93	afdcc
332680	9/29/2023	B95794/1	ACE HARDWARE	SUPPLIES FOR STREETS	\$ 4.49	shopcc
332679	9/29/2023	D13949	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 17.04	pwfacc
332670	9/29/2023	XZE6CGAAU	DBACKDROP	REC EVENT SUPPLIES	\$ 124.98	pkreccc
333313	9/30/2023	0173	SKAGIT COUNTY SOLID WASTE FUND	SEPTEMBER TONNAGE HAULED	\$ 95,219.18	dshop
332683	9/30/2023	111-8369416-6698607	AMAZON.COM SERVICES, INC	MINI PC STICK (SPILLMAN)	\$ 135.99	afdcc
332682	9/30/2023	111-8873631-2177836	AMAZON.COM SERVICES, INC	MINI PC STICK (SPILLMAN)	\$ 135.99	afdcc
332684	9/30/2023	111-9406254-3601068	AMAZON.COM SERVICES, INC	CLIP BOARDS	\$ 13.00	afdcc
332672	9/30/2023	113-0841782-2425828	AMAZON.COM SERVICES, INC	DOOR HANGERS	\$ 27.14	wtpcc
333624	9/30/2023	190084	VANTAGE POINT SOLUTIONS, INC.	CALEA COMPLIANCE SUPPORT, SEPT 1-30 2023	\$ 275.00	fiber
332681	9/30/2023	1ZG3TE580336888161	UNITED PARCEL SERVICE, INC	SHIPPING: PPE REPAIR	\$ 10.69	afdcc
333500	9/30/2023	2281	SKAGIT CONSERVATION DISTRICT	NPDES II OUTREACH & EDUCATION - SEPTEMBER 2023	\$ 2,069.82	pw1
333632	9/30/2023	2512	SKAGIT COUNCIL OF GOVERNMENTS	STAFFING SERVICES FOR GROWTH MANAGEMENT ACT SUPPORT IN SK CO - 7/1-9/30/23	\$ 3,868.28	plan
333512	9/30/2023	2759C	PCCA LLC	COLLECTION FEE	\$ 608.71	finance
333317	9/30/2023	386000156	US BANK NA - CUSTODY TREAS DIV	INVESTMENT FEES 9/1-9/30/23	\$ 58.00	finance
333394	9/30/2023	718	BOYS & GIRLS CLUBS	FUNDING AGREEMENT - LUNCH PROGRAM - SEPT	\$ 80.00	finance
332674	9/30/2023	9982805149	STAPLES ADVANTAGE	COPY PAPER	\$ 685.22	apdcc
332671	9/30/2023	Google-2309	GOOGLE ANALYTICS	GOOGLE ADVERTISING	\$ 206.35	fibercc
332657	9/30/2023	INV00396126	PANTHEON SYSTEMS, INC	SUBSCRIPTION WEB HOSTING 9/30-10/29/23	\$ 38.09	infosyscc
332692	10/1/2023	122448	G12 COMMUNICATIONS	SIP TRUNKS 10/1-10/31/23	\$ 976.45	finance

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332796	10/1/2023	1925	THRIFTY CLEANERS	LAUNDRY - AUG & SEPT	\$ 99.27	afdcc
332969	10/1/2023	2535346-0043-7	WASTE MANAGEMENT	WTP TRASH, RECYCLE PICKUP 9/1-9/30/23	\$ 194.20	dwtp
332687	10/1/2023	4813607S185	LEMAY MOBILE SHREDDING	CONTAINER SHREDDING - CITY HALL 9/5/23	\$ 7.82	finance
332656	10/1/2023	5733670-599	COVERCRAFT INDUSTRIES LLC	PARTS FOR #1006	\$ 412.41	shopcc
332658	10/1/2023	G3SMQSKINQDJU7DC	GOOGLE ANALYTICS	SAFE AND CLEAN WATER.COM	\$ 6.36	infosyscc
332668	10/1/2023	INV-02057815	UNITED SITE SERVICES, INC	REC PROGRAM RESTROOMS 9/1-9/30/23	\$ 209.00	parksccl
332667	10/1/2023	INV-02057820	UNITED SITE SERVICES, INC	REC PROGRAM RESTROOMS 9/1-9/30/23	\$ 209.19	parksccl
332669	10/1/2023	INV-02057880	UNITED SITE SERVICES, INC	REC PROGRAM RESTROOMS 9/1-9/30/23	\$ 209.19	parksccl
332854	10/2/2023	00059300801122310021	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 22.97	parksccl
332783	10/2/2023	001482	MISTER T'S AWARDS &	REC PROGRAM SUPPLIES	\$ 108.60	pkreccc
333649	10/2/2023	1-131259091387	JOHNSON CONTROLS INC	WTP HVAC SYSTEM PREVENTIVE MAINTENANCE AGREEMENT 10/1/23-9/30/24	\$ 9,192.99	dwtp
332800	10/2/2023	112-0655485-7293049	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 870.38	pkreccc
332797	10/2/2023	113-7885440-2936206	AMAZON.COM SERVICES, INC	MINI PC STICK (SPILLMAN)	\$ 135.99	afdcc
332784	10/2/2023	113-7924300-3036232	AMAZON.COM SERVICES, INC	SAMSUNG SDHC WITH ADAPTOR - DETECTIVES FOR EVIDENCE TRANSFER	\$ 39.15	apdcc
332798	10/2/2023	113-8198839-7135402	AMAZON.COM SERVICES, INC	MINI PC STICK (SPILLMAN)	\$ 135.99	afdcc
332935	10/2/2023	113-9386164-8738640	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 41.71	wwtpcc
332787	10/2/2023	1534,2581,3498,466	UNIFIRST CORPORATION	WTP LAUNDRY - 4 SEPTEMBER INVOICES	\$ 662.62	wtpcc
332610	10/2/2023	21357784-225458442	HARTFORD FIRE INSURANCE CO	WTP FLOOD INSURANCE POWER SUBSTATION POLICY 99013485432019	\$ 2,291.00	dwtp
332614	10/2/2023	21357785-225399111	HARTFORD FIRE INSURANCE CO	WTP FLOOD INSURANCE INTAKE STATION POLICY 99013485392019	\$ 1,069.00	dwtp
332782	10/2/2023	293234	BUFFALO GAMES, LLC	REC EVENT SUPPLIES	\$ 143.87	pkreccc
332793	10/2/2023	37877	EDIAMONDTOOLS	TOOLS FOR WATER MAINTENANCE	\$ 779.96	pwfacc
332778	10/2/2023	3986-270414	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #517	\$ 8.40	shopcc

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332790	10/2/2023	6560266039	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 82.60	shopcc
332789	10/2/2023	6560266040	ARAMARK	OPS, MAT CLEANING	\$ 77.12	shopcc
333045	10/2/2023	6560267354	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 84.03	wwtpcc
332852	10/2/2023	872713	SHELL	FUEL	\$ 22.20	wdistcc
332779	10/2/2023	ACT-00089607	UNITED SITE SERVICES, INC	WA PARK RESTROOMS 9/1-9/30-23	\$ 896.46	parksc1
332780	10/2/2023	ACT-00089607	UNITED SITE SERVICES, INC	PARKS PORTABLE RESTROOM SERVICE 9/1/23-9/30/23	\$ 502.41	parksc1
332777	10/2/2023	BKD-73646434945	CLEVERBRIDGE INC	HELP DESK AND ASSET MANAGEMENT SOFTWARE	\$ 3,220.48	infosyscc
332792	10/2/2023	D15197	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 223.89	wdistcc
332799	10/2/2023	H29220/44	COASTAL FARM &	SAFETY BOOTS - THAD B	\$ 126.20	wtpcc
332786	10/2/2023	INV-02056563	UNITED SITE SERVICES, INC	PORTA POTTY RENTAL PENN AVE 9/1-9/30/23	\$ 210.25	wtpcc
332846	10/2/2023	INV-24844	IMAGE360	SKATE PARK BANNERS	\$ 276.19	parksc1
332791	10/2/2023	INV221587207	ZOOM VIDEO COMMUNICATIONS INC.	SENIOR CENTER 10/2-11/1/23	\$ 17.40	parksc1
332794	10/2/2023	INV221594649	ZOOM VIDEO COMMUNICATIONS INC.	COURT 10/2-11/1/23	\$ 17.40	courtcc
332781	10/2/2023	MC18168625	MAILCHIMP	REC NEWSLETTER SUBSCRIPTION OCTOBER	\$ 28.83	parksc1
333507	10/2/2023	PSO098916-1	SONSRAY MACHINERY, LLC	PARTS #403	\$ 138.07	dshop
332795	10/2/2023	VP_K99ZCTWC	VISTAPRINT	BUSINESS CARDS	\$ 58.74	pwfacc
332855	10/3/2023	025788869	GALLS, LLC.	UNIFORM VEST; OFC KELLINGTON	\$ 1,251.58	apdcc
332838	10/3/2023	1055796	FRONTIER BUILDING SUPPLY	FURRING STRIPS	\$ 66.32	afdcc
332859	10/3/2023	112-1520425-1117016	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 32.63	pkreccc
332860	10/3/2023	112-3608868-8307409	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 213.20	pkreccc
332857	10/3/2023	112-5499943-0916205	AMAZON.COM SERVICES, INC	GALAXY S22 CASES AND GLASS SCREEN PROTECTOR	\$ 38.84	infosyscc
332801	10/3/2023	112-9282611-4369849	AMAZON.COM SERVICES, INC	REC PROGRAM SUPPLIES	\$ 30.44	pkreccc
332840	10/3/2023	113-0072712-2574645	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 76.20	wwtpcc
332839	10/3/2023	113-0424036-0556224	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 51.34	wwtpcc
332934	10/3/2023	113-1932900-4310647	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 270.16	wwtpcc

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332931	10/3/2023	113-4489866-5595462	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 250.20	wwtpcc
332847	10/3/2023	114-3212785-5953861	AMAZON.COM SERVICES, INC	REUSABLE RESPIRATOR	\$ 217.49	apdcc
332848	10/3/2023	114-3869649-6751468	AMAZON.COM SERVICES, INC	ADULT BOOKS	\$ 19.57	libcc
332785	10/3/2023	114-3869649-6751468	AMAZON.COM SERVICES, INC	ADULT BOOKS	\$ 30.46	libcc
332837	10/3/2023	114-7366425-9394602	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 28.28	shopcc
332788	10/3/2023	250772843	ALLIED ELECTRONICS INC	EATON CUTLER HAMMER X 5	\$ 167.57	wtpcc
332843	10/3/2023	3986-270532	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #037	\$ 68.23	shopcc
332844	10/3/2023	3986-270558	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #037	\$ 154.12	shopcc
332845	10/3/2023	3986-270633	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #037	\$ 501.82	shopcc
332940	10/3/2023	421525	SKAGIT REGIONAL HEALTH	CDL PHYSICAL D. JONES	\$ 92.00	shopcc
332842	10/3/2023	427143600	LOWE'S BUSINESS ACCOUNT/GEMB	UTILITY PUMP	\$ 127.27	wtpcc
333187	10/3/2023	77282	MARRIOTT	HOTEL FOR CONFERENCE	\$ 365.85	pwfacc
333191	10/3/2023	77293	MARRIOTT	HOTEL FOR CONFERENCE	\$ 365.85	pwfacc
332959	10/3/2023	813609	MISTER T'S AWARDS &	ADVISORY BOARD EXPENSE	\$ 30.46	museumcc
332853	10/3/2023	B97708/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 29.37	wdistcc
332856	10/3/2023	B97718/1	ACE HARDWARE	WA PARK MAINTENANCE SUPPLIES	\$ 20.88	parksc1
332858	10/3/2023	D15501	SEBO'S DO-IT CENTER	ACFL MAINTENANCE SUPPLIES	\$ 125.09	parksc1
332836	10/3/2023	D15632	SEBO'S DO-IT CENTER	FACILITIES SUPPLIES	\$ 163.13	pwfacc
332849	10/3/2023	INV221727348	ZOOM VIDEO COMMUNICATIONS INC.	EXECUTIVE 10/3-11/2/2023	\$ 60.92	execc
332850	10/3/2023	SO-0223988	AMRON INTERNATIONAL, INC.	STANLEY RUBBER GASKET FOR HYDRAULIC TRASH PUMP	\$ 80.00	wtpcc
332851	10/3/2023	VJNZWD8L6GV	AMERICAN PUBLIC WORKS	CAEC PRO (VIRTUAL): CONTRACTING FOR PUBLIC WORKS	\$ 30.00	legalcc
332956	10/4/2023	0020029078	UNITED PARCEL SERVICE, INC	SEWER CAMERA SHIPMENT	\$ 355.06	shopcc
332950	10/4/2023	1056420	FRONTIER BUILDING SUPPLY	WA PARK SUPPLIES	\$ 26.58	parksc1
332958	10/4/2023	112-9818600-1797801	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 183.00	pkrecc
332861	10/4/2023	112-9818600-1797801	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 65.90	pkrecc
332929	10/4/2023	113-3176160-4000224	AMAZON.COM SERVICES, INC	M.2 256 HARD DRIVES AND SCREEN PROTECTORS	\$ 217.31	infosyscc

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332941	10/4/2023	114-0580184-3011429	AMAZON.COM SERVICES, INC	CHILDREN'S BOOKS	\$ 155.20	libcc
333023	10/4/2023	114-7285603-1253810	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 355.44	wwtpcc
332928	10/4/2023	114-7816625-1172223	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 31.04	wwtpcc
332946	10/4/2023	11799	MN8 FOXFIRE	ILLUMINATING SCBA FACEPIECE IDENTIFIERS	\$ 141.95	afdcc
333646	10/4/2023	120465	VECA ELECTRIC & TECHNOLOGIES	WWTP ODOR CONTROL HEAT TRACE PROJECT - ELECTRICAL COMPONENTS INSTALLATION	\$ 43,500.00	dwwtp
333641	10/4/2023	120467	VECA ELECTRIC & TECHNOLOGIES	UNIT-PRICED ELECTRICAL SERVICES 2023-2025 - SENIOR CENTER ICE MAKER INSTALL	\$ 2,341.41	pw1
333639	10/4/2023	120468	VECA ELECTRIC & TECHNOLOGIES	UNIT-PRICED ELECTRICAL SERVICES 2023-2025 - WWTP PUMP STATION MOTOR	\$ 2,313.35	pw1
333640	10/4/2023	120469	VECA ELECTRIC & TECHNOLOGIES	UNIT-PRICED ELECTRICAL SERVICES 2023-2025 - LOAD TESTING	\$ 4,346.94	pw1
333035	10/4/2023	133834	SWINOMISH CHEVRON	SMALL EQUIP FUEL #90006	\$ 70.32	wdistcc
332868	10/4/2023	245673353	SURETY PEST CONTROL	CITY HALL PEST CONTROL	\$ 64.18	finance
333036	10/4/2023	335218541	OFFICE DEPOT, INC.	OFFICE SUPPLIES	\$ 103.49	libcc
333042	10/4/2023	3507978	US BANK	ACCOMMODATION ADMIN CONF: ICICLE VILLAGE	\$ 238.62	afdcc
332938	10/4/2023	3986-270668	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #030	\$ 34.11	shopcc
332939	10/4/2023	3986-270832	O'REILLY AUTO PARTS	PARTS FOR #3002	\$ 25.21	shopcc
332957	10/4/2023	4M03175	PLATT ELECTRIC SUPPLY INC	SUPPLIES FOR FACILITIES	\$ 245.18	pwfacc
333514	10/4/2023	601219	SKIDMORE PHARMACY INC.	PHARMACY COPAYS, DODGE, LEOFF1 RETIREE	\$ 17.28	hr
332942	10/4/2023	662 9 224 95	COSTCO WHOLESALE CORPORATION	REHAB SUPPLIES	\$ 142.93	afdcc
333166	10/4/2023	77284	MARRIOTT	LODGING FOR APWA CONFERENCE	\$ 121.95	shopcc
333155	10/4/2023	77285	MARRIOTT	LODGING FOR APWA CONFERENCE	\$ 121.95	shopcc
333157	10/4/2023	77292	MARRIOTT	HOTEL FOR CONFERENCE	\$ 121.95	pwfacc
333033	10/4/2023	881219	SHELL	VAC TRAILER FUEL	\$ 33.47	wdistcc
332943	10/4/2023	922162508	LOWE'S BUSINESS ACCOUNT/GEMB	SUPPLIES FOR FACILITIES	\$ 47.13	pwfacc

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332951	10/4/2023	D15963	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 148.09	parksccl
332952	10/4/2023	D16006	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 19.25	parksccl
332953	10/4/2023	D16061	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 25.56	parksccl
332954	10/4/2023	D16152	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 10.00	parksccl
332947	10/4/2023	FS231004460630	FS.COM, INC.	IT USE ITEMS	\$ 88.13	infosyscc
332945	10/4/2023	S2322301	FIRST RESPONDER DECAL COMPANY	REFLECTIVE CURVED HELMET DECALS	\$ 95.88	afdcc
333022	10/4/2023	SWO036324-1	SONSRAY MACHINERY, LLC	SERVICE & REPAIRS FOR EQUIP #404	\$ 8,096.77	wdistcc
333029	10/5/2023	10-1062411567	EBAY	ACCESS FIBER NETWORK SUPPLIES	\$ 164.51	admsrvcc
333635	10/5/2023	1000964	WBE TECHNOLOGIES LLC	EDA FIBER EXPANSION - MATERIALS - BID ITEMS 36 AND 37	\$ 8,730.11	fiber
333636	10/5/2023	1000967	WBE TECHNOLOGIES LLC	EDA FIBER EXPANSION - MATERIALS - BID ITEMS 2-8	\$ 67,021.89	fiber
333041	10/5/2023	1056796	FRONTIER BUILDING SUPPLY	ACFL MAINTENANCE SUPPLIES	\$ 65.27	parksccl
333032	10/5/2023	111-3312600-9829014	AMAZON.COM SERVICES, INC	WIRE CLIPS FOR CUSTOMER INSTALLS	\$ 47.46	fibercc
332955	10/5/2023	111-5028618-6199404	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 313.34	pwfacc
332949	10/5/2023	111-9718696-2789815	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 98.27	libcc
332948	10/5/2023	112-7458336-0450634	AMAZON.COM SERVICES, INC	10 METER SINGLE MODE FIBER PATCH CORD	\$ 39.14	infosyscc
333031	10/5/2023	113-0397037-5505060	AMAZON.COM SERVICES, INC	LABEL TAPE	\$ 16.17	wtpcc
333172	10/5/2023	21102-77645800	US BANK	TRAINING HOTEL STAY - LEIRA FALL CONF; RECORDS MCDERMOTT	\$ 710.43	apdcc
333171	10/5/2023	21103-77644806	US BANK	TRAINING HOTEL STAY - LEIRA FALL CONF; RECORDS INGRAM	\$ 710.43	apdcc
333149	10/5/2023	24263324	PURCELL TIRE AND SERVICE CENTE	TIRE REPAIRS FOR #304 & #513	\$ 251.75	shopcc
333150	10/5/2023	24263325	PURCELL TIRE AND SERVICE CENTE	TIRE REPAIR FOR #517	\$ 71.89	shopcc
333151	10/5/2023	24263326	PURCELL TIRE AND SERVICE CENTE	TIRES FOR STOCK	\$ 336.54	shopcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333185	10/5/2023	308631	NAPA	PARTS FOR #1904	\$ 8.50	shopcc
333158	10/5/2023	308641	NAPA	REC EVENT SUPPLIES	\$ 163.15	pkreccc
333144	10/5/2023	308658	NAPA	PARTS FOR #514	\$ 146.03	shopcc
333026	10/5/2023	3986-270914	O'REILLY AUTO PARTS	PARTS FOR VEHICLE 151	\$ 132.99	shopcc
333040	10/5/2023	46275	WASTESTICKERS.COM	SUPPLIES FOR SOLID WASTE	\$ 35.54	shopcc
332944	10/5/2023	7204814	ULINE, INC.	SUPPLIES FOR FACILITIES	\$ 674.70	pwfacc
333169	10/5/2023	885236	SHELL	FUEL FOR #90006	\$ 22.66	wdistcc
333030	10/5/2023	922162508	LOWE'S BUSINESS ACCOUNT/GEMB	SUPPLIES FOR FACILITIES	\$ 31.54	pwfacc
333164	10/5/2023	991049	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES FOR FACILITIES	\$ 218.95	pwfacc
333019	10/5/2023	B98871/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 68.52	pwfacc
333037	10/5/2023	D16386	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 5.32	parksc1
333039	10/5/2023	D16408	SEBO'S DO-IT CENTER	PARTS FOR #1904	\$ 122.24	shopcc
333038	10/5/2023	D16436	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 43.70	parksc1
333020	10/5/2023	D16607	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #1904	\$ 8.08	pwfacc
333034	10/5/2023	SO286516	WITMER PUBLIC SAFETY GROUP INC	10 WACK PACKS (WEDGES, FLASHLIGHT)	\$ 311.87	afdcc
333021	10/5/2023	STS100323	SIGNATURE TREE SERVICE	TREE REMOVAL	\$ 1,414.40	shopcc
333178	10/6/2023	1057326	FRONTIER BUILDING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 27.24	parksc1
333181	10/6/2023	1057413	FRONTIER BUILDING SUPPLY	TOOLS FOR WATER MAINTENANCE	\$ 107.65	pwfacc
333176	10/6/2023	111-0175070-3722640	AMAZON.COM SERVICES, INC	TECH GRANT SUPPLIES SMART BOARD	\$ 2,235.84	libcc
333044	10/6/2023	111-1161504-2927465	AMAZON.COM SERVICES, INC	10 LBS GROUND COFFEE	\$ 93.98	afdcc
333179	10/6/2023	111-8942172-5107430	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 1,226.18	pwfacc
333180	10/6/2023	111-9850276-2533840	AMAZON.COM SERVICES, INC	TOOLS FOR WATER MAINTENANCE	\$ 509.16	pwfacc
333027	10/6/2023	113-2941850-3495467	AMAZON.COM SERVICES, INC	CEMETERY MAINTENANCE SUPPLIES	\$ 93.54	parksc1
333168	10/6/2023	113-4491874-4449001	AMAZON.COM SERVICES, INC	PENS, BATTERIES	\$ 56.94	wtpcc
333186	10/6/2023	1494796679	GRAINGER	SUPPLIES FOR SOLID WASTE	\$ 56.74	shopcc
333167	10/6/2023	239827169	SURETY PEST CONTROL	PEST CONTROL ACC 34798464 2205 37TH ST A AVE BOOSTER	\$ 52.21	wtpcc
333175	10/6/2023	336140766	OFFICE DEPOT, INC.	TECH GRANT SUPPLIES SMARTBOARD STAND	\$ 556.39	libcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333154	10/6/2023	37086	NAPA	PARTS & SERVICE FOR VEHICLE #018	\$ 635.55	shopcc
333153	10/6/2023	3986-271072	O'REILLY AUTO PARTS	PARTS FOR #175	\$ 152.31	shopcc
333152	10/6/2023	3986-271106	O'REILLY AUTO PARTS	PARTS FOR #3000	\$ 10.44	shopcc
333311	10/6/2023	43093	DALCO INC	PARTS & SERVICE FOR #9905	\$ 484.00	dshop
333160	10/6/2023	593 51 68 8851	SAFEWAY INC	REC EVENT SUPPLIES	\$ 65.02	pkreccc
333189	10/6/2023	887874457	COMFORT INN	TRAINING HOTEL STAY; APPLIED SKILLS-DT - RHODES AND DOTZAUER	\$ 658.40	apdcc
333165	10/6/2023	922162508	LOWE'S BUSINESS ACCOUNT/GEMB	SUPPLIES FOR FACILITIES	\$ 174.04	pwfacc
333527	10/6/2023	AFD 23	ISLAND HOSPITAL	SEPTEMBER AMBULANCE CHARGES	\$ 3,731.50	medic
333161	10/6/2023	D16885	SEBO'S DO-IT CENTER	REC DEPT SUPPLIES	\$ 11.96	pkreccc
333145	10/6/2023	D16938	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 163.13	pwfacc
333170	10/6/2023	D17122	SEBO'S DO-IT CENTER	SENIOR CENTER SUPPLIES	\$ 7.38	parksc1
333147	10/6/2023	WFC2023	WASHINGTON ASSOCIATION OF	WAPRO FALL CONF 2023	\$ 200.00	legalcc
333146	10/6/2023	X69113/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 23.46	parksc1
333182	10/7/2023	111-5264200-7456250	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES FOR WATER MAINTENANCE	\$ 576.56	pwfacc
333177	10/7/2023	111-6349725-7084223	AMAZON.COM SERVICES, INC	MEETING ROOM PROJECTOR BULB	\$ 92.48	libcc
333174	10/7/2023	112-1106158-5546646	AMAZON.COM SERVICES, INC	ANALOG PHONE LINE TO NETWORK ADAPTER	\$ 48.99	infosyscc
333410	10/7/2023	249631	LAKESIDE INDUSTRIES, INC.	ASPHALT FOR COVE PROJECT	\$ 6,366.50	dshop
333411	10/7/2023	249856	LAKESIDE INDUSTRIES, INC.	DUMP FEES ROCK FOR STREET DEPT	\$ 424.50	dshop
333173	10/7/2023	454155	HARBOR FREIGHT TOOLS	TOOL FOR OPERATIONS	\$ 15.22	shopcc
333163	10/7/2023	662 207 64 707	COSTCO WHOLESALE CORPORATION	APD BREAKROOM SUPPLIES	\$ 163.95	apdcc
333304	10/8/2023	1101748312	B & H PHOTO - VIDEO	OFFICE SUPPLIES	\$ 10.87	libcc
333156	10/8/2023	114-9626821-1958610	AMAZON.COM SERVICES, INC	10G ETHERNET ADAPTER	\$ 210.02	fibercc
333183	45207	219	ROSALES, ANDREA	TEEN BOOK	\$ 33.08	libcc
333184	10/8/2023	GeekGirlConPW	SQUARE	ADULT BOOK	\$ 22.73	libcc
333307	10/9/2023	1/A 422138	SUBWAY NORTHWEST INC	PER DIEM MEAL - TRAVEL	\$ 11.88	infosyscc
333637	10/9/2023	1000963	WBE TECHNOLOGIES LLC	EDA FIBER EXPANSION - MATERIALS - BID ITEM 33	\$ 17,571.20	fiber
333305	10/9/2023	1058397	FRONTIER BUILDING SUPPLY	WA PARK MAINTENANCE SUPPLIES	\$ 22.11	parksc1

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333190	10/9/2023	113-4714696-4949849	AMAZON.COM SERVICES, INC	UNIFORM JACKET	\$ 35.80	afdcc
333645	10/9/2023	200000667101	PUGET SOUND ENERGY INC	LIBRARY 1220 10TH 9/8-10/6/2023	\$ 4,412.97	publib
333395	10/9/2023	220013297076	PUGET SOUND ENERGY INC	1100 STATE ROUTE 20 9/8-10/6/23	\$ 13.61	finance
333401	10/9/2023	220013297498	PUGET SOUND ENERGY INC	CASINO DRIVE UNDER TWIN BRIDGE: 9/8-10/6/23	\$ 15.90	dshop
333396	10/9/2023	220022355618	PUGET SOUND ENERGY INC	TSUNAMI SIREN 500 T AVE - 9/8-10/6/23	\$ 10.89	dwwtp
333526	10/9/2023	23-48635	BUDGET TOWING & AUTO REPAIR	TOWING FEES	\$ 805.12	dshop
333303	10/9/2023	23100021-001	WHATSAMATHER CONSULTING, INC.	WEST POINT LEADERSHIP (FARRELL AND MICHAEL - ONE PAID WCIA)	\$ 1,500.00	apdcc
333298	10/9/2023	277246-5	BIRCH EQUIPMENT CO., INC	FACILITIES RENTAL	\$ 11.88	pwfacc
333402	10/9/2023	300000300008	PUGET SOUND ENERGY INC	WWTP 500 T 8/7 TO 9/7/23	\$ 18,279.05	dwwtp
333532	10/9/2023	3588	SKAGIT COUNTY SHERIFF'S OFFICE	NW MINI CHAIN 3RD QTR 2023	\$ 1,512.47	apd
333294	10/9/2023	3986-271627	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #108	\$ 22.74	shopcc
333188	10/9/2023	3FA001E5-0008	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION	\$ 15.00	parkscc1
333302	10/9/2023	6560269593	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 82.60	shopcc
333301	10/9/2023	662 11 47 21	COSTCO WHOLESALE CORPORATION	AGING MASTERY SUPPLIES	\$ 28.88	parkscc1
333308	10/9/2023	6813	LISTEN AUDIOLOGY SERVICES INC	HEARING EXAM - 11 FIREFIGHTERS	\$ 630.00	afdcc
333296	10/9/2023	C00861/1	ACE HARDWARE	WORK GLOVES	\$ 27.19	fibercc
333293	10/9/2023	D18379	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 33.67	museumcc
333309	10/9/2023	D18441	IMPORTED P CARD TRANSACTION	FLAGGING TAPE - PARKING ENF	\$ 13.18	apdcc
333306	10/9/2023	D18521	SEBO'S DO-IT CENTER	MURAL SUPPLIES	\$ 60.06	museumcc
333148	10/9/2023	E0600PBMVI	MICROSOFT CORPORATION	AZURE DISASTER AND RECOVERY 9/2-10/1/23	\$ 1,010.77	infosyscc
333651	10/9/2023	P0001-87	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - AUGUST 2023	\$ 1,276.00	dwwtp
333652	10/9/2023	P0001-88	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - SEPTEMBER 2023	\$ 1,218.00	dwwtp

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333653	10/9/2023	P0001-89	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - PS 14 RVSS, CP2 PANEL METER	\$ 3,618.69	dwwtp
333650	10/9/2023	PSOI093824	CONTROLWORX,L.L.C.	WTP SETTLED WATER MIXER MAINTENANCE	\$ 19,053.62	dwwtp
333297	10/9/2023	W03782340	1000BULBS.COM	REC EVENT SUPPLIES	\$ 724.10	pkreccc
333250	10/10/2023	03-10628-25326	EBAY	ACCESS FIBER NETWORK SUPPLIES	\$ 326.35	admsrvcc
333300	10/10/2023	111-3312600-9829014	AMAZON.COM SERVICES, INC	ELECTRIC OUTLET FOR CUSTOMER INSTALLS	\$ 58.74	fibercc
333295	10/10/2023	111-8574937-9657046	AMAZON.COM SERVICES, INC	PARKS SAFETY SUPPLIES	\$ 30.89	parkscc1
333536	10/10/2023	2023Q123-Ana	SKAGIT COUNTY DEM	1ST, 2ND & 3RD QTR SHARED COSTS	\$ 53,178.90	medic
333521	10/10/2023	23-28609	EDGE ANALYTICAL, INC	WATER ANALYSIS - BULK WEEKLY SHIPPING FOR AIR FILTERS DOC 332497	\$ 658.00	dwwtp
333299	10/10/2023	370644	AIR FILTERS, INC		\$ 37.84	wtpcc
333397	10/10/2023	5108	SIGND0G NW	WA PARK CAMPGROUND SIGNS	\$ 2,850.42	parks1
333405	10/10/2023	8498 30 030 0111230	COMCAST	WTP 14489 RIVER BEND RD. - 10/19-11/18/23	\$ 143.01	finance
333413	10/10/2023	L157029	STATE AUDITOR'S OFFICE	ASSESSMENT AUDIT	\$ 192.15	finance
333314	10/10/2023	T733319	CORE & MAIN LP	SUPPLIES FOR WATER MAINTENANCE	\$ 2,019.16	wdist
333618	10/11/2023	1648218	WALTON BEVERAGE COMPANY, INC	5 LBS COFFEE	\$ 63.00	medic
333513	10/11/2023	200024889996	PUGET SOUND ENERGY INC	WTP INTAKE 9/12-10/10/23	\$ 2,995.00	dwwtp
333508	10/11/2023	347588	BAY CITY SUPPLY	FACILITY SUPPLIES	\$ 707.78	pwfac
333504	10/11/2023	38834	SKAGIT PUBLISHING LLC	PUBLISH AA-428176	\$ 633.36	pw1
333506	10/11/2023	38835	SKAGIT PUBLISHING LLC	PUBLISH AA-432171	\$ 89.32	pw1
333511	10/11/2023	38836	SKAGIT PUBLISHING LLC	PUBLISH SVH-433106	\$ 53.80	pw1
333510	10/11/2023	52760	KRIEG CONSTRUCTION, INC	CONCRETE W/REBAR OR MESH DISPOSAL	\$ 156.45	dshop
333315	10/11/2023	932	A-QUICK PRESSURE WASHING	PUBLIC SAFETY ROOF/SOLAR PANEL/PICNIC AREA CLEANING	\$ 6,310.40	pwfac
333528	10/11/2023	AN 94909	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCES	\$ 107.07	medic
333518	10/11/2023	BINV0010829	GOBLE SAMPSON ASSOCIATES, INC	SCADA BOARD FOR COAG PUMP 3	\$ 1,457.92	dwwtp
333534	10/11/2023	INV26787	SEAWESTERN, INC.	QUARTERLY SCBA AIR CHECK	\$ 146.88	medic

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333499	10/12/2023	108169	MCCULLOUGH HILL PLLC	70312-0001 - CITY OF ANACORTES - WATER TREATMENT PLANT - STATUS REPORT REVIEW	\$ 115.00	legal
333520	10/12/2023	113710	WALTON BEVERAGE COMPANY, INC	WTP BREAKROOM SUPPLIES	\$ 147.50	dwtp
333523	10/12/2023	23-31011	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwtp
333524	10/12/2023	23-31093	EDGE ANALYTICAL, INC	WATER ANALYSIS - TCR INTOWN	\$ 209.00	dwtp
333515	10/12/2023	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 9/7-10/5/23	\$ 4,071.26	dwtp
333525	10/12/2023	347588A	BAY CITY SUPPLY	FACILITY SUPPLIES	\$ 477.48	dshop
333516	10/12/2023	52764	KRIEG CONSTRUCTION, INC	CONCRETE DISPOSAL	\$ 144.90	dshop
333400	10/12/2023	PettyCash	PETTY CASH FUND	WA PARK CAMPING REFUND	\$ 106.00	parks1
333399	10/12/2023	SEP23 SUPMTL	SKAGIT LAW GROUP, PLLC	PROSECUTION SERVICES - SUPMTL SEPT	\$ 1,347.50	attorney
333656	10/13/2023	20232049	SYSTEMS DESIGN WEST, LLC	AMBULANCE SERVICE BILLING 09/2023	\$ 4,199.80	finance
333522	10/13/2023	23-31005	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT RAW	\$ 63.00	dwtp
333519	10/13/2023	93613403	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE 11.707 TN	\$ 6,039.06	dwtp
333530	10/13/2023	978 800 0000 1	CASCADE NATURAL GAS CORP.	STA 3: 9/12 - 10/11/23	\$ 29.92	medic
333409	10/13/2023	INV2721454	COPIERS NORTHWEST, INC	Canon/IRC5870i/3rd Floor 9/11-10/10/23	\$ 311.43	finance
333628	10/13/2023	P2275-NT-1	QCC QUALITY CONTROLS CORP.	WWTP PUMP STATION EXTERIOR LIGHTING AUTOMATION DESIGN & PROGRAMMING	\$ 12,120.00	dwwtp
333631	10/13/2023	P2275-T-1	QCC QUALITY CONTROLS CORP.	WWTP PUMP STATION EXTERIOR LIGHTING AUTOMATION DESIGN & PROGRAMMING	\$ 6,076.49	dwwtp
333666	10/15/2023	934	A-QUICK PRESSURE WASHING	ROOF CLEANING AT ASAC	\$ 7,833.60	pwfac
333531	10/16/2023	09/08/2023	ECONOWASH LAUNDRY&CLEANERS	UNIFORM CLEANING 8/25-9/25/23	\$ 40.26	apd
333617	10/16/2023	10/04/23	SWAN, SHARON	MILEAGE REIMBURSEMENT FOR ADMIN CONFERENCE	\$ 197.94	medic
333498	10/16/2023	23-26473	EDGE ANALYTICAL, INC	LAB TESTING - POST PORT PUMP SLUDGE - 2023-08	\$ 3,090.60	dwwtp
333503	10/16/2023	B03850	SWS EQUIPMENT	PARTS #516	\$ 1,138.80	dshop

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333654	10/16/2023	SR302030600:01	FREIGHTLINER NORTHWEST	SERVICE REPAIR FOR VEHICLE #221	\$ 28,611.05	dshop
333655	10/16/2023	SR302030808:01	FREIGHTLINER NORTHWEST	SERVICE REPAIR FOR VEHICLE #514	\$ 932.78	dshop
333664	10/17/2023	0306712-IN	QUALITY CHAIN CORP	CHAINS SUPPLY	\$ 6,780.16	dshop
333658	10/17/2023	1649294	WALTON BEVERAGE COMPANY, INC	OPS: BREAKROOM SUPPLIES	\$ 173.00	dshop
333660	10/17/2023	21-115-SEW-0011	VECA ELECTRIC & TECHNOLOGIES	RETAINAGE RELEASE	\$ 2,201.97	pw1
333663	10/17/2023	22-189-TRN-0011	ORTIZ CONCRETE LLC	RETAINAGE RELEASE	\$ 1,165.05	pw1
333642	10/17/2023	23-30145	EDGE ANALYTICAL, INC	WATER ANALYSIS - BULK WATER MONTHLY	\$ 391.00	dwtpt
333627	10/17/2023	62695539	ROBERT HALF INTERNATIONAL INC.	TEMPORARY STAFFING - FINANCE DEPARTMENT	\$ 1,950.78	finance
333616	10/17/2023	FiberFranchiseFees	SKAGIT COUNTY TREASURER	Q3 2023	\$ 177.12	finance
328363	10/17/2023	FiberFranchiseFees	SKAGIT COUNTY TREASURER	Q2 2023	\$ 177.12	finance
333615	10/17/2023	INV2722447	COPIERS NORTHWEST, INC	COURT & ASC COPIES 9/16-10/15/23	\$ 1,242.33	finance
333633	10/17/2023	Pay App 1	IRON HORSE LLC	2023 SANITARY SEWER LINE REHABILITATION	\$ 461,971.87	pw1
332744	10/25/2023	20-150-WTR-0031	BLYTHE MECHANICAL, INC	RETAINAGE RELEASE	\$ 2,284.00	pw1
	Total				\$ 1,209,915.17	



City Council Agenda Bill

Meeting Date: October 23, **Agenda Item:** 6.c.
2023

Agenda Item Title: Contract Award: Public Right-of-Way ADA Self-Evaluation and Transition Plan #23-290-TRN-001

Staff Contact(s): Andrew Rheaume

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Jordan Boggs	Contract Award
Jordan Boggs	

Item Summary: The City of Anacortes is preparing a Public Right-of-Way (PROW) ADA Self-Evaluation and Transition Plan to meet the standards set by the Washington State Department of Transportation (WSDOT).

Background:

1. **History:** This Public Right-of-Way (PROW) ADA Self-Evaluation and Transition Plan will be prepared to be compliant with the acceptable standard of the Washington State Department of Transportation (WSDOT) rubric for rating ADA Self-Evaluation and Transition Plan to ensure the City of Anacortes remains eligible for federal transportation funding opportunities.
2. **Key Terms:** Contract is for time-and-materials not to exceed \$65,000.00. The period of performance is from contract inception through November 30, 2024.
3. **Competitive Bidding:** This work is considered a personal service and therefore not subject to any competitive bidding requirements.

Budget Impact:

Consultant	Transportation Solutions, Inc.
Contract Amount	\$65,000
2024 Earmarked Funds	\$112,062.00
2023 BARS #	104.720.542.30.41
2024 BARS #	104.712.542.10.41
Budget Amendment Required?	No
Start Date	Inception

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 23-290-TRN-001 with Transportation Solutions, Inc. in the amount of \$65,000.00 to perform the Public Right-of-Way ADA Self-Evaluation and Transition Plan.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 23-290-TRN-001



AGREEMENT #23-290-TRN-001
Between
THE CITY OF ANACORTES
AND
TRANSPORTATION SOLUTIONS, INC.

Public Right-of-Way ADA Self-Evaluation and Transition Plan

This Agreement, hereinafter referred to as "Agreement", is made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Transportation Solutions, Inc. (TSI), 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 provide professional services for the Public-Right-of-Way ADA Self-Evaluation and Transition Plan as detailed in Exhibit A, which is attached hereto and incorporated by reference. All work shall be performed under the direction of Sidney Neel, or designee, hereinafter referred to as Project Manager.

2. **Price and Payment Terms.** The services provided under this Agreement shall be on a time and materials basis not-to-exceed **Sixty-Five Thousand Dollars (\$65,000.00)**. The billable rates for services provided shall be in accordance with the "Fee Estimate" listed in Exhibit B, which is attached hereto and incorporated by reference.

3. **Period of Performance.** The period of performance under this Agreement is from inception through November 30, 2024.

4. **Subcontracts.** The Consultant shall not subcontract the Scope of Work ("Work") unless detailed in this Agreement or the Project Manager approves in writing. If the Project Manager requests, the Consultant shall provide proof that the subcontractor has the experience, ability, and equipment the Work requires. "subcontractor" means an individual, partnership, firm, corporation, or joint venture who is sublet part of the Contract by the Consultant. Each request to subcontract shall include the following information (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 subcontractor, (iv) proposed subcontract price, (v) identification of the percentage of work to be performed by subcontract. Approval of subcontract shall not:

- a. Relieve the Consultant of any responsibility to carry out the Contract,
- b. Relieve the Consultant of any obligations or liability under the Contract,
- c. Create any contract between the City and the subcontractor, or
- d. Convey to the subcontractor any rights against the City.

Consultant remains fully responsible for obligations, services, and functions performed by its subcontractor to the same extent as if such obligations, services, and functions were performed by Consultant's employees, and for purposes of the Agreement such work will be deemed work performed by Consultant. 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 subcontractor 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.

If dissatisfied with any part of the subcontracted Work, the Project Manager may request in writing that the subcontractor be removed. The Consultant shall comply with this request at once and shall not employ the subcontractor for any further Work under the Contract.

5. **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.

6. **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.

7. **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.

8. **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.

9. **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.

10. **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.

11. **Indemnification / Hold Harmless.** 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. However, 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.

12. **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 contractors 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: The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Consultant **within 10 days of contract execution and before scheduling of the work**. Upon request by the City, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractor coverage. Failure of the City to demand such verification of coverage with these insurance requirements or failure of the City to identify a deficiency from the insurance documentation provided shall not be construed as a waiver of Consultant's obligation to maintain such insurance.

Verification of coverage shall include:

1. An ACORD certificate or a form determined by the City to be equivalent.
2. Copies of all endorsements naming the City as additional insured, showing the policy number. The Consultant may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement.
3. Any other amendatory endorsements to show the coverage required herein.
4. **A notation of coverage enhancements on the Certificate of Insurance shall not satisfy these requirements – actual endorsements must be submitted.**

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.

13. **Registered or Licensed.** The City is prohibited from executing an Agreement with a Consultant who is not registered or licensed as required by the applicable laws of the state for their profession. In addition, Anacortes Municipal Code requires that every business located within the city limits of Anacortes register the business with the state and include a City of Anacortes Endorsement. Businesses from outside city limits with a gross annual income of \$2,000 within Anacortes are also required to obtain a city endorsement. Business licenses and city endorsements can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.

14. **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 their obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for their own methods and conduct during the period of performance.

15. **Standard of Care.** The Consultant represents that they have 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 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 services, at the City's discretion.

16. **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.

17. **Consultant is an Independent Contractor.** The parties intend that an independent contractor 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 subcontractor during the performance of this Agreement.

18. **Acceptance.** Consultant acknowledges and agrees that these contract terms 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 contract terms supersede all conflicting or additional terms pre-printed on any purchase order, quote, invoice, Consultant's website, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

19. **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.

20. 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.

B. 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 through the date of termination. If the City exercises its option under this Paragraph, the City shall not be responsible for payment 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.

21. **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.

22. **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.

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

24. **Covenant Against Contingent Fees**. The Consultant warrants that they have 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 they have 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.

25. **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.

26. **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 of the impediment and its effect on the ability to perform, with such notice to be provided no more than two (2) working days after the force majeure event or reasonable discovery of the event's impact on performance. 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.

27. **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, executive proclamations, all applicable Washington Dept. of Labor & Industries (L&I) and Occupational Safety & Health Administration (OSHA) safety standards, 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.

28. **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.

29. **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.

30. **Survival of Agreement Termination.** The articles relating to Indemnification / Hold Harmless, 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.

31. **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:

Transportation Solutions, Inc.
Victor Salemann
16932 Woodinville-Redmond Road NE, Suite A206
Redmond, WA 98072

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 they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

CITY OF ANACORTES

TRANSPORTATION SOLUTIONS, INC.

By _____
Matt Miller, Mayor

By _____

Date _____

Title _____

Date _____

23-290-TRN-001**EXHIBIT A****SCOPE OF SERVICES****Transportation Solutions, Inc.****City of Anacortes – Public Right-of-Way ADA Self-Evaluation and Transition Plan**

Transportation Solutions, Inc. (CONSULTANT) will provide the services as outlined below as requested by the City of Anacortes (CITY) pertaining to the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan as required by Washington State Department of Transportation (WSDOT) Local Agency Guidelines (Ch. 29).

TRANSPORATION SOLUTIONS, INC. PROJECT TEAM

Victor Salemann – Principal-in-Charge/QA/QC

Kirk Harris – Senior Engineer

Steve Diebol – Senior Engineer

Mike Schaefer – Senior Drafting Technician

Jennifer Salemann – Project Manager

Jill Berberich – Contract Administration

SCOPE OF SERVICES

Services may include, but are not limited to those described herein in **EXHIBIT A**:

Task	Name	Description	Estimated Service Dates
1	Project Management	Schedule, Budget, and Team Oversight	October 16 – September 30, 2024
2	Review Existing PROW ADA Self-Evaluation and Transition Plan Content	Review Past ADA Public Right-of-Way Assessments, ADA Update Reports, and Identify ADA Self-Evaluation Gaps	October 16 – February 15, 2024
3	Update PROW ADA Facility Inventories	Perform Field Review and GIS Updates of PROW ADA Facilities	January 2 – April 30, 2024
4	Establish Criteria and Prioritize Known Barriers	Establish Prioritization Criteria for Curb Ramps and Accessible Pedestrian Signals	May 1 – May 31, 2024
5	Grievance Procedure, Public Notice, APS Policy, ADA Coordinator, Responsible Official	Audit/Prepare Requisite Policies, Procedures and Personnel Responsibilities per WSDOT LAG Manual Chapter 29	October 16 – March 30, 2024
6	Public Engagement	Prepare project Website Content, Administer Online Survey and Facilitate Public Workshop	October 16 – September 10, 2024
7	Prepare Draft PROW ADA Transition Plan	Prepare Draft Plan with Barrier Cost Estimates and Barrier Removal Financial Implementation Schedule, Future Actions, and Present to City Council/Committee	June 1 – August 15, 2024
8	Prepare Final PROW ADA Transition Plan	Prepare Final Plan inclusive of City Council/Committee and Public Comments	August 16 – September 30, 2024

SCHEDULE OVERVIEW

The project schedule assumes work will start no earlier than October 16, 2023, once notice to proceed is granted. The goal is to submit the Draft PROW ADA Transition Plan to the CITY no later than August 15, 2024, for public and City Council comment in early September 2024. The Final ADA Transition Plan would be adopted by the City Council and posted on the CITY's website by September 30, 2024. For a project schedule, see **Figure 1**.

FEE ESTIMATE

See attached **EXHIBIT B** fee spreadsheet for hourly billing rates, estimated hours, and other expenses.

PROW ADA SELF-EVALUATION AND TRANSITION PLAN EVALUATION STANDARDS

This Public Right-of-Way (PROW) ADA Self-Evaluation and Transition Plan will be prepared to be compliant with the acceptable standard of the Washington State Department of Transportation (WSDOT) rubric for rating ADA Self-Evaluation and Transition Plans (see **Exhibit C**) to ensure the City of Anacortes remains eligible for federal transportation funding opportunities. The WSDOT rubric considers an agency's ADA Self-Evaluation public-right-of-way facilities inventory as compliant if it addresses at least two ADA-related features selected from curb ramps, sidewalks, and/or pedestrian signals. To provide a compliant ADA inventory, this plan will address curb ramps and pedestrian signals:

- Existing curb ramp ADA assessments provided by the CITY will be used.
- The CONSULTANT will evaluate accessible pedestrian signals compliance with the 2023 U.S. Access Board issued Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) as they are not covered specifically by the 2010 ADA Standards.
- This Plan will identify facilities, programs, and activities in need of ADA evaluation at a future update to the City's PROW ADA Transition Plan to be fully compliant with Title II of the ADA.

BARRIER REMOVAL RECOMMENDATIONS

- The 2023 U.S. Access Board issued Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way Public Right of Way Accessibility Guidelines (PROWAG) will be used as the basis for barrier removal recommendations, as they are the currently recommended best practices and basis for the Washington State Department of Transportation (WSDOT) Local Agency Guidelines (LAG) Design Manual.

COMMUNICATION

- The CONSULTANT shall respond to inquiries from the CITY through participation in requested meetings, calls, and email correspondence consisting of written CONSULTANT comments and/or documents annotated with CONSULTANT comments; and/or preparation of reports as is necessary to fulfill this scope of work as requested by CITY.
- The CITY shall provide timely cooperation to any inquiries by the CONSULTANT as they relate to the work performed by CONSULTANT and of communication between CONSULTANT and designated representatives of the CITY responsible for coordinating project activities, including other project consultants retained by the CITY; and endeavor to render decisions promptly to avoid unreasonable delay in the progress of the services or project schedule.

Figure 1. Project Schedule

CITY OF ANACORTES - PROW ADA SELF-EVALUATION AND TRANSITION PLAN		October 16-31	November 1-15	November 16-30	December 1-15	December 16-31	January 1-15	January 16-31	February 1-15	February 16 -29	March 1-15	March 16-31	April 1-15	April 16-30	May 1-15	May 16-31	June 1-15	June 16-30	July 1-15	July 16-31	August 1-15	August 16-31	September 1-15	September 16-30	
Task	Task Description	2024																							
1	Project Management																								
2	Review Existing PROW ADA Self-Evaluation and Transition Plan Content																								
3	Update PROW ADA Facility Inventories																								
4	Establish Criteria and Prioritize Existing Known Barriers																								
5	Grievance Procedure, Public Notice, APS Policy, ADA Coordinator, Responsible Official																								
6	Public Engagement																								
7	Prepare Draft PROW ADA Transition Plan																								
8	Prepare Final PROW ADA Transition Plan																								

TASK 1.0 PROJECT MANAGEMENT

Key Milestones

The schedule assumes work will start no earlier than October 16, 2023, once notice to proceed is granted. The goal is to have the Final PROW ADA Self-Evaluation and Transition Plan adopted by the City Council by the end of September 2024. For schedule, see **Figure 1**.

Project Management shall include work effort necessary to:

- Set up and monitor project budget.
- Review, monitor, and update the project schedule and coordinate changes with project team.
- Prepare monthly status reports and project cost invoices for payment/reimbursement.
- Attend, document, and facilitate internal project team meetings and respond to CITY questions.

CITY Responsibilities:

- Review project status updates and process invoices.
- Coordinate meetings, relevant staff, and access to City records/facilities as necessary.

CONSULTANT Deliverables:

- The CONSULTANT shall submit a single monthly invoice package that will include the billing requests, progress report including a brief narrative of tasks completed and services delivered for the invoicing period, and relevant project schedule tracking/updates.
- The CONSULTANT will provide a final invoice and original project file types of final deliverables upon project close out.

TASK 2.0 REVIEW EXISTING PROW ADA SELF-EVALUATION AND TRANSITION PLAN CONTENT

Key Milestones

The schedule assumes work will start no earlier than October 16, 2023, once notice to proceed is granted. The goal is to review the City's existing inventory of public right-of-way ADA barriers and facilities including curb ramps and accessible pedestrian signals.

The CONSULTANT shall:

- Review the City's existing ADA public right-of-way (PROW) GIS inventory for curb ramps and accessible pedestrian signals to identify the level of available information and determine gaps in the inventory.

CITY Responsibilities

- The CITY shall coordinate a meeting with relevant GIS staff to provide existing GIS or other format PROW ADA inventory data.

CONSULTANT Deliverables:

- The CONSULTANT shall prepare a Draft ADA Transition Plan Chapter section to accompany the findings of the existing PROW ADA data review.

TASK 3.0 UPDATE PROW ADA FACILITY INVENTORIES

The schedule assumes work will start no earlier than January 2, 2024. The goal is to update the City's existing inventory of public right-of-way ADA barriers and facilities including curb ramps and accessible pedestrian signals to GIS format and perform field reviews as necessary to document new curb ramp and pedestrian signal facilities within City limits for ADA compliance by April 30, 2024. For schedule, see **Figure 1**.

The CONSULTANT shall:

- Update the City's existing ADA public right-of-way (PROW) GIS inventory to reflect current field conditions for curb ramps and pedestrian signals for ADA-compliance.
- Provide GIS procedure recommendations for tracking new/upgraded PROW features.

CITY Responsibilities

- The CITY shall coordinate a meeting with relevant GIS staff to discuss recommended GIS inventory additions.

CONSULTANT Deliverables:

- The CONSULTANT shall prepare a Draft ADA Transition Plan Chapter section to accompany the revised/new GIS inventory files and proposed procedures.

TASK 4.0 ESTABLISH CRITERIA AND PRIORITIZE PROW BARRIERS

Key Milestones

The schedule assumes work will start May 1, 2024. The goal is to develop prioritization criteria and prioritize PROW ADA barriers by May 31, 2024. For schedule, see **Figure 1**.

Task 4.1 Establish Prioritization Criteria

The CONSULTANT shall propose criteria for prioritization of CITY public right-of-way ADA barriers for discussion with CITY staff. A strategy session between CITY and CONSULTANT staff will further identify and refine the criteria based upon input from the CITY. These criteria will inform the development of the Transition Plan's schedule for removing public right-of-way accessibility barriers.

CITY Responsibilities:

- The CITY shall coordinate a meeting with relevant staff to review criteria proposed by CONSULTANT that will be used to prioritize public right-of-way ADA barriers for removal.
- The CITY shall provide available data (maps or tables) for planned City transportation improvement projects.
- The CITY shall review the revised criteria and make comments within two weeks.

CONSULTANT Deliverables:

- The CONSULTANT will create a GIS buffer layer of planned transportation improvement projects.
- The CONSULTANT shall update the Draft ADA Transition Plan Chapter section with the agreed upon criteria.

4.2 Prioritize Barrier Removal

The CONSULTANT will utilize GIS models and/or spreadsheets to prioritize the right-of-way ADA barriers based on the refined prioritization criteria established in Task 4.1. Prioritized results will inform the Transition Plan barrier removal schedule.

CITY Responsibilities:

- The CITY shall coordinate a meeting with relevant staff to discuss the CONSULTANT's public right-of-way barrier GIS prioritization model results and propose any requested refinements.

CONSULTANT Deliverables:

- The CONSULTANT shall prepare a Draft ADA Transition Plan Chapter section with GIS maps and spreadsheets of prioritized public right of way barriers.
- The CONSULTANT will share the GIS prioritization model map package files in a format accessible to the City's GIS resources.

TASK 5.0 GRIEVANCE PROCEDURE, PUBLIC NOTICE, APS POLICY, ADA COORDINATOR, AND RESPONSIBLE OFFICIAL

Key Milestones

The schedule assumes work will start no earlier than October 16, 2023. The goal is to assess the CITY's existing policies, procedures, and identify designated personnel responsible to facilitate ADA-compliance and PROW ADA Transition Plan implementation. An Accessible Pedestrian Signal and Pushbutton (APS) Policy will also be established. These deliverables will be provided by March 31, 2024. For schedule, see **Figure 1**.

4.1 Self-Evaluation of Policies, Procedures and Personnel

The CONSULTANT will collect the CITY's policies and procedures to identify any issues that should be addressed regarding the accessibility of CITY services, programs, and activities and assigned staff roles.

The CONSULTANT will review existing CITY department/facility policy documents regarding:

- ADA Grievance Procedure
- Public Notice of ADA Provisions (includes request for ADA Accommodation)
- ADA Coordinator
- Official Responsible for Implementation of ADA Transition Plan

CITY Responsibilities:

- The CITY shall provide the CONSULTANT any existing policy documents listed above.
- The CITY shall review the draft ADA Transition Plan Chapter section including, if necessary, revised policy and procedure documents, and make comments.

CONSULTANT Deliverables:

- The CONSULTANT shall prepare a draft ADA Transition Plan Chapter section of findings and recommendations including, if necessary, revised policy and/or procedure documents and responsible personnel contact information.

4.2 Accessible Pedestrian Signal Policy

The CONSULTANT will develop and/or update the CITY's Accessible Pedestrian Signal and Pushbutton (APS) Policy to verify it aligns with current ADA regulations and WSDOT policy for state routes.

CITY Responsibilities:

- The CITY shall provide the CONSULTANT with any existing APS Policy.
- The CITY shall review the draft ADA Transition Plan Chapter section including, if necessary, revised APS Policy, and make comments.

CONSULTANT Deliverables:

- The CONSULTANT shall prepare a draft/revised ADA-compliant APS Policy for CITY staff review.
- The CONSULTANT shall prepare a final ADA-compliant APS Policy for inclusion in the Draft ADA Transition Plan.

TASK 6.0 PUBLIC ENGAGEMENT

Key Milestones

The schedule assumes work will start no earlier than October 16, 2023. The public engagement strategy includes preparation of project website content, an online, screen-reader friendly ADA-barrier survey, one public workshop, and a minimum two-week public comment period on the Draft ADA Transition Plan. The goal is to complete the Public Engagement process by September 10, 2024. For schedule, see **Figure 1**.

6.1 Develop/Launch Project Website and Online Surveys

The CONSULTANT shall lead the Public Engagement effort to develop accessible project website content and screen-reader friendly online survey. The public engagement plan shall include the following methods:

- **Project Webpage Content:** Project webpage content for a CITY-website project page shall provide information regarding the project goals, timeline, and documents. The website shall also provide links to the online public survey and include the public workshop date. The CONSULTANT shall work closely with the CITY's Public Information Officer (PIO) and support staff to provide information and survey-related data for the webpage.
- **Online Public Survey:** An online public survey shall gather feedback regarding citizens' perception of existing ADA barriers (and prioritization preferences, if desired). The online survey will be provided in a screen-reader friendly format. The survey shall be made available in print, large print, or telephone format upon request; and shall be promoted through existing CITY-managed communication channels.

CITY Responsibilities:

- The CITY shall review and post information from the CONSULTANT on the CITY's webpage.
- The CITY shall review and request edits on the content and time frame for the online survey.
- The CITY shall promote the project webpage and online survey on the CITY's local press-release and external/social network platforms.

CONSULTANT Deliverables:

- The CONSULTANT shall prepare and provide draft and final project webpage and public online survey content as determined by the CONSULTANT and agreed upon with the CITY.

6.2 ADA Public Workshop

The CONSULTANT shall coordinate the involvement of various stakeholders in the Transition Plan process through an ADA Public Workshop made up of CITY staff, CONSULTANT staff, individuals with disabilities, and persons working with organizations representing or providing services to individuals with disabilities local to the CITY of Anacortes. The CONSULTANT shall schedule and facilitate one public workshop (virtual workshop preferred for ease of access for persons with disabilities). The CONSULTANT will develop a screen-reader friendly power point presentation and material and prepare minutes of workshop activities to be included as an Appendix to the ADA Transition Plan.

Note: Public Workshop participants will be invited to comment on the full DRAFT ADA Transition Plan as part of the general public comment period process outlined in **Task 7** below.

The ADA Public Workshop is intended to provide opportunities for the following:

- Opportunity to learn and ask questions about the Plan's purpose, goals, and process.
- Comment on/advise Project Team about presented public right-of-way barriers.
- Comment on/advise Project Team about presented prioritization criteria.
- Provide other feedback regarding ADA-accessibility barrier to CITY services, programs, and activities (such open-ended feedback is helpful for the CITY to consider for further ADA Transition Plan updates, even if it addresses facilities such as buildings, parks and trails not included in the scope of this ADA Transition Plan effort).

CITY Responsibilities:

- The CITY shall review and approve the CONSULTANT's proposed workshop materials.
- At least one CITY staff member shall attend the public workshop.
- The CITY shall direct the CONSULTANT on how to integrate ADA Public Workshop findings/recommendations into the Final ADA Transition Plan deliverable.

CONSULTANT Deliverables:

- The CONSULTANT shall provide the CITY with advance review of the intended ADA Public Workshop meeting materials, make requested edits, and facilitate the virtual public workshop.
- The CONSULTANT shall prepare a draft ADA Transition Plan Chapter section documenting the ADA Public Workshop activities and supporting appendix documentation.

6.3 Summarize Online Survey Findings

The CONSULTANT will summarize the online survey findings with data visualization and narrative tools into the ADA Transition Plan as directed by CITY staff.

CITY Responsibilities:

- The CITY shall direct the CONSULTANT on integration of online survey findings into the ADA Transition Plan narrative and appendices.

CONSULTANT Deliverables:

- The CONSULTANT shall document the online survey findings into the ADA Transition Plan.

TASK 7.0 PREPARE DRAFT PROW ADA TRANSITION PLAN**Key Milestones**

The goal is to submit a Draft PROW ADA Transition Plan to CITY staff for initial internal review no later than July 20, 2024, and a revised Draft Plan by August 15, 2024, for public comment and City Council review. For schedule, see **Figure 1**.

7.1. Develop Cost Estimates for Barrier Removal

The CONSULTANT shall develop and/or refine order of magnitude cost estimates for public right-of-way ADA barrier removal. The CONSULTANT shall use various sources, at the discretion of the CONSULTANT, to develop cost estimates for ADA barrier removal.

CITY Responsibilities:

- The CITY shall coordinate a meeting with relevant staff to discuss the proposed cost estimates as part of the Draft PROW ADA Transition Plan review (see Task 7.3).

CONSULTANT Deliverables:

- The CONSULTANT shall include cost estimates in the Draft PROW ADA Transition Plan (see Task 7.3).

7.2. Develop Financial Implementation Plan and Schedule

The CONSULTANT will build upon the financial information provided by the CITY (such as the CITY's Transportation Improvement Plan, Capital Facilities Plan, Pavement Management Program, etc.) to identify existing budgetary sources for ADA barrier removal and propose a barrier removal financial plan to address known ADA barriers over time.

CITY Responsibilities:

- The CITY shall confirm validity of financial information from current CITY plans/budget.
- The CITY shall coordinate a meeting with relevant staff to discuss ADA Transition Plan funding estimates as part of the Draft PROW ADA Transition Plan review (see Task 7.3).

CONSULTANT Deliverables:

- The CONSULTANT shall include the financial implementation in the Draft Plan (see Task 7.3).

7.3 Prepare Draft ADA Transition Plan

The CONSULTANT shall prepare an initial Draft PROW ADA Transition Plan for internal CITY staff review based upon the Draft PROW ADA Transition Plan Chapter sections by July 20, 2024. A revised Draft Plan inclusive of CITY-requested edits will be posted to the CITY's website for public comment and City Council review (screen reader-friendly, web-accessible, and ADA-compatible format) by August 15, 2024. The Draft Plan will include:

- A summary of ADA compliance activities to date.
- Contact information for the CITY's designated ADA/504 Coordinator.
- Contact information for official responsible for ADA Transition Plan implementation.
- A summary of the ADA Grievance Procedure, Public Notice Under the ADA and APS Policy.
- A chapter summarizing the self-evaluations, prioritization methodology, prioritized schedule for barrier removal, and financial implementation plan for public right-of-way barriers.
- A summary of the public engagement process.
- A summary of additional future actions and supporting appendixes.

CITY Responsibilities:

- The CITY shall coordinate a meeting with relevant staff to discuss the initial Draft PROW ADA Transition Plan and make comments within two weeks.
- The CITY shall post the revised Draft PROW ADA Transition Plan online for public comment.

CONSULTANT Deliverables:

- The CONSULTANT shall prepare an initial DRAFT PROW ADA Transition Plan for internal CITY comment.
- The CONSULTANT shall prepare a refined DRAFT PROW ADA Transition Plan for external public comment and City Council/Committee review.
- The CONSULTANT shall present the DRAFT PROW ADA Transition Plan to City Council/Committee.

TASK 8.0 PREPARE DRAFT ADA TRANSITION PLAN

Key Milestones

The goal is to submit the Final ADA PROW Transition Plan by September 30, 2024, for City Council adoption and posting online. For schedule, see **Figure 1**.

7.1 Prepare Final ADA Transition Plan

The CONSULTANT shall prepare a FINAL PROW ADA Transition Plan including CITY-requested edits and addition of public and/or City Council/Committee comment as directed by the CITY.

CITY Responsibilities:

- The CITY shall identify desired edits for the FINAL PROW ADA Transition Plan.
- The CITY shall confirm receipt of and post the FINAL PROW ADA Transition Plan with supporting appendices online.

CONSULTANT Deliverables:

- The CONSULTANT shall prepare a FINAL PROW ADA Transition Plan document inclusive of CITY-requested revisions and additional public comments received as directed by CITY staff with supporting appendices.

END EXHIBIT A

23-290-TRN-001
EXHIBIT B - FEE ESTIMATE

CITY OF ANACORTES - PROW ADA SELF-EVALUATION AND TRANSITION PLAN Exhibit B - Fee Estimate 10/10/2023	Person	Victor Salemman	Mike Schaefer	Jennifer Salemman	Jill Berberich		
	Labor Class	Engineer VIII	Drafting Technician 3	Trans. Planning Specialist 3	Admin. Assistant 5		
	Bill Rate	\$305.00	\$179.00	\$157.00	\$167.00	Hours	Amt
1 Project Management		8		24	8	40	\$ 7,544.00
2 Review Existing PROW ADA Self-Evaluation and Transition Plan Content		4		24		28	\$ 4,988.00
3 Update PROW ADA Facility Inventories		4	40	64		108	\$ 18,428.00
4 Establish Criteria and Prioritize Existing Known Barriers		4		32		36	\$ 6,244.00
5 Grievance Procedure, Public Notice, APS Policy, ADA Coordinator, Responsible Official		2		12		14	\$ 2,494.00
6 Public Engagement		6		30		36	\$ 6,540.00
7 Prepare Draft PROW ADA Transition Plan		6		56		62	\$ 10,622.00
8 Prepare Final PROW ADA Transition Plan		4		24		28	\$ 4,988.00
Labor Sub Total		38	40	266	8	352	\$ 61,848.00
	Hrs	38	40	266	8	352	
	Bill Rate	\$305.00	\$179.00	\$157.00	\$167.00	Hours	
	Amt	\$ 11,590.00	\$ 7,160.00	\$ 41,762.00	\$ 1,336.00		\$ 61,848.00
TSI Expenses							
Travel - Field Reviews (4 trips at 150 mi each RT)			600 miles	0.655 \$/mile		\$ 393.00	
Lodging (\$97 per night)			16 nights	\$97 \$/night		\$ 1,552.00	
Meals and Incidental Expenses (M&IE) (\$59 per diem)			20 days	\$59 \$/per diem		\$ 1,180.00	
Expenses SubTotal							\$ 3,125.00
Total Fee Estimate							\$ 64,973.00
Total Not to Exceed							\$ 65,000.00

ESTIMATED TRANSPORTATION SOLUTIONS 2024 HOURLY BILLING RATES

2023

HOURLY BILLING RATES

Name	Title	Classification	Hourly Billing Rate
Victor L. Salemann	President	Engineer VIII	\$305.00
Kirk Harris	Principal	Engineer VIII	\$289.00
Steve Diebol	Engineer VI	Engineer VI	\$245.00
Jeffrey P.K. Hee	Sr. Trans Engineer	Engineer V	\$215.00
Andrew L. Bratlien	Sr. Trans Engineer	Engineer V	\$215.00
Michelle L. Mach	Sr. Trans Engineer	Engineer V	\$215.00
Mike Schaefer	Sr. Engineering Tech	Drafting Technician 3	\$179.00
Eric Jackson	Sr. Engineering Tech	Drafting Technician 3	\$147.00
Daniel Hodun	Engineer II	Engineer II	\$119.00
Jennifer Salemann	Planner IV	Planner IV	\$157.00
Jill Berberich	Office Manager	Administrative Assistant 5	\$167.00

EXPENSES

Reimbursable Expenses	No Markup
Sub-consultant invoices	No Markup

Billing rates are subject to change during the year to reflect staff changes.

2023 MILEAGE RATES (SUBJECT TO CHANGE FOR 2024 RATES)

IR-2022-234, December 29, 2022
WASHINGTON — The Internal Revenue Service today issued the 2023 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.
Beginning on January 1, 2023, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:
• 65.5 cents per mile driven for business use, up 3 cents from the midyear increase setting the rate for the second half of 2022. • 22 cents per mile driven for medical or moving purposes for qualified active-duty members of the Armed Forces, consistent with the increased midyear rate set for the second half of 2022. • 14 cents per mile driven in service of charitable organizations; the rate is set by statute and remains unchanged from 2022.

Source: <https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2024-business-use-increases-3-cents-per-mile>

EXHIBIT C

WSDOT NON-STATE JURISDICTION ADA TRANSITION PLAN REVIEW RUBRICS & RATING GUIDE

Non-State Jurisdiction ADA Transition Plan Review Rubrics & Rating Guide

Jurisdiction:

Reviewer:

Date:

Category One - Official Responsible for Implementation of ADA Transition Plan		
Exceeds Minimum Criteria	Acceptable	Unacceptable
Primary manager, name, title and role included along with delegation by agency directory or equivalent; all or other key ADA contacts within the organization named, including titles and roles	Primary manager, name, title and role included; may also include delegation by agency directory or equivalent	Not included in document or name or title listed, but not both; lacks identification of role

Rating:

Notes:

Action Items
& Dates:

Category Two - Inventory of Barriers		
Exceeds Minimum Criteria	Acceptable	Unacceptable
Includes results of inventory, assessments and summary of inventory methodology for three or more ADA-related features (best practice minimum - curb ramps, pedestrian signals and sidewalks); or meets criteria for "Acceptable," but includes plan and/or schedule for expanding evaluation to other features or assets	Includes results of inventory and assessments for at least two ADA-related features (best practice minimum - sidewalks and curb ramps or curb ramps and pedestrian signals); may include summary of inventory methodology	Lacks sufficient inventory to evaluate barriers and/or lacks plan to build such data for self-evaluation

Rating:

Notes:

Action Items
& Dates:

Category Three - Modification Schedule		
Exceeds Minimum Criteria	Acceptable	Unacceptable
Plan shows a strong commitment toward upgrading ADA elements identified in the inventory of barriers in the short term (planned capital improvement projects) and a strong commitment over time toward prioritizing curb ramps at walkways serving entities covered by the ADA. 28 CFR 35.150(d)(2) This would also include prioritization information, planning, and investments directed at eliminating other identified barriers over time. 28 CFR 35.150(d)(3). Resources dedicated to eliminate identified ADA deficiencies.	Plan shows some commitment toward upgrading ADA elements identified in the inventory of barriers in the short term (planned capital improvement projects) and a recognition of priority of curb ramps at walkways serving entities covered by the ADA. 28 CFR 35.150(d)(2) May include some planning for elimination of other barriers over time. 28 CFR 35.150(d)(3). Resources to eliminate identified ADA deficiencies may or may not be identified, but may not be dedicated.	Lacks sufficient commitment to eliminate barriers and/or lacks plan to build a schedule and committed resources

Rating:

Notes:

Action Items
& Dates:

Category Four - Accessibility Methods		
Exceeds Minimum Criteria	Acceptable	Unacceptable
Describe in detail the Methods that will be used to make the facilities accessible. 28 CFR 35.150(d)(3)(ii); standards that will be applied and any modifications/refinements clearly defined (i.e., 2010 ADAAG, 2011 PROWAG)	Describe most of the Methods that will be used to make the facilities accessible. 28 CFR 35.150(d)(3)(ii); primary standards that will be applied clearly identified (i.e., 2010 ADAAG, 2011 PROWAG)	Incomplete description of the Methods that will be used to make the facilities accessible. 28 CFR 35.150(d)(3)(ii); and/or standards that will be applied not clearly identified and/or defined (i.e., 2010 ADAAG, 2011 PROWAG)

Rating:

Notes:

Action Items

& Dates:

Category Five - Public Involvement		
Exceeds Minimum Criteria	Acceptable	Unacceptable
Description of process to allow public to readily access and submit comments for both self-evaluation and transition plan. 28 CFR 35.150(d)(1); 28 CFR 35.105(b). Best practices: a) detailed list of individuals consulted posted conspicuously on website, does not have to be in actual TP, but must be documented and available; b) have both electronic and hard copy notice. 28 CFR 35.105(c)	Description of process to allow public to readily access and submit comments for both self-evaluation and transition plan. 28 CFR 35.150(d)(1); 28 CFR 35.105(b).	Incomplete or unclear process to allow public to readily access and submit comments for both self-evaluation and transition plan.

Rating:

Notes:

Action Items

& Dates:

Category Six - ADA Policy Statement		
Exceeds Minimum Criteria	Acceptable	Unacceptable
Not required of local agencies, but best practice if mentioned and link provided to policy posted conspicuously on website	N/A (Not required of local agencies)	N/A (Not required of local agencies)

Rating:

Notes:

Action Items

& Dates:

Category Seven - Complaint/Request/Grievance Process		
Exceeds Minimum Criteria	Acceptable	Unacceptable
Description of process and detailed information included to help an individual know how to submit a request for accommodation or file a formal complaint; more than one option provided (including assisted) to allow individuals to submit issue	Basic information included to help an individual know how to submit a request for accommodation or file a formal complaint; link to form or other method included	Insufficient information included to help individuals know how to submit a request for accommodation or file a formal complaint

Rating:

Notes:

Action Items

& Dates:

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).



City Council Agenda Bill

Meeting Date: October 23, **Agenda Item:** 7.a.
2023

Agenda Item Title: Revenue Sources, Including an increase in the property tax levy

Staff Contact(s): STEVE HOGLUND

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Public Hearing
STEVE HOGLUND	

Item Summary: RCW 84.55.120 requires a public hearing on revenue sources for a city that collects a regular property tax levy. The Property Tax Levy for 2024 has a millage of 1.34335 that was set by the voters of the City of Anacortes in a special election held April 25th and was approved by 67.74% of the voters. This is a millage increase of .3624. Additionally, the other major tax revenue streams will be reviewed.

Budget Impact:
Various

Previous Action: NA

Recommended Motion: NA

Alternative Actions: NA

Attachments (listed in order presented):
1. Budget overview to Council

Tax Revenues

- The City's 3 largest tax revenue streams:
 - Property Tax - Lid Lift
 - Sales Tax - decreasing trend
 - Utility Tax - decreasing / flat trend
- These 3 revenue streams year to year make up roughly 75% of the City's annual tax collections

Property Tax

- ▶ Levy Lid Lift of .3624 millage was approved by 67.74% of voters in the April 25th Special Election.
- ▶ This brings the new millage rate for 2024 to 1.34335.
- ▶ The estimated assessed values that millage will be applied against is 6.25B

Budget year	Assessed value	Levy	Millage
2024 estimated	6,258,633,649	8,407,536	1.34335
2023 actual levy:	5,758,266,074	5,648,034	0.98095
2022 actual levy:	4,758,505,751	5,523,241	1.16071
2021 actual levy:	4,213,585,262	5,385,680	1.27817
2020 actual levy:	3,985,572,170	5,296,453	1.32891

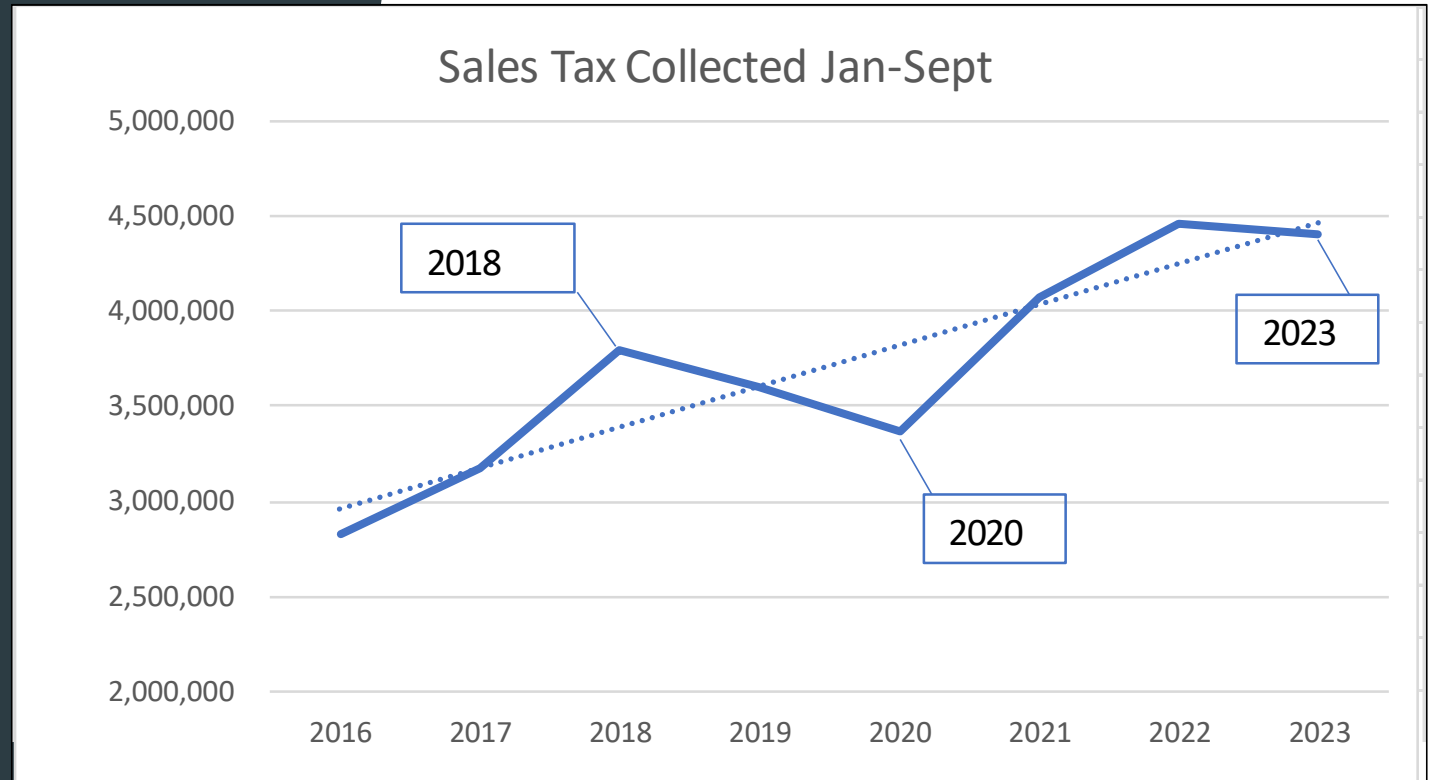
Sales Tax

- ▶ Retail Sales Tax, includes out of town sales when delivery is to an Anacortes address.
- ▶ Includes online sales.
- ▶ 2018 spike from high school construction project, making the drop in 2019 expected.
- ▶ Drop in 2020 was due to Covid.

	2017	2018	2019	2020	2021	2022	2023
January	298,921	391,598	420,175	400,099	396,463	430,965	454,978
February	373,446	417,159	421,673	423,337	437,146	536,144	493,366
March	278,816	348,395	353,636	346,823	365,464	404,203	418,439
April	270,333	336,990	287,158	307,729	364,730	410,901	407,381
May	356,187	437,549	422,952	335,461	498,122	557,907	499,200
June	358,896	435,146	369,676	275,574	471,508	493,751	417,866
July	376,437	472,366	437,794	391,368	507,387	547,968	538,024
August	440,609	482,490	454,723	439,209	518,037	559,209	618,620
September	414,095	478,476	429,701	447,841	513,138	519,441	552,843
October	429,664	480,657	472,714	477,759	500,010	539,090	
November	413,760	439,992	458,568	510,712	486,642	531,069	
December	427,580	405,194	412,861	431,157	444,329	502,643	
Total	4,438,743	5,126,010	4,941,631	4,787,068	5,502,976	6,033,290	4,400,716
Jan-Sep History:	3,167,739	3,800,168	3,597,487	3,367,440	4,071,995	4,460,488	4,400,716
YTD Change from prior year		20.0%	-5.3%	-6.4%	20.9%	9.5%	-1.3%

Sales Tax

- ▶ Sales Tax has a 8.3% annual increase when trend is reviewed from 2016 - 2022
- ▶ In 2023 sales tax receipts are 1.3% below prior year.
- ▶ That is a 9.6% decrease against the trend.



Trendline: 8.3% year over year growth 2016 - 2022

2018 High School construction project

2020 Covid recession

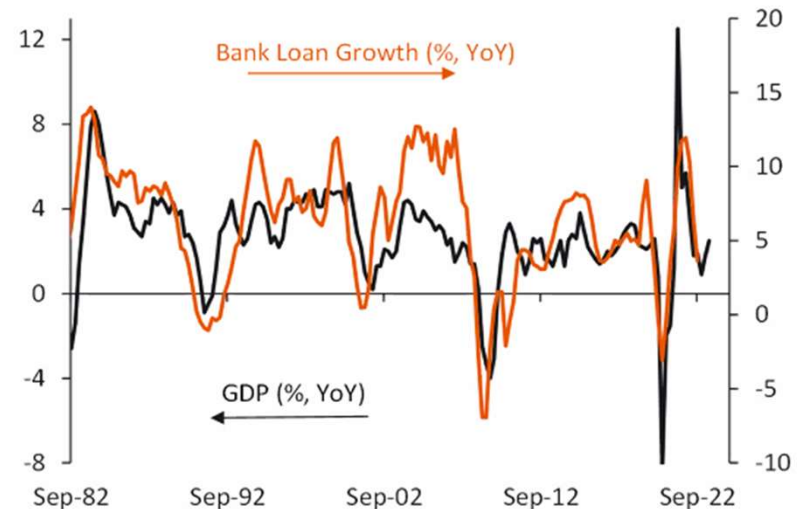
2023 Down 1.3% compared to PY; down 9.6% compared to trend

Sales Tax Projection

- ▶ We know the Construction industry will generate less sales tax in 2024.
- ▶ As of August there were 56% fewer new construction building permits issued than in 2022, and 62% fewer than in 2021.
- ▶ Interest rates hikes have increased the cost of borrowing and slowed bank loan growth.
- ▶ A pessimistic view on sales tax seems reasonable.

	Jan - Aug	2020	2021	2022	2023
Type of Construction					
bsfr	Single family	39	46	39	16
bmfr	Multi family	1	9	3	1
bcomm	Commercial	3	1	6	4
	Total Permits	43	56	48	21

Slower loan growth leads to slower economic growth



Sales Tax Projection

- ▶ Based on historical sales tax collections as of August the City has typically collected 63.7% of the years total
- ▶ This is a \$604,441 decrease in revenue projections.

	Receipts	% of Total
Jan	454,978	7.6%
Feb	493,366	16.1%
Mar	418,439	22.9%
Apr	407,381	29.3%
May	499,200	37.7%
Jun	417,866	45.4%
Jul	538,024	54.3%
Aug	618,620	63.7%
Sep	552,843	72.8%
Oct		
Nov		
Dec		
	4,400,716	
	6,044,412	Projected 2023 Total
	<u>5,439,971</u>	90% of 2023, Aug receipts
	<u>604,441</u>	

Utility Tax

- ▶ Made up of tax charged on Private utilities: Natural gas, electricity, phone service, cable TV service.
- ▶ Natural gas and electricity costs are starting to decrease.
- ▶ Public Utility tax is increasing at a slower due to capital defeasance and water conservation.
- ▶ Public UT is set at a 3.5% increase per the City utility rate policy.
- ▶ Private UT is projected at a 5% decrease based on trend.

	Utility Tax	
	Public	Private
Jan	170,830	261,361
Feb	159,401	252,759
Mar	171,804	237,685
Apr	174,614	265,299
May	184,006	201,403
Jun	181,358	179,151
Jul	183,652	165,304
Aug		
Sep		
Oct		
Nov		
Dec		
	1,225,665	1,562,962
2023 projection:	2,135,354	2,459,712
2024 Budget	2,210,092	2,336,726

Other Revenues

- ▶ The Liquor and Criminal Justice revenues go into the General fund.
- ▶ Motor Vehicle Fuel Tax (MVFT) and Multimodal go into the Road Maintenance Fund.
- ▶ MRSC provides a Shared Revenue Calculator that is pretty accurate.
- ▶ 2024 projections are less than 2023 projections.
- ▶ A result of fuel costs increasing, which drives demand down.
 - ▶ MVFT is not a percentage charge of the cost of the fuel, but a charge per gallon.

State Shared Revenues

	2024	2023
Liquor Profits	136,051	136,782
Liquor Excise	130,285	122,657
Criminal Justice - Population	6,848	6,437
Criminal Justice - Special Prog	24,327	22,708
Gas Tax (MVFT)	308,502	325,416
Increased MVFT	20,182	20,383
Multimodal Distribution	23,066	23,244
	649,261	657,627



City Council Agenda Bill

Meeting Date: October 23, **Agenda Item:** 8.a.
2023

Agenda Item Title: Ordinance 4062: An Ordinance Adopting New AMC Chapter 2.08 Regarding Appointive Officers of the City

Staff Contact(s): RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Ordinance
STEVE HOGLUND	
DARCY SWETNAM	

Item Summary: RCW 35A.12.09 provides that "the mayor shall have the power of appointment and removal of all appointive officers and employees subject to any applicable law, rule, or regulation relating to civil service;" that "Confirmation by the city council of appointments of officers and employees shall be required only when the city charter, or the council by ordinance, provides for confirmation of such appointments;" and that "Appointive offices shall be without definite term unless a term is established for such office by law, charter or ordinance." RCW 35A.12.020 sets the minimum appointive officers of a city, including the city attorney, clerk, treasurer, and chief law enforcement officer, and authorizes expansion of that list by ordinance. Mayors of Anacortes have historically submitted permanent appointments of department heads for confirmation by the City Council but no standards for interim appointments have been established. The City Council desires to formalize that procedure and ensure transparency in appointments of important city officials.

Budget Impact:

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Ordinance 4062 - AMC 2.08 Appointive Officers

Ordinance No. 4062

An Ordinance Adopting New AMC Chapter 2.08 Regarding Appointive Officers of the City

Whereas RCW 35A.12.09 provides that “the mayor shall have the power of appointment and removal of all appointive officers and employees subject to any applicable law, rule, or regulation relating to civil service;”

Whereas RCW 35A.12.09 also provides that “Confirmation by the city council of appointments of officers and employees shall be required only when the city charter, or the council by ordinance, provides for confirmation of such appointments;”

Whereas RCW 35A.12.09 also provides that “Appointive offices shall be without definite term unless a term is established for such office by law, charter or ordinance.”

Whereas RCW 35A.12.020 sets the minimum appointive officers of a city, including the city attorney, clerk, treasurer, and chief law enforcement officer, and authorizes expansion of that list by ordinance;

Whereas mayors of Anacortes have historically submitted permanent appointments of department heads for confirmation by the City Council but no standards for interim appointments have been established;

Whereas City Council desires to formalize that procedure and ensure transparency in appointments of important city officials;

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

- Section 1. New Chapter 2.08 is added to the Anacortes Municipal Code as shown in Exhibit A.
- Section 2. Consistent with RCW 35A.12.130, this ordinance takes effect five days after passage, approval, and publication.

PASSED and APPROVED this ____ day of _____, 2023.

CITY OF ANACORTES:

Matt Miller, Mayor

Attest:

Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

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Chapter 2.08 Appointive Officers

2.08.010 Purpose

The purpose of this chapter is to establish the list of City officers, the appointment of whom requires confirmation by the City Council, and to provide procedures for review and approval of such appointments.

2.08.020 Appointive Officers

- A. The following are hereby known as “appointive officers” of the City of Anacortes:
1. Administrative Services Director
 2. City Attorney
 3. City Clerk/Treasurer and Finance Director
 4. City Engineer
 5. Fire Chief
 6. Police Chief, who is the chief law enforcement officer of the City per RCW 35A.12.020
 7. Hearing Examiner, pursuant to AMC Chapter 2.30
 8. Human Resources and Labor Relations Director
 9. Library Director, subject to the recruitment process established in AMC 2.58.030
 10. Municipal Judge
 11. Museum Director
 12. Director of the Parks and Recreation Department
 13. Director of the Planning, Community, & Economic Development Department
 14. Director of the Public Works Department

- B. Except as provided in subsection C, the mayor's appointment of appointive officers is subject to confirmation by the City Council per AMC 2.08.040.
- C. Per agreement with Skagit County, judges and court commissioners of Skagit County District Court serve as municipal judge for the City of Anacortes. If that relationship is modified, appointment of the City's municipal judge will also require City Council confirmation.
- D. No appointment requiring City Council confirmation may begin prior to receiving City Council confirmation.
- E. No person may serve simultaneously as more than one appointive officer.
- F. Per RCW 35A.12.090, all appointments of appointive officers must be made on the basis of ability and training or experience of the appointee in the duties they are to perform.
- G. No position of, or any position substantially similar to, "City Administrator" may be created without amendment of this chapter.

2.08.030 Interim Appointments—Vacancies

- A. In the event of a vacancy in the position of an appointive officer, no person may perform the functions and duties of the appointive officer without an appointment confirmed by City Council or an interim appointment consistent with this section.
- B. The mayor is authorized to make an interim appointment of an appointive officer for a period up to three months without submitting the appointment for City Council confirmation. No person who has previously served as an appointive officer may be appointed to such an interim appointment for the same office.
- C. The mayor is authorized to make an interim appointment of an appointive officer for any other limited time period, subject to City Council confirmation.

2.08.040 Council Notification and Review of Appointments

- A. The City Council must be immediately notified upon the appointment, interim appointment, separation, or notice of separation of any appointive officer.
- B. A vote for City Council confirmation on the appointment may not be scheduled less than two weeks after notification of such appointment is made.
- C. The City Council must be afforded the opportunity to review the appointive officer's employment application and meet informally with the appointed officer prior to any scheduled vote on confirmation.

2.08.050 Employment and Contracts

- A. The mayor is authorized to enter into employment contracts or personal services contracts for any appointive officer. Consistent with AMC Chapter 1.30, all such contracts are in all respects subject to prior review and approval by the City Council, and no such contract is valid prior to approval by the City Council.
- B. The compensation for each employee appointive officer is that established each year in the annual budget or salary ordinance of the city.
- C. All employee appointive officers are subject to the personnel policies adopted by the City Council.



City Council Agenda Bill

Meeting Date: October 23, **Agenda Item:** 8.b.
2023

Agenda Item Title: Resolution 3134: Adoption of the City of Anacortes Emergency Operations Plan

Staff Contact(s): Bill Harris

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

GREG FRANCIOCH

Resolution

Bill Harris

STEVE HOGLUND

DARCY SWETNAM

Item Summary: This resolution will adopt the 10/2023 updated version of the Emergency Operations Plan, replacing the previous plan from 2016.

Budget Impact:

There is no budget impact.

Previous Action: N/A

Recommended Motion: I move to adopt resolution 3134 adopting the October 2023 version of the Anacortes Emergency Operations Plan.

Alternative Actions:

Attachments (listed in order presented):

1. Resolution 3134 - Emergency Operations Plan
2. 2023 City of Anacortes Emergency Operation Plan
3. EOP Redlined version

RESOLUTION NO. 3134

**A RESOLUTION AUTHORIZING THE ESTABLISHMENT OF AN EMERGENCY OPERATIONS PLAN AND
SUPERSEDING IN ITS ENTIRETY RESOLUTION NO. 1958 PASSED AND APPROVED ON THE 8TH DAY OF
AUGUST 2016**

WHEREAS, the primary role of government is to provide for the welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved, and;

WHEREAS, the City of Anacortes' Emergency Operations Plan provides a comprehensive framework for city-wide emergency management. It addresses the roles and responsibilities of government organizations and provides a link to local, state, federal and private organizations and resources that may be activated to address disasters and emergencies in the City of Anacortes, and;

WHEREAS, the City of Anacortes Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and federal guidance.

NOW, THEREFORE BE IT RESOLVED by the Anacortes City Council that Resolution 1958 is hereby repealed and that the Mayor and City Clerk be authorized and directed to execute the Emergency Operation Plan, a copy of which is attached hereto and by this reference made part hereof, as the official act and deed of the City of Anacortes.

PASSED AND APPROVED this 23rd day of October 2023.

CITY OF ANACORTES:

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, City Attorney WSBA #40530



Emergency Operations Plan

Resolution 3134
Adopted October 23, 2023

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1 Introduction

1A Purpose

It is the purpose of this Plan to define the actions and roles necessary to provide a coordinated response to emergencies within the City of Anacortes. This plan provides guidance within Anacortes with a general concept of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or state operations plans or procedures.

1B Objectives

The objectives of this plan are to:

1. Reduce the loss of life and minimize property damage and loss.
2. Execute a successful order of succession with accompanying authorities in the event a disruption renders City of Anacortes leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of the office.
3. Reduce or mitigate disruptions to operations.
4. Ensure that the City of Anacortes has facilities where it can continue to perform its mission essential functions, as appropriate, during a continuity event.
5. Protect essential facilities, equipment, records, and other assets, in the event of a disruption.
6. Achieve a timely and orderly recovery and reconstitution from an emergency.
7. Ensure and validate the City's Continuity readiness through Continuity Training and exercise programs to test operational capability.

1C Preparedness Activities

Preparedness activities are designed to encourage and support a state of readiness in governments, public organizations, businesses, families, and individuals that provide the capability to survive a disaster and to ensure continuity of government. County and municipal governments should take steps to prepare for emergency and/or disaster events before those events occur.

County and municipal agencies that have primary and support responsibilities during an emergency or disaster event should take action to develop the operational capabilities necessary to facilitate an effective response. These agencies should:

1. Identify lines of authority to ensure continuity of government.
2. Establish jurisdiction and agency roles and responsibilities for emergency and/or disaster events.

3. Review disaster readiness capabilities and develop and/or update emergency procedures and guidelines.
4. Promote employee individual and family preparedness.
5. Ensure personnel assigned to EOC positions are trained and maintain their proficiency to perform assigned EOC duties.
6. Encourage and maintain inter-jurisdiction and/or inter-agency cooperation and coordination of readiness planning efforts.
7. Maintain facilities, equipment, supplies, and vehicles in a readiness condition.
8. Develop and maintain a resource inventory.
9. Develop and adopt mutual-aid agreements and memorandums of understanding with neighboring jurisdictions/agencies.
10. Elected officials and/or department heads shall identify employees that require NIMS training and arrange for those employees to be trained to the level required.

2 Scope, Situations, and Assumptions

2A Plan Scope

This plan applies to all City of Anacortes departments.

2B Situation Overview

Characteristics

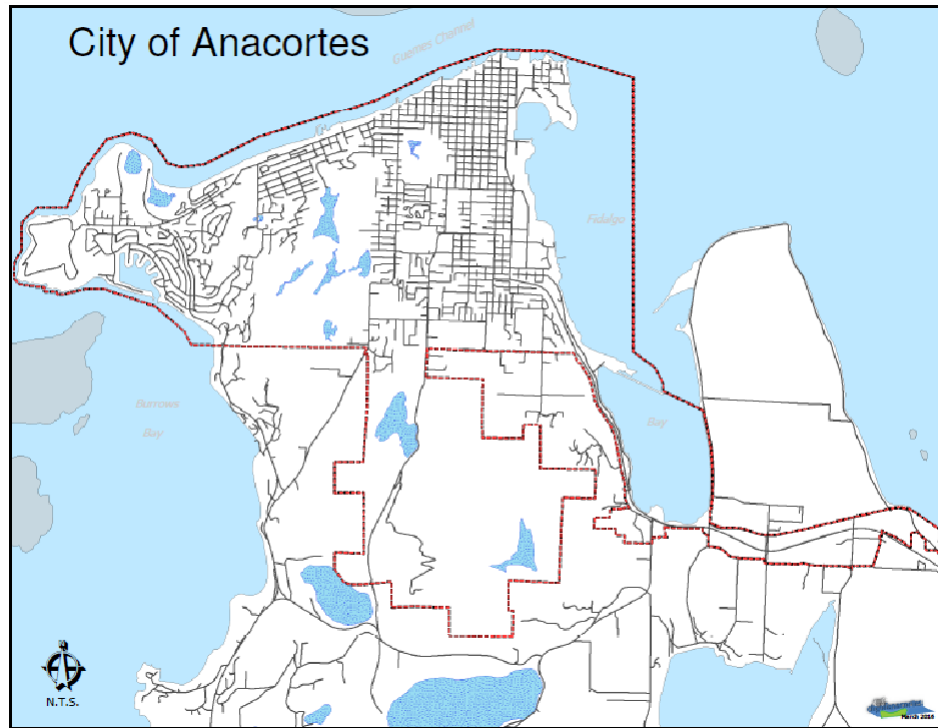
(a) Location

- (i) Anacortes is located on the north central coast of Washington State (U.S.), 80 miles north of Seattle, Washington, and 90 miles south of Vancouver, British Columbia.
- (ii) The City is 16 miles west of the I-5 freeway (exit 230), via Highway 20.
- (iii) Skagit County ranks 11th in size among Washington's 39 counties.
- (iv) The City of Mount Vernon is the county seat.

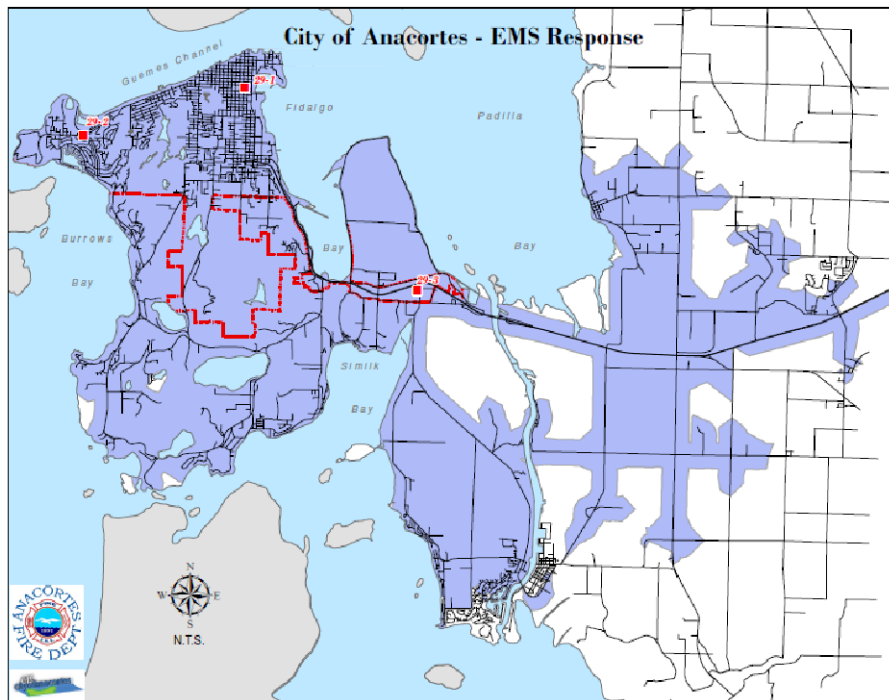
(b) Geographic

- (i) The City of Anacortes is located on Fidalgo Island which lies on the western side of Skagit County.
- (ii) The Anacortes Fire Department response area extends beyond Fidalgo Island across Skagit County for the delivery of Advanced Life Support Emergency Medical Services.
- (iii) The City of Anacortes Water Service area extends across Skagit County and Island County to the Town of LaConner, City of Oak Harbor, and Whidbey Naval Air Station.

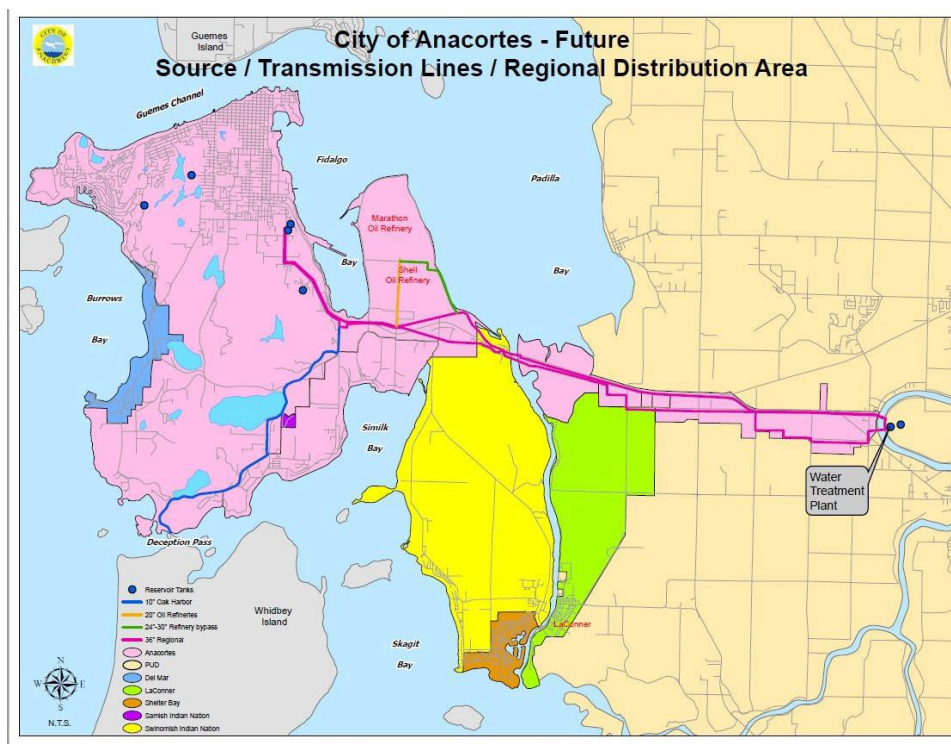
City of Anacortes Municipal Boundary 1



City of Anacortes EMS Response Boundary 1



City of Anacortes Water System Boundary 1



(c) Demographic

- (i) City of Anacortes has a population of 18,003 residents according to the United States Census Bureau for 2022. The City contains 7,779 acres within the City limits. These include 3,436 acres of park, forest, and open space.
- (ii) The City of Anacortes is located on Fidalgo Island and is connected to the mainland by two bridges: Berentson Bridge on Highway 20 and Rainbow Bridge in La Conner. Deception Pass bridge connects Fidalgo Island and Whidbey Island.
- (iii) WA State Hwy 20 passes through Anacortes. The Washington State Department of Transportation owns and operates a major ferry terminal in the City of Anacortes that serves as the primary transportation connection between the San Juan Islands and the mainland. An international service to Victoria, British Columbia, Canada is suspended currently and is projected to return in 2030. Skagit County owns and operates a ferry terminal connecting Anacortes and Guemes Island.
- (iv) The Port of Anacortes has two deep water berths to handle cargo. The Port of Anacortes also operates the Anacortes Airport which has a 3,018-foot runway.
- (v) Two refineries just outside the City limits host industrial ports, rail lines, and pipelines that are critical links for the state's refinery industry.

(d) Special Events

- (i) From March to October there are many festivals, occurring primarily during the weekends in the City of Anacortes that are attended by 1000's of people.

- (e) Anacortes School District
 - (i) Anacortes High School
 - (ii) Cap Sante High School
 - (iii) Anacortes Middle School
 - (iv) Fidalgo Elementary
 - (v) Island View Elementary
 - (vi) Mount Erie Elementary
 - (vii) Whitney Early Childhood Education Center

(f) Economic Base and Infrastructure

Anacortes has seen a variety of transformations throughout its history, from lumber and fish processing, to oil refining, recreational boating, and tourism. The primary employment sectors in today’s local economy are health care, manufacturing, accommodations, and food service. Island Hospital is the largest employer in the City with over 800 employees. The city boasts a healthy industrial segment, including two refineries (just outside the City limits), Trident Seafoods, and Dakota Creek Industries shipyard. Dakota Creek employs 400 staff.

Hazard Profile and Vulnerability Assessment

The City of Anacortes and Skagit County are vulnerable to the effects of a variety of natural, human-caused, and technological hazards, varying widely in type and magnitude from local community issues to statewide. The table below is based on the 2020 Skagit County Natural Hazard Mitigation Plan, available at [Skagit County HMP Base Plan 05132020 Final.pdf](#) The ranking is based on the Calculated Priority Risk Index (CPRI).

Hazard Rank	Hazard Type	CPRI Score	Vulnerability Ranking
1	Earthquake	3.85	VERY HIGH
2	Wildfire	3.55	HIGH
3	Landslide/Erosion	3.35	HIGH
4	Tsunami	3.35	HIGH
5	Severe Weather	3.05	MEDIUM - HIGH
6	Storm Surge*	2.65	MEDIUM
7	Drought	2.35	LOW
8	Flood/Dam	1.85	LOW
9	Volcano	1.1	LOW

*Impact from a storm surge is determined by reviewing both the severe weather and flood (coastal flooding) profiles. It is ranked separately for the purposes of this HMP as a potential hazard of concern for educational purposes to ensure public awareness. Probability and impact from such an event are identified within the hazard ranking spreadsheet contained in Volume 1, with impact closely mirroring both severe weather (wind-driven) and flood events.

2C Planning Assumptions

Emergencies and disasters have and may occur at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, loss of essential services, economic hardship to businesses, families and individuals, and disruption to local, state, and other governmental entities. The potential also exists for emergencies and disasters occurring outside the City of Anacortes to negatively impact the City.

The possibility exists that emergency response personnel may be victims of the emergency or disaster and situation and response efforts could be greatly compromised. Should such an event occur within Skagit County, the Department of Emergency Management would request assistance from San Juan, Snohomish, and Whatcom Counties through an existing mutual aid agreement. If needed, assistance would be requested from state and federal agencies through the Washington State Military Department, Division of Emergency Management.

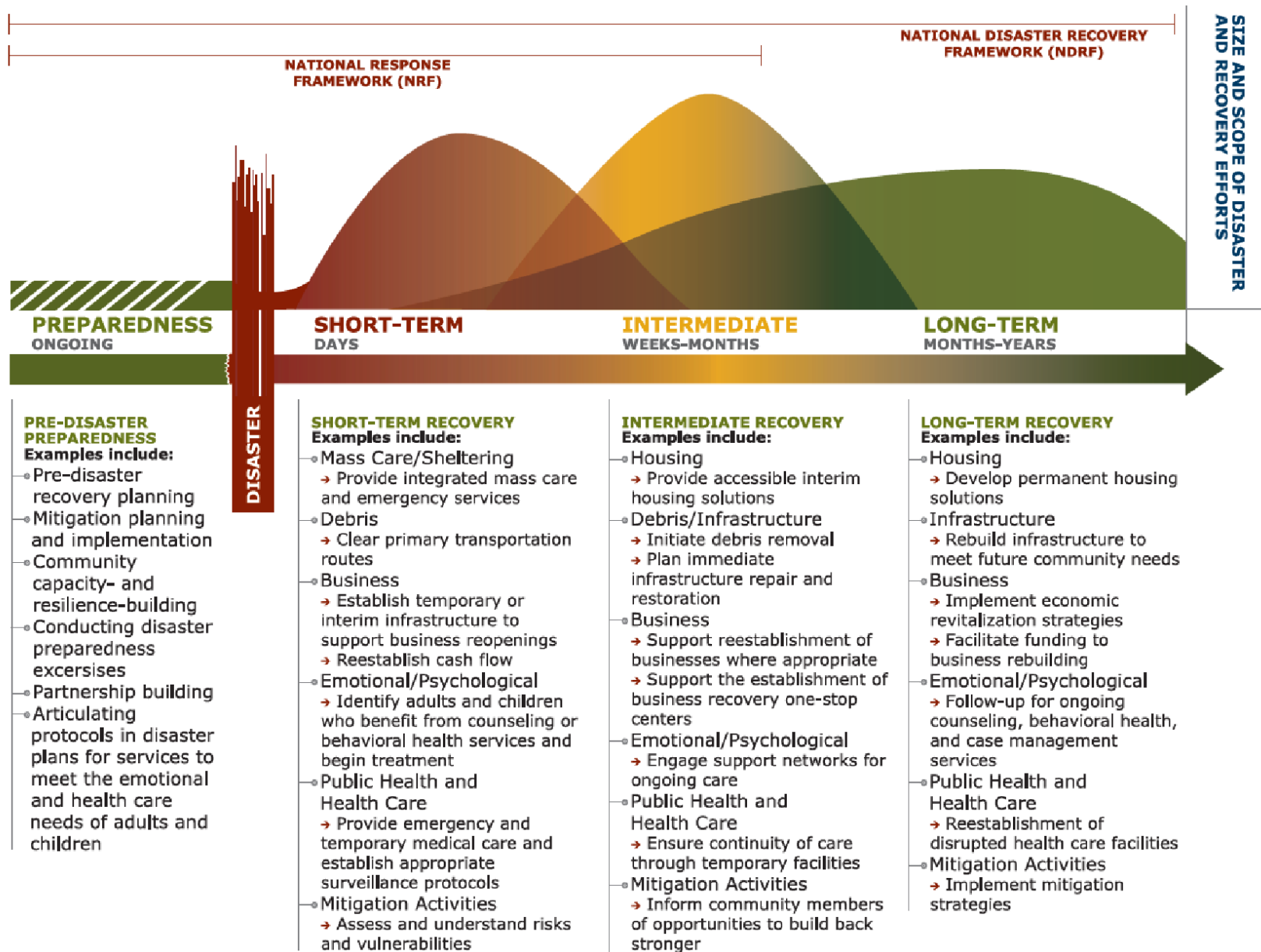
An emergency or disaster could occur at any time. Some emergencies or disasters will occur with enough warning that appropriate notification can be issued to ensure some level of preparation; others will occur without advance warning. The time of year, day of the week, time of day, and weather conditions are key variables that can have an impact on the seriousness of an incident and the ability of government to respond.

A disaster will severely stress normal county and municipal systems. The City of Anacortes and the other municipalities may be unable to satisfy all emergency resource requests during a major emergency or disaster and would likely require outside assistance from other jurisdictions, the state, and the federal government. It is likely that local government response will be delayed; citizens need to be prepared to take care of their own basic survival needs for at least the first three days and potentially fourteen days, after an event occurs.

This plan assumes that after an emergency or disaster has occurred that:

1. A safe location can be found for coordination of response and recovery activities.
2. Trained personnel exist to establish command and control and implement emergency plans and procedures.
3. Resources are available.

The figure on the next page is the Recovery Continuum model from the FEMA publication “National Disaster Recovery Framework: Strengthening Disaster Recovery for the Nation” (September 2011), available at [ndrf.pdf \(fema.gov\)](#)



2D Limitations

The City of Anacortes will make every reasonable effort to respond in the event of an emergency or disaster based upon the situation, information, and resources available at the time. However, no guarantee of a perfect response system is expressed or implied in the City's emergency operation plan and appendixes.

The City's assets and systems are vulnerable to natural, human-caused, and technological disaster events and may be damaged or overwhelmed. Employees will be concerned about the care of their families and personal possessions. They may be unavailable to support emergency or disaster response activities if they have been personally impacted by the event.

Fundamental resources such as water, food, first-aid supplies, utilities, fuels, shelter and sanitation supplies, and basic survival supplies may be needed.

The City of Anacortes does not have sufficient supplies and equipment on hand for long-term use; the arrival of County, State and Federal assistance may be delayed for several days after the occurrence.

The disaster response and recovery activities may be limited by:

1. The inability of citizens to be self-sufficient for more than three days without additional food, water, medical and shelter resources.
2. The inability to provide citizens with timely warning and emergency information due to damaged warning systems.
3. The inability of law enforcement, fire, emergency medical, public works, and other governmental agencies to fully respond to the incident due to damage to facilities, equipment, supplies, communication systems, and shortages of personnel.
4. The shortage of trained response personnel and equipment to respond to fire, emergency medical, hazardous materials, law enforcement, public works, and other emergencies.
5. The shortage of medical facilities and critical drugs.
6. Damages to lifelines such as road, rail, utilities, petroleum pipelines, and communication networks.
7. Normal distribution of resources may be reduced or interrupted, impacting the social wellbeing and economic infrastructure of the city.
8. Partial or complete failure of emergency response communication systems due to equipment damage or overloading of telephone lines into the Skagit Emergency Communications (E911) Center.

No guarantee is implied by this plan of a perfect response system. The city can only endeavor to make every reasonable effort within their capabilities to deal with the dangers and hardships imposed based on the situation, the information available, and the resources at hand.

3 Concept of Operations

3A General

Minor emergencies such as response to fires, violations of the law, and emergency medical incidents occur daily and do not normally require the direct involvement of emergency management and elected officials. On a less frequent basis, local government is confronted with larger scale events that may occur suddenly or over a longer period that escalate beyond normal operational capabilities. These events, which are classified as major emergency incidents or disasters, require an increased level of response and incident management due to their size and/or complexity. In most cases, these incidents require at least some level of action to be taken by the local emergency management organization.

This action may be minimal, such as requesting the issuance of a Mission Number from the Washington State Military Department, Emergency Management Division Duty Officer via Skagit Department of Emergency Management. Obtaining a Mission Number helps secure state indemnification protection and serves as a reference for deployment of local, state, or federal resources to assist in the mission. A Mission Number may also be used to code all documentation tracking the payment of any Emergency Worker compensation claims filed because of activities while assigned to the mission.

In some cases, further action may need to be taken. Local elected officials may need to formally declare that an emergency exists for local government to take the action necessary to protect lives, property, or the environment. This action also serves as a prerequisite for asking for state assistance and, if needed, federal assistance. If needed, the City of Anacortes EOC may be activated to provide an additional level of direction, control, support, coordination response, and recovery efforts.

Skagit County's Department of Emergency Management maintains a 24-Hour Duty Officer to provide support and assistance to local emergency response agencies. The Emergency Management Duty Officer is the primary after-hours contact for receiving alerts and warning information from a variety of sources and initiating emergency management response actions, as needed, on behalf of the department.

In Anacortes, the essential services of the emergency organization will be coordinated through the EOC. Emergency operations may be conducted on a 24-hour basis, as required.

In addition, City of Anacortes departments are encouraged to develop internal plans to:

1. Ensure continuity of government operations during or immediately following emergency or disaster.
2. Support and assist city-wide response and recovery efforts and assist in staffing the EOC.
3. Communicate with the EOC regarding the status of response and recovery activities during or following any emergency or disaster. Provide situation reports to convey requests for assistance, damage assessment, and preliminary damage estimates of their operational capabilities, equipment, and facilities.
4. Coordinate the dissemination of public information to the media and citizens through the City's PIO and Skagit County Joint Information Center (JIC), if established.

3B National Incident Management System (NIMS)

Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents, called for the establishment of a single, comprehensive NIMS to improve incident response operations. NIMS provides the ability for emergency response personnel from different jurisdictions and disciplines to effectively work together to respond to natural disasters and emergencies, including acts of terrorism. NIMS is also intended to promote the development of multi-jurisdictional, state-wide, and inter-state mechanisms for coordinating incident management and obtaining assistance during large or complex incidents.

The NIMS provides a standardized system that allows federal, state, and local jurisdictions to:

- Ensure common and proven incident management doctrine, practices and principles are used to plan for, protect against, respond to, and recover from emergency incidents.
- Maintain a response operation capable of expanding to meet an escalating situation and the ability to integrate a variety of resources from outside sources to meet the needs of the situation.

The benefits of the NIMS include:

- A unified approach to incident management.
- Standard command and management structures.
- An emphasis on preparedness, mutual aid, and resource management.

HSPD-5 dictated that federal departments and agencies shall make adoption of the NIMS a requirement for the provision of federal preparedness assistance funds. HSPD-5, as amended in May 2007, further established the Incident Management System Integration Division of the National Integration Center (NIC) to provide strategic direction for, and oversight of, the NIMS including the development of compliance criteria and implementation activities at federal, state, and local levels.

Local authorities have the primary responsibility in emergencies and disaster situations as most emergency incidents are handled daily by local resources.

Incident response organizations (law enforcement, fire, emergency medical services, hazardous materials, public health, public works, emergency management, and others) must work together to comply with NIMS components, policies, and procedures to establish and maintain a foundation upon which more advanced homeland security capabilities can be built. NIMS compliance must be an ongoing effort as new personnel must be trained, and plans must be revised to reflect lessons learned.

3C Emergency Management Concepts

The Mayor is responsible, by law, for emergency management operations within the City but will also function with other leaders as part of the Skagit Emergency Management Advisory Board. The Skagit County Director of Emergency Management is responsible to the Skagit Emergency Management Council for carrying out the emergency management program for Skagit County and the member municipalities. The elected and appointed county and municipal officials, departments, and offices, as well as supporting organizations, agencies, or individuals, retain their identity and autonomy but coordinate activities under

this plan as an emergency organization.

When an emergency or disaster is imminent or has occurred, local governments having primary responsibility will respond to preserve life, property, and the environment and to minimize the effects of the situation and to expedite recovery. The Mayor and Council will implement emergency statutes and ordinances and will mobilize and commit local resources to conduct response and recovery activities to the best of their ability.

Protection of life, property, the environment, and the restoration of local government services and the economy are the primary concerns of the City. The City may also conduct such functions outside their territorial limits as may be necessary pursuant to [RCW 38.52](#) and current resolutions, ordinances, and mutual-aid agreements.

When an emergency or disaster occurs City staff shall carry out their responsibilities using their best judgment and in a coordinated manner to:

- Report to the predetermined site to manage operations.
- Account for personnel.
- Assess damage to facilities and resources.
- Assess personnel and resources available.
- Assess problems and needs.
- Report situation and status to the EOC.
- Send representatives to the Skagit County EOC, as requested.
- Carry out agency responsibilities and assigned tasks.
- Keep detailed and accurate records, document actions, costs, situations etc.

The Skagit County Department of Emergency Management will request mission numbers from the Washington State Military Department, Emergency Management Division for all response actions intended to protect life, property, and the environment during emergency incidents.

Normal, day-to-day organizational structures and chains of command will be maintained as much as possible. When mutual-aid is requested, the responsible requesting organization will be in charge unless the specific mutual-aid agreements direct otherwise. Skagit County government and member municipal governments will utilize all available resources prior to requesting assistance from state government.

During emergency incidents that do not require the activation of the EOC, public information may be disseminated to the media through the Mayor, Public Information Officer(s), and On-Scene Incident Commander(s), or their designees. Upon activation of the City's EOC, all public information disseminated to the news media and citizens should be coordinated with the Public Information Officer to ensure release of compatible and accurate information.

3D Direction and Control

Generally

The purpose of this section is to provide for the effective supervision, authority, coordination, and cooperation of emergency management activities and to ensure the continued operation of government and essential services during and after emergencies and disasters. Direction and control of emergency management functions is the responsibility of the Mayor. Depending upon the size, scope, and/or complexity of the emergency or disaster, the Mayor and appointed officials will activate and establish an EOC to provide proper direction and control and aid in overall management or coordination of response and recovery activities.

Skagit County Resolution [R20060255](#), dated August 1, 2006, establishes that the initial command structure utilized by Skagit County government for a significant incident shall be a Unified Command composed of qualified senior officials from the Skagit County Sheriff's Office, Skagit County Public Health Department, Skagit County Department of Emergency Management, and the Skagit County Public Works Department. This system provides a multi-agency command structure and organization to provide oversight, gather and disseminate incident information, and request and allocate resources to aid response and recovery activities occurring in various locations throughout the county. This structure is also useful to support multiple Incident Command Posts (ICP's) and to effectively manage response and recovery activities associated with events that are large, complex, or affect multiple jurisdictions.

3E Emergency Operations Center (EOC)

Location

The City of Anacortes' EOC is located at 1218 24th St in the Eugene Anderson Municipal Courtroom. The alternative EOCs are the Anacortes Fire Department- Station 1 at 1016 13th Street or the Anacortes Senior Activity Center at 1701 22nd Street.

The City's primary EOC is equipped with supplies, information display materials, internal communications, and support equipment to help facilitate efficient operation. Backup power generation is maintained to ensure continued operations.

Goals

Based on situational demands, the overarching strategic goals for activation of the EOC are:

1. Personal safety of emergency responders.
2. Saving and protecting the greatest number of people at risk.
3. Saving and protecting as many residential, business, and industrial properties as possible.
4. Saving and protecting as much vital government infrastructure as possible.
5. Restraining the spread of environmental damage.
6. Minimizing human hardship and economic interruptions.

EOC Activation

The EOC may be activated at the request of the Mayor, Police Chief, Fire Chief or upon direction from the Skagit County Department of Emergency Management. Depending upon the severity of the emergency or disaster, the Mayor or the Mayor's successor may request that the Skagit County EOC be activated.

(a) Thresholds for Activation

Depending upon the situation, the EOC could be activated for any of the following:

0. Proclamation of emergency.
1. Providing and coordinating emergency warning and public information.
2. Collecting and managing information in anticipation of a potential emergency.
3. Overseeing the effective use and allocation of available local resources.
4. Determining specific requirements that are vital but beyond local means to acquire and referring such needs to the state for supplemental assistance.
5. Coordinating inter-agency and/or inter-jurisdictional activities.
6. Coordinating continuity of government operations.
7. Coordinating damage assessment and recovery activities.

(b) Notifications Upon Activation

Upon activation of the Anacortes EOC, the following will be notified:

- Skagit County Department of Emergency Management
- City Department Heads
- City Councilmembers

EOC Activation Levels:

(a) Phase III Activation – Alert/Watch Operation

Phase III Activation is the lowest level of EOC activation and is typically initiated in the event of an impending or occurring incident that requires close monitoring. Level III incidents include:

- flood watch
- minor/localized small stream flooding
- winter storm watch
- high wind warning
- minor hazardous materials incidents
- multiple-casualty incidents

(b) Phase II Activation – Limited Operation

An incident has grown or is expected to grow beyond the capability of alert/watch operation staffing levels and requires additional EOC staffing and capabilities to manage the incident and provide warning and/or public information. The decision on whether an incident meets the criteria for Level II activation will be made by the Mayor and any one or a combination of the following individuals or their designees:

- Mayor
- Fire Chief
- Police Chief
- Public Works Director
- Administrative Services Director
- Information Technology Manager

Level II incidents include:

- moderately sized hazardous materials incidents
- winter storm events.

(c) Phase I Activation – Full Operation

Phase I Activation is the highest level of EOC activation. The size and complexity of an incident requires EOC representation by all appropriate departments and community organizations to support response and/or recovery activities. The decision on whether an incident meets the criteria for Level I activation will be made by the Mayor and any one or a combination of the following individuals or their designees:

- Fire Chief
- Police Chief
- Public Works Director
- Administrative Services Director

Level III incidents include:

- moderate to major flooding events
- moderate to major earthquakes
- large-scale evacuations
- extended periods of severe weather
- large hazardous materials incidents
- incidents that require the establishment of an Area Command
- Cybersecurity Event

(d) Phase I-Alt Activation – Alternate Operation:

If extensive damage throughout the County creates unstable and unsafe roads and bridges preventing City of Anacortes personnel from reaching the City's EOC facility, EOC personnel should login to WEB-EOC or report to the most accessible EOC: Skagit County, Burlington, Mount Vernon, or Sedro-Woolley.

Area Command

According to the NIMS, Area Command is defined as a command structure that oversees the management of multiple incidents that are each being handled by an Incident Command System organization or a very large incident that has multiple incident management teams assigned to it. The primary functions of an Area Command are:

0. Provide agency or jurisdictional authority for assigned incidents.
1. Ensure a clear understanding of agency expectations, intentions, and constraints.
2. Establish critical resource use priorities between various incidents.
3. Ensure that incident management team personnel assignments and organizations are appropriate.
4. Maintain contact with officials in charge, and other agencies and groups.
5. Coordinate the demobilization or reassignment of resources between assigned incidents.

4 Organization and Assignment of Responsibilities

4A Generally

Most departments have emergency functions in addition to their regular day-to-day duties. These emergency functions usually parallel or complement regular functions. Each department is responsible for developing and maintaining its own emergency management and continuity of government procedures.

4B Organization & Assignment of Responsibilities

The Mayor has the responsibility to:

1. Provide jurisdictional chain of command and continuity of government.
2. Make policy decisions and other major decisions necessary to accomplish response and recovery activities within their respective jurisdictions.
3. Adopt and enact ordinances and motions; appropriate revenue and authorize expenditures as needed for disaster mitigation, preparedness, response, and recovery.
4. Direct the implementation of emergency response and recovery plans and operating procedures within their respective jurisdictions.
5. Conduct public meetings and take actions to assist in reassuring and informing the public and identify public needs.
6. Assist in providing public information and the dissemination of emergency information through county and municipal departments/offices, in coordination with the EOC, JIC, and Public Information Officers.
7. Direct citizen's requests for assistance and information to appropriate agencies.
8. Provide public information officers and/or support personnel to the JIC as required.
9. Provide for the coordination of emergency operations.
10. Provide for the coordination and management of all available local resources.
11. Request support (through the Department of Emergency Management) from neighboring jurisdictions and/or the Washington State Military Department, Emergency Management Division.
12. Direct the use of activated EOC facilities under their control.
13. Re-establish municipal operations and capabilities.
14. Provide supplies, equipment, services, and personnel as requested through the appropriate EOC.

15. Support response and recovery activities as required.

The City Council has the responsibility to:

1. Make policy, adopt, and enact ordinances and motions, appropriate revenue and approve expenditures to enable the City to provide necessary services to the public.
2. Provide for the continuity of City government.
3. Assist the Mayor with the implementation of policy and decision making. Provide delegates for the EOC Policy Group.
4. Provide delegates to the EOC.

Law Enforcement has the responsibility to:

1. Maintain law and order.
2. Control traffic
3. Protect vital installations.
4. Control and limit access to the scene of the disaster
5. Supplement communications
6. Search and rescue (with fire service)
7. Develop and maintain operational procedures for use during emergency and disaster operations.
8. Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the NIMS.
9. The Anacortes Police Department participates as part of the Unified Command during emergency or disaster events occurring within Skagit County.
10. Conduct normal day-to-day law enforcement activities.
11. Assist in the conducting of alert and warning notification via the Skagit County Fan-Out Alerting System as appropriate when contacted by the Skagit Emergency Communications (E 911) Center.
12. Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
13. Conduct evacuation(s) of the affected area, as needed.
14. Provide crowd and traffic control and assist fire service as needed.
15. Direct and control the use of available resources required to conduct search and rescue operations.
16. Provide for the security of the disaster area and municipal facilities.
17. Provide protection of key public officials; prevent and control civil disorder.
18. Provide the use of available personnel and equipment to support emergency communications requirements.
19. Provide representative(s) and equipment to assist in staffing appropriate EOC(s).

20. Assist in obtaining damage assessment information and reporting damage to the appropriate EOC.
21. Provide support personnel to the JIC as required.
22. Support response and recovery activities as required.
23. Return organizational activities to normal levels unless involved with recovery activities.
24. Document emergency related costs and activities and submit required reports.
25. The Washington State Patrol shall act as the Incident Command Agency for hazardous materials incidents in Skagit County.

Fire Service has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the NIMS.
3. Perform routine firefighting and rescue.
4. Perform Basic Life Support (BLS) care to the injured.
5. Perform Advanced Life Support (ALS) for emergency medical care.
6. Assist in hazardous materials containment and control, based upon level of training.
7. Coordinate with the Skagit County Department of Emergency Management and hazardous materials team(s) that may respond to hazardous materials and/or terrorism and weapons of mass destruction incidents within Skagit County.
8. Provide rescue services such as motor vehicle extrication, confined space extrication, water, high angle, trench and structural search and rescue based upon level of training.
9. Establish priorities for primary and/or lifesaving debris clearance.
10. Establish staging areas as needed for support personnel and equipment.
11. Assist law enforcement as needed with warning, evacuation, and traffic control.
12. Provide the use of available personnel and equipment to support emergency communications requirements.
13. Provide representative(s) and equipment to assist in staffing appropriate EOC(s).
14. Assist in obtaining damage assessment information and reporting damage to the EOC.
15. Provide support personnel to the JIC as required.
16. Support response and recovery activities as required.
17. Return organizational activities to normal levels unless involved with recovery activities.
18. Document emergency related costs and activities and submit required reports.

Legal Department has the responsibility to:

1. Advise officials on legal matters relating to emergency management authority and responsibility.
2. Provide legal advice in the development and execution of emergency administrative plans and provide representation in all criminal and civil proceedings in which the jurisdiction may be a party, as a result of emergency planning and operations.
3. Serving as a liaison with other legal and judicial agencies and sections of the government
4. Support response and recovery activities as required.
5. Return operational activities to normal levels unless involved with recovery activities.
6. Implement emergency procurement procedures and provide instruction for their use.
7. Document emergency related costs and activities and submit required reports.

Finance Department has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. On an annual basis, maintain a list of suppliers, vendors, and items of critical emergency need (through the appropriate procurement division)
3. Aid in emergency financial management.
4. Prepare municipal emergency financial reports.
5. Provide for the receipt, disbursement, and accounting of State, Federal, and other funds provided to municipal government for emergency welfare services such as reimbursement of disaster response and recovery expenses and repair/replacement of infrastructure.
6. Provide support staff to the EOC to assure proper financial documentation in accordance with state and federal requirements.
7. Support response and recovery activities as required.
8. Return department activities to normal levels unless involved with recovery activities.
9. Document emergency related costs and activities and submit required reports.

Parks and Recreation Department has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Assist in removal and safekeeping of public records.
3. Provide personnel to conduct on-site inspections of parks property and facilities; report all damage to parks property and facilities to the EOC and coordinate debris removal activities on all park's property.
4. Make municipal parks and recreation facilities, equipment, and personnel available to assist the volunteer support agencies with the establishment of emergency shelters.
5. Assist in providing emergency welfare services (including, but not limited to shelter, feeding, and day care) to immediate family members of City employees if necessary.
6. Provide representatives and equipment to assist in staffing EOC.
7. Assist in obtaining damage assessment information and reporting damage to the EOC.
8. Support response and recovery activities as required.
9. Return department activities to normal levels unless involved with recovery activities.
10. Document emergency related costs and activities and submit required reports.

Planning, Community, and Economic Development/Building Department has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Coordinate and conduct post-incident safety evaluations of structures as needed to support disaster response and recovery activities.
3. Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during and after an emergency or disaster event.
4. Assist in the planning/permitting of buildings for use as disaster shelters by providing International Building Code expertise and inspections.
5. Assist in collecting information and compiling data for emergency operational reports.
6. Provide representatives to the EOC and provide reports and other information to the JIC as required.
7. Support response and recovery activities as required.
8. Return department activities to normal levels unless involved with recovery activities.
9. Document emergency related costs and activities and submit required reports.

Public Works Department (Water, Wastewater, Operations, Engineering, GIS, Facilities) has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. As resources permit, assist special purpose jurisdictions (Dike Districts, Drainage Districts, and Fire Districts) and other agencies with flood-fighting efforts.

3. Open emergency routes (where possible) to enable emergency access to incident scenes. Maintaining designated major streets and avenues, highways, and other designated routes of travel.
4. Provide emergency signs, barricades, and traffic control to aid in evacuation route travel as needed and within capability/capacity.
5. Coordinate and provide for the removal and disposal of debris during and after the disaster.
6. Assist in keeping water systems, water treatment systems, storm sewers and drainage structures/facilities, and sanitary sewers in operation.
7. Assist in the relocation of public records.
8. Furnishing information, including maps or materials, as needed, for the emergency management agency or emergency preparedness coordinator.
9. Maintenance of vehicles and other essential equipment of the various departments and agencies
10. Supply fuel and refueling equipment/services for response and recovery equipment.
11. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits.
12. Provide representatives and equipment to assist in staffing the EOC and provide support personnel to the JIC as required.
13. Assist in obtaining damage assessment information and reporting damage to the EOC.
14. Support response and recovery activities as required.
15. Return department activities to normal levels unless involved with recovery activities.
16. Document emergency related costs and activities and submit required reports.

Administrative Services (Information Systems, ACCESS Anacortes Fiber, Court, Public Defense); Human Resources, Library, and Museum Departments have the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Assist in removal and safekeeping of public records.
3. Provide representatives and equipment to assist in staffing EOC.
4. Assist in obtaining damage assessment information and reporting damage to the EOC.
5. Support response and recovery activities as required.
6. Return department activities to normal levels unless involved with recovery activities.
7. Document emergency related costs and activities and submit required reports.

Information Technology has the responsibility to:

- a. Immediately send support staff to the EOC
- b. Ensure the safekeeping of all essential computer and electronic records.

- c. Provide operation of essential computer services.
- d. Support EOC, public information, response and recovery activities as required.
- e. Develop and maintain operational procedures for use during emergency and disaster operations.
- f. Return department activities to normal levels unless involved with recovery activities.
- g. Document emergency related costs and activities and submit required reports.

Skagit County Department of Emergency Management has the responsibility to:

1. Activate and manage the Emergency Coordination Center during emergency or disaster events occurring within Skagit County.
2. Develop and coordinate the Emergency Management Program for Skagit County and the incorporated municipalities located within the county.
3. Develop a Comprehensive Emergency Management Plan for Skagit County and the incorporated municipalities located within the county that conforms to the Washington State Comprehensive Emergency Management Plan. The Emergency Management Director shall direct department personnel to review, revise, maintain, publish, and distribute the plan.
4. Help coordinate emergency preparedness activities of local agencies in preparation for response to natural, human-caused, or technological emergencies and disasters including acts of terrorism and/or incidents involving weapons of mass destruction.
5. Develop plans for coordination of resources in disasters and assist response agencies in coordinating communication resources during response and recovery activities.
6. Help coordinate warnings to the public of impending emergencies/disasters and during unforeseen emergencies/disasters. Provide instructions to the public as to where to go and what to do before, during, and after emergencies/ disasters.
7. Identify local staging areas to receive outside resources and coordinate with the Washington State Emergency Operations Center regarding the receiving of outside resources.
8. Provide public information and education as it pertains to disaster mitigation, preparedness, response, and recovery.
9. Review response capabilities by conducting drills/exercises, conducting after-action reviews, and developing improvement plans.
10. Prepare damage assessment, incident, and disaster analysis reports as necessary.

Skagit Emergency Communications (E-911) Center has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Provide E 911 call receiving, dispatch services, and relay of messages for all Skagit County emergency services agencies on a 24-hour basis to support response and recovery activities.
3. Develop and maintain alert and warning notification procedures in cooperation with the Department of Emergency Management.
4. Provide alert and warning notifications to emergency response agencies and the citizens of Skagit County via agreed upon standard operation protocols.
5. Coordinate with vendors to assure high quality and continuous operation of the E-911 system, and timely restoration of E-911 services in the event of service disruptions.
6. Advise the Skagit County Department of Emergency Management of communication capabilities and limitations.
7. Verify that ACCESS, NAWAS, and EAS systems are operational and that messages received are distributed in a timely manner to the Department of Emergency Management and other appropriate parties.
8. Support response and recovery activities as required.
9. Return department activities to normal levels unless involved with recovery activities.
10. Document emergency related costs and activities and submit required reports.

Other Agencies/Organizations:

Other entities beyond direct City of Anacortes control may be capable of supporting and assisting with disaster response or recovery. The City of Anacortes does not have any direct authority over outside entities like the American Red Cross, Salvation Army, Skagit Transit, Island Health, Anacortes School District, etc. These and other agencies typically perform a variety of emergency tasks and may, upon request, provide support personnel and response/recovery services and equipment, as needed.

- American Red Cross is responsible for establishing emergency shelters for disaster victims in pre-selected congregate care facilities upon the request of the Department of Emergency Management; providing food and clothing to disaster victims, providing food to disaster workers; establishing a welfare inquiry service and providing medical and nursing care in American Red Cross shelters and operational facilities; and coordinating with the Skagit County Department of Emergency Management, and welfare agencies for the receiving, sorting, storage and distribution of donated items.
- Salvation Army provides assistance, upon request, to the American Red Cross in providing emergency food service to the Anacortes and Fidalgo Island area and coordinates with the Department of Emergency Management and various welfare agencies for the receiving, sorting, storage, and distribution of donated items.

- Skagit Amateur Radio Emergency Communications Club provides emergency communication assistance for Skagit County, the City, Island Hospital, Anacortes School District, Port of Anacortes, and other network sites.
- Churches and synagogues often give assistance with sheltering, feeding, and other issues, as necessary.
- Skagit County Search and Rescue (SAR) provides services as coordinated through and directed by the Skagit County Sheriff's Office. When it is safe for volunteers, SAR will search for, rescue, or recover by means of ground, water, or air persons who becomes lost, injured, or are killed while outdoors or because of a natural, human-caused, or technological emergencies and/or disasters. The Department of Emergency Management will register SAR workers and request Mission Numbers from the Washington State Military Department, Emergency Management Division.
- Island Health coordinates the organization and mobilization of medical and health personnel during a disaster or major emergency and provides continuous care to the sick and injured victims of an incident.
- Skagit Transit operates and maintains a fleet of public transportation busses and vans including specialized vehicles for the transportation of disabled persons. Skagit Transit is responsible for providing transportation of the public to mass care facilities and aiding law enforcement, fire service, and other agencies upon request. *An cooperative agreement (Skagit County Contract [#C20070501](#)) was signed by the Skagit County Board of County Commissioners on September 04, 2007. This contract specifically outlines the assistance provided by SKAT to Skagit County in the event of a Declared Emergency.*
- Anacortes School District is required by law to develop and maintain disaster plans and conduct regular drills with teachers and students. In the event of an emergency or disaster event that precludes students from being reunited with their parents, legal guardian, or other authorized caregiver, school districts are responsible to provide care for those students until they can be reunited, or an appropriate and adequate alternative can be provided. School districts may provide transportation support to the local Department of Emergency Management, upon request.
- Skagit County Emergency Medical Services (EMS) Department provides, by contract, pre-hospital Basic Life Support (BLS) personnel affiliated with first response agencies such as fire service, search and rescue, law enforcement, and private ambulance companies within Skagit County. The Skagit EMS Department may provide a representative to the EOC to assist with the coordination and organization of pre-hospital emergency medical services as required.
- Tribal Nations provide services on tribal lands and will operate in accordance with tribal Emergency Management Plans. These plans are separately published documents. Coordination in mitigation, planning, response, and recovery efforts will be conducted between the City and the Samish Indian Nation and the Swinomish Indian Tribal Community.
- West Skagit CERT provide volunteers who are trained to provide immediate basic first aid, light search and rescue, immediate damage assessment and other services.

- Port of Anacortes provides staff and volunteers to assist the city in immediate response activities as well as recovery efforts.
- EVAC— Emergency Volunteer Air Corps is a volunteer airlift resource helping communities and emergency responders cope with a local disaster.
- Anacortes Yacht Club is a volunteer social organization that possesses marine resources and volunteers to facilitate the movement of people and supplies on and off Fidalgo Island.

5 Direction, Control, and Coordination

5A Authority to Initiate Actions

The Mayor and department heads should have named successors to ensure continuity of leadership and operations. They should take steps to ensure that all successors to their respective positions are aware of their emergency responsibilities and have the full authority to conduct emergency activities.

5B Direction, Control, and Coordination

Standard Procedure

- (a) The Mayor is the chief executive of the City of Anacortes and is responsible for direction of city government during an emergency.

Succession

- (b) [RCW 35A.12.065: Pro tempore appointments. \(wa.gov\)](#) and the City Council's rules of procedure provides for the City Council's ability to appoint a Mayor Pro Tem to serve as mayor in the absence or temporary disability of the mayor.
- (c) [RCW 42.14.050: City or town officers. \(wa.gov\)](#) provides: "In the event that, due to an emergency or disaster, the Mayor or Mayor Pro-Tem of any city or town is unavailable to exercise the powers and discharge the duties of the office, then those members of the city council available for duty shall by majority vote select one of their members to act as the mayor of such city or town. In the event the number of council members is reduced, then those members available for duty shall have full power to act by majority vote of those present."

State Command

- (a) The City of Anacortes when required by law agrees that the State of Washington assumes command of an incident. The City of Anacortes has personnel trained in the NIMS Incident Command System (ICS). State and Federal officials will coordinate their operations through the Mayor's office or their designated representatives.
 - (i) Incident Command System. The local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of on-scene incident operations. If a disaster affects multiple widely separated facilities, separate incident command operations and an Area Command may be set up.
 - (ii) Assistance. If the Anacortes's own resources are insufficient, exhausted, or inappropriate to respond to the emergency situation, a request shall be routed to Skagit County Emergency Operations Center where assistance from other municipalities, the State, or Federal government may be derived.

5C Information Collection and Dissemination

Disaster information managed by the City of Anacortes EOC is coordinated through agency representatives at the EOC. The goal of the EOC to obtain the most accurate and up to date information is to ensure a comprehensive understanding of the emergency. The collection and dissemination of information is used to develop strategies and tactics to effectively manage emergency operations.

Critical Infrastructure Survey

- (a) The Anacortes Fire and Police departments will conduct windshield surveys on pre-planned routes to determine the extent and severity of damage to important and critical infrastructures facilities within the City. The City personnel will report their findings to the EOC for development of initial actions.

Immediate Damage Assessments

- (a) CERT members will begin the process of recording and reporting damage assessments of identified neighborhoods to expand the common operating picture for the EOC. Information on life safety issues, fires, road, gas and water leaks, downed wires, structural damages, etc... will be recorded on paper or electronically.
- (b) CERT members having completed a designated area will send reports to the EOC by the most effective means. This may include drop-off, ham radio, or electronic transmission.

Detailed Damage Assessments

- (a) Post-Disaster Building Safety Evaluation Procedures will be Implemented to properly assess buildings for occupancy following a major earthquake, flood, or wind event.
- (b) Members of the Building Safety Evaluation Program shall report to the Volunteer Coordination Center (VCC) to obtain assignments, safety briefing, supplies, and reporting instruments.

Reports from Sources

- (a) Staff will utilize the most dependable and consistent source of information depending on the degree of the disaster. These sources of information may include emergency software, social media, television, radio, telephone, written documents, and face to face communications. The gathered information will be used to develop a comprehensive analysis to effect decisions on how best to deploy limited resources.

6 Administration, Finance, and Logistics

6A General Policies

Appointment of Officials

The Mayor and Finance Director shall participate in the decision-making process to ensure continuity and control of the City's financial processes and laws.

Funding and Accounting

Arrangements have been made with local vendors to make purchases on account. Credit cards are also available.

Records and Reports

The Finance Department tracks the source and use of resources and expenditures. The Finance Department maintains records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.

Agreements and Understandings

(a) Agreements with Other Government Agencies

The City of Anacortes has mutual aid agreements or emergency response and recovery contracts with:

- Automatic Aid with Fire District 11
- Automatic Aid with Fire District 13
- Mutual Aid with All Fire/EMS Jurisdictions in Skagit County
- WASPC Police Officers Powers Act
<http://www.waspc.org/police-officers-powers-act>

(b) Agreements with Private Organizations

These provide immediate aid to disaster victims and provide some types of aid that the government is unable to render. Local policies that have been established regarding the use of volunteers or accepting donated goods and services are provided through this document.

(a) Emergency Resources

During emergencies, critical resources may be in short supply including those required to support the essential functions of each of the branches of government. Anacortes should proactively establish relationships and agreements with providers of critical supplies and equipment. Preplanning to acquire and distribute these resources may require the need to work with

multiple service providers to establish Mutual Aid Agreements/Memoranda of Understanding and service contracts for:

1. Alternate locations (to include telework and virtual support);
2. Video Teleconferencing or other communications methods/technologies;
3. Personnel with specific expertise such as court reporters or security/law enforcement;
4. Additional vehicles, power generation equipment, and fuel;
5. Personal Protective Equipment) stockpiles;
6. Wi-Fi “Hotspots”
7. Cell phone service, including portable or temporary towers;
8. Lodging;
9. Food and water; and
10. Other critical resources required to support the essential functions.

7 Authorities and References

7A Legal Authority

Authorities and Guides Local, State and Federal Ordinances, Resolutions, Laws, Statutes and Regulations: the Anacortes Emergency Operation Plan has been developed and is maintained under the following Authorities:

Federal

1. Public Law 81-920 Federal Civil Defense Act of 1950, as amended.
2. Public Law 88-352, Civil Rights Act of 1964. Title VI of the Civil Rights Act regarding discrimination against person with Limited English Proficiency.
3. Public Law 93-288, The Disaster Relief Act of 1974, as amended by 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act. (August 2016)
4. Public Law 96-342, Improved Civil Defense Act of 1980.
5. Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Title III (SARA) - related to hazardous waste.
6. Public Law 105-19, Volunteer Protection Act of 1997.
7. Public Law 107-296, Homeland Security Act of 2002.
8. Public Law 109-225, Post-Katrina Emergency Management Reform Act of 2006.
9. Public Law 109-308, Pet Evacuation and Transportation Standards Act of 2006.
10. Presidential Directive 5 (Homeland Security), Management of Domestic Incidents
11. Presidential Directive 8 (Homeland Security), National Preparedness
12. Presidential Executive Orders
 - a. Executive Order 13166 - Improving Access to Services for Person with Limited English Proficiency
 - b. Executive Order 13347 - Individuals with Disabilities in Emergency Preparedness
13. Subtitle A of the Title II of the American Disabilities Act,
14. 44 Code of Federal Regulations 201 Federal Mitigation Funds
15. 44 Code of Federal Regulations 206.16. Nondiscrimination in Disaster Assistance

State

1. RCW 35.33.081 Emergency Expenditures - Non-debatable Emergencies.
2. RCW 35.33.091 Emergency Expenditures - Other Emergencies - Hearing.
3. RCW 35.33.101 Emergency Warrants
4. RCW 38.52 Local Organizations and Joint Local Organizations Authorized - Establishment, Operation - Emergency Powers, Procedures
5. RCW 43.43.960-964 - State Fire Mobilization
6. RCW 49.60.030 Freedom of Discrimination - Declaration of Civil Rights
7. WAC Chapter 118-30- Local Emergency Management/Services Organizations, Plans and Programs

Local

1. Skagit County Ordinance #020180001 (Ordinance enacting SCC 9.28.)
2. Skagit County Code, Chapter 9.28 (Skagit County Emergency Management Code; Creates Emergency Management Organization and EMAB, etc.)
3. Skagit County Resolution #R20180137 (Appointing EMAB member for the Town of La Conner} Approved by Skagit County Board of Commissioners July 2022
4. Skagit County Resolution #R20180051 (Appointing EMAB members for all other Cities and Towns in Skagit County)
5. Skagit County Resolution #R20170172 (Directed preparation of SCC 9.28)
6. Skagit County Resolution #R20060255 Regarding the Command Structure for Significant Emergency and/or Disaster Events Occurring Within Skagit County
7. Inter-local Cooperation Agreements with the Municipalities of La Conner, Anacortes, Burlington, Mount Vernon, Concrete, Lyman, Hamilton, and Sedro Woolley (Skagit County Contract Numbers: C20180560,C20180561,C20180562,C20180563,C20180564,C20180565,C20180566,& (20180567).
8. Whatcom, Skagit, Snohomish, and San Juan Mutual Aid Agreement
9. Inter-local Cooperation Agreement (Skagit County Contract 20070501 between Skagit County and the Skagit Transit Authority (Agreement concerning use of buses during a declared emergency)
10. Skagit County Resolution No. 11444 (Resolution designating hazardous incident command agency for Skagit County)
11. City of Burlington Ordinance No. 1116
12. Town of Concrete Resolution No. 88-01
13. Town of Hamilton Resolution No. 1-88 3.14.
14. Town of La Conner Resolution No. 134
15. Town of Lyman Resolution No. 88-3
16. City of Mount Vernon Resolution No. 257
17. City of Sedro-Woolley Resolution No. 461
18. Port of Anacortes Resolution No. 785
19. Port of Skagit County Resolution No. 88-05 4.

Related Plans and Documents:

1. National Response Framework
2. National Incident Management System
3. Washington State Comprehensive Emergency Management Plan
4. Washington State Fire Mobilization Plan
5. Mount Baker-Glacier Peak Coordination Plan
6. North Puget Sound Area Emergency Alert System, Local Area Plan
7. North Puget Sound Abducted Minor Broadcast Emergency Response (AMBER) Plan
8. Skagit County Hazard Identification and Vulnerability Analysis
9. Skagit County Natural Hazards Mitigation Plan
10. Skagit County Fire Mobilization Plan
11. Skagit County Local Emergency Planning Committee (LEPC) Hazardous Materials Contingency Plan
12. Skagit County Household Pets and Service Animals Disaster Plan

Municipal: Proclamation of Local Emergency¹

- The Proclamation of Local Emergency is made by the Mayor and is the legal method which authorizes the use of extraordinary measures to accomplish tasks associated with disaster response.
- The Proclamation is normally a prerequisite to state and federal disaster assistance. Upon signing, the Mayor shall notify the City Council as soon as is practical.
- In the absence of the Mayor, the proclamation may be made by the Mayor Pro Tem, and in their absence the duly selected councilmember by the remaining majority of council members.
 - The Proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in [RCW 38.52.070](#) without regard to formalities prescribed by law (with the exception of mandatory constitutional requirements). The issuing of emergency Executive Orders, proclamations, and regulations have the full force and effect of law. these include but are not limited to:
 - Budget law limitations
 - Competitive bidding processes
 - Publication of notices
 - Provisions pertaining to the performance of public work
 - Entering into contracts
 - Incurring obligations
 - Employment of temporary workers
 - Rental of equipment
 - Purchase of supplies and materials
 - Levying of taxes
 - Expenditures of public funds
 - Proclaiming and enforcing curfews
 - Issuing stay at home or shelter in place orders
 - Permitting professional and business entities/organizations to operate without additional licenses;
 - Permitting local government personnel and property to be used outside of the jurisdiction;
 - Shutting down nonessential government operations;
 - Making use of public and private property; and
 - Invoking rationing, price controls, anti-black-marketing, and anti-hoarding regulations

7B References

Municipalities

- Skagit County municipalities shall provide jurisdictional chain of command and continuity of government.
- Make policy decisions and other major decisions necessary to accomplish response and recovery activities within their respective jurisdictions. Adopt and enact ordinances and motions, and

¹ Source document for this section is [Guide to Continuity of Government for State, Local, Territorial, and Tribal Governments July 2021 \(fema.gov\)](#).

appropriate revenue and authorize expenditures as needed for disaster mitigation, preparedness, response, and recovery.

- Direct the implementation of emergency response and recovery plans and operating procedures within their respective jurisdictions.
- Conduct public meetings and take actions to assist in reassuring and informing the public and identify public needs.
- Assist in providing public information and the dissemination of emergency information through county and municipal departments/offices, in coordination with the ECC, JIC, and Public Information Officers of affected jurisdictions.
- Direct citizen's requests for assistance and information to appropriate agencies.
- Provide public information officers and/or support personnel to the JIC as required.
- Provide for the coordination and management of all available local resources.
- Request support (through the DEM) from neighboring jurisdictions and/or the Washington State Military Department, Emergency Management Division.
- Direct the use of activated EOC/ECC facilities under their control.
- Reestablish county and municipal operations and capabilities.
- Provide supplies, equipment, services, and personnel as requested through the appropriate EOC.
- Support response and recovery activities as required.

Skagit County Government

- Provide Emergency Management Services as defined in RCW 38.52, RCW 43.06, WAC 118, and SCC 9.28 and all applicable interlocal agreements.
- Coordinate and facilitate emergency management efforts within Skagit County
- Participate as part of the Unified Command during emergency or disaster events occurring within Skagit County.
- Develop and coordinate the Emergency Management Program for Skagit County and the incorporated municipalities located within the county.
- Develop a Comprehensive Emergency Management Plan for Skagit County and the incorporated municipalities located within the county that is consistent with the Washington State Comprehensive Emergency Management Plan. The Emergency Management Director shall direct department personnel to review, revise, maintain, publish, and distribute the plan.
- Help coordinate emergency preparedness activities of local agencies in preparation for response to natural, human-caused, or technological emergencies and disasters including acts of terrorism and/or incidents involving weapons of mass destruction.
- Develop plans for coordination of resources in disasters and assist response agencies in coordinating communication resources during response and recovery activities.
- Act as a contact point for the request and coordination of disaster assistance from other response agencies beyond mutual aid.
- Help coordinate warnings to the public of impending emergencies/disasters and during unforeseen emergencies/disasters. Provide instructions to the public as to where to go and what to do before, during, and after emergencies/ disasters.

- Identify local staging areas to receive outside resources and coordinate with the Washington State Emergency Operations Center regarding the receiving of outside resources.
- Provide public information and education as it pertains to disaster mitigation, preparedness, response, and recovery.
- Maintain current suggested Standard Operating Guidelines (SOG's) for department disaster responsibilities.
- Conduct alert and warning notification via Skagit County's current Emergency Alert System.
- Conduct hazard identification and vulnerability analysis.
- Advise public officials of response and recovery activities.
- Review response capabilities by conducting drills/exercises, conducting after-action reviews, and developing improvement plans in accordance with Department of Homeland Security Exercise and Evaluation Program.
- Prepare damage assessment, incident, and disaster analysis reports as necessary.

State of Washington

- Through the Washington State Comprehensive Emergency Management Plan (CEMP), and Washington State Emergency Operations Center, shall coordinate all emergency management activities of the state to protect lives and property of the people and preserve the environment.
- State government will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.
- State government departments are responsible for providing services such as specialized skills, equipment, and resources in support of state and local government emergency operations.
- The State's Emergency Operations Plan may be accessed at:
<https://mil.wa.gov/asset/5cfcfb965217>

Federal

- [National Response Framework \(NRF\)](#)
- Homeland Security Presidential Directive Resources
 - [Executive Orders, Proclamations and Memos](#)
 - [FAS Presidential Policy Directives](#)
 - [FAS Presidential Study Directives](#)
 - [Presidential National Security Directives](#)
 - [Executive Orders on National Security](#) (1940-Current)

Tribal

- Recognizing the sovereign nature of tribal nations, the following responsibilities are offered as a guide for tribal governments to work alongside with Federal, State, and local governments in conducting their emergency management activities:
- Ensure the safety and welfare of their tribal members, employees, and visitors to their properties, to include coordinating tribal resources to address the full spectrum of emergency management and response.
- Negotiate and enter into mutual aid agreements with other tribes or local jurisdictions to facilitate resource sharing as desired.
- Requests assistance through the EOC when the tribe's capabilities become overwhelmed.
- Deal directly with the Federal government by requesting a Presidential disaster declaration on behalf of the tribe.
- Responsible for establishing and operating local staging areas and Community Points of Distribution (CPOD) in support of the delivery of emergency supplies.

Annex 1. EOC Structure and Organization

Forms for reporting of EOC operations are available on the WebEOC or FEMA website.

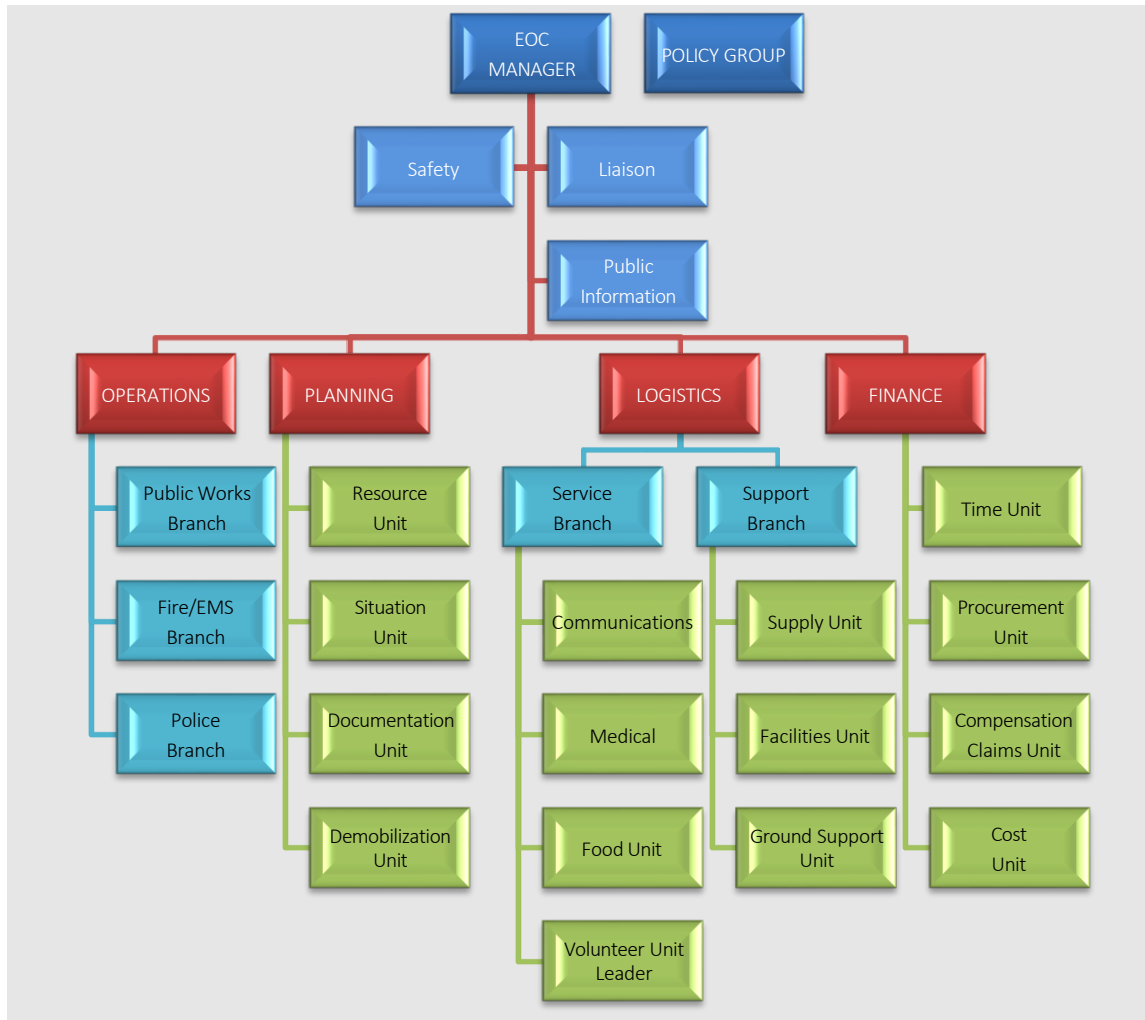
A. EOC Structure and Organization

In addition to each department's responsibilities, department heads and division managers will also be assigned roles in the Emergency Operations Center under the guidance of the Incident Command System.

The Emergency Operations Center:

- Provides overall management of City resources.
- Supports field operations and personnel.
- Establishes City policy direction for the allocation of resources.
- Determines breadth and depth of organization.
- Establishes communications with Skagit County Department of Emergency Management.

The EOC Manager or designee is responsible for providing assignments to individuals utilizing the pre-designated qualification guide. The EOC structure below represents a structure that may be utilized. The EOC manager will assign which aspects of the structure to use based on the size and complexity of the disaster.



B. EOC Functions

The EOC Manager is responsible for making assignments within the EOC and to notify the Skagit Department of Emergency Management that the EOC has been opened.

Policy Group

- Establish the overall incident policies that guide all field operations
- Provide policy priorities for the EOC Manager, Planning and Operations Sections
- Provide expenditure authority and limits
- Review declaration of local emergency for Mayor or designee to approve

EOC Manager

- Manage and activate all necessary EOC components.
- Provide Operational priorities for the various Section Chiefs

- Coordinate with outside agencies through the Liaison Officer
- Ensure that safety is a priority within the EOC and the IAP
- Establish regular and timely communication through the PIO

Public Information Officer

- Prepare accurate information to be disseminated to the public
- Initiate regular news briefings
- Draft news briefings for and obtain EOC Manager approval prior to distribution
- If established, coordinate press releases and briefing through the Joint Information Center (JIC)

Safety Officer

- Coordinate safety messages and issues for field crews and inclusion in the IAP
- If necessary, assign Asst. Safety Officers to field operations

Liaison Officer

- Coordinate staffing of affected agencies within the EOC
- Provide communications between affected agencies and the EOC Manager
- Ensure agencies that have a legal, financial, or jurisdictional responsibility for the incident be considered for inclusion in the Unified Command

Finance Section Chief

- Ensure cost analyses of operations are being tracked and supporting documentation is provided
- Establish an accounting of personnel time and controls
- Maintain close coordination with the planning section to anticipate costs

Operations Section Chief

- Coordinate incident strategic activities and implement the IAP
- Be aware of all situation and resource status activities
- Stay informed of initial damage assessment reports
- Assign Deputies as necessary
- Anticipate field operational needs
- Make resource requests as needed by field operations
- Assign as necessary:
 - Branch Directors
 - Division and/or Group Supervisors

Planning Section Chief

- Oversee all incident related data gathering and analyses, and assigned resources
- Develop alternative operations
- Conduct all planning meetings
- Prepare the IAP for the following operational period
- Assign as necessary:
 - Resource Unit Leader
 - Situation Unit Leader
 - Documentation Unit Leader
 - Demobilization Unit Leader
 - Technical Specialist

Logistics Section Chief

- Support the needs of the incident and personnel
- Order resources as requested from Unified Operations
- Provide facilities, transportation, supplies, maintenance, fuel, food service, communications, and medical services for assigned personnel
- Coordinate camps, bases, and staging areas
- Assign as needed:
- Support Branch Director

Supply Unit

Facilities Unit

Ground Support Unit

- Service Branch Director
 - Communications Unit
 - Medical Unit
 - Food Unit
 - Volunteer Unit Leader

C. The Planning Process

Incident Action Plan (IAP)

The IAP is the document by which senior leaders of an incident communicate their expectations and provide clear guidance to those managing an incident. The incident action planning process requires collaboration and participation among all incident management leaders and their staff.

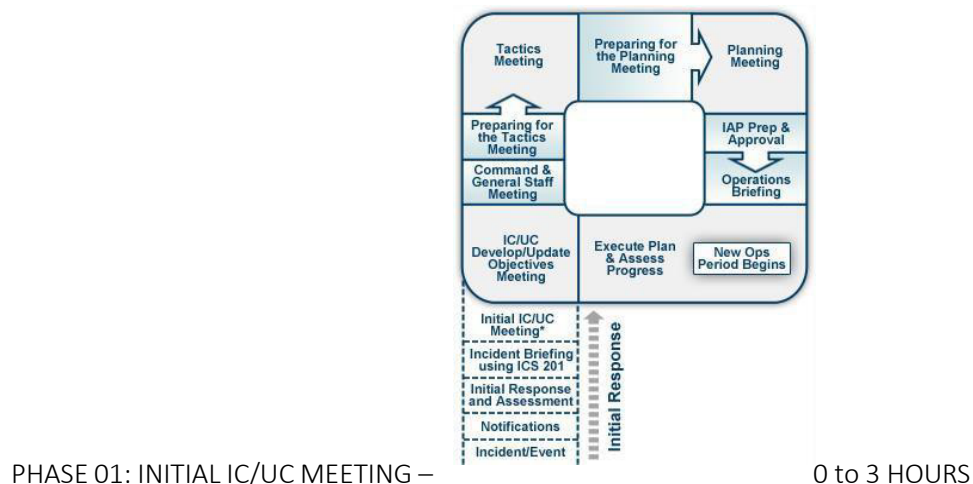
The incident action planning process is built on the following phases:

- Understand the situation
- Establish incident objectives
- Develop the plan
- Prepare and disseminate the plan
- Execute, evaluate, and revise the plan

A well-conceived, complete IAP facilitates successful incident operations and provides a basis for evaluating performance in achieving incident objectives. The IAP identifies incident objectives and provides essential information regarding incident organization, resource allocation, work assignments, safety, and weather. The IAP is a written plan that defines the incident objectives and reflects the tactics necessary to manage an incident during an operational period. There is only one FEMA IAP for each incident, and that IAP is developed at the incident level. The IAP is developed through the incident action planning process. The IAP is a directive, “downward looking” tool that is operational at its core; it is not primarily an assessment tool, feedback mechanism, or report. However, a well-crafted IAP helps senior leadership understand incident objectives and issues.

D. The Planning “P” Cycle

The Planning Cycle, or "Planning 'P'" as it's generally referred to, establishes a continuum for Incident Action Planning (IAP) during both emergency and non-emergency operations. The Planning "P" is an integral and effective tool for All-Hazard disasters.

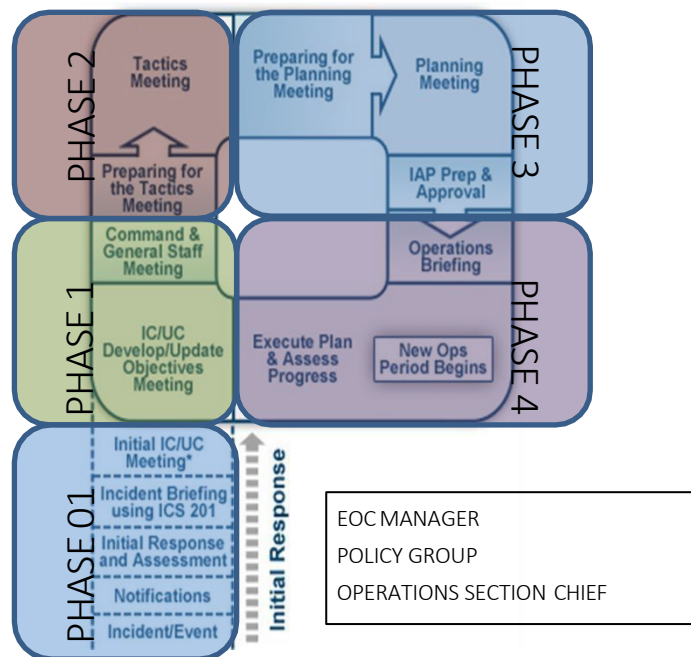


The first phase includes gathering, recording, analyzing, and displaying situation, resource, and incident-potential information in a manner that will facilitate:

The ICS-201 should be used to capture initial incident command objectives, resource status, and immediate actions and may be used to provide an initial briefing for additional command personnel.

ACTION STEPS

- Assign EOC Manager, Policy Group, and Operations Section
- Recall off duty personnel
- Contact Skagit DEM
- Obtain a Common Operating Picture (COP)
- Conduct IC/UC meeting – All EOC Staff ICS 201 - EOC Manager starts



PHASE 1: IC/UC DEVELOP & UPDATED OBJECTIVES MEETING – 3 to 5 HOURS

EOC Command if Unified command is established be prepared to jointly develop the initial incident objectives OR revise the incident objectives for the next operational period. This is accomplished by initially developing SMART objectives and conducting the Command and General Staff meeting.

SMART OBJECTIVES:

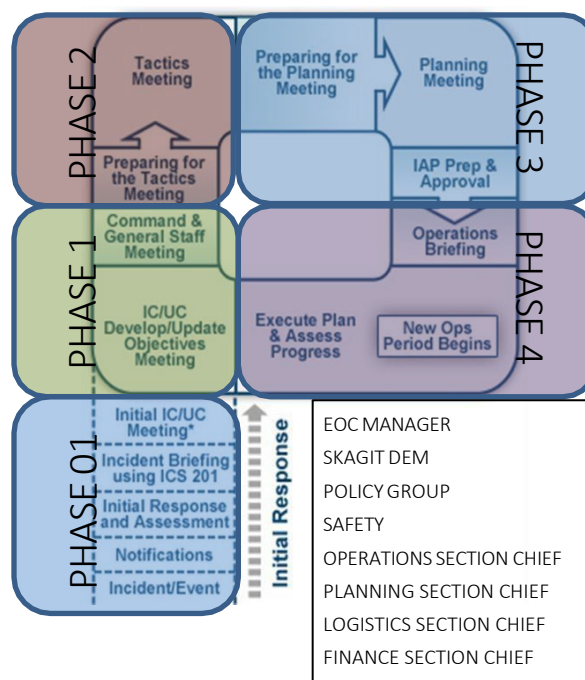
- *Specific*—what exactly are we going to do, with whom, and for whom?
- *Measurable*—is it measurable and how do WE measure it?
- *Action-Oriented*—what are the performance expectations?
- *Realistic*—can it be accomplished as proposed?
- *Time-bound* – can it be accomplished within an appropriate time?

Command and General Staff Meeting

This phase in the Planning “P” includes a meeting of the Command and General Staff, with each position deciding as to what they forecast, prioritizing resource needs, achieving the specific support objectives for the operational needs.

ACTION STEPS

- Assign Planning, Logistics, Finance, Liaison, PIO, and Safety
- Develop Initial Strategies @ IC/UC Meeting
- Conduct Command & Gen Staff Meeting – All EOC Staff
 - ICS 201 - Operations and Planning complete
 - ICS 205 - Com Unit Leader or Logistics
 - ICS 205A - Com Unit Leader or Logistics Complete
 - ICS-202 Planning Section Chief
 - ICS-215 - Operations, Logistics, Safety
 - ICS-215A - Safety Officer



PHASE 2: Developing the Plan – 5 to 7 HOURS

This is the phase where the Planning Section Chief is primarily responsible for facilitating the activities. This phase involves determining the tactical direction of deployed resources, reserves, and ensuring there is support for implementing the selected strategies and tactics are provided for the operational period.

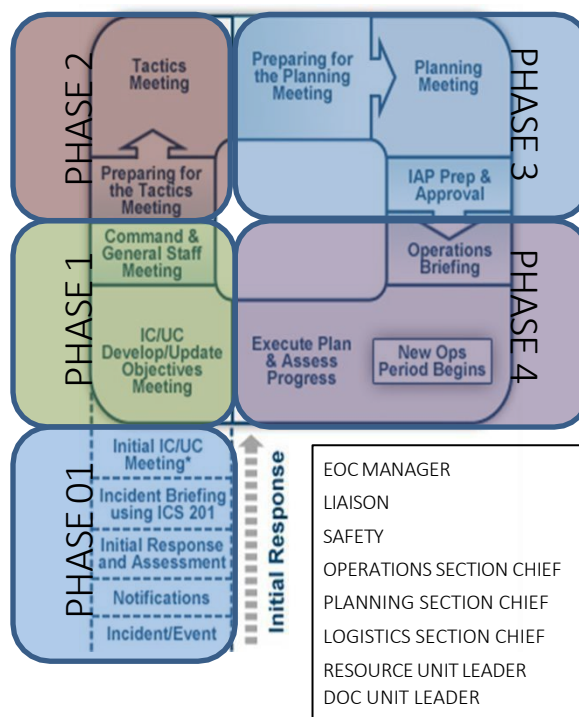
Tactics Meeting

The tactics meeting is where the Operations Section Chief (OSC) assisted by the Logistics Section Chief (LSC), Communications Unit Leader, Planning Section Chief (PSC), and Resource Unit Leader, completes the following responsibilities in the development of the IAP. Update if necessary, ICS 215 and ICS 215A Worksheets.

- Review established incident objectives
- Review, discuss, and concur on draft work assignments
- Identify resource shortfalls or excesses
- Consider the logistical needs for the assigned crews
- Discuss and address safety issues

ACTION STEPS

- Assign Resource, Documentation units, and ensure Branch Directors are in contact with Operations.
- Review and Finalize the ICS 215
- Conduct the Tactics Meeting – All EOC Staff
- Conduct Command & Gen Staff Meeting
 - ICS 203 – Resource Unit Leader
 - ICS 206 – Medical Unit Leader
 - ICS-215 – Operations finalizes
 - ICS-215A - Safety Officer Finalizes



PHASE 3: Prepare and Disseminate the Plan -- 7 to 10 Hours

The fourth phase involves preparing the plan to include the detail that is appropriate for the level of complexity of the incident. The Planning Section Chief will have the Documentation Unit Leader pull together all ICS forms for the Incident Action Plan, ensure completeness, and facilitate the copying of documents. The draft plans should align with the incident objectives and strategies.

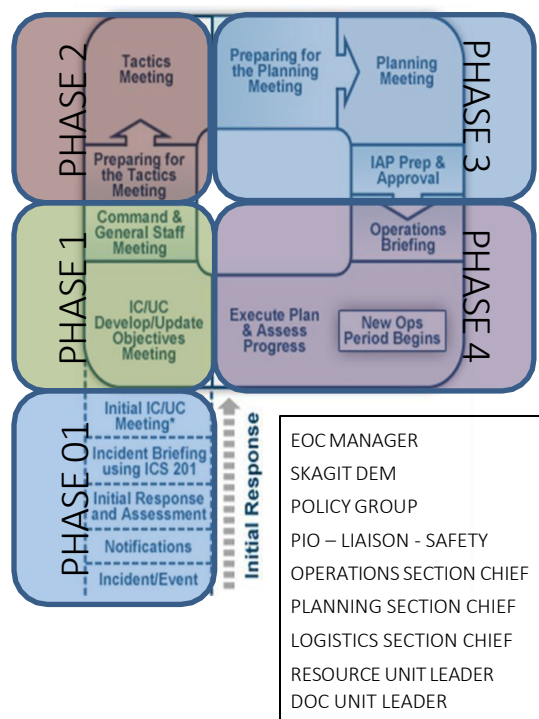
ACTION STEPS

- Assign additional ICS Positions as personnel and needs are anticipated.
- Produce draft IAP before the planning meeting
- OSC, Policy Group, and Skagit DEM review draft prior to the planning meeting
- Conduct Planning Meeting
 - ICS 207 - Resource Unit Leader
 - ICS 230CG - Resource Unit Leader
 - Incident Map by GIS Specialist

Planning Meeting

The planning meeting is conducted by the Planning Section Chief and attended by the EOC Manager, General Staff, OSC. This is the meeting for the OSC to present the tactical plan for the NEXT operational period, using ICS 215, to gain approval from the EOC IC/UC.

- Share information;
- Modify Incident Objectives, as necessary;
- Confirm availability of resources to meet the plan;
- Receive support and approval from the EOC IC.



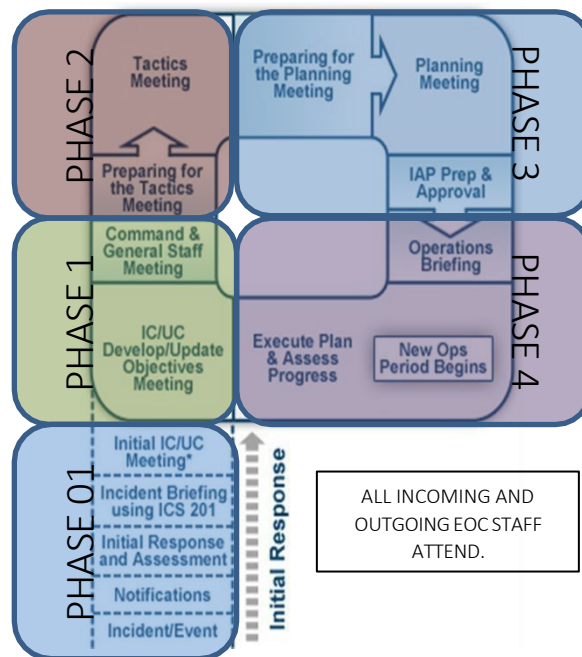
PHASE 4: Passing the Torch – 10 to 12 Hours

This is the phase where the IAP has been completed, copies made and provided, and sharing of the common operating picture, incident objectives, and strategies to the next group of assigned personnel for the EOC.

Operational Briefing

The Operational Briefing Meeting is conducted by the Planning Section Chief and is the first meeting for the next operational period personnel who will be working in the EOC. The meeting is attended by all oncoming and outgoing EOC Staff.

- Review incident objectives
- Review weather conditions and technical forecasts
- Present the current situation
- Brief operations field personnel
- Review Communications Plan
- Discuss Logistics Issues
- Brief Safety Concerns
- Overview the Financial Status
- Other items



Execute, Evaluate, and Revise the Plan

The planning process includes the expectation to execute and evaluate planned activities and check the accuracy of information to be used in planning for subsequent operational periods. The General Staff should regularly compare planned progress with actual progress during the operational period.

Within the Planning "P", this phase of the planning process is then repeated from Phase 1 to Phase 4.

Annex 2. Scenarios and Ops Plans

A. 911 Outage	54
B. Tsunami	55
C. Community Notification System	58
D. Building Safety Evaluation Plan	61
E. Public Works	63
F. Fire	66
G. Police	69

A. 911 Outage

This plan will provide alternative emergency reporting procedures where citizens may notify emergency responders for Police, Fire, or EMS Services in cases of 911 or phone system failures.

Location	Address	Agency Responsible for
Main Fire Station	1016 – 13th Street	Fire Department
Police Station	1218 – 24th Street	Police Department
Norman Brown Fire Station	5209 Sunset Avenue	Fire Department
City Hall	904 – 6th Street	Police Department
March Point Station	9029 Molly Lane	Summit Park Fire Dept.

- Personnel at fire and police facilities will be staffed to receive emergency notifications. An individual equipped to radio Cascade Dispatch shall be in attendance at each site.
- Personnel and official vehicles will be used at City Hall. Vehicles will be on standby with four-way flashers operating to be readily identifiable.
- The community will be directed through Public Service Announcements and other means to:
 - First dial 911. If no success
 - Call the Tip Line 293-1985. If no success
 - Call the Police or Fire Stations. (293-4684) or (293-1925) If no success
 - Report the emergency at the predesignated locations.

B. Tsunami

Purpose: This plan is intended to give guidance for residents, visitors, and business owners who live and work within the designated inundation areas shown on the attached maps, as well as guide the actions of City officials. These maps are based on wave front predictions established by National Oceanic Atmospheric Association (NOAA) resulting from a significant subduction-zone earthquake off the Washington Coast.

Notification: In the event of an offshore earthquake, West Coast/Alaska Tsunami Warning Center in Palmer, Alaska will notify the Washington State Military Department, Division of Emergency Management (E.M.D.) of a potential Tsunami watch or warning. Washington State E.M.D. will then relay Tsunami watch or warning information to local communities that may be impacted. Within Skagit County, this message will be received by Skagit 9-1-1 and Skagit County Emergency Management personnel who will notify local fire and law enforcement agencies.

Tsunami Information Statement: Relax—An earthquake has occurred, but there is no threat or it was very far away and the threat has not been determined. In most cases, there is no threat of a destructive tsunami.

Tsunami Watch: Be Aware—A distant earthquake has occurred. A tsunami is possible. Stay tuned for more information. Be prepared to act if necessary.

Tsunami Advisory: Take Action—A tsunami with potential for strong currents or waves dangerous to those in or very near the water is expected or occurring. There may be flooding of beach and harbor areas. Stay out of the water and away from beaches and waterways. Follow instructions from local officials.

Tsunami Warning: Take Action—Danger! A tsunami that may cause widespread flooding is expected or occurring. Dangerous coastal flooding and powerful currents are possible and may continue for several hours or days after initial arrival. Follow instructions from local officials. Evacuation is recommended. Move to high ground or inland (away from the water).

Action Plan: The City of Anacortes, once notified, will determine the level of risk and type of warning given for their community, and if deemed appropriate, will utilize the community notification system to inform affected residents to seek higher ground. In addition, citizens may be alerted by the All-Hazard Alert Broadcast System (AHAB). WA EMD maintains a network of 122 state-of-the-art All-Hazard Alert Broadcast (AHAB) tsunami sirens in high-risk locations throughout the inner and outer coasts. These sirens are intended to act as an OUTDOOR alerting method for people and communities on/near the beach who may not otherwise have access to other official alerting methods. They have an audible range of approximately 1 mile, though this varies depending on environmental factors like topography, wind direction, and physical barriers (trees, buildings, etc). The City currently has four of these sirens controlled by satellite.

Further, the City's Emergency Operations Center (EOC) should be activated and other public safety resources, not already committed, may be deployed to utilize their mobile vehicle loudspeakers to warn affected residents and visitors and direct them to higher ground.

Tsunami inundation maps are developed to provide municipalities guidance on immediate evacuation zones. The prediction model for developing inundation maps is based on a magnitude (Mw) 9.1

Cascadia Subduction Zone event (Priest et al., 1997 and Myers et al. 1999). This event's primary features are a rupture length of approximately 1050 km, average rupture width of 70 km, and slip of 17.5 m.

The inundation map illustrates the predicted boundary of a potential Tsunami wave front, in yellow, in Figure 1. The secondary zone, in pink, is a ¼ mile zone to notify residents of potential evacuation or advisory.

Moreover, the map shows recommended travel routes to high ground for residents to evacuate and designated evacuation locations. In the event of an actual Tsunami and evacuation, public safety resources will be dispatched to high ground to assess the number of evacuees and provide further instructions and information.

NOAA TIME Eastern Strait of Juan de Fuca - Anacortes Area

The maximum amplitudes of the first and second waves approaching Anacortes and western Fidalgo Island are similar, ranging from 5-6 feet. Fidalgo Bay and Padilla Bay experience an initial water withdrawal, as the leading depression wave comes in, followed by the tsunami elevation wave with amplitudes from 3.5 to 5 feet. The Skyline Marina at the north end of Burrows Bay experiences higher levels of inundation (above 6.5 feet).

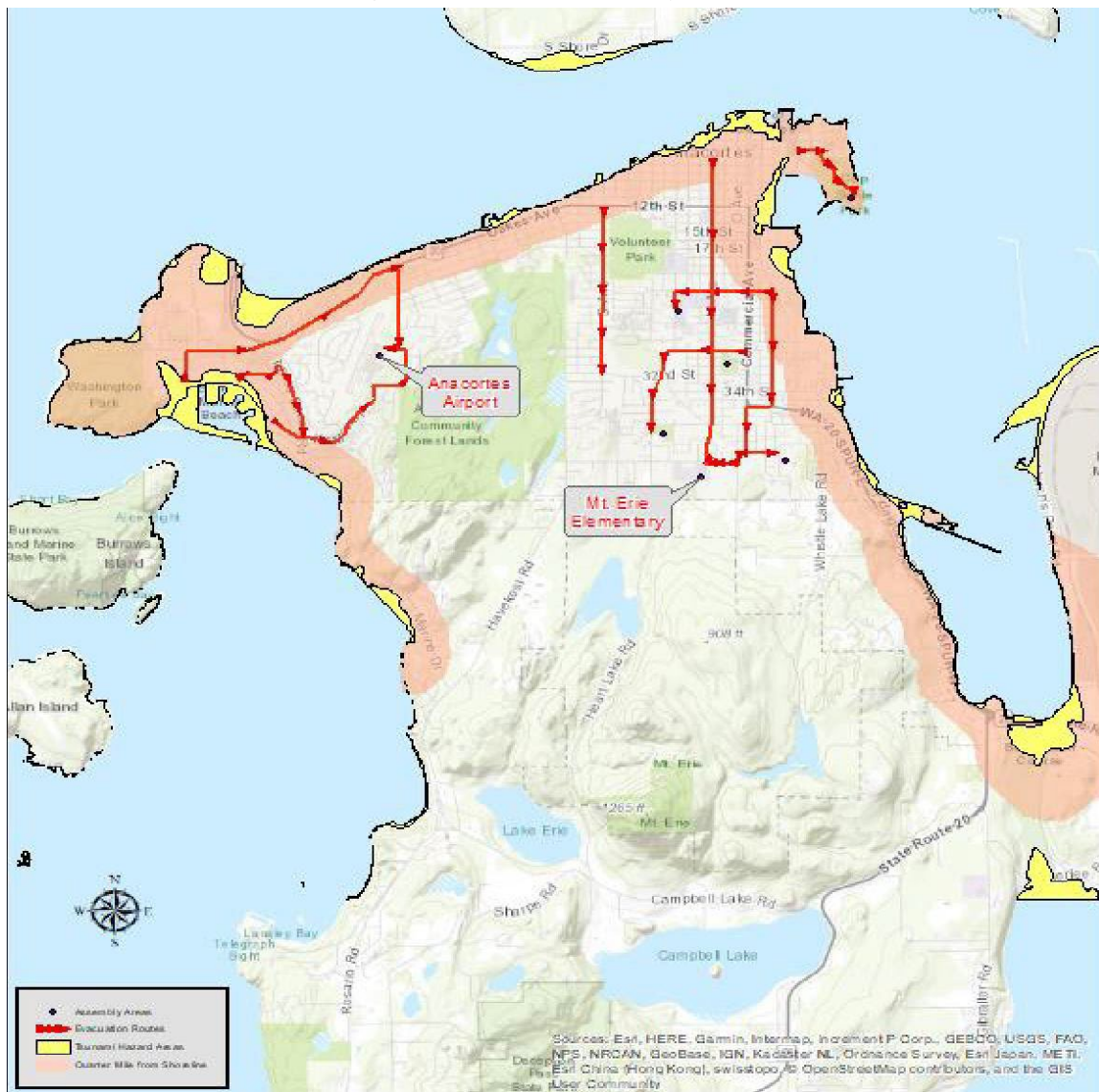
Maximum wave heights along the coastal dikes range from 5-6 feet for Samish Bay, 6.5-8.2 feet for Padilla Bay, 3.2-8.2 Feet for Swinomish Channel, and 3-5 feet for Fir Island.

Tsunami Staging Sites - Anacortes Area

The following sites are primary locations to have citizens and visitors directed to evacuate. These primary sites provide a manageable number of locations to assess needs and deliver information.

- | | |
|--|-----------------|
| • Anacortes Airport Parking Lot | 4000 Airport Rd |
| • Anacortes High School Parking Lot | 1600 20th St |
| • Mt. Erie Elementary School Parking Lot | 1313 41st St |

Figure 1. Overall Tsunami Impact Areas



C. Community Notification System

When it is necessary to provide urgent messaging to citizens within the City of Anacortes, there are two methods to notify the residents and visitors.

First, police and fire vehicles are equipped with public address systems that can effectively notify a small portion of the community in the event of an emergency. This is accomplished through PA systems and providing voice instructions as the police or fire vehicle drives through the neighborhood.

Second, a system to call each landline home telephone, and individual cell phones if registered, through the automated Community Notification System, called Code Red, that provides voice messages to large numbers of phone numbers through the 911 telephone database, and if an emergency boundary notification is implemented, the mapping system will detect all cell phones in the boundary for notification. Citizens are encouraged to register their cell phones at <https://public.coderedweb.com/CNE/en-US/BF213B7CD4E3>. The entire community can be notified or potentially affected portions.

The City of Anacortes is authorized to access and order its activation with proper clearance and authority.

The following persons are authorized to activate the CodeRed:

- Mayor
- Fire Chief or designee
- Police Chief or designee

Activation through 911

When an incident occurs with actual or potential off-site impact, members shall notify 911 and request activation of the Community Notification System. Provide detailed information to include:

- Type of incident and hazard
- Type of emergency notification (i.e., evacuation, shelter in place, test, etc.)
- Wind direction (if known)
- Geographical Zone(s) to be notified.

Shelter in Place

In the unlikely event that an accidental air release of toxic chemicals (a “release”) might occur, the following information has been prepared to assist you in planning and responding to the emergency.

Chemical Emergency

If industry has a release, a company representative will contact trained emergency agencies through the 911 system. Based on the nature of the release, and weather factors, the decision to shelter-in-place or evacuate would be made with the emergency agencies. At that point, notification to the media and the Community Notification System would be put into effect. Local television and radio stations would then

broadcast emergency messages to the listeners. In addition, industry personnel, law enforcement agencies, or the local fire departments may personally alert citizens via phone, door-to-door notification, or the vehicle public address system.

Shelter in Place

Fire Department, Health Department, and Emergency Service officials advocate going indoors instead of remaining outside in the case of a chemical accident. "Going inside" is termed "shelter-in-place". One can shelter-in-place in a building or even a car if no building is available. By taking the steps described below, sheltering-in-place will significantly reduce the possibility of exposure.

- Shelter GO INSIDE When inside stay until you are notified by local radio, television, or other means that it is safe to go outside. This is likely to be done for only short periods of time. If your children are in school, school officials will provide their protection. Move your pets indoors if you have time.
- Shut ALL DOORS AND WINDOWS, and when possible, place blankets, sheets, towels or other such materials into air vents and cracks around doors and/or windows. Go into a small interior room and seal it.
- Secure TURN OFF HEATING, COOLING, OR VENTILATION SYSTEMS such as central units, window, and attic fans. All these systems bring in air from the outside. Do not use the fireplace or wood stove. Extinguish all burning materials and close dampers. If you have trouble breathing, place a wet cloth over your nose and mouth and breathe through it.
- Listen TUNE IN FOR INFORMATION - Listen to local stations KAPS 102.1 FM, KAPS 660 AM, or KBRC 1430 AM to keep informed when it is safe to leave. Do not use the telephone unless it is a life-threatening emergency. After the Shelter-in-Place period ends, ventilation systems should be turned back on, and doors and windows opened.

Evacuation Procedure

Trained emergency agencies will decide if or when to conduct an evacuation and how to do it safely. The decision to evacuate may be appropriate when 1) you are not directly downwind of a large release but close enough that wind shifts could move your way; 2) you are far enough away to permit an orderly evacuation; or 3) the trained emergency officials have determined that an evacuation is required. In all cases, you should shelter until advised to evacuate by an official. Some emergencies may require you to immediately evacuate; other situations may allow more time to take additional preparation steps. You will be given orders on how quickly to evacuate.

IMMEDIATE Evacuation

If you are ordered to evacuate IMMEDIATELY, there may be potential immediate danger. For your safety, you need to evacuate immediately.

- Follow any orders given by the officials.
- Take only one car and drive safely. Keep all windows and vents closed. Turn on the radio for evacuation routes and up-to-date information. Do not deviate from evacuation routes announced by officials.

- Follow directions given by officials along evacuation routes and be prepared to provide the right-of-way to any responding emergency vehicles.
- Do not call your children's school or go to pick them up. They will be the first ones moved if any evacuation is necessary in their location. You will be notified by local radio or television where you can pick them up.

STATED TIME PERIOD Evacuation

If you are ordered to evacuate within a STATED TIME PERIOD, you should follow the same steps listed for "IMMEDIATE Evacuation." If time is available, take the following additional steps:

Gather what you and your family need. Pack only what you need most, with particular attention to items such as special medications, eyeglasses, or materials required for infant care.

- Turn off heating, ventilation, cooling systems and appliances. Leave the refrigerator on.
- Lock the house or building when you leave.
- Do not use the phone unless it is urgent. Keep any emergency call very short.
- Evacuation plans will include special attention to facilities within the impacted area (i.e., schools, hospitals, nursing homes, etc.), and provisions will be made to evacuate those who need assistance in complying with evacuation orders. Precautionary evacuation of certain high-risk members of the affected population may be recommended. This may include infants, elderly, pregnant women, or people with respiratory illnesses. If needed, evacuation plans will also include efforts to feed and shelter evacuees.

Re-entry

Once an evacuation is complete, no access to the evacuated area will be allowed without the express permission of emergency management agencies. Re-entry will be coordinated through designated checkpoints in accordance with procedures.

D. Building Safety Evaluation Plan

The Building Safety Evaluation Team is composed of individuals from various jurisdictions and/or departments/offices as well as private professional engineers, architects, and construction contractors. Team members are registered as emergency workers with the Skagit County Department of Emergency Management.

Purpose

The purpose of the Building Safety Evaluation Team is to inspect and evaluate all damaged structures and help to identify dangerous structures following a severe earthquake or other emergency or disaster event that could damage buildings and structures.

Scope

The Building Safety Evaluation Team will be utilized by the county and municipal governments to assist in conducting damage assessment activities after a major disaster causing significant and/or widespread structural damage and relay damage assessment information to the municipal EOC and then to the Skagit County EOC.

The primary duties of Building Safety Evaluation Team members are:

- Inspection and evaluation of damaged buildings.
- Identification, posting, and issuing necessary orders to evacuate all dangerous structures.
- Compiling accurate initial damage assessment reports to the Building Official and the Department of Emergency Management.
- Providing accurate records of disaster evaluation team personnel hours and wages and the cost of equipment and supplies used to conduct evaluations and prepare reports.

The secondary duties of Building Safety Evaluation Team members are:

- Coordinate with and assist public works inspection teams to evaluate and identify damage to roads, bridges, and other public structures.
- Assist the EOC and the Department of Emergency Management in compiling damage assessment reports and mapping damaged areas.
- Coordinate with law enforcement, fire, and emergency medical services agencies for inspections or structural analysis required to perform rescue and life-saving activities.

Concept of Operations

For building safety evaluation purposes Skagit County is divided into three geographic areas. Anacortes Building Safety Evaluation teams are assigned to Area 1.

- AREA #1: Those areas west of the Swinomish Channel including the City of Anacortes, Shelter Bay, and Guemes Island.

- AREA #2: Those areas east of the Swinomish Channel and north and west of the Skagit River including the Town of La Conner, that portion of the City of Mount Vernon lying westerly of the Skagit River, Bayview, Edison, Alger, the municipalities of Burlington, Sedro-Woolley, Lyman, Hamilton, and Concrete as well as the communities of Rockport and Marblemount.
- AREA #3: Those areas south and east of the Skagit River including Fir Island, Conway, that portion of the City of Mount Vernon lying easterly and southerly of the Skagit River, Big Lake, Lake McMurray, and Lake Cavanaugh.

Building safety evaluations will need to be conducted as soon as possible following major earthquakes or other disaster events that cause structural damage to determine the condition of critical facilities and potential shelter locations. Because a damaging event may occur at any time, team members are assigned to perform building evaluations within an area near the location of their residence. Should a damaging event occur during working hours, team assignments will be made depending upon the availability and location of team members at the time of the event.

Responsibilities

Inspect and evaluate all designated Emergency Operations Centers and provide an EOC representative to the Anacortes EOC to coordinate area building evaluation teams.

Evaluate the need for additional equipment and supplies such as vehicles, cellular telephones, and two-way radios that may be needed by area teams to conduct building safety evaluations. Mobilize and dispatch building safety evaluation teams to inspect buildings for structural integrity in the following order:

- 1. Evaluate essential buildings such as fire and police stations, city hall, hospitals, and designated emergency shelters.
- 2. Evaluate high occupancy buildings such as schools, churches, places of assembly, shopping centers, theaters, and apartment buildings.
- 3. Evaluate residential neighborhoods.

Inspectors are to report hourly with current damage assessment reports and to receive updated information. Inspectors are to immediately notify the EOC of the following:

- 1. Any apparent loss of life or immediate life-threatening situations.
- 2. Any apparent impending hazards, including but not limited to, uncontrolled fire, structural distress, or failure.
- 3. Any essential or high occupancy buildings that have been posted “unsafe to enter” or determined to be a dangerous building.

Once dangerous structures have been identified, posted, and vacated, EOC representatives shall compile a list of these structures and submit a report to the Building Official and the Department of Emergency Management for necessary actions such as barricading of hazardous areas and/or immediate demolition. The Building Official will initiate condemnation proceedings as appropriate.

E. Public Works

	Operations	Water	Wastewater
Drought	Water shortage response plan	Water shortage response plan	
Earthquake	Isolate Water Distribution; Assist with debris clean up; Maintain primary traffic routes	Assess facilities for functionality and damage; Isolate reservoirs; Continue water treatment	Assess facilities for functionality and damage; Minimize wastewater contamination; Continue wastewater treatment
Flooding		Assess facilities for functionality and damage; Continue water treatment; Coordinate flood control with Skagit County EOC	
High Winds	Assist with debris clean up; Maintain primary traffic routes; Post temporary signage	Assess facilities for functionality and damage; Maintain reservoir levels; Connect to emergency generator power; Continue water treatment	Assess facilities for functionality and damage; Provide pump station emergency power; Continue wastewater treatment
Infestation/Disease			
Landslide/Erosion	Isolate Water Distribution; Assist with debris clean up; Maintain primary traffic routes	Assess facilities for damage and functionality. Potential for abnormal hydraulics and poor source water quality.	Assess pump station and sewer line operations for infrastructure damage.
Lightning		Assess facilities for functionality and damage; Maintain reservoir levels; Connect to emergency generator power; Continue water treatment	Assess facilities for functionality and damage; Provide pump station emergency power; Continue wastewater treatment
Storm Surge	Assist with debris clean up; Maintain primary traffic routes		Assess pump station and sewer line operations for infrastructure damage.
Subsidence, expansive soils			
Urban Fire	Post temporary signage	Maintain reservoir levels and system pressure	

	Operations	Water	Wastewater
Wildfire	Post temporary signage	Maintain reservoir levels and system pressure	
Winter Storm	Follow snow removal plan; Maintain primary traffic routes; Evaluate storm water systems	Assess facilities for functionality and damage; Maintain reservoir levels; Continue water treatment	Follow peak flow policy; Continue wastewater treatment
Volcanic Activity		Follow PSE and Seattle City Light Dam failure emergency response plans; Modify operations to prevent long term damage to equipment	Modify operations to prevent long term damage to equipment
Tsunami	Isolate Water Distribution; Assist with debris clean up; Maintain primary traffic routes	Assess facilities for functionality and damage; Isolate reservoirs; Continue water treatment	Assess facilities for functionality and damage; Minimize wastewater contamination; Continue wastewater treatment
Network Cyber Attack	Follow City protocol.	Isolate control systems; assess facilities for functionality and damage; follow manual operations plan; continue water treatment	Isolate control systems, Manually operate facilities; Continue wastewater treatment
Bomb Threat	Ensure personnel safety; check infrastructure for damage; make repairs; provide temporary signage. If damage occurs assist with cleanup.	Ensure personnel safety; Assess facilities for functionality and damage; Continue water treatment	Ensure personnel safety; Assess facilities for functionality and damage; Continue wastewater treatment
Industrial Chemical Incident	Provide temporary signage.	Assess facilities for functionality and damage; modify operations to prevent long term damage to equipment; Continue water treatment	Modify operations to minimize impact treatment process
Mass Casualty	Ensure personnel safety; Assist Police and Fire with temporary signage, vehicles, and equipment; Keep emergency routes clear.	Ensure personnel safety; Assess facilities for functionality and damage; Continue water treatment	Ensure personnel safety
Active Shooter	Ensure personnel safety. Assist police and fire as needed.	Ensure personnel safety; follow evacuation procedures	Ensure personnel safety

	Operations	Water	Wastewater
HazMat Train Derailment	Provide temporary signage.	Assess facilities for functionality and damage; modify operations to prevent long term damage to equipment; Continue water treatment	Isolate affected facilities; Continue wastewater treatment
Terrorism	Assist police and fire as needed.	Ensure personnel safety; Assess facilities for functionality and damage; Continue water treatment	Ensure personnel safety; Ensure security at facilities

F. Fire

	Fire	EMS	HazMat
Drought	Review burn ban requirements.		
Earthquake	Immediate damage assessment of critical infrastructure.	Triage medical needs. Coordinate with Disaster Emergency Control Center. Treat and transport patients.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Flooding		Conduct rescues. Evacuate vulnerable populations.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
High Winds	Maintain operational readiness. Assess danger to the public of downed power lines and communicate with PSE and PW Operations.	In event of power outage, support patients who have electrical lifesaving medical equipment devices.	
Infestation/Disease		Triage medical needs. Coordinate with Skagit County Health Department. Treat and transport patients.	
Landslide/Erosion	Assess danger to the public. Control and isolate fuel leaks. Coordinate with Cascade Natural Gas and Puget Sound Energy. Isolate and deny entry into hazardous areas.	Triage medical needs. Coordinate with Disaster Emergency Control Center. Treat and transport patients.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Lightning	Extinguish fires caused by lightning.	Triage, treat, and transport patients struck by lightning.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Storm Surge		Conduct rescues. Evacuate vulnerable populations.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.

	Fire	EMS	HazMat
Subsidence, expansive soils	Assess danger to the public. Control and isolate fuel leaks. Coordinate with Cascade Natural Gas and Puget Sound Energy. Isolate and deny entry into hazardous areas.	Triage medical needs. Coordinate with Disaster Emergency Control Center. Treat and transport patients.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Urban Fire	Life safety. Incident stabilization. Property conservation.	Triage medical needs.	Isolate and deny entry into hazardous areas. Secure utilities.
Wildfire	Life safety. Incident stabilization. Property conservation.	Triage medical needs.	Isolate and deny entry into hazardous areas. Secure utilities.
Winter Storm	Maintain operational readiness.	In the event of power outage, support patients who have electrical lifesaving medical equipment devices. Identify vulnerable populations needing shelter.	Provide community safety information.
Volcanic Activity	Maintain operational readiness. Modify operations to prevent long term damage to equipment	Identify vulnerable population with respiratory issues.	
Tsunami	Assess access to impacted areas.	Assist with evacuation of vulnerable population in and near inundation zones. Set up a triage facility.	Isolate and deny entry into hazardous areas. Secure utilities.
Network Cyber Attack	Shut Down and disconnect Network Cables to all devices connected to the City Network.	Shut Down and disconnect Network Cables to all devices connected to the City Network.	Shut Down and disconnect Network Cables to all devices connected to the City Network.
Bomb Threat	Provide standby support and stage apparatus at designated Staging area.	Provide standby support and stage apparatus at designated Staging area.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated.
Industrial Chemical Incident	Isolate and deny entry into hazardous areas. Determine chemical release, effect on population. Provide notification of shelter in place or evacuation if indicated.	Isolate and deny entry into hazardous areas. Determine chemical release, effect on population. Provide notification of shelter in place or evacuation if indicated.	Isolate and deny entry into hazardous areas. Determine chemical release, effect on population. Provide notification of shelter in place or evacuation if indicated.

	Fire	EMS	HazMat
Mass Casualty	Provide fire protection lines for flammable, combustible liquids, or hazardous chemicals. Provide extrication of entrapped victims.	Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated.
Active Shooter	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.
HazMat Train Derailment	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated. Provide exposure protection on unaffected railcars with unmanned monitors.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated. Provide exposure protection on unaffected railcars with unmanned monitors.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated. Provide exposure protection on unaffected railcars with unmanned monitors.
Terrorism	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.

G. Police

	Police
Drought	Identification and enforcement of water restrictions, i.e., lawn watering.
Earthquake	Mobilize staff. Ensure communications systems are functional. Open EOC. Windshield survey of damage to transportation infrastructure and city facilities. Life safety. Incident stabilizations. Property safety. Enforce road closures and provide security of evacuated areas.
Flooding	Mobilize staff. Ensure communications systems are functional. Open EOC. Windshield survey of damage to transportation infrastructure. Life safety. Incident stabilizations. Property safety. Enforce road closures and provide security of evacuated areas.
High Winds	Windshield survey. Coordinate debris removal with Public Works. Close impacted roadways. Assess danger to the public of downed power lines and communicate with PSE and PW Operations.
Infestation/Disease	Enforce quarantine at the direction of the Public Health Officer.
Landslide/Erosion	Assess danger to the public. Coordinate with Cascade Natural Gas and Puget Sound Energy. Isolate and deny entry into hazardous areas. Provide traffic control around impacted areas.
Lightning	Assist Fire/EMS in accessing victims and structures.
Storm Surge	Windshield survey. Assist with evacuation when directed. Enforce road closures and provide security of evacuated areas.
Subsidence, expansive soils	Secure impacted area.
Urban Fire	Support fire department and assist with evacuation efforts.
Wildfire	Support fire department and assist with evacuation efforts.
Winter Storm	Mobilize staff. Ensure communications systems are functional. Open EOC when appropriate. Windshield survey of impacted roadways. Life safety. Incident stabilizations. Property safety. Enforce road closures.
Volcanic Activity	Maintain operational readiness. Modify operations to prevent long term damage to equipment
Tsunami	Mobilize staff. Ensure communications systems are functional. Open EOC. Life safety. Incident stabilizations. Property safety. Enforce road closures and provide security of evacuated areas.
Network Cyber Attack	Shutdown Records Management System, Notify Skagit County and WSP of possible CJIS breach, Revert to H/C reporting and out of system data entry into RMS as needed.
Bomb Threat	Evacuate and secure area, conduct a preliminary search, maintain safety zone, notify WSP and NAS Whidbey EOD for assistance, investigate source of threat.

	Police
Industrial Chemical Incident	Establish perimeter with AFD, assist with evacuation and secure perimeter.
Mass Casualty	Open EOC, Assist EMS in clearing traffic routes, giving aid to victims when possible.
Active Shooter	Plan maintained internally for security purposes.
HazMat Train Derailment	Support fire department and assist with perimeter security.
Terrorism	Mobilize staff. Ensure communications systems are functional. Open EOC. Partner with Federal and State agencies to coordinate response.

[End of Annex 2]

Annex 3. Natural Hazards Mitigation Plan

The countywide Natural Hazards Mitigation Plan, which the City's plan is a component of, is available at

<https://skagitcounty.net/EmergencyManagement/Documents/NHMP%20Update%202023.pdf>

[end of Annex 3]

Annex 4. Spontaneous Volunteer Registration

A. Purpose:

Volunteers will be an integral resource in the event of a disaster. The County Department of Emergency Management is responsible for pre-registering volunteers and has registered volunteers who can be used to support disaster operations, typically these are CERT, HAM radio, and Search and Rescue volunteers.

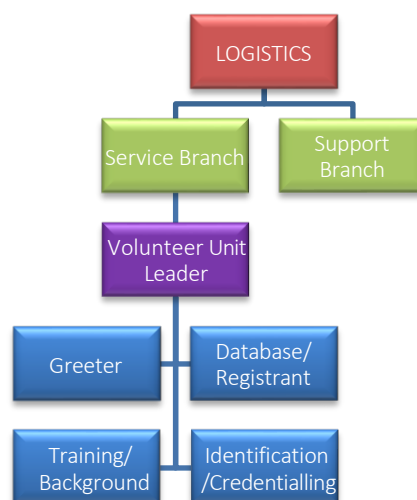
The purpose of this Annex is to guide the registration process of spontaneous volunteers during a disaster. Spontaneous volunteers shall be registered using procedures established under Chapter WAC 118.04: Emergency Worker Standards, and this Annex.

Upon registration and notification by an authorized official to report to duty at a specific time and place, registered emergency workers are entitled to the benefits and provisions under chapter [38.52 RCW](#) when acting in compliance with such notification and these rules.

In addition, staging areas and registration sites should be designated and people wishing to volunteer may be directed there for registration and assignments.

B. Responsibilities and Structure

The Logistics Section Chief may delegate to the Service Branch Director and/or Volunteer Unit Leader (VUL) the responsibility to manage, register and track spontaneous and registered volunteers for specific tasks required by the City. The VUL shall develop a team and staff specific pre-planned sites to receive volunteers, complete paperwork, register volunteers, and provide directions to a staging area for assignment. A typical organization fully deployed may be structured as follows.



Registration Process

Volunteers may complete the EMD 024 registration form.

The registration process shall identify the class of emergency worker as defined by [WAC 118-04-100](#). A summary of classes are as follows:

EMERGENCY WORKER CLASSES		
Administration	Hazardous	Search & Rescue
Aviation	Law Enforcement	Supply
Communications	Mass Care/Feeding	Training
Engineering	Medical	Transportation
Fire Service	Public Education	Underwater Diving
General	Radiological	Utilities

Immediate Volunteer Registration

When there is a need to deploy volunteers and no time for the methodical registration, a register of the volunteer's name, assignment, date and times of work, total hours worked, and miles driven (if applicable) on an emergency worker daily activity report, [EMD-078 Form](#). This shall suffice until a methodical registration can be completed.

C. Volunteer Registration Centers (VRC)

The Logistics Section Chief shall determine the number and location of sites needed for the influx of spontaneous volunteers based on the complexity and severity of disaster, number and type of emergency worker resources needed, condition and available amenities at the registration sites, and access limitations imposed by the disaster.

Volunteer Registration Centers

1. Island View Elementary	2501 J. Ave
2. Skyline Beach Club	6041 Sands Way
3. Daniels Field House	13 th and G. Ave.
4. Anacortes City Hall	904 6 th Street

D. Responsibilities of City officials:

City officials registering volunteers have the responsibility to ensure that they meet basic qualifications. The City may require emergency workers to demonstrate proficiency in the skills required to carry out their assignments.

Authorized officials shall ensure that all emergency workers are aware of their duty to comply with the personal responsibilities contained in [WAC 118-04-200](#). This shall be accomplished at the time of registration and should be reemphasized to the emergency worker at periodic intervals.

All prudent and reasonable safety procedures, techniques, equipment, and expertise shall be used to always ensure the safety of emergency workers while going to, preparing for, performing, recovering from, and returning from, missions or training events.

Emergency workers are considered to be on duty when they are performing their duties during a mission, or training event authorized, and under the direction and control of an authorized official.

E. Responsibilities of emergency worker volunteers.

Volunteers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

Volunteers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment; including under the influence of or while using narcotics or any controlled substance is prohibited.

Volunteers shall possess a valid operator's license and insurance if they are assigned to operate vehicles, vessels, or aircraft, including driving vehicles to or from a mission.

Volunteers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.

F. Mission numbers—Requests and requirements.

The local emergency manager who intends to utilize registered and spontaneous volunteers for an activity or training event shall make a request to the county emergency management Duty Officer. That request will be routed to the State Division of Emergency Management for approval and assignment. The emergency management division shall assign a mission number to approved missions or other emergency activities.

The City official shall notify emergency management division, via the county emergency management Duty Officer as soon as practical of all activities under their jurisdiction and completion of said mission.

The mission number assigned shall be a reference for the dispatch of resources to assist in the mission, recordkeeping, and reimbursement of any emergency worker compensation claims filed in connection with that mission.

G. Protections eligibility.

Protections under State law shall be authorized when (volunteer) emergency worker eligibility has been established and all appropriate regulations and statutes are complied with.

Eligibility for protections may be provided when participating in a mission, or training event authorized by the emergency management division and under the direction and control of an authorized official.

If an emergency worker sustains an injury or damage to personal property, they may complete the following claim forms for cost recovery:

- [Form EMD-084](#), medical expenses claim
- [Form EMD-086](#), property loss or damage claim
- [Form EMD-036](#), fuel, toll & ferry reimbursable expenses claim
- [Form EMD-089](#), extraordinary expense claim

[end of Annex 4]

Annex 5. CERT and Volunteer Activation

A. Purpose

Community Emergency Response Team (CERT) members are citizens who are pre-registered volunteers with Skagit County DEM and who are trained in disaster preparedness, basic fire suppression, first aid, light search and rescue and extrication procedures, and disaster psychology. During a local or regional disaster, formal emergency services will likely be overwhelmed and will need the assistance of volunteers.

The purpose of this Annex is to guide City staff on the effective use of these volunteers and to provide guidance to pre-registered volunteers on their initial actions.

B. Responsibilities and Structure

CERT members are trained to take protective actions for themselves and their family. Once their household is secured, they will reach out to their neighborhood to assess needs and take actions to assist. After these preliminary steps are taken, CERT volunteers are expected to report to pre-planned volunteer registration centers. The Volunteer Unit Leader (VUL) shall ensure that spontaneous volunteers are registered and CERT members are signed in on an emergency worker daily activity report, [EMD-078 Form](#).

C. Volunteer Registration Centers (VRC)

The Logistics Section Chief shall determine the number and location of sites needed for the influx of CERT and spontaneous volunteers based on the complexity and severity of disaster, number and type of emergency worker resources needed, condition and available amenities at the registration sites, and access limitations imposed by the disaster.

Volunteer Registration Centers

1. Island View Elementary	2501 J. Ave
2. Skyline Beach Club	6041 Sands Way
3. Daniels Field House	13 th and G. Ave.
4. Anacortes City Hall	904 6 th Street

D. Spontaneous Response

CERT volunteers shall report to the closest center first and establish communications through the local HAM network. The VRC Unit Leader, once assigned, shall consult with the EOC to determine the highest priority needs for CERT and Volunteer members and organize members into teams of at least two or more.

E. CERT Functions

CERT Members may be utilized for staffing of critical tasks related to disaster response and recovery:

- Point Of Distribution (POD) Sites
- Damage Assessment
- Mass Care and Feeding
- Structural Analyses
- Site Security
- Emergency Operations Staffing
- Distribution of supplies to Home-bound populations
- Other Specialties

F. Mission numbers—Requests and requirements

The local emergency manager will contact the Skagit EOC to request a mission number from the State of Washington. The State Emergency Operations Officers (SEOO) will issue mission numbers to local authorized officials for approved missions or other emergency activities. The mission number provides state liability coverage and reimbursement for certain expenses of registered emergency workers involved in emergency response or training activities.

G. EVAC— Emergency Volunteer Air Corps

Since 2009, volunteer pilots in the Northwest, along with emergency services resources, have been organizing to utilize general aviation when large scale disasters occur. The organization has the capacity to mobilize private pilots via small airplanes to move people and supplies. The City may need to utilize this resource if bridges to Fidalgo Island are damaged or closed.

- The Ground Support Unit working under the Logistics Section Chief is responsible for the use of this resource.

H. Marine Resources— Anacortes Yacht Club

Anacortes Yacht Club was founded in 1891 and is the second oldest yacht club in Washington State. The club has over 50 members with maritime resources and experience. The City may need the services of these members to facilitate the movement of people and supplies on and off Fidalgo Island.

- The Ground Support Unit working under the Logistics Section Chief is responsible for the mobilization of this resource.

[end of Annex 5]

Annex 6. Donations Management

A. Purpose

The purpose of this Appendix is to develop a plan for the management of donations. In the wake of a disaster, there may be a surge of various donations and monetary funds. Accounting for these, as well as how they are stored, who will receive them, and properly tracking them is a multifaceted issue.

B. Situation

Disaster conditions resulting from natural phenomena or manmade threats, or a combination of hazards, could result in the need for volunteers to assist the sorting and distribution of unsolicited donations.

When confronted with a disaster situation, many individuals may want to donate money, goods, or services to assist the survivors or participate in the recovery process. Unsolicited donations could be sizable, and significant management challenges could be faced in receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations to the disaster survivors.

C. Organization and Assignment Responsibilities

The City of Anacortes does not have the resources to operate a system to collect, process, and distribute donations to disaster survivors. The only exception would be officially requested and received Central Points of Distribution (CPODS) for food, water, and essential supplies. Spontaneous community and individual donations are best operated by community-based organizations (CBOs) and other voluntary organizations/agencies with programs for disaster relief and services that have successfully handled donations in the past.

The City will communicate through official briefings, press releases, and other means to identify bona-fide community-based organizations where the type and kind of spontaneous donations may be submitted.

Anacortes Faith Based Organizations

Church	Address	Phone
Anacortes Baptist Church	2717 J Ave	360-293-5300
Anacortes Christian Church	1211 M. Ave	360-293-2739
Anacortes Reform Church	1019 10th Street	360-293-2622
Anacortes Seventh-day Adventist Church	1419 8th St	360-299-8300
Christ Episcopal Church	1216 7th St	360-293-5790
Christ the King Community Church	814 28th St	360-588-8208
Cornerstone Baptist Church	1606 R Ave #2	360-941-9198
Church	Address	Phone

CTC Anacortes	2501 J Ave	360-588-8208
Family Life Assembly of God	1617 29th St	360-293-2219
Lighthouse Baptist Church	1019 12th St	360-299-2707
Living Rock Foursquare Church	2415 37th St	360-293-8044
New Hope Christian Fellowship	1319 35th St	360-293-4475
Pentecostals of Anacortes	2801 Commercial Ave.	360-299-2339
St Mary's Catholic Church	4001 St Marys Dr	360-293-2101
Summit Park Bible Church	12700 Thompson Rd	360-293-2731
United Methodist Church	2201 H Ave	360-293-0604
Westminster Presbyterian Church	1300 9th St	360-293-3880

Food Banks

Food Bank	Address	Phone
Salvation Army	3001 R Ave #100	360-293-6682
		3
Helping Hands Food Bank	Distribution at Anacortes Christian Church 1211 M Avenue	360-856-2211
A Simple Gesture – Red Bag Pantries	PO Box 1413	360-399-6463

[end of Annex 6]

Annex 7. Community Points of Distribution (CPOD)

A. Purpose

A CPOD is a location where the public can obtain life-sustaining emergency relief supplies, such as water, ice, food, and tarps until such time as power is restored and traditional facilities (such as retail establishments) reopen or comfort stations, fixed and mobile feeding sites and routes, and relief social service programs are in place.

The number of CPODs required and their locations are based on distribution models and projections determined by City of Anacortes and supported by this and other pertinent documents. CPODs are traditionally drive-through sites with continuous flow. The public does not exit their vehicles. The public drives through the site and CPOD workers load commodities into the trunks of their cars. However, not all areas allow drive-through operations and other types of CPODs may be better suited to a specific location or population.

B. Information Collection, Analysis, and Dissemination

As soon as possible following the incident, it will be necessary to conduct a damage assessment to determine the need for CPODs throughout the jurisdiction.

A rough estimate for determining the amount of the population in need can be surmised from the total number of individuals without power. ANNEX C Appendix 1 contains an inventory management worksheet for calculating commodities based on the amount of the population without power. Planning should consider three days at a time, assuming two meals per person per day, and one gallon of water per person per day. Ongoing needs will be evaluated daily through the monitoring of burn rates at each operational CPOD and reporting to the ECC.

C. Planning Assumptions

This section references planning assumptions described in the jurisdiction's EOP/CEMP and lists additional assumptions related to CPODs. CPOD-specific assumptions may include the following:

- CPODs are only a temporary lifesaving measure in disaster.
- It may be impossible to travel long distances due to debris, blocked traffic routes, flooding, damaged bridges, etc. For this reason, multiple CPODs of varying types and sizes should be planned for based on the size of the populace requiring services.
- CPODs are not meant to compete with retail stores that are open for business, but to provide

essential commodities to communities that are not able to access them. CPODs should not be established near operational commercial businesses that have water, food, and ice available for sale.

- The general populace may receive the following at a CPOD:
 - Two packaged meals per person per day
 - One gallon of water per person per day
 - Other commodities such as tarps and ice if available and necessary

D. CPOD Logistics

CPOD TYPES AND CAPABILITY

CPODs are categorized according to the capability of distributing essential supplies. The following table identifies the number of meals served, semi-truck trailers required to deliver that food, and the approximate population to be served each day.

CPOD Type	Meals	Water
TYPE I	40,000 Each	20,000 gallons
Serves 20,000	2 Trailer Loads	4 Trailer Loads
TYPE II	20,000 Each	10,000 gallons
Serves 20,000	1 Trailer Loads	2 Trailer Loads
TYPE III	10,000 Each	5,000 gallons
Serves 20,000	1/2 Trailer Loads	1 Trailer Loads

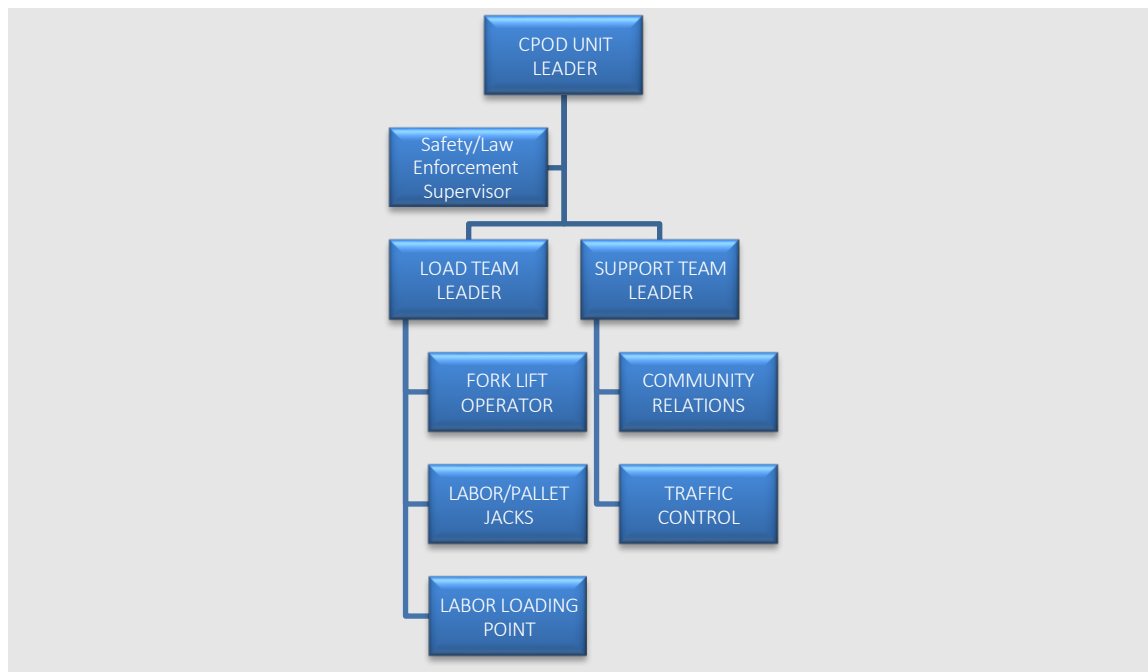
CPOD STAFFING REQUIREMENTS

Sufficient staff who are properly trained are needed to fill certain roles. The table identifies the approximate number of personnel to manage the distribution process properly.

Item	Type I		Type II		Type III	
	OPEN	CLOSED	OPEN	CLOSED	OPEN	CLOSED
<i>CPOD Unit Leader</i>	1	0	1	0	1	0
<i>Safety/Law Enforce</i>	4	1	2	1	1	1
<i>Load Team Leader</i>	4	0	2	0	1	0
<i>Forklift Operator</i>	3	3	2	2	1	1
<i>Labor - Pallet Jacks</i>	6	1	4	1	1	1
<i>Labor - Loading Point</i>	24 to 36	0	12 to 18	0	6 to 9	0
<i>Support Team Leader</i>	2	1	1	1	1	1
<i>Community Relations</i>	4	0	2	0	1	0
<i>Traffic Control</i>	4	1	2	1	2	1
TOTAL	52 to 64	7	28 to 32	6	15 to 18	5

E. CPOD Staffing Organization

Along with having the right number of people in place, there must also be an effective organizational structure to ensure the timely and efficient distribution of commodities. The CPOD Unit Leader shall report to a Branch Director reporting to Operations from the EOC.



CPOD Unit Leader

- Oversee and manage all aspects of the POD operation.
- Establish and maintain proper lines of command, control, and communications.
- Manage external communications.

Safety/Law Enforcement Supervisor

- Oversee security outside and within the POD.
- Provide protection and deter criminal activity.
- Control crowds and manage traffic.
- Coordinate with law enforcement personnel.
- Develop and recommend measures for ensuring personnel safety and assess and mitigate hazardous or unsafe situations.
- Oversee safe and efficient distribution of commodities to the public.

Load Team Leader

- Oversee and direct crew to unload commodities.
- Ensure safety measures are in place.
- Provide a Safety briefing prior to each shift.
- Ensure rest breaks are managed for crew members.

Forklift Operator

- Unload, position, and move commodities within the supply and distribution areas.
- Ensure that work areas are organized and free of trash and debris.

Labor/Pallet Jacks

- Oversee the unloading, positioning, and movement of commodities within the supply and distribution areas.
- Manage documentation and inventory control.

Labor - Loading Point

- Unload commodities and operate equipment.
- Secure, organize, and position commodities for distribution.
- Distribute commodities to the public.
- Perform the final check to ensure that commodities have not expired and are not otherwise unfit for consumption.

Support Team Leader

- Serve as the public face of the POD.
- Lead a crew to direct the public through the POD entrance, distribution area, and out of the exit.
- Manage the line leading into the POD; inform the public on hours of operation, per person rations, and commodity status.
- Ensure that the number of pedestrians or vehicles receiving commodities is recorded.

Community Relations

- Input complaints, document issues, and report to appropriate supervisor.
- Provide information to the PIO to ensure updated and timely information is provided to the public.
- Direct press to the PIO for official comment.

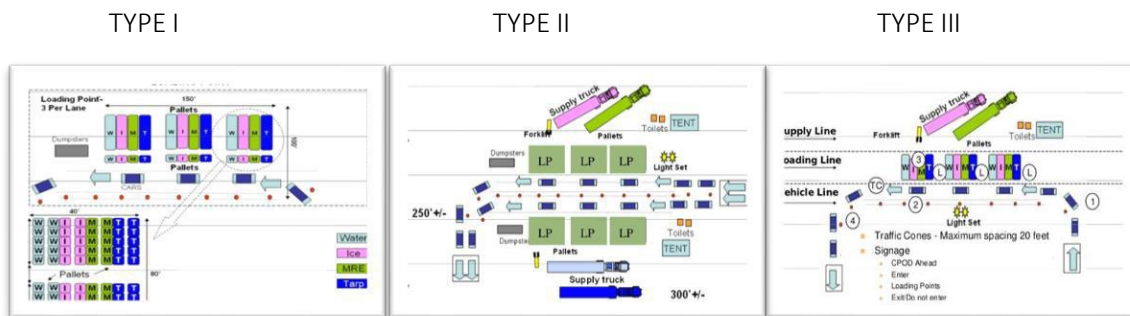
Traffic Control

- Direct members of the public to and through the POD.
- Inform the public on hours of operation, per person rations, etc.
- Determine individual eligibility for additional rations as necessary.
- Record the number of recipients exiting the POD.

F. Preplanned CPOD Sites

Based on the likely need for a Type III CPOD for most disasters in the City of Anacortes, the following locations would provide easy access to the population, have sufficient facilities to accommodate traffic, and semi-truck access for the CPOD distribution and setup.

RECOMMENDED LAYOUT REQUIREMENTS



PREPLANNED SITES

The City has identified several sites that could be deployed for the setup of CPODS based on the impact of the disaster, community needs, and facility access and operation.

Facility Site	Address	Latitude	Longitude
Anacortes Middle School	2202 M. Ave	48°30'13.72"N	122°37'3.70"W
			

Facility Site	Address	Latitude	Longitude
Port of Anacortes Log Yard	718 4th Street	48°31'9.30"N	122°36'30.87"W
			

Facility Site	Address	Latitude	Longitude
Planer Shed Parking Lot	5960 Cabana Lane	48°29'33.77"N	122°41'8.60"W



Facility Site	Address	Latitude	Longitude
Anacortes Airport	4000 Airport Road	48°29'54.35"N	122°39'36.01"W



[end of Annex 7]



Emergency Operations Plan

updated March 21, 2023 Resolution Adopted

Record of Changes

Change Number	Page	Date of Change	Individual Making Change	Description of Change
2021-001	9	10-18-2021	Richard Curtis	Update Anacortes Fire Department ALS response area.
2021-002	11	10-18-2021	Richard Curtis	Update City Demographic Data
2021-003	12	10-18-2021	Richard Curtis	Update hazard profile table
2021-004	13	10-18-2021	Richard Curtis	Update link to Recovery Continuum Model
2021-005	21	10-18-2021	Richard Curtis	NEW: Add IT to EOC Activation call out.
2021-006	22	10-18-2021	Richard Curtis	Update alternate EOC activation
2021-007	32	10-18-2021	Richard Curtis	Update list of agency/organizations
2021-008	35	10-18-2021	Richard Curtis	Remove non-functioning links.
2021-009	45	10-18-2021	Richard Curtis	Update EOC Setup staffing & procedures
2021-010	54	10-18-2021	Richard Curtis	Update Tsunami warning levels
2021-011	55	10-18-2021	Richard Curtis	Update Tsunami staging sites
2021-012	77	10-18-2021	Richard Curtis	NEW: Add EVAC & AYC to Annex 5
2023-013	86	3-21-2023	Richard Curtis	NEW: Add EOC Information Flow
2021-014				
2021-015				
2019-016				
2019-017				
2019-018				

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1 Introduction

1A Purpose

It is the purpose of this Plan to define the actions and roles necessary to provide a coordinated response to emergencies within the City of Anacortes. This plan provides guidance within Anacortes with a general concept of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or state operations plans or procedures.

1B Objectives

The objectives of this plan are to:

1. Reduce the loss of life and minimize property damage and loss.
2. Execute a successful order of succession with accompanying authorities in the event a disruption renders City of Anacortes leadership unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of the office.
3. Reduce or mitigate disruptions to operations.
4. Ensure that the City of Anacortes has facilities where it can continue to perform its mission essential functions, as appropriate, during a continuity event.
5. Protect essential facilities, equipment, records, and other assets, in the event of a disruption.
6. Achieve a timely and orderly recovery and reconstitution from an emergency.
7. Ensure and validate the City's Continuity readiness through Continuity Training and exercise programs to test operational capability.

~~1C Adopting Resolution~~

~~The Anacortes City Council initially adopted this plan by Resolution 1958.~~

~~1D~~1C Preparedness Activities

Preparedness activities are designed to encourage and support a state of readiness in governments, public organizations, businesses, families, and individuals that provide the capability to survive a disaster and to ensure continuity of government. County and municipal governments should take steps to prepare for emergency and/or disaster events **before** those events occur.

County and municipal agencies that have primary and support responsibilities during an emergency or disaster event should take action to develop the operational capabilities necessary to facilitate an effective response. These agencies should:

1. Identify lines of authority to ensure continuity of government.

Commented [GU1]: Which version is this replacing, has it been formally adopted/approved/ implemented? (Joan Cromley)

Commented [ES2R1]: joanc@co.skagit.wa.us this is updating the eop that was approved by City Council Resolution 1958 in 2016 <https://docs.cityofanacortes.org/WebLink/0/doc/1981/Page1.aspx>

Commented [ES3R1]: @joanc@co.skagit.wa.us

2. Establish jurisdiction and agency roles and responsibilities for emergency and/or disaster events.
3. Review disaster readiness capabilities and develop and/or update emergency procedures and guidelines.
4. Promote employee individual and family preparedness.
5. Ensure personnel assigned to EOC positions are trained and maintain their proficiency to perform assigned EOC duties.
6. Encourage and maintain inter-jurisdiction and/or inter-agency cooperation and coordination of readiness planning efforts.
7. Maintain facilities, equipment, supplies, and vehicles in a readiness condition.
8. Develop and maintain a resource inventory.
9. Develop and adopt mutual-aid agreements and memorandums of understanding with neighboring jurisdictions/agencies.
10. Elected officials and/or department heads shall identify employees that require NIMS training and arrange for those employees to be trained to the level required.

2 Scope, Situations, and Assumptions

2A Plan Scope

This plan applies to all City of Anacortes departments.

2B Situation Overview

Characteristics

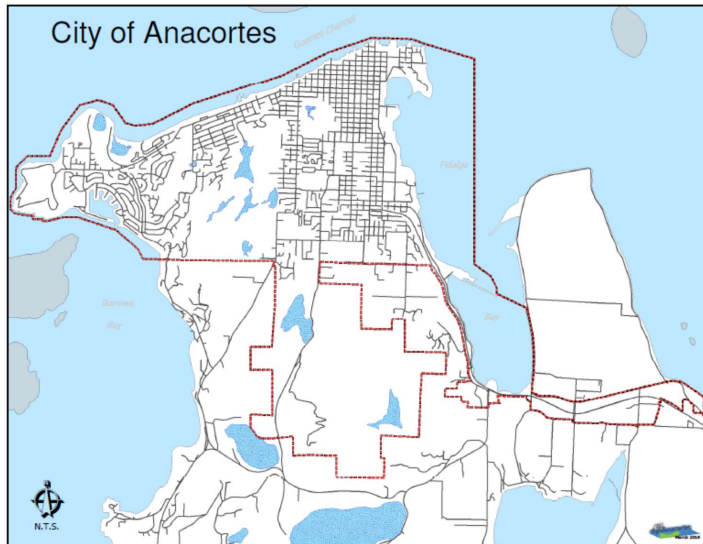
(a) Location

- (i) Anacortes is located on the north central coast of Washington State (U.S.), 80 miles north of Seattle, Washington, and 90 miles south of Vancouver, British Columbia.
- (ii) The City is 16 miles west of the I-5 freeway (exit 230), via Highway 20.
- (iii) Skagit County ranks 11th in size among Washington's 39 counties.
- (iv) The City of Mount Vernon is the county seat.

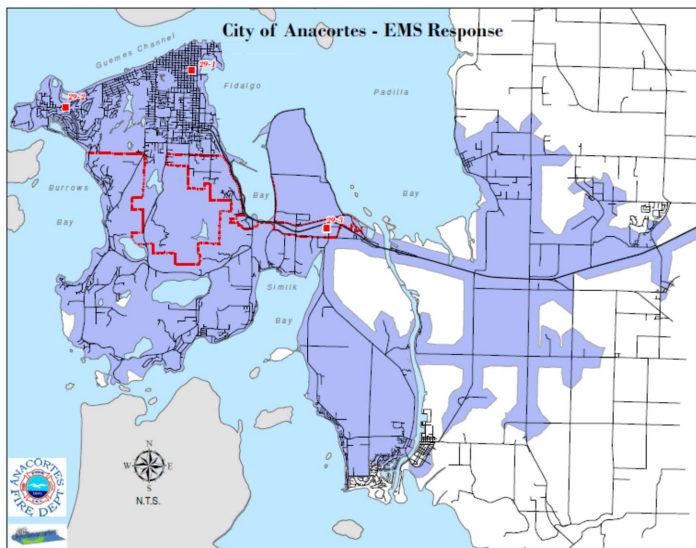
(b) Geographic

- (i) The City of Anacortes is located on Fidalgo Island which lies on the western side of Skagit County.
- (ii) The Anacortes Fire Department response area extends beyond Fidalgo Island across Skagit County for the delivery of Advanced Life Support Emergency Medical Services.
- (iii) The City of Anacortes Water Service area extends across Skagit County and Island County to the Town of LaConner, City of Oak Harbor, and Whidbey Naval Air Station.

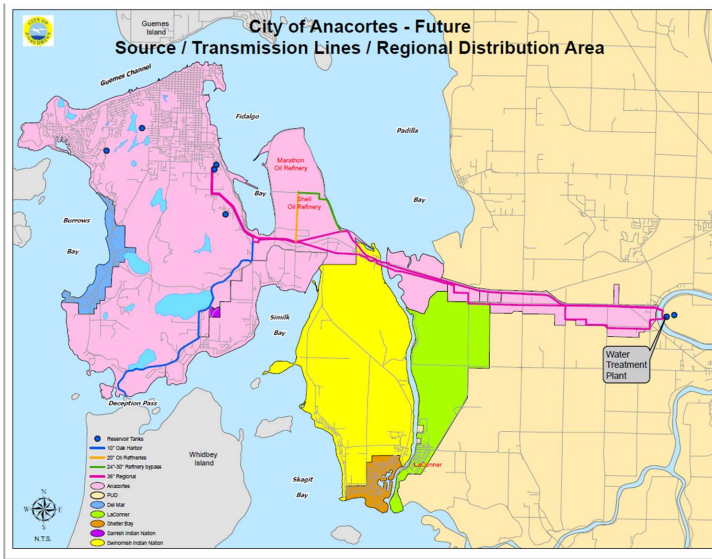
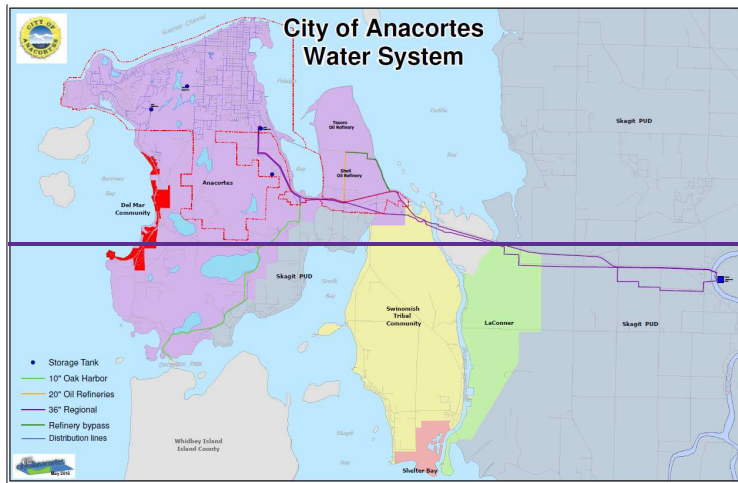
City of Anacortes Municipal Boundary 1



City of Anacortes EMS Response Boundary 1



City of Anacortes Water System Boundary 1



(c) Demographic

- (i) City of Anacortes has a population of 18,003 residents according to the United States Census Bureau for 2022. The City contains 7,779 acres within the City limits. These include 3,436 acres of park, forest, and open space.

Commented [GU4]: Rob Hoxie- please confirm if any updates are necessary to maps on pages 10-11, and 55. Can we add current as of dates?

Commented [GU5R4]: tsunami map is actually on page 54

Commented [ES6R4]: @Robert Hoxie

Commented [RH7R4]: Just the Water System map needs updating. Not sure how to post it, so I am emailing it to you.

Commented [ES8R4]: @Robert Hoxie Thank you, I will replace it in the document. Will you email it to me and Chief Harris?

Commented [RH9R4]: yes

Commented [ES10R4]: Done, thank you! I will mark this as resolved.

Commented [GU11]: Source: [U.S. Census Bureau QuickFacts: Anacortes city, Washington](https://www.census.gov/quickfacts/anacortescitywa)

Commented [ES12R11]: @Emily Schuh

- (ii) The City of Anacortes is located on Fidalgo Island and is connected to the mainland by two bridges: Berentson Bridge on Highway 20 and Rainbow Bridge in La Conner. Deception Pass bridge connects Fidalgo Island and Whidbey Island.
- (iii) WA State Hwy 20 passes through Anacortes. The Washington State Department of Transportation owns and operates a major ferry terminal in the City of Anacortes that serves as the primary transportation connection between the San Juan Islands and the mainland. An international service to Victoria, British Columbia, Canada is suspended at this time and is projected to return in 2030. Skagit County owns and operates a ferry terminal connecting Anacortes and Guemes Island.
- (iv) The Port of Anacortes has two deep water berths to handle cargo. The Port of Anacortes also operates the Anacortes Airport which has a 3,018-foot runway.
- (v) Two refineries just outside the City limits host industrial ports, rail lines, and pipelines that are critical links for the state's refinery industry.

Commented [GU13]: Source: [Port of Anacortes | Airport](#)

Commented [ES14R13]: @Emily Schuh

(d) Special Events

- (i) From March to October there are many festivals, occurring primarily during the weekends in the City of Anacortes that are attended by 1000's of people.

(e) Anacortes School District

- (i) Anacortes High School
- (ii) Cap Sante High School
- (iii) Anacortes Middle School
- (iv) Fidalgo Elementary
- (v) Island View Elementary
- (vi) Mount Erie Elementary
- (vii) Whitney Early Childhood Education Center

(f) Economic Base and Infrastructure

Anacortes has seen a variety of transformations throughout its history, from lumber and fish processing, to oil refining, recreational boating, and tourism. The primary employment sectors in today's local economy are health care, manufacturing, accommodations and food service. Island Hospital is the largest employer in the City with over 800 employees. The city boasts a healthy industrial segment, including two refineries (just outside the City limits), Trident Seafoods, and Dakota Creek Industries shipyard. Dakota Creek employs 400 staff.

Hazard Profile and Vulnerability Assessment

The City of Anacortes and Skagit County are vulnerable to the effects of a variety of natural, human-caused, and technological hazards, varying widely in type and magnitude from local community issues to statewide. The table below is based on the 2020 Skagit County Natural Hazard Mitigation Plan, available

Commented [GU15]: You might want to mention other hazards besides the ones in the NHMP that are Anacortes-specific, like hazmat from the refineries, cyber for the City and/or water treatment, pandemic, effects from a disaster on Whidbey, transportation issues, civil disturbance. (Joan Cromley)

at [Skagit County HMP Base Plan 05132020 Final.pdf](#) The ranking is based on the Calculated Priority Risk Index (CPRI).

Table 2-7. Hazard Risk and vulnerability Ranking			
Hazard Rank	Hazard Type	CPRI Score	Vulnerability Ranking
1	Earthquake	3.85	VERY HIGH
2	Wildfire	3.55	HIGH
3	Landslide/Erosion	3.35	HIGH
4	Tsunami	3.35	HIGH
5	Severe Weather	3.05	MEDIUM - HIGH
6	Storm Surge*	2.65	MEDIUM
7	Drought	2.35	LOW
8	Flood/Dam	1.85	LOW
9	Volcano	1.1	LOW

*Impact from a storm surge is determined by reviewing both the severe weather and flood (coastal flooding) profiles. It is ranked separately for the purposes of this HMP as a potential hazard of concern for educational purposes to ensure public awareness. Probability and impact from such an event are identified within the hazard ranking spreadsheet contained in Volume 1, with impact closely mirroring both severe weather (wind-driven) and flood events

2C Planning Assumptions

Emergencies and disasters have and may occur at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, loss of essential services, economic hardship to businesses, families and individuals, and disruption to local, state, and other governmental entities. The potential also exists for emergencies and disasters occurring outside the City of Anacortes to negatively impact the City.

The possibility exists that emergency response personnel may be victims of the emergency or disaster and situation and response efforts could be greatly compromised. Should such an event occur within Skagit County, the Department of Emergency Management would request assistance from San Juan, Snohomish, and Whatcom Counties through an existing mutual aid agreement. If needed, assistance would be requested from state, and federal agencies through the Washington State Military Department, Division of Emergency Management.

An emergency or disaster could occur at any time. Some emergencies or disasters will occur with enough warning that appropriate notification can be issued to ensure some level of preparation; others will occur without advance warning. The time of year, day of the week, time of day, and weather conditions are key variables that can have an impact on the seriousness of an incident and the ability of government to respond.

A disaster will severely stress normal county and municipal systems. The City of Anacortes and the other municipalities may be unable to satisfy all emergency resource requests during a major emergency or disaster and would likely require outside assistance from other jurisdictions, the state, and the federal government. It is likely that local government response will be delayed; citizens need to be prepared to

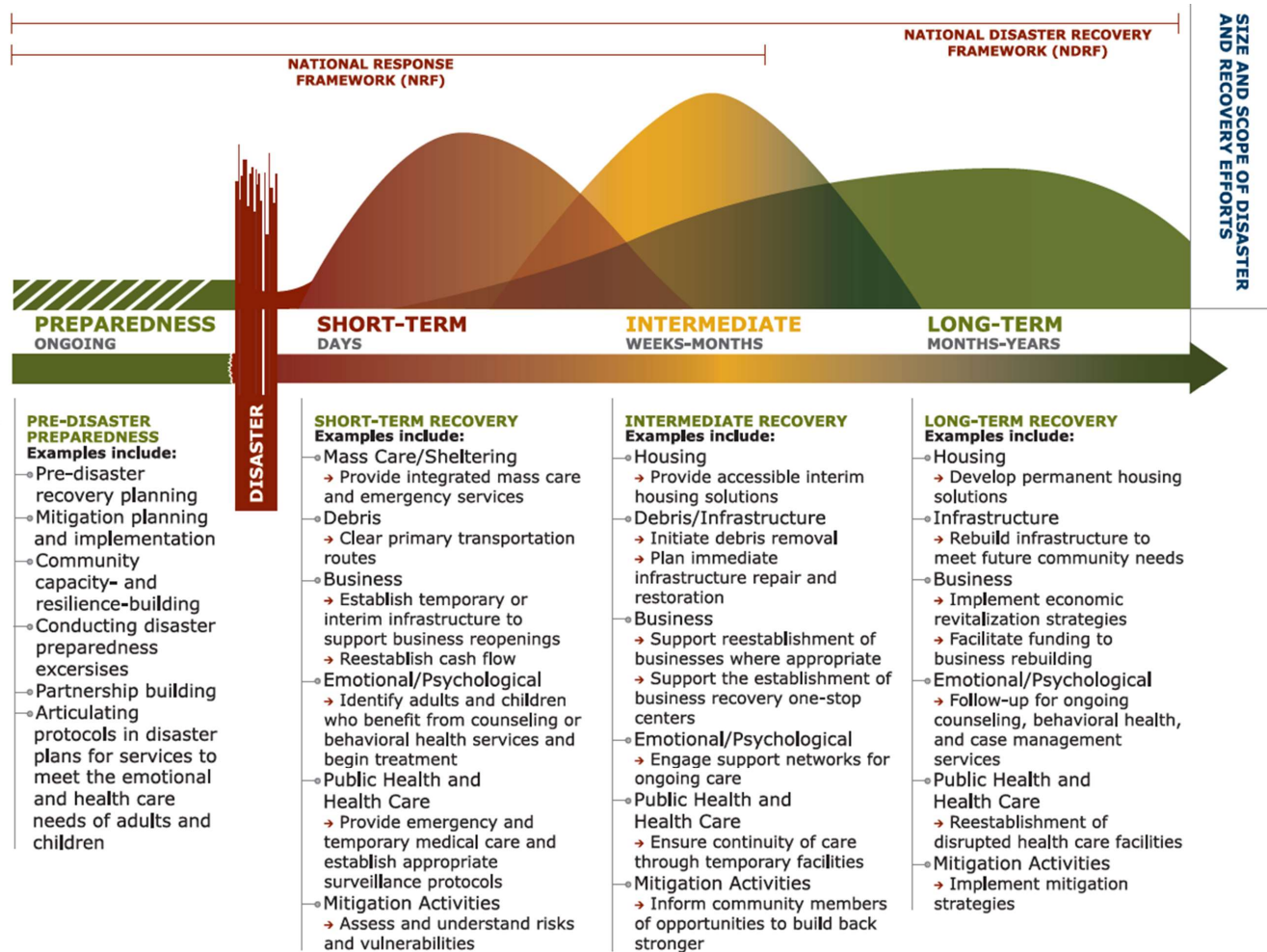
Commented [GU16]: However, the arrival of State and Federal assistance may be delayed for several days after the occurrence. (Joan Cromley) Also consider effects of limited transportation corridors, self-deploying volunteers, and unsolicited donations (maybe under limitations?).

take care of their own basic survival needs for at least the first three days and potentially fourteen days, after an event occurs.

This plan assumes that after an emergency or disaster has occurred that:

1. A safe location can be found for coordination of response and recovery activities.
2. Trained personnel exist to establish command and control and implement emergency plans and procedures.
3. Resources are available.

The figure on the next page is the Recovery Continuum model from the FEMA publication “National Disaster Recovery Framework: Strengthening Disaster Recovery for the Nation” (September 2011), available at [ndrf.pdf \(fema.gov\)](#)



2D Limitations

The City of Anacortes will make every reasonable effort to respond in the event of an emergency or disaster based upon the situation, information, and resources available at the time. However, no guarantee of a perfect response system is expressed or implied in the City's ~~continuity~~ emergency operation plan and appendixes.

Commented [GU17]: continuity or EOP?

The City's assets and systems are vulnerable to natural, human-caused, and technological disaster events and may be damaged or overwhelmed. Employees will be concerned about the care of their families and personal possessions. They may be unavailable to support emergency or disaster response activities if they have been personally impacted by the event.

Fundamental resources such as water, food, first-aid supplies, utilities, fuels, shelter and sanitation supplies, and basic survival supplies may be needed.

The City of Anacortes does not have sufficient supplies and equipment on hand for long-term use; the arrival of County, State and Federal assistance may be delayed for several days after the occurrence.

The disaster response and recovery activities ~~of~~ may be limited by:

1. The inability of citizens to be self-sufficient for more than three days without additional food, water, medical and shelter resources.
2. The inability to provide citizens with timely warning and emergency information due to damaged warning systems.
3. The inability of law enforcement, fire, emergency medical, public works, and other governmental agencies to fully respond to the incident due to damage to facilities, equipment, supplies, communication systems, and shortages of personnel.
4. The shortage of trained response personnel and equipment to respond to fire, emergency medical, hazardous materials, law enforcement, public works, and other emergencies.
5. The shortage of medical facilities and critical drugs.
6. Damages to lifelines such as road, rail, utilities, petroleum pipelines, and communication networks.
7. Normal distribution of resources may be reduced or interrupted, impacting the social wellbeing and economic infrastructure of the city.
8. Partial or complete failure of emergency response communication systems due to equipment damage or overloading of telephone lines into the Skagit Emergency Communications (E911) Center.

No guarantee is implied by this plan of a perfect response system. The city can only endeavor to make every reasonable effort within their capabilities to deal with the dangers and hardships imposed based on the situation, the information available, and the resources at hand.

3 Concept of Operations

3A General

Minor emergencies such as response to fires, violations of the law, and emergency medical incidents occur daily and do not normally require the direct involvement of emergency management and elected officials. On a less frequent basis, local government is confronted with larger scale events that may occur suddenly or over a longer period that escalate beyond normal operational capabilities. These events, which are classified as major emergency incidents or disasters, require an increased level of response and incident management due to their size and/or complexity. In most cases, these incidents require at least some level of action to be taken by the local emergency management organization.

This action may be minimal, such as requesting the issuance of a Mission Number from the Washington State Military Department, Emergency Management Division Duty Officer via Skagit Department of Emergency Management. Obtaining a Mission Number helps secure state indemnification protection and serves as a reference for deployment of local, state, or federal resources to assist in the mission. A Mission Number may also be used to code all documentation tracking the payment of any Emergency Worker compensation claims filed because of activities while assigned to the mission.

In some cases, further action may need to be taken. Local elected officials may need to formally declare that an emergency exists for local government to take the action necessary to protect lives, property, or the environment. This action also serves as a prerequisite for asking for state assistance and, if needed, federal assistance. If needed, the City of Anacortes EOC may be activated to provide an additional level of direction, control, support, coordination response, and recovery efforts.

Skagit County's Department of Emergency Management maintains a 24-Hour Duty Officer to provide support and assistance to local emergency response agencies, ~~as needed~~. The Emergency Management Duty Officer is the primary after-hours contact for receiving alert and warning information from a variety of sources and initiate emergency management response actions, as needed, on behalf of the department.

~~In Anacortes,~~ The essential services of the emergency organization will be coordinated through the ~~City of Anacortes~~ EOC. Emergency operations may be conducted on a 24-hour basis, as required.

In addition, City of Anacortes departments are encouraged to develop internal plans to:

1. Ensure continuity of government operations during or immediately following emergency or disaster.
2. Support and assist city-wide response and recovery efforts and assist in staffing the EOC.
3. Communicate with the EOC regarding the status of response and recovery activities during or following any emergency or disaster. Provide situation reports to convey requests for assistance, damage assessment, and preliminary damage estimates of their operational capabilities, equipment, and facilities.
4. Coordinate the dissemination of public information to the media and citizens through the City's PIO and Skagit County Joint Information Center (JIC), if established.

3B National Incident Management System (NIMS)

Homeland Security Presidential Directive 5 (HSPD-5), Management of Domestic Incidents, called for the establishment of a single, comprehensive NIMS to improve incident response operations. NIMS provides the ability for emergency response personnel from different jurisdictions and disciplines to effectively work together to respond to natural disasters and emergencies, including acts of terrorism. NIMS is also intended to promote development of multi-jurisdictional, state-wide, and inter-state mechanisms for coordinating incident management and obtaining assistance during large or complex incidents.

The NIMS provides a standardized system that allows federal, state, and local jurisdictions to:

- Ensure common and proven incident management doctrine, practices and principles are used to plan for, protect against, respond to, and recover from emergency incidents.
- Maintain a response operation capable of expanding to meet an escalating situation and the ability to integrate a variety of resources from outside sources to meet the needs of the situation.

The benefits of the NIMS include:

- A unified approach to incident management.
- Standard command and management structures.
- An emphasis on preparedness, mutual aid, and resource management.

HSPD-5 dictated that federal departments and agencies shall make adoption of the NIMS a requirement for the provision of federal preparedness assistance funds. HSPD-5, as amended in May 2007, further established the Incident Management System Integration Division of the National Integration Center (NIC) to provide strategic direction for, and oversight of, the NIMS including the development of compliance criteria and implementation activities at federal, state, and local levels.

Local authorities have the primary responsibility in emergencies and disaster situations as most emergency incidents are handled daily by local resources.

Incident response organizations (law enforcement, fire, emergency medical services, hazardous materials, public health, public works, emergency management, and others) must work together to comply with NIMS components, policies, and procedures to establish and maintain a foundation upon which more advanced homeland security capabilities can be built. NIMS compliance must be an ongoing effort as new personnel must be trained, and plans must be revised to reflect lessons learned.

3C Emergency Management Concepts

The Mayor is responsible, by law, for emergency management operations within the City but will also function with other leaders as part of the Skagit Emergency Management Council Advisory Board. The Director of the Skagit County Department of Emergency Management is responsible to the Skagit Emergency Management Council for carrying out the emergency management program for Skagit County and the member municipalities. The elected and appointed county and municipal officials, departments, and offices, as well as supporting organizations, agencies, or individuals, will retain their

Commented [GU18]: The Mayor is responsible, by law, for emergency management operations within City jurisdiction. The Chief of the Skagit County Department of Emergency Management shall reasonably consider recommendations of the Skagit Emergency Management Advisory Board, on which Anacortes has a representative, for carrying out the Skagit County emergency management program. (Joan Cromley) Note: The EMC is now the EMAB, and advisory only.

identity and autonomy but coordinate activities under this plan as an emergency organization, under the guidance of the Skagit Emergency Management Council.

When an emergency or disaster is imminent or has occurred, local governments having primary responsibility will respond to preserve life, property and the environment and to minimize the effects of the situation and to expedite recovery. Mayor and Council will implement emergency statutes and ordinances and will mobilize and commit local resources to conduct response and recovery activities to the best of their ability.

Protection of life, property, the environment, and the restoration of local government services and the economy are the primary concerns of the City. The City may also conduct such functions outside their territorial limits as may be necessary pursuant to RCW 38.52 and current resolutions, ordinances, and mutual-aid agreements.

When an emergency or disaster occurs City staff shall carry out their responsibilities using their best judgment and in a coordinated manner to:

- Report to the predetermined site to manage operations.
- Account for personnel.
- Assess damages to facilities and resources.
- Assess personnel and resources available.
- Assess problems and needs.
- Report situation and status to the EOC.
- Send representatives to the Skagit County EOC, as requested.
- Carry out agency responsibilities and assigned tasks.
- Keep detailed and accurate records, document actions, costs, situations etc.

The Skagit County Department of Emergency Management will request mission numbers from the Washington State Military Department, Emergency Management Division for all response actions intended to protect life, property, and the environment during emergency incidents.

Normal, day-to-day organizational structures and chains of command will be maintained as much as possible. When mutual-aid is requested, the responsible requesting organization will be in charge unless the specific mutual-aid agreements direct otherwise. Skagit County government and member municipal governments will utilize all available resources prior to requesting assistance from state government.

During emergency incidents that do not require the activation of the EOC, public information may be disseminated to the media through the Mayor, Public Information Officer(s), and On-Scene Incident Commander(s), or their designees. Upon activation of the City's EOC, all public information disseminated to the news media and citizens should be coordinated with the Public Information Officer to ensure release of compatible and accurate information.

3D Direction and Control

Generally

The purpose of this section is to provide for the effective supervision, authority, coordination, and cooperation of emergency management activities and to ensure the continued operation of government and essential services during and after emergencies and disasters. Direction and control of emergency management functions is the responsibility of the Mayor. Depending upon the size, scope, and/or complexity of the emergency or disaster, the Mayor and appointed officials will activate and establish an EOC to provide proper direction and control and aid in overall management or coordination of response and recovery activities.

Skagit County Resolution [R20060255](#), dated August 1, 2006, establishes that the initial command structure utilized by Skagit County government for a significant incident shall be a Unified Command composed of qualified senior officials from the Skagit County Sheriff's Office, Skagit County Public Health Department, Skagit County Department of Emergency Management, and the Skagit County Public Works Department. This system provides a multi-agency command structure and organization to provide oversight, gather and disseminate incident information, and request and allocate resources to aid response and recovery activities occurring in various locations throughout the county. This structure is also useful to support multiple Incident Command Posts (ICP's) and to effectively manage response and recovery activities associated with events that are large, complex, or affect multiple jurisdictions.

3E Emergency Operations Center (EOC)

Location

The City of Anacortes' EOC is located at 1218 24th St in the Eugene Anderson Municipal Courtroom. The alternative EOCs ~~are the is located at 1016 13th St at the~~ Anacortes Fire Department- Station 1 ~~at 1016 13th Street or the Anacortes Senior Activity Center at 1701 22ns Street.~~

The City's primary EOC is equipped with supplies, information display materials, internal communications, and support equipment to help facilitate efficient operation. Backup power generation is maintained to ensure continued operations.

Goals

Based on situational demands, the overarching strategic goals for activation of the EOC are:

1. Personal safety of emergency responders.
2. Saving and protecting the greatest number of people at risk.
3. Saving and protecting as many residential, business, and industrial properties as possible.
4. Saving and protecting as much vital government infrastructure as possible.
5. Restraining the spread of environmental damage.
6. Minimizing human hardship and economic interruptions.

EOC Activation

The EOC may be activated at the request of the Mayor, Police Chief, Fire Chief or upon direction from the Skagit County Department of Emergency Management. Depending upon the severity of the emergency or disaster, the Mayor or the Mayor's successor may request that the Skagit County EOC be activated.

(a) Thresholds for Activation

Depending upon the situation, the EOC could be activated for any of the following:

0. Proclamation of emergency.
1. Providing and coordinating emergency warning and public information.
2. Collecting and managing information in anticipation of a potential emergency.
3. Overseeing the effective use and allocation of available local resources.
4. Determining specific requirements that are vital but beyond local means to acquire and referring such needs to the state for supplemental assistance.
5. Coordinating inter-agency and/or inter-jurisdictional activities.
6. Coordinating continuity of government operations.
7. Coordinating damage assessment and recovery activities.

(b) Notifications Upon Activation

Upon activation of the Anacortes EOC, the following will be notified:

- Skagit County Department of Emergency Management
- City Department Heads
- City Councilmembers

EOC Activation Levels:

(a) Phase III Activation – Alert/Watch Operation

Phase III Activation is the lowest level of EOC activation and is typically initiated in the event of an impending or occurring incident that requires close monitoring. Level III incidents include:

- flood watch
- minor/localized small stream flooding
- winter storm watch
- high wind warning
- minor hazardous materials incidents
- multiple-casualty incidents

Commented [GU19]: Consider flipping the numbers - the State considers Level 1 full activation.
(Joan Cromley)

(b) Phase II Activation – Limited Operation

An incident has grown or is expected to grow beyond the capability of alert/watch operation staffing levels and requires additional EOC staffing and capabilities to manage the incident and provide warning and/or public information. The decision on whether an incident meets the criteria for Level II activation will be made by the Mayor and any one or a combination of the following individuals or their designees:

- Mayor
- Fire Chief
- Police Chief
- Public Works Director
- [Administrative Services Director?](#)
- Information Technology Manager

Level II incidents include:

- moderately sized hazardous materials incidents
- winter storm events.

(c) Phase III Activation – Full Operation

Phase III Activation is the highest level of EOC activation. The size and complexity of an incident requires EOC representation by all appropriate departments and community organizations to support response and/or recovery activities. The decision on whether an incident meets the criteria for Level III activation will be made by the Mayor and any one or a combination of the following individuals or their designees:

- Fire Chief
- Police Chief
- [Public Works Director](#)
- [Administrative Services Director](#)
- ~~[Information Technology Manager](#)~~

Level III incidents include:

- moderate to major flooding events
- moderate to major earthquakes
- large-scale evacuations
- extended periods of severe weather
- large hazardous materials incidents
- [incidents that require the establishment of an Area Command](#)

- [Cybersecurity Event-](#)

(d) **Phase III-Alt Activation – Alternate Operation:**

If extensive damage throughout the County creates unstable and unsafe roads and bridges preventing ~~personnel~~ [City of Anacortes personnel](#) from reaching the City's EOC facility, EOC personnel should login to WEB-EOC or report to the most accessible EOC: Skagit County, Burlington, Mount Vernon, or Sedro-Woolley.

Area Command

According to the NIMS, Area Command is defined as a command structure that oversees the management of multiple incidents that are each being handled by an Incident Command System organization **or** a very large incident that has multiple incident management teams assigned to it. The primary functions of an Area Command are:

0. Provide agency or jurisdictional authority for assigned incidents.
1. Ensure a clear understanding of agency expectations, intentions, and constraints.
2. Establish critical resource use priorities between various incidents.
3. Ensure that incident management team personnel assignments and organizations are appropriate.
4. Maintain contact with officials in charge, and other agencies and groups.
5. Coordinate the demobilization or reassignment of resources between assigned incidents.

4 Organization and Assignment of Responsibilities

4A Generally

Most departments have emergency functions in addition to their regular day-to-day duties. These emergency functions usually parallel or complement regular functions. Each department is responsible for developing and maintaining its own emergency management and continuity of government procedures.

4B Organization & Assignment of Responsibilities

The Mayor has the responsibility to:

- ~~0-1.~~ Provide for jurisdictional chain of command and continuity of government.
- ~~1-2.~~ Make policy decisions and other major decisions necessary to accomplish response and recovery activities within their respective jurisdictions.
- ~~2-3.~~ Adopt and enact ordinances and motions; appropriate revenue and authorize expenditures as needed for disaster mitigation, preparedness, response and recovery.
- ~~3-4.~~ Direct the implementation of emergency response and recovery plans and operating procedures within their respective jurisdictions.
- ~~4-5.~~ Conduct public meetings and take actions to assist in reassuring and informing the public and identify public needs.
- ~~5-6.~~ Assist in providing public information and the dissemination of emergency information through county and municipal departments/offices, in coordination with the EOC, JIC, and Public Information Officers.
- ~~6-7.~~ Direct citizen's requests for assistance and information to appropriate agencies.
- ~~7-8.~~ Provide public information officers and/or support personnel to the JIC as required.
- ~~8-9.~~ Provide for the coordination of emergency operations.
- ~~9-10.~~ Provide for the coordination and management of all available local resources.
- ~~10-11.~~ Request support (through the Department of Emergency Management) from neighboring jurisdictions and/or the Washington State Military Department, Emergency Management Division.
- ~~11-12.~~ Direct the use of activated EOC facilities under their control.
- ~~12-13.~~ Re-establish municipal operations and capabilities.
- ~~13-14.~~ Provide supplies, equipment, services, and personnel as requested through the appropriate EOC.

~~14-15.~~ Support response and recovery activities as required.

The City Council has the responsibility to:

~~0-1.~~ Make policy, adopt and enact ordinances and motions, appropriate revenue and approve expenditures to enable the City to provide necessary services to the public.

~~1-2.~~ Provide for the continuity of City government.

~~2-3.~~ Assist the Mayor with the implementation of policy and decision making. Provide delegates for the EOC Policy Group.

~~3-4.~~ Provide delegates to the EOC.

Law Enforcement has the responsibility to:

~~0-1.~~ Maintain law and order

~~1-2.~~ Control traffic

~~2-3.~~ Protect vital installations

~~3-4.~~ Control and limit access to the scene of the disaster

~~4-5.~~ Supplement communications

~~5-6.~~ Search and rescue (with fire service)

~~6-7.~~ Develop and maintain operational procedures for use during emergency and disaster operations.

~~7-8.~~ Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the NIMS.

~~8-9.~~ The Anacortes Police Department participates as part of the Unified Command during emergency or disaster events occurring within Skagit County.

~~9-10.~~ Conduct normal day-to-day law enforcement activities.

~~10-11.~~ Assist in the conducting of alert and warning notification via the Skagit County Fan-Out Alerting System as appropriate when contacted by the Skagit Emergency Communications (E 911) Center.

~~11-12.~~ Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.

~~12-13.~~ Conduct evacuation(s) of the affected area, as needed.

~~13-14.~~ Provide crowd and traffic control and assist fire service as needed.

~~14-15.~~ Direct and control the use of available resources required to conduct search and rescue operations.

~~15-16.~~ Provide for the security of the disaster area and municipal facilities.

~~16-17.~~ Provide protection of key public officials; prevent and control civil disorder.

~~17-18.~~ Provide for the use of available personnel and equipment to support emergency communications requirements.

- ~~18-19.~~ Provide representative(s) and equipment to assist in staffing appropriate EOC(s).
- ~~19-20.~~ Assist in obtaining damage assessment information and reporting damage to the appropriate EOC.
- ~~20-21.~~ Provide support personnel to the JIC as required.
- ~~21-22.~~ Support response and recovery activities as required.
- ~~22-23.~~ Return organizational activities to normal levels unless involved with recovery activities.
- ~~23-24.~~ Document emergency related costs and activities and submit required reports.
- ~~24-25.~~ The Washington State Patrol shall act as the Incident Command Agency for hazardous materials incidents in Skagit County.

Fire Service has the responsibility to:

- ~~0-1.~~ Develop and maintain operational procedures for use during emergency and disaster operations.
- ~~1-2.~~ Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the NIMS.
- ~~2-3.~~ Perform routine firefighting and rescue.
- ~~3-4.~~ Perform Basic Life Support (BLS) care to the injured.
- ~~4-5.~~ Perform Advanced Life Support (ALS) for emergency medical care.
- ~~5-6.~~ Assist in hazardous materials containment and control, based upon level of training.
- ~~6-7.~~ Coordinate with the Skagit County Department of Emergency Management and hazardous materials team(s) that may respond to hazardous materials and/or terrorism and weapons of mass destruction incidents within Skagit County.
- ~~7-8.~~ Provide rescue services such as motor vehicle extrication, confined space extrication, water, high angle, trench and structural search and rescue based upon level of training.
- ~~8-9.~~ Establish priorities for primary and/or lifesaving debris clearance.
- ~~9-10.~~ Establish staging areas as needed for support personnel and equipment.
- ~~10-11.~~ Assist law enforcement as needed with warning, evacuation, and traffic control.
- ~~11-12.~~ Provide for the use of available personnel and equipment to support emergency communications requirements.
- ~~12-13.~~ Provide representative(s) and equipment to assist in staffing appropriate EOC(s).
- ~~13-14.~~ Assist in obtaining damage assessment information and reporting damage to the EOC.
- ~~14-15.~~ Provide support personnel to the JIC as required.
- ~~15-16.~~ Support response and recovery activities as required.
- ~~16-17.~~ Return organizational activities to normal levels unless involved with recovery activities.
- ~~17-18.~~ Document emergency related costs and activities and submit required reports.

Legal Department has the responsibility to:

- ~~0-1.~~ Advise officials on legal matters relating to emergency management authority and responsibility.
- ~~1-2.~~ Provide legal advice in the development and execution of emergency administrative plans and provide representation in all criminal and civil proceedings in which the jurisdiction may be a party, as a result of emergency planning and operations.
- ~~2-3.~~ Serving as a liaison with other legal and judicial agencies and sections of the government
- ~~3-4.~~ Support response and recovery activities as required.
- ~~5.~~ Return operational activities to normal levels unless involved with recovery activities.
- ~~4-6.~~ Implement emergency procurement procedures and provide instruction for their use.
- ~~4-7.~~ Document emergency related costs and activities and submit required reports.

Finance Department has the responsibility to:

- ~~0-1.~~ Develop and maintain operational procedures for use during emergency and disaster operations.
- ~~1-2.~~ On an annual basis, maintain a list of suppliers, vendors, and items of critical emergency need (through the appropriate procurement division)
- ~~2-3.~~ Provide assistance in emergency financial management.
- ~~3-4.~~ Prepare municipal emergency financial reports.
- ~~4-5.~~ Provide for the receipt, disbursement, and accounting of State, Federal, and other funds provided to municipal government for emergency welfare services such as reimbursement of disaster response and recovery expenses and repair/replacement of infrastructure.
- ~~5.~~ Implement emergency procurement procedures and provide instruction for their use.
- 6. Provide support staff to the EOC to assure proper financial documentation in accordance with state and federal requirements.
- 7. Support response and recovery activities as required.
- 8. Return department activities to normal levels unless involved with recovery activities.
- 9. Document emergency related costs and activities and submit required reports.

Information Technology Department has the responsibility to:

- ~~0.~~ Immediately send support staff to the EOC
- ~~1.~~ Ensure the safe keeping of all essential computer and electronic records.
- ~~2.~~ Provide operation of essential computer services.
- ~~3.~~ Support EOC, public information, response and recovery activities as required.
- ~~4.~~ Develop and maintain operational procedures for use during emergency and disaster operations.
- ~~5.~~ Return department activities to normal levels unless involved with recovery activities.
- ~~6.~~ Document emergency related costs and activities and submit required reports.

Parks and Recreation Department has the responsibility to:

- ~~0-1.~~ Develop and maintain operational procedures for use during emergency and disaster operations.
- ~~1-2.~~ Assist in removal and safe keeping of public records
- ~~2-3.~~ Provide personnel to conduct on-site inspections of parks property and facilities; report all damage to parks property and facilities to the EOC and coordinate debris removal activities on all park's property.
- ~~3-4.~~ Make municipal parks and recreation facilities, equipment and personnel available to assist the ~~American Red Cross and other~~ volunteer support agencies with the establishment of emergency shelters.
- ~~4-5.~~ Assist in providing emergency welfare services (including, but not limited to shelter, feeding, and day care) to; immediate family members of City employees if necessary.
- ~~5-6.~~ Provide representatives and equipment to assist in staffing EOC.
- ~~6-7.~~ Assist in obtaining damage assessment information and reporting damage to the EOC.
- ~~7-8.~~ Support response and recovery activities as required.
- ~~8-9.~~ Return department activities to normal levels unless involved with recovery activities.
- ~~9-10.~~ Document emergency related costs and activities and submit required reports.

Planning, Community, and Economic Development/Building Department has the responsibility to:

- ~~0-1.~~ Develop and maintain operational procedures for use during emergency and disaster operations.
- ~~1-2.~~ Coordinate and conduct post-incident safety evaluations of structures as needed to support disaster response and recovery activities.
- ~~2-3.~~ Provide an emergency permitting and inspection program for the repair and reconstruction of damaged buildings during and after an emergency or disaster event.
- ~~3-4.~~ Assist in the planning/permitting of buildings for use as disaster shelters by providing International Building Code expertise and inspections.

- 4.5. Assist in collecting information and compiling data for emergency operational reports.
- 5.6. Provide representatives to the EOC and provide reports and other information to the JIC as required.
- 6.7. Support response and recovery activities as required.
- 7.8. Return department activities to normal levels unless involved with recovery activities.
- 8.9. Document emergency related costs and activities and submit required reports.

Public Works Department (Water, Wastewater, Operations, Engineering, GIS, Facilities) has the responsibility to:

- 0.1. Develop and maintain operational procedures for use during emergency and disaster operations.
- 1.2. As resources permit, assist special purpose jurisdictions (Dike Districts, Drainage Districts, and Fire Districts) and other agencies with flood-fighting efforts.
- 2.3. Open emergency routes (where possible) to enable emergency access to incident scenes. Maintaining designated major streets and avenues, highways, and other designated routes of travel.
- 3.4. Provide emergency signing, barricades and traffic control to aid in evacuation route travel as needed and within capability/capacity.
- 4.5. Coordinate and provide for the removal and disposal of debris during and after the disaster.
- 5.6. Assist in keeping water systems, water treatment systems, storm sewers and drainage structures/facilities, and sanitary sewers in operation.
- 6.7. Assist in the relocation of public records.
- 7.8. Furnishing information, including maps or materials, as needed, for the emergency management agency or emergency preparedness coordinator.
- 8.9. Maintenance of vehicles and other essential equipment of the various departments and agencies
- 9.10. Supply fuel and refueling equipment/services for response and recovery equipment.
- 10.11. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits
- 11.12. Provide representatives and equipment to assist in staffing the EOC and provide support personnel to the JIC as required.
- 12.13. Assist in obtaining damage assessment information and reporting damage to the EOC.
- 13.14. Support response and recovery activities as required.
- 14.15. Return department activities to normal levels unless involved with recovery activities.
- 15.16. Document emergency related costs and activities and submit required reports.

Administrative Services (Information Systems, ACCESS Anacortes Fiber, Court, Public Defense); Human Resources, Library, and Museum Departments have the responsibility to:

- 0.1. Develop and maintain operational procedures for use during emergency and disaster operations.

- ~~1-2~~. Assist in removal and safe keeping of public records.
- ~~2-3~~. Provide representatives and equipment to assist in staffing EOC.
- ~~3-4~~. Assist in obtaining damage assessment information and reporting damage to the EOC.
- ~~4-5~~. Support response and recovery activities as required.
- ~~5-6~~. Return department activities to normal levels unless involved with recovery activities.
- ~~7~~. Document emergency related costs and activities and submit required reports.

Information Technology has the responsibility to:

- a. Immediately send support staff to the EOC
- b. Ensure the safe keeping of all essential computer and electronic records.
- c. Provide operation of essential computer services.
- d. Support EOC, public information, response and recovery activities as required.
- e. Develop and maintain operational procedures for use during emergency and disaster operations.
- f. Return department activities to normal levels unless involved with recovery activities.
- g. Document emergency related costs and activities and submit required reports.

~~6~~. _____

Skagit County Department of Emergency Management has the responsibility to:

- ~~0-1~~. Activate and manage the Emergency Coordination Center during emergency or disaster events occurring within Skagit County.
- ~~1-2~~. Develop and coordinate the Emergency Management Program for Skagit County and the incorporated municipalities located within the county.
- ~~2-3~~. Develop a Comprehensive Emergency Management Plan for Skagit County and the incorporated municipalities located within the county that conforms to the Washington State Comprehensive Emergency Management Plan. The Emergency Management Director shall direct department personnel to review, revise, maintain, publish, and distribute the plan.
- ~~3-4~~. Help coordinate emergency preparedness activities of local agencies in preparation for response to natural, human-caused, or technological emergencies and disasters including acts of terrorism and/or incidents involving weapons of mass destruction.
- ~~4-5~~. Develop plans for coordination of resources in disasters and assist response agencies in coordinating communication resources during response and recovery activities.
- ~~5-6~~. Help coordinate warnings to the public of impending emergencies/disasters and during unforeseen emergencies/disasters. Provide instructions to the public as to where to go and what to do before, during, and after emergencies/ disasters.

- 6.7. Identify local staging areas to receive outside resources and coordinate with the Washington State Emergency Operations Center regarding the receiving of outside resources.
- 7.8. Provide public information and education as it pertains to disaster mitigation, preparedness, response, and recovery.
- 8.9. Review response capabilities by conducting drills/exercises, conducting after-action reviews, and developing improvement plans.
- 9. Prepare damage assessment, incident, and disaster analysis reports as necessary.

Skagit Emergency Communications (E-911) Center has the responsibility to:

- ~~0-1.~~ Develop and maintain operational procedures for use during emergency and disaster operations.
- ~~1-2.~~ Provide E 9-1-1 call receiving, dispatch services, and relay of messages for all Skagit County emergency services agencies on a 24-hour basis in order to support response and recovery activities.
- ~~2-3.~~ Develop and maintain alert and warning notification procedures in cooperation with the Department of Emergency Management.
- ~~3-4.~~ Provide alert and warning notifications to emergency response agencies and the citizens of Skagit County via agreed upon standard operation protocols.
- ~~4-5.~~ Coordinate with ~~Frontier, Century Link (and other vendors)~~ to assure high quality and continuous operation of the E-911 system, and timely restoration of E-911 services in the event of service disruptions.
- ~~5-6.~~ Advise the Skagit County Department of Emergency Management of communication capabilities and limitations.
- ~~6-7.~~ Verify that ACCESS, NAWAS, and EAS systems are operational and that messages received are distributed in a timely manner to the Department of Emergency Management and other appropriate parties.
- ~~7-8.~~ Support response and recovery activities as required.
- ~~8-9.~~ Return department activities to normal levels unless involved with recovery activities.
- ~~9-10.~~ Document emergency related costs and activities and submit required reports.

Other Agencies/Organizations:

Other entities beyond direct City of Anacortes control may be capable of supporting and assisting with disaster response or recovery. The City of Anacortes does not have any direct authority over outside entities like the American Red Cross, Salvation Army, Skagit Transit, Island ~~Hospital~~ Health, Anacortes School District, etc. These and other agencies typically perform a variety of emergency tasks and may, upon request, provide support personnel and response/recovery services and equipment, as needed.

- **American Red Cross** is responsible for establishing emergency shelters for disaster victims in pre-selected congregate care facilities upon the request of the Department of Emergency Management; providing food and clothing to disaster victims, providing food to disaster workers; establishing a welfare inquiry service and providing medical and nursing care in American Red Cross shelters and operational facilities; and coordinating with the Skagit County Department of Emergency Management, and welfare agencies for the receiving, sorting, storage and distribution of donated items.
- **Salvation Army** provides assistance, upon request, to the American Red Cross in providing emergency food service to the Anacortes and Fidalgo Island area and coordinates with the Department of Emergency Management and various welfare agencies for the receiving, sorting, storage and distribution of donated items.

- **Skagit Amateur Radio Emergency Communications Club** provides emergency communication assistance for Skagit County, the City, Island Hospital, Anacortes School District, Port of Anacortes and other network sites.
- **Churches and synagogues** often give assistance with sheltering, feeding, and other issues, as necessary.
- **Skagit County Search and Rescue (SAR)** provides services as coordinated through and directed by the Skagit County Sheriff's Office. [When it is safe for volunteers, SAR will](#) search for, rescue, or recover by means of ground, water, or air persons who becomes lost, injured, or are killed while outdoors or as a result of a natural, human-caused, or technological emergencies and/or disasters. The Department of Emergency Management will register SAR workers and request Mission Numbers from the Washington State Military Department, Emergency Management Division.
- **Island Hospital-Health** coordinates the organization and mobilization of medical and health personnel during a disaster or major emergency and provide continuous care to the sick and injured victims of an incident.
- **Skagit Transit** operates and maintains a fleet of public transportation busses and vans including specialized vehicles for the transportation of disabled persons. Skagit Transit is responsible for providing transportation of the public to mass care facilities and [aiding](#)- law enforcement, fire service, and other agencies upon request. *An cooperative agreement (Skagit County Contract #C20070501) was signed by the Skagit County Board of County Commissioners on September 04, 2007. This contract specifically outlines the assistance provided by SKAT to Skagit County in the event of a Declared Emergency.*
- **Anacortes School District** [School districts are is](#) required by law to develop and maintain disaster plans and conduct regular drills with teachers and students. In the event of an emergency or disaster event that precludes students from being reunited with their parents, legal guardian, or other authorized caregiver, school districts are responsible to provide care for those students until they can be reunited or an appropriate and adequate alternative can be provided. School districts may provide transportation support to the local Department of Emergency Management, upon request.
- **Skagit County Emergency Medical Services (EMS) Department** provides, by contract, pre-hospital Basic Life Support (BLS) personnel affiliated with first response agencies such as fire service, search and rescue, law enforcement, and private ambulance companies within Skagit County. The Skagit EMS Department may provide a representative to the EOC to assist with the coordination and organization of pre-hospital emergency medical services as required.
- **Tribal Nations** provide services on tribal lands and will operate in accordance with tribal Emergency Management Plans. These plans are separately published documents. Coordination in mitigation, planning, response, and recovery efforts will be conducted between the City and the Samish [Tribal Indian Nation](#) and the Swinomish Indian [NationTribal Community](#).
- **West Skagit CERT** provide volunteers who are trained to provide immediate basic first aid, light search and rescue, [handheld firefighting skills](#), immediate damage assessment and other services.

- **Port of Anacortes** provides staff and volunteers to assist the city in immediate response activities as well as recovery efforts.
- **EVAC— Emergency Volunteer Air Corps** is a volunteer airlift resource helping communities and emergency responders cope with a local disaster.
- **Anacortes Yacht Club** is a volunteer social organization that possesses marine resources and volunteers to facilitate the movement of people and supplies on and off Fidalgo Island.

5 Direction, Control, and Coordination

5A Authority to Initiate Actions

The Mayor and department heads should have named successors to ensure continuity of leadership and operations. They should take steps to ensure that all successors to their respective positions are aware of their emergency responsibilities and have the full authority to conduct emergency activities.

5B Direction, Control, and Coordination

Standard Procedure

- (a) The Mayor is the chief executive of the City of Anacortes and is responsible for direction of city government during an emergency.

Succession

- (b) [RCW 35A.12.065: Pro tempore appointments. \(wa.gov\)](#) -and the City Council's rules of procedure provides for the City Council's ability to appoint a Mayor Pro Tem to serve as mayor in the absence or temporary disability of the mayor.
- (c) [RCW 42.14.050: City or town officers. \(wa.gov\)](#) provides: "In the event that, due to an emergency or disaster, the Mayor or Mayor Pro-Tem of any city or town is unavailable to exercise the powers and discharge the duties of the office, then those members of the city council available for duty shall by majority vote select one of their members to act as the mayor of such city or town. In the event the number of council members is reduced, then those members available for duty shall have full power to act by majority vote of those present."

State Command

- (a) The City of Anacortes when required by law agrees that the State of Washington assumes command of an incident. The City of Anacortes has personnel trained in the NIMS Incident Command System (ICS). State and Federal officials will coordinate their operations through the Mayor's office or their designated representatives.
 - (i) Incident Command System. The local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of on-scene incident operations. If a disaster affects multiple widely separated facilities, separate incident command operations and an Area Command may be set up.
 - (ii) Assistance. If the Anacortes's own resources are insufficient, exhausted, or inappropriate to respond to the emergency situation, a request shall be routed to Skagit County Emergency [OperationsCoordination](#) Center where assistance from other municipalities, the State, or Federal government may be derived.

5C Information Collection and Dissemination

Disaster information managed by the City of Anacortes EOC is coordinated through agency representatives ~~at located in~~ the EOC. The goal of the EOC is to obtain the most accurate and up to date information is to ensure a comprehensive ~~common operating picture~~ understanding of the emergency. ~~These representatives will~~ The collection and dissemination of information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be is used to develop strategies and tactics to effectively manage emergency operations.

Critical Infrastructure Survey

- (a) The Anacortes Fire and Police departments will conduct windshield surveys on pre-planned routes to determine the extent and severity of damage to important and critical infrastructures facilities within the City. The City personnel will report their findings to the EOC for development of initial actions.

Immediate Damage Assessments

- (a) CERT members will begin the process of recording and reporting damage assessments of identified neighborhoods to expand the common operating picture for the EOC. Information on life safety issues, fires, road, gas and water leaks, downed wires, structural damages, etc... will be recorded on paper or electronically.
- (b) CERT members having completed a designated area will report send reports to the EOC by the most effective means. This may include drop-off, ham radio, or electronic transmission.

Detailed Damage Assessments

- (a) Post-Disaster Building Safety Evaluation Procedures will be Implemented to properly assess buildings for occupancy following a major earthquake, flood, or wind event. ~~Volunteers of the Building Safety Evaluation Program for Zone~~
- (b) Members of the Building Safety Evaluation Program shall report to the Volunteer Coordination Center (VCC) to obtain assignments, safety briefing, supplies, and reporting instruments.

Reports from Sources

- (a) Staff will utilize the most dependable and consistent source of information depending on the degree of the disaster. These sources of information may include emergency software, social media, television, radio, telephone, written documents, and face to face communications. The gathered information will be used to develop a comprehensive ~~common operating picture~~ in analysis order to effect decisions on how best to deploy limited resources.

6 Administration, Finance, and Logistics

6A General Policies

Appointment of Officials

The Mayor and Finance Director shall participate in the decision-making process to ensure continuity and control of the City's financial processes and laws.

Funding and Accounting

Arrangements have been made with local vendors to make purchases on account. Credit cards are also available.

Records and Reports

The Finance Department tracks the source and use of resources and expenditures. The Finance Department maintains records of expenditures and obligations in emergency operations. They should also support the collection and maintenance of narrative and long-type records of response to all declared disasters.

Agreements and Understandings

(a) Agreements with Other Government Agencies

The City of Anacortes has mutual aid agreements or emergency response and recovery contracts with:

- Automatic Aid with Fire District 11
- Automatic Aid with Fire District 13
- Mutual Aid with All Fire/EMS Jurisdictions in Skagit County
- ~~Skagit County Senior Services Program. The Anacortes Senior Center assets, non food inventory, and facility is available to assist the City in meeting the community's emergency needs. Assistance shall include, but not be limited to, access to the Senior Center facility for emergency shelter, use of Senior Center supplies and equipment, access to medical supplies, and assistance of any available county staff on site.~~
- WASPC Police Officers Powers Act
<http://www.waspc.org/police-officers-powers-act>

(b) Agreements with Private Organizations

These provide immediate aid to disaster victims and provide some types of aid that the government is unable to render. Local policies that have been established regarding the use of volunteers or accepting donated goods and services is provide through this document.

(a) Emergency Resources

Commented [ES20]: No longer applicable because ASAC is now a City division.

Commented [ES21]: Source for this suggestions is https://www.fema.gov/sites/default/files/documents/fema_slitt-cog-guidance_070921.pdf

Commented [ES22]: @Bill Harris perhaps this Emergency resources section could replace the Agreements with Private organizations?

During emergencies, critical resources may be in short supply including those required to support the essential functions of each of the branches of government. Anacortes should proactively establish relationships and agreements with providers of critical supplies and equipment. Preplanning to acquire and distribute these resources ~~and~~ may require the need to work with multiple service providers to establish Mutual Aid Agreements/Memoranda of Understanding and service contracts for:

1. Alternate locations (to include telework and virtual support);
2. Video Teleconferencing or other communications methods/technologies;
3. Personnel with specific expertise such as court reporters or security/law enforcement;
4. Additional vehicles, power generation equipment, and fuel;
5. Personal Protective Equipment) stockpiles;
6. Wifi "Hotspots"
7. Cell phone service, including portable or temporary towers;
8. Lodging;
9. Food and water; and
10. Other critical resources required to support the essential functions.

7 Authorities and References

7A Legal Authority

Authorities and Guides Local, State and Federal Ordinances, Resolutions, Laws, Statutes and Regulations: the Anacortes Emergency Operation Plan has been developed and is maintained under the following Authorities:

Federal

1. [Public Law 81-920 Federal Civil Defense Act of 1950, as amended.](#)
2. [Public Law 88-352, Civil Rights Act of 1964. Title VI of the Civil Rights Act regarding discrimination against person with Limited English Proficiency.](#)
3. [Public Law 93-288, The Disaster Relief Act of 1974, as amended by 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act. \(August 2016\)](#)
4. [Public Law 96-342, Improved Civil Defense Act of 1980.](#)
5. [Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Title III \(SARA\) - related to hazardous waste.](#)
6. [Public Law 105-19, Volunteer Protection Act of 1997.](#)
7. [Public Law 107-296, Homeland Security Act of 2002.](#)
8. [Public Law 109-225, Post-Katrina Emergency Management Reform Act of 2006.](#)
9. [Public Law 109-308, Pet Evacuation and Transportation Standards Act of 2006.](#)
10. [Presidential Directive 5 \(Homeland Security\), Management of Domestic Incidents](#)
11. [Presidential Directive 8 \(Homeland Security\), National Preparedness](#)
12. [Presidential Executive Orders](#)
 - a. [Executive Order 13166 - Improving Access to Services for Person with Limited English Proficiency](#)
 - b. [Executive Order 13347 - Individuals with Disabilities in Emergency Preparedness](#)
13. [Subtitle A of the Title II of the American Disabilities Act.](#)
14. [44 Code of Federal Regulations 201 Federal Mitigation Funds](#)
15. [44 Code of Federal Regulations 206.16. Nondiscrimination in Disaster Assistance](#)

State

1. [RCW 35.33.081 Emergency Expenditures - Non-debatable Emergencies.](#)
2. [RCW 35.33.091 Emergency Expenditures - Other Emergencies - Hearing.](#)
3. [RCW 35.33.101 Emergency Warrants](#)
4. [RCW 38.52 Local Organizations and Joint Local Organizations Authorized - Establishment, Operation - Emergency Powers, Procedures](#)
5. [RCW 43.43.960-964 - State Fire Mobilization](#)
6. [RCW 49.60.030 Freedom of Discrimination - Declaration of Civil Rights](#)
7. [WAC Chapter 118-30- Local Emergency Management/Services Organizations, Plans and Programs](#)

Local

Commented [GU23]: See [CEMP2022.pdf \(skagitcounty.net\)](#) p71 for State and Local Authorities (Joan Cromley)

1. [Skagit County Ordinance #020180001 \(Ordinance enacting SCC 9.28.\)](#)
2. [Skagit County Code, Chapter 9.28 \(Skagit County Emergency Management Code; Creates Emergency Management Organization and EMAB, etc.\)](#)
3. [Skagit County Resolution #R20180137 \(Appointing EMAB member for the Town of La Conner} Approved by Skagit County Board of Commissioners July 2022](#)
4. [Skagit County Resolution #R20180051 \(Appointing EMAB members for all other Cities and Towns in Skagit County\)](#)
5. [Skagit County Resolution #R20170172 \(Directed preparation of SCC 9.28\)](#)
6. [Skagit County Resolution #R20060255 Regarding the Command Structure for Significant Emergency and/or Disaster Events Occurring Within Skagit County](#)
7. [Inter-local Cooperation Agreements with the Municipalities of La Conner, Anacortes, Burlington, Mount Vernon, Concrete, Lyman, Hamilton, and Sedro Woolley \(Skagit County Contract Numbers: C20180560,C20180561,C20180562,C20180563,C20180564,C20180565,C20180566,& \(20180567\).](#)
8. [Whatcom, Skagit, Snohomish, and San Juan Mutual Aid Agreement](#)
9. [Inter-local Cooperation Agreement \(Skagit County Contract #\(20070501\) between Skagit County and the Skagit Transit Authority \(Agreement concerning use of buses during a declared emergency\)](#)
10. [Skagit County Resolution No. 11444 \(Resolution designating hazardous incident command agency for Skagit County\)](#)
11. [City of Burlington Ordinance No. 1116](#)
12. [Town of Concrete Resolution No. 88-01](#)
13. [Town of Hamilton Resolution No. 1-88 3.14.](#)
14. [Town of La Conner Resolution No. 134](#)
15. [Town of Lyman Resolution No. 88-3](#)
16. [City of Mount Vernon Resolution No. 257](#)
17. [City of Sedro-Woolley Resolution No. 461](#)
18. [Port of Anacortes Resolution No. 785](#)
19. [Port of Skagit County Resolution No. 88-05 4.](#)

Related Plans and Documents:

1. [National Response Framework](#)
2. [National Incident Management System](#)
3. [Washington State Comprehensive Emergency Management Plan](#)
4. [Washington State Fire Mobilization Plan](#)
5. [Mount Baker-Glacier Peak Coordination Plan](#)
6. [North Puget Sound Area Emergency Alert System, Local Area Plan](#)
7. [North Puget Sound Abducted Minor Broadcast Emergency Response \(AMBER\) Plan](#)
8. [Skagit County Hazard Identification and Vulnerability Analysis](#)
9. [Skagit County Natural Hazards Mitigation Plan](#)
10. [Skagit County Fire Mobilization Plan](#)
11. [Skagit County Local Emergency Planning Committee \(LEPC\) Hazardous Materials Contingency Plan](#)
12. [Skagit County Household Pets and Service Animals Disaster Plan](#)

Federal

- ~~The , Public Law 93-288 as amended~~
- ~~Other executive orders and acts pertaining to disasters enacted or to be enacted~~
- ~~Public Employees Occupational Safety and Health Act (PEOSHA) regulations~~

State

- ~~RCW 38.52.070~~

Local

- ~~established the Skagit Emergency Services Council, effective September 1, 1981. This ordinance forms a joint organization between the County and Skagit County municipalities to fulfill the requirements under state law for emergency management functions.~~

Municipal: Proclamation of Local Emergency

- The Proclamation of Local Emergency is made by the Mayor and is the legal method which authorizes the use of extraordinary measures to accomplish tasks associated with disaster response.
- The Proclamation is normally a prerequisite to state and federal disaster assistance. Upon signing, the Mayor shall notify the City Council as soon as is practical.
- In the absence of the Mayor, the proclamations may be made by the Mayor Pro Tem, and in ~~his/her~~their absence the duly selected councilmember by the remaining majority of council members.
- The Proclamation authorizes the City to take necessary measures to combat a disaster, protect persons and property, provide emergency assistance to victims of the disaster, and exercise the powers vested in RCW 38.52.070 without regard to formalities prescribed by law (with the exception of mandatory constitutional requirements). The issuing of emergency Executive Orders, proclamations, and regulation have the full force and effect of law.
 - ~~These~~ These include but are not limited to:
 - Budget law limitations
 - Competitive bidding processes
 - Publication of notices
 - Provisions pertaining to the performance of public work
 - Entering into contracts
 - Incurring obligations
 - Employment of temporary workers
 - Rental of equipment
 - Purchase of supplies and materials
 - Levying of ~~T~~axes
 - Expenditures of public funds
 - Proclaiming and enforcing curfews
 - Issuing stay at home or shelter in place orders

Commented [ES24]: Source for this suggestion is https://www.fema.gov/sites/default/files/documents/fema_slrt-cog-guidance_070921.pdf

- Permitting professional and business entities/organizations to operate without additional licenses;
- Permitting local government personnel and property to be used outside of the jurisdiction;
- Shutting down nonessential government operations;
- Making use of public and private property; and
- Invoking rationing, price controls, anti-black-marketing, and anti-hoarding regulations

Volunteer, QuasiGovernmental

- ~~Act 5841905, American National Red Cross Statement of Understanding, December 30, 1985.~~
- ~~Mennonite Disaster Services — Agreement with FDAA, 1974.~~
- ~~Public Law 93288.~~

Commented [ES25]: [BBB Harris](#) I was not able to find a link to this act

Commented [BH26R25]: I would say just delete the section.

Commented [ES27]: [BBB Harris](#) I was not able to find a link to this law

Commented [BH28R27]: I would delete section

7B7A References

Municipalities

- Skagit County municipalities shall provide jurisdictional chain of command and continuity of government.
- Make policy decisions and other major decisions necessary to accomplish response and recovery activities within their respective jurisdictions.
- Adopt and enact ordinances and motions, and appropriate revenue and authorize expenditures as needed for disaster mitigation, preparedness, response and recovery.
- Direct the implementation of emergency response and recovery plans and operating procedures within their respective jurisdictions.
- Conduct public meetings and take actions to assist in reassuring and informing the public and identify public needs.
- Assist in providing public information and the dissemination of emergency information through county and municipal departments/offices, in coordination with the ECC, JIC, and Public Information Officers of affected jurisdictions.
- Direct citizen's requests for assistance and information to appropriate agencies.
- Provide public information officers and/or support personnel to the JIC as required.
- Provide for the coordination and management of all available local resources.
- Request support (through the DEM) from neighboring jurisdictions and/or the Washington State Military Department, Emergency Management Division.
- Direct the use of activated EOC/ECC facilities under their control.
- Re-establish county and municipal operations and capabilities.
- Provide supplies, equipment, services, and personnel as requested through the appropriate [EOCC](#).
- Support response and recovery activities as required.

Skagit County Government

- Provide Emergency Management Services as defined in RCW 38.52, RCW 43.06, WAC 118, and SCC 9.28 and all applicable interlocal agreements.
- Coordinate and facilitate emergency management efforts within Skagit County
- Participate as part of the Unified Command during emergency or disaster events occurring within Skagit County.
- Develop and coordinate the Emergency Management Program for Skagit County and the incorporated municipalities located within the county.
- Develop a Comprehensive Emergency Management Plan for Skagit County and the incorporated municipalities located within the county that is consistent with to the Washington State Comprehensive Emergency Management Plan. The Emergency Management Director shall direct department personnel to review, revise, maintain, publish, and distribute the plan.
- Help coordinate emergency preparedness activities of local agencies in preparation for response to natural, human-caused, or technological emergencies and disasters including acts of terrorism and/or incidents involving weapons of mass destruction.
- Develop plans for coordination of resources in disasters and assist response agencies in coordinating communication resources during response and recovery activities.
- Act as a contact point for the request and coordination of disaster assistance from other response agencies beyond mutual-aid.
- Help coordinate warnings to the public of impending emergencies/disasters and during unforeseen emergencies/disasters. Provide instructions to the public as to where to go and what to do before, during, and after emergencies/ disasters.
- Identify local staging areas to receive outside resources and coordinate with the Washington State Emergency Operations Center regarding the receiving of outside resources.
- Provide public information and education as it pertains to disaster mitigation, preparedness, response, and recovery.
- Maintain current ~~S~~suggested Standard Operating Guidelines (SOG's) for department disaster responsibilities.
- Conduct alert and warning notification via ~~the~~ Skagit County's current Emergency Alert System. ~~Fan-Out Alerting System~~.
- Conduct hazard identification and vulnerability analysis.
- Advise public officials of response and recovery activities.
- Review response capabilities by conducting drills/exercises, conducting after-action reviews, and developing improvement plans in accordance with Department of Homeland Security Exercise and Evaluation Program.
- Prepare damage assessment, incident, and disaster analysis reports as necessary.

State of Washington

- Through the Washington State Comprehensive Emergency Management Plan (CEMP), and Washington State Emergency Operations Center, shall coordinate all emergency management activities of the state to protect lives and property of the people and preserve the environment.

Commented [GU29]: maybe label it "current Emergency Alert System"? Currently it's CodeRED. There's a previous mention of Fan-Out Alerting System that I didn't tag. (Joan Cromley)

- State government will take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.
- State government departments are responsible for providing services such as specialized skills, equipment, and resources in support of state and local government emergency operations.
- The State's Emergency Operations Plan may be accessed at: <http://mil.wa.gov/other-links/emergency-operation-plan#https://mil.wa.gov/asset/5cfcfb965217>

Federal

- [National Response Framework \(NRF\)](#)
- [Homeland Security Presidential Directive Resources](#)
 - [Executive Orders, Proclamations and Memos](#)
 - [FAS Presidential Policy Directives](#)
 - [FAS Presidential Study Directives](#)
 - [Presidential National Security Directives](#)
 - [Executive Orders on National Security \(1940-Current\)](#)
- [Comprehensive Preparedness Guide \(CPG\) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009.](#)
- [Homeland Security Exercise and Evaluation Program \(HSEEP\), February 2007.](#)
- [National Incident Management System \(NIMS\), December 2008.](#)
- [National Response Framework, Federal Emergency Management Agency, January 2008.](#)

Tribal

- Recognizing the sovereign nature of tribal nations, the following responsibilities are offered as a guide for tribal governments to work alongside with Federal, State, and local governments in conducting their emergency management activities:
- Ensure the safety and welfare of their tribal members, employees, and visitors to the reservation, to include coordinating tribal resources to address the full spectrum of emergency management and response.
- Negotiate and enter into mutual aid agreements with other tribes or local jurisdictions to facilitate resource sharing as desired.
- Request assistance through the [EOCC](#) when the tribe's capabilities become overwhelmed.
- Deal directly with the Federal government by requesting a Presidential disaster declaration on behalf of the tribe.
- Responsible for establishing and operating local staging areas and Community Points of Distribution (CPOD) in support of the delivery of emergency supplies.

Annex 1. EOC Structure and Organization

Forms for reporting of EOC operations are available on the [EOC Cloud Drive](#) or FEMA website.

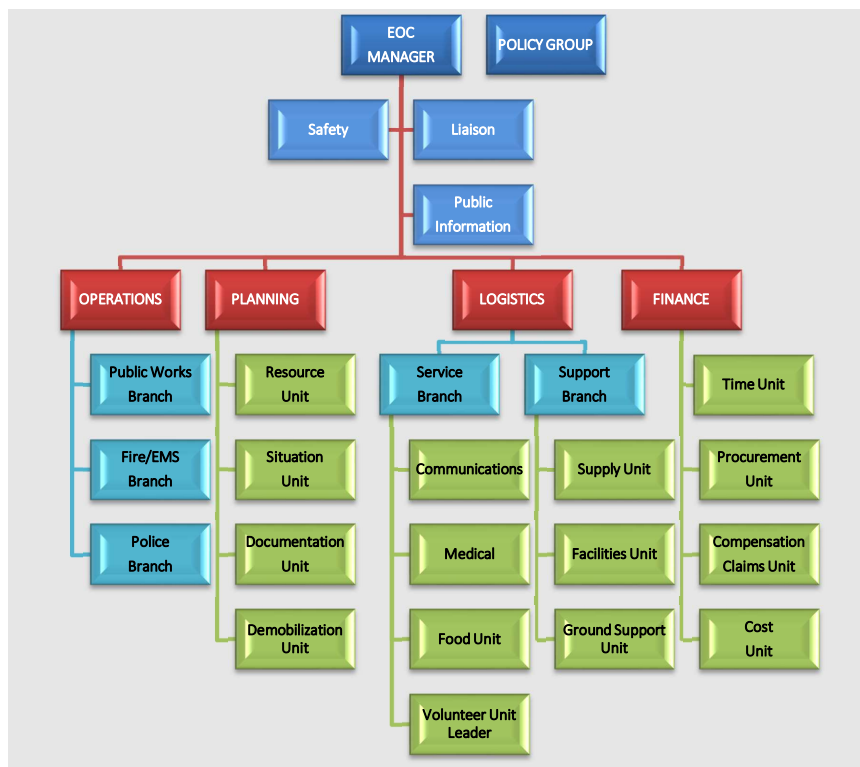
A. EOC Structure and Organization

In addition to each department's responsibilities, department heads and division managers will also be assigned roles in the Emergency Operations Center under the guidance of the Incident Command System. ~~Below is full structure of the incident command system which is designed to be flexible so that only the necessary sections are activated depending on the size and complexity of the incident.~~

The Emergency Operations Center ~~shall~~:

- Provides overall management of City resources.
- Supports field operations and personnel.
- Establishes City policy direction for the allocation of resources.
- Determines breadth and depth of organization.
- Establishes communications with Skagit County Department of Emergency Management.

The EOC Manager or designee is responsible to provide assignments to individuals utilizing the pre-designated qualification guide. The EOC structure below represents a structure that may be utilized. The EOC manager will assign which aspects of the structure are to be used based on the size and complexity of the disaster.



B. EOC Functions

The EOC Manager is responsible to make assignments within the EOC and to notify the Skagit Department of Emergency Management that the EOC has been opened.

Policy Group

- Establish the overall incident policies that guide all field operations
- Provide policy priorities for the EOC Manager, Planning and Operations Sections
- Provide expenditure authority and limits
- Review declaration of local emergency for Mayor or designee to approve

EOC Manager

- Manage and activate all necessary EOC components.
- Provide Operational priorities for the various Section Chiefs

- Coordinate with outside agencies through the Liaison Officer
- Ensure that safety is a priority within the EOC and the IAP
- Establish regular and timely communication through the PIO

Public Information Officer

- Prepare accurate information to be disseminated to the public
- Initiate regular news briefings
- Draft news briefings for and obtain EOC Manager approval prior to distribution
- If established, coordinate press releases and briefing through the Joint Information Center (JIC)

Safety Officer

- Coordinate safety messages and issues for field crews and inclusion in the IAP
- If necessary, assign Asst. Safety Officers to field operations

Liaison Officer

- Coordinate staffing of affected agencies within the EOC
- Provide communications between affected agencies and the EOC Manager
- Ensure agencies that have a legal, financial, or jurisdictional responsibility for the incident be considered for inclusion in the Unified Command

Finance Section Chief

- Ensure cost analyses of operations are being tracked and supporting documentation is provided
- Establish an accounting of personnel time and controls
- Maintain close coordination with the planning section to anticipate costs

Operations Section Chief

- Coordinate incident strategic activities and implement the IAP
- Be aware of all situation and resource status activities
- Stay informed of initial damage assessment reports
- Assign Deputies as necessary
- Anticipate field operational needs
- Make resource requests as needed by field operations
- Assign as necessary:
 - Branch Directors
 - Division and/or Group Supervisors

Planning Section Chief

- Oversee all incident related data gathering and analyses, and assigned resources
- Develop alternative operations
- Conduct all planning meetings
- Prepare the IAP for the following operational period
- Assign as necessary:
 - Resource Unit Leader
 - Situation Unit Leader
 - Documentation Unit Leader
 - Demobilization Unit Leader
 - Technical Specialist

Logistics Section Chief

- Support the needs of the incident and personnel
- Order resources as requested from Unified Operations
- Provide facilities, transportation, supplies, maintenance, fuel, food service, communications, and medical services for assigned personnel
- Coordinate camps, bases, and staging areas
- Assign as needed:
 - Support Branch Director
 - Supply Unit
 - Facilities Unit
 - Ground Support Unit
- Service Branch Director
 - Communications Unit
 - Medical Unit
 - Food Unit
 - Volunteer Unit Leader

In accordance with the NIMS Structure, the individual positions assigned below may be assigned to the Emergency Operations Center. Each assigned position should have a “Go Bag” prepared if the person holding the position is activated.

SECTION	Primary	Secondary	Third
Policy Group	Mayor	Mayor Pro Tem	Public Safety Cmte Member
EOC Manager	Public Works Director	Fire Chief	Police Chief
Liaison Officer	Museum Director	Police Captain	Asst/Div Fire Chief
Safety Officer	Asst/Div Fire Chief	Chair Safety Committee	Police Captain
Public Information Officer	City Attorney	PW Admin Assistant	Police PIO
Operations	Fire Chief	Police Chief	Public Works Director
Branch Directors	Operations Manager	Water System Manager	Waste Water Manager
Planning	Planning Director	Asst. Planning Director	Legal Assistant
Logistics	Parks Director	City Engineer	Facilities Manager
Finance	Finance Director	Accountant	Accountant

EOC Set Up Procedures

The first individuals arriving at the EOC should begin setting up the room in the configuration shown below.

Table assignment tents, identifying the table assignments are in the Fire Department cubicle and should be placed on each table. The Incident Command Chart should be retrieved from the storage room and posted on the tac strip, ready to be filled out for assignments as people arrive.

Commented [GU30]: Remove entire section on EOC Setup

C. The Planning Process

Incident Action Plan (IAP)

The IAP is the document by which senior leaders of an incident communicate their expectations and provide clear guidance to those managing an incident. The incident action planning process requires collaboration and participation among all incident management leaders and their staff.

The incident action planning process is built on the following phases:

- Understand the situation
- Establish incident objectives
- Develop the plan
- Prepare and disseminate the plan
- Execute, evaluate, and revise the plan

A well-conceived, complete IAP facilitates successful incident operations and provides a basis for evaluating performance in achieving incident objectives. The IAP identifies incident objectives and provides essential information regarding incident organization, resource allocation, work assignments, safety, and weather. The IAP is a written plan that defines the incident objectives and reflects the tactics necessary to manage an incident during an operational period. There is only one FEMA IAP for each

incident, and that IAP is developed at the incident level. The IAP is developed through the incident action planning process. The IAP is a directive, “downward-looking” tool that is operational at its core; it is not primarily an assessment tool, feedback mechanism, or report. However, a well-crafted IAP helps senior leadership understand incident objectives and issues.

D. The Planning “P” Cycle

The Planning Cycle, or “Planning ‘P’” as it’s generally referred to, establishes a continuum for Incident Action Planning (IAP) during both emergency and non-emergency operations. The Planning “P” is an integral and effective tool for All-Hazard disasters



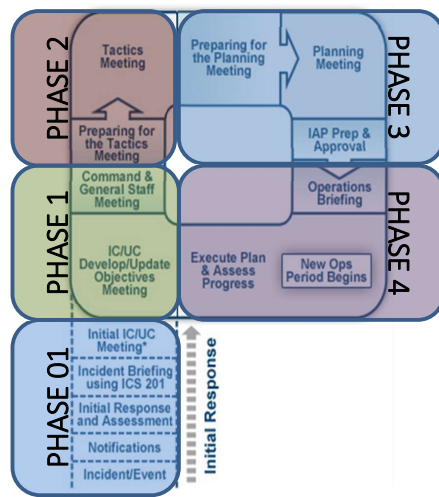
PHASE 01: INITIAL IC/UC MEETING – 0 to 3 HOURS

The first phase includes gathering, recording, analyzing, and displaying situation, resource, and incident-potential information in a manner that will facilitate:

The ICS-201 should be used to capture initial incident command objectives, resource status, and immediate actions and may be used to provide an initial briefing for additional command personnel.

ACTION STEPS

- Assign EOC Manager, Policy Group, and Operations Section.
- Recall off duty personnel
- Contact Skagit DEM
- Obtain a Common Operating Picture (COP)
- Conduct IC/UC meeting – All EOC Staff
- ICS 201 - EOC Manager starts



EOC MANAGER
POLICY GROUP
OPERATIONS SECTION CHIEF

PHASE 1: IC/UC DEVELOP & UPDATED OBJECTIVES MEETING – 3 to 5 HOURS

EOC Command if Unified command is established be prepared to jointly develop the initial incident objectives OR revise the incident objectives for the next operational period. This is accomplished with initially developing SMART objectives and conducting the Command and General Staff meeting.

Commented [GU31]: unclear (Joan Cromley)

SMART OBJECTIVES:

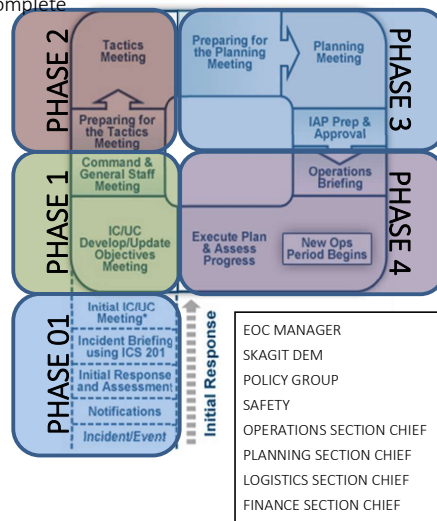
- **Specific**—what exactly are we going to do, with whom, and for whom?
- **Measurable**—is it measurable and how do WE measure it?
- **Action-Oriented**—what are the performance expectations?
- **Realistic**—can it be accomplished as proposed?
- **Time-bound** – can it be accomplished within an appropriate time period?

Command and General Staff Meeting

This phase in the Planning “P” includes a meeting of the Command and General Staff, with each position making a determination as to what they forecast, prioritizing resource needs, achieving the specific support objectives for the operational needs.

ACTION STEPS

- Assign Planning, Logistics, Finance, Liaison, PIO and Safety
- Develop Initial Strategies @ IC/UC Meeting
- Conduct Command & Gen Staff Meeting – All EOC Staff
 - ICS 201 - Operations and Planning complete
 - ICS 205 - Com Unit Leader or Logistics
 - ICS 205A - Com Unit Leader or Logistics Complete
 - ICS-202 Planning Section Chief
 - ICS-215 - Operations, Logistics, Safety
 - ICS-215A - Safety Officer



PHASE 2: Developing the Plan – 5 to 7 HOURS

This is the phase where the Planning Section Chief is primarily responsible to facilitate the activities. This phase involves determining the tactical direction of deployed resources, reserves, and ensuring there is support for implementing the selected strategies and tactics are provided for the operational period.

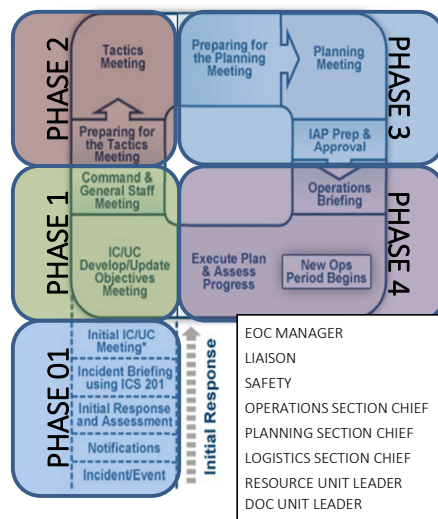
Tactics Meeting

The tactics meeting is where the Operations Section Chief (OSC) assisted by the Logistics Section Chief (LSC), Communications Unit Leader, Planning Section Chief (PSC), and Resource Unit Leader, completes the following responsibilities in the development of the IAP. Update if necessary, ICS 215 and ICS 215A Worksheets.

- Review established incident objectives
- Review, discuss, and concur on draft work assignments
- Identify resource shortfalls or excesses
- Consider the logistical needs for the assigned Crews
- Discuss and address the safety issues

ACTION STEPS

- Assign Resource, Documentation units, and ensure Branch Directors are in contact with Operations.
- Review and Finalize the ICS 215
- Conduct the Tactics Meeting – All EOC Staff
- Conduct Command & Gen Staff Meeting
 - ICS 203 – Resource Unit Leader
 - ICS 206 – Medical Unit Leader
 - ICS-215 – Operations finalizes
 - ICS-215A - Safety Officer Finalizes



PHASE 3: Prepare and Disseminate the Plan – 7 to 10 Hours

The fourth phase involves preparing the plan to include the detail that is appropriate for the level of complexity of the incident. The Planning Section Chief will have the Documentation Unit Leader pull together all ICS forms for the Incident Action Plan, ensure completeness, and facilitate the copying of documents. The draft plans should align with the incident objectives and strategies.

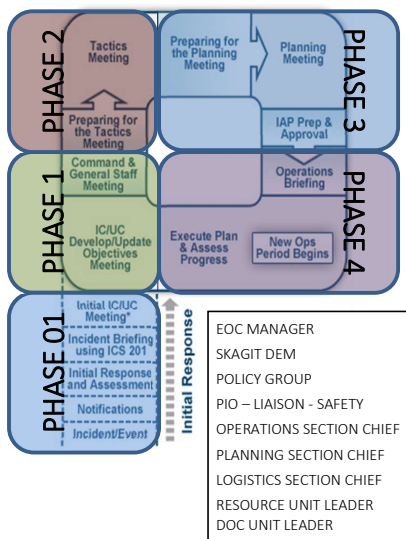
ACTION STEPS

- Assign additional ICS Positions as personnel and needs are anticipated.
- Produce draft IAP before the planning meeting
- OSC, Policy Group, and Skagit DEM review draft prior to the planning meeting
- Conduct Planning Meeting
 - ICS 207 - Resource Unit Leader
 - ICS 230CG - Resource Unit Leader
 - Incident Map by GIS Specialist

Planning Meeting

The planning meeting is conducted by the Planning Section Chief and attended by the EOC Manager, General Staff, OSC. This is the meeting for the OSC to present the tactical plan for the NEXT operational period, using ICS 215, to gain approval from the EOC IC/UC.

- Share information;
- Modify Incident Objectives, as necessary;
- Confirm availability of resources to meet the plan;
- Receive support and approval from the EOC IC.



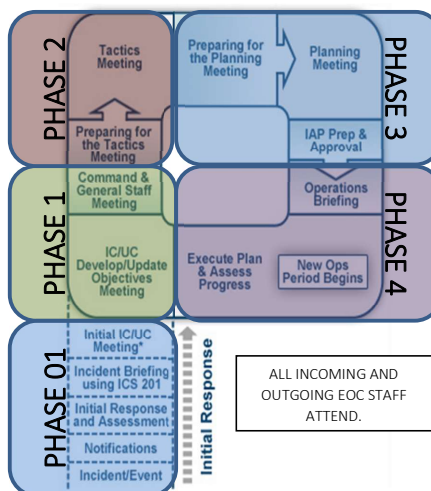
PHASE 4: Passing the Torch – 10 to 12 Hours

This is the phase where the IAP has been completed, copies made and provided, and sharing of the common operating picture, incident objectives, and strategies two the next group of assigned personnel for the EOC.

Operational Briefing

The Operational Briefing Meeting is conducted by the Planning Section Chief, and is the first meeting for the next operational period personnel who will be working in the EOC. The meeting is attended by all oncoming and outgoing EOC Staff.

- Review incident objectives
- Review weather conditions and technical forecasts
- Present the current situation
- Brief operations field personnel
- Review Communications Plan
- Discuss Logistics Issues
- Brief Safety Concerns
- Overview the Financial Status
- Other items



Execute, Evaluate, and Revise the Plan

The planning process includes the expectation to execute and evaluate planned activities and check the accuracy of information to be used in planning for subsequent operational periods. The General Staff should regularly compare planned progress with actual progress during the operational period.

Within the Planning “P”, this phase of the planning process is then repeated from Phase 1 to Phase 4.

Annex 2. Scenarios and Ops Plans

A. 911 Outage	5752
B. Tsunami	5853
C. Community Notification System	6156
D. Building Safety Evaluation Plan	6459
E. Public Works	6762
F. Fire	7065
G. Police	7368

Commented [ES32]: @Bill Harris Chief and Emily recommend removal of Annex 2 Scenarios and Ops Plans from EOP with understanding that these are maintained independent of the EOP in SOG format. This allows for regular updates without needing bring forth to council. To be effective, the SOGs should be living documents.

A.E. 911 Outage

This plan will provide alternative emergency reporting procedures where citizens may notify emergency responders for Police, Fire, or EMS Services in cases of 911 or phone system failures.

Location	Address	Agency Responsible for
Main Fire Station	1016 – 13th Street	Fire Department
Police Station	1218 – 24th Street	Police Department
Norman Brown Fire Station	5209 Sunset Avenue	Fire Department
City Hall	904 – 6th Street	Police Department
March Point Station	9029 Molly Lane	Summit Park Fire Dept.

- Personnel at fire and police facilities will be staffed to receive emergency notifications. An individual equipped to radio Cascade Dispatch shall be in attendance at each site.
- Personnel and official vehicle will be used at City Hall. Vehicles will standby with four-way flashers operating to be readily identifiable.
- ~~In the case of partial 911 service failure an attempt, depending on resources and emergency activities by response personnel may be staffed until the extent of the failure can be determined; at which time, certain sites may be demobilized.~~
- The community will be directed through Public Service Announcements and other means to:
 - First dial 911. If no success
 - Call the Tip Line 293-1985. If no success
 - Call the Police or Fire Stations. (293-4684) or (293-1925) If no success
 - Report the emergency at the predesignated locations.

Commented [GU33]: ?? (Joan Cromley)

B.F. Tsunami

Purpose: This plan is intended to give guidance for residents, visitors, and business owners who live and work within the designated inundation areas shown on the attached maps, as well as guide the actions of City officials. These maps are based on wave front predictions established by National Oceanic Atmospheric Association (NOAA) resulting from a significant subduction-zone earthquake off the Washington Coast.

Notification: In the event of an offshore earthquake, West Coast/Alaska Tsunami Warning Center in Palmer, Alaska will notify the Washington State Military Department, Division of Emergency Management (E.M.D.) of a potential Tsunami watch or warning. Washington State E.M.D. will then relay Tsunami watch or warning information to local communities that may be impacted. Within Skagit County, this message will be received by Skagit 9-1-1 and Skagit County Emergency Management personnel who will notify local fire and law enforcement agencies.

Tsunami Information Statement: Relax—An earthquake has occurred, but there is no threat or it was very far away and the threat has not been determined. In most cases, there is no threat of a destructive tsunami.

Tsunami Watch: Be Aware—A distant earthquake has occurred. A tsunami is possible. Stay tuned for more information. Be prepared to take action if necessary.

Tsunami Advisory: Take Action—A tsunami with potential for strong currents or waves dangerous to those in or very near the water is expected or occurring. There may be flooding of beach and harbor areas. Stay out of the water and away from beaches and waterways. Follow instructions from local officials.

Tsunami Warning: Take Action—Danger! A tsunami that may cause widespread flooding is expected or occurring. Dangerous coastal flooding and powerful currents are possible and may continue for several hours or days after initial arrival. Follow instructions from local officials. Evacuation is recommended. Move to high ground or inland (away from the water).

Tsunami Advisory: Take Action—A tsunami with potential for strong currents or waves dangerous to those in or very near the water is expected or occurring. There may be flooding of beach and harbor areas. Stay out of the water and away from beaches and waterways. Follow instructions from local officials.

Tsunami Watch: Be Aware—A distant earthquake has occurred. A tsunami is possible. Stay tuned for more information. Be prepared to take action if necessary.

Tsunami Information Statement: Relax—An earthquake has occurred, but there is no threat or it was very far away and the threat has not been determined. In most cases, there is no threat of a destructive tsunami.

Action Plan: The City of Anacortes, once notified, will determine the level of risk and type of warning given for their community, and if deemed appropriate, will utilize the community notification system to inform affected residents to seek higher ground. In addition, citizens may be alerted by the All-Hazard Alert Broadcast System (AHAB). WA EMD maintains a network of 122 state-of-the-art All-Hazard Alert Broadcast (AHAB) tsunami sirens in high-risk locations throughout the inner and outer coasts. These sirens are intended to act as an OUTDOOR alerting method for people and communities on/near the beach who

Commented [GU34]: Reorder from minor to extreme, or the other way round (Joan Cromley)

may not otherwise have access to other official alerting methods. They have an audible range of approximately 1 mile, though this varies depending on environmental factors like topography, wind direction, and physical barriers (trees, buildings, etc). The City currently has four of these sirens controlled by satellite.

Further, the City's Emergency Operations Center (EOC) should ~~be~~ activated and other public safety resources, not already committed, may be deployed to utilize their mobile vehicle loudspeakers to warn affected residents and visitors and direct them to higher ground.

Tsunami inundation maps are developed to provide municipalities guidance on immediate evacuation zones. The prediction model for developing inundation maps are based on a [9.1 magnitude \(Mw\) Cascadia Subduction Zone event](#) (Priest et al., 1997 and Myers et al. 1999). This event's primary features are a rupture length of approximately 1050 km, average rupture width of 70 km, and slip of 17.5 m.

The inundation map illustrates predicted boundary of a potential Tsunami wave front, in yellow, in Figure 1. The secondary zone, in pink, is a ¼ mile zone to notify residents of potential evacuation or advisory. Moreover, the map shows recommended travel routes to high ground for residents to evacuate and designated evacuation locations. In the event of an actual Tsunami and evacuation, public safety resources will be dispatched to high ground to assess the number of evacuees and provide further instructions and information.

NOAA TIME Eastern Strait of Juan de Fuca - Anacortes Area

The maximum amplitudes of the first and second waves approaching Anacortes and western Fidalgo Island are similar, ranging from 5-6 feet. Fidalgo Bay and Padilla Bay experience an initial water withdrawal, as the leading depression wave comes in, followed by the tsunami elevation wave with amplitudes from 3.5 to 5 feet. The Skyline Marina at the north end of Burrows Bay experiences higher levels of inundation (above 6.5 feet).

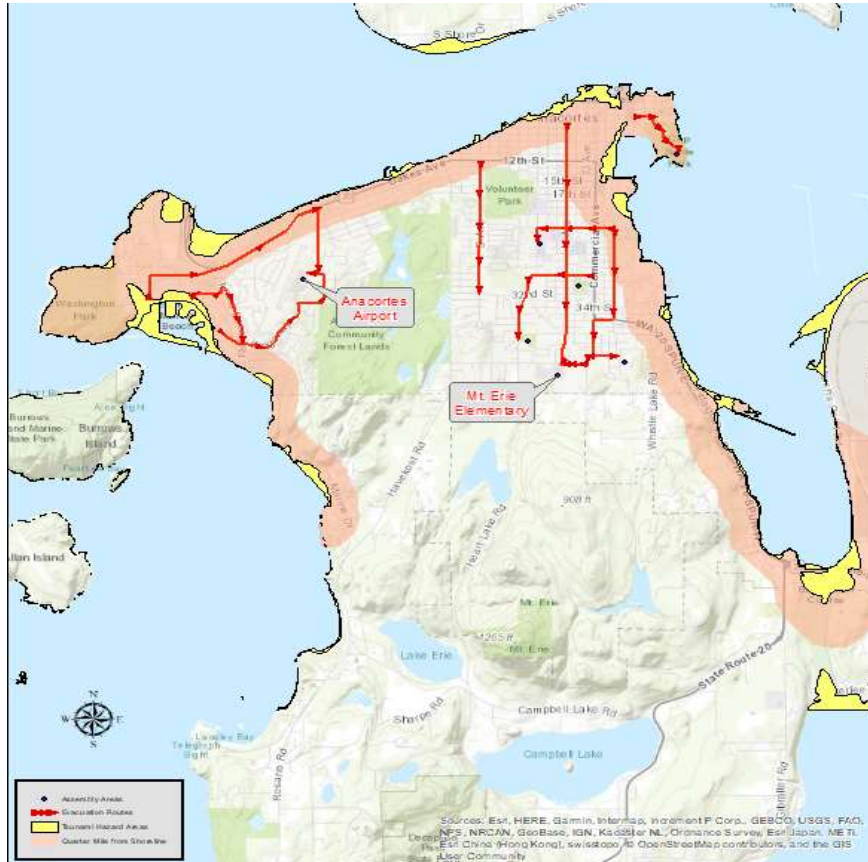
Maximum wave heights along the coastal dikes range from 5-6 feet for Samish Bay, 6.5-8.2 feet for Padilla Bay, 3.2-8.2 Feet for Swinomish Channel, and 3-5 feet for Fir Island.

Tsunami Staging Sites - Anacortes Area

The following sites are primary locations to have citizens and visitors directed to evacuate. These primary sites provide a manageable number of locations to assess needs and deliver information.

- Anacortes Airport Parking Lot 4000 Airport Rd
- Anacortes High School Parking Lot 1600 20th St
- Mt. Erie Elementary School Parking Lot 1313 41st St

Figure 1. Overall Tsunami Impact Areas



C.G. Community Notification System

When it is necessary to provide urgent messaging to citizens within the City of Anacortes, there are two methods to notify the residents and visitors.

First, police and fire vehicles are equipped with public address systems that can effectively notify a small portion of the community in the event of an emergency. This is accomplished through PA systems and providing voice instructions as the police or fire vehicle drives through the neighborhood.

Second, a system to call each landline home telephone, and individual cell phones **if registered**, through the automated Community Notification System, called **Code Red**, that provides voice messages to large numbers of phone numbers through the 911 telephone database, and if an emergency boundary notification is implemented, the mapping system will detect all cell phones in the boundary for notification. Citizens are encouraged to register their cell phones at <https://public.coderedweb.com/CNE/en-US/BF213B7CD4E3>. The entire community can be notified or potentially affected portions.

The City of Anacortes is authorized to access and order its activation with proper clearance and authority.

The following persons are authorized to activate the CodeRed:

- Mayor
- Fire Chief or designee
- Police Chief or designee

Activation through 911

When an incident occurs with actual or potential off-site impact, members shall notify 911 and request activation of the Community Notification System. Provide detailed information to include:

- Type of incident and hazard
- Type of emergency notification (i.e., evacuation, shelter in place, test, etc.)
- Wind direction (if known)
- Geographical Zone(s) to be notified.

Shelter in Place

In the unlikely event that an accidental air release of toxic chemicals (a “release”) might occur, the following information has been prepared to assist you in planning and responding to the emergency.

Chemical Emergency

If industry has a release, a company representative will contact trained emergency agencies through the 911 system. Based on the nature of the release, and weather factors, the decision to shelter-in-place or evacuate would be made with the emergency agencies. At that point, notification to the media and the Community Notification System would be put into effect. Local television and radio stations would then

Commented [GU35]: Chief Harris asks PIO to evaluate if there is a better system for community notification.

Commented [ES36R35]: @Brent Lindquist @Darcy Swetnam

Commented [ES37R35]: @Brent Lindquist
@Darcy Swetnam

Commented [BL38R35]: As Joan mentioned below, as long as Code Red is able to tap into IPAWS, then I think it's a suitable platform for community notification. Other systems exist, including InformaCast, GOGov and others, but I think that a system that can alert all area phones (like we see in Amber-Alert situations) is more than capable of getting the job done.

Commented [GU39]: CodeRED uses the phones that are registered in the system, including text and message. IPAWS (which we use through CodeRED) will alert all cell phones in the area, like an Amber Alert. Reverse 911 will notify all landlines in the area. Skagit 911 can use all 3 systems. DEM can do CodeRED and IPAWS. (Joan Cromley)

broadcast emergency messages to the listeners. In addition, industry personnel, law enforcement agencies, or the local fire departments may personally alert citizens via phone, door-to-door notification, or the vehicle public address system.

Shelter in Place

Fire Department, Health Department, and Emergency Service officials advocate going indoors instead of remaining outside in the case of a chemical accident. "Going inside" is termed "shelter-in-place". One can shelter-in-place in a building or even a car, if no building is available. By taking the steps described below, sheltering-in-place will significantly reduce the possibility of exposure.

- **Shelter** GO INSIDE When inside stay until you are notified by local radio, television, or other means that it is safe to go outside. This is likely to be done for only short periods of time. If your children are in school, school officials will provide their protection. Move your pets indoors if you have time.
- **Shut** ALL DOORS AND WINDOWS, and when possible, place blankets, sheets, towels or other such materials into air vents and cracks around doors and/or windows. Go into a small interior room and seal it.
- **Secure** TURN OFF HEATING, COOLING, OR VENTILATION SYSTEMS such as central units, window and attic fans. All these systems bring in air from the outside. Do not use the fireplace or wood stove. Extinguish all burning materials and close dampers. If you have trouble breathing, place a wet cloth over your nose and mouth and breath through it.
- **Listen** TUNE IN FOR INFORMATION - Listen to local stations KAPS 102.1 FM, KAPS 660 AM, or KBRC 1430 AM to keep informed when it is safe to leave. Do not use the telephone unless it is a life-threatening emergency. After the Shelter-in-Place period ends, ventilation systems should be turned back on and doors and windows opened.

Evacuation Procedure

Trained emergency agencies will decide if or when to conduct an evacuation and how to do it safely. The decision to evacuate may be appropriate when 1) you are **not** directly downwind of a large release but close enough that wind shifts could move your way; 2) you are far enough away to permit an orderly evacuation; or 3) the trained emergency officials have determined that an evacuation is required. In all cases, you should shelter until advised to evacuate by an official. Some emergencies may require you to immediately evacuate; other situations may allow more time to take additional preparation steps. You will be given orders on how quickly to evacuate.

IMMEDIATE Evacuation

If you are ordered to evacuate IMMEDIATELY, there may be potential immediate danger. For your safety, you need to evacuate immediately.

- Follow any orders given by the officials.
- Take only one car and drive safely. Keep all windows and vents closed. Turn on the radio for evacuation routes and up-to-date information. Do not deviate from evacuation routes announced by officials.

- Follow directions given by officials along evacuation routes and be prepared to provide the right-of-way to any responding emergency vehicles.
- Do not call your children’s school or go to pick them up. They will be the first ones moved if any evacuation is necessary in their location. You will be notified by local radio or television where you can pick them up.

STATED TIME PERIOD Evacuation

If you are ordered to evacuate within a STATED TIME PERIOD, you should follow the same steps listed for “IMMEDIATE Evacuation.” If time is available, take the following additional steps:

Gather what you and your family need. Pack only what you need most, with particular attention to items such as special medications, eye glasses, or materials required for infant care.

- Turn off heating, ventilation, cooling systems and appliances. Leave the refrigerator on.
- Lock the house or building when you leave.
- Do not use the phone unless it is urgent. Keep any emergency call very short.
- Evacuation plans will include special attention to facilities within the impacted area (i.e. schools, hospitals, nursing homes, etc.), and provisions will be made to evacuate those who need assistance in complying with evacuation orders. Precautionary evacuation of certain high-risk members of the affected population may be recommended. This may include infants, elderly, pregnant women, or people with respiratory illnesses. If needed, evacuation plans will also include efforts to feed and shelter evacuees.

Re-entry

Once an evacuation is complete, no access to the evacuated area will be allowed without the express permission of emergency management agencies. Re-entry will be coordinated through designated checkpoints in accordance with procedures.

D.H. Building Safety Evaluation Plan

The Building Safety Evaluation Team is composed of individuals from various jurisdictions and/or departments/offices as well as private professional engineers, architects and construction contractors. Team members are registered as emergency workers with the Skagit County Department of Emergency Management.

Purpose

The purpose of the Building Safety Evaluation Team is to inspect and evaluate all damaged structures and help to identify dangerous structures following a severe earthquake or other emergency or disaster event that could damage buildings and structures.

Scope

The Building Safety Evaluation Team will be utilized by the county and municipal governments to assist in conducting damage assessment activities after a major disaster causing significant and/or widespread structural damage and relay damage assessment information to the municipal EOC and then to the Skagit County EOC.

The primary duties of Building Safety Evaluation Team members are:

- Inspection and evaluation of damaged buildings.
- Identification, ~~and posting of~~, and issuing necessary orders to evacuate all dangerous structures.
- Compiling accurate initial damage assessment reports to the Building Official and the Department of Emergency Management.
- Providing accurate records of disaster evaluation team personnel hours and wages and the cost of equipment and supplies used to conduct evaluations and prepare reports.

The secondary duties of Building Safety Evaluation Team members are:

- Coordinate with and assist public works inspection teams to evaluate and identify damage to roads, bridges, and other public structures.
- Assist the EOC and the Department of Emergency Management in compiling damage assessment reports and mapping damaged areas.
- Coordinate with law enforcement, fire, and emergency medical services agencies for inspections or structural analysis ~~they may~~ required to perform rescue and life-saving activities.

Concept of Operations

For building safety evaluation purposes Skagit County ~~has been~~ is divided into ~~the three~~ following geographic areas. Anacortes Building Safety Evaluation teams are assigned to Area 1.

- **AREA #1:** Those areas west of the Swinomish Channel including the City of Anacortes, Shelter Bay, and Guemes Island.

Commented [GU40]: It would be good to verify they are registered, and update files if needed. Let me know if you need volunteer packets. (Joan Cromley)

- **AREA #2:** Those areas east of the Swinomish Channel and north and west of the Skagit River including the Town of La Conner, that portion of the City of Mount Vernon lying westerly of the Skagit River, Bayview, Edison, Alger, the municipalities of Burlington, Sedro-Woolley, Lyman, Hamilton, and Concrete as well as the communities of Rockport and Marblemount.
- **AREA #3:** Those areas south and east of the Skagit River including Fir Island, Conway, that portion of the City of Mount Vernon lying easterly and southerly of the Skagit River, Big Lake, Lake McMurray, and Lake Cavanaugh.

Building safety evaluations will need to be conducted as soon as possible following major earthquakes or other disaster events that cause structural damage to determine the condition of critical facilities and potential shelter locations. Because a damaging event may occur at any time, team members are assigned to perform building evaluations within an area near the location of their residence. Should a damaging event occur during working hours, team assignments will be made depending upon the availability and location of team members at the time of the event.

~~During off-work hours, team members may self-dispatch depending upon the magnitude of the event, obvious signs of damage to nearby buildings, and damage to communication systems. If a significant event occurs causing damage to nearby buildings, team members will report to their assigned assembly point, form teams of two or three people, and begin conducting building safety evaluations.~~

~~If, due to the severity of the event, team members make the decision to self-dispatch, they shall make every possible effort to make direct contact with the Area #1 Volunteer Coordination Center (VCC) or the Skagit County Emergency Communications (E-911) Center to report their status and provide the EOC with initial damage assessment information. If, due to damaged communication systems, team members are unable to contact the Area #1 Volunteer Coordination Center (VCC), team members shall make contact with local law enforcement and/or fire agencies to report their status and provide initial damage assessment information.~~

~~If building safety evaluation teams are working within a municipality and that municipality has established an EOC, team members should report their status and relay initial damage assessment information to the municipal EOC.~~

~~Skagit RACES (Radio Amateur Civil Emergency Services) may provide alternate communication for Building Safety Evaluation Teams in the event existing telephone communication systems are damaged, destroyed, or overwhelmed.~~

Responsibilities

Inspect and evaluate all designated Emergency Operations Centers and provide an EOC representative to the Anacortes EOC to coordinate area building evaluation teams.

Evaluate the need for additional equipment and supplies such as vehicles, cellular telephones, and two-way radios that may be needed by area teams to conduct building safety evaluations. Mobilize and dispatch building safety evaluation teams to inspect buildings for structural integrity in the following order:

- 1. Evaluate essential buildings such as fire and police stations, city hall, hospitals, and designated emergency shelters.

Commented [ES41]: @Reilly Wynn Are we comfortable with Building safety members self dispatching? Do you have suggestions for redrafting this section?

Commented [ES42R41]: @Jennifer Gundersen

- 2. Evaluate high occupancy buildings such as schools, churches, places of assembly, shopping centers, theaters, and apartment buildings.
- 3. Evaluate residential neighborhoods.

Inspectors are to report hourly with current damage assessment reports and to receive updated information. Inspectors are to **immediately** notify the EOC of the following:

- 1. Any apparent loss of life or immediate life-threatening situations.
- 2. Any apparent impending hazards, including but not limited to, uncontrolled fire, structural distress, or failure.
- 3. Any essential or high occupancy buildings that have been posted “unsafe to enter” or determined to be a dangerous building.

Once dangerous structures have been identified, posted, and vacated, EOC representatives shall compile a list of these structures and submit a report to the Building Official and the Department of Emergency Management for necessary actions such as barricading of hazardous areas and/or immediate demolition. The Building Official will initiate condemnation proceedings as appropriate.

E.I. Public Works

	Operations	Water	Wastewater
Drought	Water shortage response plan	Water shortage response plan	
Earthquake	Isolate Water Distribution; Assist with debris clean up; Maintain primary traffic routes	Assess facilities for functionality and damage; Isolate reservoirs; Continue water treatment	Assess facilities for functionality and damage; Minimize wastewater contamination; Continue wastewater treatment
Flooding		Assess facilities for functionality and damage; Continue water treatment; Coordinate flood control with Skagit County EOC	
High Winds	Assist with debris clean up; Maintain primary traffic routes; Post temporary signage	Assess facilities for functionality and damage; Maintain reservoir levels; Connect to emergency generator power; Continue water treatment	Assess facilities for functionality and damage; Provide pump station emergency power; Continue wastewater treatment
Infestation/Disease			
Landslide/Erosion	Isolate Water Distribution; Assist with debris clean up; Maintain primary traffic routes	Assess facilities for damage and functionality. Potential for abnormal hydraulics and poor source water quality.	Assess pump station and sewer line operations for infrastructure damage.
Lightning		Assess facilities for functionality and damage; Maintain reservoir levels; Connect to emergency generator power; Continue water treatment	Assess facilities for functionality and damage; Provide pump station emergency power; Continue wastewater treatment
Storm Surge	Assist with debris clean up; Maintain primary traffic routes		Assess pump station and sewer line operations for infrastructure damage.
Subsidence, expansive soils			
Urban Fire	Post temporary signage	Maintain reservoir levels and system pressure	

	Operations	Water	Wastewater
Wildfire	Post temporary signage	Maintain reservoir levels and system pressure	
Winter Storm	Follow snow removal plan; Maintain primary traffic routes; Evaluate storm water systems	Assess facilities for functionality and damage; Maintain reservoir levels; Continue water treatment	Follow peak flow policy; Continue wastewater treatment
Volcanic Activity		Follow PSE and Seattle City Light Dam failure emergency response plans; Modify operations to prevent long term damage to equipment	Modify operations to prevent long term damage to equipment
Tsunami	Isolate Water Distribution; Assist with debris clean up; Maintain primary traffic routes	Assess facilities for functionality and damage; Isolate reservoirs; Continue water treatment	Assess facilities for functionality and damage; Minimize wastewater contamination; Continue wastewater treatment
Network Cyber Attack	Follow City protocol.	Isolate control systems; assess facilities for functionality and damage; follow manual operations plan; continue water treatment	Isolate control systems, Manually operate facilities; Continue wastewater treatment
Bomb Threat	Ensure personnel safety; check infrastructure for damage; make repairs; provide temporary signage. If damage occurs assist with cleanup.	Ensure personnel safety; Assess facilities for functionality and damage; Continue water treatment	Ensure personnel safety; Assess facilities for functionality and damage; Continue wastewater treatment
Industrial Chemical Incident	Provide temporary signage.	Assess facilities for functionality and damage; modify operations to prevent long term damage to equipment; Continue water treatment	Modify operations to minimize impact treatment process
Mass Casualty	Ensure personnel safety; Assist Police and Fire with temporary signage, vehicles and equipment; Keep emergency routes clear.	Ensure personnel safety; Assess facilities for functionality and damage; Continue water treatment	Ensure personnel safety
Active Shooter	Ensure personnel safety. Assist police and fire as needed.	Ensure personnel safety; follow evacuation procedures	Ensure personnel safety

	Operations	Water	Wastewater
HazMat Train Derailment	Provide temporary signage.	Assess facilities for functionality and damage; modify operations to prevent long term damage to equipment; Continue water treatment	Isolate affected facilities; Continue wastewater treatment
Terrorism	Assist police and fire as needed.	Ensure personnel safety; Assess facilities for functionality and damage; Continue water treatment	Ensure personnel safety; Ensure security at facilities

F.J. Fire

	Fire	EMS	HazMat
Drought	Review burn ban requirements.		
Earthquake	Immediate damage assessment of critical infrastructure.	Triage medical needs. Coordinate with Disaster Emergency Control Center. Treat and transport patients.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Flooding		Conduct rescues. Evacuate vulnerable populations.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
High Winds	Maintain operational readiness. Assess danger to the public of downed power lines and communicate with PSE and PW Operations.	In event of power outage, support patients who have electrical lifesaving medical equipment devices.	
Infestation/Disease		Triage medical needs. Coordinate with Skagit County Health Department. Treat and transport patients.	
Landslide/Erosion	Assess danger to the public. Control and isolate fuel leaks. Coordinate with Cascade Natural Gas and Puget Sound Energy. Isolate and deny entry into hazardous areas.	Triage medical needs. Coordinate with Disaster Emergency Control Center. Treat and transport patients.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Lightning	Extinguish fires caused by lightning.	Triage, treat, and transport patients struck by lightning.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Storm Surge		Conduct rescues. Evacuate vulnerable populations.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.

	Fire	EMS	HazMat
Subsidence, expansive soils	Assess danger to the public. Control and isolate fuel leaks. Coordinate with Cascade Natural Gas and Puget Sound Energy. Isolate and deny entry into hazardous areas.	Triage medical needs. Coordinate with Disaster Emergency Control Center. Treat and transport patients.	Assess facilities for hazardous materials release. Isolate and deny entry into hazardous areas.
Urban Fire	Life safety. Incident stabilization. Property conservation.	Triage medical needs.	Isolate and deny entry into hazardous areas. Secure utilities.
Wildfire	Life safety. Incident stabilization. Property conservation.	Triage medical needs.	Isolate and deny entry into hazardous areas. Secure utilities.
Winter Storm	Maintain operational readiness.	In event of power outage, support patients who have electrical lifesaving medical equipment devices. Identify vulnerable populations needing shelter.	Provide community safety information.
Volcanic Activity	Maintain operational readiness. Modify operations to prevent long term damage to equipment	Identify vulnerable population with respiratory issues.	
Tsunami	Assess access to impacted areas.	Assist with evacuation of vulnerable population in and near inundation zones. Set up a triage facility.	Isolate and deny entry into hazardous areas. Secure utilities.
Network Cyber Attack	Shut Down and disconnect Network Cables to all devices connected to the City Network.	Shut Down and disconnect Network Cables to all devices connected to the City Network.	Shut Down and disconnect Network Cables to all devices connected to the City Network.
Bomb Threat	Provide standby support and stage apparatus at designated Staging area.	Provide standby support and stage apparatus at designated Staging area.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated.
Industrial Chemical Incident	Isolate and deny entry into hazardous areas. Determine chemical release, effect on population. Provide notification of shelter in place or evacuation if indicated.	Isolate and deny entry into hazardous areas. Determine chemical release, effect on population. Provide notification of shelter in place or evacuation if indicated.	Isolate and deny entry into hazardous areas. Determine chemical release, effect on population. Provide notification of shelter in place or evacuation if indicated.

	Fire	EMS	HazMat
Mass Casualty	Provide fire protection lines for flammable, combustible liquids, or hazardous chemicals. Provide extrication of entrapped victims.	Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated.
Active Shooter	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.
HazMat Train Derailment	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated. Provide exposure protection on unaffected railcars with unmanned monitors.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated. Provide exposure protection on unaffected railcars with unmanned monitors.	Isolate and deny entry into hazardous areas. Determine chemical release effect on population. Provide notification of shelter in place or evacuation if indicated. Provide exposure protection on unaffected railcars with unmanned monitors.
Terrorism	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.	Stage at designated Staging or Base until scene is determined secure. Determine number of patients and severity of each category. Triage, Treat, and Transport to appropriate medical facilities. Contact Disaster Medical Control Center.

G.K. Police

	Police
Drought	Identification and enforcement of water restrictions, i.e., lawn watering.
Earthquake	Mobilize staff. Ensure communications systems functional. Open EOC. Windshield survey of damage to transportation infrastructure and city facilities. Life safety. Incident stabilizations. Property safety. Enforce road closures and provide security of evacuated areas.
Flooding	Mobilize staff. Ensure communications systems functional. Open EOC. Windshield survey of damage to transportation infrastructure. Life safety. Incident stabilizations. Property safety. Enforce road closures and provide security of evacuated areas.
High Winds	Windshield survey. Coordinate debris removal with Public Works. Close impacted roadways. Assess danger to the public of downed power lines and communicate with PSE and PW Operations.
Infestation/Disease	Enforce quarantine at the direction of the Public Health Officer.
Landslide/Erosion	Assess danger to the public. Coordinate with Cascade Natural Gas and Puget Sound Energy. Isolate and deny entry into hazardous areas. Provide traffic control around impacted areas.
Lightning	Assist Fire/EMS in accessing victims and structures.
Storm Surge	Windshield survey. Assist with evacuation when directed. Enforce road closures and provide security of evacuated areas.
Subsidence, expansive soils	Secure impacted area.
Urban Fire	Support fire department and assist with evacuation efforts.
Wildfire	Support fire department and assist with evacuation efforts.
Winter Storm	Mobilize staff. Ensure communications systems functional. Open EOC when appropriate. Windshield survey of impacted roadways. Life safety. Incident stabilizations. Property safety. Enforce road closures.
Volcanic Activity	Maintain operational readiness. Modify operations to prevent long term damage to equipment
Tsunami	Mobilize staff. Ensure communications systems functional. Open EOC. Life safety. Incident stabilizations. Property safety. Enforce road closures and provide security of evacuated areas.
Network Cyber Attack	Shutdown Records Management System, Notify Skagit County and WSP of possible CJIS breach, Revert to H/C reporting and out of system data entry into RMS as needed.
Bomb Threat	Evacuate and secure area, conduct a preliminary search, maintain safety zone, notify WSP and NAS Whidbey EOD for assistance, investigate source of threat.

	Police
Industrial Chemical Incident	Establish perimeter with AFD, assist with evacuation and secure perimeter.
Mass Casualty	Open EOC, Assist EMS in clearing traffic routes, giving aid to victims when possible.
Active Shooter	Plan maintained internally for security purposes.
HazMat Train Derailment	Support fire department and assist with perimeter security.
Terrorism	Mobilize staff. Ensure communications systems functional. Open EOC. Partner with Federal and State agencies to coordinate response.

[End of Annex 2]

~~Annex 3.~~Annex 2. Natural Hazards Mitigation Plan

The City of Anacortes Natural Hazards Mitigation Plan was adopted by City Council Resolution 1910 on February 17, 2015. Skagit County Department of Emergency Management is currently in the process of re-writing the County and City natural hazard mitigation plan. It is expected to be complete by the end of the year, and the following links will be updated.

The City's Natural Hazards Mitigation Plan is available at http://www.cityofanacortes.org/document_center/Resolutions/2010-2019/Res1910.pdf

The countywide Natural Hazards Mitigation Plan, which the City's plan is a component of, is available at <ftp://ftp.skagitcounty.net/DEM/NatHazMitPlan2014.pdf>
<https://skagitcounty.net/EmergencyManagement/Documents/NHMP%20Update%202023.pdf>

[end of Annex 3]

Commented [GU43]: Update with current Resolution for 2020 plan (Joan Cromley)

Commented [ES44R43]: @Bill Harris I cannot find a 2020 update?

Annex 4. Spontaneous Volunteer Registration

A. Purpose:

Volunteers will be an integral resource in the event of a disaster. The County Department of Emergency Management is responsible to pre-register volunteers and has registered volunteers who can be used to support disaster operations, typically these are CERT, HAM radio, and Search and Rescue volunteers.

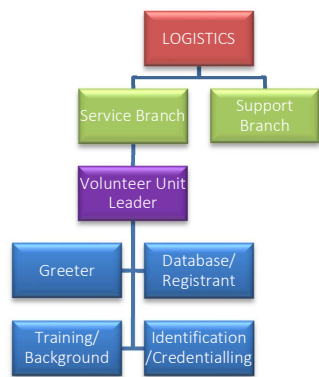
The purpose of this Annex is to guide the registration process of spontaneous volunteers during a disaster. Spontaneous volunteers shall be registered using procedures established under Chapter WAC 118.04: Emergency Worker Standards, and this Annex.

Upon registration and notification by an authorized official to report to duty at a specific time and place, registered emergency workers are entitled to the benefits and provisions under chapter [38.52 RCW](#) when acting in compliance with such notification and these rules.

In addition, staging areas and registration sites should be designated and persons wishing to volunteer may be directed there for registration and assignments.

B. Responsibilities and Structure

The Logistics Section Chief may delegate to the Service Branch Director and/or **Volunteer Unit Leader (VUL)** the responsibility to manage, register and track spontaneous and registered volunteers for specific tasks required by the City. The **VUL** shall develop a team and staff specific pre-planned sites to receive volunteers, complete paperwork, register volunteers, and provide directions to a staging area for assignment. A typical organization fully deployed may be structured as follows.



Commented [GU45]: Chief Harris asks HR to review this section to see if accurate and make suggested changes. Develop forms if necessary.

Commented [ES46R45]: @Reilly Wynn

Commented [ES47R45]: @Jennifer Gundersen

Registration Process

Volunteers may complete the [EMD 024](#) registration form, ~~or the [EMD 025](#) registration card.~~ ~~In addition, volunteers shall also complete and sign the [City's Verification Form](#), to ensure full qualifications under WAC 118-04.~~

The registration process shall identify the class of emergency worker as defined by [WAC 118-04-100](#). A summary of classes are as follows:

EMERGENCY WORKER CLASSES		
Administration	Hazardous	Search & Rescue
Aviation	Law Enforcement	Supply
Communications	Mass Care/Feeding	Training
Engineering	Medical	Transportation
Fire Service	Public Education	Underwater Diving
General	Radiological	Utilities

Immediate Volunteer Registration

When there is a need to deploy volunteers and no time for the methodical registration, a register of the volunteer's name, assignment, date and times of work, total hours worked, and miles driven (if applicable) on an emergency worker daily activity report, [EMD-078 Form](#). This shall suffice until a methodical registration can be completed.

C. Volunteer ~~Resource~~ Registration Centers (VRC)

The Logistics Section Chief shall determine the number and location of sites needed for the influx of spontaneous volunteers based on the complexity and severity of disaster, number and type of emergency worker resources needed, condition and available amenities at the registration sites, and access limitations imposed by the disaster.

Volunteer Registration Centers

1. Island View Elementary	2501 J. Ave
2. Skyline Beach Club	6041 Sands Way
3. Daniels Field House	13 th and G. Ave.
4. Anacortes City Hall	904 6 th Street

Commented [GU48]: Bad link

Commented [GU49R48]: [emergency worker program.pdf](#) (skagitcounty.net)

Commented [GU50]: Bad link

Commented [GU51]: Is this an actual form that is supposed to be a link?

D. Responsibilities of City officials:

City officials registering volunteers have the responsibility to ensure that they meet basic qualifications. The City may require emergency workers to demonstrate proficiency in the skills required to carry out their assignments.

Authorized officials shall ensure that all emergency workers are aware of their duty to comply with the personal responsibilities contained in [WAC 118-04-200](#). This shall be accomplished at the time of registration and should be reemphasized to the emergency worker at periodic intervals.

All prudent and reasonable safety procedures, techniques, equipment, and expertise shall be used to ensure the safety of emergency workers at all times while going to, preparing for, performing, recovering from, and returning from, missions or training events.

Emergency workers are considered to be on duty when they are performing their duties during a mission, or training event authorized, and under the direction and control of an authorized official.

E. Responsibilities of emergency worker volunteers.

Volunteers shall be responsible to certify to the authorized officials registering them and using their services that they are aware of and will comply with all applicable responsibilities and requirements set forth in these rules.

Volunteers have the responsibility to notify the on-scene authorized official if they have been using any medical prescription or other drug that has the potential to render them impaired, unfit, or unable to carry out their emergency assignment; including under the influence of or while using narcotics or any controlled substance is prohibited.

Volunteers shall possess a valid operator's license and insurance if they are assigned to operate vehicles, vessels, or aircraft, including driving vehicles to or from a mission

Volunteers have the responsibility to check in with the appropriate on-scene official and to complete all required recordkeeping and reporting.

F. Mission numbers—Requests and requirements.

The local emergency manager who intends to utilize registered and spontaneous volunteers for an activity or training event shall make a request to the county emergency management Duty Officer. That request will be routed to the State Division of Emergency Management for approval and assignment. The emergency management division shall assign a mission number to approved missions or other emergency activities.

The City official shall notify emergency management division, via the county emergency management Duty Officer as soon as practical of all activities under their jurisdiction and completion of said mission.

The mission number assigned shall be a reference for the dispatch of resources to assist in the mission, recordkeeping, and reimbursement of any emergency worker compensation claims filed in connection with that mission.

G. Protections eligibility.

Protections under State law shall be authorized when (volunteer) emergency worker eligibility has been established and all appropriate regulations and statutes are complied with.

Eligibility for protections may be provided when participating in a mission, or training event authorized by the emergency management division and under the direction and control of an authorized official.

If an emergency worker sustains an injury or damage to personal property, they may complete the following claim forms for cost recovery:

- [Form EMD-084](#), medical expenses claim
- [Form EMD-086](#), property loss or damage claim
- [Form EMD-036](#), fuel, toll & ferry reimbursable expenses claim
- [Form EMD-089](#), extraordinary expense claim

[end of Annex 4]

Annex 5. CERT and Volunteer Activation

A.H. Purpose

Community Emergency Response Team (CERT) members are citizens who are pre-registered volunteers with Skagit County DEM and whom are trained in disaster preparedness, basic fire suppression, first aid, light search and rescue and extrication procedures, and disaster psychology. During a local or regional disaster, formal emergency services will likely be overwhelmed and will need [thee](#) assistance [of](#) volunteers.

The purpose of this Annex is [to](#) guide City staff on the effective use of these volunteers and to provide guidance to pre-registered volunteers on their initial actions.

B.I. Responsibilities and Structure

CERT members are trained to take protective actions for themselves and family. Once their household is secured, they will reach out to their neighborhood to assess needs and take actions to assist. After these preliminary steps are taken, CERT volunteers are expected to report to pre-planned volunteer registration centers. The Volunteer Unit Leader (VUL) shall ensure that spontaneous volunteers are registered and CERT members are signed [into form](#) on an emergency worker daily activity report, [EMD-078 Form](#).

C.J. Volunteer Registration Centers (VRC)

The Logistics Section Chief shall determine the number and location of sites needed for the influx of CERT and spontaneous volunteers based on the complexity and severity of disaster, number and type of emergency worker resources needed, condition and available amenities at the registration sites, and access limitations imposed by the disaster.

Volunteer Registration Centers

1. Island View Elementary	2501 J. Ave
2. Skyline Beach Club	6041 Sands Way
3. Daniels Field House	13 th and G. Ave.
4. Anacortes City Hall	904 6 th Street

D.K. Spontaneous Response

CERT volunteers shall report to the closest center first and establish communications through the local HAM network. The VRC Unit Leader, once assigned, shall consult with the EOC to determine the highest priority needs for CERT and Volunteer members and organize members into ~~at least~~ teams of ~~at least~~ two or more.

E.L. CERT Functions

CERT Members may be utilized for staffing of critical tasks related to disaster response and recovery:

- ~~Point Of~~ Distribution (~~POD~~) Sites
- Damage Assessment
- Mass Care and Feeding
- Structural Analyses
- Site Security
- Emergency Operations Staffing
- Distribution of supplies to Home-bound populations
- Other Specialties

F.M. Mission numbers—Requests and requirements

The local emergency manager will contact the Skagit ~~EOC~~ to request a mission number from the State of Washington. The State Emergency Operations Officers (SEOO) will issue mission numbers to local authorized officials for approved missions or other emergency activities. The mission number provides state liability coverage and reimbursement for certain expenses of registered emergency workers involved in emergency response or training activities.

G.N. EVAC— Emergency Volunteer Air Corps

Since 2009, volunteer pilots in the Northwest, along with emergency services resources, have been organizing to utilize general aviation when large scale disasters occur. The organization has the capacity to mobilize private pilots via small airplanes to move people and supplies. The City may need to utilize this resource if bridges to Fidalgo Island are damaged or closed.

- The Ground Support Unit working under the Logistics Section Chief is responsible for the use of this resource.

H.O. Marine Resources— Anacortes Yacht Club

Anacortes Yacht Club was founded in 1891 and is the second oldest yacht club in Washington State. The club has over 50 members with maritime resources and experience. The City may need the services of these members to facilitate the movement of people and supplies on and off Fidalgo Island.

- The Ground Support Unit working under the Logistics Section Chief is responsible for the mobilization of this resource. [end of Annex 5]

Annex 6. Donations Management

A.P. Purpose

The purpose of this Appendix is to develop a plan for the management of donations. In the wake of a disaster, there may be a surge of various donations and monetary funds. Accounting for these, as well as how they are stored, who will receive them, and properly tracking them is a multifaceted issue.

B.Q. Situation

Disaster conditions resulting from natural phenomena or manmade threats, or a combination of hazards, could result in the need for volunteers to assist the sorting and distribution of unsolicited donations.

When confronted with a disaster situation, many individuals may want to donate money, goods, or services to assist the survivors or participate in the recovery process. Unsolicited donations could be sizable, and significant management challenges could be faced in receiving, storing, securing, sorting, transporting, accounting for, and distributing the donations to the disaster survivors.

C.R. Organization and Assignment Responsibilities

The City of Anacortes ~~does not wish, nor the expertise or does not have the~~ resources to operate a system to collect, process, and distribute donations to disaster survivors. The only exception would be officially requested and received Central Points of Distribution (CPODS) for food, water and essential supplies. Spontaneous community and individual donations are best operated by community-based organizations (CBOs) and other voluntary organizations/agencies with programs for disaster relief and services that have successfully handled donations in the past.

The City will ~~be responsible to~~ communicate through official briefings, press releases, and other means to identify bona-fide community-based organizations where the type and kind of spontaneous donations may be submitted.

Anacortes Faith Based Organizations

Church	Address	Phone
Anacortes Baptist Church	2717 J Ave	360-293-5300
Anacortes Christian Church	1211 M. Ave	360-293-2739
Anacortes Reform Church	1019 10th Street	360-293-2622
Anacortes Seventh-day Adventist Church	1419 8th St	360-299-8300
Christ Episcopal Church	1216 7th St	360-293-5790
Christ the King Community Church	814 28th St	360-588-8208
Cornerstone Baptist Church	1606 R Ave #2	360-941-9198

Commented [GU52]: Chief Harris requesting review for accurateness

Commented [ES53R52]: @Jennifer Tottenham Thank you for your help in reviewing this chapter!

Commented [GU54]: Verify willingness of these faith based groups to be include in emergency plan and that contact and address information is correct.

Commented [ES55R54]: @Jennifer Tottenham

Church	Address	Phone
CTC Anacortes	2501 J Ave	360-588-8208
Family Life Assembly of God	1617 29th St	360-293-2219
Lighthouse Baptist Church	1019 12th St	360-299-2707
Living Rock Foursquare Church	2415 37th St	360-293-8044
New Hope Christian Fellowship	1319 35th St	360-293-4475
Pentecostals of Anacortes	2801 Commercial Ave.	360-299-2339
St Mary's Catholic Church	4001 St Marys Dr	360-293-2101
Summit Park Bible Church	12700 Thompson Rd	360-293-2731
United Methodist Church	2201 H Ave	360-293-0604
Westminster Presbyterian Church	1300 9th St	360-293-3880

Food Banks

Food Bank	Address	Phone
Salvation Army	3001 R Ave #100	360-293-6682
Anacortes 100 Food Bank	512 4th St	360-293-6445
Helping Hands Food Bank	Distribution at Anacortes Christian Church 1211 M Avenue	360-856-2211
A Simple Gesture – Red Bag Pantries	PO Box 1413	360-399-6463
Red Bag Pantries?		

Commented [GU56]: Update food bank information

Commented [ES57R56]: @Jennifer Tottenham

[end of Annex 6]

Annex 7. Community Points of Distribution (CPOD)

A.S. Purpose

A CPOD is a location where the general public can obtain life-sustaining emergency relief supplies, such as water, ice, food, and tarps until such time as power is restored and traditional facilities (such as retail establishments) reopen or comfort stations, fixed and mobile feeding sites and routes, and relief social service programs are in place.

The number of CPODs required and their locations are based on distribution models and projections determined by City of Anacortes and supported by this and other pertinent documents. CPODs are traditionally drive-through sites with continuous flow. The public does not exit their vehicles. The public drives through the site and CPOD workers load commodities into the trunks of their cars. However, not all areas allow drive-through operations and other types of CPODs may be better suited to a specific location or population.

B.T. Information Collection, Analysis, and Dissemination

As soon as possible following the incident, it will be necessary to conduct a damage assessment to determine the need for CPODs throughout the jurisdiction.

A rough estimate for determining the amount of population in need can be surmised from the total number of individuals without power. ANNEX C Appendix 1 contains an inventory management worksheet for calculating commodities based on the amount of the population without power. Planning should consider three days at a time, assuming two meals per person per day, and one gallon of water per person per day. Ongoing needs will be evaluated daily through the monitoring of burn rates at each operational CPOD and reporting to the ECC.

C.U. Planning Assumptions

This section references planning assumptions described in the jurisdiction's EOP/CEMP and lists additional assumptions related to CPODs. CPOD-specific assumptions may include the following:

- CPODs are only a temporary lifesaving measure in disaster.
- It may be impossible to travel long distances due to debris, blocked traffic routes, flooding, damaged bridges, etc. For this reason, multiple CPODs of varying types and sizes should be planned for based on the size of the populace requiring services.

- CPODs are not meant to compete with retail stores that are open for business, but to provide essential commodities to communities that are not able to access them. CPODs should not be established in close proximity to operational commercial businesses that have water, food, and ice available for sale.
- The general populace may receive the following at a CPOD:
 - Two packaged meals per person per day
 - One gallon of water per person per day
 - Other commodities such as tarps and ice if available and necessary

D.V. CPOD LOGISTICS

CPOD TYPES AND CAPABILITY

CPODS are categorized according to the capability of distributing essential supplies. The following table identifies the number of meals served, semi-truck trailers required to deliver that food, and the approximate population to be served each day.

CPOD Type	Meals	Water
TYPE I	40,000 Each	20,000 gallons
Serves 20,000	2 Trailer Loads	4 Trailer Loads
TYPE II	20,000 Each	10,000 gallons
Serves 20,000	1 Trailer Loads	2 Trailer Loads
TYPE III	10,000 Each	5,000 gallons
Serves 20,000	1/2 Trailer Loads	1 Trailer Loads

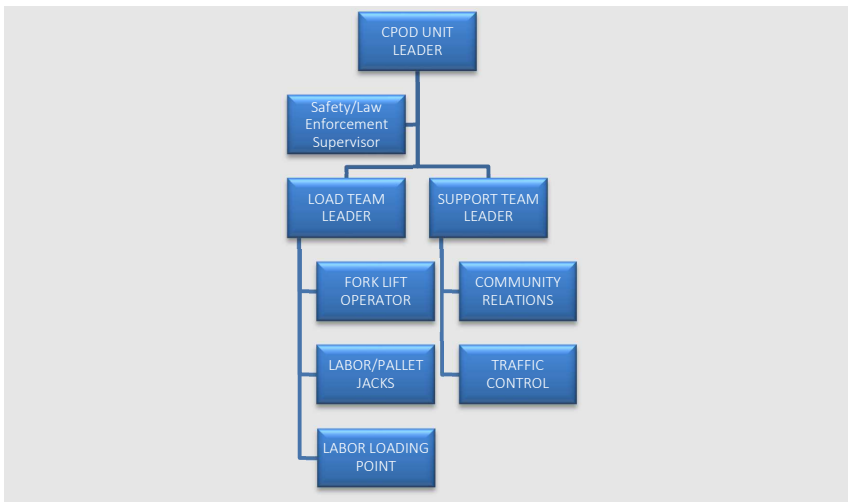
CPOD STAFFING REQUIREMENTS

Sufficient staff who are properly trained are needed to fill certain roles. The table identifies the approximate number of personnel to manage the distribution process properly.

Item	Type I		Type II		Type III	
	OPEN	CLOSED	OPEN	CLOSED	OPEN	CLOSED
<i>CPOD Unit Leader</i>	1	0	1	0	1	0
<i>Safety/Law Enforce</i>	4	1	2	1	1	1
<i>Load Team Leader</i>	4	0	2	0	1	0
<i>Forklift Operator</i>	3	3	2	2	1	1
<i>Labor - Pallet Jacks</i>	6	1	4	1	1	1
<i>Labor - Loading Point</i>	24 to 36	0	12 to 18	0	6 to 9	0
<i>Support Team Leader</i>	2	1	1	1	1	1
<i>Community Relations</i>	4	0	2	0	1	0
<i>Traffic Control</i>	4	1	2	1	2	1
TOTAL	52 to 64	7	28 to 32	6	15 to 18	5

E.W. CPOD Staffing Organization

Along with having the right number of people in place, there must also be an effective organizational structure to ensure timely and efficient distribution of commodities. The CPOD Unit Leader shall report to a Branch Director reporting to Operations from the EOC.



CPOD Unit Leader

- Oversee and manage all aspects of the POD operation.
- Establish and maintain proper lines of command, control, and communications.
- Manage external communications.

Safety/Law Enforcement Supervisor

- Oversee security outside and within the POD.
- Provide protection and deter criminal activity.
- Control crowds and manage traffic.
- Coordinate with law enforcement personnel.
- Develop and recommend measures for ensuring personnel safety, and assess and mitigate hazardous or unsafe situations.
- Oversee safe and efficient distribution of commodities to the public.

Load Team Leader

- Oversee and direct crew to unload commodities.
- Ensure safety measures are in place.
- Provide a Safety briefing prior to each shift.
- Ensure rest breaks are managed for crew members.

Fork Lift Operator

- Unload, position, and move commodities within the supply and distribution areas.
- Ensure that work areas are organized and free of trash and debris.

Labor/Pallet Jacks

- Oversee the unloading, positioning, and movement of commodities within the supply and distribution areas.
- Manage documentation and inventory control.

Labor - Loading Point

- Unload commodities and operate equipment.
- Secure, organize, and position commodities for distribution.
- Distribute commodities to the public.
- Perform the final check to ensure that commodities have not expired and are not otherwise unfit for consumption.

Support Team Leader

- Serve as the public face of the POD.

- Lead a crew to direct the public through the POD entrance, distribution area, and out of the exit.
- Manage the line leading into the POD; inform the public on hours of operation, per person rations, and commodity status.
- Ensure that the number of pedestrians or vehicles receiving commodities is recorded.

Community Relations

- Input complaints, document issues, and report to appropriate supervisor.
- Provide information to the PIO to ensure updated and timely information is provided to the public.
- Direct press to the PIO for official comment.

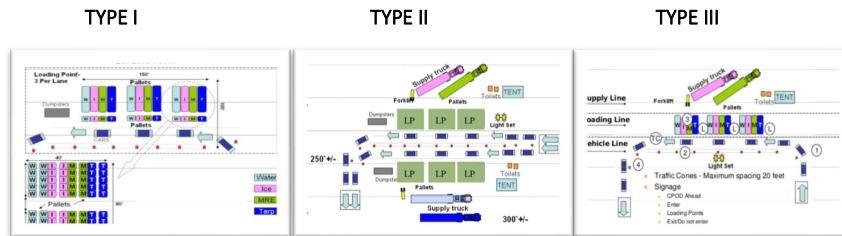
Traffic Control

- Direct members of the public to and through the POD.
- Inform the public on hours of operation, per person rations, etc.
- Determine individual eligibility for additional rations as necessary.
- Record the number of recipients exiting the POD.

F-X. Preplanned CPOD Sites

Based on the likely need for a Type III CPOD for most disasters in the City of Anacortes, the following locations would provide easy access to the population, have sufficient facilities to accommodate traffic, and semi-truck access for the CPOD distribution and setup.

RECOMMENDED LAYOUT REQUIREMENTS



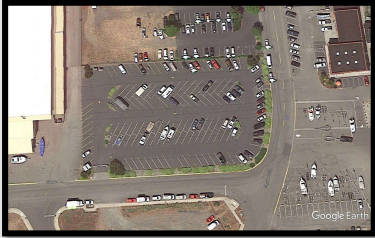
PREPLANNED SITES

The City has identified several sites that could be deployed for the setup of CPODS based on the impact of the disaster, community needs, and facility access and operation.

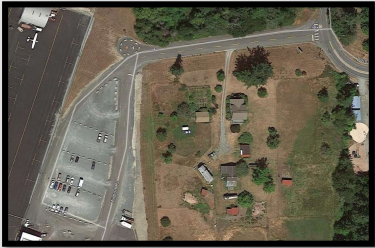
Facility Site	Address	Latitude	Longitude
Anacortes Middle School	2202 M. Ave	48°30'13.72"N	122°37'3.70"W
			

Facility Site	Address	Latitude	Longitude
Port of Anacortes Log Yard	718 4th Street	48°31'9.30"N	122°36'30.87"W
			

Facility Site	Address	Latitude	Longitude
Planer Shed Parking Lot	5960 Cabana Lane	48°29'33.77"N	122°41'8.60"W



Facility Site	Address	Latitude	Longitude
Anacortes Airport	4000 Airport Road	48°29'54.35"N	122°39'36.01"W

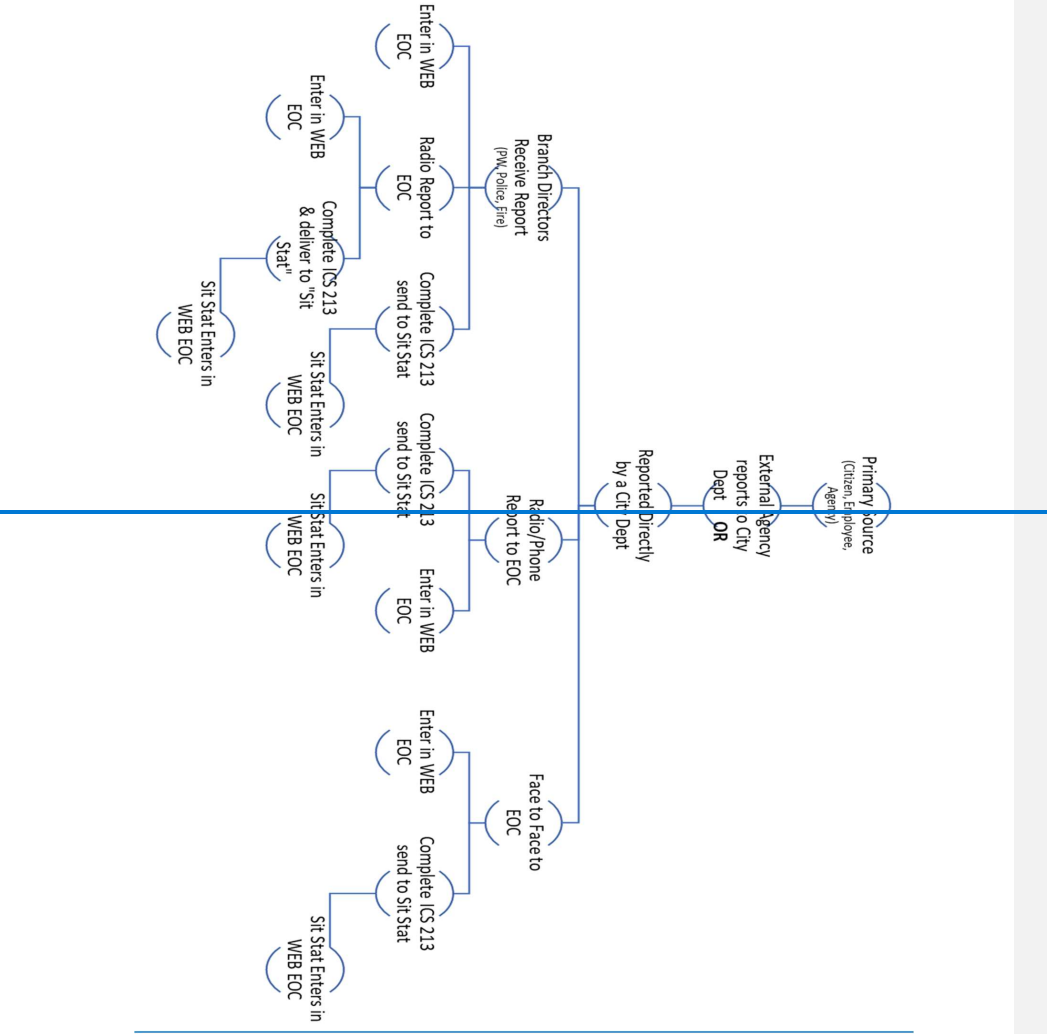


[end of Annex 7]

Annex 8. COP – EOC Information Flow

Information Notification Flow and Display

(One EOC Screen is dedicated to display “Local Significant Events” from WEB EOC)



|



City Council Agenda Bill

Meeting Date: October 23, **Agenda Item:** 8.c.
2023

Agenda Item Title: Contract Award: R Avenue Long-Term Improvement Project - Street Light Installation #20-127-TRN-005

Staff Contact(s): Andrew Rheaume

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Award
TIFFANY MATSON	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$248,111.33 to Puget Sound Energy to perform the R Avenue Long-Term Improvement Project - Street Light Installation. This contract will allow for the purchase and installation of the required street lighting for the R Avenue roundabout at 30th Street and R Avenue.

Background:

1. **History:** This project is part of Phase 3 and Phase 5 of the overall R Avenue Long-term Improvement project that started in approximately 2009. The construction portion of the project is going to begin the week of 10-23-23 and the streetlights need to be ordered. It is our understanding that there is a long lead time on the ordering of the lights. This work will be performed under the terms and conditions of the Master Lighting Services Agreement - [Contract 18-063-IDS-001](#).
2. **Key Terms:**
 - Installation is estimated to be \$195,486.53.
 - The total monthly charge is \$292.36.
 - The Term is a minimum of 15 years. $\$292.36 \times 12 \text{ months} \times 15 \text{ years} = \$52,624.80$ in monthly charges.

Budget Impact:

Contractor	Puget Sound Energy
------------	--------------------

Contract Amount	\$248,111.33
Project Earmarked Funds	\$5,027,164.00
BARS #	105.720.595.30.63 for installation charges
Budget Amendment Required?	No
Start Date	Inception
End Date	15 years minimum

Previous Action: Contract 20-127-TRN-004 for SRV Construction to perform the construction of the R Avenue Long-Term Improvement Project was awarded at the [10/2/2023](#) Council meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign contract 20-127-TRN-005 with Puget Sound Energy in the amount of \$248,111.33 to perform the R Avenue Long-Term Improvement Project - Street Light Installation.

Alternative Actions:

Attachments (listed in order presented):

1. 20-127-TRN-005



EXHIBIT A

Form of Custom Street Lighting Order

PROJECT NAME: Ave R RAB Anacortes
LOCATION:

Order #: 105102086

CUSTOM STREET LIGHTING ORDER – SCHEDULE 51

This Custom Street Lighting Order (this “Order”), dated October 2, 2023, is made and entered into by and between PUGET SOUND ENERGY, INC. (“PSE”) and City of Anacortes (“Customer”) (each a “Party,” and collectively the “Parties”) under and pursuant to the terms of that certain Master Lighting Services Agreement No. 0018, dated April 2, 2018, between the Parties (the “Agreement”). This Order covers certain Lighting and Construction Services authorized by this Order and is, along with the associated Schedule, incorporated into and made a part of the Agreement. Unless specifically defined otherwise herein, terms used in this Order with initial letters capitalized have the meanings given them in the Agreement. The Parties agree as follows:

ASSOCIATED SCHEDULE:

This Order is also entered into between the Parties in accordance with PSE’s Schedule 51, Electric Tariff G, and any future modifications of or changes to such Schedule as may be approved by the WUTC.

LIGHTING SERVICES DESCRIPTION:

The installation charge of the listed lighting units was estimated to be \$195,486.53.

Description:

PSE to install 9) 160W LED CHFL T3 4K on 40' galv steel slip base poles with 6' arms. PSE to remove 6) Steel poles 40', 138W LED's and 8' arms from

SLAT8274

SLAT8265

SLAT8264

SLAK3810

SLAK3786

SLAG0799

Flagging is included. This is an estimate and you will be billed to actuals upon completion.

CONSTRUCTION SERVICES DESCRIPTION:

PSE to install 9) 160W LED CHFL T3 4K on 40' galv steel slip base poles with 6' arms. PSE to remove 6) Steel poles 40', 138W LED's and 8' arms from

SLAT8274

SLAT8265

SLAT8264

SLAK3810

SLAK3786

SLAG0799

Flagging is included. This is an estimate and you will be billed to actuals upon completion

BILLING:

Billing under this Order will be in accordance with the terms and conditions contained in the terms & conditions of Schedule 51, Electric Tariff G, and the Agreement, and any future modifications of or changes to such Schedule as may be approved by the WUTC.

The basis of the monthly energy charge for the Lighting Services as currently constituted under Rate Schedule 51 is as follows:

Monthly facilities cost is equal to the Value of the System (VOS) x facilities rate. VOS is the estimated installation cost less applicable taxes. Monthly energy cost is equal to the energy rate x number of Units. Energy rate is determined by wattage of unit as currently constituted under the rate schedule.

Value of System: \$ 169,081.26 Facilities Rate: .142

Units and Wattage breakdown:
6) 160W LED \$8.71 ea x 6 = \$52.26 estimated.

The total monthly charge for this installation is as follows:

Monthly facilities charge	\$240.10
Monthly energy charge	\$52.26
Total monthly charge:	\$292.36

For Construction Services and Costs, these costs will be billed as follows:

Upon completion of the Construction Services, PSE shall provide the Customer with an invoice for the Construction Costs incurred by PSE. Customer shall remit payment to PSE for the Construction Costs within thirty (30) days of receiving the invoice.

SERVICE TERM/REMOVAL AND SALVAGE COSTS:

Service under this Order is effective for a minimum of fifteen (15) years from the date of this Order (the “Base Term”) unless earlier terminated as provided for in the Agreement. If this Order is terminated for any reason during the Base Term, the Customer shall be responsible for all costs of removal of any Facilities associated with the Services, as well as any costs associated with PSE’s efforts to salvage the removed Facilities, as set forth in the applicable Schedule. After the expiration of the Base Term, this Order shall continue on a year-to-year basis until terminated by either Party upon at least one (1) year’s notice in writing (each, an “Extended Term” and, together with the Base Term, the “Term”) unless earlier terminated as provided for elsewhere in this Agreement. The Term may be adjusted by PSE in writing for existing systems purchased by PSE, based on the estimated remaining life and purchase price. If this Order is terminated during any Extended Term, the Customer shall not be responsible for the costs of removal of any Facilities associated with the Services, or any costs associated with PSE’s efforts to salvage the removed Facilities.

ADDITIONAL TERMS:

1. To transfer the energy and maintenance monthly billing, the new billing party must contact PSE in writing.
2. Non-standard facilities are not kept in PSE inventory for the purpose of maintenance; therefore replacement of non-standard components may not be within the same time as replacement of standard components.

Are non-standard components included in this Order? Yes ☒ No ☐

3. The monthly billing party for the energy and maintenance will be: City of Anacortes

This Order, executed by Customer's duly authorized representative as of the date first written above, is for the Lighting Services described above delivered under PSE's Schedule 51.

Customer: City of Anacortes

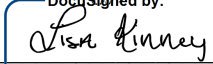
Signature: _____

Date: _____

Printed Name: Matt Miller

Title: Mayor

Company: **Puget Sound Energy, Inc.**

Signature: _____

ED91DA3A3C59491...

Date: 10/02/2023

Printed Name: Lisa Kinney

Title: Account Manager



City Council Agenda Bill

Meeting Date: October 23, **Agenda Item:** 8.d.
2023

Agenda Item Title: Resolution 3135: South Fidalgo Island Water System Transfer

Staff Contact(s): Andrew Rheume, BRIAN MCDANIEL

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Resolution
Andrew Rheume	
STEVE HOGLUND	
DARCY SWETNAM	

Item Summary: Adjustment to the South Fidalgo Island Water System transfer prior to closing.

Budget Impact:

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Resolution 3135 - South Fidalgo Water System Transfer
2. Anacortes_ PUD No. 1_ Fidalgo Island Water System Acquisition_ Transfer Agreement Amendment

RESOLUTION NO. 3135

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON APPROVING THE TRANSFER OF OWNERSHIP OF THE FIDALGO ISLAND WATER SYSTEM FROM PUBLIC UTILITY DISTRICT NO. 1

WHEREAS, Public Utility District No. 1 owns a water distribution system that serves approximately 759 customers located in an unincorporated area of Skagit County on Fidalgo Island, named the "Fidalgo Island Water System" or "FIWS," and

WHEREAS, the District has a water supply agreement to purchase water from the City of Anacortes to provide to the FIWS customers, and

WHEREAS, due to the proximity of the FIWS to the retail service areas of the Anacortes water system and the City's continued provision of water supply to the FIWS under the supply agreement, the parties have determined that transferring the ownership of the FIWS to Anacortes will improve maintenance and emergency response times while resulting in economic and water service-related efficiencies in the continued operation, maintenance, and improvement of the FIWS, and

WHEREAS, the Parties executed the Fidalgo Island Water System Asset Transfer and Improvement Agreement on September 1, 2021, which provided the terms of the transfer, and

WHEREAS, a mutually agreeable closing date for the transfer has been established to be on or around October 25, 2023, the City of Anacortes has completed to the City's satisfaction all inspections and reviews of the FIWS, and all agreements and conditions required by the agreement prior to closing have been performed or complied with by the District, and

WHEREAS, an amendment to the Fidalgo Island Water System Asset Transfer and Improvement Agreement has been proposed to establish procedures for the resolution of outstanding easements after the closing date, and

WHEREAS, the best interests of the District, the ratepayers in the FIWS service area, and of the public health, safety, and welfare are served by the District completing the transfer of the FIWS to the City of Anacortes.

NOW, THEREFORE, BE IT RESOLVED, that the City approves the form of the First Amendment to the Fidalgo Island Water System Asset Transfer and Improvement Agreement between the City of Anacortes and the District, attached as Exhibit A ("Amendment"). The Recitals in Section 3 of the Amendment are true and correct.

BE IT FURTHER RESOLVED that this resolution authorizes the Mayor and all appropriate officers, agents, and representatives of the City to take any further action necessary or advisable to implement this resolution and complete the transfer of ownership of the FIWS

to the City of Anacortes. All actions taken consistent with the terms of this resolution and in furtherance of the Agreement as amended are ratified and confirmed in all respects.

ADOPTED by the City Council of the City of Anacortes this 23rd day of October 2023.

CITY OF ANACORTES:

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, City Attorney

**FIRST AMENDMENT TO
THE FIDALGO ISLAND WATER SYSTEM
ASSET TRANSFER AND IMPROVEMENT AGREEMENT**

1. AGREEMENT

This First Amendment to Fidalgo Island Water System Asset Transfer and Improvement Agreement (“Amendment”) amends the Fidalgo Island Water System Asset Transfer and Improvement Agreement, last dated September 1, 2021 (together with this Amendment, “Agreement”) is entered into as of the date of the last signature below (“Effective Date”) by and between the City of Anacortes, Washington (“City”), and Public Utility District No. 1 of Skagit County, Washington (“District”) (each a “Party” and collectively the “Parties” to this Amendment). The Parties agree as follows.

2. AGREEMENT AMENDED

The Agreement is amended as set forth in this Amendment. Capitalized terms used in this Amendment and not defined in this Amendment have the meanings provided in the Agreement.

3. RECITALS

3.1 Pursuant to the Agreement, the Parties approved the terms and conditions of: (i) the transfer of a water distribution system that currently serves approximately 759 customers located in an unincorporated area of Skagit County on Fidalgo Island and associated real and personal property, contracts and intangibles (defined in the Agreement as “Fidalgo Island Water System” or “FIWS”) from the District to the City; and (ii) the District’s construction of certain improvements to the FIWS (defined in the Agreement as “FIWS Improvements”).

3.2 Section 3.4 of the Agreement provides, among other terms, Closing of the FIWS transfer “... will occur on a date mutually acceptable to the parties after completion by the District and acceptance by the City of the FIWS Improvements....”

3.3 Section 3.5.2 of the Agreement provides as a contingency to Closing that “The City will have completed to the City’s satisfaction, all inspections and reviews of the FIWS as the City desires.”

3.4 The FIWS Improvements have been completed and the Parties desire to proceed to Closing; however, upon further inspection of the FIWS, the Parties have discovered certain rights to property that must be resolved, which are more particularly defined in Section 4 of this Amendment (“Outstanding Easements”).

3.5 The Parties have determined that the Outstanding Easements shall be resolved after Closing, and this amendment provides for the terms and conditions of the acquisition, transfer and distribution of costs related to the Outstanding Easements.

4. AMENDMENT

Section 3.1 of the Agreement is amended to add the following section:

3.1.10 Outstanding Easements. After Closing, the District will timely pursue and obtain the Outstanding Easements (defined below) from the respective owners of real property thereto and for the benefit of the City and/or its real property in a form or forms acceptable to the City. The City will cooperate with the District in pursuing and obtaining the Outstanding Easements. The District will pay, if required, the fair market value of the Outstanding Easements, including all transaction costs (e.g., outside counsel and reasonable third-party attorneys' fees and recording fees). The Parties anticipate the District has prescriptive easement rights to some or all of the Outstanding Easements, the fair market value of which would be zero. Any dispute between the Parties regarding the fair market value of an Outstanding Easement will be resolved in accordance with Section 5.1 (Mutual Cooperation Process). Costs and expenses incurred in excess of the fair market value of any Outstanding Easement (e.g., costs and expenses associated with any proceeding in eminent domain to obtain an Outstanding Easement) will be shared equally between the Parties. It is the intent of the Parties that all Outstanding Easements will be obtained by December 31, 2024. For purposes of this Section 3.1.10, "Outstanding Easements" means sufficient rights and interests over, under, along, across, upon and through real property necessary for purposes of installing, maintaining and operating certain portions of the FIWS on the parcels of property with the following Auditor File Numbers:

P114345, P20187, P20145
P20183
P20195
P113959
P65202
P65203
P65204
P65205
P73184
P73187
P73188
P73177
P73176
P73373
P73174
P77767
P77768
P68473
P68472
P68470
P68469
P68468

P68466
P68464
P68463
P68462
P68461
P68459
P68458
P68457
P68465
P20498

5. NO OTHER CHANGES

Except as expressly provided by this Amendment, all terms and conditions of the Agreement remain unchanged and in full force and effect. To the extent any of the terms or conditions of the Agreement conflict with any of the terms or conditions of this Amendment, this Amendment controls.

This Amendment is executed by each Party as set forth below:

City of Anacortes

Public Utility District No. 1 of Skagit County

By: _____

By: _____

Its: _____

Its: _____

Date: _____

Date: _____



City Council Agenda Bill

Meeting Date: October 23, **Agenda Item:** 8.e.
2023

Agenda Item Title: Resolution 3136: Waiving Competitive Bidding Requirements for the Purchase of Endress + Hauser Sensor Instrumentation for the WWTP

Staff Contact(s): Andrew Rheaume

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

TIFFANY MATSON

Resolution

TIFFANY MATSON

STEVE HOGLUND

DARCY SWETNAM

Item Summary: City staff seeks City Council approval of Resolution 3136 to waive the bidding requirements for the purchase and or replacement of Endress + Hauser sensor instrumentation in the sewer collection system.

Background:

- RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements when a purchase is clearly and legitimately limited to a single source of supply, or when the purchase involves special facilities or market conditions.
- The operation of the City of Anacortes' Wastewater Treatment Plant (WWTP) and sewage pump stations requires sensors for a variety of applications such as level sensing, air flow and volume, liquid flow, differential pressures, and temperature.
- The City has designate Endress + Hauser (E+H) sensor instrumentation as the established standard for its sewage pump stations in the document titled "Sewage Pump Station Design Standards".
- The WWTP currently has Endress + Hauser sensor instruments installed as components of the larger operational systems. Current sensors required for operation are 24 level sensors at pump stations, 20 level sensors at the WWTP, 5 air flow sensors, 6 water flow meter sensors.
- The WWTP staff is fully training in maintenance and calibration of the E+H instruments and the plant has an inventory of spare parts purchased.
- Installing a different brand of sensor instrumentation would result in significant additional cost to the City for staff training, changes in procedures, and

maintaining a full stock of spare parts for multiple sensor brands.

- Endress+Hauser, Inc. has designated Field Instruments & Controls, Inc. as the sole vendor and sole authorized service professionals of E+H instruments and therefore the City is clearly and legitimately limited to a sole source vendor for these purchases.

Budget Impact:

Previous Action: N/A

Recommended Motion: I move that Resolution 3136 be approved authorizing the purchase of Endress + Hauser sensor instrumentation for use at the Wastewater Treatment Plant and sewage pump stations from Field Instruments & Controls, Inc., and waiving the competitive bidding requirements due to a single source of supply.

Alternative Actions: Not approve the resolution.

Attachments (listed in order presented):

1. Resolution 3136
2. FIC Letter re Field Instruments exclusive rep and ASP

RESOLUTION 3136

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, waiving the state competitive bidding requirements for the purchase and or replacement of Endress + Hauser sensor instrumentation in the sewer collection system, pursuant to RCW 39.04.280.

WHEREAS, RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements when a purchase is clearly and legitimately limited to a single source of supply, or when the purchase involves special facilities or market conditions.; and

WHEREAS, the operation of the City of Anacortes' Wastewater Treatment Plant (WWTP) and sewage pump stations requires sensors for a variety of applications such as level sensing, air flow and volume, liquid flow, differential pressures, and temperature.; and

WHEREAS, the City has designate Endress + Hauser (E+H) sensor instrumentation as the established standard for its sewage pump stations in the document titled "Sewage Pump Station Design Standards".; and

WHEREAS, the WWTP currently has Endress + Hauser sensor instruments installed as components of the larger operational systems. Current sensors required for operation are 24 level sensors at pump stations, 20 level sensors at the WWTP, 5 air flow sensors, 6 water flow meter sensors.; and

WHEREAS, the WWTP staff is fully training in maintenance and calibration of the E+H instruments and the plant has an inventory of spare parts purchased.; and

WHEREAS, installing a different brand of sensor instrumentation would result in significant additional cost to the City for staff training, changes in procedures, and maintaining a full stock of spare parts for multiple sensor brands.; and

WHEREAS, Endress+Hauser, Inc. has designated Field Instruments & Controls, Inc. as the sole vendor and sole authorized service professionals of E+H instruments and therefore the City is clearly and legitimately limited to a sole source vendor for these purchases.; and

WHEREAS, the current price of E+H sensor instrument ranges from \$2,000 to \$6,000 per instrument before shipping and sales tax. The City's bid threshold for goods, equipment, materials, and supplies is \$7,500.00.

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

Section 1. The City Council of the City of Anacortes finds that because (1) the WWTP requires sensors for a variety of applications in order to operate, (2) the City has designate Endress + Hauser (E+H) sensor instrumentation as the established standard for its sewage pump stations in the document titled "Sewage

Pump Station Design Standards”, (3) the WWTP currently has E+H sensor instruments installed as components of the larger operational systems, (4) the WWTP staff is fully training in maintenance and calibration of the E+H instruments and the plant has an inventory of spare parts purchased, (5) installing a different brand of sensor instrumentation would result in significant additional cost to the City for staff training, changes in procedures, and maintaining a full stock of spare parts for multiple sensor brands, and (6) that Endress+Hauser, Inc. has designated Field Instruments & Controls, Inc. as the sole vendor and sole authorized service professionals of E+H instruments, that the City of Anacortes is clearly limited to a single source of supply from Field Instruments & Controls, Inc., justifying the waiver of competitive bidding requirements.

Section 2. The City Council of the City of Anacortes hereby waives the bidding requirements for the purchase of Endress + Hauser sensor instruments for use at the Wastewater Treatment Plant and sewage pump stations, and authorizes sole source purchasing from Field Instruments & Controls, Inc.

Section 3. Any actions of the City or its officers prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Section 4. This Resolution shall be in full force and effect after its adoption and approval.

The foregoing resolution was ADOPTED by the City Council of the City of Anacortes, Washington, at a regular, open public meeting thereof this 23rd day of October, 2023.

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk/Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, City Attorney

Dale Reineke

Endress+Hauser, Inc. | Sales Center USA
www.us.endress.com

May 6, 2023

Re: Field Instruments & Controls, Inc.

To Whom It May Concern:

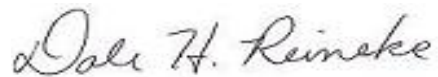
This letter is to confirm that Field Instruments & Controls, Inc. is Endress+Hauser, Inc.'s exclusive sales and service representative as follows:

Idaho: Zip codes beginning with 835 and 838
Oregon: All zip codes
Washington: All zip codes

Endress+Hauser, Inc's representatives can also be verified by utilizing our website and entering in your zip code (www.us.endress.com/en/contact).

If you have any further questions, please do not hesitate to contact me.

Sincerely,



Dale Reineke
Regional Sales Manager-West



City Council Agenda Bill

Meeting Date: October 23, **Agenda Item:** 8.f.
2023

Agenda Item Title: Contract Award: City Engineer On Call - Water and Wastewater
#23-291-ENG-001

Staff Contact(s): Andrew Rheaume

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Award
TIFFANY MATSON	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$50,000.00 to HDR Engineering, Inc. to provide a licensed engineer of record to review the City's water and wastewater plans and emerging situations.

Background:

1. **History:** The City is void of professional engineers on staff. This contract is a stop gap measure while recruitment of an in-house engineer occurs.
2. **Key Terms:**
 - Contract is on a time-and-materials basis not-to-exceed \$50,000.00.
 - The period of performance under this Agreement is through April 1, 2024.
3. **Competitive Bidding:** Per RCW 39.80 this engineering consultant was selected from the City's MRSC Architectural, Landscape Architectural, and Engineering Service Roster to provide a proposal for this scope of work, after which a price was negotiated.

Budget Impact:

Consultant	HDR Engineering, Inc.
Contract Amount	\$50,000.00
Earmarked Funds	\$0
BARS #	401.711.534.00.41 – 50% 440.711.535.00.41 – 50%

Budget Amendment Required?	No
Start Date	Contract execution
End Date	4/1/24

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 23-291-ENG-001 with HDR Engineering, Inc. in the amount of \$50,000.00 to provide the City Engineer On Call for Water and Wastewater.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 23-291-ENG-001



AGREEMENT 23-291-ENG-001

Between
THE CITY OF ANACORTES
AND
HDR ENGINEERING, INC.

CITY ENGINEER ON CALL - WATER AND WASTEWATER

This Agreement, hereinafter referred to as "Agreement", is made and entered into between the City of Anacortes, hereinafter referred to as the "City", and HDR Engineering, 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 provide a licensed engineer of record to review the City's water and wastewater plans and emerging situations, as detailed in Exhibit A, which is attached hereto and incorporated by reference. Work will be assigned on an as-needed basis and shall be performed under the direction of Andrew Rheaume, Public Works Director, or his representative, hereinafter referred to as Project Manager.

This on-call agreement will be organized by Task Orders. When a need arises, the City's Project Manager will contact the Consultant and provide a summary of the needed work in sufficient detail to allow the Consultant to provide a cost estimate specific to each task order. The Consultant shall provide a price estimate for the requested work. Once the Parties agree in writing to the description of services, schedule, and price estimate, the work shall proceed at the Project Manager's authorization and direction. The City is not obligated to assign any specific number of tasks or budget allocations to the Consultant. The Consultant is not authorized to expend costs in excess of the not-to-exceed amount set forth under Article 2 **Price and Payment Terms**. The not-to-exceed amount stated in Article 2 **Price and Payment Terms** can only be revised through written modification mutually signed by the Parties.

2. **Price and Payment Terms.** The services provided under this Agreement shall be on a time and materials basis not-to-exceed **Fifty Thousand Dollars (\$50,000.00)**.

3. **Period of Performance.** The period of performance under this Agreement is from inception to April 1, 2024.

4. **Subcontracts.** The Consultant shall not subcontract the Scope of Work ("Work") unless detailed in this Agreement or the Project Manager approves in writing. If the Project Manager requests, the Consultant shall provide proof that the subcontractor has the experience, ability, and equipment the Work requires. "subcontractor" means an individual, partnership, firm, corporation, or joint venture who is sublet part of the Contract by the Consultant. Each request to subcontract shall include the following information (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 subcontractor, (iv) proposed subcontract price, (v) identification of the percentage of work to be performed by subcontract. Approval of subcontract shall not:

- a. Relieve the Consultant of any responsibility to carry out the Contract,
- b. Relieve the Consultant of any obligations or liability under the Contract,
- c. Create any contract between the City and the subcontractor, or
- d. Convey to the subcontractor any rights against the City.

Consultant remains fully responsible for obligations, services, and functions performed by its subcontractor to the same extent as if such obligations, services, and functions were performed by Consultant's employees, and for purposes of the Agreement such work will be deemed work performed by Consultant. 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 subcontractor 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.

If dissatisfied with any part of the subcontracted Work, the Project Manager may request in writing that the subcontractor be removed. The Consultant shall comply with this request at once and shall not employ the subcontractor for any further Work under the Contract.

5. **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.

6. **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.

7. **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.

8. **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.

9. **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. Any modification or reuse of such materials for purposes other than those intended by this Agreement shall be at City's sole risk and without liability to Consultant.

10. **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.

11. **Indemnification / Hold Harmless.** 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, to the extent arising out of or resulting from the alleged negligent or wrongful 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. However, 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.

12. **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: The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Consultant **within 10 days of contract execution and before scheduling of the work.** Upon request by the City, the Consultant shall furnish copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractor' coverage. Failure of the City to demand such verification of coverage with these insurance requirements or failure of the City to identify a deficiency from the insurance documentation provided shall not be construed as a waiver of Consultant's obligation to maintain such insurance.

Verification of coverage shall include:

1. An ACORD certificate or a form determined by the City to be equivalent.
2. Copies of all endorsements naming the City as additional insured, showing the policy number. The Consultant may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement.
3. Any other amendatory endorsements to show the coverage required herein.
4. **A notation of coverage enhancements on the Certificate of Insurance shall not satisfy these requirements – actual endorsements must be submitted.**

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.

13. Registered or Licensed. The City is prohibited from executing an Agreement with a Consultant who is not registered or licensed as required by the applicable laws of the state for their profession. In addition, Anacortes Municipal Code requires that every business located within the city limits of Anacortes register the business with the state and include a City of Anacortes Endorsement. Businesses from outside city limits with a gross annual income of \$2,000 within Anacortes are also required to obtain a city endorsement. Business licenses and city endorsements can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.

14. 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, subject to the Disputes clause contained herein. 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 their obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for their own methods and conduct during the period of performance.

15. Standard of Care. The Consultant represents that they have 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 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 services, at the City's discretion.

16. 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.

17. Consultant is an Independent Contractor. The parties intend that an independent contractor 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 subcontractor during the performance of this Agreement.

18. Acceptance. Consultant acknowledges and agrees that these contract terms 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 contract terms supersede all conflicting or additional terms pre-printed on any purchase order, quote, invoice, Consultant's website, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

19. 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.

20. 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.

B. 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 through the date of termination. If the City exercises its option under this Paragraph, the City shall not be responsible for payment 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.

21. **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.

22. **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.

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

24. **Covenant Against Contingent Fees.** The Consultant warrants that they have 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 they have 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.

25. **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.

26. **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 of the impediment and its effect on the ability to perform, with such notice to be provided no more than two (2) working days after the force majeure event or reasonable discovery of the event's impact on performance. 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

27. **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, executive proclamations, all applicable Washington Dept. of Labor & Industries (L&I) and Occupational Safety & Health Administration (OSHA) safety standards, 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.

28. **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.

29. **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.

30. **Survival of Agreement Termination.** The articles relating to Indemnification / Hold Harmless, 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.

31. **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:

HDR Engineering, Inc.
Scott Johnson, PE
929 108th Ave NE, Suite 1300
Bellevue, WA 98004

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 they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

CITY OF ANACORTES

HDR ENGINEERING, INC.

By _____
Matt Miller, Mayor

By _____

Date _____

Title _____

Date _____

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).

**AGREEMENT 23-291-ENG-001
EXHIBIT A**

**Anacortes
Interim City Engineer Services
(Water and Wastewater)**

Scope of Services

October 2023



**929 108th Avenue NE
Suite 1300
Bellevue, WA 98004-4361
(425) 450-6200**

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EXHIBIT A

SCOPE OF SERVICES

Background

The City of Anacortes is in the process of backfilling the City Engineer position. Based upon HDR's history supporting the City with water and wastewater infrastructure, the City has requested HDR perform the duties of the City Engineer related to water and wastewater. These services may include but are not limited to, review of design documents prepared by other consulting engineers, review of design documents prepared by City Engineering Technicians, and on-call troubleshooting services related to water and wastewater facilities.

Scope of Services

Task 100 Project Management

Objective

The purpose of this task is to monitor, control and adjust scope, schedule, and budget as well as provide monthly status reporting, accounting, and invoicing.

HDR Services

1. Prepare a Project Management Plan (Project Guide) outlining the project scope, team organization, schedule, and communications information.
2. Coordinate and manage the project team.
3. Prepare monthly status reports describing the following:
 - A. Services completed during the month.
 - B. Services planned for the next month.
 - C. Needs for additional information.
 - D. Scope/schedule/budget issues.
 - E. Schedule update and financial status summary.
4. Prepare monthly invoices formatted in accordance with contract terms.

Client Responsibilities

1. Attend project management meetings.
2. Timely processing and payment of invoices.
3. Review and process contract change requests and amendments, if needed.

Assumptions

1. The project duration will be 5 months.
2. Invoices will be HDR standard invoice format.

- Expense backup will not be provided with invoices but will be available for review at HDR.

Deliverables

- Scope of services, schedule (Gantt chart or project milestones), and budget (PDF file and two copies).
- Monthly reports and invoices (one copy with invoice can be mailed or e-mailed PDF file)
- Monthly project schedule and budget updates.

Task 200 Interim City Engineer Services (Water and Wastewater)

Objective

This task provides an allowance for the City to request HDR's assistance with support related to City Engineer services for water and wastewater infrastructure.

HDR Services

- Conduct services as mutually agreed upon by the City and HDR.

Client Responsibilities

- Request professional services deemed necessary.

Assumptions

- An allowance of \$45,500 has been budgeted for this task.
- Agreement for the services to be performed under this task and budget will be documented and agreed upon by the City and HDR prior to proceeding.
- Services limited to funds available.
- HDR will not be producing design deliverables as part of this scope of services. Quality control of City Engineer services will be documented and agreed upon as part of design review services.

Schedule

The table today are scheduled completion dates for each task. These dates are subject to change based on as requested services agreed upon by the City and HDR. If no defined HDR services are included in the scope the scheduled completion date coincides with the

Milestones	Date
NTP	November 1, 2023
Task 100	March 31, 2024
Task 200	March 31, 2024

Fee

The table below is a summary of the fee for this project broken down by task.

Task #	Task Description	Task Total
100	Project Management	\$4,500
	Interim City Engineer Services (Water and Wastewater)	\$45,500
		\$50,000



City Council Agenda Bill

Meeting Date: October 23, **Agenda Item:** 8.g.
2023

Agenda Item Title: Contract Award: City Engineer of Record for Streets and Stormwater #23-292-ENG-001

Staff Contact(s): Andrew Rheaume

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Award
TIFFANY MATSON	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$50,000.00 to H.W. Lochner, Inc. to provide a licensed engineer of record to review the City's stormwater and streets plans and emerging situations.

Background:

1. **History:** The City is void of professional engineers on staff. This contract is a stop gap measure while recruitment of an in-house engineer occurs.
2. **Key Terms:**
 - o Contract is on a time-and-materials basis not-to-exceed \$50,000.00.
 - o The period of performance under this Agreement is through April 1, 2024.
3. **Competitive Bidding:** Per RCW 39.80 this engineering consultant was selected from the City's MRSC Architectural, Landscape Architectural, and Engineering Service Roster to provide a proposal for this scope of work, after which a price was negotiated.

Budget Impact:

Consultant	H.W. Lochner, Inc.
Contract Amount	\$50,000.00
Earmarked Funds	\$0
BARS #	445.711.531.00.41 – 50% 001.712.542.10.41 – 50%

Budget Amendment Required?	No
Start Date	Contract execution
End Date	4/1/24

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 23-292-ENG-001 with H.W. Lochner, Inc. in the amount of \$50,000.00 to provide the City Engineer of Record for Streets and Stormwater.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 23-292-ENG-001



AGREEMENT 23-292-ENG-001

Between
THE CITY OF ANACORTES
AND
H.W. LOCHNER, INC.

CITY ENGINEER OF RECORD FOR STREETS AND STORMWATER

This Agreement, hereinafter referred to as "Agreement", is made and entered into between the City of Anacortes, hereinafter referred to as the "City", and H.W. Lochner, 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 will provide a licensed engineer of record to review the City's stormwater and streets plans and emerging situations, as detailed in Exhibit A, which is attached hereto and incorporated by reference. Work will be assigned on an as-needed basis and shall be performed under the direction of Andrew Rheame, Public Works Director, or his representative, hereinafter referred to as Project Manager.

This on-call agreement will be organized by Task Orders. When a need arises, the City's Project Manager will contact the Consultant and provide a summary of the needed work in sufficient detail to allow the Consultant to provide a cost estimate specific to each task order. The Consultant shall provide a price estimate for the requested work. Once the Parties agree in writing to the description of services, schedule, and price estimate, the work shall proceed at the Project Manager's authorization and direction. The City is not obligated to assign any specific number of tasks or budget allocations to the Consultant. The Consultant is not authorized to expend costs in excess of the not-to-exceed amount set forth under Article 3 **Price and Payment Terms**. The not-to-exceed amount stated in Article 3 **Price and Payment Terms** can only be revised through written modification mutually signed by the Parties.

2. **COVID-19 Safety Requirements Compliance.** The Consultant, and its subcontractors 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 or 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 **Fifty Thousand Dollars (\$50,000.00)**.

4. **Period of Performance.** The period of performance under this Agreement is from inception through April 1, 2024.

5. **Subcontracts.** The Consultant shall not subcontract the Scope of Work ("Work") unless detailed in this Agreement or the Project Manager approves in writing. If the Project Manager requests, the Consultant shall provide proof that the Subcontractor has the experience, ability, and equipment the Work requires. "Subcontractor" means an individual, partnership, firm, corporation, or joint venture who is sublet part of the Contract by the Consultant. Each request to subcontract shall include the following information (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 Subcontractor, (iv) proposed subcontract price, (v) identification of the percentage of work to be performed by subcontract. Approval of subcontract shall not:

- a. Relieve the Consultant of any responsibility to carry out the Contract,
- b. Relieve the Consultant of any obligations or liability under the Contract,
- c. Create any contract between the City and the subcontractor, or
- d. Convey to the subcontractor any rights against the City.

Consultant remains fully responsible for obligations, services, and functions performed by its subcontractors to the same extent as if such obligations, services, and functions were performed by Consultant's employees, and for purposes of the Agreement such work will be deemed work performed by Consultant. 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 subcontractor 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.

If dissatisfied with any part of the subcontracted Work, the Project Manager may request in writing that the subcontractor be removed. The Consultant shall comply with this request at once and shall not employ the subcontractor for any further Work under the Contract.

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. **Indemnification / Hold Harmless.** 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. However, 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: The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Consultant **within 10 days of contract execution and before scheduling of the work.** Upon request by the City, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractor's coverage.

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 applicable laws of the state for their profession. In addition, Anacortes Municipal Code requires that every business located within the city limits of Anacortes register the business with the state and include a City of Anacortes Endorsement. Businesses from outside city limits with a gross annual income of \$2,000 within Anacortes are also required to obtain a city endorsement. Business licenses and city endorsements 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 their obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for their own methods and conduct during the period of performance.

16. **Standard of Care.** The Consultant represents that they have 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 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 subcontractors during the performance of this Agreement.

19. **Acceptance.** Consultant acknowledges and agrees that these contract terms 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 contract terms supersede all conflicting or additional terms pre-printed on any purchase order, quote, invoice, 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.

B. 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 through the date of termination. If the City exercises its option under this Paragraph, the City shall not be responsible for payment 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 they have 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 they have 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 of the impediment and its effect on the ability to perform, with such notice to be provided no more than two (2) working days after the force majeure event or reasonable discovery of the event's impact on performance. 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:

H.W. Lochner, Inc.
Matt Randall, PE
915 118th Avenue SE, Suite 130
Bellevue, WA 98005

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 they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

CITY OF ANACORTES

H.W. LOCHNER, INC.

By _____
Matt Miller, Mayor

By _____

Date _____

Title _____

Date _____

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).

AGREEMENT 23-292-ENG-001 - EXHIBIT A
ON-CALL ENGINEERING SERVICES

SCOPE OF SERVICES

Lochner agrees to perform municipal engineering and to carry out to the best of Engineer's ability duties imposed upon the Engineer as the City may from time to time require. The City Public Works Director or a designated responsible official will provide direction and assign tasks to the Engineer under an On-Call basis.

Services to be provided are primarily assisting the Public Works Department on a broad range of engineering matters related to the City's Stormwater, Street, and Planning functions. Included services consist of the following:

- Provide day-to-day assistance to members of the City's staff relating to transportation/roadway and stormwater engineering, construction management, and development review as requested by the City.
- Review developer extensions of City storm and preliminary and final plat engineering drawings for compliance with City design standards and comprehensive plans.
- Assist in the preparation of applications for Federal and State grants which may be available to the City.
- Prepare cost estimates and work with the City's Financial Department to determine the feasibility of proposed improvements and assist on budget matters.
- Conduct special short duration studies as requested by the City.
- Attend meetings as requested by the City. Assume one weekly 15-minute check-in meeting with the Public Works Director at a minimum.
- Provide technical observation of and reporting on construction to assist City staff.
- Prepare responses to questions or issues relating to Public Works matters.
- Provide preliminary design engineering services for small construction projects, i.e., estimated construction costs less than \$50,000. These projects are on the order of one or two stamped drawings and mostly applicable to small works roster bidding and construction.
- Review, stamp, and sign engineering plans and specifications for work designed by the City's Public Works Department under the Engineer's direction.
- Perform other Public Works tasks that may be assigned or requested by the City.

Exclusions

- Staff scheduling and management.
- Budget authorization and contract approvals.
- City – contracted consultant management.
- City Council presentations.
- Staff disciplinary action and public disputes resolution.

Estimated Cost: \$50,000



City Council Agenda Bill

Meeting Date: October 23, **Agenda Item:** 8.h.
2023

Agenda Item Title: Contract Modification: Wastewater Treatment Plant Outfall -
Design #20-032-SEW-007

Staff Contact(s): Andrew Rheaume

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Award
TIFFANY MATSON	

Item Summary: City staff seeks City Council consent to award a contract modification in the amount of \$605,111.00 to HDR Engineering, Inc., increasing the total contract price to \$1,814,040.18, to add engineering work to combine the previous two separate upland and marine designs for the wastewater treatment plant outfall into a single design and construction contract. The period of performance is extended to June 30, 2026.

Background:

1 History: The City is proceeding ahead with combining the previous two separate upland and marine designs into a single design for the WWTP Outfall Project. The City has also requested HDR provide construction management services. This scope of services covers the design combination of the outfall, assistance during bidding, design services for a new park at the north end of U Avenue and relocation services for residents impacted by the construction. Construction management services during construction will be under a separate amendment.

2. Key Terms:

- Contract is on a time-and-materials basis not-to-exceed \$1,814,040.18.
- The period of performance under this Agreement is extended through June 30, 2026.

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

Budget Impact:

Contractor	HDR Engineering, Inc.
Original Agreement Amount	\$991,523.18
Modification 01	\$0
Modification 02	\$217,406.00
Current Agreement Amount	\$1,208,929.18
Change Per this Modification	\$605,111.00.00
Total After Modification	\$1,814,040.18
Earmarked Funds	\$19,500,000.00
Paid on Contract as of 10/18/23	\$1,177,375.48
BARS #	440.750.594.35.63
Budget Amendment Required?	No
Start Date	Contract execution
End Date	06/30/2026

Previous Action: Contract [20-032-SEW-007](#) for HDR Engineers, Inc. to perform the final design of the outfall, including both onshore and offshore portions, was approved at the [1/25/21](#) Council meeting. [Modification 01](#) was executed on 12/16/2021 extending the period of performance through 12/31/2022. [Modification 02](#) was approved at the [4/25/2022](#) meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign contract Modification 03 to contract 20-032-SEW-007 with HDR Engineering, Inc. in the amount of \$605,111.00.00, increasing the total contract price to \$1,814,040.18.

Alternative Actions: Not award the modification.

Attachments (listed in order presented):

1. 20-032-SEW-007 Mod 03



Contract Number 20-032-SEW-007
MODIFICATION 03

Date October 23, 2023
Page 1 of 1 Pages

Contract Title Wastewater Treatment Plant Outfall - Design
Consultant HDR Engineering, Inc

BACKGROUND

This modification is issued in accordance with Article 23, Changes/Additional Work and provides for an addition to the Scope of Work to include a combining the previous two separate upland and marine designs for the wastewater treatment plant outfall into a single design and construction contract. Accordingly, the contract price is increased from \$1,208,929.18 by \$605,111.00 to \$1,814,040.18, and the following changes are incorporated under this contract:

ARTICLE 1. Scope Of Work. The following third paragraph is added:

“Per Modification 03, the Consultant shall perform additional work as detailed in Exhibit D, which is attached hereto and incorporated by reference.”

ARTICLE 3. Price. The paragraph is revised to read:

“The work performed under this Agreement shall be performed on a time-and-materials (T&M) basis not-to-exceed **One Million Eight Hundred Fourteen Thousand Forty Dollars and Eighteen Cents (\$1,814,040.18).**”

ARTICLE 4. Period of Performance. The paragraph is revised to read:

“The period of performance under this Agreement is from inception through June 30, 2026.”

ARTICLE 5. Payment Terms. The paragraph is revised to read:

“Progress payments for work shall be made according to the billing rates listed in Exhibits B, C, and D, which are attached hereto and incorporated by reference.”

All other terms of the contract remain unchanged.

CITY OF ANACORTES

HDR ENGINEERING, INC

By _____
Matt Miller, Mayor

By _____

Date _____

Title _____

Date _____

Original Agreement Amount	<u>\$991,523.18</u>	Original Contract Completion Date	<u>12/31/2021</u>
Current Agreement Amount	<u>\$1,208,929.18</u>	Current Contract Completion Date	<u>09/30/2023</u>
Change Per this Modification	<u>\$605,111.00</u>	Net Change	<u>1004 Days</u>
Total After Modification	<u>\$1,814,040.18</u>	Contract Completion Date After Change	<u>06/30/2026</u>

**Agreement 20-032-SEW-007
Exhibit D**

**City of Anacortes
Wastewater Treatment Plant Outfall
Design Combination and Engineering Services During
Construction**

Scope of Services

October 2023



**929 108th Avenue NE
Suite 1300
Bellevue, WA 98004
(425) 450-6200**

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EXHIBIT A

SCOPE OF SERVICES

Background

The City of Anacortes (City) is proceeding ahead combining the previous two separate upland and marine designs for the new wastewater treatment plant outfall into a single design and construction contract. The City has also requested HDR provide construction management services. This scope of services covers the combining of the outfall designs, assistance during bidding, design services for a new park at the north end of U Avenue and relocation services for residents impacted by the construction. Construction management services during construction will be under a separate amendment.

Services under this scope will be provided by a variety of consultants directly contracted through HDR. The primary firms included in this work include:

- HDR Engineering, Inc. (HDR) – Prime
- Cosmopolitan Marine Engineering (CME) – Subconsultant – marine outfall design
 - Bright Engineering Inc (BEI) – Subconsultant to CME
- David Evans and Associates, Inc. (DEA) – Subconsultant - surveying
- GeoEngineers Inc. (Geo) – Subconsultant - geotechnical
- MacLeod Reckord PLLC – Subconsultant – Landscape and park design

In addition, the City has contracted with other consultants to provide assistance in the completion of the project. These include:

- Widener Associates (WA) – Permitting

While HDR is the Prime and point of contact for this work, the firm responsible for specific tasks is indicated in the title of each task in this scope of work.

Scope of Services

The following tasks are included in this scope of services:

- Task 2100 Project Management
- Task 3700 Outfall Design Combination
- Task 3710 U Avenue Park Design
- Task 3720 Resident Relocation Assistance
- Task 4000 Engineering Services During Construction

Task 2100 Project Management (HDR)

Objective

The purpose of this task is to monitor, control and adjust scope, schedule, and budget as well as provide monthly status reporting, accounting, and invoicing.

Consultant Services

1. Coordinate and manage the project team (including subconsultants)
2. Prepare monthly status reports describing the following:
 - a. Services completed during the month
 - b. Services planned for the next month
 - c. Needs for additional information
 - d. Scope/schedule/budget issues
 - e. Schedule update and financial status summary
3. Prepare monthly invoices formatted in accordance with contract terms
4. Attend project management meetings with the client Project Manager to review project scope, schedule, and budget issues.
5. Quality assurance – Complete quality assurance management review to monitor project execution.
6. Attend a project kickoff meeting

Client Responsibilities

1. Attend project management meetings.
2. Timely processing and payment of invoices.
3. Review and process contract change requests and amendments, if needed.

Assumptions

1. Project management (PM) meetings will be held once a month by telephone or online meeting through the bidding phase. PM meetings may be combined with project coordination meeting under Task 3700 and Task 4000. Duration of the meetings are assumed to be 1 hour each, with a maximum of 4 total meetings.
2. No in person project status and review meetings are anticipated.
3. Re-design and bidding support is anticipated to extend through December 2023.
4. A construction contract is anticipated to be awarded and will proceed to construction in January 2024.
5. Invoices will be HDR standard invoice format.
6. Expense backup will not be provided with invoices but will be available for review at HDR.
7. HDR has a reasonable right to rely on data provided to the HDR team needed for analysis, deliverables or recommendations.

-
8. HDR is responsible for the overall quality and will review (quality assurance) each deliverable provided by members of the team as subconsultants. Each subconsultant shall perform their own Quality Control (QC) and provide documentation upon request.
 - 9.

Deliverables

1. Monthly reports and invoices (one copy with invoice, PDF format).

Task 3700 Outfall Design Combination (HDR, CME)

Objective

The following tasks will provide engineering to combine the previous upland and marine contracts for the outfall into a single construction contract. A significant portion of these services were completed under a previous contract using remaining contract funds based on authorization from the City.

Consultant Services

1. Consolidate the engineering design of the upland and marine portions of the outfall design into a single construction contract.
2. Incorporate a new effluent flow meter into the design of the new outfall. Provide specifications and design details for the new flow meter. The flow meter design will add 3 additional drawings to the design.
3. Modify design of shoreline grading and restoration at shoreline as stipulated in the NOAA Fisheries Biological Opinion and the Corps permit authorization, and any other binding permissions from other entities.
4. Modify contract specifications to reflect where materials (pipe, anchors, hardware) have been procured by the owner.
5. Coordinate with the City to provide information for utility relocation (gas, electric, telephone and cable) by others.
6. Identify corrosion protection for the buried ductile iron outfall piping within the wastewater treatment plant and incorporate recommendations into the construction contract.
7. Incorporate final permits into the contract documents.
8. Provide a final opinion of probable construction cost (OPCC) based on the final design documents.
9. Attend weekly coordination meetings.

Client Responsibilities

1. City shall review and provide timely, consolidated (conflict-resolved) comments on deliverables within 10 business days.
2. Attend 90% submittal review workshop.

Assumptions

1. The OPCC will be an update of the marine and upland estimate provided by the City's subconsultant, DOF, for the previous marine and upland contracts. The updated estimate will be adjusted to reflect the bids received for the marine and upland contracts.
2. All meetings will be held remotely via video conferencing. Meetings will be attended by CME, HDR PM and 1 other HDR staff. Meetings will require 1 hour for PM, 2 hours for the other HDR staff, including meeting preparation, attendance, follow-up, and notes.
3. Approximately 20 coordination meetings will be required.
4. The 90% submittal review workshop will be integrated into a weekly coordination meeting.

Deliverables

1. 90% design submittal (PDF format).
2. Final (Issue for Bid) design submittal (PDF format).

Subtask 3710 U Avenue Park Design (Macleod Reckord)

Objective

Design a small park at the north end of U Avenue where it meets the waterfront of Guemes Channel.

Consultant Services

1. Manage the planning and design of the park over a 6 month period.
2. Provide 30%, 60%, 90% and Final design.
3. Develop specifications to support the park design.
4. Develop opinions of probable cost (OPCC) at each design phase.
5. Attend up to 8 design review meetings.
6. Prepare for and present park design concept at up to 2 public meetings.
7. Provide interpretive signage for the park. The content of the signage will be provided through meetings with the City.

Client Responsibilities

1. Provide information related to City code, design standards and any other information relevant to the design of the park.

Assumptions

1. Site lighting will not be provided.
2. An irrigation plan will be included in the design; however, the irrigation system may only be used for plant establishment.
3. Public meeting will be City Council meetings.

-
4. An allowance of \$5000 is assume for a signage subconsultant to develop the content and style of sign.

Deliverables

1. 30% design submittal (drawings only) (PDF format).
2. 60% design submittal with outline of specifications (PDF format).
3. 90% design submittal (PDF format).
4. Final (Issue for Bid) design submittal (PDF format).

Subtask 3730 – Temporary Relocation Support

Objective

Provide relocation advisory services for up to one (1) temporary relocation to accommodate a family impacted by the City of Anacortes Wastewater Outfall Relocation Project.

Consultant Services

1. Attend relocation kick-off meeting in Anacortes. Two staff will attend relocation kick-off meeting in Anacortes.
2. Attend up to 24 weekly status meetings with the City. Two staff will attend up to 24 weekly status meetings with the City.
3. Assist the City with drafting Acquisition Policy & Procedures and Relocation Appeal process.
4. Interview residential occupants and estimate temporary relocation costs.
5. Submit one (1) draft and one (1) final Relocation Plan to the City for approval.
6. Provide up to one (1) update to the Relocation Plan, as needed.
7. Act as an extension of City's staff while serving as the City relocation agent for affected parcels.
8. Prepare up to one (1) relocation notice (Notice of Temporary Relocation Benefits) for up to one (1) temporary relocation.
9. Assist up to one (1) temporary relocation occupant with searching for temporary housing & filing relocation claims.
10. Prepare & transmit up to two (2) relocation claim packages for move entitlement and temporary housing entitlement to City for payment processing.
11. Coordinate the vacate inspection with City staff prior to the start of construction.
12. Provide supporting documentation for up to one (1) relocation appeal & attend up to two (2) relocation appeal meetings for one temporary displacement, if needed.
13. Prepare, maintain and transmit to City up to one (1) temporary relocation file in both electronic & paper version.

-
14. Provide the quality review and quality assurance to close out up to one (1) temporary relocation file.

Client Responsibilities

1. Approve the Final Acquisition Policy Procedures and Relocation Appeal process.
2. Review and approve Relocation Plan.
3. Review and approve up to one (1) update to the Relocation Plan, as needed with 15 days.
4. Review and approve up to one (1) relocation notice (Notice of Temporary Relocation Benefits).
5. Conduct up to one (1) relocation appeal and attend relocation appeal meetings, if needed.
6. Coordinate & concur with the vacate inspection with CITY staff prior to the start of construction.
7. Review, approve and pay up to two (2) relocation claim packages for move entitlement and temporary housing entitlement.
8. Review, accept and archive up to one (1) temporary relocation file in both electronic & paper version.
9. Process all relocation payments and make payment directly to the temporary relocation occupant.

Assumptions

1. The weekly status meetings will be virtual using Webex or other online meeting platform.
2. If the City denies a claim, the City will provide a clear and concise basis for that determination, in writing to consultant, so that a written response can be expeditiously prepared and provided to the claimant.
3. If a claim is denied, and the denial and/or City mandated revision results in appeal and the appeal is ultimately upheld in the favor of the appellant, then additional hours related to the appeal may be considered an additional level of effort and will be renegotiated and adjusted accordingly, resulting in additional costs to the CITY.
4. Relocation advisory services will be considered complete if any of the following occur:
 - i. City withdraws relocation eligibility.
 - ii. City makes all relocation payments.
 - iii. City allows temporary relocation occupant to maintain occupancy at the subject site during construction.

Deliverables

1. Weekly relocation status report - up to 24 status reports.
2. Final draft Acquisition Policy Procedures and Relocation Appeal process.
3. Up to one (1) Relocation Plan and up to one (1) update, if needed.

-
4. Up to one (1) relocation notice (Notice of Temporary Relocation Benefits) for up to one (1) temporary relocation.
 5. Up to five (5) signed relocation supporting documents per temporary relocation including: Lawfully Present in the United States Certification form, IRS Form W-9 (if required by the City), Move Expense Agreement, Relocation Assistance Voucher and Vacate Inspection form.
 6. Up to two (2) relocation claims for up to one (1) temporary relocation, to include the agent's recommendation for move entitlement and temporary housing entitlement, Claim Determination Letter and Relocation Assistance Voucher.
 7. Up to one (1) completed temporary relocation file, including relocation agent's diary.

Subtask 4000 Engineer of Record Services During Construction (HDR, CME, Geo)

Objective

At the direction of the City, contract budget funds from Amendment 2 of the previous engineering contract for the outfall design were used to fund initial rebid services. This amendment reestablishes budget to provide engineering services during construction as defined in Amendment 2. A separate contract amendment will be prepared for construction management services. The scope for engineering services is re-established here.

Additionally, the City has decided to not continue the relationship with the outfall's team environmental consultant; Dalton, Olmsted and Fuglevand (DOF) and instead requested that a subconsultant be retained by HDR to provide these services. HDR's was not successful in negotiating contract terms with DOF and consequently another firm or staff will be retained. This amendment includes an allowance for another subconsultant or staff to be retained and become familiar with the project and be able to respond to questions by prospective bidders. This firm will also be retained for construction management services and any positive or negative budget from this task will be incorporated into the construction management addendum.

Consultant Services

1. During bidding and contract award:
 - a. Respond to questions by potential contractors.
 - b. Review qualifications submittals.
 - c. Review bid tabulations.
2. During construction:
 - a. Review up to 25 submittals.
 - b. Respond to 100 contractor requests for information (RFIs).
 - c. Prepare up to 2 changed orders.
3. Provide onsite observation including:
 - a. Shoreline shoring system and excavation.

-
- b. Offsite location of HDPE fusion, launching and anchor attachment.
 - c. Pipe tow to jobsite.
 - d. Staging for and during controlled submergence
 - e. Controlled submergence of the marine outfall.
 - f. Shoreline restoration riprap final placement.
4. Provide a maximum 3 onsite visits for HDR engineering staff during construction.
 5. Provide up to 2 onsite visits for CME staff during construction.
 6. Provide a maximum 10 onsite visits for Geo staff during construction.

Client Responsibilities

1. Construction management and routine construction observation.

Assumptions

1. HDR will provide onsite construction management service under a separate amendment.
2. An average of 2 hours staff time will be required for addressing RFIs.
3. An average of 4 hours staff time will be required for reviewing submittals.
4. Services for CME under this task will be based on time and materials plus expenses with a fee not to exceed \$72,000.
5. Services for HDR under this task will be based on time and materials plus expenses with a fee not to exceed \$242,000.
6. Services under this task based on time and materials plus expenses with a fee not to exceed \$26,000 for Geo.
7. An allowance of \$30,000 is included in the budget for an environmental consultant. The full scope of these services is not defined at this time but may include responding to Contractor's questions during bidding related to the approved dredging plan and reviewing submittals associated with the marine construction and dredging.

Deliverables

1. Review and comment on submittals.
2. Responses to contractor requests for information.

FEE ESTIMATE

City of Anacortes: Anacortes WWTP Outfall Rebid and ESDC



Task #	Task Description	Total Labor	Total Expenses	Total Subconsultants	Total For Proposal
2100	Project Management	\$32,044	\$0	\$0	\$32,044
3700	Outfall Design Combination	\$58,188	\$724	\$0	\$58,912
3710	U Avenue Park Design	\$11,773	\$0	\$107,120	\$118,893
3720	Relocation Services	\$45,933	\$762	\$0	\$46,695
4000	Engineering Services During Construction	\$242,352	\$1,155	\$105,060	\$348,567
		\$390,290	\$2,641	\$212,180	\$605,111

\$ 605,111.00

LABOR ESTIMATE HDR ENGINEERING STAFF

City of Anacortes: Anacortes WWTP Outfall Rebid and ESDC

	Project Role	Billing Rate	HDR Job Title	Bergstrom, Eric C	Packard, Kenneth H	Wilkinson, John James (Jack)	Johnson, Michelle Kathy	Nolan, Laura Anne	Cramer, Jacob Alexander (Jake)	Gokhale, Sanyukta Nitin	Herrmann, Ella Danika	Packard, Madeleine Paige (Maddi)	Schmidt, Adam Michael	Giddings, Jeffrey B	Edgemon, Glenn L	Whelpley, Cynthia Genella (Cyndi)	Total Labor Hours	Total Labor Dollars
				Project Manager	Project Engineer	Project Controller	Sr Project Coordinator	Business Class Lead	Controls System EIT	Project Engineer	EIT Sanitary	Project Engineer	CAD Technician			Project Engineer		
				359.58	193.28	123.20	123.07	286.18	116.35	161.57	125.60	185.18	169.09	264.51	304.83	205.44		
				PJM PJM310 Project Manager Engineering Sr	ESA ESA200 Engineer Sanitary	FIN FIN210 Project Accountant 1	ADM ADM510 Project Support Specialist	MGT MGT470 Area Market Sector Leader	ASM ASI110 ASMEC Engineer I&C EIT	ESA ESA200 Engineer Sanitary	ESA ESA100 EIT Sanitary	PJM PJM110 Project Manager Engineering Asst	ASM ASB220 ASMEC BIM Specialist Civil Sr	MGT MGT440 Regional Business Class Leader	PJM PJM300 Project Manager General Sr	PJM PJM200 Project Manager General		
2100	Project Management			48	0	120	0	0	0	0	0	0	0	0	0	0	168	\$ 32,043.84
	Project Setup																0	\$ -
	Project Mgmt Plan / Quality Mgmt Plan / HASP																0	\$ -
	Coordination and Monitoring																0	\$ -
	Invoicing / Status Reporting / EV / WorkPlan			24		96											120	\$ 20,457.12
	Subconsultant Management			24		24											48	\$ 11,586.72
	Subtask																0	\$ -
	Project Closeout																0	\$ -
3700	Outfall Redesign			30	32	0	16	12	8	30	16	12	72	40	10	0	278	\$ 58,188.48
	Combine upland and marine contracts into a single contract			12	12		16	8		12	16		24				100	\$ 18,899.48
	Design effluent flow meter			2	4				8	4		12					42	\$ 7,320.60
	Incorporate updated survey of the end of U Avenue			4						4		12					24	\$ 4,790.04
	Incorporate permits into contract documents			4	4					4			16				12	\$ 2,857.72
	Provide an updated Opinion of Probable Cost			2	4		4			2							12	\$ 2,960.14
	Incorporate Utility Coordination			4	4					4							12	\$ 2,857.72
	Corrosion protection design			2	4								20	40	10		76	\$ 18,502.78
3710	U Avenue Park Design			16	0	0	0	12	0	16	0	0	0	0	0	0	44	\$ 11,772.56
	Coordinate with Landscape Architect			16				12		16							44	\$ 11,772.56
3720	Relocation Services			0	0	0	16	0	0	0	0	0	0	0	0	214	238	\$ 45,933.28
	3720.1 Status Reporting															24	24	\$ 4,930.56
	3720.2 Draft Acquisition Policy & Relocation Appeal Process						8									16	24	\$ 4,271.50
	3720.3 Relocation Plan						8									24	32	\$ 5,915.12
	3720.4 Relocation Advisory Services															78	78	\$ 16,024.32
	3720.5 File Closeout															72	72	\$ 14,791.68
4000	Engineering Services During Construction			238	334	0	8	222	12	20	0	2	128	4	0	0	968	\$ 242,351.80
	Bidding			40	40		4	20		12			4				120	\$ 30,945.48
	Addendums			12	16		2	8					16				54	\$ 12,648.46
	Conformed Documents			2	2		2			8			16				30	\$ 5,349.86
	Prebid conference			8	8												16	\$ 4,422.88
	Review of bids			24	24			16									64	\$ 17,847.52
	Attend preconstruction conference			12	8												20	\$ 5,861.20
	Site visits			16	16			16									48	\$ 13,424.64
	Submittal Review			20	40			40	8			2	12	4			126	\$ 30,758.28
	RFIs			40	80			80	4				16				220	\$ 55,910.84
	Change Orders			40	40			20					40				140	\$ 34,601.60
	As-built drawings				16								24				40	\$ 7,150.64
	Startup assistance			4	4			2									10	\$ 2,783.00
	Miscellaneous assistance			20	40			20									80	\$ 20,646.40
Task Total Hours				332.00	366.00	120.00	40.00	246.00	20.00	66.00	16.00	14.00	200.00	44.00	10.00	214.00	1688.00	
Task Total Fee				\$ 119,380.56	\$ 70,740.48	\$ 14,784.00	\$ 4,922.80	\$ 70,400.28	\$ 2,327.00	\$ 10,663.62	\$ 2,009.60	\$ 2,592.52	\$ 33,818.00	\$ 11,638.44	\$ 3,048.30	\$ 43,964.16		\$ 390,289.76

**2023 Rates, Actual Rates Subject to Escalation*

SUBCONSULTANTS

City of Anacortes: Anacortes WWTP Outfall Rebid and ESDC

	CME	Reckford	Environmental Consultant	Total Subconsultants	Sub Markup 3.00%	Total Subconsultants + Markup
SUBCONSULTANTS						

3710	U Avenue Park Design						
	Task Total	\$0.00	\$104,000.00	\$0.00	\$104,000.00	\$3,120.00	\$107,120.00

4000	Engineering Services During Construction						
	Task Total	\$72,000.00	\$0.00	\$30,000.00	\$102,000.00	\$3,060.00	\$105,060.00

Total Subconsultants		\$ 72,000.00	\$ 104,000.00	\$ 30,000.00	\$ 206,000.00	\$ 6,180.00	\$ 212,180.00
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