

- 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

**December 4, 2023
6:00 PM**

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Public Works Committee (Report)
 - b. Personnel Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of November 27, 2023 (Action)
 - b. Approval of claims in the amount of \$500,708.57 (Action)
 - c. Resolution 3138: Update of Tourism Promotion Strategic Plan (Action)
 - d. Contract Award: 24th and H Avenue Sidewalk Improvements #23-138-TRN-001 (Action)
 - e. Special Event Application: Community Championship Football Celebration (Action)
6. **Public Hearings**
 - a. 2024 Operating Budget (Discussion)
7. **Other Business**
 - a. Community Action of Skagit County (Presentation)
 - b. Ordinance 4065: Updating Title 13 Division IV of the Anacortes Municipal Code to Eliminate the Ambulance Service Fund (Discussion/Possible Action)
 - c. Ordinance 4064: 2024 Operating Budget (Discussion/Possible Action)
 - d. Ordinance 4066: 2024-2029 Capital Facilities Plan (Discussion/Possible Action)
 - e. Interlocal Agreement #24-020-STM-001 National Pollutant Discharge Elimination System (NPDES) Phase II Public Education and Outreach 2024 (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.

- f. Interlocal Agreement #23-306-GIS-001 with Skagit County for Digital Aerial Photos Licensing (Discussion/Action)
 - g. Interlocal Agreement #24-019-MCT-001 for Indigent Defense Screening Services for In-Custody Clients between County and City (Discussion/Action)
 - h. Contract Award: Police Department Virtual Reality (VR) Training System #23-303-APD-001 (Discussion/Action)
8. **Adjournment**

Per Resolution 3051, citizens wishing to comment on items not on the agenda may do so under Public Comment. Citizens wishing to comment on items indicated with an asterisk () may do so as those items are considered by Council during the course of the meeting.*

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For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.

December 4, 2023
6:00 p.m.

MT VERNON

Name	Topic
Michael Schenkerhausen	LAW SUIT
FMO GUARD	ABOUT TREATMENT - G-
RUDY HESS	ANALOGIES

SKAGIT CO-OP 138
c/o MICHAEL SCHERMERHORN
360-840-2758
spydeeeeemike@gmail.com

December 4, 2023

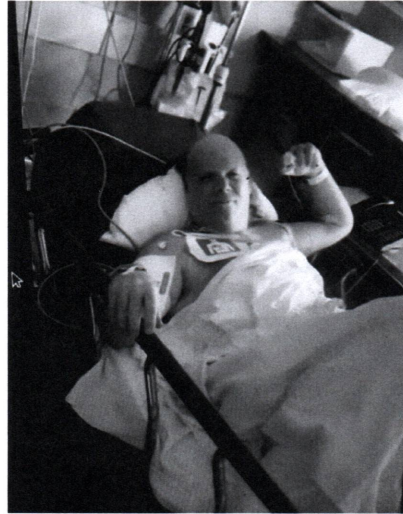
Re: *Taxpayers Are Subsidizing an Abusive Anacortes Police Department and a Prosecutor who Lied in Open Court to Violate Constitutional Rights of Legal Cannabis Patients*

Dear Representatives Lekanoff, Ramel, Senator Lovelett, Anacortes City Council and Washington State Bar Association:

In addition to the ongoing Bar investigation into our Attorney Rod Moody for leaving us high and dry in his dereliction of duty in this Drug Court case we now show the Bar and all of you exactly where Skagit County Prosecutor Fred Haist and the entire Prosecuting Attorney's Office crossed a major Constitutional line against us, a lawful cannabis collective that had twice received PSE Grants for our work (**Exhibit A**).

1. We were a duly-registered legal cannabis cooperative 'Co-Op 138'; and
2. The County willfully removed exculpatory evidence of multiple cannabis patient licenses from Co-Op 182's building on September 5, 2019 raid by and through the Skagit County Interlocal Task Force 'Task Force'; and
3. This raid was conducted on the eve of a lawful Administrative Hearing before the WSLCB on a Jurisdiction/compliance matter that was to be decided the following day; and
4. We were not under any Cease and Desist Orders by anyone to stop being a cannabis cooperative; and
5. This raid was conducted because we had complained of five (5) break-in robberies and Anacortes PD refused to investigate even though they had access to video surveillance identifying two men, Paul Ware and Tamir O'Connor who broke into the building (**Exhibit B**); and
6. Not only that, my Doctor wrote letters showing he will testify that the **Anacortes PD attacked me instead of investigating the perpetrators on video** – I paid \$3,100 to the video company to write a summary and you can see where it explains that these men were involved in the break ins and robbery (**Exhibit B**); and
7. **The raid yielded exculpatory evidence including but not limited to our actual medical cannabis patient licenses that gave us all the authority we needed to grow the amount of cannabis we had on hand (Copies of these are seen at Exhibit C); and**
8. **Michelle Larson, Roxanna Larson and Jennifer Olds's authority to grow was never factored into any legal analysis and they were deprived of their medicine and medical equipment and functioning abode without Due Process of Law – they were never even served and Fred Haist even lied in Open Court and in filings and said they were not licensed. We will show you this next week.**

9. There was no lawful reason for the raid for multiple reasons in addition to that one I will explain over the next several weeks with you right here for the taxpayers to see, because we were NOT UNLAWFUL in any way, shape or form. That is why this whole thing is so heinous; and
10. Anacortes PD almost killed me and caused me to have a heart implant when they already knew I was a cannabis patient and PTSD survivor; and



11. Yet and still they actually accused us of insurance fraud even though we only carry liability coverage so not even that made any sense; and
12. As a result of these things we drafted this for Prosecutor Haist last week because the parameters of what his office provided to the Court were the product of an ill-informed Warrant in the first place and he knows this know but refuses to acknowledge it just as he refuses to acknowledge that his office participated in Prosecutorial Abuse by withholding the original Cannabis Patient



Fred Haist

Deputy Prosecuting Attorney

Dear Fred,

We don't know exactly why or how this Court continues not to look at the actual facts established in the Record and your client's wishful thinking but we are ordering the audio/transcript from the hearing when you outright lied about licensing and registration on Appeal you will have to prove up those lies and you cannot.

A Chronicle of Events was filed when the case opened and it contained everything necessary for the Court and the County to do the right thing but instead it was ignored just like the fact that we all had individual licenses was ignored and the fact we were not under any Cease and Desist by the WSLCB was ignored.

To be clear: We were all licensed. Those licenses alone were ignored.

The facility was not under any Cease and Desist by the WSLCB or any other government act.

The amount of cannabis in the facility on the day of the raid one day prior to our scheduled hearing with the WSLCB was a lawful amount when viewed against the inventory list you and the Task Force removed from our building along with other copies of our licenses.

You and the City of Anacortes had access to video clearly showing 5 break-in robberies that Anacortes refused to investigate and you helped them ignore it to run us over.

You lied in open court about our active cannabis patient licenses and registration and area government, State Auditor, the Courts of Appeals and the State Bar Association are all going to know about this and we will see to it that they and you are ultimately held accountable for these prosecutorial abuses.

Sincerely,

Co-Op 138

At this point have no bias against anyone receiving this message. None of you has to or knowledge ever harmed us in any way, much less intentionally. But hear out now and hear us clear because others less honorable than you have intentionally harmed us and we will hold all of you accountable at this point if you do not take active measure to address this.

We are not lawyers and our lawyer is now in hot water for abandoning us. But our harms did not end there and these facts clearly show that. We need you to step in and send a message that you will not condone this sort of deceit in our legal system and make this right for everyone in the Co-Op.

We need our equipment back and we need monetary damages that we demanded in the email last week to Prosecutor Haist. He told me his client rejected the offer. His client is the taxpayers and we think it's about time they got a chance to make the choice themselves. If you are interested in Justice and doing the right thing by all means contact us or do something to make this right. At least do no harm because we have been done enough of that by everyone thus far.

Sincerely,

Co-Op 138

SUMMARY OF EVENTS

Schermerhorn/Larson v. SCIDEU **Cause No. 23-2-00328-29**

RE: Cooperative 138, License No 428651
UBI: 900-000-138-000-0000
LCB No. M-27,237

January, 2019 – While working at 12356 S. Fidalgo Bay Road, Anacortes, WA, our listed medical cooperative when two technicians from A-A lock & Key, directed by Paul Ware (former partnership dissolved approx 9 months earlier) tried to make duplicate keys for the front door locks. We denied that action. Confirmation by Suburban Propane site manager that Paul Ware had no access to building.

Anacortes PD was immediately notified. General Manager of Suburban Propane, Wayne Meeks was also immediately called. He informed A-1 Lock & Key that NO ONE other than him was to make keys of that facility. Definitely not Paul Ware. This is a Federal Tier II Hazmat facility.

Later, Paul Ware tried to justified his actions by using a lease for a business that Roxanna Larson and Paul Ware were signators on, but Paul Ware and his wife refused to sign with the WSP for a background check as we were to get a 502 license with him. This was the 5th time we tried to purchase a 502 license with Paul, as financier, but he refused his and his wife's background checks. He was then ineligible to be a member of a Cannabis business within the State of Washington, and the relationship ended. Paul stating that he was still involved is a lie to police and obstruction of justice. This fact also was never pursued by Anacortes PD.

April 12, 2019 Bill's Lock & Key, Anacortes WA hired to replace locks drilled out by Tammer O'Conner (caught on camera and admitted to Anacortes PD).

Break-in #1 – Case #19-A02320, filed 4-18-2019 with Officer Kellington, Ancortes PD

Break-in #2 – Case #19-A04847, DOI: July 13 or July 14, 2019 (respectively)

Break-in #3 – Case #19-A04884, DOI: July 16, 2019

Break-in #4– Case #19-A05646, DOI: August 8, 2019

Break-in #5 – DOI: August 17 or August 18, 2019 (respectively)

June 26, 2019 – Coop138 received License Specialist Withdrawal Notice advising us that we were within a one mile radius of a new recreational cannabis store, and not a compliant location. We immediately responded to make any corrective action necessary.

July 25, 2019 – LCB received Request for Hearing for Denial of Registration Application. This process was necessary to establish a compliant address since a 502 store was opened after we were in existence and was less than 1 mile from our cooperative. A series of Court hearings was established between Coop 138 and the LCB to further define our position to be grand fathered in. An alternative location was ready should we lose the argument scheduled for **September 6, 2019**

On the dates of August 18, 2019 and after the 4th burglary in 30 days I first went to file a complaint to Anacortes PD about the burglaries and the lack of support from Anacortes PD. I got nowhere. The failure of Anacortes PD to properly and legally investigate burglaries committed by Tammer O'Connor and Paul Ware, neither of whom possess a Cannabis Authorization from the State of Washington Health Department, is still not investigated. They stole Schedule I narcotics belonging to coop members and were never indicted.

August 19, 2019 I then went to the Mayor's office to file a formal complaint against the officers who were supposed to be working on our case. I was met by Don Messemer who said tried for a period of time to get me to not file a complaint, but to wait for "his best friend" the Chief of Police who would call me that night or the next day. I agreed but he never called. There was literally no one there to talk to but the receptionist. I gave her my ID and phone number to pass on.

August 20, 2019 I again went to the Mayor's office only to be confronted by Don Messemer asking why I'm there. I told him I was there to file a complaint against the police department and him because no one called me back. He told me to leave or he would call the police. I told him to go ahead. A bystander, overhearing Don Messemer told me to go downstairs to the legal department which closes at 2:00, unbeknownst to me. Don Messemer abused his power of office to call 911 from the Mayor's office to call in to say I was threatening people in City Hall because I told him I was going to file a complaint against him as well.

Upon leaving I was stopped, detained me and stated they got a call from the Mayor's office and that I was there threatening people. This was a complete lie. There was absolutely no one in the Mayor's office. I was there by myself until Don Messemer showed up.

While being falsely arrested I was severely injured by Officer RW Lietz, #0637 which required multiple hospitalizations and years of physical therapy, including surgery to repair my broken shoulder, along with my broken foot and hip, which was damaged while in Anacortes PD handcuffs for less than 10 minutes. I got a civil citation for driving which I retained Ron Johnson, head public defender of Anacortes to combat. This resulted in me never seeing a judge while contesting this matter. Ron Johnson showed me the box to argue fines and costs. A trial never materialized.

The corresponding medical information has been provided to the prosecution and to the court and can be further accessed by contacting my general practitioner, Brooke Ashcraft.

The same officers then perjured themselves on a search warrant application in retaliation to me attempting to file complaints against them on multiple days. That was September 20, 2019, and by lying on a search warrant application, an illegal raid was executed on September 5, 2019.

September 5, 2019 - We were illegally raided by SCIDEU the day before we were due to be in Court with the LCB and WA State Attorney General on a boundary line dispute. This illegal raid was based on a falsely attained search warrant (SW119-552) by information given by Anacortes PD, as well as Franks Black's illegal contact with our medical information and inaccurately portraying it through

court filings. Judge Jenifer Howsen approved it via email, which is our opinion needs to be investigated for wire fraud.

Without contacting our insurance agent, Gary Turner, who wrote a declaration for us and a willing witness in March 2020 to testify in our behalf. This search warrant was obtained through false pretenses stating that we were illegally manufacturing cannabis, were not a licensed cooperative, and we were committing insurance fraud for the monetary benefits through stealing from our members.

Dr. Katrina-Liams Hauser, who was the doctor authorizing three of our patients in our cooperative also wrote a declaration on our behalf, and was also willing to testify in March 2020 on our behalf, but our witnesses were never able to share their side with the courts in person.

September 5, 2019, 1st- our next door neighbor's door was busted into, terrifying small children ages 2-4 by bringing forward assault weapons, officers dressed in full combat gear, and vehicles from a SWAT team. The place was teeming with officers in riot gear.

2nd – our apartment, such as it was, had the number on the door. Frank Black stated it was not and somehow we were hiding our location. This is untrue and as his statement that we lived beyond our means (in a small, one bedroom apt). He also got us evicted by threatening the landlord/owner with his visa status and forfeiture of his property. His lies uprooted our lives.

3rd – While coming back from my doctor appointment whereas I was getting referrals for further imaging and treatments that were caused by Anacortes PD on August 20, 2019 incident, I was handcuffed I had a cardiac moment and was revived on the way to the hospital by EMTs.

Further, this made it impossible for me to represent myself in court on September 6th due a fraudulently, retaliatory search warrant and poor and criminal execution the day we were to be in court on a boundary dispute and not illegal manufacturing of cannabis. This is what the prosecution substituted instead of “non-compliant location”, which is what it was about in our Appeal. Their fraudulent use and criminal negligent investigation into determining whether we were manufacturing illegally or not needs to be addressed. We were in an appellate court with the LCB and Attorney General and a simple phone call to them would bring clarity and honesty to our position, and countering the false and baseless allegations made by prosecution. This coverup and participation in this is for not investigating the 5 burglaries caught on video tape, which still needs to be addressed. The unserved members of our cooperative, Jennifer Olds and Michelle Larson were never served on the Search Warrant, although Anacortes PD and SCIDEU, and the prosecution had in their possession our registration number, our license number, UBI number and all 4 registered cooperative members, Michael Schermerhorn, Roxanna Larson, Michelle Larson and Jennifer Olds. Michelle Larson's and Jennifer Olds property was stolen and reported on 5 separate occasions. They are authorized to grow and possess cannabis for their medical needs, while Paul Ware and Tammer O'Connor do not possess any cannabis authorizations, 502 or medical authorizations. How is it that they were not charged with any crimes, or had a search and seizure warrant issued against them. Tammer O'Connor sells medical cannabis on the internet with the help of Paul Ware. At this point we have not been able to get a proper investigation, which is precisely why I was attempting, on multiple occasions, to file against the Anacortes PD. The cover-up by Captain Fuller needs to be addressed by Federal Investigation. We filed criminal complaints, yet were were raided. I was hospitalized and raided, and the 5 burglaries STILL go uninvestigated, to the detriment of the innocent rights of Michelle Larson and Jennifer Olds who were victims of multiple burglaries caught on camera. All aspects of the video tape need to be investigated and false portrayal of what is on the video, and using it

to conceal the crimes committed by Tammer O'Connor against our cooperative. He drilled out our locks, stole property, schedule I narcotics, and explosive materials. He has still not been made accountable for his actions before a Judge. Michelle Larson and Jennifer Olds want to know why, and why Michael Schermerhorn was used as a scapegoat for the theft of their property. This is far from the fair and equal administration justice. We are asking for our Due Process rights in accordance with the constitution against illegal search and seizure, and retaliatory nature employed by the prosecution to illegally seize our property and further exert illegal control, even though they've been made aware of their mistakes. Without an outside investigation they will continue to hide, from the Court, their participation of the aiding and abetting in the theft of over \$100K from Jennifer Olds and Michelle Larson and reported in the above named burglaries. We are asking for a transparent, outside investigation. In lieu of that, we are seeking damages.

4th – Same day, I insisted Roxanna drive me to Anacortes to see if we could salvage some of our belongings. We were stopped by Frank Black who refused to let us into our facility even though we presented him with our appropriate licensing. He was in full combat mode with assault rifles at the ready blocking the entrance.

September 6, 2019 – Court Hearing between LCB, Washington State Attorney General, and Michael Schermerhorn to argue decision through Appeal our position as being at the facility before a 502, and the agreed upon Coop structure that only required us to register after laws were changed and a 502 store moved into the neighborhood. We were approved to continue operations until the case was fully adjudicated.

Set Dates for LCB and Attorney General Hearings: (This information was never included in the Search Warrant or presented in Discovery)

October 4, 2019 – Case Schedule from LCB for filing and serving dispositive motions

October 25, 2019 – Final day for filing and serving responses to other party for dispositive motions

November 8, 2019 – Final day for filing and serving replies in support of dispositive motions

November 15, 2019 – Final day for filing and serving witness lists, exhibit lists, and marked exhibits

December 16, 2019 – Evidentiary hearing

Above dates of September 6, 2019 through December 16, 2019 were our dates to be heard by the Courts with Administrative Law Judge Charles F Bryant, and Penny L. Allen, Assistant Attorney General representing the LCB.

Respectfully submitted as Coop138, including members Roxanna Larson, Michelle Larson, Jennifer Olds, this 28th day of July, 2023.

Michael A. Schermerhorn
Coop138 Representative
(360) 840-2858



Is

Bob Ferguson

ATTORNEY GENERAL OF WASHINGTON

Government Compliance & Enforcement Division

PO Box 40100 • Olympia, WA 98504-0100 • (360) 664-9006

**REQUEST FOR ASSIGNMENT
OF ADMINISTRATIVE LAW JUDGE**

DATE: August 16, 2019

TO: Office of Administrative Hearings
MS: WT-54

FROM: *VL* Kelli Lewis
Legal Assistant
Government Compliance & Enforcement
Office of the Attorney General

SUBJECT: **Client Agency: Liquor & Cannabis Board/Licensing & Regulation Division**
Case Name: Cooperative138 dba Cooperative138
Agency Number: M-27,237
License No.: 428651

This notice serves as a request for the assignment of an administrative law judge to schedule and conduct a hearing in the above referenced matter. Kindly assign the case to an OAH field office and schedule the hearing as identified below. The following information is provided at the request of the Office of Administrative Hearings. All Notices and Orders should be sent to the following parties unless otherwise designated.

PARTIES:

Agency Contact: N/A

Agency Representative: Penny Allen, Senior Counsel
Office of the Attorney General
PO Box 40100
Olympia, WA 98504-0100
(360) 586-1520
Penny.allen@atg.wa.gov

CERTIFICATE OF SERVICE FOR OAH DOCKET NO. 08-2019-LCB-00788

certify that true copies of this document were served from Tacoma, Washington via Consolidated Mail Services upon the following as indicated:

Cooperative138 dba Cooperative138
Michael Schermerhorn
9 Willow Lane #B
Mount Vernon, WA 98273
Appellant

- ☒ First Class Mail
- ☐ Certified Mail, Return Receipt
- ☐ Hand Delivery via Messenger
- ☐ Campus Mail
- ☐ Facsimile
- ☐ E-mail

Penny L. Allen, AAG
Office of the Attorney General
MS: 40100
PO Box 40100
Olympia, WA 98504
Agency Representative

- ☐ First Class Mail
- ☐ Certified Mail, Return Receipt
- ☐ Hand Delivery via Messenger
- ☒ Campus Mail
- ☐ Facsimile
- ☐ E-mail

WSLCB
Adjudicative Proceedings Coordinator
MS: 43076
P.O. Box 43076
Olympia, WA 98504-3076
Agency Contact

- ☐ First Class Mail
- ☐ Certified Mail, Return Receipt
- ☐ Hand Delivery via Messenger
- ☒ Campus Mail
- ☐ Facsimile
- ☐ E-mail

Rebecca Smith, WSLCB
Licensing & Regulation Director
MS: 43098
P.O. Box 43098
Olympia, WA 98504-3098
Agency Contact

- ☐ First Class Mail
- ☐ Certified Mail, Return Receipt
- ☐ Hand Delivery via Messenger
- ☒ Campus Mail
- ☐ Facsimile
- ☐ E-mail

Date: Wednesday, November 20, 2019

OFFICE OF ADMINISTRATIVE HEARINGS

Stephanie Kitt

Stephanie Kitt
Legal Assistant 2

**WASHINGTON STATE
OFFICE OF ADMINISTRATIVE HEARINGS**

In the matter of:

Cooperative138 dba Cooperative138,

Appellant.

Docket No. 08-2019-LCB-00788

**ORDER GRANTING CONTINUANCE OF
HEARING AND AMENDING THE CASE
SCHEDULE**

License Application No. 428651
UBI No. 900-000-138-000-0000

Agency: Liquor and Cannabis Board
Program: Marijuana Licensing
Agency No. M-27,237

This matter was scheduled for a Hearing before Administrative Law Judge Charles F. Bryant on December 16, 2019 at 10:00 AM. On November 7, 2019, the Appellant requested a continuance for the following reason: Emergency. The Appellant's representative has medical issues that are in need of immediate treatment and which render him unavailable for the hearing as scheduled.

This reason provides good cause for continuing the hearing. For good cause shown, the request for a continuance is granted under WAC 10-08-090, and the hearing is rescheduled as set out in the enclosed Notice of Hearing. I have also revised the case schedule per the parties' agreement as set forth below:

CASE SCHEDULE:

Date and Time	Event
October 4, 2019	Final day for filing and serving dispositive motions
February 3, 2020	Final day for filing and serving responses to the other party's dispositive motions
February 10, 2020	Final day for filing and serving replies in support of dispositive motions
April 6, 2020	Final day for filing and serving Witness Lists, Exhibit Lists, and marked Exhibits
May 5, 2020 at 10:00 a.m. in Mt. Vernon, WA	Evidentiary Hearing; see enclosed Notice of Hearing for more information and instructions

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This AGREEMENT is made this 23th day of October, 2017, by and between **PUGET SOUND ENERGY ("PSE")**, **LIGHTNING GROWN LLC, ("Participant")** and **AAA HOLDINGS AT FIDALGO BAY LLC ("Customer")**.

RECITALS

- A. Under PSE's Electric Schedule 83 and Gas Schedule 183, as currently in effect and on file with the Washington Utilities and Transportation Commission (collectively, "Tariffs"), PSE offers grants for certain conservation measures installed or implemented at facilities that receive electric or natural gas service from PSE.
- B. Participant intends to install, implement, purchase, or finance conservation measures and is requesting a grant from PSE.

AGREEMENTS

PSE and Participant agree as follows:

- 1. **PROJECT PREMISES/METER LOCATION ADDRESS: 12356 SOUTH FIDALGO BAY ROAD ANACORTES WA 98221 - AAA HOLDINGS AT FIDALGO BAY, HORTICULTURAL GROW LIGHTING**
(Please note: meter location/address may differ from the site mailing address). Participant will install, implement, purchase, or finance the conservation measures listed in paragraph 2 ("Conservation Measures") at the above located facilities (the "Premises"). Participant represents either (a) that it is the owner or otherwise has the lawful authority to make the statements herein on behalf of the owner of the Premises, (b) that it is the lawful tenant of the Premises and that it has obtained written authorization from the owner of the Premises, or (c) is a third-party supporting the installation, implementation, purchase, or financing of the Conservation Measures and has obtained written authorization from the owner or lawful tenant of the premises. Customer represents either (a) that it is the owner or otherwise has the lawful authority to make the statements herein on behalf of the owner of the Premises, or (b) that it is the lawful tenant of the Premises and that it has obtained written authorization from the owner of the Premises.
- 2. **Conservation Measures.** Participant represents that it will purchase equipment or materials or has entered or will enter into an agreement with one or more contractors (the "Contractor") for the installation, implementation, purchase, or financing at the Premises of the Conservation Measures which may be detailed in Attachment C: Attachment to Conservation Grant, at the following costs:

	Conservation Measures	Measure Life	Total Cost	Eligible Grant
1.	Lighting - Custom	12	\$81,386.00	\$59,884.00
	TOTAL (includes sales tax)		\$81,386.00	\$59,884.00

Participant represents that the total cost of the Conservation Measures is the net amount of its obligation with respect thereto.

- 3. **Grant.** Upon the execution by all parties and PSE's receipt of this Conservation Grant Agreement within 90 days



QWIBIL

A National Health, Consultation, & Research Center

3700 Pacific Hwy E. Suite 411

Fife, WA 98424

(253) 392-2400

September 21, 2023

To Whom This May Concern:

Michael Schermerhorn has been a patient of mine since 2016. I'm writing to you in support of Michael, who has diligently maintained his medical cannabis authorization paperwork and followed the rules to stay current despite the changing landscape of medical cannabis over the last 7 years.

Michael truly has a heart for helping other patients, and it was heartbreaking to hear of the violations to his garden over the past few years. My hope is for justice, and if I can offer any further support, please contact my office.

Warmly,

Katrina Iiams-Hauser, ND

Katrina Iiams-Hauser, ND

(253) 392-2400

NORTH CASCADE FAMILY PHYSICIANS
2116 E SECTION ST
MOUNT VERNON WA 98274-9124

To whom it concerns,

Micheal Schermerhorn was a patient at my clinic in August of 2019. He was seen by a colleague on 8/21/2019 for pain related to altercation with Anacortes police department causing foot, ankle, hip and shoulder pain. He had subsequent follow up with myself 8/23/2019 and was walking with cane. He had previously been active playing soccer. He was worked up with X-rays and PT for the hip and shoulder pain.

He was then seen in ER for bradycardia which appears to be related to PTSD secondary to the incident.

Any questions or concerns with this information please contact myself at 360-428-1700.

Sincerely,

Dr Brook Ashcraft DO



1:50pm 3/9/2022 start Camera ch01 (Driveway)

ch01_20190713093119 = Some lady walks through parkinglot with purse and bottle water

*7-13-2019 Sat 09:31:20

ch01_20190713121225 = Some guy walks to car, opens passenger side and tosses something in and walks away

*7-13-2019 Sat 12:12:25

ch01_20190713121404 = Black Mustang Car drives away

*7-13-2019 Sat 12:14:15

ch01_20190713174317 = Black Truck drives on road (right to left)

*7-13-2019 Sat 17:43:25

ch01_20190713175924 = Red Car drives on road (right to left)

*7-13-2019 Sat 17:44:09

ch01_20190713181657 = Yellow Truck drives on road (left to right)

*7-13-2019 Sat 18:17:00

ch01_20190713195348 = Grey Car drives on road (right to left)

*7-13-2019 Sat 18:24:55

ch01_20190714140609 = Dude with Gas can puts it into bed of GMC Truck

*7-14-2019 Sun 14:06:15

ch01_20190714141331 = GMC Truck drives into parking spot

*7-14-2019 Sun 14:13:30

ch01_20190714141358 = Guy gets out of GMC Truck

*7-14-2019 Sun 14:14:03

ch01_20190714141641 = Same guy opens passenger door of GMC Truck & Someone is walking down the road (right to left)

*7-14-2019 Sun 14:14:35

ch01_20190714141716 = Man and dog walk into camera and behind it

*7-14-2019 Sun 14:17:16

ch01_20190714142158 = White car drives on road (right to left)

*7-14-2019 Sun 14:22:00

ch01_20190714150532 = Guy with water hose hooks up spray nossle

*7-14-2019 Sun 15:05:38

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ch01_20190714151013 = Man gets cleaning supply out of box and waxes his Bike (3 minutes)

*7-14-2019 Sun 15:10:20 starts

*7-14-2019 Sun 15:11:15 (Grey car drives left to right on road)

*7-14-2019 Sun 15:13:10 finishes

ch01_20190714151318 = More of man cleaning bike

*7-14-2019 Sun 15:13:18 starts

*7-14-2019 Sun 15:13:47 (Grey van drives left to right on road)

*7-14-2019 Sun 15:14:20 finishes

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*7-14-2019 Sun 15:14:35 starts
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1:26pm stop

2:02pm 3/14/2022 start Camera ch02 (Container)

ch02_20190713005518 = Vehicle drives left to right

*7-13-2019 Sat 00:55:18

stop 2:20pm (18 min)

start 3:01pm

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3/15/2022 :

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3/21/2022 :
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537 min or 8.95 hrs

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start 11:58am
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664 min or 11.067 hrs

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ch01_20190713175924 = Red Car drives on road (right to left)

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ch01_20190715223745 = Lady walks in lower right corner of camera, unlocks a truck and opens passenger side, grabs something out of it, walks back

*7-15-2019 Mon 22:37:45

1:26pm stop

2:02pm 3/14/2022 start Camera ch02 (Container)

ch02_20190713005518 = Vehicle drives left to right

*7-13-2019 Sat 00:55:18

stop 2:20pm (18 min)

start 3:01pm

stop 3:14pm (13 min)

start 3:39pm

stop 3:45pm (6 min)

3/15/2022 :

start 2:51pm

stop 3:18pm (27 min)

3/21/2022 :
start 9:34am
stop 10:06am (32 min)

3/23/2022 :
start 10:03am
stop 10:45am (42 min)

4/11/2022 :
start 11:27am
stop 11:47am (20 min)

4/13/2022 :
start 10:59am
start 11:35am (36 min)
start 11:48am
stop 11:59pm (11 min)
start 12:05pm
stop 12:19pm (14 min)
start 12:30pm
stop 12:45pm (15 min)
start 1:42pm
stop 2:15pm (33 min) end of ch_02
start 2:28pm
stop 2:58pm (30 min) start and end of ch_01
start 3:02pm
stop 4:56pm (114 min) start of ch_03
start 5:30pm
stop 5:52pm (22 min)

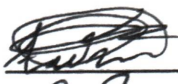
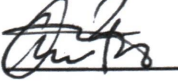
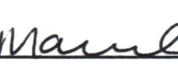
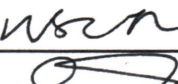
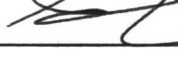
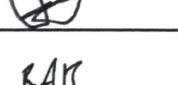
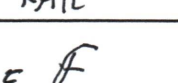
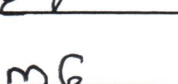
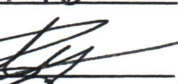
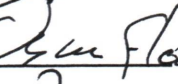
4/14/2022 :
start 8:31am
stop 10:15am (104 min) end of ch_03

537 min or 8.95 hrs

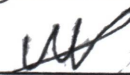
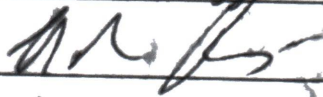
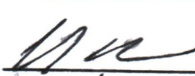
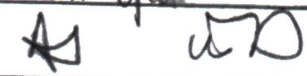
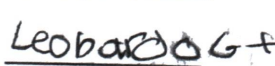
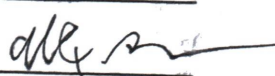
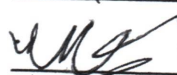
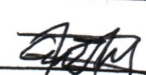
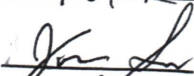
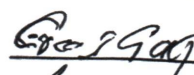
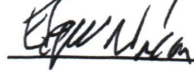
start 10:23am
stop 10:53am (30 min) start of ch_04
start 11:58am
stop 1:35pm (97 min) end of ch_04

664 min or 11.067 hrs

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9/24/2023	Axel Fernando Caceres	Burlington	
9/24/23	OS Car Castillo	Burlington	
9/24/23	Luis Rivera	Mount Vernon	
9/24/23	Cameron Orestad	Bon	
9/24/23	Mmanuel Rendes	Burlington	
9/24/23	Tony Garcia	MV	
9/24/23	Jaime Rivera V.	MV	
9/24/23	Jadro de la Cruz		
9/24/23	David Garcia	MV	
9/24/23	Roger Rivas	Burlington	
9/24/23	Elder Vasquez	Burlington	
9/24/23	manuel Garcia	Burlington	
9/24/23	Sergio Danilo	Bellingham	
9/24/23	Cesar Flores	Bellingham	
9/24/23	Garcia Jason	Bellingham	
9-24-23	Alexandro K	MT	
9/24/23	Jose Ortiz	MT	
9/24/23	Sergio Garcia	MT Vernon	
9/24/23	Maximiliano Garcia	MT Vernon	
9/24/23	Sammuel Garcia	MT Vernon	
9/24/23	Anthony Perez	MT Vernon	

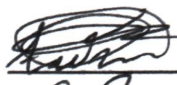
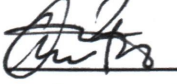
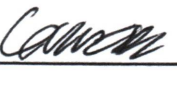
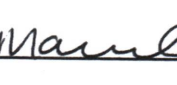
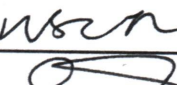
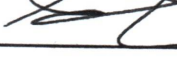
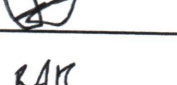
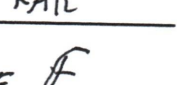
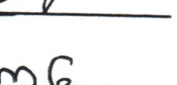
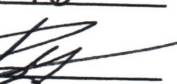
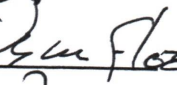
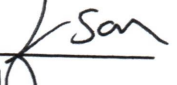
As Washington State residents, we request a Federal Investigation into the framing of burglaries committed within Skagit County, Cooperative 138, located in Anacortes Washington in 2019. A video tape shows Tammer O'Conner committing crimes and not being charged, while stating Michael Schermerhorn committed burglary against his own coop members.

DATE	NAME	CITY	SIGNATURE
09/23/23	Nel Fernando Cadvera	Burlington	
09/23/23	Eliseo Ramirez	Burlington	
09/23/23	Max Porter	Burlington	
09/23/23	Shaun Leggett	Mount Vernon	
09/23/23		Anacortes	
9.23.23	Chris Ojeda	Sedro Woolley	
9.23.23		Burlington	
9.23.23		Burlington	
9.23.23	Leobardo Guerrero	Burlington	
9/23/23		Burlington	
9/23/23	Alex Skivan	Burlington	
9/23/23	Will Johnson	Burlington	
9/24/23	Victor Bertuzzi	Burlington	
9/24/23	Carlos	Bellingham	
9/24/23	Jonathan	Burlington	
9/24/23	Junior	Burlington	
9-24-23	Martin	Burlington	
9-24-23	Cresencia Galdos	CG	
9/24/23	Edo Linca	Sedro Woolley	
9/24/23	Jose Garcia	Burlington	
9-24-23	Silvino Morale	Burlington	

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DATE	NAME	CITY	SIGNATURE
09/24/2023	LUIS A. JUAREZ	BURLINGTON	
09/24/2023	Joseph A. Quintanilla	Burlington	
09/24/2023	Kyle Trux	Coupeville	
9-24-2023	Carlos Garcia	Mount-Vernon	
9-24-23	Ricardo Rodarte	Burlington	
9-24-23	Daniel Villatoro	Everson	
9-24-23	Antonio Mander	Fordale	
9-24-23	miguel portillo	Bellingham	
9-24-23	Socorro Portillo	Bellingham	
9-24-23	Leticia Olson	Bellingham	
9/24/23	Ashley Trillo	Bellingham	
9/24/23	Luciano S	Bellingham	
9/24/23	Anthony v	Bellingham	
9/24/23	Sebastian Vasquez	Bellingham	
9/24/23	Marvin Jeronimo	Bellingham	
9-26/23	Brook Ashcraft	Burlington	
9/27/23	Shawn Ball	Mt. Vernon	
9/27/23	MARCOS E. S	Mt. Vernon	
9/28/23	Tim Nelson	Mt. Vernon	
9/28/23	David Wilms	Mt. Vernon	

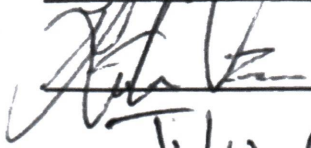
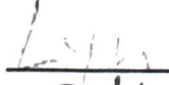
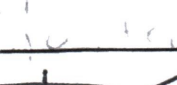
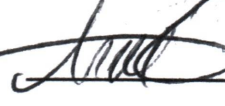
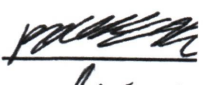
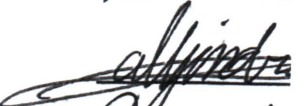
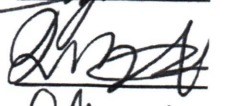
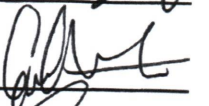
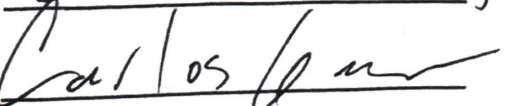
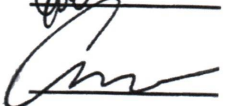
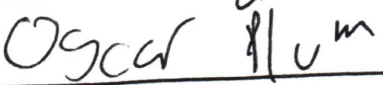
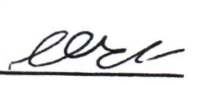
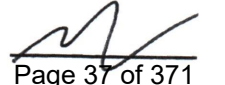
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9/24/23	Luis Rivera	Mount vernon	
9/24/23	Cameron Orestad	Bon	
9/24/23	Mammul Ribbes	Burlington	
9/24/23	Tony Garcia	MV	
9/24/23	Jaime Rivera V.	MV	
9/24/23	Jadue de la an A		
9/24/23	David Garcia	MV	
9/24/23	Roger Rivas	Burlington	
9/24/23	Elder Vasquez	Burlington	
9/24/23	manuel Garcia	Burlington	
9/24/23	sergio Danilo	Bellingham	
9/24/23	Cesar Flores	Bellingham	
9/24/23	garcia Jason	Bellingham	
9-24-23	Alexandro K	MT	
9/24/23	Jose Ortiz	MT	
9/24/23	Sergio Garcia	MT Vernon	
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DATE	NAME	CITY	SIGNATURE
	Dagoberto Fajardo		Dagoberto Fajardo
9/23/23	Ricardo Arias Salinas	Sedro Woolley	Ricardo Arias Salinas
9/23/23	Ivan Garcia	Burlington	Ivan Garcia
9/23/23	Alan Garcia	Burlington	Alan Garcia
9/23/23	Alfredo Rencor	Sedro Woolley	Alfredo Rencor
9/23/23	Griffin Brethauer	Bellingham	Griffin Brethauer
9/23/23	Diego Corcoran	BHAM	Diego Corcoran
9/23/23	Francisco Vasquez	Bellingham	Francisco Vasquez
9/23/23	Trewer Mave	Sedro-Woolley	Trewer Mave
9/23/23	Luba Eisenhart	BHAM	Luba Eisenhart
9/23/23	Andrew Knutson	BHAM	Andrew Knutson
9/23/23	Katie Sanders	BHAM	Katie Sanders
9/23/23	Jerry Manzano	BHAM	Jerry Manzano
9/23/23	Joseph Galariz	Bellingham	Joseph Galariz
9/23/23	Jasmine Diep	Bellingham	Jasmine Diep
9-23-23	Bohdi Uderitz	Bellingham	Bohdi Uderitz
9/23/23	Adrian Vasquez	Sedro-Woolley	Adrian Vasquez
9/23/23	Rene Carr	Mt Vernon	Rene Carr
9/23/23	Alfredo Garcia	Mt Vernon	Alfredo Garcia
9/23/23	Anali M. Martinez	Everett	Anali M. Martinez
9/23/23	Alvaro Berrios	Everett	Alvaro Berrios

pe shows Tammer O'Conner committing crimes and not being charged, while stating Michael
 hermerhorn committed burglary against his own coop members.

DATE	NAME	CITY	SIGNATURE
3/10/23	Eduardo perez	Bellingham	
3/16/23	JOSSE	Mt Vernon	José
3/23-23			
3/23/23	Julio Garcia	Bellingham, WA	J. Garcia
3/23/23	Edin Garcia	Bellingham WA	
3/23/23	Hector Cruz	B'ham	
3/23/23	Hector Garcia	Bellingham	
3/23/23	Jose Vazquez	Lynden	
3/23/23	Angel Martince	Bellingham	
3/23/23	Dionancio Lopez	Bellingham	
	Mary		
3-23-23	A JAY KARNAL	Burlington	ner
3-23-23	Carlos A Garcia	Max.	
3-23-23	Mary 	M.V.	
3-23-23	Robert Ogula	Burlington	
3/23/23	Alejandra Mancias	Burlington	
3/23/23	Yosadara Ponce	Mount Vernon	
3/23/23	Gabriel Chuvales	Bow WA	
3/23/23	Carlos 	Mount Vernon	
3/23/23	Oscar 	Bellingham	
3/23/23	Sereno Acemido	Burlington	

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DATE	NAME	CITY	SIGNATURE
8-28-23	Ramiro J Castro	Mt Vernon	Ramiro J Castro
8/28/23	John Thimmig	Bellingham	John Thimmig
8/28/23	Aaron Dean	Bellingham	Aaron Dean
8/28/23	Kellen O'Neill	Bellingham	Kellen O'Neill
8/28/23	[Signature]	Bellingham	[Signature]
8/29/23	Marla Hunt	Bellingham	Marla Hunt
8/29/23	Kacey Pardo	Bellingham	Kacey Pardo
9-30-23	Marla Fleck	Bellingham	Marla Fleck
9/30/23	Clayton Cameron	Bham	Clayton Cameron
9/30/23	Gosia Lopez	Mt Vernon	Gosia Lopez
9/30/23	DAVID GARCIA	BHAM	DAVID GARCIA
9/30/23	Daniel Thomas	Mt Vernon	Daniel Thomas
9/30/23	Jade M. Culp	MA MOUNTAIN	Jade M. Culp
10/02/23	Tonya Metcalf	Sedro Woolley	Tonya Metcalf

Anacortes City Council Minutes - November 27, 2023

Call to Order

Mayor Matt Miller called to order the Anacortes City Council meeting of November 27, 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. Councilmember Anthony Young was absent.

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

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller shared an update on upcoming holiday events, the Island Hospital emergency services project, the R Avenue improvement project, and congratulated the Anacortes High School football team on advancing to play in the state championship game.

Fiber Committee

Mr. McDougall reported from the Fiber Committee meeting held November 16th. The topics discussed included a subscriber update of over 2200 and a nearly 47% take rate and the Economic Development Administration grant area sections.

Planning Committee

Ms. Moulton reported from the Planning Committee meeting held earlier in the evening. The topics discussed included identifying 2024 budget funding for the environmental impact study for the Guemes Channel Trail from the ferry landing east, associated trail easements, permitting requirements, and potential impacts on the near shore.

Public Comment

Mayor Miller invited the public to comment on any item not on the agenda.

Kirk Kennedy of Anacortes and board member of the Anacortes Senior Activity Center Foundation, spoke about the changes and opportunity associated with the imminent departure of Lea DeVere, Senior Activity Center Administrative Assistant, citing the 35% increase in the 65 and over population between 2012 and 2021 in the city. He outlined the partnership between the city, county, and the foundation, advocating for a full-time employee to take the place of Ms. DeVere in the 2024 budget to continue the high level of service and support to the 65 and over community.

Mayor Miller added that he appreciated the foundation's work and cited the inclusion of funding for Meals-on-Wheels in the 2024 budget.

Consent Agenda

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

a. Minutes of November 20, 2023

b. Approval of claims in the amount of \$272,382.52
The following vouchers/checks were approved for payment:
EFT numbers: 107922 through 107956, total \$183,765.71
Check numbers: 107957 through 107966, total \$70,452.52
Wire transfer numbers: 335401 through 335761, total \$18,164.29
c. Special Event Application: Anacortes Santa Run

Other Business

2024 Budget Discussion

Senior Accountant, Philip Steffen, introduced the discussion of the 2024 operating budget, adding that the budget book would be available to the Council and the public on Wednesday, November 29th.

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

Linda Martin of Anacortes commented on the thoughtful construction of the budget and the demographics of Anacortes, citing that approximately one-third of households in the city are cost burdened. She mentioned that only two of the departments had hold-the-line budgets and that other departments proposed 20% increases and asked that the Council push back on these increases.

Discussion items included:

- More information is needed for discussion, budget book, capital facilities plan. Click-by-click instructions on how to access the website materials.
- Anticipated adoption date of December 11th.
- October 16th City Council meeting discussion.
- Expectations that the budget reflect discussion points from previous meetings.
- Environmental Impact Statement cost.
- Non-funded requirements.
- Use of Federal Emergency Management Agency funds.
- Using parks reserve funds.
- Dedicated fund for pavement management.
- Possible funding for an Assistant Senior Center Administrator.
- Ambulance purchase.
- Community recreation center.
- Carnegie Building addition.
- Washington State Department of Transportation funding.
- Alternative sources of funding for the Guemes Channel Trail

Resolution 3138: Update of Tourism Promotion Strategic Plan

Planning, Community, and Economic Development Director, John Coleman, introduced Resolution 3138 that would update the Tourism Promotion Strategic Plan, referring to the draft document that was included in the packet materials for the meeting. He mentioned that the changes had been approved by the Lodging Tax Advisory Committee (LTAC).

Discussion topics included:

- Moving forward with the matter in light of Mr. Young's (LTAC chair) absence.
- Remove year (2023) from page 10 with the phrase 'Comprehensive Plan'.

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- Infrastructure and Attractions no longer includes the Port Transit Shed and add Buxtons.
- New paragraph on page 12.
- Page 8 - Annual events update needed
 - Should include events receiving LTAC funds.
- Promoting environmentally responsible tourism.
- Page 14 - goal of establishing a Council tourism committee or placing it under the Economic Development Committee.
- Placed on the consent agenda for next week with changes incorporated.

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

Community Development Block Grant Balance Update

Planning, Community, and Economic Development Director (PCED), John Coleman, and PCED Coordinator, Stephanie Snyder, introduced the Community Development Block Grant balance update, referring to a slide presentation that was added to the packet materials for the meeting.

Discussion topics included:

- Expiration date of funds
- Citizen participation plan and Council interaction.
- The next 5-year plan is due in 2028.

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

Resolution 3139: 2024 Legislative Priorities

Administrative Services Director, Emily Schuh, introduced Resolution 3139 that would lay out the 2024 legislative priorities for the city, referring to a slide presentation that was included in the packet materials for the meeting.

Discussion topics included:

- Public Safety
 - Juvenile access to attorney.
 - Vehicular pursuits.
- Property Tax Cap
 - Tying the rate to population growth.
- Investment in Infrastructure
 - Passenger-only for the international ferry run.
 - Wait until the December 15th report is issued before finalizing the language.
- Liability
 - Washington Cities Insurance Authority talking points to be distributed.

- Possibly narrower language.
- Locally relevant priorities for appropriations.
 - Sales tax exemptions for building supplies for multifamily housing.
 - Wildfire preparedness funding for municipalities with significant urban forest lands.

Adjournment

There being no further business, at approximately 7:43 p.m. the Anacortes City Council meeting of November 27, 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 December 4, 2023 City Council meeting:

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

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333224	8/21/2023	IN1399286	KELLEY CONNECT CO	INK JET GLOSS PAPER	\$ 419.47	pw1
333243	8/23/2023	IN1400817	KELLEY CONNECT CO	OFFICE SUPPLIES	\$ 1,039.31	pw1
332886	9/1/2023	INV/2023/9209	BRANOM INSTRUMENT CO .INC	MAINTENANCE SUPPLIES	\$ 723.17	dwwtp
336055	9/5/2023	12433-5509	TOTAL TECH INTERNATIONAL, INC	SOPHOS ANNUAL RENEWAL	\$ 16,303.71	infosys
336037	9/19/2023	INV-24803	IMAGE360	GRAPHICS #2006	\$ 211.75	dshop
333246	9/20/2023	239829031	SURETY PEST CONTROL	WWTP PEST CONTROL - OUTSIDE SERVICE	\$ 187.13	dwwtp
333242	9/26/2023	5008014453	FERRELLGAS, LP	SEPTEMBER PROPANE INVOICE - AUTOGAS ACCOUNT	\$ 64.19	finance
333218	9/27/2023	255319739	SURETY PEST CONTROL	PEST CONTROL FIRESTATION 3	\$ 380.80	pwfac
333274	9/27/2023	2963-5	THE SHERWIN WILLIAMS CO	PAINT	\$ 377.05	dwwtp
333227	9/30/2023	102853701-0010409	WAVE	DEDICATED INTERNET ACCESS 10/1-10/31/23	\$ 1,469.82	fiber
333237	9/30/2023	102958801-0010409	WAVE	DEDICATED INTERNET ACCESS 10/1-10/31/23	\$ 1,470.82	fiber
333643	9/30/2023	3094713420	LEXISNEXIS	SEPT ONLINE LEGAL SUBSCRIPTION	\$ 354.69	attorney
332878	9/30/2023	38639945	LINDE GAS & EQUIPMENT INC.	MAINTENANCE SUPPLIES - INCINERATOR	\$ 397.71	dwwtp
333210	10/1/2023	34684	THRIFTY CLEANERS	UNIFORM CLEANING 9/1-10/1/23	\$ 42.11	apd
333208	10/1/2023	4813606S185	LEMAY MOBILE SHREDDING	CONFIDENTIAL SHREDDING; APD AND COURT	\$ 36.54	apd
334229	10/1/2023	78157025	INGRAM LIBRARY SERVICES, LLC	ADULT BOOKS	\$ 1,781.58	libcc
334230	10/1/2023	78157026	INGRAM LIBRARY SERVICES, LLC	CHILDREN'S BOOKS	\$ 47.37	libcc
333853	10/2/2023	260078344-00	TACOMA SCREW PRODUCTS, INC.	INVENTORY RESTOCK- STREET DEPT	\$ 106.32	dshop
333202	10/3/2023	23137074INV	CARAHSOFT TECHNOLOGY CORP	CELLEBRITE - COMPUTER FORENSIC SOFTWARE	\$ 4,700.00	apd
333228	10/3/2023	3156-5	THE SHERWIN WILLIAMS CO	SUPPLIES FOR FACILITIES	\$ 266.10	pwfac
333198	10/4/2023	22682	LOGAN HEALTH OCCUPATIONAL MED	PHYSICAL FOR BRAY	\$ 972.00	medic
333709	10/4/2023	231194	T-SHIRTS BY DESIGN	UNIFORMS	\$ 358.60	fibercc
333854	10/4/2023	260078467-00	TACOMA SCREW PRODUCTS, INC.	INVENTORY RESTOCK - FLEET	\$ 317.63	dshop

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333230	10/4/2023	3191-2	THE SHERWIN WILLIAMS CO	SUPPLIES FOR FACILITIES	\$ 123.68	pwfacc
333092	10/4/2023	6560268832	ARAMARK	STA 3 MAT/MOP SERVICE: 10/4	\$ 16.32	medic
333502	10/5/2023	1124472237	FERRELLGAS, LP	SHOP FUEL	\$ 373.10	dshop
333221	10/5/2023	248409575	SURETY PEST CONTROL	PEST CONTROL POLICE STATION	\$ 136.00	pwfacc
333093	10/5/2023	6560269585	ARAMARK	STA 2 MAT/MOP SERVICES: 10/5	\$ 16.31	medic
333091	10/5/2023	6560269586	ARAMARK	STA 1 MAT/MOP SERVICES: 10/5	\$ 22.63	medic
333203	10/5/2023	6560269589	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
333056	10/9/2023	1-592165-44	DIAMOND RENTALS, INC.	CEMETERY PORTABLE RESTROOMS 9/11-10/09/23	\$ 140.00	parks1
333055	10/9/2023	1-592167-44	DIAMOND RENTALS, INC.	TTP PORTABLE RESTROOMS 9/11-10/09/23	\$ 365.00	parks1
333370	10/9/2023	109471/1/69064	WORK OUTFITTERS	SAFETY BOOTS - CALEB R	\$ 200.00	wtppcc
333392	10/9/2023	111-7869850-6768254	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 32.84	wwtpcc
333369	10/9/2023	202184407	WASHINGTON STATE FERRY (ALL)	TRAVEL - FERRY	\$ 37.60	infosyscc
333382	10/9/2023	5138	HOBBY LOBBY	AGING MASTERY SUPPLIES	\$ 4.20	parksccl
333387	10/9/2023	593 51 131 8851	SAFEWAY INC	WA PARK SUPPLIES	\$ 23.98	parksccl
333456	10/9/2023	6560270900	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 84.03	wwtpcc
333390	10/9/2023	72269923	INTERSTATE BATTERIES	BATTERIES FOR EQUIP #216 & VEHICLE#033	\$ 640.67	shopcc
333449	10/10/2023	00059300300612310101	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 6.89	parksccl
333441	10/10/2023	054291	LOU'S GLOVES, INC	SAFETY SUPPLIES	\$ 388.00	wwtpcc
333376	10/10/2023	0630DFC7-0036	SPYPOINT	SECURITY CAMERA FOR TRESTLE 10/10/23-11/10/23	\$ 15.00	parksccl
333377	10/10/2023	0630DFC7-0037	SPYPOINT	TRESTLE SECURITY CAMERAS 10/10/23-11/10/23	\$ 15.00	parksccl
333381	10/10/2023	09-10643-72114	EBAY	ACCESS FIBER NETWORK SUPPLIES	\$ 717.96	admsrvcc
333393	10/10/2023	111-7605335-7865002	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 68.46	wwtpcc
333380	10/10/2023	113-0971738-5050603	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 75.96	pkreccc
333379	10/10/2023	113-4868349-3637059	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 27.15	pkreccc
333389	10/10/2023	114-1242902-2576235	AMAZON.COM SERVICES, INC	PLA GRANT KINDLES FOR PRIZES	\$ 206.70	libcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333378	10/10/2023	114-2936500-6369067	AMAZON.COM SERVICES, INC	IPLA GRANT KINDLE FOR PRIZES	\$ 103.35	libcc
333383	10/10/2023	17510266	W S DARLEY & CO	STORZ HYDRANT WRENCHES	\$ 210.96	afdcc
333398	10/10/2023	241341577	SURETY PEST CONTROL	OPS PEST CONTROL	\$ 95.73	dshop
333444	10/10/2023	309035	NAPA	PARTS FOR #304	\$ 63.83	shopcc
333440	10/10/2023	3253482	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 285.29	wwtpcc
333454	10/10/2023	519540	ACTIVE911, INC.	10 ADDITIONAL LICENSES ADDED TO SUBSCRIPTION	\$ 167.44	afdcc
333388	10/10/2023	68478	VILLAGE BOOKS	ADULT BOOKS	\$ 23.87	libcc
333457	10/10/2023	991508	BAYSHORE OFFICE PRODUCTS INC	MUSEUM STORE	\$ 31.46	museumcc
333371	10/10/2023	B02219/1	KAPTEIN'S ACE HARDWARE	PLASTIC SCRAPER, BRAKE CLEANER FOR ZETA COMPRESSOR	\$ 13.02	wtpcc
333385	10/10/2023	D18735	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 74.63	parksc1
333386	10/10/2023	D18942	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 11.70	parksc1
333391	10/10/2023	KI-120054	KOFLO CORP	MAINTENANCE SUPPLIES	\$ 503.42	wwtpcc
333375	10/10/2023	TG10102023	THAITAN GLOSSWORKS	PARTS FOR #218	\$ 516.80	shopcc
333374	10/10/2023	VP_4KSZ43MN	VISTAPRINT	BUSINESS CARDS FOR MASON WADE	\$ 26.10	infosyscc
333490	10/11/2023	09/26/23	DISH	OCTOBER SERVICE: 29-3	\$ 105.88	afdcc
333451	10/11/2023	111-9238899-7898626	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 6.51	libcc
333452	10/11/2023	112-8833594-4652213	AMAZON.COM SERVICES, INC	FIELD SUPPLIES	\$ 65.27	pwfacc
333442	10/11/2023	113-5753888-0630610	AMAZON.COM SERVICES, INC	LAB OPERATING EXPENSES	\$ 12.78	wwtpcc
333517	10/11/2023	1413476	GUARDIAN SECURITY SYSTEMS INC	WTP FIRE ALARM REPAIRS	\$ 526.72	dwt
333445	10/11/2023	2122673	BLACKSTONE PUBLISHING	AUDIO BOOKS	\$ 300.00	libcc
333479	10/11/2023	24263497	PURCELL TIRE AND SERVICE CENTE	TIRES FOR #304	\$ 46.57	shopcc
333505	10/11/2023	3393143	DAILY JOURNAL OF COMMERCE	PUBLISH 421303	\$ 1,128.00	pw1
333443	10/11/2023	3986-271914	O'REILLY AUTO PARTS	PARTS FOR #151	\$ 8.43	shopcc
333487	10/11/2023	54	US BANK	TRAVEL MEAL PER DIEM	\$ 37.75	infosyscc
333446	10/11/2023	76376	ELECTRO-CHEMICAL DEVICES, INC	ODOR CHEMICAL ELECTRODE - INCINERATOR	\$ 520.72	wwtpcc
333488	10/11/2023	991445	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES FOR FACILITIES	\$ 2,235.89	pwfacc
333492	10/11/2023	991566	BAYSHORE OFFICE PRODUCTS INC	PARKS MAINTENANCE SUPPLIES	\$ 25.63	parksc1

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333497	10/11/2023	991576	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 10.30	museumcc
333437	10/11/2023	C01889/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 21.53	pwfacc
333453	10/11/2023	C01950/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 14.06	pwfacc
333448	10/11/2023	C02287/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 79.40	pwfacc
333436	10/11/2023	D19171	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 5.95	parksc1
333439	10/11/2023	D19230	SEBO'S DO-IT CENTER	ROLL OF STARTER ROPE	\$ 0.41	afdcc
333438	10/11/2023	D19392	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 13.15	pwfacc
333447	10/11/2023	INV463095	BIRD B GONE INC	SUPPLIES FOR FACILITIES	\$ 6,228.81	pwfacc
333478	10/11/2023	WB5759886663	ZORO TOOLS, INC	SUPPLIES FOR STREETS	\$ 508.37	shopcc
333604	10/12/2023	022197	US BANK	FUEL FOR #90011	\$ 95.16	parksc1
333450	10/12/2023	112-1630439-3973814	AMAZON.COM SERVICES, INC	SENIOR CENTER SUPPLIES	\$ 24.90	parksc1
333582	10/12/2023	113-8762829-3329808	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 125.11	wwtpcc
333455	10/12/2023	114-7722408-1509861	AMAZON.COM SERVICES, INC	PLASTIC GLASSES (OPEN HOUSE)	\$ 19.97	afdcc
333486	10/12/2023	147800	THE HOSE SHOP, INC	SUPPLIES FOR STREETS	\$ 312.11	shopcc
333583	10/12/2023	241341756	SURETY PEST CONTROL	WA PARK PEST CONTROL	\$ 202.34	parksc1
333584	10/12/2023	241342550	SURETY PEST CONTROL	DEPOT MONTHLY PEST CONTROL	\$ 110.97	parksc1
333594	10/12/2023	322628	TRACTOR SUPPLY CO	AIR COMPRESSOR FOR ZETA	\$ 1,305.59	wtpcc
333595	10/12/2023	322629	TRACTOR SUPPLY CO	RATCHET TIE DOWNS	\$ 48.95	wtpcc
333484	10/12/2023	3986-272133	O'REILLY AUTO PARTS	PARTS FOR STOCK	\$ 428.62	shopcc
333480	10/12/2023	3986-272151	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #163	\$ 51.66	shopcc
333481	10/12/2023	3986-272227	O'REILLY AUTO PARTS	PARTS FOR #90002	\$ 15.22	shopcc
333482	10/12/2023	3986-272240	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #1003	\$ 319.87	shopcc
333483	10/12/2023	3986-272255	O'REILLY AUTO PARTS	PARTS FOR #713	\$ 13.32	shopcc
333533	10/12/2023	6560273133	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
333493	10/12/2023	C02700/1	ACE HARDWARE	MAINTENANCE SUPPLIES - FERRY TERMINAL	\$ 36.20	wwtpcc
333491	10/12/2023	D19639	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 71.79	parksc1
333494	10/12/2023	D19700	SEBO'S DO-IT CENTER	CRAYON FOR EVOC TRAINING	\$ 12.99	apdcc
333485	10/12/2023	IN102310121363	FS.COM, INC.	ADAPTER FOR >1G TESTING	\$ 183.88	fibercc
333495	10/12/2023	U2316044972	ICONIX WATERWORKS INC	SUPPLIES FOR STREETS	\$ 125.71	shopcc
333603	10/13/2023	111-0109828-5439447	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 34.76	libcc
333598	10/13/2023	111-2938948-0181839	AMAZON.COM SERVICES, INC	DRILL BIT	\$ 81.30	fibercc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333612	10/13/2023	112-5061689-9577025	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 87.02	pkreccc
333602	10/13/2023	112-5751388-0848231	AMAZON.COM SERVICES, INC	PHONE CASE FOR IT STAFF	\$ 14.13	infosyscc
333611	10/13/2023	112-7993879-5249848	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 298.41	pkreccc
333588	10/13/2023	113-9644173-4169843	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 217.42	wwtpcc
333496	10/13/2023	114-6174910-5997066	AMAZON.COM SERVICES, INC	VELCRO	\$ 60.70	afdcc
333586	10/13/2023	1574	IDEAL CALIBRATIONS	GASES FOR MONITORS	\$ 626.00	afdcc
333585	10/13/2023	22626176917	DOLLAR TREE STORES	REC EVENT SUPPLIES	\$ 15.00	pkreccc
333599	10/13/2023	2302023	ENGINE COMPANY LEATHER, LLC	PASSPORT SHIELDS	\$ 1,004.00	afdcc
333590	10/13/2023	231226196	WASHINGTON STATE FERRY (ALL)	TRAVEL	\$ 17.90	infosyscc
333600	10/13/2023	260079348-00	TACOMA SCREW PRODUCTS, INC.	EYEBOLTS FOR BOILER ROOM CONCRETE SLABS	\$ 152.74	wtpcc
333589	10/13/2023	380289364	UNITED STATES POSTAL SERVICE	POSTAGE	\$ 19.90	infosyscc
333605	10/13/2023	40143957	TIMBERLAND	PARKS BOOT PURCHASE-N MITCHELL	\$ 134.64	parksc1
333581	10/13/2023	425867	SKAGIT REGIONAL HEALTH	CDL PHYSICAL	\$ 92.00	shopcc
333489	10/13/2023	7002160227	AMERICAN WATER WORKS	WATER DISTRIBUTION MANUAL	\$ 94.50	wtpcc
333576	10/13/2023	83959805	HILTON HOTELS	LODGING - TREJO-CUEVAS	\$ 618.28	infosyscc
333578	10/13/2023	85270429	HILTON HOTELS	LODGING - HUMBERTO	\$ 661.96	infosyscc
333601	10/13/2023	8561 51 34085	HOME DEPOT	MEGA CUFFS	\$ 22.94	wtpcc
333577	10/13/2023	87367613	HILTON HOTELS	LODGING - OLSON	\$ 618.28	infosyscc
333614	10/13/2023	991917	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 5.06	museumcc
333591	10/13/2023	C03026/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 15.60	pwfacc
333579	10/13/2023	C03352/1	ACE HARDWARE	MAINTENANCE	\$ 6.08	museumcc
333587	10/13/2023	D19956	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 5.39	wwtpcc
333592	10/13/2023	D19976	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 65.39	pwfacc
333610	10/13/2023	D20533	SEBO'S DO-IT CENTER	STEEL KEY STOCK	\$ 4.04	wwtpcc
333593	10/14/2023	112-3924371-9367415	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES FOR FACILITIES	\$ 351.96	pwfacc
333606	10/14/2023	114-1036716-3771401	AMAZON.COM SERVICES, INC	GIFT CARD FOR ATTENDING TECH WORKSHOP PLA GRANT	\$ 25.00	libcc
333607	10/14/2023	992033	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES AND PRIZES FOR TECH CLASS PLA GRANT	\$ 62.66	libcc
333716	10/15/2023	10/15/23	SAFEWAY INC	LEMONADE FOR OPEN HOUSE	\$ 28.29	afdcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
333597	10/15/2023	113-2936645-1424242	AMAZON.COM SERVICES, INC	CABLE CUFFS	\$ 19.21	wtpcc
333609	10/15/2023	114-9232965-5164223	AMAZON.COM SERVICES, INC	SUPPLIES FOR SOLID WASTE	\$ 29.99	shopcc
333608	10/15/2023	16240	THE LEVIS STORE	UNIFORM	\$ 189.57	shopcc
333596	10/15/2023	26707572	INGERSOLL-RAND CO	GASKETS FOR ZETA COMPRESSOR	\$ 174.75	wtpcc
333715	10/15/2023	63652220042	US BANK	IFUEL FOR TRAVEL - SNYDER VEHICLE 54	\$ 32.33	plancc
333580	10/15/2023	D21070	SEBO'S DO-IT CENTER	PVC PIPE	\$ 31.32	afdcc
334018	10/15/2023	Folio 52572	COURTYARD BY MARRIOTT	LODGING - CDBG UNDERWRITING TRAINING -SNYDER	\$ 603.30	plancc
333698	10/16/2023	1060972	FRONTIER BUILDING SUPPLY	SUPPLIES FOR STREETS	\$ 40.64	shopcc
333695	10/16/2023	1061108	FRONTIER BUILDING SUPPLY	FURRING STRIPS FOR DOOR PROP	\$ 24.46	afdcc
333706	10/16/2023	1061333	FRONTIER BUILDING SUPPLY	SAFETY SUPPLY FOR FACILITIES	\$ 238.28	pwfacc
333708	10/16/2023	111-4981371-8268258	AMAZON.COM SERVICES, INC	TOOLS & INSTALLATION SUPPLIES	\$ 493.40	fibercc
333705	10/16/2023	112-0712151-7913011	AMAZON.COM SERVICES, INC	WINTER UNIFORMS	\$ 326.38	pwfacc
333613	45215	112-1807045-7317827	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 84.57	pkrecc
333721	10/16/2023	112-4131830-2437019	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 35.53	pkrecc
333718	10/16/2023	112-7085752-8486650	AMAZON.COM SERVICES, INC	BINDERS, KEYBOARDS	\$ 159.58	afdcc
333707	10/16/2023	113-4218338-2386604	AMAZON.COM SERVICES, INC	CHARGING CABLES	\$ 28.21	wtpcc
333696	10/16/2023	13777732	HACH COMPANY	LAB SUPPLIES	\$ 1,256.27	wwtpcc
333760	10/16/2023	184313	DICK'S RESTAURANT SUPPLY	SUPPLIES FOR FACILITIES	\$ 257.64	pwfacc
333756	10/16/2023	300-10125617	ALL BATTERY SALES & SERVICE	PARTS FOR #3003	\$ 65.37	shopcc
333701	10/16/2023	3045 5720 5136 9200	WALMART	SUPPLY FOR FACILITIES	\$ 73.98	pwfacc
333697	10/16/2023	3986-272878	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #609	\$ 45.15	shopcc
333752	10/16/2023	426729	SKAGIT REGIONAL HEALTH	DOT PHYSICAL	\$ 92.00	wdistcc
333711	10/16/2023	6560273139	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 82.60	shopcc
333710	10/16/2023	6560273140	ARAMARK	OPS; MAT CLEANING	\$ 77.12	shopcc
333772	10/16/2023	6560274130	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 84.03	wwtpcc
333722	10/16/2023	662 3 157 3	COSTCO WHOLESALE CORPORATION	K9 T-BONE VACUUM FOR KENNEL/VEHICLE	\$ 92.30	apdcc

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333700	10/16/2023	773662662210	FEDEX	PD CAMERA RETURN	\$ 126.85	pwfacc
333703	10/16/2023	922162508	LOWE'S BUSINESS ACCOUNT/GEMB	SUPPLIES FOR FACILITIES	\$ 76.11	pwfacc
333704	10/16/2023	922162508	LOWE'S BUSINESS ACCOUNT/GEMB	SUPPLIES FOR FACILITIES	\$ 435.18	pwfacc
333714	10/16/2023	AN 94990	CENTRAL WELDING SUPPLY CO, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 56.36	wdistcc
333699	10/16/2023	D21619	SEBO'S DO-IT CENTER	SUPPLIES FOR STREETS	\$ 126.47	shopcc
333702	10/16/2023	MVC410232A	N C MACHINERY COMPANY	PARTS FOR EQUIP #6935	\$ 517.91	pwfacc
333713	10/16/2023	WAANA151890	FASTENAL COMPANY	SUPPLIES FOR WATER MAINTENANCE	\$ 98.00	wdistcc
333898	10/17/2023	111-8314767-4246413	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 136.08	wwtpcc
333719	10/17/2023	111-9935977-9550643	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 38.66	wwtpcc
333771	10/17/2023	112-4391383-0656216	AMAZON.COM SERVICES, INC	UNIFORM JACKET	\$ 54.61	afdcc
333751	10/17/2023	114-7434449-2542665	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT.	\$ 134.34	shopcc
333830	10/17/2023	137 5 79 37199	THE MARKET LLC	AGING MASTERY PROGRAM SUPPLIES	\$ 11.56	parksc1
333828	10/17/2023	309541	NAPA	MAINTENANCE SUPPLIES	\$ 8.42	wwtpcc
333757	10/17/2023	3986-272957	O'REILLY AUTO PARTS	PARTS FOR STOCK	\$ 12.58	shopcc
333763	10/17/2023	3986-272982	O'REILLY AUTO PARTS	PARTS FOR #304	\$ 8.15	shopcc
333758	10/17/2023	3986-272991	O'REILLY AUTO PARTS	PARTS FOR #128	\$ 22.74	shopcc
333820	10/17/2023	72675721924663	US BANK	MCMENAMINS ELK TEMPLE LODGE	\$ 182.12	attorneycc
333761	10/17/2023	8066235019	ANACORTES CHAMBER OF COMMERCE	STATE OF THE PORT LUNCHEON	\$ 44.00	execc
333764	10/17/2023	9473	US BANK	SUBSISTENCE - HAZMAT CLASS	\$ 22.37	afdcc
333753	10/17/2023	C04917/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 62.65	wdistcc
333770	10/17/2023	C04929/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 14.68	pwfacc
333768	10/17/2023	C05000/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 3.91	parksc1
333769	10/17/2023	D21845	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 32.59	parksc1
333762	10/17/2023	D21884	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 108.36	wwtpcc
333767	10/17/2023	D21902	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 9.15	parksc1
333755	10/17/2023	E0500PI3GE	MICROSOFT CORPORATION	AZURE PAY-AS-YOU-GO 9/16-10/15/23	\$ 23.54	infosyscc

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333754	10/17/2023	E0500PI5ZN	MICROSOFT CORPORATION	AZURE DEVELOPER SUPPORT 10/16-11/15/23	\$ 29.00	infosyscc
333765	10/17/2023	LLNK5R6H42Q	AMERICAN PUBLIC WORKS	ONLINE TRAINING CLASS: CONTRACTING FOR PUBLIC WORKS	\$ 30.00	legalcc
333922	10/17/2023	SVH-123053	SKAGIT VALLEY HERALD	CITY HALL SVH 10/17/23-10/24	\$ 218.40	finance
333766	10/17/2023	VP_8ZGDGBL5	VISTAPRINT	BUSINESS CARDS CHERYL NEUWIRTH	\$ 26.10	libcc
333712	10/17/2023	VP_WKMQQLB1	VISTAPRINT	BUSINESS CARDS; CORP SCHEEPERS	\$ 26.10	apdcc
333880	10/18/2023	0103P174237AUB	UTILITY TRAILER SALES	PARTS FOR EQUIP #862	\$ 471.96	shopcc
333817	10/18/2023	0252676613	CARHARTT	TRAINING JACKETS	\$ 783.27	afdcc
333831	10/18/2023	059993	US BANK	SUBSISTENCE - HAZMAT CLASS PER DIEM MEAL	\$ 25.78	afdcc
333846	10/18/2023	111-4492905-9002608	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 97.06	wwtpcc
333837	10/18/2023	111-6212461-4025063	AMAZON.COM SERVICES, INC	VELCRO	\$ 42.58	afdcc
333773	10/18/2023	111-7227814-7908247	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 22.00	wwtpcc
333982	10/18/2023	113-0492625-8869050	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 114.24	wwtpcc
333759	10/18/2023	113-1173001-8621059	AMAZON.COM SERVICES, INC	PARTS FOR #037,#041,#033,#031,#027,#03 0	\$ 260.82	shopcc
333881	10/18/2023	113-3186263-8090655	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 130.39	wwtpcc
333981	10/18/2023	113-8320582-8096209	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 41.71	wwtpcc
333829	10/18/2023	113-8670151-2241858	AMAZON.COM SERVICES, INC	DRY ERASE MARKERS, PHONE CASE - CMC	\$ 60.46	wtpcc
333821	10/18/2023	114-3986883-7353002	AMAZON.COM SERVICES, INC	REPLACEMENT FOR PELICAN BATTERY 9410L	\$ 41.40	apdcc
333816	10/18/2023	114-6218123-8095422	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES FOR STREETS	\$ 29.36	shopcc
333888	10/18/2023	184357	DICK'S RESTAURANT SUPPLY	SUPPLIES FOR FACILITIES	\$ 77.25	pwfacc
333843	10/18/2023	23-36537	NORTHWEST SAFETY CLEAN	PPE REPAIR	\$ 121.92	afdcc
333902	10/18/2023	241342548	SURETY PEST CONTROL	PEST CONTROL AT WWTP	\$ 187.13	dwwtp
334040	10/18/2023	241342551	SURETY PEST CONTROL	PEST CONTROL MARTIME HERITAGE CENTER	\$ 67.45	museum
333887	10/18/2023	427990	SKAGIT REGIONAL HEALTH	DOT PHYSICAL	\$ 92.00	shopcc
333818	10/18/2023	456758	HARBOR FREIGHT TOOLS	TOOLS FOR FLEET	\$ 353.52	shopcc

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333832	10/18/2023	4910940	FRONTIER BUILDING SUPPLY	PARTS FOR #607	\$ 179.61	shopcc
333826	10/18/2023	5439898	PSIEXAMS	WDM 4 EXAM FEE	\$ 104.00	pwfacc
333842	10/18/2023	600001064	SKAGIT REGIONAL HEALTH	PHYSICAL - ELY	\$ 774.00	afdcc
333899	10/18/2023	6560275920	ARAMARK	STA 3 MAT/MOP SERVICE: 10/18	\$ 16.32	medic
333827	10/18/2023	8067590829.	ANACORTES CHAMBER OF COMMERCE	STATE OF THE PORT LUNCHEON - RHEAUME	\$ 22.00	execc
333891	10/18/2023	9137	US BANK	SUBSISTENCE - HAZMAT CLASS PER DIEM MEAL	\$ 11.15	afdcc
333840	10/18/2023	BC1956785	GALLS, LLC.	UNIFORM PANTS	\$ 78.29	afdcc
333841	10/18/2023	BC1966493	GALLS, LLC.	WORK BOOTS	\$ 423.02	afdcc
333839	10/18/2023	BC1968318	GALLS, LLC.	UNIFORM SHIRTS	\$ 181.26	afdcc
333838	10/18/2023	BC1970851	GALLS, LLC.	WORK BOOTS	\$ 423.02	afdcc
333825	10/18/2023	C05571/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 60.74	pwfacc
333822	10/18/2023	C05703/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 60.07	pwfacc
333823	10/18/2023	D22394	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 56.16	pwfacc
333824	10/18/2023	D22407	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 12.76	pwfacc
333834	10/18/2023	D22411	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 5.96	parkscc1
333835	10/18/2023	D22439	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 1.49	parkscc1
333886	10/19/2023	00003002	STRAWBERRY BAY COFFEE	PRIZE FOR PUZZLE EVENT	\$ 30.00	pkrecc
334005	10/19/2023	012666	US BANK	SUBSISTENCE - HAZMAT CLASS	\$ 30.49	afdcc
333986	10/19/2023	0553771579	HONEY BUCKET	PARKS PORTABLE RESTROOM-FINAL	\$ 6.80	parkscc1
334022	10/19/2023	OJI 1GAC 002 00HD	PARTY CITY	REC EVENT SUPPLIES	\$ 92.74	pkrecc
333889	10/19/2023	100167252	GALLS, LLC.	UNIFORM NAME TAGS; VANDERKOOY, CHEESEBORO AND DOTZAUER	\$ 29.24	apdcc
333819	10/19/2023	113-6756890-5197000	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 34.27	wwtpcc
334009	10/19/2023	135256136	RED LION HOTEL	LODGING - CAULFIELD	\$ 386.83	infosyscc
334008	10/19/2023	135272780	RED LION HOTEL	LODGING - WADE	\$ 436.74	infosyscc
333893	10/19/2023	1516080	SKAGIT COUNTY SOLID WASTE FUND	PARKS CAMP CLEAN UP	\$ 33.73	parkscc1
334004	10/19/2023	1740 51 57 8851	SAFEWAY INC	SUBSISTENCE - HAZMAT CLASS	\$ 9.25	afdcc
334003	10/19/2023	174925	US BANK	FUEL FOR POOL CAR - HAZMAT CLASS	\$ 85.15	afdcc
333990	10/19/2023	200002	REAL TEQUILA FAMILY MEXICAN	PUZZLE EVENT PRIZE	\$ 55.00	pkrecc

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333983	10/19/2023	260079796-00	TACOMA SCREW PRODUCTS, INC.	SCREWS AND WASHERS TO FIX SAND PUMPS	\$ 16.68	wtpcc
333879	10/19/2023	318446	SKAGIT READYMIX	SUPPLIES FOR STREET DEPT	\$ 2,147.71	shopcc
333980	10/19/2023	3253765	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 53.40	wwtpcc
334014	10/19/2023	593 54 11 8854	SAFEWAY INC	WA PARK STAFF SUPPLIES	\$ 40.29	parksc1
334021	10/19/2023	600750307024	SPIRIT HALLOWEEN	REC EVENT SUPPLIES	\$ 207.44	pkreccc
333900	10/19/2023	6560276664	ARAMARK	STA 2 MAT/MOP SERVICE: 10/19	\$ 16.31	medic
333905	10/19/2023	6560276665	ARAMARK	STA 1 MAT/MOP SERVICE: 10/19	\$ 22.63	medic
333857	10/19/2023	6560276668	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
333894	10/19/2023	C05998/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 21.12	pwfacc
333895	10/19/2023	D22598	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 89.03	pwfacc
333882	10/19/2023	D22714	SEBO'S DO-IT CENTER	PARTS FOR EQUIP# 11-918A	\$ 8.15	shopcc
333892	10/19/2023	D22732	SEBO'S DO-IT CENTER	MURAL SUPPLIES	\$ 29.35	museumcc
333896	10/19/2023	D22739	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 31.50	pwfacc
333897	10/19/2023	D22741	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 53.29	pwfacc
333885	10/19/2023	D5GP	GOOD BAGELS CAFE	PRIZE FOR PUZZLE EVENT	\$ 35.00	pkreccc
334006	10/20/2023	020658	SUBWAY NORTHWEST INC	SUBSISTENCE - HAZMAT CLASS PER DIEM	\$ 20.04	afdcc
333890	10/20/2023	111-3522750-9219431	AMAZON.COM SERVICES, INC	SUPPLIES FOR FLEET	\$ 119.29	shopcc
334013	10/20/2023	111-7750287-0389066	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 107.86	pwfacc
333994	10/20/2023	112-9470521-9981048	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 148.80	pwfacc
333884	10/20/2023	114-7113341-8523450	AMAZON.COM SERVICES, INC	CHILDREN'S BOOKS	\$ 20.66	libcc
333883	10/20/2023	114-9736594-1663457	AMAZON.COM SERVICES, INC	ADULT BOOKS	\$ 54.75	libcc
334019	10/20/2023	12597381008	US BANK	IFUEL FOR TRAVEL - SNYDER VEHICLE 54	\$ 50.95	plancc
333978	10/20/2023	318558	SKAGIT READYMIX	SUPPLIES FOR STREETS	\$ 1,161.98	shopcc
333984	10/20/2023	3986-273563	O'REILLY AUTO PARTS	PARTS FOR STOCK	\$ 11.96	shopcc
333985	10/20/2023	3986-273565	O'REILLY AUTO PARTS	PARTS FOR #613	\$ 39.37	shopcc
334020	10/20/2023	64056113	HOLIDAY INN	ACCOMMODATION - HAZMAT CLASS MCCLELLAN	\$ 422.52	afdcc
333991	10/20/2023	662 11 226 52	COSTCO WHOLESALE CORPORATION	APD COFFEE PODS	\$ 116.97	apdcc
333977	10/20/2023	7302596-00	TURF STAR WESTERN	PARTS FOR VEHICLE #706	\$ 1,453.98	shopcc
333979	10/20/2023	992715	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES FOR WATER MAINTENANCE	\$ 69.65	wdistcc

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333997	10/20/2023	C06407/1	ACE HARDWARE	TOOLS & CUSTOMER INSTALL SUPPLIES	\$ 50.86	fibercc
334017	10/20/2023	D23009	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 4.46	pwfacc
333976	10/20/2023	D23360	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 57.54	wwtpcc
336053	10/20/2023	963557228	MSA SAFETY SALES	MAINTENANCE - PUMP STATIONS	\$ 972.67	dwwtp
333987	10/21/2023	0630DFC7-0038	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION 10/21/23-11/21/23	\$ 15.00	parksc1
333988	10/21/2023	0630DFC7-0039	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION 10/21/23-11/21/23	\$ 15.00	parksc1
334001	10/21/2023	1001067252	GALLS, LLC.	UNIFORM STRAP; CHEESEBORO	\$ 28.38	apdcc
333992	10/21/2023	101-1003-589461	OPTICS PLANET.COM	UNIFORM BOOTS; SGT KING	\$ 228.43	apdcc
334010	10/21/2023	111-1965976-0024219	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES THERMAL RECEIPT ROLLS	\$ 107.72	libcc
334011	10/21/2023	111-1965976-0024219	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 52.20	libcc
334015	10/21/2023	111-2423685-5284216	AMAZON.COM SERVICES, INC	SUPPLIES FOR TECH CLASS PLA GRANT	\$ 27.99	libcc
333998	10/21/2023	111-3024872-3729068	AMAZON.COM SERVICES, INC	ELECTRICAL TAPE	\$ 320.52	fibercc
333993	10/21/2023	113-6606233-7027440	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 27.38	wwtpcc
334088	10/21/2023	727515122	ORIENTAL TRADING CO INC	REC EVENT SUPPLIES	\$ 84.99	pkreccc
333996	10/21/2023	C06857/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 32.30	wwtpcc
334007	10/21/2023	D23910	SEBO'S DO-IT CENTER	PARTS FOR SHOP VAC	\$ 23.93	afdcc
333999	10/21/2023	S2322437	FIRST RESPONDER DECAL COMPANY	REFLECTIVE HELMET DECALS	\$ 52.54	afdcc
334002	10/21/2023	VP_049SK3DG	VISTAPRINT	BUSINESS CARDS; OFC DOTZAUER	\$ 26.10	apdcc
334016	10/22/2023	111-4420151-4305043	AMAZON.COM SERVICES, INC	TECH SUPPLIES PLA GRANT TRAY FOR SMART BOARD	\$ 190.57	libcc
334012	10/22/2023	111-7456830-6288262	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES CARDSTOCK FOR MARKETING	\$ 19.03	libcc
333995	10/22/2023	112-7174701-5569027	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 591.60	pwfacc
334000	10/22/2023	113-2079825-9803414	AMAZON.COM SERVICES, INC	PEST CONTROL PRODUCTS	\$ 176.96	shopcc
334091	10/22/2023	593 7 83 6457	SAFEGWAY INC	SUPPLIES FOR TECH CLASS PLA GRANT	\$ 21.99	libcc
334227	10/22/2023	78369305	INGRAM LIBRARY SERVICES, LLC	CHILDREN'S BOOKS	\$ 351.20	libcc

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334228	10/22/2023	78477038	INGRAM LIBRARY SERVICES, LLC	ADULT BOOKS	\$ 1,840.81	libcc
334094	10/23/2023	0000214202	SEWERSHOP	PARTS FOR SEWER DEPT	\$ 423.94	shopcc
334138	10/23/2023	00059300701002310231	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 10.87	parksccl
334095	10/23/2023	1064070	FRONTIER BUILDING SUPPLY	SUPPLIES FOR STORM DEPT	\$ 89.70	shopcc
334092	10/23/2023	111-2423685-5284216	AMAZON.COM SERVICES, INC	SUPPLIES FOR TECH CLASS PLA GRANT	\$ 81.71	libcc
334152	10/23/2023	112-5516126-1782647	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 258.40	wwtpcc
333989	10/23/2023	113-8116622-0714642	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 216.51	parksccl
334154	10/23/2023	239827165	SURETY PEST CONTROL	STA 1 SEPTEMBER SERVICE	\$ 81.59	afdcc
334144	10/23/2023	338354112-001	OFFICE DEPOT, INC.	OFFICE SUPPLIES #1078 BREAKROOM	\$ 8.28	libcc
334087	10/23/2023	3986-274116	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #608	\$ 69.23	shopcc
334234	10/23/2023	6560277995	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 84.03	wwtpcc
334090	10/23/2023	8492713c1-81ac-4e36	THE MAILBOX	SHIPPING	\$ 79.20	infosyscc
334131	10/23/2023	8561 02 87789	HOME DEPOT	THRESHOLD - 29-1 REMODEL	\$ 32.50	afdcc
334146	10/23/2023	992831	BAYSHORE OFFICE PRODUCTS INC	PARKS OFFICE SUPPLIES	\$ 7.67	parksccl
334083	10/23/2023	D24382	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 39.57	museumcc
334096	10/23/2023	D24568	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES - PUMP STATION	\$ 30.56	wwtpcc
334089	10/23/2023	D24620	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 62.88	wdistcc
334093	10/23/2023	D24717	SEBO'S DO-IT CENTER	PRE-MIX FUEL	\$ 63.08	afdcc
334084	10/23/2023	F323E72T1	AMERICAN PUBLIC WORKS	TRAINING REGISTRATION FEE FOR STORM DEPT	\$ 900.00	shopcc
334875	10/23/2023	WAANA151985	FASTENAL COMPANY	SUPPLIES FOR WATER MAINTENANCE	\$ 478.90	wdist
334086	10/23/2023	WS-42010	OEM SUPPLY & SERVICE	PARTS FOR VEHICLE #862	\$ 317.35	shopcc
334216	10/24/2023	00059305100392310240	SAFEWAY INC	REC EVENT SUPPLIES	\$ 43.40	pkreccc
334132	10/24/2023	1064705	FRONTIER BUILDING SUPPLY	CEDAR SHIMS - REMODEL	\$ 14.47	afdcc
334140	10/24/2023	108661/8/32314	STOWES, INC	BOOT ALLOWANCE	\$ 200.00	wwtpcc
334155	10/24/2023	111-4131579-2148254	AMAZON.COM SERVICES, INC	COPY PAPER	\$ 87.02	afdcc
334142	10/24/2023	112-1164256-2661844	AMAZON.COM SERVICES, INC	HEADPHONE ADAPTER FOR USB-C DEVICES FOR VIDEO CALLS	\$ 32.62	infosyscc

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334129	10/24/2023	112-7592512-9167405	AMAZON.COM SERVICES, INC	CASE FOR NEW IPHONE.	\$ 26.10	infosyscc
334143	10/24/2023	112-9519351-7713850	AMAZON.COM SERVICES, INC	PROTECTIVE CELL PHONE CASE	\$ 22.67	infosyscc
334085	10/24/2023	114-1278348-4417009	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES FOR STREET DEPT	\$ 150.12	shopcc
334150	10/24/2023	1256725	INTERNATIONAL SOCIETY OF	ANNUAL ARBORIST CERTIFICATION-S PHILLIPS	\$ 120.00	parksccl
334221	10/24/2023	134702	SWINOMISH CHEVRON	SMALL TOOLS FUEL #90006	\$ 34.79	wdistcc
334149	10/24/2023	14858546/14859789	PAPE MACHINERY INC.	PARTS FOR EQUIP #710 & #856	\$ 489.56	pwfacccl
334156	10/24/2023	2014	PETEK PH D, THOMAS C	PSYCH EXAMS: 3 NEW HIRES	\$ 1,155.00	afdcc
334220	10/24/2023	241342239	SURETY PEST CONTROL	PEST CONTROL ACC 34803360 4155 SAN JUAN BLVD POINT BOOSTER	\$ 52.12	wtpcc
334226	10/24/2023	338536771-001	OFFICE DEPOT, INC.	OFFICE SUPPLIES #1078 FOOF	\$ 28.69	libcc
334134	10/24/2023	3986-274207	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #176	\$ 7.31	shopcc
334148	10/24/2023	41600495918	LES SCHWAB TIRE CENTERS	TIRES FOR VEHICLE #187	\$ 1,261.54	shopcc
334145	10/24/2023	4888635	FRONTIER BUILDING SUPPLY	SUPPLIES FOR WATER MAINTENANCE	\$ 114.16	pwfacccl
334133	10/24/2023	784849800	LOWE'S BUSINESS ACCOUNT/GEMB	WORK SUPPLIES	\$ 203.80	wtpcc
334130	10/24/2023	8428	PI VARIABLES, INC	SUPPLIES FOR STREET DEPT	\$ 881.00	shopcc
334136	10/24/2023	88114	SMALL ENGINE PARTS WAREHOUSE	KOHLER ELECTRIC STARTER FOR AIR COMPRESSOR	\$ 220.04	wtpcc
334141	10/24/2023	9882404479	GRAINGER	MAINTENANCE SUPPLIES - INCINERATOR	\$ 367.46	wwtpcc
334147	10/24/2023	D24804	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 10.23	parksccl
334151	10/24/2023	D24807	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 5.43	parksccl
334139	10/24/2023	D24954	SEBO'S DO-IT CENTER	TAPE FOR CUSTOMER INSTALLS	\$ 18.49	fibercc
334219	10/25/2023	0007qr	GOVERNMENTJOBS.COM	JOB POSTING ANNOUNCEMENT - CITY ENGINEER	\$ 199.00	hrcc
334270	10/25/2023	100940	SMILEY'S PRO SERVICES	PARTS FOR EQUIP #8002	\$ 572.54	shopcc
334208	10/25/2023	1065071	FRONTIER BUILDING SUPPLY	LUMBER FOR 29-1 REMODEL	\$ 27.33	afdcc
334222	10/25/2023	111-4172579-6677058	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP	\$ 23.81	shopcc
334158	10/25/2023	111-8117168-0761002	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 23.32	wwtpcc

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334233	10/25/2023	112-1116858-2103416	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 212.41	pwfacc
334159	10/25/2023	112-6041865-3044242	AMAZON.COM SERVICES, INC	REC EVENT SUPPLIES	\$ 112.94	pkrecc
334223	10/25/2023	112-6146142-8912238	AMAZON.COM SERVICES, INC	3 YEAR GENERAL MERCHANDISE PROTECTION PLAN	\$ 91.38	infosyscc
334153	10/25/2023	112-7729186-4041069	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 101.92	wwtpcc
334224	10/25/2023	112-8738602-3398657	AMAZON.COM SERVICES, INC	NETWORK ENCLOSURE (CABINET)	\$ 642.87	infosyscc
334206	10/25/2023	114-1931174-5024211	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREETS #90013	\$ 494.75	shopcc
334215	10/25/2023	114-5144014-3743413	AMAZON.COM SERVICES, INC	ADULT BOOKS	\$ 42.42	libcc
334137	10/25/2023	114-5873779-7560237	AMAZON.COM SERVICES, INC	BINDER RINGS	\$ 8.69	afdcc
334205	10/25/2023	252384	WARRIOR POET SOCIETY	UNIFORM PANTS- BLAKE M	\$ 189.45	shopcc
334274	10/25/2023	310223	NAPA	PARTS FOR VEHICLE #212	\$ 16.17	shopcc
334210	10/25/2023	3986-274410	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #171	\$ 22.74	shopcc
334211	10/25/2023	3986-274437	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #220	\$ 13.35	shopcc
334212	10/25/2023	3986-274448	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #220	\$ 41.42	shopcc
334213	10/25/2023	3986-274468	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 337.55	shopcc
334225	10/25/2023	41191343	WASHINGTON STATE DEPARTMENT	TOLL	\$ 2.75	infosyscc
334287	10/25/2023	884926143Y609634X	ASSOCIATION OF WASHINGTON	AWC 10-PACK JOB POSTINGS	\$ 350.00	hrcc
334269	10/25/2023	980-2-9608-1043002	OFFICE DEPOT, INC.	OFFICE SUPPLIES	\$ 85.59	wwtpcc
334214	10/25/2023	981-20387-28676	SEATTLE YACHTS SERVICE	PARTS FOR EQUIP #2003	\$ 35.73	shopcc
334298	10/25/2023	993097	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 31.06	museumcc
334207	10/25/2023	C08862/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 176.78	wdistcc
334231	10/25/2023	D25255	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 11.29	parksc1
334232	10/25/2023	D25496	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #8002	\$ 28.02	shopcc
334218	10/25/2023	D25515	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 8.09	shopcc
334209	10/25/2023	H38793/44	COASTAL FARM &	UNIFORM PANTS	\$ 39.16	shopcc
334291	10/26/2023	000000144	HARDWARESTORM, LLC	NETWORK SWITCHES FOR WWTP	\$ 2,015.34	infosyscc
334271	10/26/2023	06-10712-49128	EBAY	LAB SUPPLIES	\$ 341.42	wwtpcc

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334282	10/26/2023	0630DFC7-0040	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION 10/26/23-11/26/23	\$ 15.00	parksccl
334293	10/26/2023	111-1052454-2685868	AMAZON.COM SERVICES, INC	CHILDREN'S SUPPLIES	\$ 12.96	libcc
334400	10/26/2023	112-1677200-1341018	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 73.52	wwtpcc
334292	10/26/2023	112-2826120-4498656	AMAZON.COM SERVICES, INC	GATE OPENER REMOTES	\$ 333.90	infosyscc
334280	10/26/2023	113-5347354-6842619	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP	\$ 43.47	shopcc
334281	10/26/2023	113-6701100-3312240	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 98.14	parksccl
334279	10/26/2023	113-9807167-4484258	AMAZON.COM SERVICES, INC	SUPPLIES FOR FLEET	\$ 304.53	shopcc
334217	10/26/2023	114-6393973-0037058	AMAZON.COM SERVICES, INC	DUTY BELT KEY HOLDER; CSO NYBO	\$ 10.87	apdcc
334285	10/26/2023	122991	MY TAILOR	ALTERATIONS TO CLASS A	\$ 45.00	afdcc
334283	10/26/2023	133744	PRINTFILE ARCHIVAL STORAGE	CURATORIAL SUPPLIES	\$ 122.11	museumcc
334296	10/26/2023	1ZG3TE580302585033	UNITED PARCEL SERVICE, INC	SHIPPING (RETURN TO GALLS)	\$ 9.88	afdcc
334286	10/26/2023	276920-5	BIRCH EQUIPMENT CO., INC	FACILITY SUPPLIES	\$ 972.94	pwfacc
334362	10/26/2023	3253953	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 819.36	wwtpcc
334275	10/26/2023	3986-274581	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 29.37	shopcc
334276	10/26/2023	3986-274593	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 319.87	shopcc
334277	10/26/2023	3986-274636	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #159	\$ 4.80	shopcc
334278	10/26/2023	3986-274702	O'REILLY AUTO PARTS	SUPPLIES FOR #90008	\$ 65.15	shopcc
334392	10/26/2023	593 176 155 8821	SAFEWAY INC	PROCUREMENT 101 TRAINING CLASS REFRESHMENTS	\$ 74.94	legalcc
334396	10/26/2023	593 50 28 7153	SAFEWAY INC	WA PARK STAFF SUPPLIES	\$ 19.99	parksccl
334288	10/26/2023	6560276673	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 82.60	shopcc
334171	10/26/2023	6560280227	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
334391	10/26/2023	656109299-01	BEST WESTERN	TRAINING HOTEL STAY; FBI-LEEDA CLIFFORD AND KING	\$ 720.70	apdcc
334273	10/26/2023	99372371	M2SCI.COM	LAB SUPPLIES	\$ 49.50	wwtpcc
334295	10/26/2023	D25709	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 29.84	pwfacc
334294	10/26/2023	D25953	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 8.52	parksccl
334284	10/26/2023	H1027304	HOLLINGER METAL EDGE, INC	CURATORIAL SUPPLIES	\$ 71.80	museumcc
334385	10/27/2023	1001067252	GALLS, LLC.	UNIFORM; TIE CLIP AND JUMPSUIT	\$ 649.18	apdcc
334388	10/27/2023	109471/1/69249	WORK OUTFITTERS	SAFETY BOOTS - KENT B	\$ 67.82	wtppcc

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334290	10/27/2023	111-1340735-6572238	AMAZON.COM SERVICES, INC	SUPPLIES FOR VEHICLE #3003	\$ 36.48	shopcc
334404	10/27/2023	111-3697108-7094658	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 38.46	wwtpcc
334289	10/27/2023	111-9609551-8317857	AMAZON.COM SERVICES, INC	SUPPLIES- #3003	\$ 20.66	shopcc
334297	10/27/2023	112-1465430-1714657	AMAZON.COM SERVICES, INC	10 LBS GROUND COFFEE	\$ 90.88	afdcc
334371	10/27/2023	113-9271349-1740235	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 27.73	parksc1
334398	10/27/2023	114-7241125-2037021	AMAZON.COM SERVICES, INC	MURAL SUPPLIES	\$ 43.47	museumcc
334381	10/27/2023	130310271042	HOBBY LOBBY	AGING MASTERY SUPPLIES	\$ 14.08	parksc1
334478	10/27/2023	13795997	HACH COMPANY	BUFFER SOLUTION	\$ 263.68	wwtpcc
334389	10/27/2023	148212	THE HOSE SHOP, INC	SNUBBERS FOR ZETA AIR COMPRESSOR	\$ 12.10	wtpcc
334372	10/27/2023	2125132	BLACKSTONE PUBLISHING	AUDIO BOOKS	\$ 100.00	libcc
334373	10/27/2023	22629677273	DOLLAR TREE STORES	REC EVENT SUPPLIES	\$ 60.00	pkreccc
334378	10/27/2023	251772	FIRE PROTECTION PUBLICATIONS	ESSENTIALS OF FF MANUALS (ACADEMY)	\$ 723.53	afdcc
334393	10/27/2023	275284-5	BIRCH EQUIPMENT CO., INC	REC EVENT SUPPLIES	\$ 489.92	parksc1
334386	10/27/2023	411185	HARBOR FREIGHT TOOLS	SOCKETS	\$ 50.24	wtpcc
334387	10/27/2023	411233	HARBOR FREIGHT TOOLS	SOCKETS	\$ 215.37	wtpcc
334364	10/27/2023	48940	ZAP AUTOMOTIVE	SERVICE FOR VEHICLE #018	\$ 217.55	shopcc
334489	10/27/2023	604690412275	SPIRIT HALLOWEEN	REC EVENT SUPPLIES	\$ 76.00	pkreccc
334382	10/27/2023	662 7 70 802	COSTCO WHOLESALE CORPORATION	AGING MASTERY SUPPLIES	\$ 20.48	parksc1
334390	10/27/2023	8561 52 90325	HOME DEPOT	CLAMPS FOR DRILL PRESS	\$ 25.15	wtpcc
334402	10/27/2023	BC1978025	GALLS, LLC.	CLASS B - VOLUNTEER	\$ 188.99	afdcc
334401	10/27/2023	BC1978050	GALLS, LLC.	CLASS B UNIFORMS - NEW HIRE	\$ 1,763.76	afdcc
334399	10/27/2023	C10036/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 47.96	parksc1
334377	10/27/2023	D26357	SEBO'S DO-IT CENTER	SUPPLIES FOR SOLID WASTE	\$ 409.33	shopcc
334361	10/27/2023	D26458	SEBO'S DO-IT CENTER	PARTS FOR VEHICLE #189	\$ 25.33	shopcc
334380	10/27/2023	H39895/44	COASTAL FARM &	WORK UNIFORM	\$ 113.06	wdistcc
334374	10/27/2023	INV391635	UNITED LABORATORIES, INC	SUPPLIES FOR FACILITIES	\$ 995.83	pwfaccc
334397	10/27/2023	SMG40021	SAMSUNG ELECTRONICS AMERICA	SUPPLIES FOR TECH CLASSES PLA GRANT	\$ 80.40	libcc
334268	10/27/2023	TC0989962250	REV.COM	TRANSCRIPTION SERVICE	\$ 23.66	museumcc
334383	10/28/2023	00059300500682310281	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 9.99	parksc1

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334405	10/28/2023	111-3718315-2829000	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 17.53	wwtpcc
334406	10/28/2023	111-4429121-1828207	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 16.96	wwtpcc
334365	10/28/2023	113-1614471-9905810	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP	\$ 157.76	shopcc
334384	10/28/2023	113-2079825-9803414	AMAZON.COM SERVICES, INC	PEST CONTROL	\$ 34.81	shopcc
334403	10/28/2023	1216 8 365 77	COSTCO WHOLESALE CORPORATION	HALLOWEEN SUPPLIES	\$ 19.99	afdcc
334394	10/28/2023	134877168	SHELL	REC EVENT SUPPLIES	\$ 21.35	parksccl
334379	10/28/2023	40V18Q	ALDERBROOK RESORT & SPA	FIRE INSTRUCTOR 2 CLASS	\$ 179.00	afdcc
334359	10/28/2023	D26756	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 24.72	parksccl
334395	10/28/2023	D26985	SEBO'S DO-IT CENTER	REC EVENT SUPPLIES	\$ 38.65	parksccl
334375	10/28/2023	R65146856	YOURMEMBERSHIP.COM, INC.	JOB POSTING ANNOUNCEMENT - CITY ENGINEER	\$ 399.00	hrcc
334376	10/29/2023	111-6924266-6733046	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE SUPPLIES	\$ 117.79	execc
334369	10/29/2023	113-1184684-0475440	AMAZON.COM SERVICES, INC	PARTS FOR SHOP STOCK	\$ 83.83	shopcc
334368	10/29/2023	113-3083315-1435428	AMAZON.COM SERVICES, INC	SUPPLIES #1006	\$ 131.42	shopcc
334366	10/29/2023	113-3083315-1435428	AMAZON.COM SERVICES, INC	SUPPLIES #1006	\$ 90.28	shopcc
334367	10/29/2023	113-4577740-8921817	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 268.64	shopcc
334363	10/30/2023	113-0492625-8869050	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 266.56	wwtpcc
334370	10/30/2023	113-1614471-9905810	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP	\$ 194.75	shopcc
334481	10/30/2023	2-3303-0696-0075-808	TARGET	AGING MASTERY SUPPLIES	\$ 6.52	parksccl
334540	10/30/2023	24263846	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #856	\$ 398.43	shopcc
334541	10/30/2023	24263896	PURCELL TIRE AND SERVICE CENTE	TIRE REPAIR FOR VEHICLE #610	\$ 71.89	shopcc
334485	10/30/2023	275284-5	BIRCH EQUIPMENT CO., INC	REC EVENT SUPPLIES	\$ 135.26	parksccl
334539	10/30/2023	279472	TRACTOR SUPPLY CO	WORK BOOTS	\$ 195.83	shopcc
334479	10/30/2023	3986-275392	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #517	\$ 42.37	shopcc
334480	10/30/2023	3986-275528	O'REILLY AUTO PARTS	WIPER BLADES, BOOSTER CABLES	\$ 134.11	afdcc

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334482	10/30/2023	41770307203088272380	DOLLAR TREE STORES	AGING MASTERY SUPPLIES	\$ 6.80	parksccl
334718	10/30/2023	6560281552	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 86.68	wwtpcc
334557	10/30/2023	993649	BAYSHORE OFFICE PRODUCTS INC	SENIOR CENTER OFFICE SUPPLIES	\$ 137.09	parksccl
334488	10/30/2023	B07521/1	KAPTEIN'S ACE HARDWARE	HYPO PARTS	\$ 10.38	wtpcc
334484	10/30/2023	C11543/1	ACE HARDWARE	SUPPLIES FOR STREET DEPT	\$ 58.78	shopcc
334486	10/30/2023	D27843	SEBO'S DO-IT CENTER	STAIN & POLYURETHANE FOR 29-1 REMODEL	\$ 49.83	afdcc
334476	10/30/2023	INV00404368	PANTHEON SYSTEMS, INC	WEB HOSTING FEES FOR SAFEANDCLEANWATER.ORG	\$ 38.09	infosyscc
334565	10/31/2023	000058	CLEAN AND CLIP	K9 T-BONE GROOMING	\$ 51.50	apdcc
334553	10/31/2023	026082285	GALLS, LLC.	UNIFORM PANTS AND PULLOVER; NEW HIRE CHEESEBORO	\$ 414.77	apdcc
334560	10/31/2023	1067774	FRONTIER BUILDING SUPPLY	WA PARK MAINTENANCE SUPPLIES	\$ 481.77	parksccl
334538	10/31/2023	1067836	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 19.86	pwfacccl
334563	10/31/2023	111-2564371-4481003	AMAZON.COM SERVICES, INC	SMALL SHREDDER	\$ 152.31	afdcc
334559	10/31/2023	111-9609551-8317857	AMAZON.COM SERVICES, INC	SUPPLIES FOR VEHICLE #3003	\$ 21.75	shopcc
334487	10/31/2023	112-7038785-0967404	AMAZON.COM SERVICES, INC	LOGITECH WEBCAMS	\$ 42.44	infosyscc
334564	10/31/2023	142302	MY TAILOR	PATCHES ON JACKET	\$ 10.00	afdcc
334555	10/31/2023	148284	THE HOSE SHOP, INC	SUPPLIES FOR STREET DEPT	\$ 99.69	shopcc
334646	10/31/2023	194159	FIDALGO ANIMAL MEDICAL CENTER	K9 T-BONE URINALYSIS AND MEDICATION	\$ 33.88	apdcc
334549	10/31/2023	2023-9935	A WORKSAFE SERVICE INC	PRE-EMPLOYMENT CDL DRUG TEST	\$ 60.00	hrcc
334628	10/31/2023	241342164	SURETY PEST CONTROL	CEMETERY PEST CONTROL-OCTOBER	\$ 63.09	parksccl
334632	10/31/2023	310705	NAPA	MAINTENANCE SUPPLIES	\$ 8.91	wwtpcc
334637	10/31/2023	31074	ASSOCIATION OF STATE	MEMBERSHIP ASSOC FLOODPLAIN MANAGERS.COLEMAN	\$ 180.00	plancc
334716	10/31/2023	321405	THRIFTY CLEANERS	SEPTEMBER LAUNDRY	\$ 3.22	afdcc
334580	10/31/2023	39223813	LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$ 385.86	dwwtp
334543	10/31/2023	3986-275605	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #180	\$ 16.10	shopcc
334544	10/31/2023	3986-275695	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #513	\$ 5.61	shopcc
334545	10/31/2023	3986-275696	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #513	\$ 8.42	shopcc
334556	10/31/2023	4017469	PLATT ELECTRIC SUPPLY INC	ZETA PARTS	\$ 86.75	wtpcc

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334546	10/31/2023	4893545	FRONTIER BUILDING SUPPLY	FACILITY SUPPLIES	\$ 270.48	pwfaccc
334548	10/31/2023	4925885	FRONTIER BUILDING SUPPLY	FACILITY SUPPLIES	\$ 151.18	pwfaccc
334547	10/31/2023	4936820	FRONTIER BUILDING SUPPLY	FACILITY SUPPLIES	\$ 576.77	pwfaccc
334552	10/31/2023	6560280233	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 82.60	shopcc
334551	10/31/2023	6560280234	ARAMARK	OPS MAT CLEANING	\$ 77.12	shopcc
334710	10/31/2023	87060	L.N. CURTIS & SONS	TRAINING MATERIAL	\$ 399.38	afdcc
334562	10/31/2023	CS97760	RUNYON SURFACE PREP	PARTS FOR EQUIP #13914	\$ 78.24	shopcc
334537	10/31/2023	D28059	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 74.63	parksccl
334561	10/31/2023	D28069	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 21.07	parksccl
334550	10/31/2023	D28087	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 9.34	wwtpcc
334558	10/31/2023	H41970/44	COASTAL ELECTRIC SUPPLY	SAFETY SHIRTS FOR SEWER DEPT	\$ 47.78	shopcc
334554	10/31/2023	U2316048321	ICONIX WATERWORKS INC	SUPPLIES FOR STORM DEPT	\$ 1,768.01	shopcc
334483	10/31/2023	VP_TMW77X66	VISTAPRINT	BUSINESS CARDS; OFC PLEADWELL	\$ 22.19	apdcc
336047	10/31/2023	1189	WIDENER & ASSOCIATES	FEMA COORDINATION - JANUARY 2022 EVENT - FEMA-4650-DR - OCTOBER 2023	\$ 792.00	pw1
335977	10/31/2023	736	BOYS & GIRLS CLUBS	FUNDING AGREEMENT - LUNCH PROGRAM - OCTOBER	\$ 140.00	finance
334639	11/1/2023	026082345	GALLS, LLC.	UNIFORM PULLOVER; NEW HIRE CHEESEBORO	\$ 154.59	apdcc
334638	11/1/2023	026102801	GALLS, LLC.	UNIFORM SHIRT; NEW HIRE CHEESEBORO	\$ 151.79	apdcc
334913	11/1/2023	102853701-0010465	WAVE	DEDICATED INTERNET ACCESS 11/1-11/30/23	\$ 1,469.82	fiber
334914	11/1/2023	102958801-0010465	WAVE	DEDICATED INTERNET ACCESS 11/1-11/30/23	\$ 1,470.82	fiber
334643	11/1/2023	1068380	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 70.50	pwfaccc
334640	11/1/2023	1068491	FRONTIER BUILDING SUPPLY	WA PARK MAINTENANCE SUPPLIES	\$ 9.21	parksccl
334715	11/1/2023	109471/1/69315	WORK OUTFITTERS	WORK BOOTS	\$ 212.67	pwfaccc
334635	11/1/2023	111-3565043-1247468	AMAZON.COM SERVICES, INC	VAULT LID LIFTING TOOL	\$ 45.10	fibercc
334641	11/1/2023	111-8929085-3969002	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 10.87	pwfaccc
334636	11/1/2023	111-9151177-5425813	AMAZON.COM SERVICES, INC	WALL SCANNER / STUD FINDER	\$ 185.99	fibercc
334629	11/1/2023	112-1250849-8561016	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 85.32	libcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
334645	11/1/2023	112-2528183-4301867	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 156.66	wwtpcc
334642	11/1/2023	112-7658099-9269028	AMAZON.COM SERVICES, INC	OIL REMOVER	\$ 19.55	pwfacc
334644	11/1/2023	112-8350993-3037844	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 119.67	wwtpcc
334634	11/1/2023	113-9328822-2556242	AMAZON.COM SERVICES, INC	INDEX CARDS	\$ 5.76	wtpcc
334567	11/1/2023	125196	G12 COMMUNICATIONS	SIP TRUNKS 11/1-11/30/23	\$ 976.29	finance
334633	11/1/2023	27784	SHIFTNOTE, LLC	DAILY LOG 11/1-1/31/24	\$ 113.25	wtpcc
334825	11/1/2023	2GN917018N328354H	THE WATER SIFU	THE WATER SIFU/TY WHITMAN WATER MATH COURSE - BEGINNING - CF	\$ 25.00	wtpcc
334630	11/1/2023	300081500	FBI-LEEDA INC	ACTIVE MEMBERSHIP; CHIEF FLOYD	\$ 50.00	apdcc
334846	11/1/2023	30620375	AV DEALS - PAYPAL	SUPPLIES FOR STREET DEPT	\$ 2,827.71	shopcc
334624	11/1/2023	3986-275807	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #515	\$ 55.59	shopcc
334625	11/1/2023	3986-275842	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #211	\$ 43.51	shopcc
334626	11/1/2023	3986-275858	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #042	\$ 386.54	shopcc
334620	11/1/2023	43381	DALCO INC	PARTS FOR EQUIP #7924	\$ 95.24	shopcc
334745	11/1/2023	4817471S185	LEMAY MOBILE SHREDDING	SHREDDING; APD AND COURT	\$ 36.54	apd
334573	11/1/2023	4817472S185	LEMAY MOBILE SHREDDING	CONTAINER SHREDDING - CITY HALL 10/2	\$ 7.82	finance
334826	11/1/2023	55177495A01696819	THE WATER SIFU	THE WATER SIFU/TY WHITMAN WATER MATH COURSE - ADVANCED - CF	\$ 25.00	wtpcc
334708	11/1/2023	593 52 50 8852	SAFEWAY INC	OPERATING SUPPLIES	\$ 67.01	shopcc
334705	11/1/2023	65354073	LAQUINTA INN	PARKS STAFF TRAINING HOTEL	\$ 422.15	parksc1
334591	11/1/2023	6560283023	ARAMARK	STA 3 MAT/MOP SERVICE: 11/1	\$ 16.32	medic
334719	11/1/2023	861 02 14155	HOME DEPOT	SHOPVAC	\$ 108.58	wtpcc
334720	11/1/2023	993798	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 97.08	museumcc
334623	11/1/2023	A91522479865736582	GOOGLE ANALYTICS	SAFE AND CLEAN WATER.COM	\$ 6.36	infosyscc
334622	11/1/2023	B08137/1	KAPTEIN'S ACE HARDWARE	ZETA COMPRESSOR PARTS	\$ 18.67	wtpcc
334621	11/1/2023	D28569	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 54.07	pwfacc
334707	11/1/2023	DMJNQAVJEVENJ	WATERMARK BOOK COMPANY	ADULT BOOKS	\$ 55.40	libcc
334631	11/1/2023	Google-2310	GOOGLE ANALYTICS	GOOGLE ADVERTISING	\$ 212.17	fibercc
335989	11/1/2023	11/1/2023	ANACORTES FAMILY CENTER	SOCIAL WORKER AGREEMENT - NOVEMBER 2023	\$ 4,166.67	apd

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335762	11/1/2023	2439	THE CLEAN TEAM	THE CLEAN TEAM - CITY RESTROOM CLEANING	\$ 3,550.00	plan
336062	11/1/2023	2440	THE CLEAN TEAM	2023 JANITORIAL SERVICES - OCTOBER 2023	\$ 4,776.00	pw1
336063	11/1/2023	2441	THE CLEAN TEAM	2023 JANITORIAL SERVICES - SENIOR CENTER/CITY HALL AS NEEDED CLEANINGS	\$ 960.00	pw1
334711	11/2/2023	026115960	GALLS, LLC.	UNIFORM VEST; NEW HIRE CHEESEBORO	\$ 930.62	apdcc
334704	11/2/2023	105702	SWINOMISH CHEVRON	FUEL FOR #90013	\$ 74.64	shopcc
334578	11/2/2023	111-7118612-4159454	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 20.63	financecc
334709	11/2/2023	111-8215876-2883408	AMAZON.COM SERVICES, INC	SUPPLIES FOR BACKBONE & CUSTOMER INSTALLS	\$ 118.12	fibercc
334717	11/2/2023	112-1083350-0494615	AMAZON.COM SERVICES, INC	PAPER SHREDDER	\$ 359.02	afdcc
334627	11/2/2023	113-5375499-0469069	AMAZON.COM SERVICES, INC	PARTS FOR EQUIP #1904	\$ 468.32	shopcc
334851	11/2/2023	14600	WASHINGTON ASSOCIATION OF	WA ASSOC BUILDING OFFICIALS ANNUAL MEMBERSHIP. FRISINGER	\$ 105.00	bldgcc
334695	11/2/2023	148353	THE HOSE SHOP, INC	AIR COMPRESSOR PARTS	\$ 22.73	wtpcc
334839	11/2/2023	14986	WASHINGTON ASSOCIATION OF	CERTIFICATION RENEWAL - JR	\$ 60.00	wwtpcc
334507	11/2/2023	20090	JUSTICE WORKS, LLC	JUSTICE WORKS MONTHLY SERVICE	\$ 60.00	pubdef
334832	11/2/2023	24195	WATERMARK BOOK COMPANY	TEEN BOOKS	\$ 101.69	libcc
334833	11/2/2023	24196	WATERMARK BOOK COMPANY	ADULT BOOK	\$ 23.12	libcc
334696	11/2/2023	27926	TXLEY	VACUUM REPAIR	\$ 23.84	wtpcc
334847	11/2/2023	310878	NAPA	MAINTENANCE SUPPLIES	\$ 59.27	wwtpcc
334699	11/2/2023	3986-275993	O'REILLY AUTO PARTS	PARTS FOR STOCK	\$ 163.32	shopcc
334700	11/2/2023	3986-276079	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #051	\$ 22.17	shopcc
334701	11/2/2023	3986-276106	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #051	\$ 172.96	shopcc
334702	11/2/2023	3986-276116	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #042	\$ 177.34	shopcc
334693	11/2/2023	5794896-113	COVERCRAFT INDUSTRIES LLC	PARTS FOR VEHICLE #177	\$ 388.40	shopcc
334697	11/2/2023	591830653	LOWE'S BUSINESS ACCOUNT/GEMB	AIR COMPRESSOR PARTS	\$ 63.58	wtpcc
334746	11/2/2023	6560283790	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
335123	11/2/2023	903654	DITCH WITCH WEST	REPAIR TO MOLE TOOL	\$ 808.12	fibercc
334575	11/2/2023	994019	BAYSHORE OFFICE PRODUCTS INC	COPIES	\$ 1,510.52	pw1

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334827	11/2/2023	994078	BAYSHORE OFFICE PRODUCTS INC	NOTEBOOKS AND POST IT NOTES OFFICE SUPPLIES.PLANNING	\$ 19.61	plancc
334694	11/2/2023	C13145/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 40.10	parksc1
334714	11/2/2023	D28768	SEBO'S DO-IT CENTER	FACILITY SUPPLIES	\$ 7.45	pwfacc
334713	11/2/2023	D28931	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 9.59	parksc1
334712	11/2/2023	INV225765202	ZOOM VIDEO COMMUNICATIONS INC.	SENIOR CENTER 11/2/-12/1/23	\$ 17.40	parksc1
334706	11/2/2023	MC18353325	MAILCHIMP	REC PROGRAM MAILING LIST SUBSCRIPTION	\$ 28.83	parksc1
335754	11/2/2023	0846	FIDALGO CLEANING	MUSEUM CLEANING 11/2-11/16/23	\$ 180.00	museum
335755	11/2/2023	0847	FIDALGO CLEANING	HERITAGE CLEANING 11/2-11/16/23	\$ 120.00	museum
336073	11/2/2023	120970	VECA ELECTRIC & TECHNOLOGIES	WWTP ODOR CONTROL HEAT TRACE PROJECT - ELECTRICAL COMPONENTS INSTALLATION	\$ 8,000.00	dwwtp
334970	11/3/2023	111-1203217-8219421	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 20.47	museumcc
334867	11/3/2023	111-2424161-6355436	AMAZON.COM SERVICES, INC	PHONE SUPPLIES - NEW PHONE CASES	\$ 23.93	wwtpcc
334967	11/3/2023	111-4753044-1086626	AMAZON.COM SERVICES, INC	PHONE SUPPLIES - NEW PHONE CASES	\$ 364.19	wwtpcc
334865	11/3/2023	111-6457595-0411452	AMAZON.COM SERVICES, INC	PHONE SUPPLIES - NEW PHONE CASES	\$ 12.72	wwtpcc
334866	11/3/2023	111-8283271-0958631	AMAZON.COM SERVICES, INC	PHONE SUPPLIES - NEW PHONE CASES	\$ 15.22	wwtpcc
334703	11/3/2023	113-3105368-4598664	AMAZON.COM SERVICES, INC	PARTS FOR VEHICLE #158	\$ 413.43	shopcc
335006	11/3/2023	113-3733380-2691456	AMAZON.COM SERVICES, INC	RESEARCH LIBRARY BOOK	\$ 35.19	museumcc
334837	11/3/2023	114-3941282-0879467	AMAZON.COM SERVICES, INC	RECHARGEABLE BATTERY FOR MAGLITE	\$ 24.76	apdcc
334853	11/3/2023	168026	PORT OF ANACORTES	FUEL FOR MARINE 29	\$ 42.34	afdcc
334844	11/3/2023	27943	TXLEY	VACUMN REPAIR PARTS	\$ 105.81	wtpcc
334835	11/3/2023	33050336500a	BITS AND PIECES	REC EVENT SUPPLIES	\$ 65.27	pkreccc
334830	11/3/2023	3986-276232	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #027	\$ 22.17	shopcc
334829	11/3/2023	3986-276341	O'REILLY AUTO PARTS	PARTS FOR SHOP STOCK	\$ 1,725.30	shopcc
334850	11/3/2023	435084	SKAGIT REGIONAL HEALTH	DOT PHYSICAL	\$ 92.00	shopcc

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334831	11/3/2023	994247	BAYSHORE OFFICE PRODUCTS INC	PARKS OFFICE SUPPLIES	\$ 59.46	parksccl
334845	11/3/2023	B08500/1	KAPTEIN'S ACE HARDWARE	LEAF BLOWER	\$ 195.83	wwtpcc
334857	11/3/2023	C13571/1	ACE HARDWARE	SMALL TOOLS	\$ 73.41	wwtpcc
334858	11/3/2023	D29148	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 114.84	wwtpcc
334855	11/3/2023	D29150	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 97.65	pwfacc
334854	11/3/2023	D29199	SEBO'S DO-IT CENTER	PARAFFIN, MOTOR OIL	\$ 20.22	afdcc
334823	11/3/2023	D29252	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 11.72	pwfacc
334856	11/3/2023	D29257	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 20.25	wwtpcc
334848	11/3/2023	D29461	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES - INCINERATOR	\$ 125.20	wwtpcc
334840	11/3/2023	H42746/44	COASTAL FARM &	RAIN GEAR	\$ 191.49	pwfacc
334838	11/3/2023	INV225901183	ZOOM VIDEO COMMUNICATIONS INC.	EXECUTIVE 11/3-12/2/2023	\$ 60.92	execc
334979	11/3/2023	WAANA152189	FASTENAL COMPANY	MAINTENANCE SUPPLIES - BIN RESTOCK	\$ 83.19	dwwtp
334843	11/4/2023	1001067252	GALLS, LLC.	UNIFORM BOOT; OFC WILSON	\$ 111.90	apdcc
334860	11/4/2023	112-4931458-9837059	AMAZON.COM SERVICES, INC	IPHONE CASES	\$ 32.41	afdcc
334861	11/4/2023	112-4931458-9837059	AMAZON.COM SERVICES, INC	CELL PHONE CASE	\$ 13.92	afdcc
334862	11/4/2023	112-8206863-7324253	AMAZON.COM SERVICES, INC	GLOW STICKS	\$ 141.44	afdcc
334841	11/4/2023	113-0889590-8413809	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 496.07	shopcc
334824	11/4/2023	114-1278348-4417009	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREETS DEPT	\$ 117.48	shopcc
334852	11/4/2023	12984414	BLINDS.COM	WINDOW TREATMENTS	\$ 63.96	afdcc
334836	11/4/2023	33050302800	BITS AND PIECES	REC EVENT SUPPLIES	\$ 127.18	pkrecc
334820	11/4/2023	C14331/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 27.37	wwtpcc
334821	11/4/2023	D29860	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES - DECHLOR	\$ 14.46	wwtpcc
334822	11/4/2023	D29909	SEBO'S DO-IT CENTER	MAINTENANCE - DECHLOR	\$ 7.02	wwtpcc
334849	11/5/2023	111-5300100-4753831	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 137.83	pwfacc
334863	11/5/2023	112-4314328-0102651	AMAZON.COM SERVICES, INC	IPHONE CASES	\$ 55.46	afdcc
334864	11/5/2023	113-7329865-7907426	AMAZON.COM SERVICES, INC	IPHONE CASES	\$ 293.67	afdcc
334842	11/5/2023	113-7595578-9153036	AMAZON.COM SERVICES, INC	PEST CONTROL SUPPLIES	\$ 33.16	shopcc
334834	11/5/2023	114-1302417-9180214	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES DF	\$ 19.56	libcc

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335136	11/5/2023	78694366	INGRAM LIBRARY SERVICES, LLC	INGRAM ADULT BOOKS	\$ 1,661.04	libcc
334828	11/5/2023	C14561	ACE HARDWARE	BRUSHES, STAIN, FINISH, 29-1 REMODEL	\$ 115.11	afdcc
334958	11/6/2023	0188-1019443	CED	SUPPLIES FOR FIBER	\$ 1,210.64	pwfacc
334968	11/6/2023	111-7697424-1306605	AMAZON.COM SERVICES, INC	PHONE SUPPLIES - NEW PHONE CASES	\$ 32.43	wwtpcc
334961	11/6/2023	113-2125578-3129043	AMAZON.COM SERVICES, INC	PHONE SUPPLIES- NEW PHONE CASES	\$ 157.66	shopcc
334955	11/6/2023	113-3455945-1510652	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 64.14	wwtpcc
334953	11/6/2023	113-3676074-4698636	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 34.96	wwtpcc
334954	11/6/2023	113-5606422-2354616	AMAZON.COM SERVICES, INC	PARTS FOR VEHICLE #1006	\$ 63.44	shopcc
334962	11/6/2023	114-0722537-8669002	AMAZON.COM SERVICES, INC	USB HUB	\$ 8.69	infosyscc
334960	11/6/2023	2225	ANACORTES PRINTING	OT AND LEAVE SLIPS	\$ 222.10	apdcc
335016	11/6/2023	241340674	SURETY PEST CONTROL	PEST CONTROL ACC 34798464 2205 37TH ST A AVE BOOSTER	\$ 52.21	wtpcc
335015	11/6/2023	241342236	SURETY PEST CONTROL	PEST CONTROL ACC 34803357 6996 SAN JUAN HILL FIDALGO BOOSTER	\$ 54.39	wtpcc
335017	11/6/2023	241342237	SURETY PEST CONTROL	PEST CONTROL ACC 34803358 3802 MARINE HEIGHTS CASTILLEJA BOOSTER	\$ 52.21	wtpcc
335014	11/6/2023	241342238	SURETY PEST CONTROL	PEST CONTROL ACC 34803359 2102 PENN AVE ROCKRIDGE BOOSTER	\$ 52.21	wtpcc
335108	11/6/2023	3254220	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 105.14	wwtpcc
334949	11/6/2023	41600497410	LES SCHWAB TIRE CENTERS	PARTS FOR VEHICLE #051	\$ 517.36	shopcc
334956	11/6/2023	5701,6776,7830,8879	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE OCTOBER - 4 INVOICES	\$ 667.40	wtpcc
334959	11/6/2023	6560283794	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 82.60	shopcc
335024	11/6/2023	72270154	INTERSTATE BATTERIES	BATTERYIES FOR VEHICLES #603.180.211A. & 205	\$ 804.90	shopcc
334957	11/6/2023	8807132	SALUS BIOSCIENCE, LLC	LAB MILIPORE SUPPLIES	\$ 1,274.00	wtpcc
335023	11/6/2023	994648	BAYSHORE OFFICE PRODUCTS INC	PARKS OFFICE SUPPLIES	\$ 4.33	parksc1
334966	11/6/2023	D30522	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 18.10	pwfacc
334950	11/6/2023	D30663	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #2926	\$ 11.59	shopcc

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334951	11/6/2023	D30671	SEBO'S DO-IT CENTER	SUPPLIES FOR VEHICLE#1006	\$ 25.57	shopcc
334952	11/6/2023	I765898	TRAFFIC & PARKING CONTROL CO	1 YR RENEWAL FOR BLINKLINK - FLASHING LIGHTS	\$ 5,900.00	shopcc
334969	11/6/2023	INV-8LSD8W	EVERGREEN SAFETY COUNCIL	OPERATOR CERTIFICATION - FLAGGER CARD JR	\$ 20.00	wwtpcc
334963	11/6/2023	WEB2468758069	GRAINGER	RF ANTENNA EXTENSION FOR APD GATE CONTROLS	\$ 276.51	infosyscc
335996	11/6/2023	0868	FIDALGO CLEANING	APD CLEANING & SUPPLIES	\$ 800.00	apd
335122	11/7/2023	0619161-IN	SIRCHIE	NARK TEST KITS FOR FENTANYL	\$ 76.80	apdcc
335140	11/7/2023	063876	US BANK	FUEL FOR #900011	\$ 32.27	parksc1
334964	11/7/2023	08-10757-48326	EBAY	PORT INTERFACE	\$ 385.15	infosyscc
335018	11/7/2023	1070747	FRONTIER BUILDING SUPPLY	SUPPLIES FOR WATER MAINTENANCE	\$ 56.56	wdistcc
334965	11/7/2023	111-0790433-2686652	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES FOR WATER MAINTENANCE	\$ 315.52	pwfacc
335026	11/7/2023	112-4518752-8593040	AMAZON.COM SERVICES, INC	PHONE CASES AND SCREEN PROTECTORS	\$ 183.96	pwfacc
335012	11/7/2023	113-1531755-0917806	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 61.46	wwtpcc
335019	11/7/2023	113-4057115-5181845	AMAZON.COM SERVICES, INC	PEST CONTROL SUPPLIES	\$ 13.05	shopcc
335020	11/7/2023	113-7516992-6345028	AMAZON.COM SERVICES, INC	PROTECTIVE CASES- WORK PHONES	\$ 930.90	shopcc
335007	11/7/2023	114-4670317-0973063	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 67.46	shopcc
335025	11/7/2023	14897687	PAPE MACHINERY INC.	SUPPLIES FOR EQUIP #714	\$ 130.69	shopcc
335030	11/7/2023	17655	FORDK9	SILVER MEMBERSHIP; K9 HANDLER HATCHER	\$ 270.00	apdcc
334885	11/7/2023	18089578 - RE90BE	WATER ENVIRONMENT FEDERATION	WEF RENEWAL	\$ 122.00	dwwtp
335129	11/7/2023	220948422920	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 16.44	parksc1
335135	11/7/2023	341387066-001	OFFICE DEPOT, INC.	OFFICE SUPPLIES	\$ 6.41	libcc
335010	11/7/2023	3986-276876	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 154.69	shopcc
335011	11/7/2023	3986-276908	O'REILLY AUTO PARTS	PARTS FOR VEHICLE 1006	\$ 26.09	shopcc
335009	11/7/2023	3986-277005	O'REILLY AUTO PARTS	PARTS FOR SHOP STOCK	\$ 38.08	shopcc
335155	11/7/2023	994532	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 3.88	museumcc
335013	11/7/2023	C15608/1	ACE HARDWARE	MAINTENANCE SUPPLIES - PUMP STATIONS	\$ 54.78	wwtpcc
335029	11/7/2023	C15621/1	ACE HARDWARE	PROPANE TANK	\$ 65.27	wtpcc
335028	11/7/2023	D30842	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 17.53	pwfacc
335104	11/8/2023	0188-1019497	CED	SUPPLIES FOR FACILITIES	\$ 94.54	pwfacc

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335145	11/8/2023	111-0244751-8905865	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 109.44	wwtpcc
335027	11/8/2023	111-1725786-1443429	AMAZON.COM SERVICES, INC	PHONE CASE	\$ 40.15	pwfacc
335022	11/8/2023	111-8068494-1653060	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 31.35	pwfacc
335153	11/8/2023	112-0382593-2820266	AMAZON.COM SERVICES, INC	REC PROGRAM SUPPLIES	\$ 17.22	pkrecc
335111	11/8/2023	113-0030005-6860256	AMAZON.COM SERVICES, INC	PARKS PHONE CASES	\$ 340.43	parksc1
335112	11/8/2023	113-5282301-0717064	AMAZON.COM SERVICES, INC	PARKS PHONE CASES	\$ 15.66	parksc1
335117	11/8/2023	113-8145855-1945811	AMAZON.COM SERVICES, INC	POWER STATION	\$ 233.92	pkrecc
335100	11/8/2023	114-0118869-3961001	AMAZON.COM SERVICES, INC	A/V EQUIPMENT	\$ 31.53	museumcc
335101	11/8/2023	114-9193398-2041830	AMAZON.COM SERVICES, INC	A/V EQUIPMENT	\$ 10.87	museumcc
335113	11/8/2023	153619	WATERMARK BOOK COMPANY	ADULT BOOKS	\$ 45.29	libcc
335115	11/8/2023	153627	WATERMARK BOOK COMPANY	REC EVENT SUPPLIES	\$ 60.00	pkrecc
335116	11/8/2023	33050336500b	BITS AND PIECES	REC EVENT SUPPLIES	\$ 43.50	pkrecc
335137	11/8/2023	341387067-001	OFFICE DEPOT, INC.	OFFICE SUPPLIES	\$ 107.14	libcc
335109	11/8/2023	3986-277104	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #005	\$ 120.17	shopcc
335143	11/8/2023	61629	BURRIS COMPUTER FORMS	SUPPLIES FOR SOLID WASTE	\$ 64.15	shopcc
335146	45238	6560285101	ARAMARK	LAUNDRY SERVICES FOR WWTP	\$ 84.03	wwtpcc
335119	11/8/2023	9146	FABRICS PLUS	COLLECTIONS SUPPLIES	\$ 42.98	museumcc
335132	11/8/2023	952EBDD2-0001	JOHN E REID & ASSOC INC	TRAINING REGISTRATION FEE; THE REID TECHNIQUE; MOWRER AND SCHOLTEN	\$ 1,160.00	apdcc
335105	11/8/2023	D31248	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 30.99	pwfacc
335106	11/8/2023	D31546	SEBO'S DO-IT CENTER	JIGSAW BLADE	\$ 13.70	afdcc
335107	11/8/2023	E0600PPE80	MICROSOFT CORPORATION	AZURE DISASTER AND RECOVERY 10/2-11/1/23	\$ 1,024.60	infosyscc
335120	11/8/2023	113-6429326-7388259	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 13.99	apdcc
335118	11/8/2023	25-10754-43556	EBAY	ACCESS FIBER NETWORK SUPPLIES	\$ 703.72	admsrvcc
335130	11/9/2023	040272	GROCERY OUTLET	AGING MASTERY SUPPLIES	\$ 6.99	parksc1
335142	11/9/2023	1071658	FRONTIER BUILDING SUPPLY	SUPPLIES FOR STREETS	\$ 89.70	shopcc
335133	11/9/2023	1071843	FRONTIER BUILDING SUPPLY	LUMBER FOR REMODEL	\$ 134.10	afdcc
335127	11/9/2023	1071936	FRONTIER BUILDING SUPPLY	SUPPLIES FOR WATER MAINTENANCE	\$ 39.88	wdistcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
335134	11/9/2023	1071999	FRONTIER BUILDING SUPPLY	LUMBER - REMODEL	\$ 84.15	afdcc
335126	11/9/2023	113-1086953-5345828	AMAZON.COM SERVICES, INC	PHONE CASE	\$ 12.65	wtpcc
335125	11/9/2023	113-2997358-5832228	AMAZON.COM SERVICES, INC	PHONE CASE X 2	\$ 36.75	wtpcc
335124	11/9/2023	113-5606787-7420202	AMAZON.COM SERVICES, INC	PHONE CASES X 3	\$ 54.27	wtpcc
335114	11/9/2023	153676	WATERMARK BOOK COMPANY	TEEN BOOKS	\$ 13.83	libcc
335154	11/9/2023	17689	FORDK9	TRAINING VIDEO; K9 HOW TO INTRODUCE ODOR	\$ 27.00	apdcc
335131	11/9/2023	83050307204045275742	DOLLAR TREE STORES	AGING MASTERY SUPPLIES	\$ 8.24	parkscc1
335038	11/9/2023	994597	BAYSHORE OFFICE PRODUCTS INC	COPY PAPER 3RD FLOOR	\$ 268.73	financecc
335128	11/9/2023	D31720	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 6.81	wdistcc
335103	11/9/2023	D31721	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 27.77	museumcc
335139	11/9/2023	o2064436192	UNITED STATES POSTAL SERVICE	PASSPORT PREPAID ENVELOPES	\$ 193.00	libcc
335144	11/9/2023	ZY2I	ANACORTES PRINTING	SUPPLIES FOR SOLID WASTE	\$ 260.85	shopcc
335121	11/9/2023	113-0282246-3077038	AMAZON.COM SERVICES, INC	UNIFORM BOOTS; SGT LEETZ	\$ 87.90	apdcc
336072	11/9/2023	8170	HECKMAN INC	WWTP ODOR CONTROL HEAT TRACE PROJECT - INSULATION INSTALLATION	\$ 46,142.81	dwwtp
336000	11/9/2023	9550744650	T MOBILE	PHONE SEARCH - DETECTIVES 20-A06084	\$ 25.00	apd
335999	11/9/2023	9550744651	T MOBILE	PHONE SEARCH - DETECTIVES 20-A06084	\$ 25.00	apd
336071	11/13/2023	FB44019	CAROLLO ENGINEERS, INC.	WATER SYSTEM PLAN UPDATE - THROUGH 10/31/23	\$ 31,042.75	dwwtp
335756	11/13/2023	300000290035	PUGET SOUND ENERGY INC	MUSEUM 9/7-10/5/23	\$ 434.58	museum
335992	11/14/2023	1178	SKAGIT SHOOTING RANGE, LLC	CLASSROOM AND RANGE FOR LE TRAINING	\$ 597.30	apd
336085	11/14/2023	5151	SIGNDOG NW	INSTALLATION AND OR REMOVAL LIGHTS	\$ 5,385.60	plan
335979	11/14/2023	JZ2037 L/JZ2037	WASHINGTON STATE DEPARTMENT	DEEP WELL PERMIT- CASINO	\$ 2,246.27	wdist
336057	11/15/2023	20231101	SKAGIT COUNTY PUBLIC WORKS	MUTUAL ASSISTANCE ON MINOR PROJECTS - 2023 CHIP SEAL PROJECT	\$ 97,999.47	pw1
335807	11/15/2023	39854	SKAGIT PUBLISHING LLC	PUBLISH AA-445554	\$ 48.72	finance

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
335796	11/15/2023	599435	HUGHES FIRE EQUIPMENT, INC.	PRC + PUMPER FOR VEHICLE #220	\$ 809.64	dshop
335362	11/15/2023	cpls	DEPARTMENT OF LICENSING	CPLS TO D.O.L.; OCTOBER 2023	\$ 258.00	apd
335800	11/16/2023	0310523-IN	REISNER DISTRIBUTOR INC	SUPPLIES FOR SHOP STOCK	\$ 3,181.12	dshop
336068	11/16/2023	231048	BLYTHE MECHANICAL, INC	HVAC ON-CALL REPAIR SERVICES - CITY HALL BOILER #2 PUMP	\$ 4,166.24	pw1
336001	11/16/2023	534816	PROFORCE LAW ENFORCEMENT	HOLSTERS FOR FIREARMS	\$ 850.66	apd
336003	11/16/2023	INV-011697	OVERHEAD DOOR CO	FIRE STATION 3 GARAGE DOOR REPAIR	\$ 206.72	dshop
336045	11/17/2023	121359	VECA ELECTRIC & TECHNOLOGIES	UNIT-PRICED ELECTRICAL SERVICES 2023-2025 - SENIOR CENTER GAZEBO LIGHTING	\$ 5,217.10	pw1
335534	11/17/2023	OCT23 SUPMTL	SKAGIT LAW GROUP, PLLC	PROSECUTION SERVICES - SUPMTL	\$ 562.50	attorney
335995	11/17/2023	038 200 0000 2	CASCADE NATURAL GAS CORP.	APD 10/19-11/16/23	\$ 1,689.38	apd
336077	11/17/2023	154 700 0000 9	CASCADE NATURAL GAS CORP.	LIBRARY 10/19-11/16/2023	\$ 1,656.91	publib
336078	11/17/2023	169 400 0000 9	CASCADE NATURAL GAS CORP.	STA 2: 10/19 - 11/16	\$ 140.42	medic
336052	11/17/2023	199 800 0000 4	CASCADE NATURAL GAS CORP.	MUSEUM 10/19-11/16/23	\$ 239.11	museum
336069	11/17/2023	260 037 3822 1	CASCADE NATURAL GAS CORP.	611 R AVENUE 10/19-11/16/23	\$ 302.19	parks1
336075	11/17/2023	304 713 4234 2	CASCADE NATURAL GAS CORP.	607 R AVE SERVICE DATES 10/19-11/16/23	\$ 15.15	parks1
336065	11/17/2023	440 400 0000 0	CASCADE NATURAL GAS CORP.	FIDALGO CENTER 10/19-11/16/23	\$ 586.57	parks1
336066	11/17/2023	538 000 0000 1	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. 10/19-11/16/23	\$ 81.72	parks1
336067	11/17/2023	638 000 0000 0	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. #B, 10/19-11/16/23	\$ 91.67	parks1
336080	11/17/2023	674 400 0000 7	CASCADE NATURAL GAS CORP.	STA 1: 10/19 - 11/16/23	\$ 187.89	medic
335803	11/17/2023	710 300 0000 5	CASCADE NATURAL GAS CORP.	OPS 10/19-11/16/23	\$ 461.46	dshop
335797	11/17/2023	795 700 0000 4	CASCADE NATURAL GAS CORP.	CITY HALL 10/19-11/16/23	\$ 1,084.77	finance
336054	11/17/2023	912 800 0000 0	CASCADE NATURAL GAS CORP.	CARNEGIE 10/19-11/16/23	\$ 380.64	museum
336074	11/17/2023	917 600 0000 9	CASCADE NATURAL GAS CORP.	1915 13TH ST. 10/19-11/16/23	\$ 81.72	parks1
335799	11/17/2023	989 800 0000 8	CASCADE NATURAL GAS CORP.	WWTP 1/19-11/16/23	\$ 13.00	dwwtp
335808	11/18/2023	254337	LAKE SIDE INDUSTRIES, INC.	ASPHALT FOR STREET DEPT	\$ 950.55	dshop
335997	11/18/2023	00005W5A83463	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 11-18-23	\$ 13.07	apd

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
336084	11/20/2023	1657280	WALTON BEVERAGE COMPANY, INC	10 LBS COFFEE - 11/20	\$ 126.00	medic
335993	11/20/2023	8960-1	ANACORTES TOWING, LLC	TOWING; APD CASE 23-A08486	\$ 176.26	apd
336049	11/21/2023	04	ANACORTES WATERFRONT ALLIANCE	LEARN TO SAIL PROGRAM	\$ 15,000.00	pkrec
335742	11/21/2023	1001	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 18.51	pubdef
335978	11/21/2023	B17647472	SHI INTERNATIONAL CORP.	FORTINET	\$ 1,653.51	infosys
336079	11/21/2023	360-299-2484-0726025	ZIPLY FIBER	LIBRARY11/28-12/27/2023	\$ 66.09	publib
336050	11/22/2023	09990	BUD CLARY CHEVROLET, INC.	PURCHASE OF 2023 CHEVROLET BOLT EV	\$ 34,965.09	pw1
336048	11/22/2023	121461	VECA ELECTRIC & TECHNOLOGIES	UNIT-PRICED ELECTRICAL SERVICES 2023-2025 - WWTP TANK CONDUIT	\$ 6,536.27	pw1
336033	11/22/2023	12P40337	MOTOR TRUCKS, INC	PARTS #515	\$ 1,720.17	dshop
336035	11/22/2023	12P40366	MOTOR TRUCKS, INC	PART #515	\$ 34.80	dshop
335802	11/22/2023	23-34697	EDGE ANALYTICAL, INC	WATER ANALYSIS BACT RAW	\$ 63.00	dwtpt
335804	11/22/2023	23-35481	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwtpt
336082	11/22/2023	23-35522	EDGE ANALYTICAL, INC	WATER ANALYSIS - TCR INTOWN SOUTH	\$ 133.00	dwtpt
336036	11/22/2023	599644	HUGHES FIRE EQUIPMENT, INC.	PARTS #222	\$ 108.64	dshop
336061	11/22/2023	62861736	ROBERT HALF INTERNATIONAL INC.	TEMPORARY STAFFING - FINANCE DEPARTMENT	\$ 2,537.60	finance
335988	11/22/2023	I6576321	HD FOWLER COMPANY INC	MAINTENANCE SUPPLIES	\$ 776.62	dwwtpt
335980	11/22/2023	INV00203108	USA BLUE BOOK	ORION VERSA STAR PH MODULE	\$ 798.67	dwtpt
336034	11/24/2023	96032527	SOFTCHOICE CORPORATION	CONSULTATION SERVICES FOR ADDING ANACORTESWA.GOV TO EXCHANGE ONLINE.	\$ 235.00	infosys
336043	11/25/2023	000089	HUNTER, JOSHUA	BLS OTEP TRAINER - AUGUST & SEPTEMBER 2023	\$ 495.00	medic
335998	11/25/2023	00005W5A83473	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 11-25-23	\$ 23.24	apd
335983	11/27/2023	12P39439	MOTOR TRUCKS, INC	PARTS FOR VEHICLE #515	\$ 243.67	dshop
336060	11/27/2023	2871077	FOSTER GARVEY PC	OUTSIDE DEFENSE COUNSEL FOR SHORELINES CASE - BARTH/SHADOWCREEK	\$ 11,209.50	legal
336058	11/27/2023	2871078	FOSTER GARVEY PC	HUMAN RESOURCES	\$ 3,345.00	legal

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
336051	11/27/2023	2871079	FOSTER GARVEY PC	WATER UTILITY ISSUES - OCTOBER 2023	\$ 7,051.50	legal
336070	11/28/2023	040591	EARTHWORK SOLUTIONS LLC	RETURN OF BID DEPOSIT FOR BID 23-138-TRN-001	\$ 4,565.58	pw1
336081	45258	23-35455	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT RAW	\$ 63.00	dwtp
336042	45258	IN953606	NOANET	MUNICIPAL FIBER NETWORK COORDINATED SERVICES - NOVEMBER 2023	\$ 324.00	fiber
336041	45258	IN953607	NOANET	MUNICIPAL FIBER NETWORK COORDINATED SERVICES - NOVEMBER 2023	\$ 13,486.50	fiber
336083	45258	ReimbByer	BYER, CHRISTOPHER	REIMBURSE FOR HOME DEPOT PURCHASE OF LIGHTING FOR	\$ 238.79	medic
	Total				\$ 500,708.57	



City Council Agenda Bill

Meeting Date: December 4, 2023 **Agenda Item:** 5.c.

Agenda Item Title: Resolution 3138: Update of Tourism Promotion Strategic Plan

Staff Contact(s): Stephanie Snyder, John Coleman

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

Item Summary: The City maintains a Tourism Promotion Strategic Plan (Strategic Plan) to guide the use of Lodging Tax funds. The Strategic Plan was developed in 2016 and envisioned a five-year planning horizon. Because the Plan identified the years 2016 to 2021, the Anacortes Lodging Tax Advisory Committee (LTAC) believed the plan should be updated to make sure it is relevant for the next five years. In the proposed 2023-2028 Strategic Plan, staff updated the dates, financial figures and reviewed the document to make sure no other technical, but not substantive, updates were necessary. LTAC reviewed and approved the updated 2023-2028 Strategic Plan at its October 26, 2023 meeting. The Council reviewed the draft at its November 27, 2023 meeting and requested some minor amendments be made, and instructed that the revised draft be placed on the December 4, 2023 consent agenda.

Budget Impact:

The Strategic Plan guides how Lodging Tax funds shall be used, but the update of the Strategic Plan does not have a fiscal impact.

Previous Action: Discussed at the [November 27th](#) City Council meeting.

Recommended Motion: I move to approve Resolution 3138 updating the 2023-2028 Tourism Promotion Strategic Plan

Alternative Actions:

Attachments (listed in order presented):

1. Resolution 3138 - adopting 2023-28 TPP

2. 2023-2028 Tourism Promotion Plan

RESOLUTION NO. 3138

A RESOLUTION ADOPTING THE CITY OF ANACORTES 2023-2028 TOURISM PROMOTION STRATEGIC PLAN

WHEREAS, RCW 67.28.1817 requires a Lodging Tax Advisory Committee (LTAC) to recommend programs for tourism promotion; and

WHEREAS, the City Council established the Tourism Promotion Strategic Planning Committee in January 2016 to develop a Tourism Promotion Strategic Plan; and

WHEREAS, on November 14, 2016 the City Council approved Resolution 1973 adopting the City of Anacortes 2016-2021 Tourism Promotion Strategic Plan; and

WHEREAS, on October 26, 2023 the LTAC reviewed and recommended that Council approve an updated City of Anacortes 2023-2028 Tourism Promotion Strategic Plan; and

WHEREAS, the City Council intends to update the City of Anacortes Tourism Promotion Strategic Plan for the years 2023-2028; and

NOW, THEREFORE BE IT RESOLVED by the Anacortes City Council that Resolution 1973 is hereby repealed, and City of Anacortes 2023-2028 Tourism Promotion Strategic Plan is hereby adopted.

PASSED AND APPROVED this 4th day of December 2023.

CITY OF ANACORTES:

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, City Attorney WSBA #40530



City of Anacortes Tourism Promotion Strategic Plan

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City of Anacortes Tourism Promotion Strategic Plan

BACKGROUND

Strategic Planning

In January 2016, the City Council established an ad hoc council committee, including three council members, two hoteliers, and two other members of the public for the express purpose of developing a City strategic plan for tourism promotion. The committee immediately set about writing this strategic plan, which is focused heavily on how the City can best leverage its lodging tax revenue and guide the lodging tax advisory committee.

Lodging Tax

The City of Anacortes collects a 4% tax on the furnishing of lodging within the City, called the "lodging tax."¹ In the past, this tax has been referred to as the "hotel/motel tax," but that verbiage is not used in the statute and is inexact, as the tax is also levied on bed and breakfast and other such businesses offering transient occupancy.

Lodging Tax Advisory Committee

State law, RCW 67.28.1817, requires the City to establish a Lodging Tax Advisory Committee ("LTAC"), which must review and comment on any proposal to impose, increase, or repeal the lodging tax, or change the allocations, at least 45 days before final action on or passage of the proposal.²

LTAC is subject to the Open Public Meetings Act.³

(a) at least three members who are representatives of businesses required to collect the tax;

The Committee membership must be appointed by the City Council and must include:

(b) at least three members who are persons involved in activities authorized to be funded by revenue received from the tax;

(c) a City elected official, who must serve as chair of the committee.

The number of members in (a) must be equal to the number of members in (b). Persons who are eligible for appointment under (a) are not eligible for appointment under (b).⁴ Terms last one year and members are eligible for re-appointment.



City of Anacortes Tourism Promotion Strategic Plan

Use of Lodging Tax Revenues

State law allows the City to spend lodging tax revenue on:

- (a) tourism marketing;
- (b) the marketing and operations of special events and festivals designed to attract tourists;
- (c) supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or
- (d) supporting the operations of tourism-related facilities owned or operated by nonprofit 501(c)(3) or (c)(6) organizations. ⁵

"Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is:

- (a)(i) Owned by a public entity;
- (ii) Owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended;
- (iii) Owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities. ⁶

"Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs. ⁷

(1) AMC Chapter 3.15 and RCW 67.28.181(2)(a).

(2) RCW 67.28.1817(2).

(3) RCW Chapter 42.30, including the training requirements of RCW 42.30.205.

(4) RCW 67.28.1817(1).

(5) RCW 67.28.1816.

(6) RCW 67.28.080.

(7) RCW 67.28.080.



City of Anacortes Tourism Promotion Strategic Plan

The LTAC allocations are recommendations and not approvals, but the City may choose lodging tax recipients only from the list of candidates and recommended amounts provided by the local lodging tax advisory committee.⁸

Application and Reporting Requirements

In recent years, the Legislature has added new requirements for use of lodging tax revenue. Applicants for use of lodging tax revenue must provide estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip⁹, and after using the lodging tax revenue, recipients must submit a report describing the actual number of people traveling for business or pleasure on a trip:¹⁰

- (i) Away from their place of residence or business and staying overnight in paid accommodations;
- (ii) To a place fifty miles or more one way, away from their place of residence or business for the day or staying overnight: or
- (iii) From another country or state outside of their place of residence or business.

The City, in turn, must make those reports available to:

- The City Council;
- The Public;
- The Lodging Tax Advisory Committee;
- The State Legislature's Joint Legislative Audit and Review Committee (JLARC)¹¹

Revenue History and Projections

In the last several years, the City has collected increasing lodging tax, last year totaling \$566,294. The chart below shows the last six years of revenue history, grouped by month to demonstrate seasonality. Note that lodging taxes are received two months after the room is paid for by the customer, i.e., in the chart below, January revenues are from rooms rented in November.

(8) RCW 67.28.1816(2)(b)(ii)

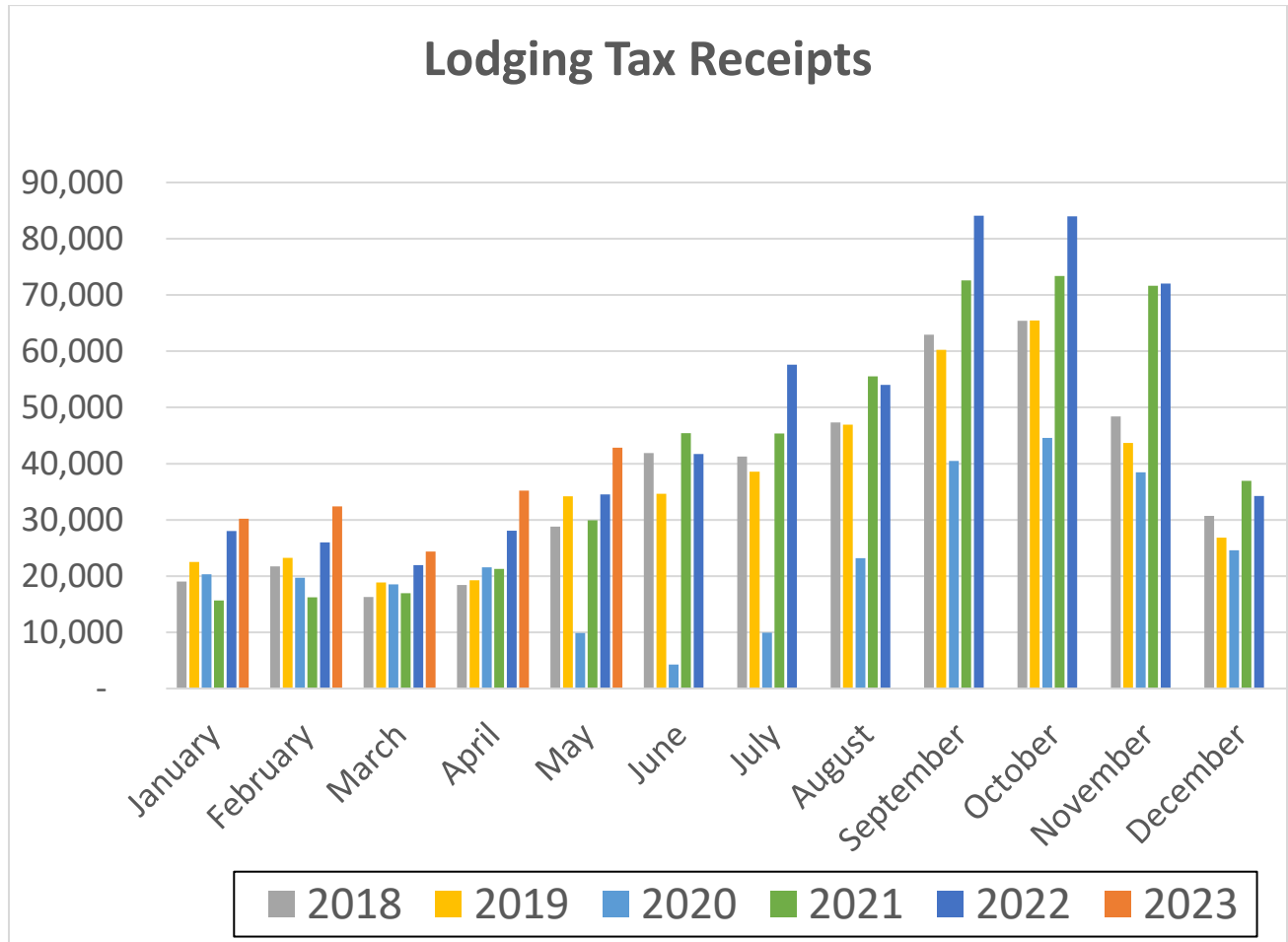
(9) RCW 67.28.1816(2)(a)

(10) RCW 67.28.1816(2)(c)(i)

(11) RCW 67.28.1816(2)(c)(i){C}.



City of Anacortes Tourism Promotion Strategic Plan

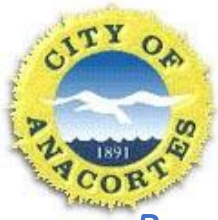


Lodging Tax Allocations

Process

While state law does not prescribe a specific process for allocations, it does require the City to seek recommendation from the lodging Tax Advisory Committee ("LTAC") before changing the allocations.¹² Historically, the City has had an annual process where the City solicits applications from organizations eligible to receive lodging tax funds, and LTAC considers those applications simultaneously and makes a recommendation for the following year. That annual process works well for recurring, annual events, but is not the only way to allocate lodging tax. The City maintains a website about the City's lodging tax and its Lodging Tax Advisory Committee.

(12) RCW 67.28.1817(2).

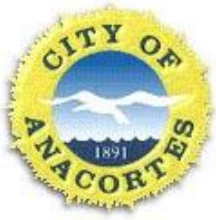


City of Anacortes Tourism Promotion Strategic Plan

Recent Allocations

Requested funds and awarded allocations for 2023 are listed in the table below:

2023 LTAC Activity	2023 Requests	2023 Awards
98221 Studio Tour	\$6,000.00	\$6,000.00
AAF Art in Anacortes	\$5,000.00	\$5,000.00
AAF Annual Arts Festival	\$5,000.00	\$5,000.00
AAF Coastal Christmas Art Show	\$7,500.00	\$7,500.00
AAF Creative District	\$8,000.00	\$8,000.00
AAF Nautical Treasure Hunt	\$10,000.00	\$8,000.00
ACFL Educational Hikes	\$15,000.00	\$7,500.00
Anacortes Farmers Market	\$10,000.00	\$10,000.00
Anacortes Music Project	\$27,175.00	\$16,575.00
Anacortes Waterfront Alliance Seafarers Cup	\$2,000.00	\$2,000.00
Chamber Experience Anacortes	\$223,118.00	\$223,118.00
Chamber VIC	\$85,116.00	\$75,000.00
Summer Concert Series at the Heart of Anacortes	\$2,200.00	\$2,200.00



City of Anacortes Tourism Promotion Strategic Plan

2023 LTAC Activity	2023 Requests	2023 Awards
Oyster Run	\$10,000.00	\$10,000.00
Port Rock the Dock	\$4,000.00	\$4,000.00
Port Summer Concert Series	\$10,000.00	\$8,000.00
Race Week Pacific Northwest (PNW)	\$25,000.00	\$25,000.00
Shipwreck Day	\$4,000.00	\$4,000.00
Tulip Festival Brochure	\$3,500.00	\$2,400.00
Waterfront Fest Car Show	\$1,800.00	\$1,800.00
Anacortes Arts Center At Buxton's	\$30,000.00	\$30,000.00
Pride Parade	\$6,400.00	\$2,500.00
COA Parks Heart of Anacortes Handrails	\$15,000	\$15,000
CAO 4 th of July Fireworks	\$45,000	\$10,000
CAO Museum Brochures	\$5,800	\$5,800
CAO Museum Interpretive Signs	\$4,000	\$4,000
CAO Museum Tourism Marketing	\$2,000	\$2,000
CAO Restroom Maintenance	\$35,000	\$35,000



City of Anacortes Tourism Promotion Strategic Plan

Tourism Events and Infrastructure in Anacortes

Anacortes hosts several successful events that attract tourists throughout the year. The city also benefits from a few events held off Fidalgo Island, such as the Skagit Valley Tulip Festival (April).

Annual Events

January	February	March	April ▪ Art in Bloom ▪ Spring Boat ▪ Nautical Art Treasure Hunt
May ▪ The Boat Show/TrawlerFest	June ▪ Bark in the Park ▪ Pride Parade ▪ RaceWeek ▪ Waterfront Car Show	July ▪ Fourth of July ▪ Shipwreck Fest	August ▪ Arts Festival ▪ Fidalgo Bay Day ▪ Open Streets
September ▪ Oyster Run ▪ AMPFest ▪ 98221 Studio Tour	October	November	December ▪ Christmas Tree Lighting ▪ Holiday Parade ▪ AMP Rockin' Yule Bizarre

Recurring Events

- First Friday Art Walk
- Saturday Farmers Market
- Summer Concert Series (Wednesdays and Fridays)

Infrastructure and Attractions

- ❖ Visitors Information Center
- ❖ Museum
- ❖ Depot & W.T. Preston
- ❖ Parks and forestlands
- ❖ Deception Pass State Park
- ❖ Guemes Ferry Terminal
- ❖ San Juan Ferry Terminal
- ❖ Heart of Anacortes
- ❖ Brodniak Hall
- ❖ Art Center at Buxton's



City of Anacortes Tourism Promotion Strategic Plan

Mission, Vision, and Commitments

Our Vision

The vision statement concerns the City as a community. We all recognize that our vision cannot be achieved through the efforts of City government alone.

Anacortes is a thriving northwest island destination that engages visitors in genuine community experiences in local arts, culture, and the natural environment.

Our Mission

The mission statement speaks to the City of Anacortes's role in realizing our vision.

ENHANCE THE LOCAL ECONOMY AND LOCAL CULTURE BY ATTRACTING VISITORS WHO STAY LONGER, ENGAGE WITH OUR SMALL BUSINESSES AND MAKE LASTING CONNECTIONS WITHIN OUR COMMUNITY.



City of Anacortes Tourism Promotion Strategic Plan

Strategic Commitments

Our strategic commitments are the fundamental principles that drive the implementation of our mission and vision, and lay the groundwork for the goals, objectives, and strategies in the remainder of this plan:

- Consistency with community vision: align tourism promotion with our Comprehensive Plan.
- Inclusiveness: make resources available to everyone and encourage participation.
- Cooperation: encourage, facilitate, and engage in partnerships to accomplish our shared goals.
- Transparency: be clear and accountable in our actions.
- Fiscal responsibility: spend lodging tax money wisely.

The Comprehensive Plan

The City's Comprehensive Plan includes the following goals and policies relevant to tourism promotion:

Value Statements

Provide a Supportive & Connected Community: Offer a variety of year-round recreational and tourism opportunities.

Goals and Policies

Goal ED-3. Tourism. Maintain and enhance year-round opportunities for sustainable tourism in keeping with the Community's vision.

Policy ED-3.1. Pursue opportunities that recognize Anacortes's unique historic heritage, culture, recreational amenities and natural setting.

Policy ED-3.2. Actively work with business and tourism associations as well as other local organizations to establish a brand for Anacortes as a recognizable tourist destination.

Policy ED-3.3. Consider creation of a City culture and tourism office to manage marketing and tourism promotion.

Policy ED-3.4. Enhance entrances to the City with extensive landscaping and appropriate signage.

Policy ED-3.5. Encourage activities and facilities that attract visitors throughout the year.



City of Anacortes Tourism Promotion Strategic Plan

Policy ED-3.6. Encourage activities and facilities that serve residents as well as tourists.

Policy ED-3.7. Encourage development of expanded lodging options to support overnight stays by tourists and other visitors.

Policy ED-3.8. Attract users of Washington State Ferries and other nearby destinations to spend time in Anacortes and patronize local businesses.

Policy ED-3.9. Encourage development of a civic community gathering place and a destination events/concert/meeting/music venue with hotel in the downtown/waterfront area.

Policy ED-3.10. Expand the amount and variety of attractions available to visitors, such as a fishing pier, sawmill museum, or other attractions that build on Anacortes's unique history and identity.

Policy ED-3.11. Promote Downtown Anacortes, including the Central Business District and Cap Sante Marina, Central Fidalgo Bay Waterfront and South Commercial Avenue as visitor destinations.

Policy ED-3.12. Coordinate marketing and programming of visitor activities to increase the length of potential visitor experience.

Policy ED-3.13. Coordinate marketing with other nearby attractions such as Deception Pass, Whidbey Island, and San Juan Islands.

Policy ED-3.14. Improve vehicular and pedestrian connections between downtown and the waterfront and downtown and the State Ferry Terminal, including potential development of a shuttle service.



City of Anacortes Tourism Promotion Strategic Plan

Goals, Strategies, and Action Items

The meat of any strategic plan is its goals, strategies, and action items. In this plan, these elements are grouped logically, but are not in any particular order of priority.

Overview

Except when introduced by a conditional phrase, each of these elements begin with action verbs.

Goals: broad, high-level statements that are not time limited and are not intended to change from year to year.

This strategic plan includes two types of goals:

- (1) services goals that articulate what things we intend to accomplish or services we intend to provide, and
- (2) logistical goals that articulate how we intend to conduct our work.

In general, services goals relate to the services provided to the public, and the logistical goals speak to the internal mechanics of providing those services (such as cost-efficiency).

Each goal is supported by **strategies** that articulate how to achieve the overall goals. Strategies may or may not be time-limited and may or may not include action items. Strategies are not formal or binding policies; policies should be adopted by a policy-setting body, such as the City Council.

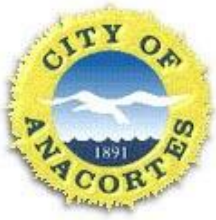
Each **action item** is a specific, discrete task to implement the strategy. The action items defined in the plan may not be all of the possible or obvious actions that could implement the strategy but are the items that we have identified as it is able to implement over the course of the plan.



City of Anacortes Tourism Promotion Strategic Plan

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City of Anacortes Tourism Promotion Strategic Plan

City Leadership on Tourism and Culture

Goal 1: Lead and coordinate tourism promotion.

Strategy 1A: Establish a City Council Tourism Committee.

Action 1A-1 Appoint broad representation (up to 9 members) from non-profit organizations, tourist business community, the Chamber, and others.

Action 1A-2 Make the statutorily required Lodging Tax Advisory Committee a subset of the City Council Tourism Committee.

Action 1A-3 Adopt the committee structure into City Code.

Strategy 1B: Actively manage marketing and tourism promotion of the City.

Action 1B-1 Consider creation of a City tourism office.

Allocation Process

Goal 2: Allow flexibility in times of application submissions.

Strategy 2A: Allow first-time applicants, events, or initiatives to apply at any time during the year.

Strategy 2B: Require recurring events to apply in the normal annual cycle.

Strategy 2C: Do effective outreach for application/LT requests.

Action 2C-1 Provide first-time applicants with assistance through the application process.

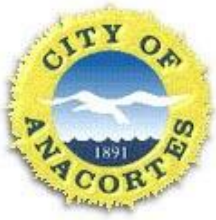
Action 2C-2 Improve the website.

Action 2C-3 List the prior year allocations on the website.

Action 2C-4 Advertise in A-Town is Our Town (promote allocations in a tourism corner)

Action 2C-5 Email non-profits or businesses with request for proposals or ad about the lodging tax opportunity.

Strategy 2D: Comply with 45-day statutory timeline.



City of Anacortes Tourism Promotion Strategic Plan

Goal 3: Choose projects based on data.

Strategy 3A: Implement strategies for finding information about length visits, capacities, etc. application and reporting

Action 3A-1 Evolve LT applications to implement this strategic plan and collect useful data.

General Standards for Allocations

Goal 4: Ensure recipients are accountable.

Strategy 4A: Require effective and useful reporting.

Action 4A-1 Develop a template reporting form and handout on methods of reporting and tracking.

Strategy 4B: Require presentation of reporting metrics in a useful way.

Action 4B-1 Modify the application to require recurring events to provide prior year reporting data in their applications.

Goal 5: Spend tax money wisely, consistent with strategic plan.

Strategy 5A: Do not allocate money just because someone asks.

Strategy 5B: Perform a cost benefit analysis on all allocation requests.

Strategy 5C: Ensure events, whether they solicit lodging tax funds, pay the costs the City incurs to manage public safety, cleanup, etc., during the event.

The Oyster Run is an example of an event that creates significant costs to the City for which it does not reimburse the City.

Goal 6: Fund proposals based on our priorities.

Strategy 6A: Fund our own initiatives.

Action 6A-1 Develop a computer/mobile device application that functions as a rolling events calendar.

Action 6A-2 Fund maintenance of the online events calendar.



City of Anacortes Tourism Promotion Strategic Plan

Action 6A-3 Formally evaluate cost-benefit ratio of the physical Visitors Information Center and consider replacing it with new technology.

Strategy 6B: Save for capital project goals.

Action 6B-1 Maintain a healthy fund balance until we reach a capital goal.

Action 6B-2 Reserve 25% of annual receipts for addition to the fund balance.

Event Funding

Goal 7: Fund events that promote tourism.

Strategy 7A: Favor events with growth potential.

Strategy 7B: Make a special effort to solicit shoulder season events.

The best banquet month in Anacortes is August, mostly for weddings. The 2nd best banquet month for Anacortes is December, mostly for holidays.

Strategy 7C: Solicit events that leverage our natural resources and surroundings, e.g., bike events.

Strategy 7D: Invest in events that could do better (4th of July, Christmas)

Strategy 7E: Continue support of events that contribute to local culture, e.g., the Farmers Market.

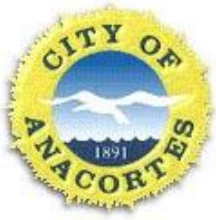
Strategy 7F: Wean off events that should be able to support themselves (Oyster Run); except events that could become much greater and we should push them forward (e.g., incubator and mid-tier events)

Strategy 7G: Allow for continuing support of events that don't have an obvious funding source (Fourth of July).

Strategy 7H: Require every funded event to have at least a basic web presence.

Goal 8: Ensure interesting events are happening continuously (All year and all week).

Strategy 8A: Support existing events during tourist season. (June-August)



City of Anacortes Tourism Promotion Strategic Plan

Strategy 8B: Encourage businesses downtown to be open on Sundays.

Strategy 8C: Emphasize new events and promotion during shoulder seasons, winter, and Sundays.

Action 8C1 Develop at least one new or greatly expanded shoulder season event.

Some have suggested a new "Whiskey on the Wharf" or "February Antique Fest" event. Two art walks each month? Coupeville's Penn Cove Musselfest is a good example of a successful winter event.

Strategy 8D: Develop indoor events and cultural events.

Goal 9: Articulate policies for each category of event.

Strategy 9A: Phase out funding of events that aren't accomplishing strategic goals in their category.

Strategy 9B: For incubator type or hobby programs, provide support where necessary.

Action 9B-1 Develop criteria for successful granting in the incubator category, including some criteria to take a chance on events that may not work.

Action 9b-2 Develop criteria for approving funding for these events based on what kind of resources the sponsor has and their history of performance in the community.

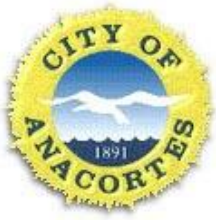
Action 9b-3 Develop streamlined applications and requirements and paperwork for first-time applicants.

Strategy 9C: For mid-tier (Shipwreck Day, etc.), consider support on a case-by-case basis.

Mid-tier events are profitmaking events that may eventually be able to fund themselves and might later become anchor events.

Strategy 9D: For partnership events (e.g. cooperative events with the Port, Farmers Market, Fourth of July, summer concert series), continue support.

Partnership events are those that the City co-sponsors because they provide an enhanced, sustaining experience for the community. Many may not have their own funding source or obvious significant funding stream.



City of Anacortes Tourism Promotion Strategic Plan

Strategy 9E: For anchor events (Arts Festival, Bier on the Pier, Uncorked Wine Festival, Waterfront Festival), continue support to ensure continued success.

It continues to be valuable to promote anchor events, even when there's no chance of them failing. The more the word Anacortes gets out into the world the more the whole city benefits.

Action 9E-1 Fund additions or extensions of existing anchor events into new areas or new time periods.

Action 9E-2 Fund promotion, not capital expenses (e.g. for portable toilets)

Marketing and Promotion Funding

Goal 10 Fund Marketing Projects.

Strategy 10A: Support marketing that encourages visitors to engage in Anacortes.

Action 10A-1 Explore co-marketing with neighboring communities; visitors from < 50 miles could also visit La Conner, San Juans.

Action 10A-2 Endorse the countywide Tourism Promotion Area.

Action 10A-3 Increase Anacortes' presence with statewide tourism promotion groups, e.g., Washington Tourism Alliance.

Strategy 10B: Use local marketers, printers, and consultants for marketing.

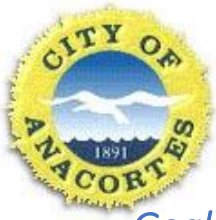
Strategy 10C: Support co-op advertising.

Action 10C-1: Instead of giving money to advertising for individual events, contract with the Chamber to do co-op marketing for the event; pool event marketing dollars to achieve greater advertising buying power.

Strategy 10D: Ensure the City retains rights to intellectual property produced with lodging tax dollars.

Strategy 10E: Ensure all businesses are promoted with lodging tax funds, not just Chamber members.

Strategy 10F: React to economic challenges and shifts (e.g., fluctuations in the Canadian currency exchange rate) with new marketing strategies.



City of Anacortes Tourism Promotion Strategic Plan

Goal 11: Promote Longer Stays in Our Community

Strategy 11A: Promote Anacortes as a getaway, not just a "gateway."

Strategy 11B: Promote spending whole days in our community, even if not overnight.

Strategy 11C: Don't focus exclusively on overnight stays but do encourage visitors to stay longer than their previous stays.

Community Building

Goal 12: Work with Civic & Nonprofit Groups to Support and Create Opportunities for Visitors.

Strategy 12A: Connect, interpret, and present cultural activities with opportunities for increased participation.

Such cultural opportunities might include investing in and encouraging the existing authentic experiences in town, e.g., Friends of the Forest, the local music scene, community events such as the Fourth of July parade, small boat rendezvous, school activities, Samish Indian Nation events as well as historical features like the Maiden of Deception pass.

Action 12A-1 Develop all-ages activities.

Action 12A-2 Develop multi-generational sharing opportunities.

Action 12A-3 Develop multi-cultural and environmental sharing opportunities.

Goal 13: Re-invest lodging tax dollars in our community.

Strategy 13A: Fund events and activities that ultimately reinvest in our community, e.g., the Arts Festival.

Strategy 13B: Look for ways to hire a cultural curator to bring artists into town, including the possibility of insourcing a City tourism office.

Strategy 13C: Leverage the Heart of Anacortes to be a cultural outreach center 12 months a year.

Strategy 13D: Encourage groups and individuals to contribute their own efforts towards maintaining our City's "critical mass" of culture and economy.



City of Anacortes Tourism Promotion Strategic Plan

Tourism Infrastructure

"Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities. (RCW 67.28.080)

Goal 14: Plan and develop facilities for tourism and activities.

Strategy 14A: Integrate the Depot and downtown with Cap Sante Marina.

ACTION 14A-1 Plan a conference center oriented toward the waterfront, marina, or downtown.

ACTION 14A-2 Develop a plan for the future closure of the Port's Transit Shed when its lease expires.

ACTION 14A-3 Develop permanent stalls near the Depot site for weeklong sales.

Permanent spaces at inexpensive rents could supplement the Saturday Farmers Market and provide incubator space for new businesses.

ACTION 14A-4 Develop pedestrian connectivity between Cap Sante Marina and Commercial Ave.

Strategy 14B: Explore ways to build facilities that allow for indoor activities.

Strategy 14C: Form development partnerships with new construction.

Strategy 14D: Ensure that investments in capital projects are sustainable long-term.

Strategy 14E: Consider handicap accessibility and ADA requirements in construction or upgrades of capital facilities.

Strategy 14F: Build a fishing pier.



City Council Agenda Bill

Meeting Date: December **Agenda Item:** 5.d.
4, 2023

Agenda Item Title: Contract Award: 24th and H Avenue Sidewalk Improvements
#23-138-TRN-001

Staff Contact(s): Andrew Rheaume

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

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$74,239.30 to Flowline LLP to perform the 24th and H Avenue Sidewalk Improvement Project. The project provides for infrastructure within the Right-of-Way of 24th Street and H Avenue, including but not limited to Structure Excavation Class B, including hauling, cement traffic curb and gutter, cement concrete sidewalk, cement concrete curb ramps, detectable warning, asphalt patching, storm catch basins, storm pipe, and grates. This project is partially funded through the Washington State Community Development Block Grant program with federal funds from the U.S. Department of Housing and Urban Development.

Background:

1. **History:** The City is performing this project as part of the ongoing effort to provide safe pedestrian walkways around town.
2. **Key Terms:**
 - Contract is for a fixed price of \$74,239.30.
 - Work shall start within Ten (10) Calendar days from the date of the Notice to Proceed, and Physical completion shall be achieved within Fifteen (15) Working days after work commences.
3. **Competitive Bidding:** On October 26, 2023 the City [solicited bids](#) for the subject project and on November 16, 2023 a bid opening was conducted and 17 bids were received. Flowline LLP was determined to be the lowest responsible bidder. The Engineer's Estimate for this project was \$78,080.00. Bid results are provided as an attachment hereto.

Budget Impact:

Contractor	Flowline LLP
Contract Amount	\$74,239.30
BARS #	105.720.595.61.63
Budget Amendment Required?	No
Start Date	Notice to Proceed
End Date	15 working days

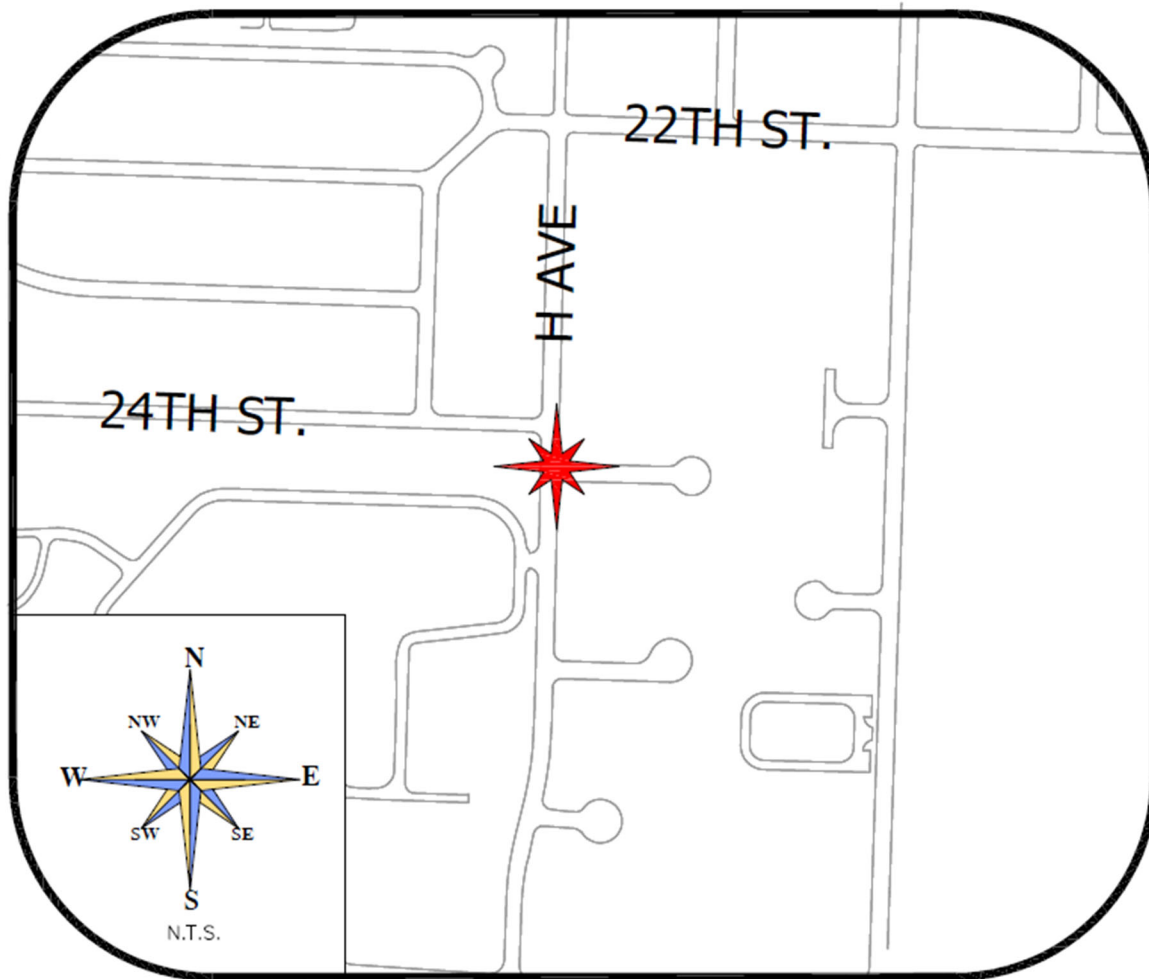
Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 23-138-TRN-001 with Flowline LLP in the amount of \$74,239.30 to perform the 24th and H Avenue Sidewalk Improvement Project.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. Map
2. Bid Tabulation
3. 23-138-TRN-001
4. PW-23-138-TRN Civil Plans Approved



24TH AND H AVENUE SIDEWALK IMPROVEMENTS PW#23-138-TRN

Bid Tabulation - 24th and H Avenue Sidewalk Improvements (23-138-TRN-001)													
Bid Opening Date: November 16, 2023													
ENGINEERS ESTIMATE						Low Bid Received From		2nd		3rd		4th	
						FLOWLINE		RAW LAND CONSTRUCTION		LARRY BROWN CONSTR. INC.		NEW X INC.	
Item No.	Qty	Unit	Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	1	LS	Mobilization	\$ 7,098.00	\$ 7,098.00	\$ 3,535.18	\$ 3,535.18	\$ 13,000.00	\$ 13,000.00	\$ 8,500.00	\$ 8,500.00	\$ 10,000.00	\$ 10,000.00
2	1	LS	Project Temporary Traffic Control	\$ 7,500.00	\$ 7,500.00	\$ 11,000.00	\$ 11,000.00	\$ 1,200.00	\$ 1,200.00	\$ 5,000.00	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00
3	1	LS	SPCC Plan	\$ 500.00	\$ 500.00	\$ 275.00	\$ 275.00	\$ 10.00	\$ 10.00	\$ 200.00	\$ 200.00	\$ 250.00	\$ 250.00
4	4	EA	Inlet Protection	\$ 85.00	\$ 340.00	\$ 88.00	\$ 352.00	\$ 50.00	\$ 200.00	\$ 45.00	\$ 180.00	\$ 50.00	\$ 200.00
5	384	LF	Sawcutting Asphalt	\$ 3.00	\$ 1,152.00	\$ 5.73	\$ 2,200.32	\$ 4.00	\$ 1,536.00	\$ 2.20	\$ 844.80	\$ 3.00	\$ 1,152.00
6	40	LF	Sawcutting Concrete	\$ 8.00	\$ 320.00	\$ 20.63	\$ 825.20	\$ 4.00	\$ 160.00	\$ 9.60	\$ 384.00	\$ 3.00	\$ 120.00
7	109	CY	Roadway Excavation, Incl. Haul	\$ 81.00	\$ 8,829.00	\$ 50.60	\$ 5,515.40	\$ 28.00	\$ 3,052.00	\$ 50.55	\$ 5,509.95	\$ 40.00	\$ 4,360.00
8	125	TON	Crushed Surfacing Top Course	\$ 59.00	\$ 7,375.00	\$ 35.20	\$ 4,400.00	\$ 37.00	\$ 4,625.00	\$ 48.35	\$ 6,043.75	\$ 35.00	\$ 4,375.00
9	31	TON	HMA CL 3/8-inch PG58H-22	\$ 310.00	\$ 9,610.00	\$ 176.00	\$ 5,456.00	\$ 375.00	\$ 11,625.00	\$ 295.60	\$ 9,163.60	\$ 250.00	\$ 7,750.00
10	211	LF	Cement Concrete Traffic Curb and Gutter	\$ 44.00	\$ 9,284.00	\$ 46.20	\$ 9,748.20	\$ 52.50	\$ 11,077.50	\$ 62.00	\$ 13,082.00	\$ 65.00	\$ 13,715.00
11	24	LF	Cement Concrete Pedestrian Curb	\$ 48.00	\$ 1,152.00	\$ 33.00	\$ 792.00	\$ 52.50	\$ 1,260.00	\$ 73.00	\$ 1,752.00	\$ 60.00	\$ 1,440.00
12	74	SY	Cement Concrete Sidewalk	\$ 85.00	\$ 6,290.00	\$ 91.30	\$ 6,756.20	\$ 93.50	\$ 6,919.00	\$ 93.00	\$ 6,882.00	\$ 150.00	\$ 11,100.00
13	2	EA	Cement Conc. Curb Ramp, Type Parallel A	\$ 3,150.00	\$ 6,300.00	\$ 3,419.90	\$ 6,839.80	\$ 2,750.00	\$ 5,500.00	\$ 2,500.00	\$ 5,000.00	\$ 3,500.00	\$ 7,000.00
14	24	SF	Detectable Warning Surface	\$ 53.00	\$ 1,272.00	\$ 55.00	\$ 1,320.00	\$ 135.00	\$ 3,240.00	\$ 76.40	\$ 1,833.60	\$ 144.00	\$ 3,456.00
15	1	EA	Connection to Drainage Structure	\$ 500.00	\$ 500.00	\$ 2,200.00	\$ 2,200.00	\$ 500.00	\$ 500.00	\$ 1,200.00	\$ 1,200.00	\$ 400.00	\$ 400.00
16	2	EA	Catch Basin, Type 1	\$ 1,500.00	\$ 3,000.00	\$ 1,375.00	\$ 2,750.00	\$ 1,750.00	\$ 3,500.00	\$ 1,485.00	\$ 2,970.00	\$ 1,500.00	\$ 3,000.00
17	68	LF	Solid Wall PVC Storm Sewer Pipe, 8-inch Diam.	\$ 80.00	\$ 5,440.00	\$ 88.00	\$ 5,984.00	\$ 72.00	\$ 4,896.00	\$ 69.80	\$ 4,746.40	\$ 45.00	\$ 3,060.00
18	5	EA	Rectangular Vaned Gate	\$ 350.00	\$ 1,750.00	\$ 770.00	\$ 3,850.00	\$ 475.00	\$ 2,375.00	\$ 420.00	\$ 2,100.00	\$ 650.00	\$ 3,250.00
19	4	CY	Type "A" Topsoil	\$ 92.00	\$ 368.00	\$ 110.00	\$ 440.00	\$ 125.00	\$ 500.00	\$ 100.00	\$ 400.00	\$ 150.00	\$ 600.00
TOTAL BID				\$ 78,080.00		\$ 74,239.30		\$ 75,175.50		\$ 75,792.10		\$ 76,228.00	

Bid Tabulation - 24th and H Avenue Sidewalk Improvements (23-138-TRN-001)													
Bid Opening Date: November 16, 2023													
6TH						7TH		8TH		9TH		10TH	
						ALWAYS ACTIVE SERVICES		TRICO		MATIA CONTRACTORS INC.		TIGER CONSTRUCTION	
Item No.	Qty	Unit	Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	1	LS	Mobilization	\$ 6,000.00	\$ 6,000.00	\$ 9,812.85	\$ 9,812.85	\$ 8,000.00	\$ 8,000.00	\$ 14,000.00	\$ 14,000.00	\$ 7,600.00	\$ 7,600.00
2	1	LS	Project Temporary Traffic Control	\$ 8,500.00	\$ 8,500.00	\$ 6,342.19	\$ 6,342.19	\$ 6,400.00	\$ 6,400.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00
3	1	LS	SPCC Plan	\$ 500.00	\$ 500.00	\$ 339.24	\$ 339.24	\$ 500.00	\$ 500.00	\$ 5,600.00	\$ 5,600.00	\$ 200.00	\$ 200.00
4	4	EA	Inlet Protection	\$ 55.00	\$ 220.00	\$ 87.01	\$ 348.04	\$ 70.00	\$ 280.00	\$ 60.00	\$ 240.00	\$ 100.00	\$ 400.00
5	384	LF	Sawcutting Asphalt	\$ 5.00	\$ 1,920.00	\$ 3.56	\$ 1,367.04	\$ 6.00	\$ 2,304.00	\$ 7.00	\$ 2,688.00	\$ 7.00	\$ 2,688.00
6	40	LF	Sawcutting Concrete	\$ 5.00	\$ 200.00	\$ 3.56	\$ 142.40	\$ 13.50	\$ 540.00	\$ 13.00	\$ 520.00	\$ 30.00	\$ 1,200.00
7	109	CY	Roadway Excavation, Incl. Haul	\$ 65.00	\$ 7,085.00	\$ 84.77	\$ 9,239.93	\$ 100.00	\$ 10,900.00	\$ 40.00	\$ 4,360.00	\$ 101.00	\$ 11,009.00
8	125	TON	Crushed Surfacing Top Course	\$ 50.00	\$ 6,250.00	\$ 61.41	\$ 7,676.25	\$ 55.00	\$ 6,875.00	\$ 55.00	\$ 6,875.00	\$ 66.00	\$ 8,250.00
9	31	TON	HMA CL 3/8-inch PG58H-22	\$ 300.00	\$ 9,300.00	\$ 214.88	\$ 6,661.28	\$ 280.00	\$ 8,680.00	\$ 270.00	\$ 8,370.00	\$ 294.00	\$ 9,114.00
10	211	LF	Cement Concrete Traffic Curb and Gutter	\$ 60.00	\$ 12,660.00	\$ 53.08	\$ 11,199.88	\$ 44.00	\$ 9,284.00	\$ 52.00	\$ 10,972.00	\$ 56.00	\$ 11,816.00
11	24	LF	Cement Concrete Pedestrian Curb	\$ 65.00	\$ 1,560.00	\$ 53.08	\$ 1,273.92	\$ 58.00	\$ 1,392.00	\$ 59.00	\$ 1,416.00	\$ 79.00	\$ 1,896.00
12	74	SY	Cement Concrete Sidewalk	\$ 115.00	\$ 8,510.00	\$ 94.98	\$ 7,028.52	\$ 84.00	\$ 6,216.00	\$ 82.00	\$ 6,068.00	\$ 125.00	\$ 9,250.00
13	2	EA	Cement Conc. Curb Ramp, Type Parallel A	\$ 2,500.00	\$ 5,000.00	\$ 2,793.49	\$ 5,586.98	\$ 1,500.00	\$ 3,000.00	\$ 2,900.00	\$ 5,800.00	\$ 2,000.00	\$ 4,000.00
14	24	SF	Detectable Warning Surface	\$ 90.00	\$ 2,160.00	\$ 81.57	\$ 1,957.68	\$ 80.00	\$ 1,920.00	\$ 72.00	\$ 1,728.00	\$ 37.00	\$ 888.00
15	1	EA	Connection to Drainage Structure	\$ 750.00	\$ 750.00	\$ 575.93	\$ 575.93	\$ 750.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00	\$ 1,430.00	\$ 1,430.00
16	2	EA	Catch Basin, Type 1	\$ 3,000.00	\$ 6,000.00	\$ 1,708.39	\$ 3,416.78	\$ 1,500.00	\$ 3,000.00	\$ 1,700.00	\$ 3,400.00	\$ 1,450.00	\$ 2,900.00
17	68	LF	Solid Wall PVC Storm Sewer Pipe, 8-inch Diam.	\$ 12.00	\$ 816.00	\$ 59.42	\$ 4,040.56	\$ 108.00	\$ 7,344.00	\$ 80.00	\$ 5,440.00	\$ 114.00	\$ 7,752.00
18	5	EA	Rectangular Vaned Gate	\$ 600.00	\$ 3,000.00	\$ 553.99	\$ 2,769.95	\$ 650.00	\$ 3,250.00	\$ 400.00	\$ 2,000.00	\$ 480.00	\$ 2,400.00
19	4	CY	Type "A" Topsoil	\$ 100.00	\$ 400.00	\$ 93.10	\$ 372.40	\$ 300.00	\$ 1,200.00	\$ 300.00	\$ 1,200.00	\$ 230.00	\$ 920.00
TOTAL BID				\$ 80,831.00		\$ 80,151.82		\$ 81,835.00		\$ 83,177.00		\$ 86,713.00	

Bid Tabulation - 24th and H Avenue Sidewalk Improvements (23-138-TRN-001)													
Bid Opening Date: November 16, 2023													
12TH						13TH		14TH		15TH		16TH	
						EARTHWORK SOLUTIONS LLC		TRIMAXX CONSTRUCTION INC.		KONNERUP CONSTRUCTION		ASPHALT PATCH SYSTEMS INC.	
Item No.	Qty	Unit	Description	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	1	LS	Mobilization	\$ 8,400.00	\$ 8,400.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 9,000.00	\$ 9,000.00	\$ 14,220.00	\$ 14,220.00
2	1	LS	Project Temporary Traffic Control	\$ 7,500.00	\$ 7,500.00	\$ 6,000.00	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00	\$ 6,551.00	\$ 6,551.00	\$ 942.00	\$ 942.00
3	1	LS	SPCC Plan	\$ 4,800.00	\$ 4,800.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 106.00	\$ 106.00
4	4	EA	Inlet Protection	\$ 250.00	\$ 1,000.00	\$ 50.00	\$ 200.00	\$ 50.00	\$ 200.00	\$ 127.00	\$ 508.00	\$ 140.00	\$ 560.00
5	384	LF	Sawcutting Asphalt	\$ 2.00	\$ 768.00	\$ 3.00	\$ 1,152.00	\$ 3.50	\$ 1,344.00	\$ 5.00	\$ 1,920.00	\$ 6.60	\$ 2,534.40
6	40	LF	Sawcutting Concrete	\$ 3.00	\$ 120.00	\$ 4.00	\$ 160.00	\$ 5.00	\$ 200.00	\$ 5.00	\$ 200.00	\$ 20.70	\$ 828.00
7	109	CY	Roadway Excavation, Incl. Haul	\$ 65.00	\$ 7,085.00	\$ 95.00	\$ 10,355.00	\$ 100.00	\$ 10,900.00	\$ 57.00	\$ 6,213.00	\$ 107.00	\$ 11,663.00
8	125	TON	Crushed Surfacing Top Course	\$ 60.00	\$ 7,500.00	\$ 75.00	\$ 9,375.00	\$ 50.00	\$ 6,250.00	\$ 47.00	\$ 5,875.00	\$ 76.71	\$ 9,588.75
9	31	TON	HMA CL 3/8-inch PG58H-22	\$ 220.00	\$ 6,820.00	\$ 350.00	\$ 10,850.00	\$ 330.00	\$ 10,230.00	\$ 487.00	\$ 15,097.00	\$ 318.00	\$ 9,858.00
10	211	LF	Cement Concrete Traffic Curb and Gutter	\$ 51.50	\$ 10,866.50	\$ 64.00	\$ 13,504.00	\$ 70.00	\$ 14,770.00	\$ 134.00	\$ 28,274.00	\$ 54.00	\$ 11,394.00
11	24	LF	Cement Concrete Pedestrian Curb	\$ 52.00	\$ 1,248.00	\$ 68.00	\$ 1,632.00	\$ 70.00	\$ 1,680.00	\$ 114.00	\$ 2,736.00	\$ 57.40	\$ 1,377.60
12	74	SY	Cement Concrete Sidewalk	\$ 91.00	\$ 6,734.00	\$ 115.00	\$ 8,510.00	\$ 105.00	\$ 7,770.00	\$ 97.00	\$ 7,178.00	\$ 123.00	\$ 9,102.00
13	2	EA	Cement Conc. Curb Ramp, Type Parallel A	\$ 3,800.00	\$ 7,600.00	\$ 2,700.00	\$ 5,400.00	\$ 3,000.00	\$ 6,000.00	\$ 2,400.00	\$ 4,800.00	\$ 4,110.00	\$ 8,220.00
14	24	SF	Detectable Warning Surface	\$ 50.00	\$ 1,200.00	\$ 145.00	\$ 3,480.00	\$ 30.00	\$ 720.00	\$ 47.00	\$ 1,128.00	\$ 4.60	\$ 11.40
15	1	EA	Connection to Drainage Structure	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00	\$ 400.00	\$ 400.00	\$ 1,840.00	\$ 1,840.00
16	2	EA	Catch Basin, Type 1	\$ 5,000.00	\$ 10,000.00	\$ 1,400.00	\$ 2,800.00	\$ 2,500.00	\$ 5,000.00	\$ 1,500.00	\$ 3,000.00	\$ 1,410.00	\$ 2,820.00
17	68	LF	Solid Wall PVC Storm Sewer Pipe, 8-inch Diam.	\$ 80.00	\$ 5,440.00	\$ 82.00	\$ 5,576.00	\$ 100.00	\$ 6,800.00	\$ 40.00	\$ 2,720.00	\$ 153.00	\$ 10,404.00
18	5	EA	Rectangular Vaned Gate	\$ 550.00	\$ 2,750.00	\$ 885.00	\$ 4,425.00	\$ 550.00	\$ 2,750.00	\$ 500.00	\$ 2,500.00	\$ 676.00	\$ 3,380.00
19	4	CY	Type "A" Topsoil	\$ 120.00	\$ 480.00	\$ 200.00	\$ 800.00	\$ 200.00	\$ 800.00	\$ 100.00	\$ 400.00	\$ 308.00	\$ 1,232.0



This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and Flowline LLP a private contractor at 2316 284th St E, Roy, WA 98580 (herein after referred to as "Contractor").

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this agreement, the parties hereto covenant and agree as follows:

- I. **WORK.** The Contractor shall do all work and furnish all tools, materials, equipment, and transportation required for the **24th and H Avenue Sidewalk Improvement Project**, in accordance with and as described in the Invitation for Bid entitled the same and dated October 26, 2023, Project No. 23-138-TRN-001. Incorporated by reference, and made a part hereof, are the Invitation for Bid aforementioned, 7-A: CDBG Conditions, current Washington State Department of Transportation *Standard Specifications for Road, Bridge, and Municipal Construction M 41-10* and Amendments, except as modified by the Special Provisions included in this Invitation to Bid. Any changes to the work contracted herein shall be subject to contract modification signed by the Parties.

The City hereby promises and agrees with the Contractor to retain and does retain the Contractor to provide the materials and to do and cause to be done the above-described work and to complete and finish the same according to the attached plans and specifications and the terms and conditions herein contained, and hereby contracts to pay for the same according to the attached specifications and the schedule of prices bid and hereto attached, at the time and in the manner and upon the conditions provided for in this contract.

The Contractor for themselves, and for their heirs, executors, administrators, successors, and assigns, does hereby agree to full performance of all covenants required of the Contractor in the contract.

- II. **PRICE.** The Total Contract Price is **Seventy-Four Thousand Two Hundred Thirty-Nine Dollars and Thirty Cents (\$74,239.30)**. The Contractor's bid schedule is incorporated by reference and attached hereto as Exhibit A.
- III. **TIME.** Unless otherwise stated in the Invitation for Bid, all physical construction activities shall be completed within Fifteen (15) Working days from the date work begins, in accordance with the Notice to Proceed. The Contractor shall supply the materials within the specified period of time after Notice to Proceed has been issued by the City.
- IV. **SUBCONTRACTS.** All federal provisions required in the prime contractor contract must be passed on by the prime to their subcontractors and lower tiers. This includes the labor standards requirements and all civil rights provisions such as Section 109, Title VI, Section 3, and Executive Order 11246.
- V. **LIQUIDATED DAMAGES.** Under 1-08.9 of the current WSDOT *Standard Specifications for Road, Bridge, and Municipal Construction*, the City is entitled to liquidated damages for each and every calendar day said work remains uncompleted after expiration of the specified time. However, rather than using the Liquidated Damages Formula, the Contractor agrees to pay the City \$500.00 per day for each and every calendar day said work remains uncompleted. All other terms of WSDOT 1-08.9 remain unchanged.
- VI. **INDEMNIFICATION/HOLD HARMLESS.** The Contractor shall defend, indemnify and hold the City, its appointed and elective officers, officials, employees and volunteers harmless from any and all claims, injuries, including death at any time resulting there from, damages, losses or suits including attorney fees, to the extent caused by negligent acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor'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 Clause shall survive the expiration or termination of this Agreement.

- VII. **INSURANCE.** The Contractor 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 Contractor, their agents, representatives, employees or subcontractors.

Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

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.

Owner:

City of Anacortes

Mayor

Date

Contractor:

Flowline LLC

Title

Date

Contract 23-138-TRN-001
Exhibit A

TO: City of Anacortes
City Hall
904 Sixth Street
Anacortes, WA 98221

Attention: Tim Hohmann, PE, City Engineer

The undersigned, hereinafter called the bidder, declares that the only persons or parties interested in this proposal are those named herein; that this proposal is in all respects fair and without fraud; that it is made without collusion with any official of the City of Anacortes; and that the proposal is made without any connection or collusion with any person making another proposal of this contract. **Moreover, the Bidder declares by signing the signature page of this Proposal that the following statement is true and correct:**

My firm, association or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

The bidder declares that they have carefully examined the contract documents for the construction of the project; that they have personally inspected the site; that they have satisfied themselves as to the quantities involved, including materials and equipment and conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the contract documents and that this proposal is made according to the provisions and under the terms of the contract documents, which documents are hereby made a part of this proposal.

The bidder declares that they have exercised their own judgment regarding the interpretation of subsurface information and has utilized all data, which they believe pertinent from the Engineer, Owner and other sources in arriving at their conclusions.

The bidder agrees that if this proposal is accepted, they will, within ten calendar days after Notification of Award, execute the contract with the City of Anacortes in the form of contract included in the contract documents, and will, prior to the time of execution of the contract, deliver to the City of Anacortes the Performance and Payment Bonds and all Certificates of Insurance required therein and will, to the extent of his/her proposals, furnish all necessary labor, tools, materials, equipment, and services required to do the work in the manner, in the time, and according to the methods as specified in the contract documents and required by the Engineer or other Project Manager designated thereunder.

The bidder further agrees, if awarded the contract, to begin work within **Ten (10) Calendar** days after the date of the Notice to Proceed and to achieve Physical Completion within **Fifteen (15) Working** days from the date work begins, in accordance with the Notice to Proceed.

In the event the bidder is awarded the contract and shall fail to complete the work within the time limit agreed upon as more particularly set forth in the contract documents, liquidated damages shall be paid to the owner per the specifications contained in the contract documents.

The bidder proposes to accept as full payment for the work proposed herein the amount computed under the provisions of the contract documents and based upon the unit price, it being expressly understood that the unit price is independent of the exact quantities involved. Bidder agrees that the unit prices shown represent a true measure of the labor and materials required to perform the work, including all allowances for overhead and profit for each type of work called for in these contract documents. The undersigned bids for complete construction of the following described project:

The undersigned bids for complete construction of the following described project:

The project provides for the infrastructure within the Right-of-Way of 24th Street and H Avenue, including but not limited to Structure Excavation Class B, including hauling, cement traffic curb and gutter, cement concrete sidewalk, cement concrete curb ramps, detectable warning, asphalt patching, storm catch basins, storm pipe, grates and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

Flowline

NO.	PLAN QUANTITY	ITEM DESCRIPTION	UNIT PRICE (Figures)	TOTAL AMOUNT (Figures)
1	1 LS	MOBILIZATION 1-09.7	At \$ <u>3,535.18</u> Per Lump Sum	\$ <u>3,535.18</u>
2	1 LS	PROJECT TEMPORARY TRAFFIC CONTROL 1-10.5(1)	At \$ <u>11,000.00</u> Per Lump Sum	\$ <u>11,000.00</u>
3	1 LS	S.P.C.C PLAN 1-07.15(1)	At \$ <u>275.00</u> Per Lump Sum	\$ <u>275.00</u>
4	4 EA	INLET PROTECTION 8-01.5	At \$ <u>88.00</u> Per Each	\$ <u>352.00</u>
5	384 LF	SAWCUTTING ASPHALT 2-02.5	At \$ <u>5.73</u> Per Linear Foot	\$ <u>2,200.32</u>
6	40 LF	SAWCUTTING CONCRETE 2-02.5	At \$ <u>20.63</u> Per Linear Foot	\$ <u>825.20</u>
7	109 CY	ROADWAY EXCAVATION, INCL. HAUL 2-03.5	At \$ <u>50.60</u> Per Cubic Yard	\$ <u>5,515.40</u>
8	125 TONS	CRUSHED SURFACING TOP COURSE 4-04.5	At \$ <u>35.20</u> Per Ton	\$ <u>4,400.00</u>
9	31 TONS	HMA CL. 3/8-inch PG58H-22 5-04.5	At \$ <u>176.00</u> Per Ton	\$ <u>5,456.00</u>
10	211 LF	CEMENT CONCRETE TRAFFIC CURB AND GUTTER 8-04.5	At \$ <u>46.20</u> Per Linear Foot	\$ <u>9,748.20</u>

NOTICE TO BIDDERS: IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO
WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

Flowline

NO.	PLAN QUANTITY	ITEM DESCRIPTION	UNIT PRICE (Figures)	TOTAL AMOUNT (Figures)
11	24 LF	CEMENT CONC. PEDESTRIAN CURB 8-04.5	At \$ <u>33.00</u> Per Linear Foot	\$ <u>792.00</u>
12	74 SY	CEMENT CONC. SIDEWALK 8-14.5	At \$ <u>91.30</u> Per Square Yard	\$ <u>6,756.20</u>
13	2 EA	CEMENT CONC. CURB RAMP, TYPE PARALLEL A 8-14.5	At \$ <u>3,419.90</u> Per Each	\$ <u>6,839.80</u>
14	24 SF	DETECTABLE WARNING SURFACE 8-14.5	At \$ <u>55.00</u> Per Square Foot	\$ <u>1,320.00</u>
15	1 EA	CONNECTION TO DRAINAGE STRUCTURE 7-05.5	At \$ <u>2,200.00</u> Per Each	\$ <u>2,200.00</u>
16	2 EA	CATCH BASIN, TYPE 1 7-05.5	At \$ <u>1,375.00</u> Per Each	\$ <u>2,750.00</u>
17	68 LF	SOLID WALL PVC STORM SEWER PIPE, 8 IN. DIAM. 7-04.5	At \$ <u>88.00</u> Per Linear Foot	\$ <u>5,984.00</u>
18	5 EA	RECTANGULAR VANED GRATE 7-05.5 SP	At \$ <u>770.00</u> Per Each	\$ <u>3,850.00</u>
19	4 CY	TYPE "A" TOPSOIL 8-02.5 SP	At \$ <u>110.00</u> Per Cubic Yard	\$ <u>440.00</u>
			Sub-Total base bid:	\$ <u>74,239.30</u>
		Rule 171 applies to all bid items in this project. See special provision 1-07.2(1) for clarification.	Total Base Bid:	\$ <u>74,239.30</u>

NOTICE TO BIDDERS: IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO
WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Addendum #1, Initial SR 11/6 2 pages Addendum _____, Initial _____

Addendum _____, Initial _____ Addendum _____, Initial _____

NOTE: Failure to acknowledge any issued Addenda may render proposal non-responsive and therefore void. It is the sole responsibility of the Bidder to learn of Addendum, if any. Such information may be obtained from the Builders Exchange website at www.bxwa.com.

BID DEPOSIT

A proposal deposit in an amount of five percent (5%) of the total bid is attached here in the form indicated below:

☐ Bid Bond ☒ Cashier's Check ☐ Postal Money Order

NOTICE TO ALL BIDDERS

To report bid rigging activities call: **1-800-424-9071**

The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., Eastern time. Anyone with knowledge of possible bid rigging, Bidder collusion, or other fraudulent activities should use the "hotline" to report activities. The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially, and caller anonymity will be respected.

BIDDER CERTIFIES

- They have examined the work site and all existing conditions;
- They fully understand the manner in which payment is proposed;
- They propose to furnish all labor, equipment, and materials required to perform and complete specified work within the time fixed, and for the price proposed;
- They will observe the national, Washington State, and local codes; and
- They have the insurance coverage required for this Contract, which includes: Commercial General Liability Insurance, Business Auto Liability, Worker's Comp

Name of Bidder: Flowline LLP

Contact Name: Seth Parshall

Mailing Address: 2316 284th St E

City, State, Zip: Roy, WA 98580

Business Telephone: (253) 778-9661 Cell Phone: (253) 313-4889

Email Address: Seth@FLOWLINE.NW.COM

Contractor's State License No: FLOWLL*781J8

UBI Number: 604 858 182

By signing this proposal, the bidder agrees to all requirements contained in the contract documents.

(Corporate Seal)

Flowline LLP Partner
Name of Bidder Title

11/15/2023
Date

Seth Parshall
Signature of Bidder

Seth Parshall
Print Name

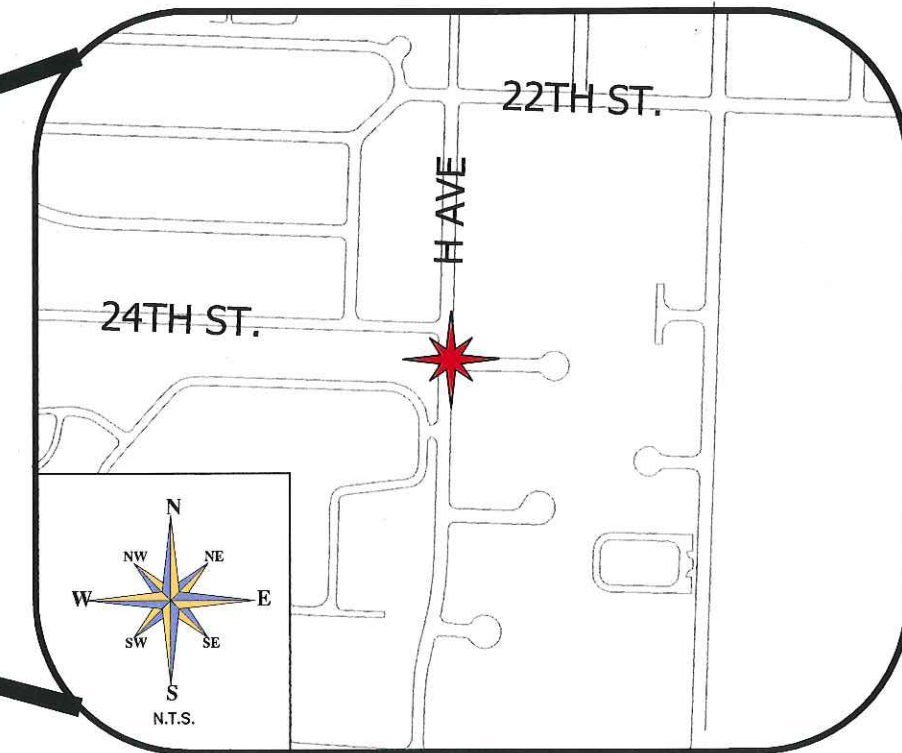
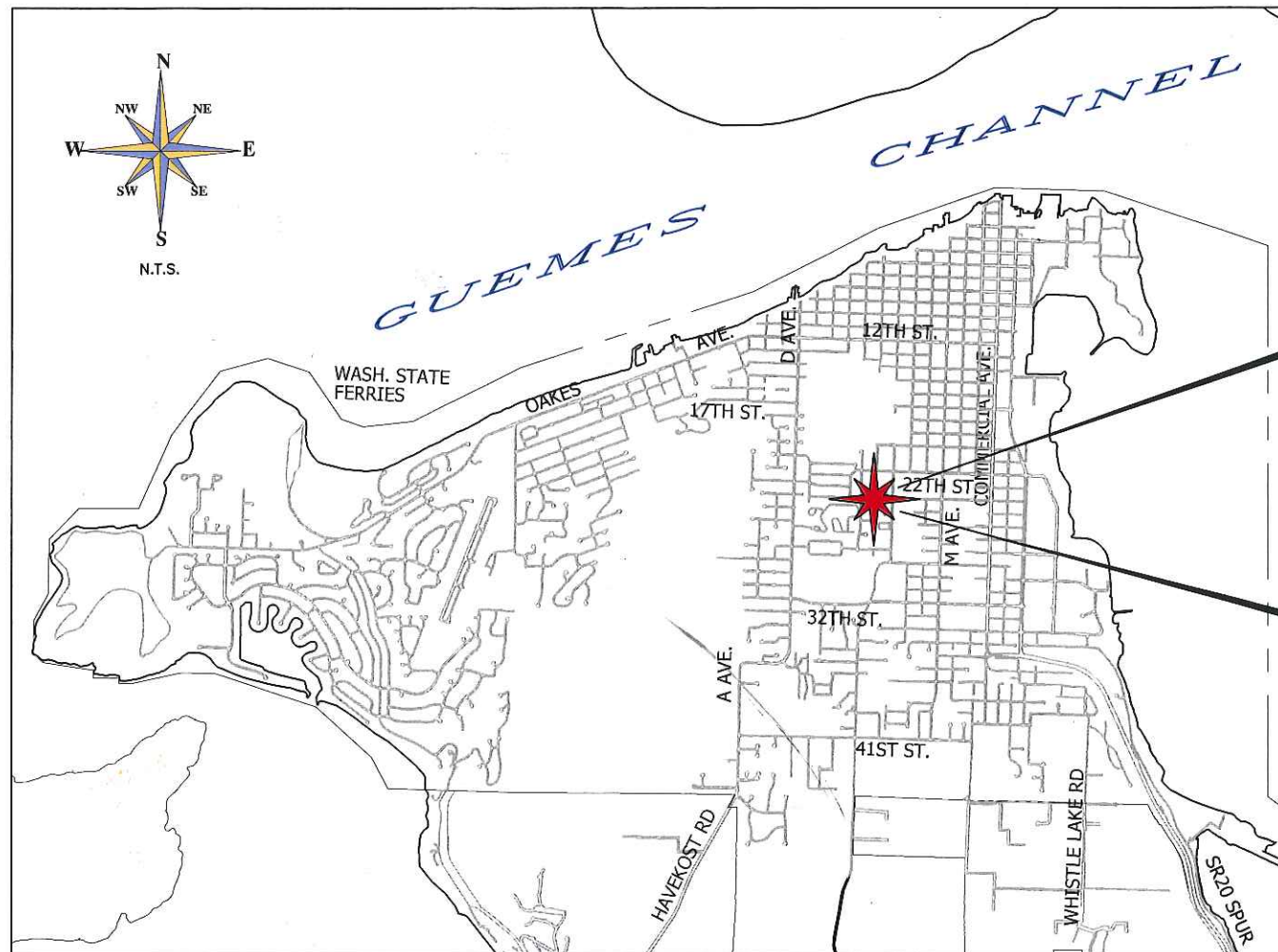


CITY OF ANACORTES

24TH AND H AVENUE SIDEWALK IMPROVEMENTS

PW#23-138-TRN (COMMUNITY DEVELOPMENT BLOCK GRANT DOLLARS)

SECTION 24, TOWNSHIP 35, RANGE 01, W.M.



24TH AND H AVENUE SIDEWALK IMPROVEMENTS
PW#23-138-TRN

CONTACTS FOR COMMUNICATION IN ORDER:

- A. STEVEN LANGE, PROJECT MANAGER\INSPECTOR: 360.661.3468 (CELL)
B. TIM HOHMANN, PE: 360.770-9921 (CELL)

ADDITIONAL CONTACT INFORMATION:

- A. ONE CALL LOCATE SERVICE: 1.800.424.5555 (PER RCW 19.122)

TABLE OF CONTENTS:

SHEET:

- PROJECT LEGEND
- GENERAL NOTES
- EROSION AND SEDIMENTATION PLAN AND DRAINAGE PLAN
- DEMOLITION-IMPROVEMENT PLAN NE CORNER 24TH STREET AND H AVENUE
- DEMOLITION-IMPROVEMENT PLAN SE CORNER 24TH STREET AND H AVENUE
- TRAFFIC CONTROL PLAN

- C1
- C2
- C3
- C4
- C5
- C6

LEGEND:

SURFACE FEATURES/LANDSCAPING:

	MAIL BOX
	SIGN
	FENCE LINE
	TREE (Conifer)
	TREE (Deciduous)
	SHRUB
	ROCK RETAINING WALL

SANITARY/STORM SEWER SYMBOLS:

	EXISTING SAN. SEWER MANHOLE
	EXISTING SAN. SEWER CLEAN-OUT
	EXISTING SD CATCH BASIN OLD STYLE
	EXISTING SD CATCH BASIN
	EXISTING SD MANHOLE
	EXISTING DRAINAGE SWALE

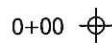
WATER SYMBOLS:

	WATER METER
	FIRE HYDRANT
	GATE VALVE
	ARV VALVE
	BLOW-OFF

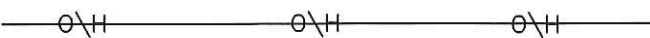
GAS/POWER/TELEPHONE SYMBOLS:

	UTILITY POLE
	UTILITY POLE ANCHOR
	TELEPHONE RISER
	GAS VALVE

SURVEY SYMBOLS:

	STATIONING
	MONUMENT (IN CASE)

LINETYPES:

	UTILITY MARKERS
	STORM DRAIN
	WATER LINES
	SANITARY SEWER
	PARCEL LINE
	RIGHT-OF-WAY LINES
	CURB\GUTTER, SIDEWALK, PAVEMENT
	OVERHEAD UTILITIES

PROJECT LEGEND:

	= INLET PROTECTION (WSDOT STANDARD PLAN I-40.20-00)
	= PROJECT NOTES
	= SAWCUT ASPHALT
	= SAWCUT CONCRETE



			
			
			
			
NO:	DATE:	BY:	DESCRIPTION:

PROJECT NUMBER:	PW-23-138-TRN
DATE:	04-21-23
DRAWN BY:	STEVEN LANGE
CHECKED BY:	TIM HOHMANN, PE
DRAWING NAME:	PROTYPE FOR 24TH-H

CITY OF ANACORTES
ENGINEERING DEPARTMENT
904 6TH ST.
ANACORTES, WA. 98221
(360) 293-1920



CITY OF ANACORTES
SIDEWALK INFRASTRUCTURE
IMPROVEMENTS
CONTRACT # PW-23-138-TRN

PROJECT LEGEND

(APPROVED FOR CONSTRUCTION)



SHEET:
C1
C6
SCALE:
N.T.S.

GENERAL NOTES:

1. WORK HOURS:

THE CITY OF ANACORTES ORDINANCE ALLOWS WORK FROM 7:00 AM TO 10:00 PM, SEVEN DAYS A WEEK (COA ORD. #2316). SOMEONE IN CHARGE SHALL BE ON-SITE AT ALL TIMES WHEN WORK IS IN PROGRESS. IF WORK IS DONE ON WEEKENDS, PLEASE INFORM THE PROJECT MANAGER SO THE CITY OF ANACORTES CAN HAVE AN INSPECTOR ON-SITE.

2. CALL 48-HOURS BEFORE THE FOLLOWING:

FOR INSPECTION CONTACT 360.661.3468

- A. PRIOR TO WORK START UP.
- B. PRIOR TO ANY UTILITY CONSTRUCTION IN THE RIGHT-OF-WAY.
- C. PRIOR TO POURING CAST-IN-PLACE CONCRETE STRUCTURES.
- D. PRIOR TO PLACING ANY CRUSHED ROCK ON ROADWAY SUBGRADE.
- E. PRIOR TO PLACING CURB, GUTTERS AND SIDEWALKS.
- F. PRIOR TO ASPHALT PAVING.

3. MATERIALS AND WORKMANSHIP:

- A. ALL MATERIALS USED, MUST MEET WSDOT, APWA AND CITY OF ANACORTES SPECIFICATIONS
- B. ALL WORK AND MATERIALS THAT DO NOT MEET THE ABOVE SPECIFICATIONS, MUST BE REMOVED AS DIRECTED BY THE PROJECT INSPECTOR.
- C. SUBGRADE COMPACTION TESTS WILL BE DONE BEFORE AN C.S.B.C. IS PUT IN PLACE, ALL TRENCHES WILL BE TESTED FOR COMPACTION. THE MATERIAL TESTING LAB NEEDS 24-HOUR NOTICE. USE THE TESTING PROTOCOL PROVIDED BY THE CITY. ITEMS TO BE COMPACTION TESTED WILL INCLUDE THE PIPE BEDDING (SECTION 7-08.3(1)C), BACKFILL (SECTION 7-08.3(3) AND SUB-GRADE FOR SURFACING (SECTION 2-06.3(2) AND ASPHALT (SECTION 5-04.3(10)B).
- D. ALL ASPECTS OF THIS PROJECT WILL BE INSPECTED INCLUDING PIPING, BACKFILL, SUB-GRADE, CONCRETE AND ASPHALT, AS WELL AS FORMS, CURB, GUTTER AND SIDEWALK. IF A PORTION GETS BACKFILLED BEFORE INSPECTION, THE CONTRACTOR WILL DIG UP THAT PORTION FOR INSPECTION. 24-HOUR NOTICE REQUIRED. KNOW THE SCHEDULE AND LET THE CITY KNOW.
- E. ALL COMPACTION TEST SHALL BE APPROVED BY THE CITY OF ANACORTES ENGINEER AND PROJECT MANAGER PRIOR TO PLACING OF CRUSHED SURFACING, ASPHALT, CURB, GUTTER AND SIDEWALK (INCLUDING TRENCH RESTORATION WHEN TEST MAY BE REQUIRED IN EACH LIFT).
- F. CITY OF ANACORTES MAY REQUIRE ADDITIONAL TESTS ON SUBGRADE, TRENCHES, CONCRETE, OR ASPHALT. THE COST OF TESTING SHALL BE PAID FOR AS INDICATED IN THE CONTRACT DOCUMENTS.

4. TRAFFIC CONTROL AND PUBLIC SAFETY:

- B. ALL SIGNAGE MUST BE PER THE MANUAL UNIFORM TRAFFIC DEVICES. BEFORE THE JOB IS TO BEGIN, PROPER SIGNAGE WILL BE IN PLACE WITH FLAGGERS IN PLACE IF NEEDED. EXTRA SIGNAGE MAY BE NEEDED. BE READY TO RENT SIGNS IF NEEDED.
- C. STREET CLOSURES CALL 911 OR FOR CELL PHONES, CALL 360.336.3131.
- D. CONSTRUCTION SAFETY IS THE RESPONSIBILITY OF THE CONTRACTOR.

6. RESTORATION OF RIGHT-OF-WAY:

- A. CONTRACTOR MUST LEAVE THE RIGHT-OF-WAY EQUAL TO EXISTING OR BETTER CONDITION.
- B. PLACE COMPACTED TOPSOIL (SECTION 9-14.1(1), (2) AND (3)) AND SEED ALL AREAS DISTURBED BY EXCAVATION. (SECTION 9-14.2)

GENERAL NOTES: (CONTINUED)

8. FINAL INSPECTION AND ACCEPTANCE:

- A. THE PROJECT MANAGER, ENGINEER OF RECORD, INSPECTOR, CONTRACTOR AND OTHER CITY OF ANACORTES DEPARTMENTS WILL WALK THE SITE AND CREATE A PUNCH LIST. THE CONTRACTOR WILL COMPLETE THE PUNCH LIST AND CHECK OFF EACH ITEM, THEN RETURN IT TO THE INSPECTOR FOR REINSPECTION. THE INSPECTOR WILL VERIFY THAT ITEMS ON THE WALK THROUGH ARE COMPLETED.
- B. THE CITY WILL NOT MAKE THE FINAL INSPECTION UNTIL THE PHYSICAL WORK REQUIRED BY THE CONTRACT AND APPROVED PLANS, INCLUDING FINAL CLEAN-UP AND ALL WORK ORDERED BY THE PROJECT MANAGER, HAS BEEN COMPLETED. (SECTION 1-05.11)
- C. THE CONTRACTOR MUST FURNISH ALL DOCUMENTATION REQUIRED BY LAW, TO ALLOW THE CITY OF ANACORTES TO PROCESS FINAL ACCEPTANCE OF THE CONTRACT.

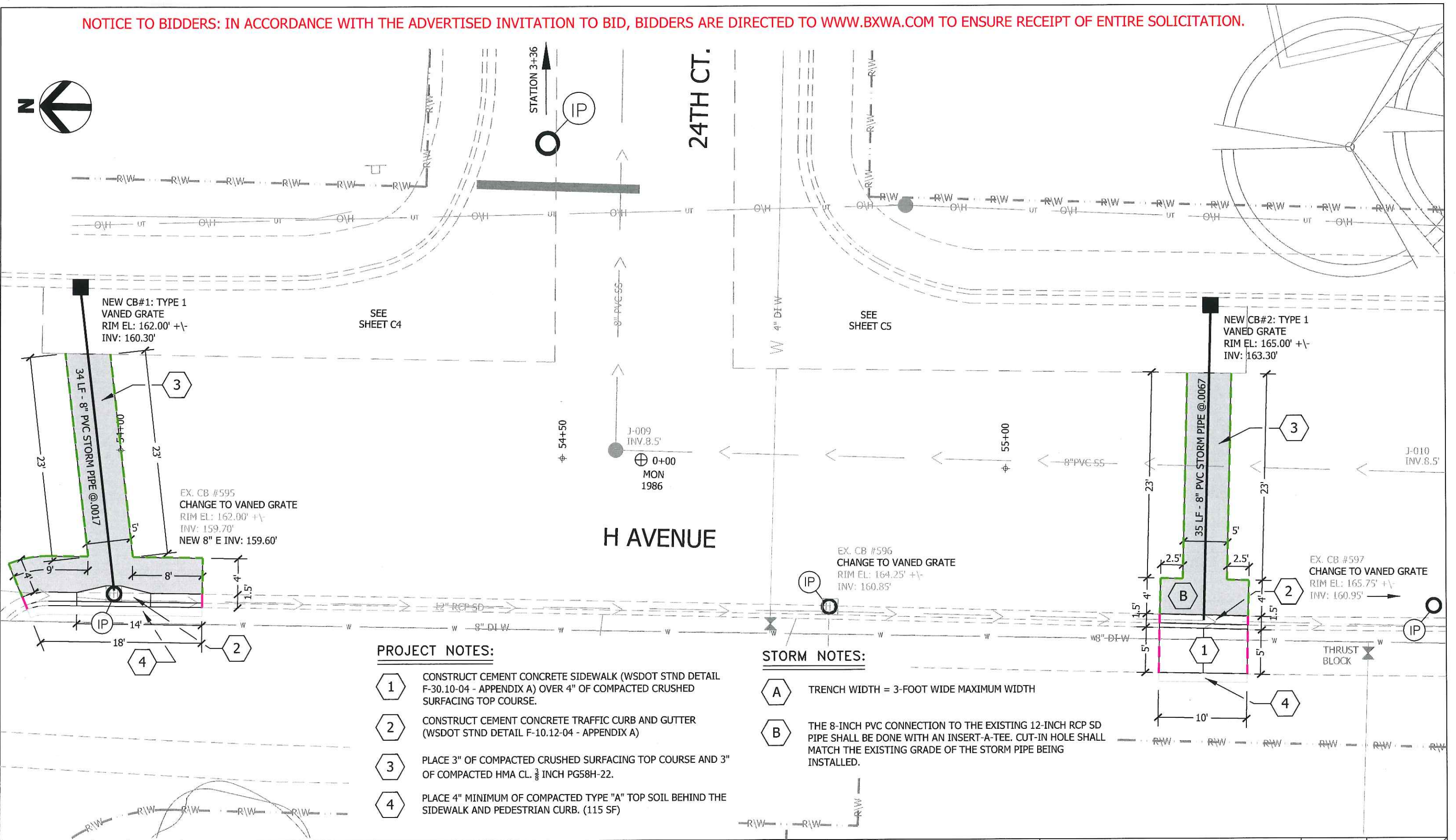
9. MISCELLANEOUS:

- A. UTILITY LOCATE (NUMBER: 811) REQUIRED BEFORE STARTING ANY GROUND WORK.

CONCRETE CONSTRUCTION NOTES:

SECTION 8-04 AND 8-14 OF THE CURRENT WSDOT SPECIFICATION FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION.

- A. CALL FOR FORM INSPECTIONS BEFORE PLACING CONCRETE. CALL 360.299.1951 TO SCHEDULE.
- B. NO MONOLITHIC POURS ALLOWED PER THE CITY OF ANACORTES CITY ENGINEER. IN OTHER WORDS, THE SIDEWALK, CURB AND GUTTER, DRIVEWAYS, DRIVEWAY APRONS, WHEELCHAIR RAMPS, ETC. ARE TO BE INDIVIDUAL POURS AND SEPERATED BY A FABRIC EXPANSION JOINT.
- C. PROTECTING THE CONCRETE IS THE RESPONSIBILITY OF THE CONTRACTOR. NO GRAFFITI, FOOTPRINTS, FINISHING BLEMISHES OR OTHER OBJECTIONABLE MARKS ALLOWED. IF ANY OF THIS TAKES PLACE, THE SECTION THAT IS DAMAGED WILL BE REPLACED.
- D. CONCRETE SHALL BE A 5.5 SACK MIX WITH A 28-DAY STRENGTH OF 3000 PSI. ANY DEVIATION FROM THIS SPECIFICATION SHALL BE IN WRITING 48-HOURS BEFORE CONCRETE IS PLACED.
- E. THE PAN AND WINGS SHALL BE STAMPED. THE USE OF 3/4-INCH POULTRY FENCING IS ACCEPTABLE. ROLLING IS NOT AN OPTION.
- F. DURING THE FIRST 14-DAYS OF CURING, THE CONTRACTOR MUST PROTECT FROM FREEZING.



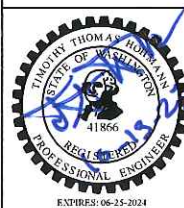
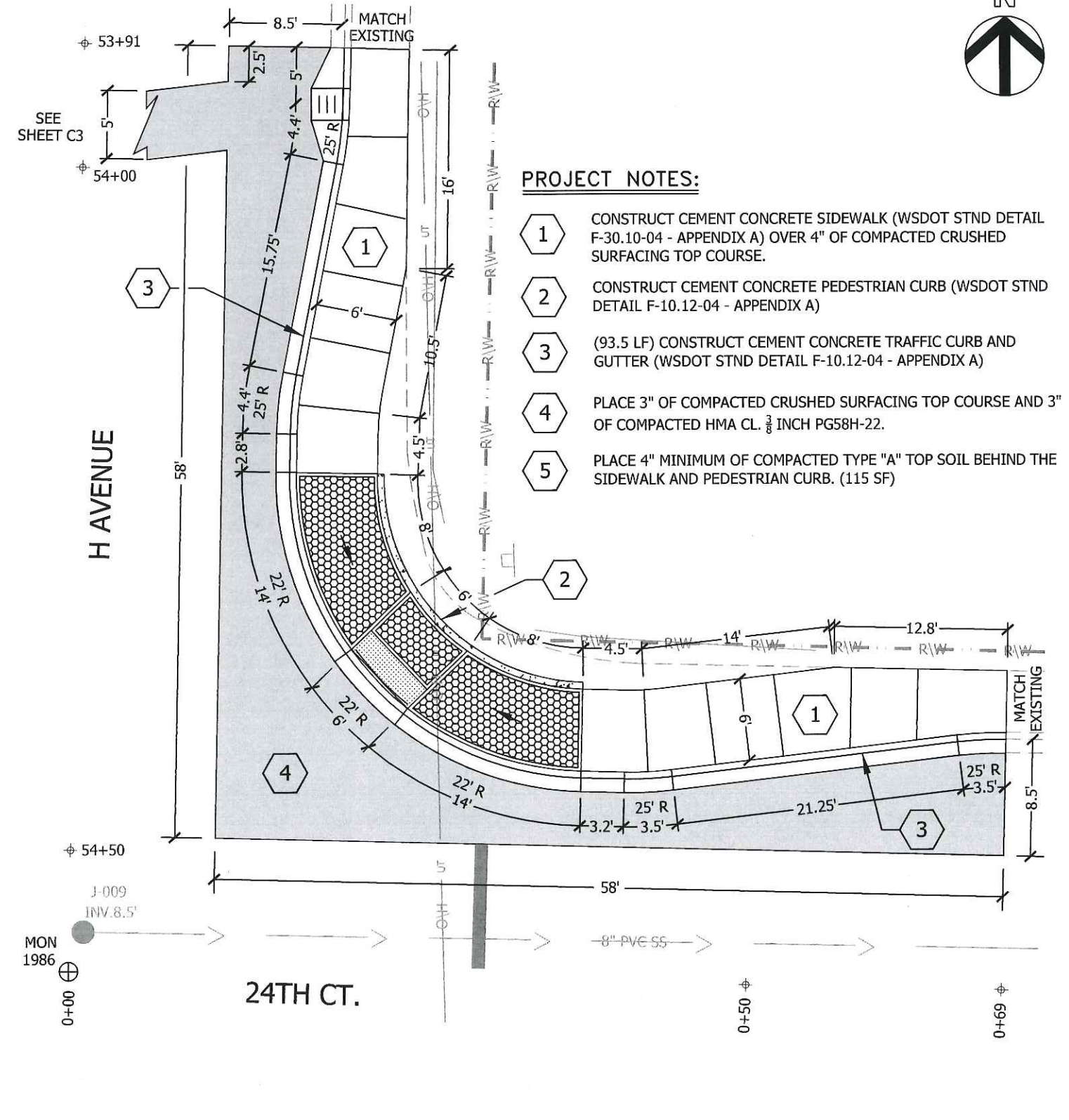
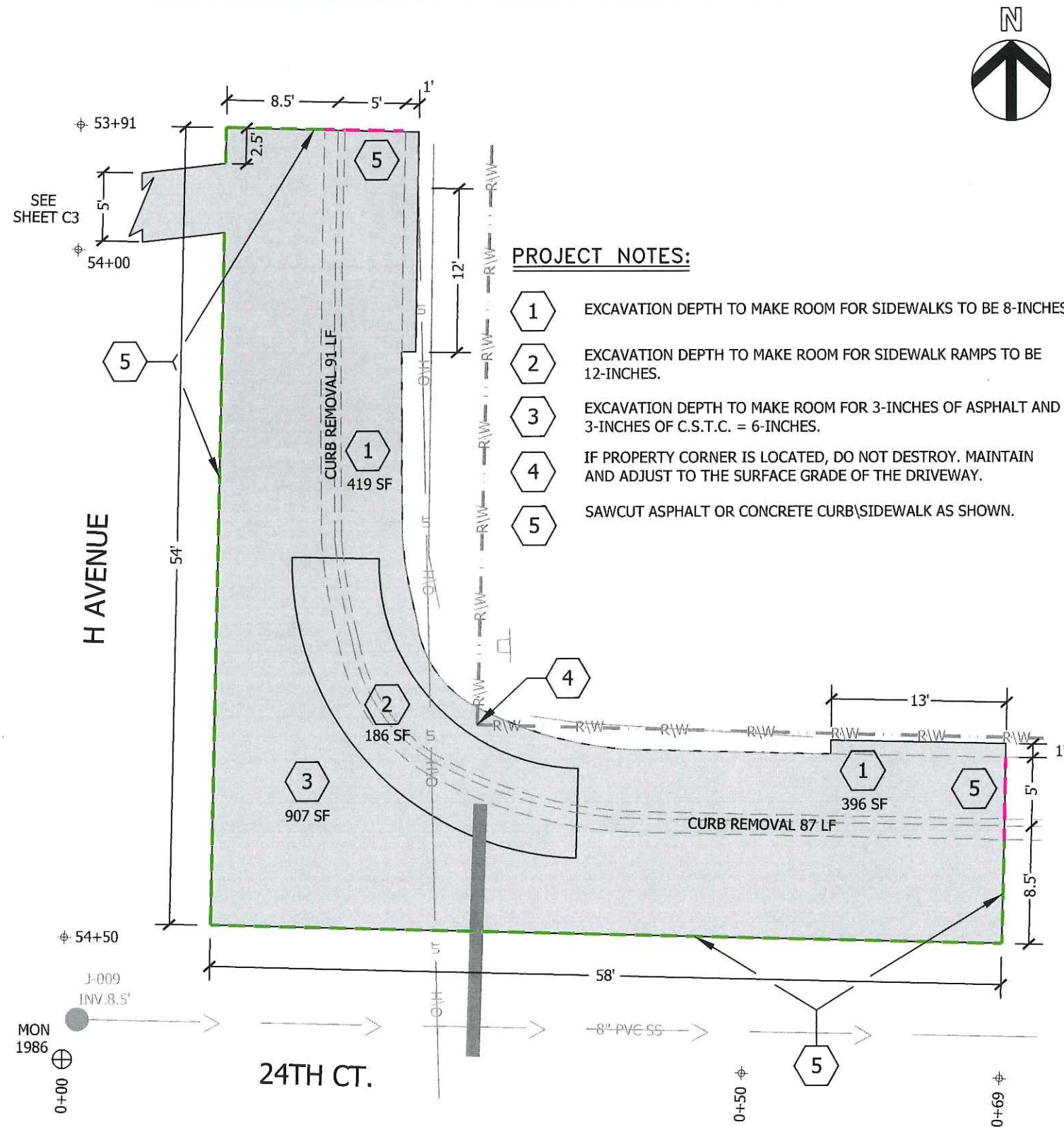
PROJECT NOTES:

- 1 CONSTRUCT CEMENT CONCRETE SIDEWALK (WSDOT STND DETAIL F-30.10-04 - APPENDIX A) OVER 4" OF COMPACTED CRUSHED SURFACING TOP COURSE.
- 2 CONSTRUCT CEMENT CONCRETE TRAFFIC CURB AND GUTTER (WSDOT STND DETAIL F-10.12-04 - APPENDIX A)
- 3 PLACE 3" OF COMPACTED CRUSHED SURFACING TOP COURSE AND 3" OF COMPACTED HMA CL. $\frac{3}{8}$ INCH PG58H-22.
- 4 PLACE 4" MINIMUM OF COMPACTED TYPE "A" TOP SOIL BEHIND THE SIDEWALK AND PEDESTRIAN CURB. (115 SF)

STORM NOTES:

- A TRENCH WIDTH = 3-FOOT WIDE MAXIMUM WIDTH
- B THE 8-INCH PVC CONNECTION TO THE EXISTING 12-INCH RCP SD PIPE SHALL BE DONE WITH AN INSERT-A-TEE. CUT-IN HOLE SHALL MATCH THE EXISTING GRADE OF THE STORM PIPE BEING INSTALLED.

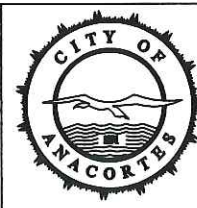
	1				PROJECT NUMBER:	PW-23-138-TRN		CITY OF ANACORTES ENGINEERING DEPARTMENT 904 6TH ST. ANACORTES, WA. 98221 (360) 293-1920		CITY OF ANACORTES SIDEWALK INFRASTRUCTURE IMPROVEMENTS CONTRACT # PW-23-138-TRN	EROSION AND SEDIMENTATION AND STORM DRAINAGE PLAN (APPROVED FOR CONSTRUCTION)		CITY OF ANACORTES	SHEET: C3 C6 SCALE: 1"=10' Page 110 of 371
	2				DATE:	10-12-2023								
	3				DRAWN BY:	STEVEN LANGE								
	4				CHECKED BY:	TIM HOHMANN, PE								
	NO:	DATE:	BY:	DESCRIPTION:	DRAWING NAME:	PROTYPE FOR 24TH-H								



1			
2			
3			
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NO:	DATE:	BY:	DESCRIPTION:

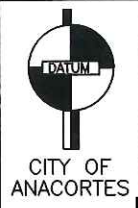
PROJECT NUMBER:	PW-23-138-TRN
DATE:	10-12-2023
DRAWN BY:	STEVEN LANGE
CHECKED BY:	TIM HOHMANN, PE
DRAWING NAME:	PROTOTYPE FOR 24TH-H

CITY OF ANACORTES
ENGINEERING DEPARTMENT
904 6TH ST.
ANACORTES, WA. 98221
(360) 293-1920

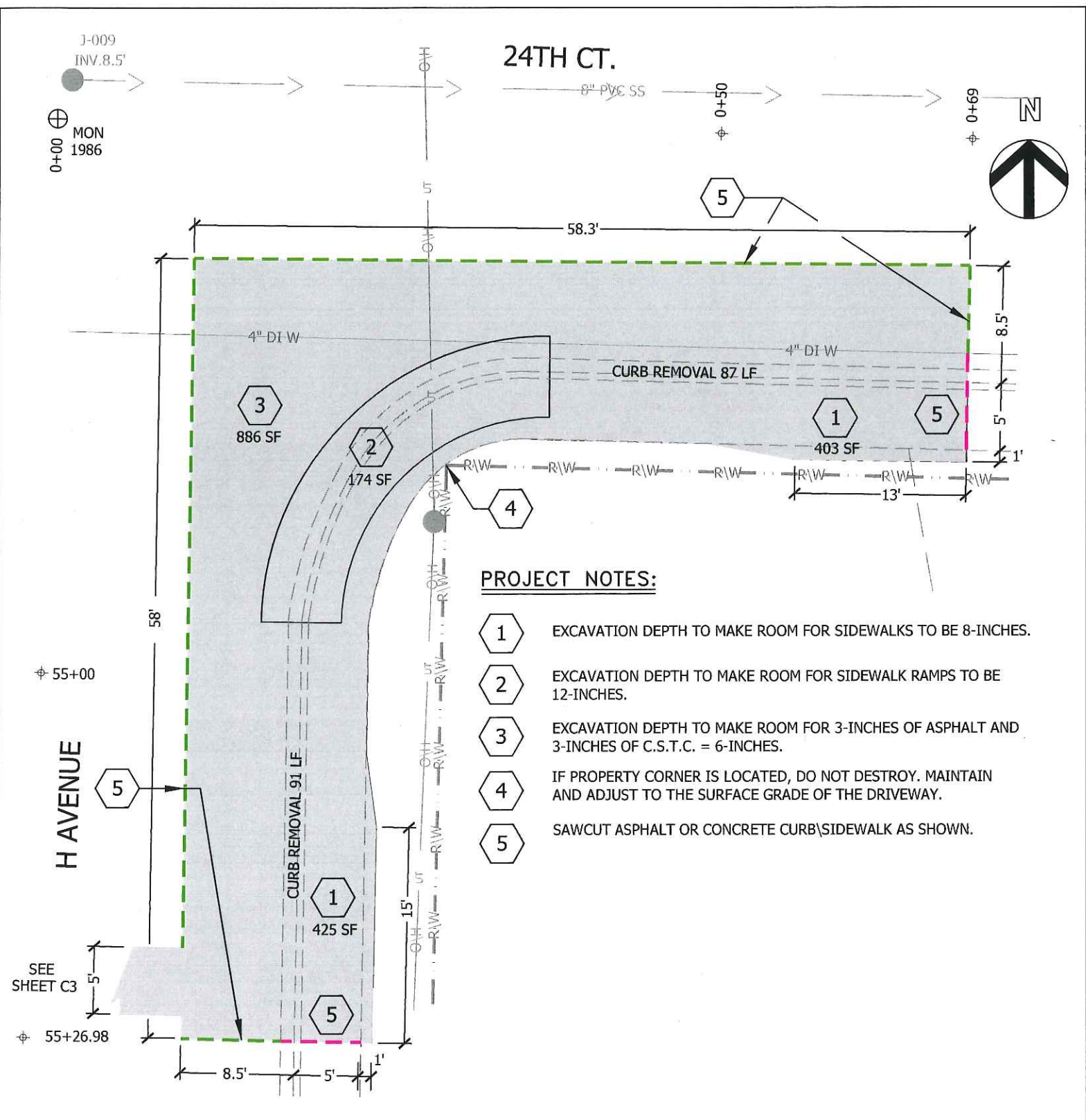


CITY OF ANACORTES
SIDEWALK INFRASTRUCTURE
IMPROVEMENTS
CONTRACT # PW-23-138-TRN

**DEMOLITION/IMPROVEMENT
PLAN
NE CORNER 24TH/H
(APPROVED FOR CONSTRUCTION)**



SHEET:
C4
C6
SCALE:
1" = 10'
Page 111 of 371



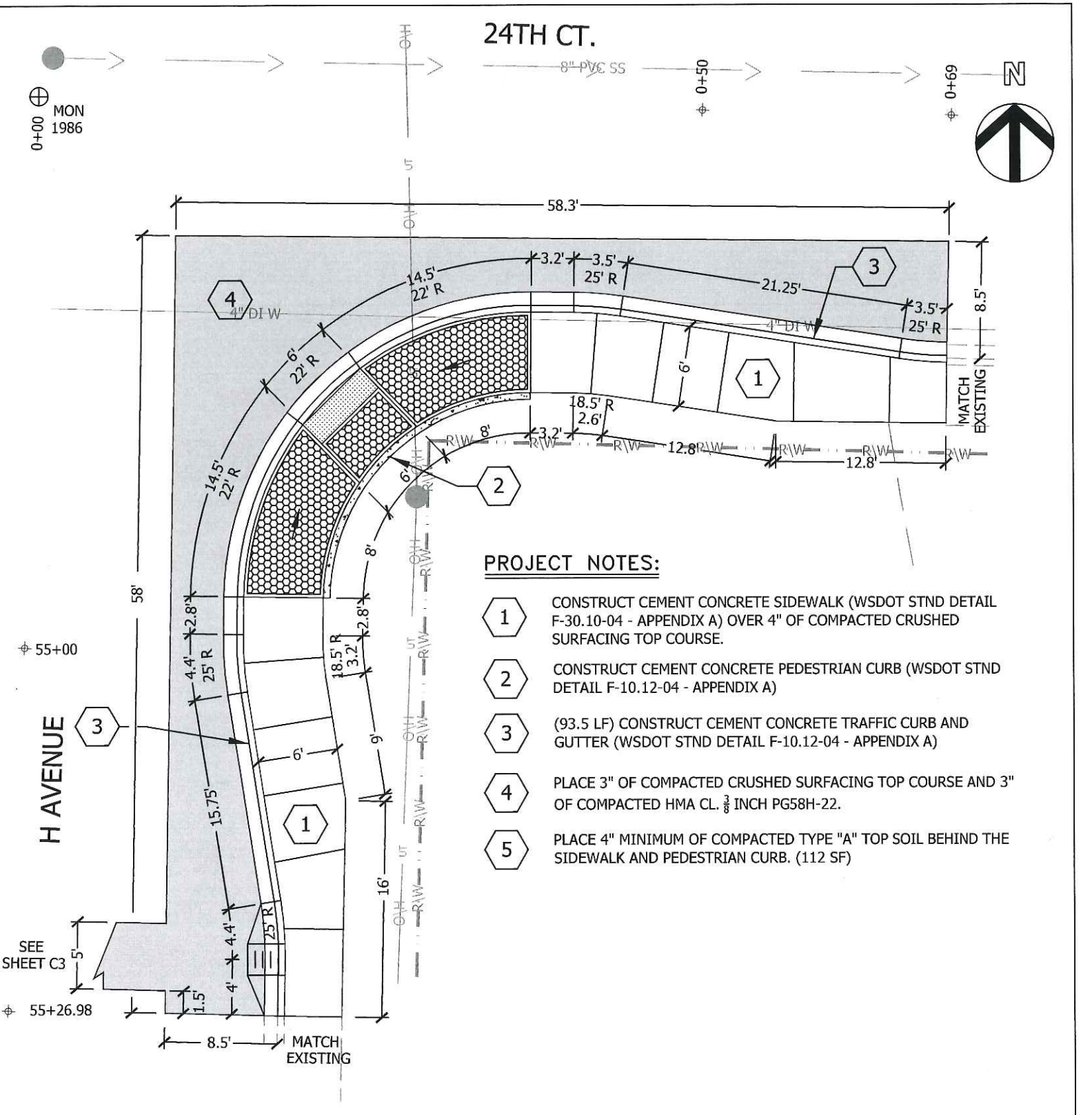
PROJECT NOTES:

- 1 EXCAVATION DEPTH TO MAKE ROOM FOR SIDEWALKS TO BE 8-INCHES.
- 2 EXCAVATION DEPTH TO MAKE ROOM FOR SIDEWALK RAMPS TO BE 12-INCHES.
- 3 EXCAVATION DEPTH TO MAKE ROOM FOR 3-INCHES OF ASPHALT AND 3-INCHES OF C.S.T.C. = 6-INCHES.
- 4 IF PROPERTY CORNER IS LOCATED, DO NOT DESTROY. MAINTAIN AND ADJUST TO THE SURFACE GRADE OF THE DRIVEWAY.
- 5 SAWCUT ASPHALT OR CONCRETE CURB/SIDEWALK AS SHOWN.

NOTICE TO BIDDERS: IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

DEMOLITION PLAN (SE CORNER 24TH STREET AND H AVENUE)

SCALE: 1" = 10'



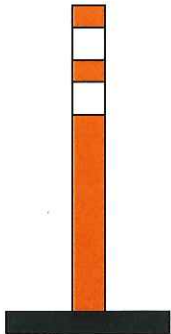
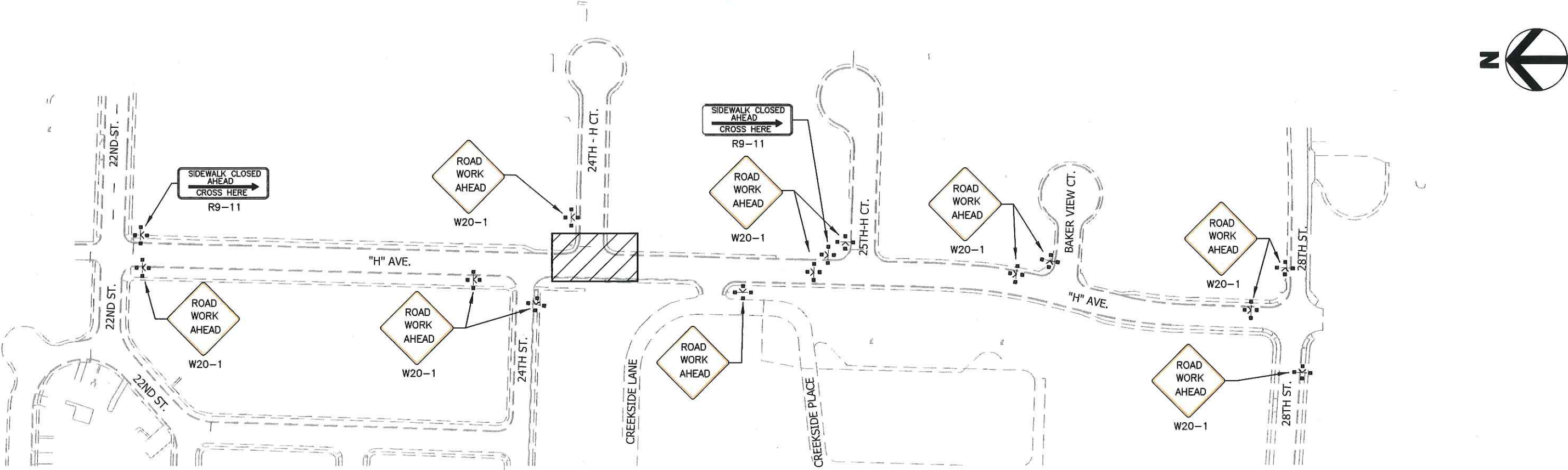
PROJECT NOTES:

- 1 CONSTRUCT CEMENT CONCRETE SIDEWALK (WSDOT STND DETAIL F-30.10-04 - APPENDIX A) OVER 4" OF COMPACTED CRUSHED SURFACING TOP COURSE.
- 2 CONSTRUCT CEMENT CONCRETE PEDESTRIAN CURB (WSDOT STND DETAIL F-10.12-04 - APPENDIX A)
- 3 (93.5 LF) CONSTRUCT CEMENT CONCRETE TRAFFIC CURB AND GUTTER (WSDOT STND DETAIL F-10.12-04 - APPENDIX A)
- 4 PLACE 3" OF COMPACTED CRUSHED SURFACING TOP COURSE AND 3" OF COMPACTED HMA CL. 3/8 INCH PG58H-22.
- 5 PLACE 4" MINIMUM OF COMPACTED TYPE "A" TOP SOIL BEHIND THE SIDEWALK AND PEDESTRIAN CURB. (112 SF)

IMPROVEMENT PLAN (SE CORNER 24TH STREET AND H AVENUE)

SCALE: 1" = 10'

	1				PROJECT NUMBER:	PW-23-138-TRN		CITY OF ANACORTES ENGINEERING DEPARTMENT 904 6TH ST. ANACORTES, WA. 98221 (360) 293-1920	CITY OF ANACORTES SIDEWALK INFRASTRUCTURE IMPROVEMENTS CONTRACT # PW-23-138-TRN	DEMOLITION\IMPROVEMENT PLAN SE CORNER 24TH\H (APPROVED FOR CONSTRUCTION)		SHEET: C5 C6 SCALE: 1" = 10' Page 112 of 371
	2				DATE:	10-12-2023						
	3				DRAWN BY:	STEVEN LANGE						
	4				CHECKED BY:	TIM HOHMANN, PE						
	NO:	DATE:	BY:	DESCRIPTION:	DRAWING NAME:	PROTYPE FOR 24TH-H						



NIGHT AND/OR FREEWAY
HIGH-SPEED ROADWAY
(≥ 45 MPH)

SIGN MATERIAL LIST: THIS SHEET		
DESCRIPTION:	TYPE:	QTY:
ROAD WORK AHEAD	W20-1	8 EA
SIDEWALK CLOSED AHEAD	W20-1	2 EA
MOBILE STANDS	METAL	10 EA
TUBULAR MARKERS	28-INCH	40 MIN. + WORK ZONE
SAND BAGS		10 EA

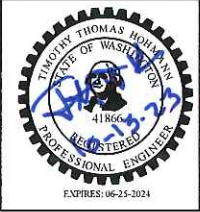
LEGEND:

-  WORK ZONE. SEE APPENDIX A FOR SHOULDER WORK.
-  MOBILE STAND AND SIGN LOCATION W\24-INCH CONES
-  28" TUBULAR MARKERS SPACED AT 10' O.C.

NOTES:

1. CONTROLS SHOWN ARE FOR WORK ZONE TRAFFIC.
2. FOR SIGNS SIZE REFER TO CURRENT MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND WSDOT SIGN FABRICATION MANUAL M55-05.

(APPROVED FOR CONSTRUCTION)



1				PROJECT NUMBER:	PW-23-138-TRN
2				DATE:	10-12-2023
3				DRAWN BY:	STEVEN LANGE
4				CHECKED BY:	TIM HOHMANN, PE
NO:	DATE:	BY:	DESCRIPTION:	DRAWING NAME:	PROTYPE FOR 24TH-H



CITY OF ANACORTES
ENGINEERING DEPARTMENT
904 6TH ST.
ANACORTES, WA. 98221
(360) 293-1920

CITY OF ANACORTES
SIDEWALK INFRASTRUCTURE
IMPROVEMENTS
CONTRACT # PW-23-138-TRN

TRAFFIC CONTROL PLAN



CITY OF ANACORTES

SHEET:
C6
C6
SCALE:
N.T.S

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City Council Agenda Bill

Meeting Date: December 4, 2023 **Agenda Item:** 5.e.

Agenda Item Title: Special Event Application: Community Championship Football Celebration

Staff Contact(s): JONN LUNSFORD

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Motion
JONN LUNSFORD	

Item Summary: Community celebration and parade honoring the 2023 Anacortes High School Football 2A State Champions. The parade will commence on Sunday, December 10th at 11am. The event route will be southbound on Commercial Avenue from 3rd Street to 17th Street and then westbound on 17th Street to Rice Field at Anacortes High School.

Budget Impact:

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Special Event Application - Community Championship Football Celebration
2. Championship Celebration Parade Route



Special Event Application Processing

Administrator reviews the application for completeness. Administrator contacts the applicant to obtain any missing information and updates the application accordingly, including a legible copy of the Indemnification Agreement if that was not provided. It is recommended that the Administrator also verify that the applicant has entered phone and email correctly! Administrator then sets the target City Council date and routes the application for review by department heads.

View Anacortes Municipal Code [Chapter 7.04, Special Events](#)

Application

Application Date *

12/4/2023

Event Name *

Community Championship Football Celebration

Event Type

- ☐ Street Fair / Festival
- ☐ Athletic Event
- ☒ Parade
- ☐ Rally / Demonstration
- ☐ Filming
- ☐ Other identified in AMC 7.04.010

Applicant/Organization Name *

City of Anacortes

Mailing Address *

PO Box 547

Event Contact Person *

Jonh Lunsford

Event Contact Email *

jonnl@cityofanacortes.org

Event Contact Phone *

3602931918

Event Website

Estimated Number of Participants/Attendees ***Event Description ***

A parade to celebrate the football 2A Championship by Anacortes High School.

Will food vendors participate in this event? *

All Food Vendors must be inspected by the Fire Marshall on site prior to the start of the event.

☐ Yes ☒ No

Date Event Starts ***Time Event Starts *** ▼**Date Event Ends *****Time Event Ends *** ▼**Date Street Closure Starts ***

Include requested closures before and after the event hours if required for set up and tear down.

Time Street Closure Starts * ▼**Date Street Closure Ends *****Time Street Closure Ends *** ▼**Event Location ***

List end points of each street that will be closed (e.g. 6th Street from O Ave to Q Ave). Also include location and dimensions of any structures that will be erected and locations of the event that will not be on city street right of way.

The Parade will start at 3rd Street and Commercial Avenue and travel south to 17th Street, turning west and finishing at Anacortes High School.

Parking Location

List any public parking areas that the event requests to use for dedicated event parking, including handicapped parking.

Event Map (optional)

Upload one or more maps of the event

Upload

[ChampionshipCelebrationPara...](#) 2.51MB

Indemnification Agreement*

Upload scan of SIGNED indemnification agreement

Upload

[city waiver Dec 10 parade.docx](#) 11.91KB

Download the Indemnification Agreement [here](#).

Signage

Street closure signs will be provided by the City of Anacortes. Applicants must contact City staff one week prior to the event to arrange sign delivery. Event sponsor personnel are responsible for placing street closure signs, which may not be posted more than 72 hours prior to the approved closure, must be removed immediately following the event, and must be returned to city staff the first business day following the event.

Insurance

The applicant may be required to provide public liability insurance subject to the provisions of AMC 7.04.100. Applicants will be notified following application approval of insurance requirements for the specific event.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I state that I am over the age of 18, that I agree to assume responsibility for the above-described event and to abide by all conditions stipulated by the approval of the application.*

☒ Yes

Signature

john lunsford

Admin Review

Council Meeting Date*

Target date for presentation to City Council; no later than 30 days prior to event

Staff Review Deadline*

Staff review/approval required no later than 7 days prior to City Council meeting to allow packet preparation

Administrator comments and conditions of approval

Insurance Certificate

Upload

Insurance certificate may be required by staff or as a condition of Council approval

Departmental Review

Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

Fire Department concerns, objections, or conditions of approval *

None

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

None

Police Department will provide the following services for this event:

Police Department concerns, objections, or conditions of approval *

None

Public Works Department will provide the following services for this event:

Public Works Department concerns, objections, or conditions of approval *

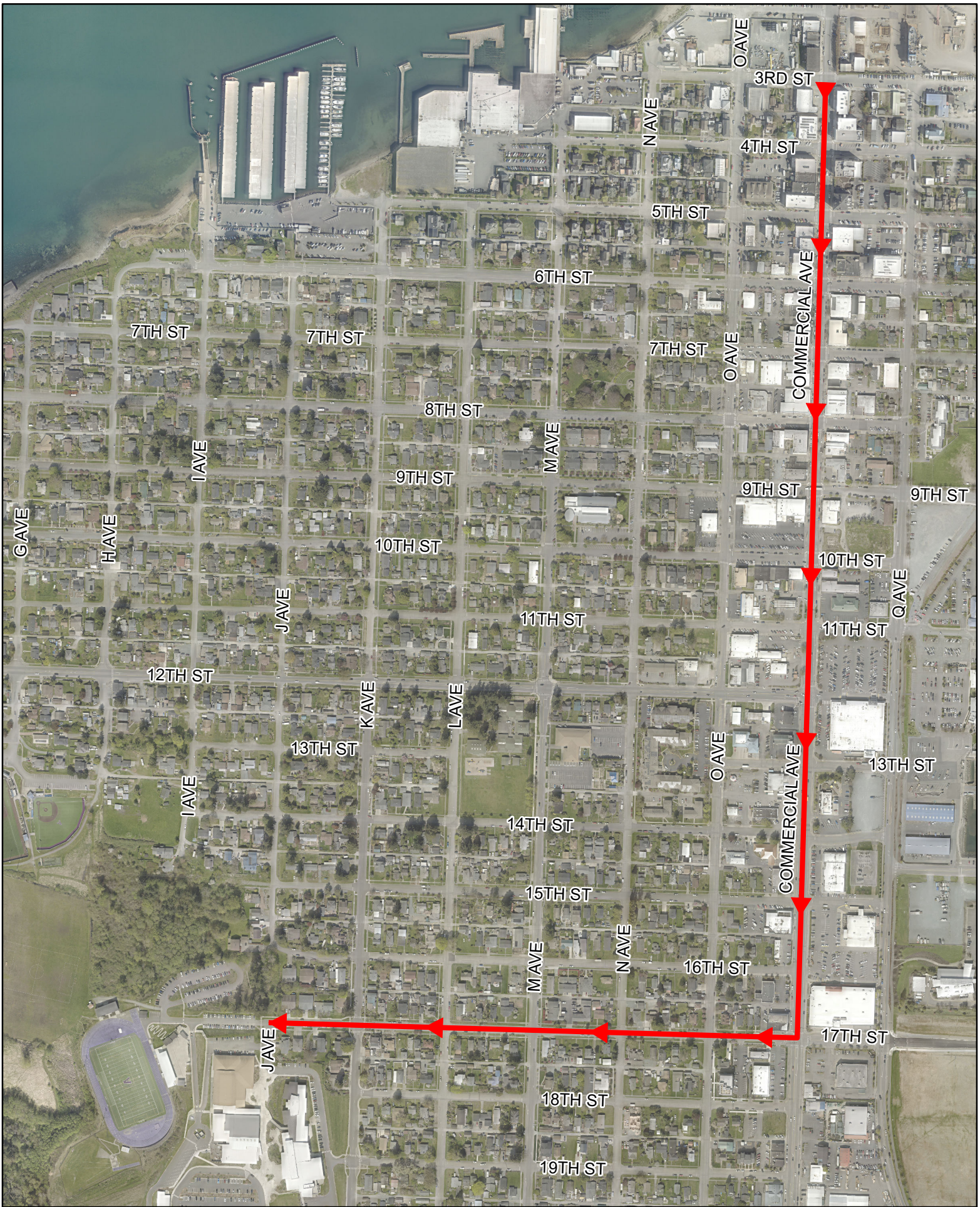
None

Departmental attachments

Upload any staff memos, guidelines, or requirements that will be in effect for this event.

Upload

Comments



Championship Celebration Parade



City Council Agenda Bill

Meeting Date: December 4, 2023 **Agenda Item:** 6.a.

Agenda Item Title: 2024 Operating Budget

Staff Contact(s): STEVE HOGLUND

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
PHILIP STEFFEN	Discussion
STEVE HOGLUND	

Item Summary: As required by RCW, public hearing on the City of Anacortes 2024 Operating Budget. The budget was presented by Mayor Miller on 10/9, discussed by council on 10/9, 10/16, and 11/27. The public hearing on the revenue sources was on 10/23 and closed on 11/20.

Budget Impact:
NA

Previous Action: NA

Recommended Motion: NA

Alternative Actions: NA

Attachments (listed in order presented):
1. Written Public Comment - John Wilkinson

From: [John Wilkinson](#)
To: [City Council](#)
Cc: [CityClerk](#)
Subject: December 4th Budget discussion_CFP_WWTP Outfall Project
Date: Monday, December 4, 2023 1:28:08 PM

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Public Comment for Council meeting of December 4th, 2023 - BUDGET/CFP

To: City Council

From: John Wilkinson

RE: STATUS of WWTP Outfall Replacement Project in the current budget cycle

In reviewing the latest budget packages, it is not clear what the plans are for the WWTP Outfall Replacement Project.

1. The draft budget letter (excerpt below) says that the project has been removed from the 2024 budget but will begin in early 2024 (website says late 2023).
2. Materials have apparently been purchased for marine portions of the pipe
- 3) The CFP for 2024-29 does not appear to include any line item for this project.
- 4) Council has recently approved additional funds for consultant studies that extend out through 2025 and hiring of a contractor.

Now it appears that an “emergency” project has no budget line item, no current cost estimate, no timeline and no contractor.

Given the significant impact of this project on nearby residential areas, please clarify the project status and timing as part of this budget cycle.....

Thank you,
John Wilkinson

Appendix:

Excerpt from Page 103 of the meeting packet.....

Dear Reader:

“The annual budget of the City of Anacortes for 2024 is hereby submitted.

BUDGET SUMMARY

The proposed budget for all funds totals \$109,696,038 for 2024. The budgets break down between operating and capital funding in the following manner:

2024

Operating. \$74,557,891– 68%

Capital \$35,138,147 — 32%

Total Budget \$109,696,038 —100%

The City’s budget has salient decreases in 2024 over the prior budget in several areas.

The 2023 CFP budget authorized the sewer plant outfall replacement. This project has been removed from the 2024 budget but is expected to being (sic?) in early 2024.”



City Council Agenda Bill

Meeting Date: December 4, 2023 **Agenda Item:** 7.a.

Agenda Item Title: Community Action of Skagit County

Staff Contact(s): John Coleman

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Presentation
John Coleman	

Item Summary: Sandi Phinney, Chief Strategy Officer at Community Action will present an early quarterly update on the Anacortes Resource Center and brief the council on their 2024 plans.

Budget Impact:

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented): None



City Council Agenda Bill

Meeting Date: December 4, 2023 **Agenda Item:** 7.b.

Agenda Item Title: Ordinance 4065: Updating Title 13 Division IV of the Anacortes Municipal Code to Eliminate the Ambulance Service Fund

Staff Contact(s): STEVE HOGLUND, PHILIP STEFFEN

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
PHILIP STEFFEN	Ordinance
DARCY SWETNAM	

Item Summary:

Budget Impact:

This ordinance will combine accounts in fund 110 with general fund. There will still be separate accounts for ambulance and fire in order to properly account for these two functions of the Fire/EMS department. The City is no longer required to maintain a separate fund for ambulance services. Combining all functions of the Fire/EMS department into one fund will simplify funding of this department.

Previous Action: NA

Recommended Motion: I move to approve ordinance 4065 to update code and remove the need for a separate ambulance fund.

Alternative Actions: Not approve and keep code and account structures as they are now.

Attachments (listed in order presented):

1. Ordinance 4065 Ambulance Service Fund

ORDINANCE NO. 4065

An ordinance of the City of Anacortes, Washington, updating Title 13 Division IV of the Anacortes Municipal Code to eliminate the ambulance service fund and allow City Council to adopt a schedule of fees in the unified fee schedule for ambulance services.

WHEREAS, The ambulance services fund, created by Section 13.54.100 of the Municipal Code, is no longer necessary.

WHEREAS, The City has entered into a contract with Skagit County to provide emergency medical services within the county.

WHEREAS, The City is no longer required to maintain a separate fund for ambulance services.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, DOES HEREBY ORDAIN THAT:

Section 1. The Anacortes Municipal Code is hereby amended as follows: Repealing Section 13.54.100, which creates the ambulance service fund.

Section 2. Section 13.54.110 is hereby amended as follows: The City Council may, by resolution, adopt in the city unified fee schedule, a schedule of fees and charges for ambulance services.

Section 3. The ambulance service fund is hereby eliminated and shall become part of the general fund.

Section 4. This ordinance shall take effect and be in force 5 days after its passage and publication as required by law.

Passed and adopted this 11th day of December, 2023.

CITY OF ANACORTES:

Matt Miller, Mayor

Attest:

Steven D. Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney



City Council Agenda Bill

Meeting Date: December 4, 2023 **Agenda Item:** 7.c.

Agenda Item Title: Ordinance 4064: 2024 Operating Budget

Staff Contact(s): STEVE HOGLUND, PHILIP STEFFEN

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

Item Summary: The 2024 operating budget is \$109,696,038. Of this, \$74,557,891 is for operating expenditures and \$35,138,147 is for capital.

Budget Impact:

The city needs a budget to continue operations in 2024.

Previous Action: Council has reviewed the budget and discussed it at various meetings and committee meetings.

Recommended Motion: I move to approve ordinance 4064 to adopt the 2024 operating budget of \$109,696,038.

Alternative Actions: NA

Attachments (listed in order presented):

1. Ord 4064 Budget 2024
2. Final Budget Book 11.29.23
3. Budget presentation 12-4

ORDINANCE NO. 4064

AN ORDINANCE ADOPTING THE BUDGET FOR ALL MUNICIPAL PURPOSES
AND USES FOR THE YEAR 2024

Section 1. The 2024 Budget for the City of Anacortes, Washington as established by the City Council and made available for distribution to the general public through the office of the City Clerk-Treasurer, is hereby adopted by reference.

Section 2. The total estimated revenues and appropriations for each budgeted fund and the aggregate total for all such funds combined is itemized below. Estimated revenues and expenditures include overhead accruals to the General fund from the utility funds as authorized by state law. As the City of Anacortes utilizes the Mayor in a fulltime capacity overseeing all funds including the utility funds, such accruals provide for inclusion of the Mayor's office to recover associated costs. All revenues and expenditures for all budgeted funds are summarized and set forth as follows:

Fund		2024 Revenues/ Expenditures
001	GENERAL FUND	35,633,190
101	PARKS & RECREATION FUND	2,653,360
102	GRANDVIEW CEMETERY FUND	309,855
103	PUBLIC LIBRARY FUND	1,835,174
104	STREET MAINTENANCE FUND	3,681,821
105	ARTERIAL STREET CONSTRUCTION	7,318,654
107	WASHINGTON PARK FUND	340,561
108	PARKS CAPITAL IMPROVEMENT	1,620,000
109	AFFORDABLE HOUSING	639,997
112	DEVELOPMENT IMPACT FEE	257,000
113	ACFL MANAGEMENT FUND	41,864
135	TOURISM FUND	559,367
335	REET	2,141,000
401	WATER FUND	19,337,327
440	SEWER FUND	20,565,165
445	STORM DRAINAGE FUND	2,288,880
450	SANITATION FUND	6,775,331
501	EQUIPMENT RENTAL FUND	3,697,492
	Total	109,696,038

Section 3. The City Clerk-Treasurer of the City of Anacortes is hereby authorized to transmit a complete copy of the final budget, as herein above adopted by reference, to the

Division of Municipal Corporations in the Office of the State Auditor, to the Association of Washington Cities, and to the Municipal Research & Services Center of Washington.

Effective date. This Ordinance shall take effect from and after five (5) days after its passage and publication, as required by law.

PASSED AND APPROVED this 18th day of December 2023

CITY OF ANACORTES, WASHINGTON

By: _____
Matt Miller, Mayor

ATTEST

Steven D. Hoglund, City Clerk

APPROVED AS TO FORM

Darcy J. Swetnam, WSBA # 40530
City Attorney

CITY OF ANACORTES, WASHINGTON



2024 Annual Budget



CITY OF ANACORTES

2024 ANNUAL BUDGET

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2024 Budget Message Mayor Matt Miller

Introduction

Honorable City Council and Members of our Community:

In accordance with RCW 35A.33.050, I am proud to present the City's 2024 proposed annual budget. This \$107 million budget reflects department and program managers' estimates of revenue and expenditure reflecting community priorities and values. It includes \$74 million in operating expenses and \$33 million in capital expenses.

This budget builds on sound financial planning and a focus on optimizing resources and maximizing efficiencies. The most significant change in the budget is the addition of 13 FTE public safety professionals funded via Proposition 1 "Public Safety Staffing" levy approved by the voters in April 2023. This will add increased levels of service to the safety and security of our citizenry.

In 2023, the WA State Legislature adopted SB 5536 which is known as the "Blake Fix." This bill makes it a gross misdemeanor to knowingly possess counterfeit and controlled substances or to knowingly use prohibited substances in a public place. Prior to 2021, drug cases were held in Skagit County Superior Court. These cases are now being held in Anacortes Municipal Court. The City continues to evaluate the impact of this bill on our budgets including the Municipal Court, Office of Public Defense, and Prosecutor's Office. We project an increase of 250 cases each year at the Municipal Court.

Budgetary pressure will continue as we finalize the construction of the last large area of our Access Anacortes Fiber project. This was a conscious and prudent choice by the City Council to fund this significant community investment through the general fund, but it does result in little maneuvering space for incurring additional general fund expenses without additional revenue.

The primary increases to our operating budget for 2024 include the following:

- \$1.7 million for 8 firefighter/medics and 5 commissioned police officers
- \$1.9 million in increased wages and benefits
- \$186K liability/property insurance increases
- \$188K in utility cost inflation
- \$480K in professional services to meet legislated planning requirements

Public Safety

Anacortes Police Department

The Anacortes Police Department (APD) looks to continue the success they have had filling vacant positions in 2023 with proactive recruiting and continuing to foster a positive agency culture in the workplace. We are on track to fill the remaining openings by the end of this year and will begin to fill the five additional positions funded by the Public Safety Levy in 2024. The department will focus on basic training for the newly hired officers to increase 24/7 police presence throughout the city including in our parks and forestlands.

The APD strives to continue the success of reducing the number of individuals living on our city streets through effective partnerships with Anacortes Family Center's *Social Services Outreach Coordinator* and other service organizations. These partnerships successfully placed previously homeless individuals into stable permanent housing in 2023 and contributed to increased quality of life for all city residents. These efforts will continue to pay dividends in 2024.

The addition of a part-time Parking and Code Enforcement position, combined with new parking ordinances in 2023, allowed APD to become more proactive in addressing parking problems, code violations, and removing junk vehicles from our streets.

With the passage of SB 5536, the department returned to addressing illegal drug use with the goal of steering individuals toward treatment programs, while holding those accountable when their actions affect the safety and quality of life for our community. Coordination between the APD, Prosecutor, and court staff will be essential to ensure individuals can be successfully diverted from jails to an effective treatment program, lowering recidivism, providing consequences to those that choose not to engage, and bringing justice to victims.

Anacortes Fire Department

2024 will be a significant year of growth for the Anacortes Fire Department in both size and capabilities. The major focus will be on the training and deployment of the eight (8) new firefighters approved by Proposition #1 and integration of a new ladder truck.

Our staff will operate a 14-week academy for new employees in January 2024. This additional staff will allow us to deploy a second unit at Station #1, improving our effectiveness and lowering response times citywide. The pending delivery of Ladder Truck 29 will further enhance our ability to respond to hazards and protect our community.

The *Alternative Response Team* supports the City's community paramedic and complements the Police Department social worker. A social navigator and mental health professional are contracted through the Anacortes Family Center to support this coordinated response to support people in crisis. This team has successfully connected our homeless population with resources and opportunities. Currently this program is funded through an Association of Washington Cities grant and the City is seeking long-term funding sources to maintain this program.

In 2023, we were able to purchase our Station #3 property that had been leased for seventeen (17) years. This provides us operational stability and saved the taxpayers \$7-10 million in new construction costs.

Our new wildland fire engine was constructed in-house at approximately 60% of the commercial cost, both increasing our ability to protect our local forest lands and creating the opportunity to deploy statewide support in 2024.

Infrastructure

Access Anacortes Fiber Internet

Since beginning construction in 2019, the City's fiberoptic project now passes 75% of the City's businesses and residences, has over 2100 business and residential customers in service with another 1400 orders in queue, and is generating over \$1.5M annually. Fiber internet construction continues in Anacortes with the remaining core areas of town under construction.

The City's general fund, a \$2.25M grant from the Economic Development Administration and two grants from Skagit County totaling \$1M, and a \$4.5M line of credit have been the primary funding source for the City's entire fiberoptic project.

Staff have completed a thorough analysis of financing options for the City's fiberoptic project, and this budget incorporates a recommendation to utilize an interfund loan to meet the necessary construction cashflow through the end of 2024. An interfund loan will allow the City to continue to build the network, add customers, pay interest internally to the fund we borrow from, and allow additional time for the financial market to stabilize before obtaining a long-term debt financing option.

Anacortes is the first city in the State of Washington to operate as an internet service provider. I am excited to see the network expand to pass every home and business within the City of Anacortes. I truly believe that this is an important legacy investment in our community's future.

Public Works

The Public Works Department is our largest department, providing essential services, such as streets maintenance, engineering, a regional water source and distribution system, sewer collection and treatment, stormwater management, building maintenance and operation, garbage collection, and management of the City's fleet. These services are critical to support the community and require the *no fail* philosophy and work ethic demonstrated by staff.

The proposed 2024 budget allows us to maintain services and implement capital improvements to serve our community most effectively.

Increases in the proposed operating budget account for inflation of service costs, increased costs in fuel, electricity, Skagit County garbage disposal, consultant engineering support, Department of Health required water quality sampling, and the addition of a 1 FTE Engineering Technician

Public Works significant proposed capital investments in 2024 include:

- \$270,000 in stormwater system restoration and upgrades
- \$5 million in wastewater pump station upgrades
- \$4.5 million CSO Pump Station
- \$2 million ongoing WWTP plant maintenance
- \$600,000 in drinking water production improvements
- \$2 million in retail water pipe replacements
- \$2 million in drinking water system infrastructure updates including Advanced Metering Infrastructure (AMI), water tank preventative maintenance, and telemetry.
- \$750K fleet additions:
 - \$60K EV vehicle for stormwater inspections
 - \$650K Vactor truck for hydro excavating
 - \$41K retail water service vehicle
 - \$41K side-by-side utility vehicle for WWTP

- \$8.5 million in transportation improvements:
 - \$5.5 million for 12th and Commercial roundabout
 - \$1.8 million in overlays
 - \$300K in ADA/sidewalks ramps
 - \$250K H Ave multi-model
 - \$300K 16th street improvements

Included in this budget is significant planning to provide the City Council and our community with a long-range holistic assessment of system needs and a general timeline for upgrades and replacements. These planning efforts include updating the General Sewer Plan, the Water System Plan, the Stormwater Management Plan, and the creation of a Comprehensive Facilities Plan, a Maintenance and Operations Plan, and a Transportation Master Plan addressing streets, sidewalks, and multimodal systems.

Smart Growth

Planning, Community, and Economic Development

The Planning, Community and Economic Development (PCED) department is tasked with supporting the community's vision for our future as outlined in the Anacortes Comprehensive Plan. The values defining our work include sustainability, preservation, economic vitality, and providing a supported and connected community.

In 2024, PCED will begin significant work on the required Growth Management Act (GMA) Periodic Updates to the 2016 Comprehensive Plan that are due in 2025. This major update will incorporate revised 20-year population and job growth projections for the years 2025-2045.

Once those projections are determined, the City will update its Comprehensive Plan and zoning map to show how we will accommodate projected growth.

As we have done in years past, a consultant will be hired to perform a land capacity analysis (LCA) to determine how much land is available for development in the city and its urban growth area (UGA). The PCED budget request includes \$35,000 for this LCA.

The City will also update its Critical Areas Ordinance (CAO) as part of the 2025 Periodic Update. The Department of Commerce has given us a \$125,000 grant to assist with the costs of the project. This grant will cover many of the required updates and studies.

In addition to the usual requirements for a periodic update, HB 1181 further requires that jurisdictions plan for climate change in their comprehensive plans and development regulations.

HB 1181 further requires that jurisdictions plan for climate change in their comprehensive plans and development regulations. The City will need to create a new Climate Change and Resiliency Element, as well as make amendments to the Transportation Element, Utilities Element, and Land Use element to comply with these requirements.

Fortunately, the State has made a \$500,000 planning grant available to help defray the costs of adopting comprehensive plan policy and development regulation amendments to implement in accordance with these new state mandates.

In addition to the work on the 2025 Periodic Update, PCED is actively working to achieve the City's affordable housing goals. We completed major updates to the zoning code to support the housing affordability and diversity policies in the 2016 Comprehensive Plan. To further support the development of affordable housing, the city also adopted a Housing Action Plan (HAP) in 2023. The HAP will inform major updates to the Housing Element of the Comprehensive Plan during the 2025 Periodic Update.

All areas of housing continue to be a pressing concern. The City is working to implement housing action items in the HAP in advance of the 2025 Periodic Update. For example, we are pursuing private partners that could provide high-density affordable housing on city-owned land at Sharpe's Corner. To understand how much housing can be accommodated on that land, staff has put a \$35,000 request in the budget to commission a feasibility study and subarea plan for housing at that location.

PCED also expects that the City will continue its agreement with Community Action to provide social services at a satellite office in Anacortes at \$60,000.

The 2025 Periodic Update and HAP are not the only activities PCED will be engaging in over the next year that will require budget support. The Economic Development Committee is working on a request for proposals (RFP) for a consultant to complete an Economic Development Strategic Plan (including a community survey) and requests \$20,000. Additionally, in concert with Public Works, we will be perusing grants for EV charging planning and acquisitions with potential sites at the Depot Arts Center and movie theater parking lot.

In our ongoing support of the maritime industry, we will continue the planning process to install travel lift pier floats at the city-owned dock. In our Capital Facilities Plan (CFP) we included a request for \$54,000 to complete the creosote pile and treated wood replacement at the Fidalgo Bay Marina, which meets our DNR lease requirements and supports environmental stewardship goals.

PCED staff will continue working with property owners along Guemes Channel to acquire easements for the planned trail. Stabbert Maritime has indicated that they are willing to dedicate a trail easement across their property as part of redevelopment plans at that site. Because Stabbert owns a long stretch of property along the waterfront, acquiring this trail easement will be a major step in the trail project. Permit applications for early phases of Stabbert's redevelopment of the site may be received as soon as 2024.

In 2024 PCED staff will also be spending time working with the MJB project. MJB has submitted applications and those will be processed with public input well into 2024. MJB has indicated that they are preparing to submit building plans for Phase 1 in the near future.

Courts

Municipal Court and Public Defense

The Municipal Court is responsible for processing infractions and citations in violation of city ordinances and state statutes issued by the Anacortes Police Department. This now includes processing infractions for knowingly possessing counterfeit and controlled substances or knowingly using prohibited substances in a public place.

Currently the City employs a court administrator, two court clerks and contracts with Skagit County District Court for Judicial Services. In 2024, we will continue to monitor the impact of the "Blake Fix" on the current staffing levels. The Municipal Court has a duty to set cases for arraignments, hearings, probation revocations, and trial. The City currently has an interlocal with Skagit County to provide two court dockets per month for Community Court, a non-traditional system that is intended to address the root cause giving rise to criminal behavior.

The City employs a full-time public defender and legal assistant to meet the state-mandated standards for delivery of public defense services. The 2024 budget includes additional funding to increase the number and reimbursement rate for contract attorneys retained to handle overflow or conflict cases. The Washington State Office of Public Defense (OPD) awarded the City of Anacortes a \$30,000 grant, the City will utilize \$15,000 each year to offset the increase in indigent defense expenses.

State law limits the number of cases that public defenders can represent. This budget maintains the commitment to continue to serve this community to the highest standards.

City Business

City Attorney

The role of the City Attorney's Office is to provide in-house counsel to City leaders and staff, ensuring the City meets the highest legal standards. The City Attorney's Office also oversees all City procurement and contracts, public records management and responses, claims management, and prosecution services.

The 2024 budget includes a plan to transition prosecution services in-house through the addition of an assistant city attorney position. Currently these duties are contracted with Skagit Law Group. This individual will provide additional staff time to handle the anticipated increased caseload from the new drug possession laws. An in-house assistant city attorney will also help support the Anacortes Police Department as it navigates recent state legislation, court decisions and new city ordinances.

Human Resources

The Human Resources Department is staffed with a Human Resources and Labor Relations Director and a Human Resources Generalist. The Department received the help of a Temporary HR Assistant in 4th quarter 2023 and will continue this temporary addition as we onboard new city staff in 2024. The Department is also working to increase efficiency with the implementation of NeoGov recruiting software which will roll out in 2024.

The City is diligently assessing the expenditures linked to employee compensation and negotiated wages and benefits. This meticulous evaluation encompasses salaries, benefits, and other related costs. By scrutinizing these financial aspects, the City aims to ensure fair and competitive compensation for its workforce while maintaining fiscal responsibility and efficient resource allocation. This process underscores the City's commitment to both its employees' well-being and prudent financial management.

In 2023, a successive collective bargaining agreement was negotiated with Teamster's Local 231 Union. In 2024, the HR Department will negotiate new contracts with both Anacortes Police Services Guilds, Commissioned Employees and Non-Commissioned Employees.

Information Systems and Technology

The Information Systems and Technology division supports computing and networking requirements playing a vital role in keeping the City's business moving forward. The work of this division is crucial to every department's success and essential to ensure stability and security of city networks. Each year there is an increase in the number of systems the division is responsible for with new hardware and software requirements.

The division is funded through departmental interfund charges. Each department's funding allocation is based on the number of "nodes" utilized. A stringent review of "nodes" and life cycle replacement has resulted in significant cost saving for several departments. Interfund charges support the department's operating costs and equipment replacements costs.

The 2024 a significant amount of time will be spent evaluating a new enterprise resource program software system to automate and manage core business processes for optimal performance. Focus remains on enhancing the City's security and protecting critical data. In 2024 we will complete a security audit to evaluate our cybersecurity posture and identify security gaps and vulnerabilities.

Quality of Life

Parks and Recreation

The Parks and Recreation Department manages our parks, community forest lands, recreation programs, Senior Activity Center, and Grand View Cemetery. We are proudly a "city within a park" with nearly 40% percent of our city limits being parks and forest lands.

Our 2024 budget emphasizes how important our park spaces and facilities are for our residents and continues funding of existing maintenance.

Planned construction includes the small courts area at Storvik Park, rebuilding the damaged section of the Ship Harbor Boardwalk, renovating a trail on Cap Sante's east side, as well as cemetery and Washington Park improvements.

We are continuing to investigate ways to support the community with the closing of the Port Transit Shed Event Center at the end of this year. We are studying the feasibility of a temporary tent facility at the Depot Plaza or on private land to support the shoulder season. This endeavor will need Lodging Tax funding support.

In 2023, our recreation staff provided over 120 opportunities for community recreation; in 2024 we expect to exceed that amount. Enrichment for all ages is a fundamental part of the Parks and Recreation responsibilities.

Senior Activity Center

As the only accredited senior center in the State of Washington, the Anacortes Senior Activity Center takes pride in providing innovative programs. Nearly 140 guests visit our facility each day of the week for meals, classes, and events. In 2024 we look forward to the continued expansion of offerings promoting the health, wellness, and creativity of our community's seniors. In 2024, we are budgeting for an anticipated 10% increase in costs to continue providing essential "Meals on Wheels" service to our residents.

Museum

Anacortes Museum staff operates three public facilities in our historic downtown: the museum and research library, the Maritime Heritage Center, and the National Historic Landmark *W.T. Preston*. We are proud to share that visitation numbers have increased nearly 20% during the first three quarters of 2023 and we expect continued growth in visitations and programing in 2024.

Beyond these structures, the Museum outreach extends to stewardship of the Bill Mitchell murals, creation of interpretive signage at significant locations, and digital platforms linked from the Museum website to more than 90,000 archived photographs, historic films, oral history recordings and online access to 110 years of local newspapers.

The Anacortes Museum provides dedicated customer service for residents and visitors while working in collaboration with community organizations with respect for our history. Each year the Anacortes Museum Collection receives more donated artifacts, creating a need for additional artifact storage and curatorial workspace. Beyond core needs, the museum partners on fundraising with the Anacortes Museum Foundation to enhance our exhibits, events, publications, and other programs.

Library

The Anacortes Public Library is an inclusive space encouraging lifelong learning, curiosity, and a sense of belonging. Whether it be a quiet place to get some work done, a place to connect with other parents with young children, or a place to attend one of the hundreds of enriching programs the library offers every year, the library is a crucial investment in the community.

The library is making every effort to keep their budget flat again this year, despite increasing utility expenses, by being mindful of technology expenses, drawing on other city departments such as the fire department to provide required CPR training, and continuing to rely on the Foundation and Friends to support crucial services loved by the community.

The Library Foundation and Friends organizations contribute over \$150,000 a year to supplement the library budget. They provide the library's only programming funding while supporting popular online resources like Hoopla which provides Audio books, eBooks, and streaming and downloadable movies. They also fund scholarship opportunities for students, and support jazz events that bring in thousands of people a year.

In 2024, the Library Foundation will continue to explore a teen area remodel. The first design and engineering step of this project has already been funded. Utilizing funding from donors like HF Sinclair, teens will see updates including expanded technology access, seating, and study space. This update is a core part of the Library's mission to create a welcoming space for all and recognizes the community's continued efforts to support our teens and young adults.

Conclusion

It is my fiscal responsibility to continuously evaluate City revenue and expenditures with a view to maintaining a strong financial position within the parameters of our fiscal policies and state law all while providing quality municipal services.

Looking forward, we continue our commitment to our community with high quality services and a balanced budget. We will always look to enhance public safety, grow smartly, improve infrastructure, be fiscally accountable, and maintain and enhance our quality of life and pursuit of happiness for all.

All the Best/Matt

- **Enhancing public safety** by strengthening the capability of police and fire departments with additional code enforcement and creative crisis response
- **Smart growth** with a clear vision that supports a variety of housing options, enhances access to waterfront, supports downtown businesses, and protects our natural resources while we monitor impacts of recent code changes with respect to density and affordability.
- **Focus on Infrastructure** by fixing our streets using innovative paving strategies and completing our exceptional fiber project that remains on a positive trajectory.
- **Fiscal accountability** that prioritizes must haves versus nice to haves, taxing only what we need, with a commitment to transparency in how we spend your tax dollars.
- **Quality of Life** by continuing to offer extraordinary services through our library, museum, senior activity center, parks, forestlands, arts, and recreation programs – services that bring our community together and support healthy, vibrant citizens.

ELECTED OFFICIALS



Mayor Matt Miller

The City of Anacortes is a code city Mayor / Council form of government operating under RCW 35A.12. City Council has legislative authority of the City and determines policy matters. The Mayor has executive authority and executes city policy. City Council is comprised of one member from each of the three wards within the city, and four at large positions. The Mayor and City Council Members are elected to four-year terms. The Council terms are structured such that Ward positions run concurrently; and At Large positions run concurrently. The Mayor's term is the same as At Large terms. The At Large position terms end 12/31/2025, and Ward position terms end 12/31/2023.

City Council members



Ward 1
Ryan Walters



Ward 2
Christine
Cleland-McGrath



Ward 3
Jeremy Carter



At Large
Amanda Hubik



At Large
Bruce McDougall



At Large
Carolyn Moulton



At Large
Anthony Young

MISSION STATEMENT

Anacortes seeks to maintain and improve the quality of life reflecting community expectations through a focus on public participation and employees-mayor-council teamwork.

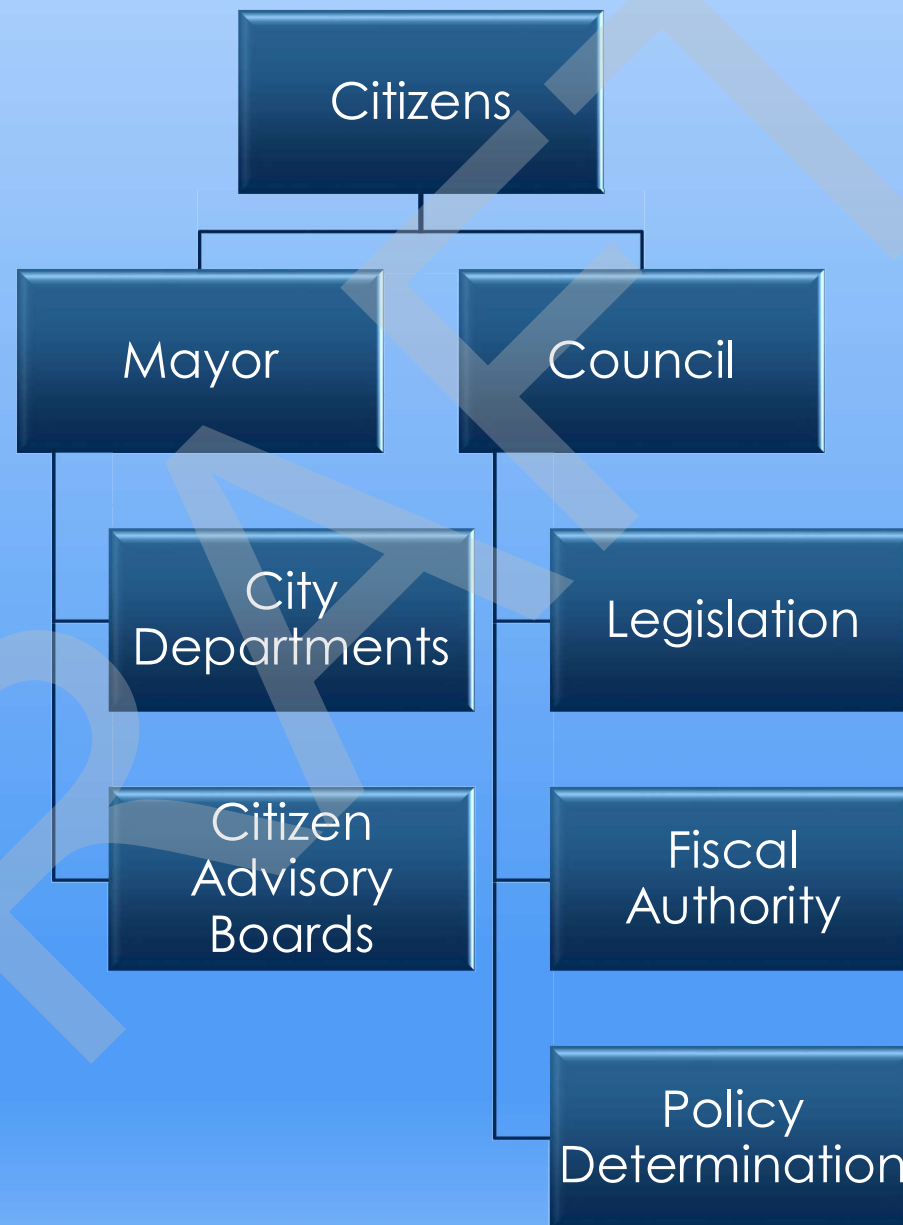
VISION STATEMENT

Anacortes is a unique, creative, vibrant and caring maritime community that supports cultural and economic diversity and vitality, balances sustainable growth with respect for our history, and protects our natural environment and public lands for future generations.

BUDGET GOALS

Mayor and Council have adopted seven broad goals that determine how the City's resources are allocated through the biennial budget process.

- Goal 1: Provide Community enrichment through quality of life services including library, recreation, museum, and cemetery services.
- Goal 2: Provide Public Safety through robust Police, Fire, EMS, and Court Services.
- Goal 3: Enable Community and Economic Development by preparing for growth and providing requirements for commerce opportunities.
- Goal 4: Provide Essential Services in the form of robust utility and transportation infrastructure.
- Goal 5: Ensure Natural Resource Sustainability by being good stewards of land, water rights, parks and forestlands.
- Goal 6: Provide Social Services in the form of health and indigent defense services of vulnerable citizens.
- Goal 7: Provide a responsible and representative government that operates transparently with public process, maintaining financial sustainability.



ORDINANCE NO. 4064

AN ORDINANCE ADOPTING THE BUDGET FOR ALL MUNICIPAL PURPOSES
AND USES FOR THE YEAR 2024

Section 1. The 2024 Budget for the City of Anacortes, Washington as established by the City Council and made available for distribution to the general public through the office of the City Clerk-Treasurer, is hereby adopted by reference.

Section 2. The total estimated revenues and appropriations for each budgeted fund and the aggregate total for all such funds combined is itemized below. Estimated revenues and expenditures include overhead accruals to the General fund from the utility funds as authorized by state law. As the City of Anacortes utilizes the Mayor in a fulltime capacity overseeing all funds including the utility funds, such accruals provide for inclusion of the Mayor's office to recover associated costs. All revenues and expenditures for all budgeted funds are summarized and set forth as follows:

Fund		2024 Revenues/ Expenditures
001	GENERAL FUND	35,633,190
101	PARKS & RECREATION FUND	2,636,807
102	GRANDVIEW CEMETERY FUND	309,855
103	PUBLIC LIBRARY FUND	1,835,174
104	STREET MAINTENANCE FUND	3,681,821
105	ARTERIAL STREET CONSTRUCTION	7,318,654
107	WASHINGTON PARK FUND	340,561
108	PARKS CAPITAL IMPROVEMENT	1,620,000
109	AFFORDABLE HOUSING	639,997
112	DEVELOPMENT IMPACT FEE	257,000
113	ACFL MANAGEMENT FUND	41,864
135	TOURISM FUND	559,367
335	REET	2,141,000
401	WATER FUND	19,337,327
440	SEWER FUND	20,565,165
445	STORM DRAINAGE FUND	2,288,880
450	SANITATION FUND	6,775,331
501	EQUIPMENT RENTAL FUND	3,697,492
	Total	109,696,038

Section 3. The City Clerk-Treasurer of the City of Anacortes is hereby authorized to transmit a complete copy of the final budget, as herein above adopted by reference, to the

Division of Municipal Corporations in the Office of the State Auditor, to the Association of Washington Cities, and to the Municipal Research & Services Center of Washington.

Effective date. This Ordinance shall take effect from and after five (5) days after its passage and publication, as required by law.

PASSED AND APPROVED this 11th day of December 2023

CITY OF ANACORTES, WASHINGTON

By: _____
Matt Miller, Mayor

ATTEST

Steven D. Hoglund, City Clerk

APPROVED AS TO FORM

Darcy J. Swetnam, WSBA # 40530
City Attorney

ORDINANCE NO. 4061

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ANACORTES,
SETTING THE CITY'S YEAR 2024 PROPERTY TAX LEVY

WHEREAS, the City Council of the City of Anacortes does attest that the population of the City of Anacortes is more than ten thousand; and

WHEREAS, pursuant to RCW 84.55 the City Council approved Resolution 3103 on December 5, 2022 which authorized a public vote for a one time permanent levy lid lift to be held at a special election on April 25, 2023 special election, and

WHEREAS, the lid lift amount authorized by the City Council was for a one-time permanent levy lid lift of .36240 per \$1,000 of assessed value which increased the property tax levy rate to a new total of 1.34335 per \$1,000 of value, and

WHEREAS, the voters of the City of Anacortes did approve by a 67.74% majority of voters as certified by Skagit County Elections Department on May 5, 2023, a one-time permanent levy lid lift of .36240 per \$1,000 of assessed value to a total new rate of 1.34335 per \$1,000 of value, and

WHEREAS, in previous budget years the City Council's consideration of property tax was limited to a 1% property tax increase over the prior year's actual levy, the property tax levy for budget year 2024 must be implemented at the millage approved by the voters; and

WHEREAS, pursuant to RCW 84.55.120 the City has held a public hearing on October 23, 2023, on the City's 2024 revenue sources, which include an increase in property tax which is from the one-time levy lid lift approved by the voters which fixed the new property tax rate at 1.34335 per \$1,000 in assessed value, and

WHEREAS, after hearing and after duly considering all relevant evidence and testimony presented, the City Council has determined that the City of Anacortes requires an increase in property tax revenue from the previous year which will be determined by the new property tax rate of 1.34335 per \$1,000 of value.

NOW THEREFORE, the City of Anacortes does ordain:

Section 1: the City Council of the City of Anacortes does hereby fix and establish for 2024 a property tax rate as determined by the City of Anacortes voters at 1.34335 per \$1,000 of assessed value, which will establish a levy for 2024 in the amount of \$8,827,912.

Section 2: Effective date. This Ordinance shall take effect from and after five (5) days after its passage and publication, as required by law.

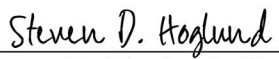
ADOPTED, at the regular meeting of the City Council of the City of Anacortes, this 20th day of November 2023, by a majority of the members.

City of Anacortes, Washington

BY:


Matt Miller, Mayor

ATTEST:


Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:


Darcy Swetnam, WSBA #40530
City Attorney

FINANCIAL MESSAGE

Dear Reader:

The annual budget of the City of Anacortes for 2024 is hereby submitted.

BUDGET SUMMARY

The proposed budget for all funds totals \$109,696,038 for 2024. The budgets break down between operating and capital funding in the following manner:

	2024	% of Total
Operating	74,557,891	68%
Capital	35,138,147	32%
Total Budget	109,696,038	100%

The City’s budget has salient decreases in 2024 over the prior budget in several areas.

The 2023 CFP budget authorized the sewer plant outfall replacement. This project has been removed from the 2024 budget but is expected to being in early 2024.

The Fire / EMS department includes \$1.675 million for a ladder truck in the 2024 budget, as in the 2023 budget, due to issues outside of the City’s control. The delivery milestone was extended beyond the prior budget year due to part shortages, excess demand, and supply chain issues that affected many other vendors in addition to fire equipment. The reasoning and financing strategy remain the same as in budget year 2023. The ladder truck currently in use was obtained from a donation made by a refinery in 1999, and at that time was not incorporated into the City fleet financing strategy, in that future replacement costs were not budgeted and set aside. The City plans on using the State Treasurer LOCAL program to fund the purchase, which will provide a 10-year, low interest, fixed rate loan. The financing strategy at this point is for the Fire department to continue to budget for the loan payment for the following 10 years after the loan is paid off and set that money aside for the future replacement of the new Ladder truck, which effectively incorporates the new ladder truck into the fleet financing schedule.

The Fiber department continued its expansion in 2024 relying on cash reserves and a grant from Skagit County for resources and is again budgeting to continue that expansion with \$4 million in capital spending, offset with debt resources.

In 2023 the overlay program was funded at \$2.4 million. For 2024, staff is proposing to return to the annual \$1.8 million level of funding.

CAPITAL BUDGET

As a result of the State’s Growth Management Act, the City complies with state law by formal adoption of a six-year Capital Facilities Plan (CFP) at least every other year. The Plan identifies the demands placed upon the City associated with growth and presents estimated budget impacts in the form of street improvements, upgraded water, sewer, and storm drain services, additional park and recreation facilities, and increased fire and police protection. The CFP presents only those major public improvements that are viewed as most urgently needed within the next six years. However, these public improvements still require public hearings, environmental review, and budget decisions.

The 2024-2029 CFP identified projects (utility and governmental) at an estimated total cost over the six-

year planning horizon of \$258,526,811. Most of the funding would be financed through the present income streams of property, sales, utility, and excise taxes, as well as user fees and impact fees. Any additional amounts of funding could come from grants, private developer's contributions, revenue bonds, and Public Works Trust Fund Loans.

The City's CFP can be viewed at <https://www.anacorteswa.gov/175/Capital-Facilities-Plan-CFP>

Capital projects listed in this annual budget are also found in the CFP, particularly the projects found in the Governmental funds that rely on Real Estate Excise Tax (REET) and Impact Fee funding as the revenue sources. The following departments all have REET as revenue sources to support capital projects: Facilities (Fund 001.713) \$300,000; Parks Capital (Fund 108) \$405,000; Road Maintenance (Fund 104) \$1,000,000; Road Construction (fund 105) \$436,000.

In the Utility funds, the Water Fund has \$5,795,982 in capital budgeted in 2024, the largest project is pipeline replacements at a budget of \$1,543,000.

The Sanitary Sewer fund has \$11,631,000 in capital budgeted in 2024, the largest of which is \$4,500,000 to construct a new CSO pump station.

The Storm Sewer fund has \$530,000 budgeted for storm system upgrades and detention pond maintenance.

The Equipment Rental and Reserve fund has \$275,000 budgeted in 2024 to upgrade the upper parking lot of the city maintenance facility.

GOVERNMENTAL ACCOUNTING

Governmental accounting/budgeting differs from that practiced by private business in that it utilizes the FUND concept. Each fund of the City is a separate accounting entity. In certain cases, money is appropriated (budgeted) and paid from one fund for services performed and appropriated by another fund. For example, the utility funds receive payment for water, sewer, and garbage services that are provided to other funds within the city, such as the Library and Parks funds.

OPERATING TRANSFERS are used to re-allocate revenue between funds. Operating transfers are typically used to distribute interfund payments, real estate tax, and impact fee revenues to the appropriate expenditure accounts. This allocation results in a 'double budgeting' effect that inflates the total city budget:

	2024 Budget
General Fund	\$ 300,000
Parks & Recreation Fund	10,000
Street Maintenance Fund	1,000,000
Arterial Street Construction	693,000
Parks Capital Improvement	405,000
Total	\$ 2,408,000

	2024 Budget
Development Impact Fee	\$ 257,000
Tourism Fund	10,000
Growth Mgmt Capital Imprv Fund	2,141,000
Total	\$ 2,408,000

The EQUIPMENT RENTAL FUND, also known as the ER&R Fund, provides equipment rental services to maintain the city's fleet equipment. The ER&R fund increases government efficiency by giving the city a way to allow expensive equipment and supplies to be 'rented' to other departments. The fund operates by setting rates to cover all costs associated with the operation of the fund including:

1. Expenses for maintenance and operation (employee wages, building rental, equipment, equipment repair, supplies etc).
2. Depreciation of equipment
3. Surcharge for equipment replacement
4. Corrections for prior year charges

The ADMINISTRATIVE departments in the General Fund (executive, legal, human resources, finance) spend varying portions of their departmental resources to help administer the proprietary funds. There are efficiencies in the Utility funds not hiring their own staff to perform those administrative duties, however the water, sewer, storm, sanitation and equipment rental funds are still required to reimburse the General Fund for those services. In the case of the City of Anacortes, the Mayor's expenses are also included in those administrative expenses that are repaid by the utilities, as there is not a city manager, and the Mayor is effectively the executive manager of those departments.

DATA PROCESSING charges are accounted for within the city's General Fund to recover the expenses of the Information Technology (IT) Department. The IT Department supports the city by providing technical support to maintain and upgrade the city's data processing network. IT expenses include wages and benefits, software maintenance, individual and network hardware upgrades and other tools and equipment, network software upgrades and equipment reserve. The charges are distributed to each department based on the number of devices connected to the network. Project-specific expenses are charged directly to the benefiting department.

SPECIAL SALES TAX revenues have been approved for two initiatives by City voters in recent years, that are receipted into the City, and passed through to other agencies for their use, as authorized by interlocal agreements approved by City Council. Those monies are recorded as revenues when received, and then recorded as expenditures when passed on to those agencies, but are not actually expended by the City. There are three such revenues: 3/10ths of one percent for Public Safety that goes to the County for the County Jail; and 1/10th for Affordable Housing options that are split between the Anacortes Housing Authority, and the Anacortes Family Center, that both have affordable housing options that are supported by these monies.

The above-described processes create a 'double budget' effect from the expenses charged to, and revenues collected from, other City departments. The double budget effect inflates the overall city budget by the following amounts:

DOUBLE BUDGET EFFECT	
Administrative Overhead	1,248,660
Public Safety Tax	1,314,999
Data Processing	1,578,646
Affordable Housing	639,997

Equipment Rental	3,158,644
Operating Transfers	<u>2,408,000</u>
	10,348,946

ECONOMIC CONDITION AND OUTLOOK

For the City of Anacortes, the year ending 2023 exceeded expectations from several economic standpoints, with several revenue streams exceeding budgeted expectations. The one area of slowdown that occurred in 2022 was the sale of existing homes slowing to levels not seen since the City was coming out of the Great Recession. This trend as well as a decrease in new construction has continued.

Property tax in 2024 is budgeted at \$8,387,000, a 49% increase over the 2023 actual property tax receipts. The City’s property tax levy increased to \$1.34/1000 of assessed value due to the voter approved levy lid lift.

Sales tax revenue continued to provide strong receipts in 2023, totaling \$4,002,319 at time of publishing. For 2024 Sales Tax is budgeted at \$5,349,971; this amount was estimated as 95% of the full year’s receipts, when calculated based on actual receipts in August of 2023. During the Covid years of 2020 and 2021, the sales tax generated from use of electronic retail sales platforms increased over prior years. This increased use continued through 2023 and continues to be one of the top sales tax generating segments. Also generating strong sales tax in 2023 were restaurants and hospitality.

Utility tax revenues increased again in 2023, totaling \$4,044,836 as of November 2023. Utility tax is made up of tax on the City’s public utilities of water, sewer, storm drain, and solid waste; as well as on the private utilities of electricity, natural gas, phone service, and cable TV. For several years the private utility tax collection has been flat or decreasing. In 2022 it rose 12.3% on significant increases in natural gas and electricity costs, leading the entire revenue stream. The 2024 budget is set at \$5,023,495, as slight increases in both categories are expected in the coming year.

Real Estate Excise Tax (REET) totaled \$1,321,692 in 2023, which was a decrease of 15%. However, it is noted that existing home sales (from which REET is generated) fell from 455 units in 2021 to 353 homes sold in 2022, a decrease of 22%. Home sales continued to decrease in 2023.

2023 showed a lot of economic strength in several areas as indicated above, but saw continued challenges with inflation, and increasing interest rates that appear to have possibly effected the secondary home sales market and are now also affecting the new construction market.

The high levels of inflation that continue may present challenges with increased staff costs. Increased interest rates could bring financing challenges to the City, as it looks to obtain debt to fund 7.8M in capital costs budgeted for the City’s Broadband buildout.

DEBT OBLIGATIONS

The City of Anacortes is currently holding three types of debt:

1. General Obligation, or GO debt, secured by the full faith and credit of the City’s taxing authority.
2. Revenue debt, which is issued through the City’s utilities and is secured by those utility revenues, derived from charges to customers for the utility service provided.
3. Refunding debt, which are bonds that are issued at a lower rate of interest than the bond it is replacing, thereby saving money to the city. Refunded debt is secured by the same means as the instrument it is replacing.

The City has a \$4.5 million line of credit that was drawn on in 2021 to support the Fiber department's broadband capital buildout; the line of credit is a GO debt, secured by general government revenues. It has a fixed interest rate of 1.75%, and interest only requirements until its maturity of January 31, 2024.

The City has Revenue debt which was issued to support capital activities in both the Water and Sewer utilities. As of December 31, 2023, the City holds \$37.4 million in revenue debt in the Water utility and Sewer utility. Detailed information on the City's debt can be found in the Long-Term Debt section of this Budget Book.

As prescribed by statutes of the State of Washington, the unlimited tax general obligation indebtedness permitted for cities, subject to 60% majority vote of qualified electors, is limited to 2.5% of assessed valuation for general purposes, 2.5% for open space/park facilities, and 2.5% for utilities. Non-voted (limited tax) general obligation indebtedness is limited to 1½% of assessed valuation. The combination of unlimited tax and limited tax general obligation debt for all purposes cannot exceed 7.5% of assessed valuation.

The Moody's rating agency reviews the City's financial position and issues ratings on both the General Obligation and Utility System of the City. The current GO rating from Moody's is Aa3, and the current Utility System rating is A1.

Respectfully submitted,

CITY OF ANACORTES

Finance Manager
Philip Steffen

USER'S GUIDE TO THE BUDGET

The main purpose of this document is to present to City Council, the public, and city staff a clear picture of the services the City plans to provide during the next budget period. The budget reflects the Mayor's and City Council's approach to execute the operative mission of the City of Anacortes. The document enables the public to gain a detailed look at what financial resources are necessary and have been allocated to carry out this objective. City staff have a quick reference to what resources are available to them for their assignments. Thus, a major purpose of the Budget is to provide a financial and operating plan that conforms to the City's accounting system.

The budget also explains the organizational and reporting structure of the City. Overall, this budget is presented by departments. Beginning with the General Fund (fund number 001). There are included the following 15 departments: Legislative, Executive, Judicial, Finance, Information Systems, Human Resources, Planning & Community Development, Legal, Fiber, Police, Fire, Museum, Engineering, Facilities, and Resource Conservation. Some departments, where additional accountability and ease of review are desired, have their own fund, such as the Library, which is a single department that has its own fund.

Other departments may include several funds, such as the City Parks Department, which has Fund 101 Parks and Recreation, Fund 102 Cemetery, Fund 107 Washington Park, Fund 108 Parks Construction, and Fund 113 Anacortes Community Forestlands (ACFL). Public Works is another department that has multiple funds, including Fund 104 Road Maintenance, Fund 105 Road Construction, and four utility funds (Funds 401 Water, Fund 440 Sanitary Sewer, Fund 445 Storm Sewer, and Fund 450 Solid Waste), and an Internal Service fund, Fund 501 Equipment Rental and Revolving (ERR). The level of detail reported for each fund depends upon the nature of the activity carried out.

It is important to bear in mind that the City's organizational structure does not necessarily match its fund structure. As illustrated above, the Public Works department, for example, has one Director, who oversees functions in the general fund, special revenue funds, enterprise funds and internal services fund. These activities are grouped together under the Public Works department.

The Table of Contents provides an easy way to locate specific information, or areas of interest.

Budget Policies and Procedures

OVERALL BUDGET

The budget is a performance, financing and spending plan agreed to by the Mayor, City Council, and Department Directors. It contains information and data regarding expected revenues, expected expenditures and expected performance.

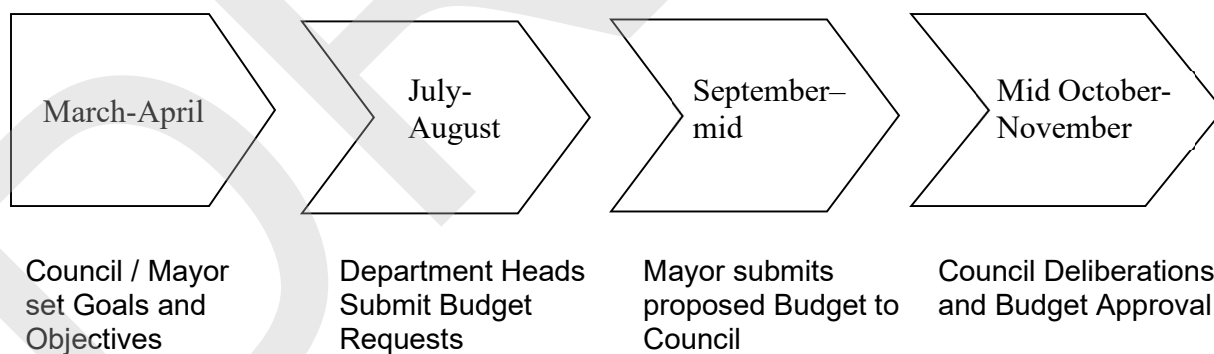
The City adopts a balanced budget for all funds. A balanced budget for operating funds means ongoing operating program costs do not exceed the amount of ongoing resources to finance those costs. The ongoing resources will be identified along with new program costs including impact from new capital projects. Any available carryover balance will only be used to offset one-time or non-recurring costs. Balanced budget for non-operating funds means total resources equal to or exceed total uses.

The City shall maintain the fiscal integrity of its operating, debt service, and capital improvement budgets which provide services and maintain certain public facilities, streets and utilities. It is the City's intent to maximize the level of public goods and services while minimizing the level of debt.

As a comprehensive business plan, the budget shall provide the following critical elements recommended by the Government Finance Officers Association: public policies, financial plan, operations guide, and communications device.

BUDGET PROCESS

The Finance Department is responsible for coordinating the overall preparation of the City's annual operating budget. To this end, the Finance Department issues budget instructions, conducts budget preparation training sessions, and communicates regularly with all city departments.



The budget process for the City of Anacortes is a year-round activity. Formal budget planning begins in mid May when budget worksheets, manpower reports, instructions and other materials are provided to the departments.

From June through August, staff in each department is responsible for developing annual departmental operating budgets that meet the general policy direction provided by City

Administration. Departmental budgets are due mid August. During the same time, the Finance Department develops and updates revenue estimates for the coming year. These estimates are further refined in September.

Beginning in August, the Mayor meets with representatives from Finance and other departments to discuss specific changes to departmental budgets. By October 1st, a balanced preliminary budget is typically completed and submitted to City Council.

In mid October, public study sessions are held during the time City Council is deliberating on the preliminary budget proposal. A formal public hearing consistent with RCW budgeting requirements is generally held the first part of November. City Council, by a majority vote of its members, must adopt the final operating budget by ordinance by December 31st. If a 1% property tax increase is authorized by Council Resolution, that must be submitted to the County by November 30th; if the budgeting process is complete by that point the budget ordinance will be adopted at the same time. The budget is effective January 1. The budget can be amended after it is adopted by an ordinance of the City Council.

BUDGET RESPONSIBILITY

Department heads have primary responsibility for formulating budget proposals in line with City Administration priorities and for implementing approved budgets.

The Finance Department is responsible for coordinating all aspects of the budget process on behalf of City Administration, such as analyzing departmental budget information, preparing budget revenue estimates, assembling the budget document, financial monitoring, and fulfilling reporting requirements once the budget is adopted.

Throughout the year, the Finance Department assists department heads in identifying budget problems, formulating solutions and alternatives, and implementing corrective action approved by the City Administration.

DEVELOPING THE OPERATING BUDGET POLICIES

City staff members develop annual operating budget proposals after receiving guidance from City Administration. The budget determines what services the City will provide, the level of these services, and how funds will be provided to finance these services. Recognizing the importance of these decisions, the following statements reflect the principles and priorities the city staff uses in preparing the budget.

REVENUE

General Revenue Policies

The City shall maintain a diversified and stable revenue system to shelter public services from short-run fluctuations in any one revenue source.

Revenue forecasts shall be conservative, thus minimizing the possibility that economic and political (e.g. voter-passed initiatives) fluctuations could imperil ongoing service programs during the budget year.

Intergovernmental Revenues

All potential grants shall be carefully examined for matching requirements.

One-time Revenues

One-time revenues will be used only for one-time expenditures.

One-time revenues will be used only after examining whether they are subsidizing an imbalance between operating revenues and expenditures, and then only if a long-term forecast shows that the operating deficit will not continue. The City will avoid dependence on temporary revenues to fund mainstream municipal services.

Property Tax Revenues

The City depends on the County to maintain a very high tax collection rate, currently at roughly 99%.

User Fees

User fees shall be imposed to cover the cost of specific services used by select or narrow segments of the community. Fees may be set at levels sufficient to cover the entire cost of service delivery, or the service may be subsidized as determined by Council.

Enterprise Fund Revenue

The City shall set sewer, water, storm drain, solid waste, and other rate structures to adequately insure that these enterprise funds remain firmly and separately self-supporting. Rate structures must support the direct and indirect costs of operations, capital plant maintenance, debt service, depreciation, and moderate system extensions.

EXPENDITURES

General Expenditure Policies

All department heads shall share in the responsibility for looking at the long-term financial viability of the City, developing spending trends, projecting incomes, and educating themselves and employees on the disparity between revenues and expenditures.

The City of Anacortes seeks to provide quality service programs. If expenditure reductions are necessary, complete elimination of a specific service is preferable to lower quality programs.

Department heads are encouraged to help employees better see the "big picture" of City government to increase teamwork.

The City shall consider the impact of growth on the fiscal viability of the City and adopt appropriate policies and strategies to deal with this issue.

An appropriate balance shall be maintained between budget dollars provided for direct services to the public and dollars proved to assure good management and legal compliance.

All expenditures must be made only after appropriate approvals have been attained, city and state purchasing requirements have been met and appropriation through the budget process has been approved.

High priority shall be given to expenditures that will reduce future operating costs such as increased utilization of technology and equipment, and more prudent business methods.

Departmental budgets shall be prepared in a manner to reflect the full cost of providing services. Estimated direct costs of services shall be budgeted in and charged to the service performing fund. Interfund service fees shall be charged to recover any direct costs, and shall be recognized as revenue to the providing fund. A standard allocation formula for distributing general overhead to the enterprise and internal service funds shall be utilized for consistency and fairness. This allocation includes the Mayor's time, as it is a fulltime position that is responsible for overseeing all funds and departments.

All externally mandated services for which funding is available shall be fully costed out to allow for complete reimbursement of expenses.

Before the City enters any agreements that would create fixed ongoing costs, the financial implications of such agreements shall be fully determined for current and future years.

Organizations that are not part of the City, but which receive non-obligatory funding from the City, shall not have their existing budgetary allocation carried forward from year to year unless expressly authorized and directed by City Administration.

Budget procedures that fund current expenditures at the expense of future needs shall be avoided.

Personnel

Emphasis shall be placed on improving productivity rather than adding to the work force. Productivity improvement programs shall be initiated in all labor-intensive departments.

Additional personnel shall be recommended only after needs have been thoroughly documented and it is substantiated that the new employee is critical to the operation of the City. Prior to hiring, any additional budgeted personnel shall require final, formal approval by the Mayor.

All compensation negotiations shall focus on total compensation: Direct salary plus employer share of fringe benefits.

Maintenance and Replacement

The budget shall provide sufficient funding for adequate maintenance and orderly replacement of capital plant and equipment.

Future maintenance needs for all new capital facilities shall be fully costed out.

Land

Whenever feasible the acquisition of property shall be in advance of need, to provide for future public facilities.

Pensions

The budget shall provide for adequate funding of all retirement systems.

Reserves

The City has implemented a fund balance fund policy authorized by Council Ordinance 2995, which dictates that an Economic Stabilization Reserve Fund is established in the General (Current Expense) Fund that has a targeted balance equal to 20% of the annual expenditures of the following City's governmental funds: 001, 101, 102, 103, 104, 107, and 110. The use of the fund requires approval of a majority plus one of City Council members.

CAPITAL IMPROVEMENTS

The City shall maintain a multi-year (6 year) Capital Facilities Plan (CFP) and update it at least bi annually. All capital improvements shall be made in accordance with the adopted plan. The CFP shall be developed in conjunction with the budget to insure that all operation and maintenance costs associated with new capital improvements are adequately funded. The City shall maintain all of its assets at a level adequate to protect the City's capital investment and to minimize future maintenance and replacement costs.

AMENDING THE BUDGET

When the Mayor/City Council determines that it is in the best interest of the City to increase or decrease the appropriation for a particular fund, City Council may do so by ordinance approved by a simple majority. The Mayor is authorized to transfer budgeted amounts between departments within any fund. The Mayor is also authorized to transfer budgeted amounts between programs within any department.

BUDGET PRACTICES

Revenue projections are prepared for each revenue source based on an analysis of past revenue trends and current fiscal conditions, as well as information about changing economic or commercial activities in the community. The City shall annually review all revenue schedules, including taxes, rates, license fees, user fees, and other charges to insure that these revenue collections are kept current. Regular reports comparing actual to budgeted revenues shall be prepared by the Finance Director and presented to the Mayor and City Council.

The Finance Department and City Administration together create a list of parameters for departments to follow when preparing base budgets. These parameters include items such as allowable growth in Operations and Maintenance (O&M), changes in staffing due to workload increases/decreases, utility rate increases, adjustments for inflation, and other effects that will cause changes in expenditures. The Finance Department budgets all non-departmental contributions and projects separately based on the unique requirements of each program.

Separate from this process, the departments prepare schedules of new program requests for the upcoming budget period. Individual budget requests are presented for each different local service or function. Currently existing services compete directly with new program requests during the budget evaluation process. Existing services do not receive greater support merely because of their historical standing. After all base expenditures are calculated, and new programs are summarized, City Administration balances the budget by selecting new programs to add, and selecting current services to discontinue.

GOALS FOR IMPROVING BUDGET POLICY

Position Control

Assist the Administration and Human Resources departments with developing and maintaining centralized position control to assure that salary commitments do not exceed budgeted amounts.

Financial Condition

Complete evaluation of City's Financial Condition.

Budget Document

Continue fine-tuning of this budget document format to better inform the citizens of Anacortes and to the many other users as well.

BUDGET CONTROL

The City maintains budgetary controls in accordance with the Revised Code of Washington (RCW 35A.33). All budgets are controlled on a departmental basis. City budgets are legally adopted and controlled on a cash basis.

BUDGETARY ACCOUNTING

According to the Washington State Auditor's Office all general (current expense), special revenue and proprietary (enterprise and internal service) funds must have appropriated budgets. Debt service, capital project, and trust fund budget requirements are met by the continuing appropriation contained in the enabling ordinance or resolution. These funds do not need annual appropriated budgets, however, the City, to give greater visibility and understanding, may budget these funds. The City may also budget its fiduciary pension trust fund.

BUDGET ACCOUNT CLASSIFICATIONS

Fund Accounting

The City of Anacortes utilizes (for all funds) the Budgeting, Accounting, Reporting System (BARS) for GAAP compliant cities in the State of Washington as prescribed by the State Auditor's Office. Emphasis is placed on programs and services of what the City attempts to accomplish rather than upon objects or individual services to be paid.

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The City uses governmental, proprietary and fiduciary funds. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate.

Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped as follows:

GOVERNMENTAL FUNDS

Governmental funds are accounted for on a spending measurement focus. This means that only current assets and current liabilities are generally included on their balance sheets. Their reported

fund balance (net current assets) is considered a measure of "available expendable resources." Governmental fund operating statements focus on measuring changes in financial position, rather than net income; they present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

General Fund - The General Fund, also known as the Current Expense Fund, is the general operating fund of the City. It accounts for all financial resources and transactions except those required to be accounted for in another fund. The activities of fire and police service, legal services, general administration, and other general activities are included.

Special Revenue Funds - Special Revenue Funds account for the proceeds of specific revenue sources (other than expendable trusts, or for major capital projects) that are legally restricted to expenditures for specified purposes. The activities of parks & recreation, cemetery, library, streets, tourism and community development are included here.

Debt Service Funds - Debt Service Funds account for the accumulation of resources and the payment of general long-term debt principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the government is obligated in some manner for the payment.

Capital Projects Funds - Capital Projects Funds account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds).

PROPRIETARY FUNDS

Proprietary funds are accounted for on a capital maintenance measurement focus. All assets and all liabilities (whether current or non-current) associated with their activity are included on their balance sheets. Their reported fund equity (net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund operating statements present increase (revenue and gains) and decreases (expenses and losses) in net total assets.

Enterprise Funds - Enterprise Funds account for operations

(a) which are normally financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or

(b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Enterprise funds include the Water Utility, Sewer Utility, Storm Drain Utility, and Solid Waste Utility.

Internal Service Funds - Internal Service funds account for the financing of goods or services provided by one department to other departments of the City on a cost reimbursement basis. The only current internal service fund is that of Equipment Rental.

FIDUCIARY FUNDS

Trust Funds - Trust Funds account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. The City's only Trust fund is the Firemen's Pension Fund.

DRAFT

REVENUE SOURCES

GOVERNMENTAL FUNDS

Fund Balances

Technically, a fund balance is the difference between assets and liabilities of a governmental fund. However, for budgetary purposes, the City defines balances as equivalent to "Cash on Hand at the Beginning of a Year". Fund balances therefore are estimated amounts of cash needed to carry over to balance a fund's budget where estimated expenditures exceed estimated revenues. Where a negative fund balance amount is recorded in the budget it means estimated resources exceed estimated expenditures, resulting in excess fund balance.

Taxes

Property Tax

The County Treasurer acts as agent to collect property (real and personal) taxes levied in the County for all taxing authorities. The City may levy up to \$3.60* per \$1,000 of assessed valuation (A.V.) for general governmental services (RCW 84.52.043), subject to two limitations:

- 1) Regular property tax levy increases to 1%, unless a city chooses to submit a voter-approved levy lid lift. (In early November of 2007 the Washington State Supreme Court ruled that I-747 [which limited property tax increases to 1% annually] was unconstitutional. A special session of the state legislature was called that same month, and in late November of 2007 House Bill 2416 reinstated the 1% cap on property tax increases.)
- 2) The Washington State Constitution limits the total regular property taxes to 1% of assessed valuation or \$10 per \$1,000 of value. If the taxes of all districts exceed this amount, each is proportionately reduced until the total is at or below the 1% limit.

Voters may approve excess property tax levies over the constitutional and statutory limits for a number of years to pay off general obligation bonds (debt) for construction, or a single year levy (two years for school districts) for general operating purposes. The constitution requires 40% of voter turnout in the previous general election and a 60% favorable majority vote (RCW 41 & 84).

Levy Lid Lift

Cities that are levying property taxes at a rate lower than the statutory maximum can ask the voters to lift the levy lid by more than 1%. A simple majority vote is required (RCW 84.55.050). The purpose for which the money will be used does not need to be specified.

Even cities that are currently levying their statutory maximum rate can ask the voters to raise their rate for one year (RCW 84.52.052). Referred to as an O & M (operations and maintenance) levy. The proposition must be approved by 60% of those voting and the total number of voters must be at least 40% of those voting in the most recent general election. As with the levy lid lift, the purpose for which the money will be used does not need to be specified.

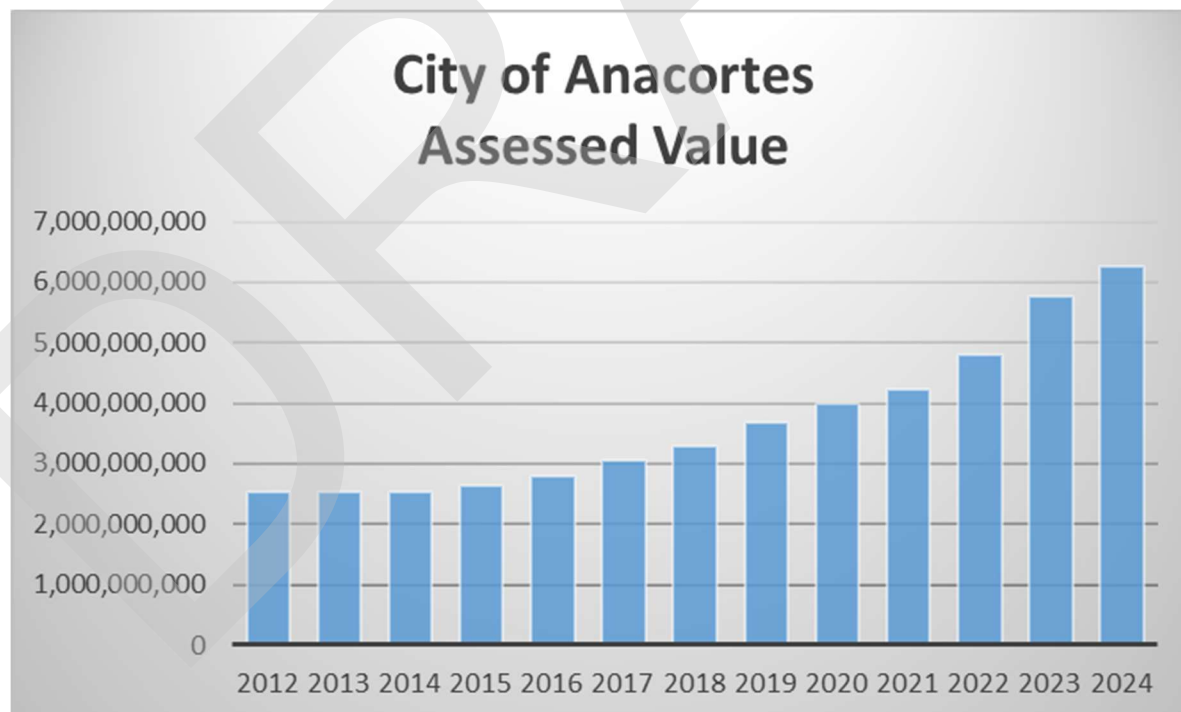
* The City, having a Firemen's Pension Fund, is allowed an additional \$0.225/\$1,000 A.V., (RCW 41.16.060), which the City has not yet chosen to use.

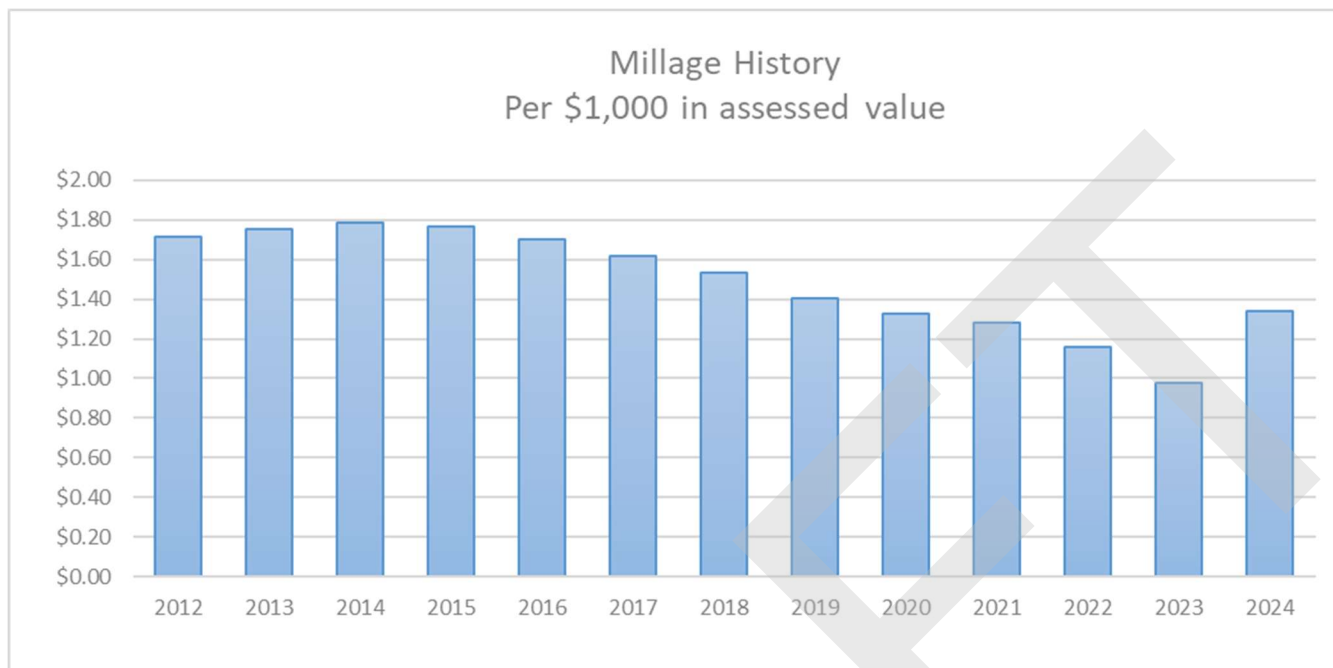
Property taxes are due on April 30 and October 31. This means that the bulk of property tax revenue is received in May, June, November and December. The County Treasurer collects all property taxes and transmits the City's portion on the 10th day of the month.

Property Tax Levy Rates

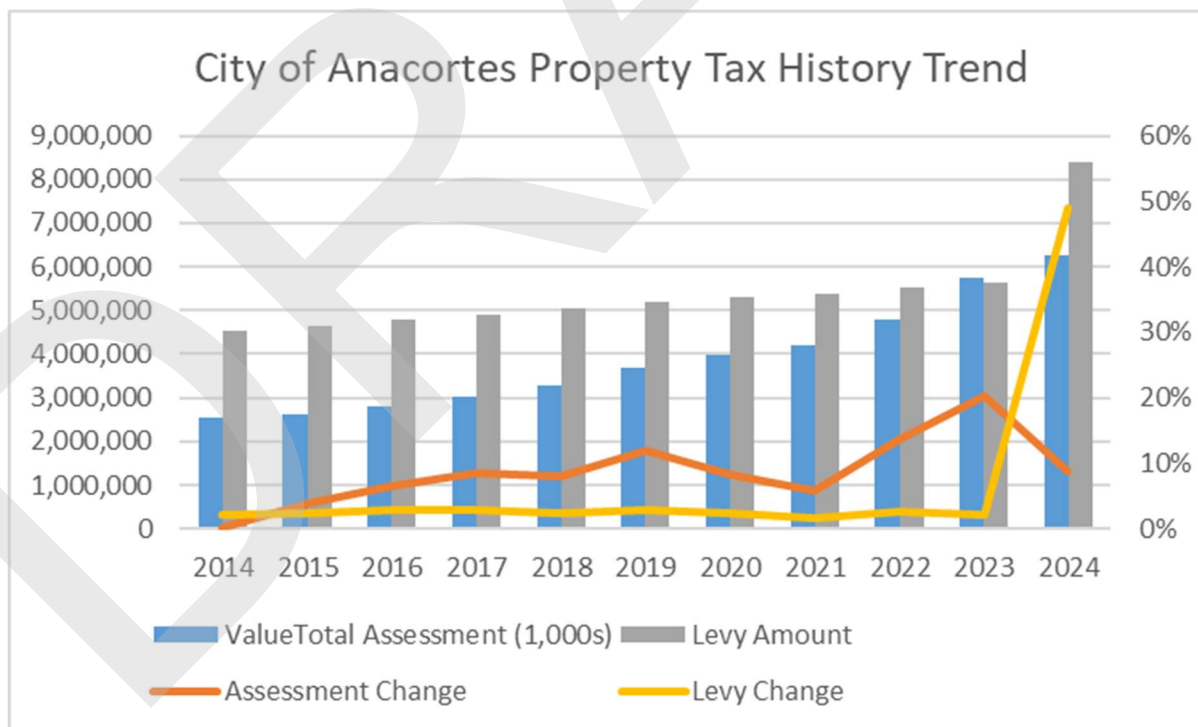
The following charts show for a twelve year period (2014-2024) the City's assessed valuation changes and the City's basic levy rate changes relative thereto:

	Millage	Value	Levy Amount
2012	1.7115	2,540,100,468	4,345,586
2013	1.7522	2,532,928,182	4,438,208
2014	1.7874	2,535,867,557	4,532,660
2015	1.7639	2,631,896,915	4,642,472
2016	1.7048	2,802,600,923	4,777,878
2017	1.6167	3,042,165,745	4,918,345
2018	1.5315	3,289,763,092	5,038,278
2019	1.4062	3,681,764,163	5,177,370
2020	1.3289	3,985,572,170	5,296,453
2021	1.2781	4,213,585,262	5,385,680
2022	1.1607	4,785,505,751	5,523,241
2023	0.9800	5,758,266,074	5,648,034
2024	1.3400	6,258,633,649	8,407,536



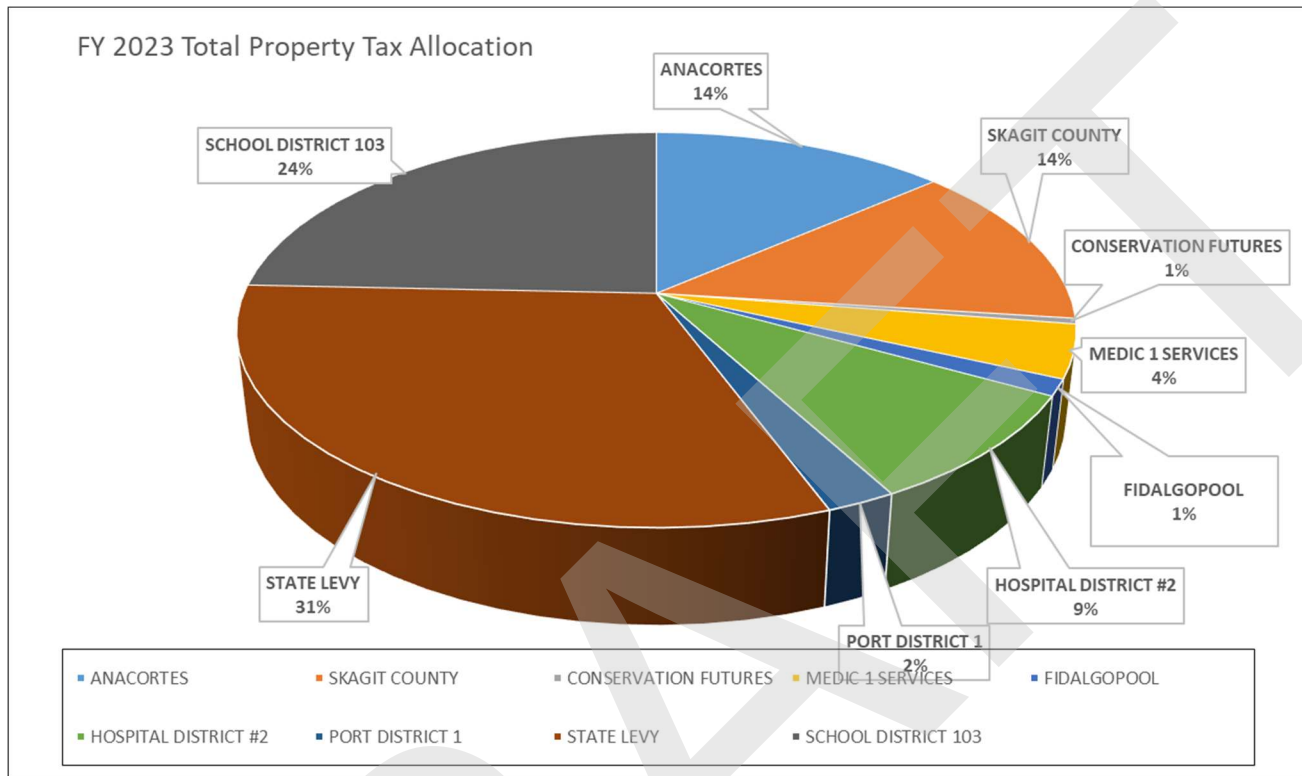


The following chart shows a 10 year trend of the City's property tax assessments against the property tax levy, and calculated millage:



The following chart shows a comparison of the City's tax levy relative to all other entities making

up the total tax levy for the citizens of Anacortes, including the City. These other entities are: State, School District, County (which includes Conservation Futures), Fidalgo Pool, Port, Emergency Medical Services (Medic 1), and Hospital.



B. Retail Sales and Use Tax

As of January 1, 2023, sales tax (RCW 82.14.030) in Anacortes is 8.8%. Of this, the largest portion, 6.5% goes to the State. The local share for general use is 1%; of that 1.0%, 0.15% goes to the County, and an approximate .01% administrative charge is kept by the State, so the City actually receives a net of .84%.

Additionally, there is 0.1% that goes to the County and is distributed back to the cities to be used strictly for criminal justice purposes; another 0.4% is for the Skagit County Public Transportation Benefit Area Authority (Skagit Transit); 0.1% goes to the County for chemical dependency treatment and mental health; 0.1% is to provide funds for costs associated with emergency communication and facilities (911 call center).

In 2013 the City of Anacortes entered into an Interlocal agreement with Skagit County and the other three largest Cities in the County, Sedro Woolley, Burlington, and Mount Vernon, to pool the .3% sales tax allowed under RCW 82.14.450. This .3% is restricted for Public Safety, and was authorized with a vote of Skagit County voters in August of 2013.

In 2018 54.9% Anacortes of voters approved a 2/10ths sales tax increase, the revenues from which would be used to help fund the City's Street Overlay program. The vote was pursuant to RCWs 36.73.040(3), 36.73.065, and 82.14.0455, and is effective for a period of 10 years, unless otherwise extended by voters for another period not to exceed 10 years.

In the February 11, 2020 special election, the citizens of the City of Anacortes authorized by a 55% voter approval rate to increase sales tax by one tenth of a percent (.1%) the proceeds from which will fund an Affordable Housing Program. The City will partner with the Anacortes Housing Authority, and the Anacortes Family Center to construct three affordable housing facilities. The sales tax is authorized under RCW 82.14.530, and went into effect July 1, 2020; the vote also enabled a sales tax credit from the state, the proceeds of which are to be used in the same manner. The State tax credit expires after 20 years; the sales tax has no sunset clause.

Sales tax is imposed on all retail sales of personal property except retail for food products consumed off premises and prescription drugs (there are other minor exemptions).

On purchases made out-of-state by Washington residents, the sales tax has to be paid when the item(s) are put to use in Washington. It is then called a "use tax" because the item is purchased out of the State but is "used" in Washington. If the other State charges a sales tax but is less than the Washington tax, then the Washington resident must pay the difference (e.g. if another state charges 5.0% sales tax on an automobile, then the Anacortes resident would have to pay an additional 3.8% use tax)

With the passage of Substitute Senate Bill 5089, the Streamlined Sales Tax initiative (also known as the Destination Based Sales Tax initiative), effective July 1 of 2008, the sales tax charged on a purchase is the rate that is in effect at the destination of the purchase, and the sales tax revenue is then remitted to the city in which that purchase is delivered. Prior to SSB 5089, sales tax was collected at the city's rate where the purchase originated and that sales tax revenue then remitted to that city. As of July 1, 2008, the city at which the purchase is delivered to receives the sales tax revenue for that purchase. Destination sales tax only applies to businesses that ship or deliver the goods they sell to locations within Washington State; there is no change for deliveries outside the state, or over the counter sales where customers take their goods with them from the store.

The State Department of Revenue distributes the monies collected monthly, along with accrued interest (RCW 82.14.050).

C. Lodging Excise Taxes (Referred to as Hotel-Motel Tax)

In 1997, SSB 5847 (Chapter 452, Laws of 1997, RCW 67.28) authorized cities a 4% hotel-motel tax rate. This includes the original 2% tax taken as a credit against the 6.5% state sales tax (not an additional tax.) The 1997 state legislature allowed an additional 2% lodging tax, which the City has adopted.

Permitted uses for tax revenues are tourist promotion and operation of tourism related events; and for acquisition/maintenance by the City or a Public Facilities District, of facilities dedicated to tourism or performing arts.

D. Utility Taxes

The City imposes a utility tax on the gross operating revenues that private and public utilities earn from operations within City boundaries (RCW 35A.82.020).

Taxes are levied as follows:

(private)	Electric	6%	
(private)	Gas	6%	
(private)	Telephone	6%	
(private)	Cable TV	7%	
(public)	Water	7%	
(public)	Sewer	7%	
(public)	Storm water	7%	
(public)	Solid Waste	8.4%	(State also imposes 3.6%)
(public)	Recycling	12%	

The taxes levied against private utilities are receipted directly into the General Fund; the taxes against the City utilities are receipted into those utility funds, and then transferred to the General Fund.

Legislation passed in 1982 limits the tax rate on electric, gas, and telephone utilities to 6%. There are no restrictions on the tax rates for water, sewer, storm water, and solid waste. The rate on cable TV is governed by the 1992 FCC "Cable TV Consumer Protection & Competition Act" authorizing cities (as the local franchising authority) rate regulation powers over "basic cable service".

A city may ask the voters to approve a rate higher than 6% on electric, gas, and telephone, which has been done by a few cities mainly for public safety purposes (RCW 35.21.870).

Franchise fees are charges levied on private utilities for the right to use city streets, alleys and other public properties. Since 1982, however, the charges on electric, natural gas and telephone utilities are limited to the actual administrative expenses incurred by the city or town directly related to receiving and approving a permit, license or franchise; reviewing plans and monitoring construction; and preparing a detailed SEPA document (RCW 35.21.860).

Cable TV franchise fees are governed by federal rather than state law and may be levied at a rate of five percent of gross revenues, regardless of the costs of managing the franchise process.

E. Leasehold Excise Tax

Any permanent occupancy of publicly-owned premises for private use for 30 days or more is subject to a 12.84% leasehold tax (RCW 82.29A.020/.040). The tax exists as a substitute for regular property taxes to compensate cities and counties for services provided, such as police and fire protection. (There are a number of property exclusions from the tax).

The various public entities owning property in the city that lease land (City, Port, Hospital, School District, State, etc.) must charge 12.84% against the "fair market rent" of the property and remit the tax to the Department of Revenue. Of the total dollars received by the Department of Revenue from all the public entities leasing land in the city, they keep half (6.84%, includes administration fee). Of the remaining 6%, 2% is distributed bimonthly by the State Treasurer to the County and 4% to the City (RCW 82.29A.090). Hence, the city receives approximately one-third of all leasehold tax monies collected by all public entities leasing property in the city, meaning that it receives five to six times more tax money than it collects from its own leased properties.

F. Real Estate Excise Taxes

The real estate excise tax (REET) is levied on all sales of real estate against the full selling price. The State levies a 1.28% tax. Additionally, a locally imposed tax is authorized. The local tax takes two forms:

- 1) 1st 1/4% REET (RCW 82.46.010). Cities of 5,000 or more population and planning under the GMA (Growth Management Act) must spend tax receipts solely on capital projects listed in the CFP (Capital Facilities Plan) element of their Comprehensive Plan.
- 2) The 2nd 1/4% REET (RCW 82.46.035). All cities planning under the GMA (regardless of population size) were given the option of levying a second quarter percent to help defray the costs of implementing the Growth Management Act.

Note: Cities can levy an additional 1/2% real estate excise tax in addition to the 1/2% (1/4% + 1/4%) described above (RCW 82.46.010). But that is available only for a city not levying the optional 1/2% sales tax. This is mainly to help border towns who do not feel they are able to levy the optional sales tax. Since Anacortes does levy the optional sales tax, it is not eligible for the additional 1/2% REET.

1. Licenses and Permits

A. Regulatory License Fees

In 2007 the City joined the State Master Licensing Service. The cost of a first time annual business license is \$90, and an additional \$40 comes back to the city, requiring a first time business license fee of \$130. The renewal fee is \$50, \$40 comes back to the City and \$10 is a state processing fee. The purpose of the City portion of the fee is to register all businesses to provide the City with a record of the owners of enterprises doing business in the City, in the event a citizen or a City department has an issue with a business that needs to be addressed. The amount is designed to recover the costs of inspecting businesses for licenses and investigating backgrounds (such as taxi drivers, contractors, pawnbrokers, etc.).

B. Permits

Permits are issued to aid in various regulatory areas, including:

- 1) Building permits (fee schedules according to building valuations).
- 2) Animal permits (dog licenses-\$10 if spayed/neutered, under eight months or over 12 years old, \$50 unaltered).
- 3) Concealed weapons: New applications - \$49.25, (City retains \$18, Department of Licensing gets \$18 and the FBI gets \$13.25). Renewals - \$32 (City retains \$14, DOL gets \$18). Late renewals have a \$42 fee, of this the City retains \$21, and DOL gets \$21. Concealed permits can be renewed up to 90 days before the expiration date and obtain a late renewal up to 90 days after the expiration date; beyond 90 days would require a new application. Replacements for lost cards can be obtained for \$10, which the City retains.

4) Environmental and engineering permits (based on detailed fee schedules).

2. Intergovernmental Revenues

A. State Shared Revenues:

State shared revenues differ from state-collected revenues, which are levied by the local government itself but collected and distributed by the state (e.g. local sales taxes). State shared revenues differ from state entitlements and impact payments by the nature of the distribution (distribution formula).

B. State Entitlements, Impact Payments, & In-Lieu Taxes:

1) Criminal Justice Revenues

The 1993 legislature (SB 5521) allowed any county to levy an additional 0.1% Local-Option Countywide Sales Tax (non-voter approved). Skagit County implemented the tax effective 1/1/94. All funds collected from incorporated and unincorporated areas are distributed as follows:

- County - 10%
- County and cities based on population - 90%
- cities - incorporated population
- counties - unincorporated population

2) Liquor and Cannabis Taxes/Profits

Since cities are responsible for the policing of liquor establishments located within their limits, but are precluded from taxing them because of the state liquor monopoly, the law provides that a share of the state-collected profits and taxes be returned to cities to help defray the costs of policing liquor establishments.

To be eligible to receive liquor taxes and profits, a city must devote at least two percent of its distribution to support an approved alcoholism or drug addiction program (RCW 70.96A.087). This is done through an agreement with Skagit County to support the County's Community Services Department.

a) Liquor Excise Tax

Of the liquor taxes received by the state, a quarterly distribution is made to the cities & counties. Of spirituous liquors 28% (32% of wine) goes to the cities on a per capita (population) basis (RCW 82.08.160/.170).

b) Liquor Board Profits

Liquor Board profits consist of the difference between liquor revenue (liquor stores, taxes on wine & beer, license fees, permit fees, penalties & forfeitures) and Board expenditures. Cities get a 40% share distributed quarterly on a per capita basis. (RCW 66.08.190). 10% goes to the counties and 50% to the state General Fund.

c) Marijuana Excise Tax

Cities and counties that allow marijuana businesses get shared excise tax from the state on the sale of marijuana. While the state has been sharing the marijuana excise tax with local governments and has indicated it plans to continue to do so, the amount of this shared revenue received by the City has not been material to the General fund in any year its been received.

3) Motor Vehicle Fuel Excise Tax (gas tax)

Because the federal & state governments have preempted the taxation of gasoline; the state has provided that the state-collected gasoline tax be shared with cities. Cities receive 10.6961 percent in accordance with RCW 46.68.090(2) for proper road and street purposes. Distribution is based on population. Cities also receive 0.5 cents per gallon based on RCW 46.68.090(4)(a)(5)(a).

Note: There is a requirement that cities spend at least .42% of all gas tax receipts on paths & trails within 10 years of receipt (RCW 47.30.050).

C. Intergovernmental Revenues

1) Emergency Medical Services

This is an additional property tax with a maximum levy of \$0.50 per \$1,000 assessed valuation to support emergency medical services, authorized by RCW 84.52.069. The levy requires passage under the 60/40 voting rule. This is a county levy and it is at \$.44/\$1,000 assessed value for Skagit County residents. It is also subject to the annual 1% property tax limit rule.

2) Grants

Some grant examples are:

a) Grants - (State)

Recreation and Conservation Office Grant - This is a grant program administered by the State Interagency Committee for Outdoor Recreation. Applications for funding for a particular park or other outdoor recreation projects must be submitted to the Committee for approval. Grant agreements require from 10% to 51% of eligible project expenses be paid from local matching funds.

TIB (Transportation Improvement Board) - These are grants provided from State motor vehicle fuel tax for approved arterial street improvement projects. The program is administered by the Urban Arterial Trust Board, an independent State board that reviews and approves applications made for funding for specific improvement projects. TIB agreements require the grant recipient to provide 10% matching funds for amounts awarded under the program.

b) Grants - (Federal)

CDBG (Community Development Block Grant) - This is a federal grant program administered by Housing and Urban Development (HUD). Funds are made available to make infrastructure improvements in locales that meet certain poverty criteria, to provide Americans with Disability Act (ADA) improvements such as wheel chair curb cuts, and support to organizations that meet

the needs of individuals who meet certain poverty criteria.

c) Grants - (County)

Skagit County has provided grant funding to the Library since 1989, allowing sharing of county sales tax monies to help offset the cost of provide library services for county residents.

3. Charges for Services

A. Professional/Impact/other

Fees and charges for professional and other services rendered. This category includes numerous charges such as sales of maps, photocopying services, ambulance services, various land-use planning fees, cemetery services, library services, museum fees, park/recreation services.

Development Impact Fees:

These fees are assessed to developers to provide a portion of the funding for reasonable and necessary improvements to mitigate the cumulative impacts of growth and development in the Comprehensive Plan area. The estimated revenues to be derived from these fees are calculated based on expectations of development in the City and a fee calculation and collection process delineated in the Ordinances that implemented the fees. The City charges Fire, Parks, and Street Impact Fee, authorized by ordinance 3030, 3085, and 3011 respectively. The City's impact fees can viewed on the City's Unified Fee Schedule.

Sprinkled throughout the RCWs is authority for cities to levy fees and charges to cover the cost of providing services or programs and regulatory activities. The guiding principle for all these fees and charges is that they may be set at a level that recovers all the direct and indirect costs associated with the activity, including administrative overhead. If fees more than recover, however, they then become more like taxes, and cities need specific statutory authority to levy taxes.

B. Interfund Charges for Services

These are charges against the utility funds (water, sewer, storm drain, solid waste, and ERR) for services rendered by the various administrative departments (finance, engineering, executive, personnel, legal). Reimbursement is allocated to the General Fund. The Mayor's time is included in the City's administrative overhead calculation as, unlike City's with a city manager, the mayor is the Chief Administrative Officer of the City, and as such, it is reasonable the Mayor's budget is included in the cost of running the city utilities.

4. Fines & Forfeits

This category includes municipal court fines & forfeits, park damage restitution's, library lost book fines, and late payment penalties.

Traffic and Parking Fines: Although the State Supreme Court establishes the schedule of fines for traffic infractions, cities share in the revenue for infractions committed within their boundaries. After the municipal court collects the fines, 35 percent is sent to the state. The remainder is kept by the city and placed in the general fund (RCW 3.50.100 & 3.62.040).

A city has complete control over setting fines for violation of its parking ordinances. It may also charge a penalty of up to \$25 for failure to pay the parking ticket fine in the time prescribed by law.

5. Miscellaneous Revenues

This category includes interest earnings on investments, rentals & leases, private contributions & donations, judgments & settlements, refunds and a whole host of small dollar-value receipts.

6. Non-Revenues

This category includes mainly monies received from issuance of debt (G.O./revenue bonds, loans, short-term notes, interfund loans or equity transfers, etc.)

7. Other Financing Sources

Includes mainly various interfund transfers, and land sales, and sales of surplus city assets.

PROPRIETARY FUNDS

1. Enterprise (Utility) Funds

The City accounts for four utility funds: Water, Sewer, Storm Drainage, and Solid Waste. These funds are financed mainly from service charges, i.e. rates charged to customers of the utilities. Rates are set by city ordinance and can be seen on the City's Unified Fee Schedule.

Monthly charges for Water and Sewer are based on usage, Solid Waste is based on size and number of cans, and Storm Drainage has a flat fee per ERU (an ERU is 3,600 square feet of impervious surface). Current fees can be seen on the City's Unified Fee Schedule.

General facility charges (GFC's) are fees charged to new construction to hook-up to the existing water and sewer infrastructure. These fees are set by city ordinance, and can be seen on the City's Unified Fee Schedule.

2. Internal Service Funds

Internal Service Funds are used to account for the financing of services provided by other departments or agencies of the City on a cost-reimbursement basis. The only fund in this category is the Equipment Rental fund (city garage).

FIDUCIARY FUNDS (Pension Trust)

Intergovernmental Revenues - State Entitlement

Fire Insurance Premium Tax. The state collects a 2% tax on the premiums of all insurance policies written. 45% of the tax collected on fire and fire component policies are distributed to cities and fire districts having firemen's pension funds existent prior to March 1, 1970 (LEOFF System 1) (RCW 41.16.050). The amount remitted is determined by the number of full-time

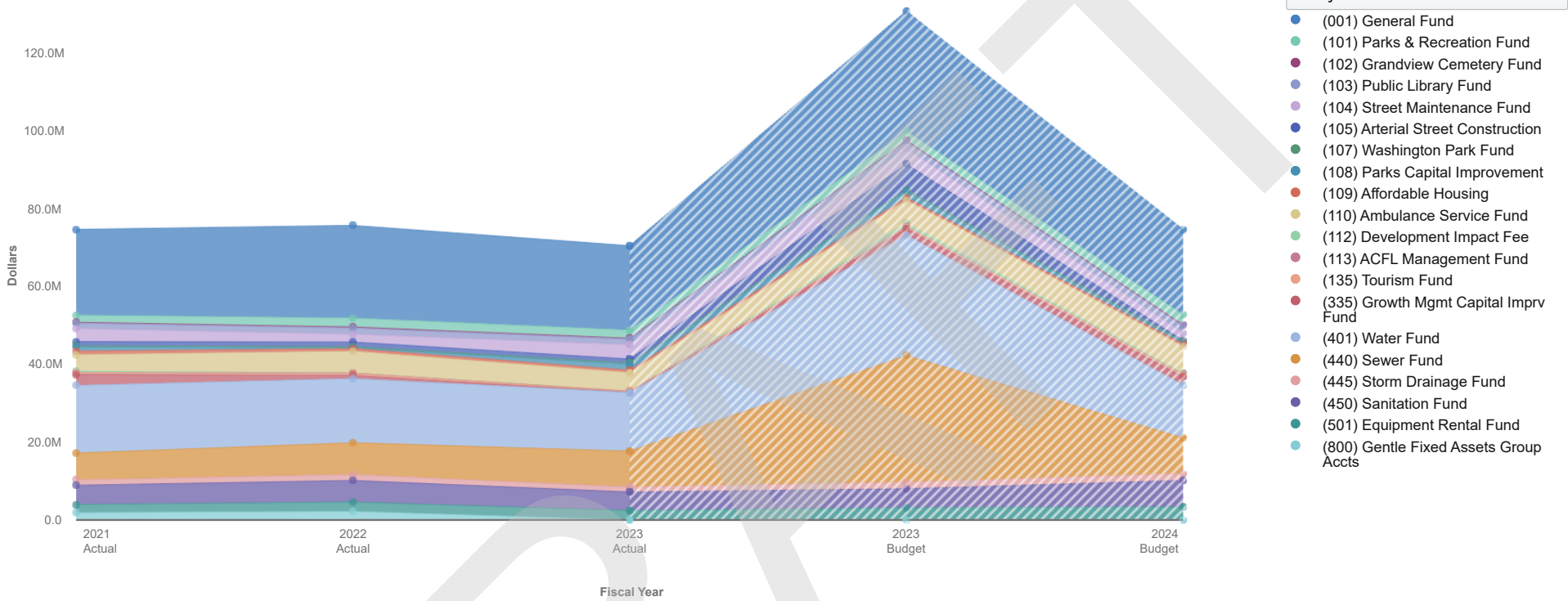
paid firemen in the city proportionate to the statewide total. The annual remittance is placed in the city's Firemen's Pension Fund.

*The City, having a Firemen's Pension Fund, is allowed an additional property tax \$.225/\$1,000 A.V., (RCW 41.16.060), which the City has not yet chosen to use because of the declining number of retired firefighters receiving a pension or partial pension. As of January 1, 2023 there is one surviving beneficiary receiving a monthly benefit, and one retired firefighter receiving a portion of their retirement based on the difference of what the State retirement system pays and the prevailing wage of the current IAFF contract with the City. There will be no further retirees which the City will be required to supplement their pensions.

2024 Operating Budget Summary



Visualization



Data filtered by Funds, No Project, Expenses and exported on November 29, 2023. Created with OpenGov

	2021 Actual	2022 Actual	2023 Actual	2023 Budget	2024 Budget
(001) General Fund	\$ 22,038,513	\$ 23,792,942	\$ 21,672,523	\$ 30,833,993	\$ 21,890,497
(101) Parks & Recreation Fund	1,791,150	2,278,133	2,059,603	2,384,451	2,598,360
(102) Grandview Cemetery Fund	203,670	268,978	228,358	272,776	289,855
(103) Public Library Fund	1,419,319	1,611,939	1,460,561	1,791,065	1,835,174
(104) Street Maintenance Fund	3,343,868	1,983,223	3,671,452	3,973,282	1,881,821
(105) Arterial Street Construction	1,086,711	1,211,280	996,858	6,657,350	147,654
(107) Washington Park Fund	269,427	265,875	276,212	267,233	340,561
(108) Parks Capital Improvement	1,087,250	197,153	1,586,259	1,689,000	400,000
(109) Affordable Housing	921,707	729,972	640,396	695,459	639,997
(110) Ambulance Service Fund	4,223,019	5,550,919	4,732,389	5,884,357	6,902,528
(112) Development Impact Fee	357,924	0	0	784,077	257,000
(113) ACFL Management Fund	62,584	63,510	36,244	43,637	41,864
(135) Tourism Fund	404,061	509,080	282,974	504,610	559,367
(335) Growth Mgmt Capital Imprv Fund	2,855,061	881,322	0	1,730,500	2,141,000
(401) Water Fund	17,337,116	16,454,597	15,067,535	30,865,871	13,541,345
(440) Sewer Fund	6,872,692	8,150,781	9,200,183	32,531,925	9,159,165
(445) Storm Drainage Fund	1,377,211	1,522,966	1,282,088	1,656,344	1,758,880
(450) Sanitation Fund	4,942,476	5,538,294	4,739,840	4,889,755	6,775,331
(501) Equipment Rental Fund	2,073,141	2,412,905	2,445,034	3,144,130	3,397,492
(800) Gentle Fixed Assets Group Accts	1,901,211	2,182,793	0	0	0
Total	\$ 74,568,110	\$ 75,606,662	\$ 70,378,513	\$ 130,599,814	\$ 74,557,891

Data filtered by Funds, No Project, Expenses and exported on November 29, 2023. Created with OpenGov

2024 Operating Revenues by Fund

	2022 Actual	2023 Actual	2023 Budget	2024 Budget
General Fund	\$ 21,244,426	\$ 15,570,077	\$ 21,388,677	\$ 28,430,662
Parks & Recreation Fund	2,412,669	2,136,955	2,374,451	2,626,807
Grandview Cemetery Fund	264,186	244,320	272,776	309,855
Public Library Fund	1,700,319	1,599,682	1,791,065	1,835,174
Street Maintenance Fund	2,208,247	2,202,399	3,173,282	2,681,821
Arterial Street Construction	1,319,376	578,810	5,557,773	6,625,654
Washington Park Fund	365,010	361,240	267,233	340,561
Parks Capital Improvement	134,706	189,624	1,374,000	815,000
Affordable Housing	790,601	519,311	695,459	639,997
Ambulance Service Fund	5,920,592	3,996,535	5,884,358	6,902,528
Development Impact Fee	447,395	127,101	784,077	257,000
ACFL Management Fund	6,937	9,410	43,637	41,864
Forestland Endowment Fund	30,431	46,851	0	0
Tourism Fund	589,889	473,486	504,610	559,367
Growth Mgmt Capital Imprv Fund	1,599,947	1,385,167	1,730,500	2,141,000
Water Fund	23,138,710	18,016,837	33,727,925	19,337,327
Sewer Fund	8,926,325	9,421,336	33,196,399	20,565,165
Storm Drainage Fund	2,020,735	1,859,856	1,656,344	2,288,880
Sanitation Fund	5,446,749	5,041,708	4,889,755	6,775,331
Equipment Rental Fund	2,849,961	2,217,540	3,098,736	3,697,492
Total	\$ 81,417,210	\$ 65,998,246	\$ 122,411,057	\$ 106,871,485

Data filtered by Funds, No Project, Revenues and exported on November 29, 2023. Created with OpenGov

2024 Operating Revenues

Expand All	2022 Actual	2023 Actual	2023 Budget	2024 Budget
▶ 340 Charges For Goods & Services	\$ 34,313,420	\$ 30,357,501	\$ 36,961,610	\$ 39,073,967
▶ 310 Taxes	22,707,759	17,870,951	22,205,221	23,246,481
▶ 308 Beginning Fund Balance	0	0	19,942,539	26,887,729
▶ 370 Proprietary Funds Revenues	12,040,729	6,359,557	12,654,012	7,869,263
▶ 333 Indirect Federal Grants	1,050,725	2,904,773	21,418,087	0
▶ 380 Other Increases In Fund Resources	2,870,609	2,355,552	2,853,215	2,929,657
▶ 360 Interest & Other Earnings	1,757,128	2,296,330	2,022,905	1,685,694
▶ 337 Interlocal Grants, Entitlements & Other	1,727,245	1,761,099	1,765,795	2,262,553
▶ 332 Federal Entitlements, Impact Payments, &	1,003,794	567,611	750,554	1,116,596
▶ 336 State Shared Revenue, Entitlements & Imp	690,976	500,059	680,721	694,685
▶ 322 Non-Business Licenses & Permits	757,632	382,359	471,518	424,706
▶ 330 Intergovernmental Revenues	1,531,340	95,150	216,094	106,278
▶ 321 Business Licenses & Permits	368,208	322,558	354,581	368,208
▶ 334 State Grants	516,566	184,207	0	77,500
▶ 350 Fines & Penalties	81,080	40,538	114,205	128,168
Total	\$ 81,417,210	\$ 65,998,246	\$ 122,411,057	\$ 106,871,485

Data filtered by Revenues, Funds, No Project and exported on November 29, 2023. Created with OpenGov

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-000-308.90-308.9	General Fund	Non-Departmental	Unassigned Fund Balance - Beginning	Unassigned Fund Balance - Beginning	829,369	0	0	-336,095	7,526,975			
001-000-311.10-311.1	General Fund	Non-Departmental	Property Tax	Property Tax	458,942	0	702,092	375,000	1,450,000			
001-000-313.11-313.1	General Fund	Non-Departmental	Local Retail Sales And Use Tax	Local Retail Sales and Use Tax	5,571,437	0	4,002,319	5,911,401	5,439,971			
001-000-313.15-313.1	General Fund	Non-Departmental	Special Purpose Sales And Use Tax	Special Purpose Sales and Use Tax	928,337	0	722,442	1,003,317	1,088,749			
001-000-316.40-316.4	General Fund	Non-Departmental	Business And Occupation Taxes On Ut	Business and Occupation Taxes on U	4,292,835	0	3,687,944	4,794,548	4,546,818			
001-000-317.20-317.2	General Fund	Non-Departmental	Leasehold Excise Tax	Leasehold Excise Tax	281,775	0	166,299	247,514	293,593			
001-000-321.91-321.9	General Fund	Non-Departmental	Franchise Fees And Royalties	Franchise Fees and Royalties	267,382	0	253,535	252,835	268,078			
001-000-336.06-336.0	General Fund	Non-Departmental	Criminal Justice - Cities - High Crime	Criminal Justice - Cities - High Crime	288,482	0	228,871	292,686	308,634			
001-000-337.00-337.0	General Fund	Non-Departmental	Local Grants, Entitlements And Other	Local Grants, Entitlements and Othe	6,248	0	7,026	6,659	7,026			
001-000-341.81-341.8	General Fund	Non-Departmental	Data/Word Processing, Printing, Dupli	Data/Word Processing, Printing, Dup	130	0	127	123	0			
001-000-361.10-361.1	General Fund	Non-Departmental	Investment Earnings	Investment Earnings	110,765	0	88,860	52,236	113,258			
001-000-361.40-361.4	General Fund	Non-Departmental	Other Interest	Other Interest	7,997	0	18,021	0	16,043			
001-000-369.40-369.4	General Fund	Non-Departmental	Judgments And Settlements	Judgments and Settlements	0	0	1,977	0	0			
001-000-369.80-369.8	General Fund	Non-Departmental	Cash Adjustments	Cash Adjustments	0	0	-2	0	0			
001-000-379.00-379.0	General Fund	Non-Departmental	Capital Contributions	Capital Contributions	6,179	0	3,919	5,897	0			
001-000-389.01-389.0	General Fund	Non-Departmental	Overhead Spread	Overhead Spread	0	0	919,926	1,226,578	1,248,661			
001-000-389.02-389.0	General Fund	Non-Departmental	DIS Spread	DIS Spread	0	0	0	0	0			
001-000-395.10-395.1	General Fund	Non-Departmental	Proceeds From Sales Of Capital Assets	Proceeds from Sales of Capital Asset	405	0	1,617	1,909	0			
001-000-397.00-397.0	General Fund	Non-Departmental	Transfers-In	Transfers-In	726,000	0	0	0	0			
001-000-397.01-397.0	General Fund	Non-Departmental	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	0	0			
001-000-397.01-397.0	General Fund	Non-Departmental	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	0	0			
001-120-341.43-341.4	General Fund	Executive	Budgeting And Accounting Services	Budgeting and Accounting Services	300	0	260	96	0			
001-130-313.71-313.7	General Fund	Judicial	Criminal Justice Sales And Use Tax	Criminal Justice Sales and Use Tax	419,606	0	369,049	494,563	544,316			
001-130-334.01-334.0	General Fund	Judicial	State Grant From Attorney General Of	State Grant from Attorney General C	0	0	0	0	15,000			
001-130-336.01-336.0	General Fund	Judicial	Court Cost Reimbursement - Mental H	Court Cost Reimbursement - Mental	4,624	0	3,173	4,620	4,893			
001-130-336.06-336.0	General Fund	Judicial	Criminal Justice - Cities - High Crime	Criminal Justice - Cities - High Crime	28,298	0	23,412	34,194	29,408			
001-130-341.43-341.4	General Fund	Judicial	Budgeting And Accounting Services	Budgeting and Accounting Services	36	0	62	50	0			
001-210-321.99-321.9	General Fund	Finance Department	Other Business Licenses And Permits	Other Business Licenses and Permits	90,490	0	69,023	101,747	100,130			
001-210-341.43-341.4	General Fund	Finance Department	Budgeting And Accounting Services	Budgeting and Accounting Services	5,049	0	3,478	5,000	5,000			
001-220-341.43-341.4	General Fund	Information Systems	Budgeting And Accounting Services	Budgeting and Accounting Services	3,462	0	3,244	3,546	0			
001-220-389.02-389.0	General Fund	Information Systems	DIS Spread	DIS Spread	0	0	1,435,626	1,343,853	1,680,996			
001-230-341.43-341.4	General Fund	Human Resources	Budgeting And Accounting Services	Budgeting and Accounting Services	0	0	296	361	0			
001-240-322.10-322.1	General Fund	Planning & Community Developme	Buildings, Structures And Equipment	Buildings, Structures and Equipment	656,331	0	353,354	438,046	394,242			
001-240-331.14-331.1	General Fund	Planning & Community Developme	Federal Direct Grant From Departme	Federal Direct Grant from Departme	155,000	0	32,671	155,000	105,000			
001-240-334.04-334.0	General Fund	Planning & Community Developme	State Grant From Department Of Chil	State Grant from Department of Chil	0	0	75,000	0	62,500			
001-240-341.43-341.4	General Fund	Planning & Community Developme	Budgeting And Accounting Services	Budgeting and Accounting Services	177	0	180	0	-1			
001-240-342.40-342.4	General Fund	Planning & Community Developme	Protective Inspection Services	Protective Inspection Services	2,810	0	2,399	4,988	4,326			
001-240-345.81-345.8	General Fund	Planning & Community Developme	Zoning And Subdivision Services	Zoning and Subdivision Services	18,584	0	9,520	16,447	24,390			
001-240-345.83-345.8	General Fund	Planning & Community Developme	Plan Checking Services	Plan Checking Services	52,425	0	59,262	34,420	184,120			
001-240-345.86-345.8	General Fund	Planning & Community Developme	Sepa Related Mitigation Fees	SEPA Related Mitigation Fees	5,200	0	480	4,443	9,120			
001-240-345.89-345.8	General Fund	Planning & Community Developme	Other Planning And Development Ser	Other Planning and Development Se	7,986	0	113,271	10,659	11,781			
001-240-345.90-345.9	General Fund	Planning & Community Developme	Housing Services	Housing Services	25	0	50	39	0			
001-240-362.50-362.5	General Fund	Planning & Community Developme	Space & Facilities Leases (Long-Term)	Space & Facilities Leases (Long-Term)	48,252	0	71,172	64,840	60,037			
001-250-341.43-341.4	General Fund	Legal Department	Budgeting And Accounting Services	Budgeting and Accounting Services	37	0	81	0	0			
001-260-341.43-341.4	General Fund	Fiber	Budgeting And Accounting Services	Budgeting and Accounting Services	1,233	0	750	1,239	0			
001-260-343.20-343.2	General Fund	Fiber	Television/Cable/Internet Sales And Se	Television/Cable/Internet Sales and :	1,034,500	0	1,154,545	1,716,975	1,906,133			
001-260-343.22-343.2	General Fund	Fiber	Dark Fiber Leases	Dark Fiber Leases	13,875	0	23,538	33,300	27,750			
001-260-343.23-343.2	General Fund	Fiber	Ethernet Circuit Lease - Burlington	Ethernet Circuit Lease - Burlington	16,332	0	8,803	10,404	10,404			
001-260-343.28-343.2	General Fund	Fiber	Fiber Installation/Repair Services	Fiber Installation/Repair Services	76,101	0	49,405	82,351	65,808			
001-310-322.30-322.3	General Fund	Police	Animal Licenses	Animal Licenses	9,304	0	9,682	11,858	11,025			
001-310-322.90-322.9	General Fund	Police	Other Non-Business Licenses And Pern	Other Non-Business Licenses and Pe	0	0	4,529	6,885	6,361			
001-310-331.16-331.1	General Fund	Police	Federal Direct Grant From Departme	Federal Direct Grant from Departme	0	0	1,385	0	1,278			
001-310-333.97-333.9	General Fund	Police	Federal Indirect Grant From Departme	Federal Indirect Grant from Departm	0	0	6,215	0	0			
001-310-334.04-334.0	General Fund	Police	State Grant From Department Of Chil	State Grant from Department of Chil	0	0	0	0	0			
001-310-337.00-337.0	General Fund	Police	Local Grants, Entitlements And Other	Local Grants, Entitlements and Othe	147,318	0	185,789	157,944	585,789			
001-310-341.43-341.4	General Fund	Police	Budgeting And Accounting Services	Budgeting and Accounting Services	628	0	907	588	0			
001-310-342.10-342.1	General Fund	Police	Law Enforcement Services	Law Enforcement Services	0	0	10,292	0	7,551			
001-310-353.10-353.1	General Fund	Police	Traffic Infraction Penalties	Traffic Infraction Penalties	120,639	0	38,484	112,044	126,186			
001-310-354.00-354.0	General Fund	Police	Civil Parking Infraction Penalties	Civil Parking Infraction Penalties	664	0	525	378	650			
001-310-367.00-367.0	General Fund	Police	Contributions And Donations From No	Contributions and Donations from N	0	0	31,489	2,452	2,622			

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-310-369.20-369.2i General Fund		Police	Unclaimed Cash And Proceeds From Si	Unclaimed Cash and Proceeds from Si	0	0	303	40	947			
001-310-369.30-369.3i General Fund		Police	Confiscated And Forfeited Property	Confiscated and Forfeited Property	0	0	129	100	2,047			
001-310-369.40-369.4i General Fund		Police	Judgments And Settlements	Judgments and Settlements	0	0	43,158	247	41			
001-320-341.43-341.4 General Fund		Medic/Fire Department	Budgeting And Accounting Services	Budgeting and Accounting Services	1,360	0	2,381	77,024	2,620			
001-320-362.50-362.5i General Fund		Medic/Fire Department	Space & Facilities Leases (Long-Term)	Space & Facilities Leases (Long-Term)	14,873	0	76,104	15,371	99,510			
001-320-367.00-367.0i General Fund		Medic/Fire Department	Contributions And Donations From No	Contributions and Donations from N	0	0	1,224	500	0			
001-320-397.00-397.0i General Fund		Medic/Fire Department	Transfers-In	Transfers-In	0	0	0	0	0			
001-320-397.01-397.0 General Fund		Medic/Fire Department	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	0	0			
001-320-397.01-397.0 General Fund		Medic/Fire Department	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	0	0			
001-410-341.70-341.7i General Fund		Parks & Recreation	Sales Of Merchandise	Sales of Merchandise	0	0	41	0	0			
001-410-346.90-346.9i General Fund		Parks & Recreation	Aging And Disability Services	Aging and Disability Services	0	0	0	0	0			
001-410-362.40-362.4i General Fund		Parks & Recreation	Space & Facilities Rentals (Short-Term)	Space & Facilities Rentals (Short-Term)	0	0	0	0	0			
001-410-397.01-397.0 General Fund		Parks & Recreation	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	0	0			
001-410-397.01-397.0 General Fund		Parks & Recreation	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	0	0			
001-450-341.43-341.4 General Fund		Museum Department	Budgeting And Accounting Services	Budgeting and Accounting Services	63	0	242	60	190			
001-450-341.70-341.7i General Fund		Museum Department	Sales Of Merchandise	Sales of Merchandise	1,510	0	702	336	189			
001-450-347.50-347.5i General Fund		Museum Department	Exhibit Admission Fees	Exhibit Admission Fees	8,185	0	8,586	2,918	7,498			
001-450-367.00-367.0i General Fund		Museum Department	Contributions And Donations From No	Contributions and Donations from N	0	0	19,837	2,657	13,273			
001-710-341.43-341.4 General Fund		Central Public Works	Budgeting And Accounting Services	Budgeting and Accounting Services	5,079	0	3,698	4,248	4,484			
001-710-397.01-397.0 General Fund		Central Public Works	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	0	0			
001-710-397.01-397.0 General Fund		Central Public Works	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	0	0			
001-712-345.81-345.8 General Fund		Engineering Plans & Services	Zoning And Subdivision Services	Zoning and Subdivision Services	2,669	0	121	1,539	3,986			
001-713-362.40-362.4i General Fund		Municipal/Community Buildings	Space & Facilities Rentals (Short-Term)	Space & Facilities Rentals (Short-Term)	0	0	2,108	0	1,256			
001-713-367.00-367.0i General Fund		Municipal/Community Buildings	Contributions And Donations From No	Contributions and Donations from N	0	0	0	0	0			
001-713-397.01-397.0 General Fund		Municipal/Community Buildings	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	300,000	0			
001-713-397.01-397.0 General Fund		Municipal/Community Buildings	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	300,000	300,000			
001-714-334.04-334.0 General Fund		Resource Conservation	State Grant From Department Of Child	State Grant from Department of Child	0	0	0	0	0			
001-714-367.00-367.0i General Fund		Resource Conservation	Contributions And Donations From No	Contributions and Donations from N	0	0	0	0	0			
101-000-361.10-361.1i Parks & Recreation Fur		Non-Departmental	Investment Earnings	Investment Earnings	7,347	0	17,582	8,783	0			
101-410-308.90-308.9i Parks & Recreation Fur		Parks & Recreation	Unassigned Fund Balance - Beginning	Unassigned Fund Balance - Beginning	-68,797	0	0	186,612	261,191			
101-410-311.10-311.1i Parks & Recreation Fur		Parks & Recreation	Property Tax	Property Tax	2,108,642	0	1,803,103	1,900,000	2,100,000			
101-410-322.30-322.3i Parks & Recreation Fur		Parks & Recreation	Animal Licenses	Animal Licenses	4,546	0	4,249	5,496	5,496			
101-410-337.00-337.0i Parks & Recreation Fur		Parks & Recreation	Local Grants, Entitlements And Other	Local Grants, Entitlements and Other	100,775	0	78,604	100,775	108,997			
101-410-341.43-341.4i Parks & Recreation Fur		Parks & Recreation	Budgeting And Accounting Services	Budgeting and Accounting Services	978	0	2,237	0	2,500			
101-410-341.70-341.7i Parks & Recreation Fur		Parks & Recreation	Sales Of Merchandise	Sales of Merchandise	5,048	0	3,124	2,441	3,100			
101-410-347.60-347.6i Parks & Recreation Fur		Parks & Recreation	Program Fees	Program Fees	103,104	0	132,522	122,817	117,362			
101-410-362.40-362.4i Parks & Recreation Fur		Parks & Recreation	Space & Facilities Rentals (Short-Term)	Space & Facilities Rentals (Short-Term)	15,496	0	26,222	12,453	21,461			
101-410-362.50-362.5i Parks & Recreation Fur		Parks & Recreation	Space & Facilities Leases (Long-Term)	Space & Facilities Leases (Long-Term)	1,230	0	1,064	5,875	700			
101-410-367.00-367.0i Parks & Recreation Fur		Parks & Recreation	Contributions And Donations From No	Contributions and Donations from N	10,000	0	65,908	29,200	6,000			Sr Center foundation donations
101-410-397.00-397.0i Parks & Recreation Fur		Parks & Recreation	Transfers-In	Transfers-In	0	0	0	10,000	10,000			LTAC Fireworks
102-000-361.10-361.1i Grandview Cemetery F		Non-Departmental	Investment Earnings	Investment Earnings	0	0	4,205	0	2,627			
102-430-308.90-308.9i Grandview Cemetery F		Cemetery	Unassigned Fund Balance - Beginning	Unassigned Fund Balance - Beginning	42,340	0	0	69,959	51,782			
102-430-311.10-311.1i Grandview Cemetery F		Cemetery	Property Tax	Property Tax	198,104	0	185,057	195,000	200,000			
102-430-343.60-343.6i Grandview Cemetery F		Cemetery	Cemetery Sales And Services	Cemetery Sales and Services	49,894	0	55,059	7,817	55,446			
103-000-361.10-361.1i Public Library Fund		Non-Departmental	Investment Earnings	Investment Earnings	5,749	0	10,555	1,344	11,206			
103-440-308.90-308.9i Public Library Fund		Public Library	Unassigned Fund Balance - Beginning	Unassigned Fund Balance - Beginning	34,196	0	0	117,191	62,895			
103-440-311.10-311.1i Public Library Fund		Public Library	Property Tax	Property Tax	1,590,000	0	1,518,318	1,600,000	1,690,000			
103-440-333.45-333.4i Public Library Fund		Public Library	Federal Indirect Grant From National F	Federal Indirect Grant from National	0	0	0	0	0			
103-440-337.00-337.0i Public Library Fund		Public Library	Local Grants, Entitlements And Other	Local Grants, Entitlements and Other	14,710	0	20,695	0	15,297			
103-440-341.43-341.4i Public Library Fund		Public Library	Budgeting And Accounting Services	Budgeting and Accounting Services	520	0	585	877	700			
103-440-341.81-341.8i Public Library Fund		Public Library	Data/Word Processing, Printing, Dupli	Data/Word Processing, Printing, Dup	4,293	0	825	454	468			
103-440-341.99-341.9i Public Library Fund		Public Library	Passport And Naturalization Services	Passport and Naturalization Services	23,435	0	26,650	12,180	30,905			
103-440-347.20-347.2i Public Library Fund		Public Library	Library Services	Library Services	20,308	0	19,550	23,421	22,371			
103-440-359.00-359.0i Public Library Fund		Public Library	Non-Court Fines And Penalties	Non-Court Fines and Penalties	1,080	0	1,504	1,783	1,332			
103-440-367.00-367.0i Public Library Fund		Public Library	Contributions And Donations From No	Contributions and Donations from N	0	0	0	33,815	0			
104-000-361.10-361.1i Street Maintenance Fu		Non-Departmental	Investment Earnings	Investment Earnings	0	0	17,311	0	16,438			
104-720-308.90-308.9i Street Maintenance Fu		Street Maint/Const Activities	Unassigned Fund Balance - Beginning	Unassigned Fund Balance - Beginning	-82,481	0	0	450,828	-377,414			
104-720-311.10-311.1i Street Maintenance Fu		Street Maint/Const Activities	Property Tax	Property Tax	0	0	617,033	650,000	900,000			
104-720-313.10-313.1i Street Maintenance Fu		Street Maint/Const Activities	Public Transportation Systems Sales	Public Transportation Systems Sales	0	0	0	0	1,279,993			
104-720-313.21-313.2i Street Maintenance Fu		Street Maint/Const Activities	Public Transportation Systems Sales	Public Transportation Systems Sales	1,300,000	0	940,801	1,150,000	0			

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
104-720-316.40-316.4	Street Maintenance Fu	Street Maint/Const Activities	Business And Occupation Taxes On Uti	Business and Occupation Taxes on U	390,797	0	356,893	564,000	476,677			
104-720-322.40-322.4	Street Maintenance Fu	Street Maint/Const Activities	Street And Curb Permits	Street and Curb Permits	6,947	0	4,345	9,233	7,582			
104-720-333.21-333.2	Street Maintenance Fu	Street Maint/Const Activities	Federal Indirect Grant From Departme	Federal Indirect Grant from Departm	0	0	0	0	0			
104-720-336.00-336.0	Street Maintenance Fu	Street Maint/Const Activities	Multimodal Transportation - Cities	Multimodal Transportation - Cities	381,740	0	244,603	349,221	351,750			
104-720-337.30-337.3	Street Maintenance Fu	Street Maint/Const Activities	Description pending	Description pending	0	0	21,114	0	26,795			
104-720-397.00-397.0	Street Maintenance Fu	Street Maint/Const Activities	Transfers-In	Transfers-In	1,100,000	0	0	0	0			
104-720-397.01-397.0	Street Maintenance Fu	Street Maint/Const Activities	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	800,000	0			
104-720-397.01-397.0	Street Maintenance Fu	Street Maint/Const Activities	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	800,000	0			
104-720-397.02-397.0	Street Maintenance Fu	Street Maint/Const Activities	Reet 2 Transfer In	Reet 2 Transfer In	0	0	0	0	1,000,000			
104-720-398.00-398.0	Street Maintenance Fu	Street Maint/Const Activities	Insurance Recoveries	Insurance Recoveries	0	0	16,813	0	0			
105-000-361.10-361.1	Arterial Street Construi	Non-Departmental	Investment Earnings	Investment Earnings	0	0	7,080	0	4,581			
105-720-308.90-308.9	Arterial Street Construi	Street Maint/Const Activities	Unassigned Fund Balance - Beginning	Unassigned Fund Balance - Beginnini	8,013	0	0	139,686	6,474,073			
105-720-311.10-311.1	Arterial Street Construi	Street Maint/Const Activities	Property Tax	Property Tax	0	0	0	0	147,000			
105-720-333.20-333.2	Arterial Street Construi	Street Maint/Const Activities	Federal Indirect Grant From Departme	Federal Indirect Grant from Departm	2,335,250	0	533,464	5,418,087	0			
105-720-334.03-334.0	Arterial Street Construi	Street Maint/Const Activities	State Grant From Department Of Ecol	State Grant from Department of Eco	0	0	38,266	0	0			
105-720-397.00-397.0	Arterial Street Construi	Street Maint/Const Activities	Transfers-In	Transfers-In	794,750	0	0	0	0			
105-720-397.01-397.0	Arterial Street Construi	Street Maint/Const Activities	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	315,500	0			
105-720-397.01-397.0	Arterial Street Construi	Street Maint/Const Activities	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	315,500	0			
105-720-397.02-397.0	Arterial Street Construi	Street Maint/Const Activities	Reet 2 Transfer In	Reet 2 Transfer In	0	0	0	0	436,000			
105-720-397.03-397.0	Arterial Street Construi	Street Maint/Const Activities	Traffic Impact Fees	Traffic Impact Fees	0	0	0	784,077	257,000			FROM 112
107-000-361.10-361.1	Washington Park Fund	Non-Departmental	Investment Earnings	Investment Earnings	0	0	4,813	0	5,001			
107-410-308.90-308.9	Washington Park Fund	Parks & Recreation	Unassigned Fund Balance - Beginning	Unassigned Fund Balance - Beginnini	-29,296	0	0	-72,705	-47,917			
107-410-341.71-341.7	Washington Park Fund	Parks & Recreation	Sales Of Merchandise	Sales of Merchandise	12,381	0	12,801	6,958	7,854			
107-410-341.72-341.7	Washington Park Fund	Parks & Recreation	Sales Of Merchandise	Sales of Merchandise	2,786	0	3,162	3,412	2,068			
107-410-362.31-362.3	Washington Park Fund	Parks & Recreation	Parking Fees - Boat Trailer Lot	Parking Fees - Boat Trailer Lot	78,618	0	77,356	74,346	76,191			
107-410-362.32-362.3	Washington Park Fund	Parks & Recreation	Parking Fees - Lot 'B'	Parking Fees - Lot 'B'	4,981	0	5,170	7,527	4,854			
107-410-362.41-362.4	Washington Park Fund	Parks & Recreation	Camping Fees	Camping Fees	200,373	0	244,453	242,547	284,686			
107-410-362.42-362.4	Washington Park Fund	Parks & Recreation	Day Use Park Fee	Day Use Park Fee	0	0	6,310	5,148	7,824			
107-410-369.40-369.4	Washington Park Fund	Parks & Recreation	Judgments And Settlements	Judgments and Settlements	0	0	111	0	0			
107-410-369.80-369.8	Washington Park Fund	Parks & Recreation	Cash Adjustments	Cash Adjustments	0	0	64	0	0			
107-410-397.01-397.0	Washington Park Fund	Parks & Recreation	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	0	0			
108-000-361.10-361.1	Parks Capital Improven	Non-Departmental	Investment Earnings	Investment Earnings	0	0	3,556	0	2,374			
108-410-308.80-308.8	Parks Capital Improven	Parks & Recreation	Unreserved Fund Balance	Unreserved Fund Balance	0	0	0	0	784,520			
108-410-308.90-308.9	Parks Capital Improven	Parks & Recreation	Unassigned Fund Balance - Beginning	Unassigned Fund Balance - Beginnini	86,892	0	0	9,000	0			
108-410-318.34-318.3	Parks Capital Improven	Parks & Recreation	Reet 1 - First Quarter Percent	REET 1 - First Quarter Percent	0	0	0	0	0			
108-410-336.00-336.0	Parks Capital Improven	Parks & Recreation	Multimodal Transportation - Cities	Multimodal Transportation - Cities	0	0	0	0	0			
108-410-362.50-362.5	Parks Capital Improven	Parks & Recreation	Space & Facilities Leases (Long-Term)	Space & Facilities Leases (Long-Term	28,108	0	28,108	0	28,106			
108-410-367.00-367.0	Parks Capital Improven	Parks & Recreation	Contributions And Donations From No	Contributions and Donations from N	975,000	0	143,821	1,365,000	0			
108-410-391.00-391.0	Parks Capital Improven	Parks & Recreation	Long Term Loan	Long Term Loan	0	0	0	0	400,000			Interfund Load for GCT EIS
108-410-397.00-397.0	Parks Capital Improven	Parks & Recreation	Transfers-In	Transfers-In	200,000	0	0	0	0			
108-410-397.01-397.0	Parks Capital Improven	Parks & Recreation	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	315,000	0			
108-410-397.01-397.0	Parks Capital Improven	Parks & Recreation	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	315,000	405,000			
108-430-343.60-343.6	Parks Capital Improven	Cemetery	Cemetery Sales And Services	Cemetery Sales and Services	0	0	4,139	0	0			
109-000-313.25-313.2	Affordable Housing	Non-Departmental	Housing And Related Services Sales An	Housing and Related Services Sales a	730,463	0	470,717	695,459	639,997			
110-000-361.10-361.1	Ambulance Service Fur	Non-Departmental	Investment Earnings	Investment Earnings	0	0	21,127	4,784	13,290			
110-320-308.90-308.9	Ambulance Service Fur	Medic/Fire Department	Unassigned Fund Balance - Beginning	Unassigned Fund Balance - Beginnini	531,347	0	0	578,538	79,367			
110-320-311.10-311.1	Ambulance Service Fur	Medic/Fire Department	Property Tax	Property Tax	1,094,312	0	507,443	900,000	1,900,000			
110-320-332.93-332.9	Ambulance Service Fur	Medic/Fire Department	Medicare Retiree Drug Subsidy (Rds)	Medicare Retiree Drug Subsidy (RDS)	787,000	0	535,061	750,554	1,116,596			GEMT Gross revenues
110-320-334.04-334.0	Ambulance Service Fur	Medic/Fire Department	State Grant From Department Of Chilc	State Grant from Department of Chil	0	0	0	0	0			
110-320-337.00-337.0	Ambulance Service Fur	Medic/Fire Department	Local Grants, Entitlements And Other	Local Grants, Entitlements and Othe	1,494,472	0	1,351,549	1,500,417	1,518,649			County EMS levy
110-320-341.43-341.4	Ambulance Service Fur	Medic/Fire Department	Budgeting And Accounting Services	Budgeting and Accounting Services	806	0	4,964	0	0			
110-320-342.60-342.6	Ambulance Service Fur	Medic/Fire Department	Ambulance Services	Ambulance Services	1,747,129	0	1,545,830	2,150,065	2,274,626			Ambulance Billing Gross revenues
110-320-367.00-367.0	Ambulance Service Fur	Medic/Fire Department	Contributions And Donations From No	Contributions and Donations from N	0	0	29,160	0	0			
112-000-361.10-361.1	Development Impact F	Non-Departmental	Investment Earnings	Investment Earnings	0	0	20,514	0	24,432			
112-240-308.90-308.9	Development Impact F	Planning & Community Developme	Unassigned Fund Balance - Beginning	Unassigned Fund Balance - Beginnini	-111,145	0	0	471,585	54,540			
112-240-345.85-345.8	Development Impact F	Planning & Community Developme	Growth Management Act (Gma) Impa	Growth Management Act (GMA) Impa	437,145	0	106,587	312,492	178,028			
113-000-361.10-361.1	ACFL Management Fur	Non-Departmental	Investment Earnings	Investment Earnings	0	0	9,410	0	11,335			
113-410-308.90-308.9	ACFL Management Fur	Parks & Recreation	Unassigned Fund Balance - Beginning	Unassigned Fund Balance - Beginnini	81,355	0	0	43,637	30,529			
114-410-367.00-367.0	Forestland Endowmen	Parks & Recreation	Contributions And Donations From No	Contributions and Donations from N	0	0	4,670	0	0			
135-000-361.10-361.1	Tourism Fund	Non-Departmental	Investment Earnings	Investment Earnings	13,918	0	22,331	0	0			

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
135-240-308.10-308.1	Tourism Fund	Planning & Community Development	Reserved Fund Balance	Reserved Fund Balance	0	0	0	0	10,000			
135-240-313.31-313.3	Tourism Fund	Planning & Community Development	Hotel/Motel Sales And Use Tax	Hotel/Motel Sales and Use Tax	476,267	0	451,156	504,610	549,367			
335-000-361.10-361.1	Growth Mgmt Capital	Non-Departmental	Investment Earnings	Investment Earnings	0	0	63,475	0	0			
335-240-308.10-308.1	Growth Mgmt Capital	Planning & Community Development	Reserved Fund Balance	Reserved Fund Balance	1,349,669	0	0	510,691	2,141,000			
335-240-318.34-318.3	Growth Mgmt Capital	Planning & Community Development	REET 1 - First Quarter Percent	REET 1 - First Quarter Percent	572,541	0	660,846	609,904	0			
335-240-318.35-318.3	Growth Mgmt Capital	Planning & Community Development	REET 2 - Second Quarter Percent	REET 2 - Second Quarter Percent	572,541	0	660,846	609,904	0			
401-000-308.10-308.1	Water Fund	Non-Departmental	Reserved Fund Balance	Reserved Fund Balance	-941,274	0	0	10,575,845	-2,086,083			
401-000-337.00-337.0	Water Fund	Non-Departmental	Local Grants, Entitlements And Other	Local Grants, Entitlements and Other	0	0	0	0	0			
401-000-343.40-343.4	Water Fund	Non-Departmental	Water Sales And Services	Water Sales and Services	11,297,627	0	10,802,691	12,942,862	13,121,484			
401-000-343.90-343.9	Water Fund	Non-Departmental	Irrigation/Reclamation Sales And Servi	Irrigation/Reclamation Sales and Ser	245,470	0	534,297	430,913	350,961			
401-000-361.10-361.1	Water Fund	Non-Departmental	Investment Earnings	Investment Earnings	0	0	538,404	0	377,730			
401-000-367.00-367.0	Water Fund	Non-Departmental	Contributions And Donations From No	Contributions and Donations from N	0	0	1,000	0	0			
401-000-369.10-369.1	Water Fund	Non-Departmental	Sale Of Surplus	Sale of Surplus	0	0	0	0	0			
401-000-369.40-369.4	Water Fund	Non-Departmental	Judgments And Settlements	Judgments and Settlements	0	0	0	0	0			
401-000-379.00-379.0	Water Fund	Non-Departmental	Capital Contributions	Capital Contributions	9,277,800	0	5,555,440	9,219,345	6,874,846			
401-730-341.43-341.4	Water Fund	Water Treatment Plant	Budgeting And Accounting Services	Budgeting and Accounting Services	2,903	0	2,932	2,903	0			
401-730-362.50-362.5	Water Fund	Water Treatment Plant	Space & Facilities Leases (Long-Term)	Space & Facilities Leases (Long-Term)	25,415	0	27,094	25,415	27,155			
401-740-362.51-362.5	Water Fund	Water Maintenance	Equipment & Vehicle Leases (Long-Ter	Equipment & Vehicle Leases (Long-T	1,470	0	1,137	1,470	0			
401-740-379.10-379.1	Water Fund	Water Maintenance	Meter Installation Fees	Meter Installation Fees	107,701	0	40,373	19,974	27,916			
401-740-379.13-379.1	Water Fund	Water Maintenance	General Facilities Charges	General Facilities Charges	477,965	0	513,467	509,199	643,318			
440-000-308.80-308.8	Sewer Fund	Non-Departmental	Unreserved Fund Balance	Unreserved Fund Balance	12,023,225	0	0	8,086,689	10,752,709			
440-000-343.50-343.5	Sewer Fund	Non-Departmental	Sewer/Reclaimed Water Sales And Ser	Sewer/Reclaimed Water Sales and Si	7,073,754	0	6,629,117	8,483,812	9,286,503			
440-000-361.10-361.1	Sewer Fund	Non-Departmental	Investment Earnings	Investment Earnings	0	0	216,518	0	235,192			
440-000-362.50-362.5	Sewer Fund	Non-Departmental	Space & Facilities Leases (Long-Term)	Space & Facilities Leases (Long-Term)	26,750	0	28,518	26,750	28,582			
440-000-369.10-369.1	Sewer Fund	Non-Departmental	Sale Of Surplus	Sale of Surplus	0	0	576	0	0			
440-000-369.40-369.4	Sewer Fund	Non-Departmental	Judgments And Settlements	Judgments and Settlements	0	0	0	0	0			
440-750-341.43-341.4	Sewer Fund	Waste Water Treatment Plant	Budgeting And Accounting Services	Budgeting and Accounting Services	2,338	0	3,050	2,338	0			
440-750-343.50-343.5	Sewer Fund	Waste Water Treatment Plant	Sewer/Reclaimed Water Sales And Ser	Sewer/Reclaimed Water Sales and Si	0	0	0	0	0			
440-750-379.13-379.1	Sewer Fund	Waste Water Treatment Plant	General Facilities Charges	General Facilities Charges	972,380	0	200,604	546,810	262,179			
445-000-308.80-308.8	Storm Drainage Fund	Non-Departmental	Unreserved Fund Balance	Unreserved Fund Balance	-284,196	0	0	-512,918	199,037			
445-000-361.10-361.1	Storm Drainage Fund	Non-Departmental	Investment Earnings	Investment Earnings	0	0	22,005	3,799	22,915			
445-770-343.10-343.1	Storm Drainage Fund	Storm Drainage System	Storm Drainage Sales And Services	Storm Drainage Sales and Services	1,828,059	0	1,747,097	2,066,408	2,005,924			
445-770-379.13-379.1	Storm Drainage Fund	Storm Drainage System	General Facilities Charges	General Facilities Charges	96,347	0	45,754	99,055	61,004			
450-000-308.80-308.8	Sanitation Fund	Non-Departmental	Unreserved Fund Balance	Unreserved Fund Balance	479,243	0	0	-692,021	614,954			
450-000-361.10-361.1	Sanitation Fund	Non-Departmental	Investment Earnings	Investment Earnings	0	0	29,755	0	35,509			
450-780-343.70-343.7	Sanitation Fund	Sanitation Services	Solid Waste Sales And Services	Solid Waste Sales and Services	5,022,883	0	5,010,456	5,581,776	6,124,868			
450-780-369.10-369.1	Sanitation Fund	Sanitation Services	Sale Of Surplus	Sale of Surplus	0	0	1,498	0	0			
501-000-361.10-361.1	Equipment Rental Fun	Non-Departmental	Investment Earnings	Investment Earnings	0	0	158,345	36,208	128,471			
501-710-341.43-341.4	Equipment Rental Fun	Central Public Works	Budgeting And Accounting Services	Budgeting and Accounting Services	0	0	5,168	0	4,997			
501-790-308.80-308.8	Equipment Rental Fun	Vehicle & Equipment Fleet	Unreserved Fund Balance	Unreserved Fund Balance	174,526	0	0	316,017	355,571			
501-790-344.30-344.3	Equipment Rental Fun	Vehicle & Equipment Fleet	Repair Services	Repair Services	2,685,493	0	2,054,027	2,746,510	3,208,453			
501-790-395.10-395.1	Equipment Rental Fun	Vehicle & Equipment Fleet	Proceeds From Sales Of Capital Assets	Proceeds from Sales of Capital Assets	0	0	100,666	29,420	0			
501-790-395.20-395.2	Equipment Rental Fun	Vehicle & Equipment Fleet	Compensation For Loss/Impairment O	Compensation for Loss/Impairment	17,291	0	4,365	15,975	0			
501-790-397.00-397.0	Equipment Rental Fun	Vehicle & Equipment Fleet	Transfers-In	Transfers-In	0	0	0	0	0			
501-790-397.01-397.0	Equipment Rental Fun	Vehicle & Equipment Fleet	Reet 1 Transfer In	Reet 1 Transfer In	0	0	0	0	0			
501-790-398.00-398.0	Equipment Rental Fun	Vehicle & Equipment Fleet	Insurance Recoveries	Insurance Recoveries	0	0	0	0	0			
611-000-361.10-361.1	Firemen's Pension Fun	Non-Departmental	Investment Earnings	Investment Earnings	0	0	2,920	0	0			
611-320-336.06-336.0	Firemen's Pension Fun	Medic/Fire Department	Criminal Justice - Cities - High Crime	Criminal Justice - Cities - High Crime	29,630	0	34,408	0	0			
621-000-361.10-361.1	Paramedic Donation Fi	Non-Departmental	Investment Earnings	Investment Earnings	0	0	0	0	0			
001-110-511.30-41-	General Fund	Legislative	Official Publication Services	Professional Services	40,000	13,963	55,015	40,000	40,000			A-Town publication
001-110-511.30-42-	General Fund	Legislative	Official Publication Services	Communication	3,000	2,883	2,683	3,000	3,000			Publishing ordinances
001-110-511.60-10-	General Fund	Legislative	Legislative Activities	Salaries & Wages	119,375	130,135	109,694	125,801	127,852			
001-110-511.60-20-	General Fund	Legislative	Legislative Activities	Personnel Benefits	15,252	20,698	20,126	25,458	27,267			
001-110-511.60-31-	General Fund	Legislative	Legislative Activities	Office & Operating Supplies	2,000	1,476	1,002	2,000	2,000			Misc supplies for Clerk's office
001-110-511.60-40-	General Fund	Legislative	Legislative Activities	Interfund Services	18,845	18,845	22,418	24,456	19,976			
001-110-511.60-41-	General Fund	Legislative	Legislative Activities	Professional Services	15,000	15,633	16,981	57,896	32,066			Dues
001-110-511.60-41-	General Fund	Legislative	Legislative Activities	Professional Services						17,614		SCOG Dues
001-110-511.60-41-	General Fund	Legislative	Legislative Activities	Professional Services						14,452		AWC Dues
001-110-511.60-42-	General Fund	Legislative	Legislative Activities	Communication	1,200	391	287	1,200	500			Postage
001-110-511.60-43-	General Fund	Legislative	Legislative Activities	Travel & Training	1,000	1,058	3,917	3,000	5,000			Council member training.

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-110-511.60-44-	General Fund	Legislative	Legislative Activities	Taxes & Operating Assessments	0	0	0	0	0			
001-110-514.90-41-	General Fund	Legislative	Voter Registration Services	Professional Services	40,000	32,921	116,675	82,000	40,000			Voter registration costs. roughly double every other year. There is no budget in 2023 because this bars # did not get included in the original data set in the 2023 template. Part of the OG development process.
001-110-557.20-10-	General Fund	Legislative	Information Services	Salaries & Wages	37,302	40,931	35,101	40,084	44,072			
001-110-557.20-20-	General Fund	Legislative	Information Services	Personnel Benefits	11,148	15,517	14,283	13,211	14,292			
001-110-557.20-31-	General Fund	Legislative	Information Services	Office & Operating Supplies	5,000	363	397	1,000	1,000			Clerk communications (Internet streaming, Channel 10, YouTube)
001-110-557.20-44-	General Fund	Legislative	Information Services	Taxes & Operating Assessments	0	0	0	0	0			
001-120-513.10-10-	General Fund	Executive	Executive Office	Salaries & Wages	141,359	150,221	143,292	155,987	178,495			
001-120-513.10-20-	General Fund	Executive	Executive Office	Personnel Benefits	45,132	45,336	49,116	44,302	48,564			
001-120-513.10-31-	General Fund	Executive	Executive Office	Office & Operating Supplies	1,700	3,306	2,835	2,000	3,000			Typical office supplies to support Mayor's office
001-120-513.10-40-	General Fund	Executive	Executive Office	Interfund Services	18,231	18,231	17,593	19,193	17,970			
001-120-513.10-41-	General Fund	Executive	Executive Office	Professional Services	1,500	3,585	7,250	3,000	7,000			Chamber, retreats.
001-120-513.10-42-	General Fund	Executive	Executive Office	Communication	1,200	1,053	2,701	1,200	1,300			the spike in 2023 was from mailers related to Public Safety Prop 1.
001-120-513.10-43-	General Fund	Executive	Executive Office	Travel & Training	2,000	9,085	6,495	3,000	7,000			AWC, Legislative, and other conferences
001-120-513.10-44-	General Fund	Executive	Executive Office	Taxes & Operating Assessments	0	0	0	0	0			
001-130-512.50-10-	General Fund	Judicial	Municipal Court	Salaries & Wages	208,873	221,993	207,750	236,584	250,673			remove 1/2 FTE court clerk from Draft, wait and see impact in 2024
001-130-512.50-20-	General Fund	Judicial	Municipal Court	Personnel Benefits	96,224	98,879	90,420	103,991	114,277			
001-130-512.50-31-	General Fund	Judicial	Municipal Court	Office & Operating Supplies	10,645	11,583	1,726	2,000	2,000			Court Forms, Printer Maintenance, Office Supplies
001-130-512.50-40-	General Fund	Judicial	Municipal Court	Interfund Services	30,794	30,794	28,579	31,177	34,845			
001-130-512.50-41-	General Fund	Judicial	Municipal Court	Professional Services	153,025	138,435	143,206	161,264	158,853			
001-130-512.50-41-	General Fund	Judicial	Municipal Court	Professional Services						7,500		Indigent Screening- Additional amount for in-custody screening.
001-130-512.50-41-	General Fund	Judicial	Municipal Court	Professional Services						2,500		Interpreter Services
001-130-512.50-41-	General Fund	Judicial	Municipal Court	Professional Services						27,000		Probation Services through an Interlocal Cooperative Agreement with Skagit County thru 12/2025
001-130-512.50-41-	General Fund	Judicial	Municipal Court	Professional Services						97,913		Judicial Services
001-130-512.50-41-	General Fund	Judicial	Municipal Court	Professional Services						10,000		Community Court through an Interlocal Cooperative Agreement with Skagit County (\$325 per docket- currently 650 per month. Anticipating addition dockets in 2024 post Blake.)
001-130-512.50-41-	General Fund	Judicial	Municipal Court	Professional Services						240		Zoom for Court Proceedings
001-130-512.50-41-	General Fund	Judicial	Municipal Court	Professional Services						2,700		AV Capture
001-130-512.50-41-	General Fund	Judicial	Municipal Court	Professional Services						10,000		Pacific Security- Courtroom Security
001-130-512.50-41-	General Fund	Judicial	Municipal Court	Professional Services						1,000		Jury and Witness Fees
001-130-512.50-42-	General Fund	Judicial	Municipal Court	Communication	6,000	4,195	2,854	5,000	5,000			Postage and 1 Cell Phone
001-130-512.50-43-	General Fund	Judicial	Municipal Court	Travel & Training	3,000	1,980	1,234	3,000	3,250			3 employees @ \$1000; DMCA Membership
001-130-512.50-44-	General Fund	Judicial	Municipal Court	Taxes & Operating Assessments	0	0	0	0	0			
001-130-514.20-49-	General Fund	Judicial	Financial Services	Miscellaneous	0	-385	500	0	0			
001-130-515.93-10-	General Fund	Judicial	Adult Misdemeanor	Salaries & Wages	194,077	201,743	184,257	217,720	211,420			review wages
001-130-515.93-20-	General Fund	Judicial	Adult Misdemeanor	Personnel Benefits	79,019	81,153	76,150	72,761	81,986			
001-130-515.93-31-	General Fund	Judicial	Adult Misdemeanor	Office & Operating Supplies	500	642	680	600	600			
001-130-515.93-31-	General Fund	Judicial	Adult Misdemeanor	Office & Operating Supplies						600		Business cards & Office supplies
001-130-515.93-40-	General Fund	Judicial	Adult Misdemeanor	Interfund Services	9,213	9,213	9,159	9,992	10,321			
001-130-515.93-41-	General Fund	Judicial	Adult Misdemeanor	Professional Services	25,000	14,941	25,315	25,000	65,095			
001-130-515.93-41-	General Fund	Judicial	Adult Misdemeanor	Professional Services						60,000		Conflict/Overflow Contract Attorneys @\$100/hr
001-130-515.93-41-	General Fund	Judicial	Adult Misdemeanor	Professional Services						720		Defender Data case management system
001-130-515.93-41-	General Fund	Judicial	Adult Misdemeanor	Professional Services						300		Odyssey statewide case search database

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-130-515.93-41-	General Fund	Judicial	Adult Misdemeanor	Professional Services						3,000		Westlaw legal research database
001-130-515.93-41-	General Fund	Judicial	Adult Misdemeanor	Professional Services						500		WSBA licensing renewal fees
001-130-515.93-41-	General Fund	Judicial	Adult Misdemeanor	Professional Services						75		Skagit County Bar Association membership dues
001-130-515.93-41-	General Fund	Judicial	Adult Misdemeanor	Professional Services						300		WA Defender Association membership dues
001-130-515.93-41-	General Fund	Judicial	Adult Misdemeanor	Professional Services						200		WA Assoc of Criminal Defense Lawyers membership dues
001-130-515.93-42-	General Fund	Judicial	Adult Misdemeanor	Communication	750	18	430	750	1,700			Postage and 2 Cell Phones
001-130-515.93-43-	General Fund	Judicial	Adult Misdemeanor	Travel & Training	2,700	1,640	560	2,700	3,000			
001-130-515.93-43-	General Fund	Judicial	Adult Misdemeanor	Travel & Training						3,000		WA Defender Assoc conference and mandator continuing legal education
001-130-515.93-44-	General Fund	Judicial	Adult Misdemeanor	Taxes & Operating Assessments	0	0	0	0	0			
001-210-514.20-10-	General Fund	Finance Department	Financial Services	Salaries & Wages	454,691	497,064	438,351	530,437	576,634			
001-210-514.20-20-	General Fund	Finance Department	Financial Services	Personnel Benefits	194,461	202,551	181,488	201,176	219,097			
001-210-514.20-31-	General Fund	Finance Department	Financial Services	Office & Operating Supplies	15,000	8,446	4,665	15,000	14,000			Includes City Hall paper, envelopes, as well as Finance office supplies
001-210-514.20-31-	General Fund	Finance Department	Financial Services	Office & Operating Supplies						14,000		
001-210-514.20-40-	General Fund	Finance Department	Financial Services	Interfund Services	50,423	50,423	43,909	46,373	40,160			
001-210-514.20-41-	General Fund	Finance Department	Financial Services	Professional Services	140,000	81,875	78,967	61,475	60,000			Primarily State Audit fees, increased federal grants require additional audit costs (40-50 hours per federal program), 2023 we have 2 programs audited. Additionally SAO fees are increasing from 128/hour in 2023. Additionally professional subscriptions and CC fees.
001-210-514.20-42-	General Fund	Finance Department	Financial Services	Communication	15,000	11,192	10,321	15,000	15,000			Includes City Hall main phone lines, SIP trunks, and mailing machine fees.
001-210-514.20-43-	General Fund	Finance Department	Financial Services	Travel & Training	3,500	5,556	5,799	4,500	5,500			Generally we try to send 2 staff to WPTA and WFOA conferences, as well as other local training and CPE requirements.
001-210-514.20-44-	General Fund	Finance Department	Financial Services	Taxes & Operating Assessments	200	-970	-17	0	0			
001-220-518.80-10-	General Fund	Information Systems	Information Technology Services	Salaries & Wages	518,990	532,607	499,151	584,072	613,309			
001-220-518.80-20-	General Fund	Information Systems	Information Technology Services	Personnel Benefits	221,691	220,941	194,083	225,680	240,928			
001-220-518.80-31-	General Fund	Information Systems	Information Technology Services	Office & Operating Supplies	8,000	6,883	8,684	8,000	8,500			General IT Supplies.
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment	428,139	431,855	140,362	136,039	121,278			
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment						40,037		24 Desktop Computers
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment						6,310		4 Harddrives for Cluster and Stonefly appliance
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment						16,320		5 MDTs
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment						1,763		9 Monitors
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment						1,741		2 Printers
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment						14,275		9 Notebook computeters
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment						8,704		2 Servers
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment						13,252		12 Tablets
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment						163		1 Conf Rm VOIP phone
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment						14,144		6 Workstations
001-220-518.80-35-	General Fund	Information Systems	Information Technology Services	Small Tools & Minor Equipment						4,570		1 Multifunction Printer
001-220-518.80-40-	General Fund	Information Systems	Information Technology Services	Interfund Services	6,788	6,788	3,852	5,135	11,252			
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services	550,000	369,401	479,194	556,555	618,472			
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						1,632		ABP Tech: Pure Access Cloud
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						81		ACCIS Membership
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						10,880		AIIPhase: Mitel VOIP System
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						7,072		ArchiveSocial: Social Media Archive

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						41,344		Laserfiche licensing fees and support
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						19,584		Civic Plus: Hosting Fees for Civic Plus and Civic Clerk
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						38,080		Critical Insight: Managed Detection & Response Service
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						7,616		FireEye: Web Filter
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						14,144		G12: SIP lines & DIDs for VOIP and e-fax
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						29,376		Barracuda Total Email Protection
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						4,896		KnowBe4: Security Awareness Staff Training
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						3,264		Lansweeper: Help Desk, Software and Hardware Inventory
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						517		Rise Vision Software (Info Monitors for City Hall, APD, & Court)
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						8,704		Duo Security: Multi-factor Authentication for servers, VPN users including staff, vendors, and consultants
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						16,320		Microsoft Azure: Disaster and Recovery
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						16,320		Adobe Products Subscription
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						114,240		Microsoft Windows Operating System & Office 365
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						31,551		Smarsh: Text Archiving
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						3,155		TeamViewer
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						21,760		Sophos antivirus, antimalware, anti ransomware protection
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						92,480		Eden ERP & Tyler Cashiering
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						0		Misc items such as SSL certificates, domain name fees, etc.
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						10,662		Keeper Password Manager
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						48,960		OpenGov: Budgeting Software
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						1,414		Recording Software for Council Chambers
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						2,285		FaxFinder digital faxing
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						4,570		Docusign
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						544		PRTG Monitoring tool for servers and network equipment
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						38,080		Security Audit
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						16,320		Veeam Backup and Replication
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						544		Wildcard SSL certificate
001-220-518.80-41-	General Fund	Information Systems	Information Technology Services	Professional Services						12,077		Splunk- SEIM system that collects & stores sys logs for CJIS compliance
001-220-518.80-42-	General Fund	Information Systems	Information Technology Services	Communication	4,200	9,037	5,618	5,600	5,600			7 cell phones with hot spots
001-220-518.80-43-	General Fund	Information Systems	Information Technology Services	Travel & Training	10,500	8,332	4,672	10,500	10,500			\$1500 training X 7 employees
001-220-518.80-44-	General Fund	Information Systems	Information Technology Services	Taxes & Operating Assessments	0	0	0	0	0			
001-220-518.80-48-	General Fund	Information Systems	Information Technology Services	Repairs & Maintenance	4,000	3,755	4,789	4,000	6,000			Replacement parts
001-230-517.90-31-	General Fund	Human Resources	Other Employee Benefit Programs	Office & Operating Supplies	6,500	6,988	6,214	6,500	8,500			Coffee/tea; City Hall breakroom supplies, and \$4,000 for wellness program (minimum \$10/employee, additional incentive programs & prizes, supplies for City-wide drives, benefits fairs, flu/vaccine pop-up events).
001-230-517.90-41-	General Fund	Human Resources	Other Employee Benefit Programs	Professional Services	3,000	2,041	51,567	3,000	53,000			HSA and FSA participant fees (\$3,000); AWC annual membership (approximately \$40,000).
001-230-517.90-43-	General Fund	Human Resources	Other Employee Benefit Programs	Travel & Training	0	0	0	0	25,000			City-wide training: DEI, antiharassment, etc. (\$20,000); MSDS online database (\$5,000).
001-230-518.10-10-	General Fund	Human Resources	Personnel Services	Salaries & Wages	165,281	183,952	144,821	175,003	191,000			
001-230-518.10-20-	General Fund	Human Resources	Personnel Services	Personnel Benefits	64,917	63,986	55,382	53,879	76,242			

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-230-518.10-31-	General Fund	Human Resources	Personnel Services	Office & Operating Supplies	3,500	3,731	1,253	1,500	3,000			Badge materials; copies; shredding services; HR office supplies
001-230-518.10-40-	General Fund	Human Resources	Personnel Services	Interfund Services	12,268	12,268	10,478	9,904	10,463			
001-230-518.10-41-	General Fund	Human Resources	Personnel Services	Professional Services	80,000	61,715	28,409	83,475	36,000			Recruitment expenses (\$20,000: job postings, online accounts); NeoGov recruiting software (\$11,000); background investigations & pre-employment screening; drug & alcohol testing; safety & first aid kit supplies (\$5,000).
001-230-518.10-42-	General Fund	Human Resources	Personnel Services	Communication	1,500	14,601	636	800	1,500			2 cell phones \$43/month; postage \$100/quarter
001-230-518.10-43-	General Fund	Human Resources	Personnel Services	Travel & Training	4,500	4,607	2,630	3,000	7,500			3 @ \$2,500: AWC Labor Relations; WAPELRA membership; AWC Retro; AWC Member Expo; various HR trainings; SIHRMA; First Aid/CPR training; AWC Wellness Forum attendance; 3 SHRM memberships and trainings/testing.
001-230-518.11-10-	General Fund	Human Resources	Police Labor Relations	Salaries & Wages	14,753	16,902	10,061	18,139	33,056			
001-230-518.11-20-	General Fund	Human Resources	Police Labor Relations	Personnel Benefits	4,994	5,326	3,314	4,329	8,243			
001-230-518.11-41-	General Fund	Human Resources	Police Labor Relations	Professional Services	15,000	21,797	1,125	7,500	16,000			Police labor relations attorney (@\$400/hour) 20 hours general matters; 20 hours contract negotiations
001-230-518.12-10-	General Fund	Human Resources	Fire Labor Relations	Salaries & Wages	14,753	16,902	10,061	18,139	33,056			
001-230-518.12-20-	General Fund	Human Resources	Fire Labor Relations	Personnel Benefits	4,994	5,326	3,314	4,329	8,243			
001-230-518.12-41-	General Fund	Human Resources	Fire Labor Relations	Professional Services	15,000	2,100	0	7,500	8,000			Fire labor relations attorney (@\$400/hour) 20 hours general matters
001-230-518.13-10-	General Fund	Human Resources	Other Labor Relations	Salaries & Wages	9,486	10,347	5,030	11,352	6,974			
001-230-518.13-20-	General Fund	Human Resources	Other Labor Relations	Personnel Benefits	3,363	3,588	1,657	3,230	1,880			
001-230-518.13-41-	General Fund	Human Resources	Other Labor Relations	Professional Services	5,000	0	8,789	5,000	5,350			Labor relations attorney (@\$400/hour), 20 hours general matters
001-230-518.60-46-	General Fund	Human Resources	Risk Management Services	Insurance	284	295	262	262	307			WA Cities Insurance Authority - Finance to populate.
001-230-521.10-10-	General Fund	Human Resources	Administration	Salaries & Wages	4,743	5,173	503	5,676	697			
001-230-521.10-20-	General Fund	Human Resources	Administration	Personnel Benefits	1,682	1,794	166	1,615	188			
001-230-521.10-41-	General Fund	Human Resources	Administration	Professional Services	14,000	11,468	2,341	6,500	22,000			Fire Civil Service and Public Safety Testing (\$6,300); Assessment center consultant (even years) for Sergeant (\$10,400); Assessment center (even years) Corporal, in-house (\$5,000)
001-230-521.10-43-	General Fund	Human Resources	Administration	Travel & Training	500	0	0	0	800			Food & beverages for assessment centers and ongoing oral boards.
001-230-522.10-10-	General Fund	Human Resources	Administration	Salaries & Wages	4,743	5,173	503	5,676	697			
001-230-522.10-20-	General Fund	Human Resources	Administration	Personnel Benefits	1,682	1,794	166	1,615	188			
001-230-522.10-41-	General Fund	Human Resources	Administration	Professional Services	14,000	29,346	1,120	6,500	27,000			"Fire Civil Service and Public Safety testing (\$6,300); Assessment center consultant (even years) for Captain & Lieutenant (\$20,300)

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-230-522.10-43-	General Fund	Human Resources	Administration	Travel & Training	500	0	0	0	800			Food & beverages for assessment centers and ongoing oral boards.
001-240-514.30-41-	General Fund	Planning & Community Development	Recording Services	Professional Services	3,500	0	816	3,500	2,000			Legal Notices and Mailings
001-240-515.30-41-	General Fund	Planning & Community Development	Legal Services	Professional Services	22,000	4,828	17,693	7,000	7,000			Code Enforcement
001-240-554.90-41-	General Fund	Planning & Community Development	Other Environmental Services	Professional Services	14,000	21,785	8,875	14,000	14,000			Critical areas reviews and NW Clean Air (\$6,000)
001-240-558.50-10-	General Fund	Planning & Community Development	Building Permits & Plan Reviews	Salaries & Wages	450,699	375,380	442,028	491,999	502,475			
001-240-558.50-12-	General Fund	Planning & Community Development	Building Permits & Plan Reviews	Overtime	0	929	2,194	0	0			
001-240-558.50-20-	General Fund	Planning & Community Development	Building Permits & Plan Reviews	Personnel Benefits	195,463	188,365	179,242	199,065	203,520			
001-240-558.50-31-	General Fund	Planning & Community Development	Building Permits & Plan Reviews	Office & Operating Supplies	2,000	2,225	36,183	50,800	6,000			
001-240-558.50-40-	General Fund	Planning & Community Development	Building Permits & Plan Reviews	Interfund Services	30,340	30,340	29,961	33,352	38,263			
001-240-558.50-41-	General Fund	Planning & Community Development	Building Permits & Plan Reviews	Professional Services	58,000	95,782	68,804	29,500	10,000			Storm Water reviews which are a pass through
001-240-558.50-42-	General Fund	Planning & Community Development	Building Permits & Plan Reviews	Communication	4,500	6,341	5,187	6,500	6,500			Cell phones and postage
001-240-558.50-43-	General Fund	Planning & Community Development	Building Permits & Plan Reviews	Travel & Training	4,000	2,047	2,889	4,000	5,000			Building Code Training
001-240-558.50-44-	General Fund	Planning & Community Development	Building Permits & Plan Reviews	Taxes & Operating Assessments	0	1,110	1,037	0	0			
001-240-558.60-10-	General Fund	Planning & Community Development	Planning	Salaries & Wages	338,208	423,962	403,553	390,715	389,581			
001-240-558.60-12-	General Fund	Planning & Community Development	Planning	Overtime	0	3,892	1,780	0	0			
001-240-558.60-20-	General Fund	Planning & Community Development	Planning	Personnel Benefits	136,209	134,743	124,254	136,888	130,120			
001-240-558.60-31-	General Fund	Planning & Community Development	Planning	Office & Operating Supplies	8,000	7,541	5,532	2,800	7,000			Planning department office supplies
001-240-558.60-40-	General Fund	Planning & Community Development	Planning	Interfund Services	45,611	45,611	41,763	45,559	36,865			
001-240-558.60-41-	General Fund	Planning & Community Development	Planning	Professional Services	96,000	114,594	24,059	43,000	160,000			Downtown Parking plan, Land Capacity Analysis for Comp Plan update, and SMP completion/implementation
001-240-558.60-42-	General Fund	Planning & Community Development	Planning	Communication	6,500	7,227	5,361	6,500	10,000			Public notice publications.
001-240-558.60-43-	General Fund	Planning & Community Development	Planning	Travel & Training	4,000	4,445	234	4,000	6,500			Planner Training
001-240-558.60-44-	General Fund	Planning & Community Development	Planning	Taxes & Operating Assessments	0	0	0	0	0			
001-240-558.60-45-	General Fund	Planning & Community Development	Planning	Operating Rentals & Leases	48,000	-433	51,895	51,800	54,000			DNR Aquatic Lands Lease, including anticipated cpi increase
001-240-558.70-41-	General Fund	Planning & Community Development	Economic Development	Professional Services	32,500	15,000	12,500	20,000	35,000			10,000 for EDASC, other downtown economic development initiatives
001-240-558.70-43-	General Fund	Planning & Community Development	Economic Development	Travel & Training	2,000	188	705	4,000	4,000			Environmental training, Biologist and Shorelines
001-240-558.70-46-	General Fund	Planning & Community Development	Economic Development	Insurance	7,603	17,571	19,631	8,359	9,696			
001-240-565.10-41-	General Fund	Planning & Community Development	Welfare	Professional Services	665,000	785,082	87,216	215,000	194,000			HUD
001-240-565.10-41-	General Fund	Planning & Community Development	Welfare	Professional Services						128,000		HUD CDBG Grant
001-240-565.10-41-	General Fund	Planning & Community Development	Welfare	Professional Services						66,000		Skagit County Community Action Agency
001-240-565.10-42-	General Fund	Planning & Community Development	Welfare	Communication	0	544	536	0	550			CDBG publication
001-240-566.00-41-	General Fund	Planning & Community Development	Chemical Dependency Services	Professional Services	18,000	0	26,230	18,000	27,000			Interlocal with Skagit County /Liquor Tax
001-240-567.00-41-	General Fund	Planning & Community Development	Children Services	Professional Services	10,000	0	1,420	10,000	10,000			Children Services/ Boys and Girls club
001-250-511.30-41-	General Fund	Legal Department	Official Publication Services	Professional Services	10,000	7,775	4,967	10,000	20,000			Professional services for codification of adopted ordinances.
001-250-515.30-10-	General Fund	Legal Department	Legal Services	Salaries & Wages	288,504	319,397	291,669	341,100	484,062		114,595	
001-250-515.30-20-	General Fund	Legal Department	Legal Services	Personnel Benefits	117,609	125,854	133,650	134,255	198,260		34,312	
001-250-515.30-31-	General Fund	Legal Department	Legal Services	Office & Operating Supplies	6,000	5,592	4,238	6,000	9,000			General office supplies, legal publications, LexisNexis subscription fees.
001-250-515.30-40-	General Fund	Legal Department	Legal Services	Interfund Services	38,129	38,129	33,917	37,001	26,891			
001-250-515.30-41-	General Fund	Legal Department	Legal Services	Professional Services	110,000	91,137	85,539	110,000	50,000			Three months of prosecution contract overlap to train new in-house prosecutor, as well as non utility outside counsel. \$25K to each category.
001-250-515.30-42-	General Fund	Legal Department	Legal Services	Communication	2,400	2,933	2,017	2,800	3,000			cell phones and postage
001-250-515.30-43-	General Fund	Legal Department	Legal Services	Travel & Training	6,000	2,514	760	6,000	9,000			WSAMA, WAPRO, WSAMA conferences, CLEs, staff training.
001-250-515.30-44-	General Fund	Legal Department	Legal Services	Taxes & Operating Assessments	0	0	0	0	0			
001-260-532.10-10-	General Fund	Fiber	Fiber Administration	Salaries & Wages	757,573	403,450	370,350	233,807	467,576			450,000 of technician time will be charged to capital buildout.
001-260-532.10-12-	General Fund	Fiber	Fiber Administration	Overtime	0	7,222	9,975	0	12,000			Based on actual hours to meet customer demand.

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-260-532.10-20-	General Fund	Fiber	Fiber Administration	Personnel Benefits	358,149	151,964	145,398	291,350	365,438			
001-260-532.10-31-	General Fund	Fiber	Fiber Administration	Office & Operating Supplies	11,172	11,756	5,189	4,300	8,150			
001-260-532.10-31-	General Fund	Fiber	Fiber Administration	Office & Operating Supplies						2,000		Office Supplies
001-260-532.10-31-	General Fund	Fiber	Fiber Administration	Office & Operating Supplies						3,300		Uniforms & Boot Allowance
001-260-532.10-31-	General Fund	Fiber	Fiber Administration	Office & Operating Supplies						500		Safety (hard hats, high visibility vests)
001-260-532.10-31-	General Fund	Fiber	Fiber Administration	Office & Operating Supplies						250		Racks & totes for inventory storage
001-260-532.10-31-	General Fund	Fiber	Fiber Administration	Office & Operating Supplies								Fiber jumpers for remote cabinets & Fiber Equipment Room
001-260-532.10-31-	General Fund	Fiber	Fiber Administration	Office & Operating Supplies						500		Cable management supplies
001-260-532.10-31-	General Fund	Fiber	Fiber Administration	Office & Operating Supplies						250		
001-260-532.10-31-	General Fund	Fiber	Fiber Administration	Office & Operating Supplies						350		Fuel & lubricants for Dingo & backup generator
001-260-532.10-31-	General Fund	Fiber	Fiber Administration	Office & Operating Supplies						1,000		Unanticipated items
001-260-532.10-35-	General Fund	Fiber	Fiber Administration	Small Tools & Minor Equipment	10,000	11,526	12,160	10,000	10,000			Power and Hand Tool replacement parts. OTDR & Splicer maintenance.
001-260-532.10-35-	General Fund	Fiber	Fiber Administration	Small Tools & Minor Equipment						1,000		Equipment repairs
001-260-532.10-35-	General Fund	Fiber	Fiber Administration	Small Tools & Minor Equipment						500		Shovels
001-260-532.10-35-	General Fund	Fiber	Fiber Administration	Small Tools & Minor Equipment						1,000		Hand tools, drill bits
001-260-532.10-35-	General Fund	Fiber	Fiber Administration	Small Tools & Minor Equipment						4,000		Power tools
001-260-532.10-35-	General Fund	Fiber	Fiber Administration	Small Tools & Minor Equipment						500		Fish tape for cable pulling
001-260-532.10-35-	General Fund	Fiber	Fiber Administration	Small Tools & Minor Equipment						3,000		Office equipment
001-260-532.10-40-	General Fund	Fiber	Fiber Administration	Interfund Services	89,431	89,431	118,089	143,065	162,638			Fiber network equipment now included, in addition to typical ERR and DIS costs, in replacement costs based on 10 year depreciation schedule.
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services	199,755	218,643	254,013	262,592	340,679			Increase due to additional customer service requirements.
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						140,000		NoaNet NOC services
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						21,231		OSP Insight
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						45,000		Nokia Support
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						11,270		Cartegraph (OpenGov)
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						47,000		Internet Bandwidth
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						6,000		Marketing
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						1,000		ARIN Annual fee
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						4,200		Dark fiber, Mount Vernon
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						2,100		Dark Fiber, Burlington
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						1,200		Rack Space, Burlington
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						4,500		Pole Attachment Fees
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						3,300		CALEA support, Vantage Point
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						26,000		WiFi tool, Nokia HomeCare
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						13,000		WiFi tool, RouteThis Certify
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						4,000		DC battery maintenance, Library & West End
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						2,815		Laserfiche licensing
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						1,000		American Association for Public Broadband membership
001-260-532.10-41-	General Fund	Fiber	Fiber Administration	Professional Services						7,063		ESRI - GIS software
001-260-532.10-42-	General Fund	Fiber	Fiber Administration	Communication	5,880	6,364	5,120	5,880	5,940			
001-260-532.10-42-	General Fund	Fiber	Fiber Administration	Communication						5,280		11 cell phones @\$40/month
001-260-532.10-42-	General Fund	Fiber	Fiber Administration	Communication						660		11 hotspots @ \$5/month
001-260-532.10-43-	General Fund	Fiber	Fiber Administration	Travel & Training	14,450	6,622	9,306	11,000	14,000			
001-260-532.10-43-	General Fund	Fiber	Fiber Administration	Travel & Training						2,000		Director
001-260-532.10-43-	General Fund	Fiber	Fiber Administration	Travel & Training						2,500		Nokia
001-260-532.10-43-	General Fund	Fiber	Fiber Administration	Travel & Training						2,000		WiFi
001-260-532.10-43-	General Fund	Fiber	Fiber Administration	Travel & Training						1,500		Flagger
001-260-532.10-43-	General Fund	Fiber	Fiber Administration	Travel & Training						2,000		Outside Plant
001-260-532.10-43-	General Fund	Fiber	Fiber Administration	Travel & Training						4,000		Building wiring (e.g., BICSI)
001-260-532.10-43-	General Fund	Fiber	Fiber Administration	Travel & Training						0		
001-260-532.10-44-	General Fund	Fiber	Fiber Administration	Taxes & Operating Assessments	13,759	18,395	18,376	16,100	30,380			
001-260-532.10-44-	General Fund	Fiber	Fiber Administration	Taxes & Operating Assessments						3,410		Sales Tax for Installation
001-260-532.10-44-	General Fund	Fiber	Fiber Administration	Taxes & Operating Assessments						25,000		WA State B&O Tax (0.471%)

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-260-532.10-44-	General Fund	Fiber	Fiber Administration	Taxes & Operating Assessments						1,800		Leasehold Excise Tax on dark fiber lease
001-260-532.10-44-	General Fund	Fiber	Fiber Administration	Taxes & Operating Assessments						170		Skagit County telecom franchise fee on dark fiber
001-260-532.10-46-	General Fund	Fiber	Fiber Administration	Insurance	0	117	115	129	127			WCIA
001-260-532.10-47-	General Fund	Fiber	Fiber Administration	Utility Services	2,100	2,046	1,906	2,100	2,416			Solid Waste Charges
001-260-592.32-80-	General Fund	Fiber	Facility Engineering	Debt Service: Interest & Related Cos	80,000	71,208	39,375	83,000	19,868			SaviBank Line of Credit Interest Payment
001-260-594.32-63-	General Fund	Fiber	Facility Engineering	Other Improvements	9,332,226	5,118,340	2,815,859	7,830,000	0			NOTE: Includes \$450k in technician and outside labor costs labor costs
001-260-594.32-63-	General Fund	Fiber	Facility Engineering	Other Improvements						0		Guemes View Fiber Expansion
001-260-594.32-63-	General Fund	Fiber	Facility Engineering	Other Improvements						0		EDA Fiber Expansion
001-260-594.32-63-	General Fund	Fiber	Facility Engineering	Other Improvements						0		Material for developers.
001-260-594.32-64-	General Fund	Fiber	Facility Engineering	Machinery & Equipment	362,000	4,669	10,503	0	50,000			More GPON SFPs and Line cards to serve new customers.
001-310-514.20-49-	General Fund	Police	Financial Services	Miscellaneous	0	225	0	55,555	0			
001-310-517.20-20-	General Fund	Police	Pension & Other Benefit Payments To	Personnel Benefits	95,617	118,615	105,656	97,683	80,100			
001-310-521.10-10-	General Fund	Police	Administration	Salaries & Wages	444,500	460,100	470,999	532,123	580,627			
001-310-521.10-20-	General Fund	Police	Administration	Personnel Benefits	170,984	165,859	169,730	189,777	210,724			
001-310-521.10-31-	General Fund	Police	Administration	Office & Operating Supplies	4,500	5,063	6,050	5,000	7,000			Business cards, copy paper, Adobe pro licensing, digital evidence storage devices, cell phone cases, office supplies.
001-310-521.10-35-	General Fund	Police	Administration	Small Tools & Minor Equipment	0	0	0	0	0			
001-310-521.10-40-	General Fund	Police	Administration	Interfund Services	269,300	269,344	301,442	389,345	325,215			
001-310-521.10-41-	General Fund	Police	Administration	Professional Services	65,000	78,260	62,155	80,000	117,500			
001-310-521.10-41-	General Fund	Police	Administration	Professional Services						60,000		AFC Social Worker Contract
001-310-521.10-41-	General Fund	Police	Administration	Professional Services						37,500		Pre-employment screening, LeadsOnline, PowerDMS, digital fingerprint machine, professional dues, computer forensic tool licensing, Axon, shipping charges,
001-310-521.10-41-	General Fund	Police	Administration	Professional Services						20,000		Evidence management system recommended during Accreditation inspection.
001-310-521.10-42-	General Fund	Police	Administration	Communication	119,196	88,683	92,358	126,769	127,000			Spillman, cell phones, printing
001-310-521.10-44-	General Fund	Police	Administration	Taxes & Operating Assessments	0	1,171	138	0	0			
001-310-521.10-45-	General Fund	Police	Administration	Operating Rentals & Leases	737	402	0	750	750			Copy/fax machines
001-310-521.10-46-	General Fund	Police	Administration	Insurance	19,231	31,146	25,268	14,130	16,563			
001-310-521.20-10-	General Fund	Police	Support Services	Salaries & Wages	246,920	241,260	214,399	273,572	279,519			
001-310-521.20-20-	General Fund	Police	Support Services	Personnel Benefits	113,155	115,035	95,938	113,763	109,973			
001-310-521.20-42-	General Fund	Police	Support Services	Communication	9,054	5,378	3,349	9,054	9,055			Phone lines
001-310-521.30-10-	General Fund	Police	Crime Prevention	Salaries & Wages	60,409	62,902	58,547	99,709	70,179			
001-310-521.30-20-	General Fund	Police	Crime Prevention	Personnel Benefits	34,848	35,168	32,070	61,014	41,027			
001-310-521.30-31-	General Fund	Police	Crime Prevention	Office & Operating Supplies	3,977	3,304	1,768	2,843	2,900			Crime prevention meetings, promotional materials for events, citizens academy, junior citizens academy.
001-310-521.30-35-	General Fund	Police	Crime Prevention	Small Tools & Minor Equipment	945	0	9	950	1,100			Project lifesaver, speed warning reader board
001-310-521.30-41-	General Fund	Police	Crime Prevention	Professional Services	8,211	3,674	2,984	8,225	8,250			Skagit Domestic Violence and Sexual Assault Services,
001-310-521.40-43-	General Fund	Police	Training	Travel & Training	50,000	51,197	54,460	60,000	85,000			Training ammunition, CJTC training fees (including BLEA charges for 5 new officers to attend the academy), travel costs, training tuition, training supplies, range rental fees.
001-310-521.50-31-	General Fund	Police	Facilities	Office & Operating Supplies	2,843	408	2,198	2,843	2,900			Office first aid kits, office AED, sidewalk ice melt
001-310-521.50-41-	General Fund	Police	Facilities	Professional Services	23,500	21,047	18,434	23,500	25,000			Building cleaning service and cleaning supplies
001-310-521.50-46-	General Fund	Police	Facilities	Insurance	4,753	4,779	4,940	5,257	25,411			
001-310-521.50-47-	General Fund	Police	Facilities	Utility Services	42,103	46,475	49,120	47,000	50,000			Puget Sound Energy, Cascade Natural Gas
001-310-521.50-48-	General Fund	Police	Facilities	Repairs & Maintenance	19,312	754	596	19,312	20,500			Guardian Security Alarms, building repairs, maintenance

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-310-521.70-10-	General Fund	Police	Patrol & Investigations	Salaries & Wages	2,270,412	2,202,876	2,043,654	2,528,200	3,093,453		423,604	
001-310-521.70-12-	General Fund	Police	Patrol & Investigations	Overtime	128,147	193,002	145,550	135,000	150,000			
001-310-521.70-20-	General Fund	Police	Patrol & Investigations	Personnel Benefits	978,756	896,571	813,224	1,007,932	1,236,720		214,153	Adj by Finance, benefits owed with OT adjustment
001-310-521.70-21-	General Fund	Police	Patrol & Investigations	Uniform Purchases	30,000	18,938	32,624	40,000	60,000			Increase primarily due to new staff. Uniforms, duty gear, soft body armor, uniform cleaning.
001-310-521.70-31-	General Fund	Police	Patrol & Investigations	Office & Operating Supplies	15,567	27,460	9,858	48,888	35,000			Investigative forensic tools, K9 program costs (food, medical, grooming, kennel fees) , investigative fees, Body Worn Camera Hardware, Celebrite machine, batteries (general, taser, radio, flashlight), less lethal ammunition, taser cartridges, safety supplies, evidence storage supplies, officer badges, first aid supplies for officer vehicles.
001-310-521.70-35-	General Fund	Police	Patrol & Investigations	Small Tools & Minor Equipment	94,805	58,088	83,333	80,615	130,000			Increase primarily due to new staff. Less lethal tools, duty ammunition, tasers, duty pistols, duty rifles, portable radios, radars, PBT's SECTOR equipment. This amount includes purchases needed for outfitting the five new levy lift positions and replacing existing equipment.
001-310-521.70-40-	General Fund	Police	Patrol & Investigations	Interfund Services	299,477	299,657	186,921	249,228	298,665			Additional 5 patrol vehicles, includes vehicles, MDT's, and desk top computers.
001-310-521.70-41-	General Fund	Police	Patrol & Investigations	Professional Services	10,000	9,428	6,925	10,000	25,500			
001-310-521.70-41-	General Fund	Police	Patrol & Investigations	Professional Services						15,500		Vehicle towing/impounds, junk RV disposal, shredding for confidential documents.
001-310-521.70-41-	General Fund	Police	Patrol & Investigations	Professional Services						10,000		Mental Health Professional for employee wellness.
001-310-521.70-45-	General Fund	Police	Patrol & Investigations	Operating Rentals & Leases	257,641	226,280	293,524	288,566	338,201			
001-310-521.70-45-	General Fund	Police	Patrol & Investigations	Operating Rentals & Leases						338,201		Skagit 911 Agency Fees, Law Radio Infrastructure Fund
001-310-521.70-48-	General Fund	Police	Patrol & Investigations	Repairs & Maintenance	6,157	1,190	0	6,157	7,500			Radar calibration, evidence scale calibration, police radio repairs
001-310-523.50-41-	General Fund	Police	Facilities	Professional Services	928,337	963,773	896,736	1,003,317	1,088,749			Public Safety Sales tax pass through for County Jail
001-310-523.60-41-	General Fund	Police	Care & Custody Of Prisoners	Professional Services	45,997	47,137	42,627	32,500	37,500			Jail medical costs, extradition transport chain
001-310-554.30-10-	General Fund	Police	Animal Control	Salaries & Wages	68,336	71,728	65,994	73,237	77,286			
001-310-554.30-12-	General Fund	Police	Animal Control	Overtime	0	334	0	0	0			
001-310-554.30-20-	General Fund	Police	Animal Control	Personnel Benefits	41,864	42,202	38,660	44,521	48,955			
001-310-554.30-31-	General Fund	Police	Animal Control	Office & Operating Supplies	1,190	1,126	804	1,200	1,500			City dog licensing costs
001-310-554.30-40-	General Fund	Police	Animal Control	Interfund Services	4,883	4,883	6,248	8,331	6,612			
001-310-554.30-41-	General Fund	Police	Animal Control	Professional Services	10,000	3,413	3,471	10,000	12,500			Animal impound fees, impounded animal medical care; local and SVHS.
001-310-594.21-64-	General Fund	Police	Law Enforcement	Machinery & Equipment	0	816	65,213	70,000	400,000			5 fully equipped patrol vehicles for five new officers authorized by levy left.
001-320-517.20-10-	General Fund	Medic/Fire Department	Pension & Other Benefit Payments To	Salaries & Wages	0	0	0	0	9,894			Leoff1 Retired Costs
001-320-517.20-20-	General Fund	Medic/Fire Department	Pension & Other Benefit Payments To	Personnel Benefits	44,171	52,200	52,094	81,016	75,151			Leoff1 Retired Medical/Medicare
001-320-522.10-10-	General Fund	Medic/Fire Department	Administration	Salaries & Wages	128,319	136,051	122,963	152,264	162,470			Admin
001-320-522.10-12-	General Fund	Medic/Fire Department	Administration	Overtime	0	174	323	0	0			Admin
001-320-522.10-20-	General Fund	Medic/Fire Department	Administration	Personnel Benefits	44,750	40,497	38,403	56,288	58,180			Admin
001-320-522.10-31-	General Fund	Medic/Fire Department	Administration	Office & Operating Supplies	147,500	125,782	106,623	123,000	150,000			PPE, Uniforms, Office Supplies, Prevention and Investigation Supplies, Miscellaneous items.
001-320-522.10-40-	General Fund	Medic/Fire Department	Administration	Interfund Services	40,265	40,287	37,121	40,496	44,730			IT

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-320-522.10-41-	General Fund	Medic/Fire Department	Administration	Professional Services	63,000	135,360	67,042	89,500	100,000			Multiple maintenance and testing services, Knox Box, employee medical/psych testing, memberships, facilities care.
001-320-522.10-42-	General Fund	Medic/Fire Department	Administration	Communication	25,000	24,610	26,533	23,500	25,000			Skagit 911, phone/tablet connectivity, postage
001-320-522.10-44-	General Fund	Medic/Fire Department	Administration	Taxes & Operating Assessments	250	271	937	0	1,000			B&O tax on antenna lease revenue
001-320-522.10-46-	General Fund	Medic/Fire Department	Administration	Insurance	7,510	2,370	8,334	8,321	9,754			
001-320-522.20-10-	General Fund	Medic/Fire Department	Fire Suppression & Emergency Medica	Salaries & Wages	442,366	483,414	436,620	475,931	617,008		127,372	Fire Suppression
001-320-522.20-12-	General Fund	Medic/Fire Department	Fire Suppression & Emergency Medica	Overtime	82,758	77,775	77,626	86,094	76,000			Fire Suppression
001-320-522.20-14-	General Fund	Medic/Fire Department	Fire Suppression & Emergency Medica	Salaries & Wages - Volunteers	29,400	599	1,751	0	15,000			Fire Suppression
001-320-522.20-20-	General Fund	Medic/Fire Department	Fire Suppression & Emergency Medica	Personnel Benefits	167,288	159,472	149,665	172,509	227,769		50,487	Fire Suppression
001-320-522.20-35-	General Fund	Medic/Fire Department	Fire Suppression & Emergency Medica	Small Tools & Minor Equipment	30,000	31,354	35,383	54,000	76,000			Fire Hose, Fire Equipment, SCBA, Fitness Equipment, radios
001-320-522.30-10-	General Fund	Medic/Fire Department	Fire Prevention & Investigation	Salaries & Wages	93,365	108,293	73,134	105,028	121,737		15,922	Fire Prevention
001-320-522.30-12-	General Fund	Medic/Fire Department	Fire Prevention & Investigation	Overtime	12,026	9,722	9,703	8,000	9,500			Fire Prevention
001-320-522.30-14-	General Fund	Medic/Fire Department	Fire Prevention & Investigation	Salaries & Wages - Volunteers	0	599	1,751	0	0			Fire Prevention
001-320-522.30-20-	General Fund	Medic/Fire Department	Fire Prevention & Investigation	Personnel Benefits	33,083	30,572	23,309	38,016	43,088		6,311	Fire Prevention
001-320-522.45-10-	General Fund	Medic/Fire Department	Training Obtained By Employees	Salaries & Wages	102,253	84,235	98,442	109,460	132,897		15,922	Training
001-320-522.45-12-	General Fund	Medic/Fire Department	Training Obtained By Employees	Overtime	12,275	9,722	9,703	8,000	9,500			Training
001-320-522.45-14-	General Fund	Medic/Fire Department	Training Obtained By Employees	Salaries & Wages - Volunteers	0	4,194	12,257	0	0			
001-320-522.45-20-	General Fund	Medic/Fire Department	Training Obtained By Employees	Personnel Benefits	37,583	28,632	34,905	45,831	56,877		6,311	Training
001-320-522.45-43-	General Fund	Medic/Fire Department	Training Obtained By Employees	Travel & Training	72,000	51,924	90,405	105,500	75,000			Fire and Rescue Training, Conferences, 2 Academy slots, Aerial Operations, Ladder Truck pre construction/acceptance travel, mechanic training,
001-320-522.50-31-	General Fund	Medic/Fire Department	Facilities	Office & Operating Supplies	5,000	3,839	5,162	5,500	5,500			Facility and cleaning supplies.
001-320-522.50-45-	General Fund	Medic/Fire Department	Facilities	Operating Rentals & Leases	28,800	0	4,746	35,500	5,000			Marine 29 moorage less Sta. 3 Rent
001-320-522.50-46-	General Fund	Medic/Fire Department	Facilities	Insurance	2,675	2,443	2,516	2,687	0			
001-320-522.50-47-	General Fund	Medic/Fire Department	Facilities	Utility Services	27,000	35,981	28,907	39,000	41,000			Station utilities: Gas, power, internet, Water/Sewer.
001-320-522.50-48-	General Fund	Medic/Fire Department	Facilities	Repairs & Maintenance	15,000	1,515	1,368	8,000	8,000			Minor facility maintenance.
001-320-522.54-31-	General Fund	Medic/Fire Department	Training Facility	Office & Operating Supplies	7,500	0	0	7,500	7,500			Joint Training Facility Supplies.
001-320-522.60-40-	General Fund	Medic/Fire Department	Vehicles & Equipment Maintenance	Interfund Services	266,793	266,793	209,247	278,996	324,313			ER&R
001-320-525.60-31-	General Fund	Medic/Fire Department	Disaster Preparedness	Office & Operating Supplies	2,000	0	1,008	2,000	2,000			EOC Supplies, CERT, Etc.
001-320-525.60-35-	General Fund	Medic/Fire Department	Disaster Preparedness	Small Tools & Minor Equipment	3,000	0	1,006	1,000	1,000			EOC Equipment, CERT, Etc.
001-320-525.60-40-	General Fund	Medic/Fire Department	Disaster Preparedness	Interfund Services	22,378	22,447	16,802	18,330	29,083			IT
001-320-525.60-41-	General Fund	Medic/Fire Department	Disaster Preparedness	Professional Services	104,000	59,685	58,413	67,000	82,000			DEM Interlocal
001-320-525.60-43-	General Fund	Medic/Fire Department	Disaster Preparedness	Travel & Training	4,000	0	0	2,000	2,000			EOC Training
001-320-594.22-62-	General Fund	Medic/Fire Department	Fire Control	Buildings & Structures	126,000	3,330	1,827,697	1,857,773	0			
001-320-594.25-64-	General Fund	Medic/Fire Department	Emergency Services	Machinery & Equipment	1,500,000	5,484	4,886	1,750,000	0			New Ladder Truck
001-450-575.30-10-	General Fund	Museum Department	Museums & Art Galleries	Salaries & Wages	292,231	300,158	302,216	315,617	369,118			
001-450-575.30-20-	General Fund	Museum Department	Museums & Art Galleries	Personnel Benefits	89,750	89,343	96,720	80,608	109,781			
001-450-575.30-40-	General Fund	Museum Department	Museums & Art Galleries	Interfund Services	32,868	32,868	32,000	34,909	35,244			
001-450-575.30-43-	General Fund	Museum Department	Museums & Art Galleries	Travel & Training	4,300	1,930	1,077	2,274	1,800			Museum association memberships and subscriptions; staff training and travel.
001-450-575.30-44-	General Fund	Museum Department	Museums & Art Galleries	Taxes & Operating Assessments	400	134	139	0	150			
001-450-575.32-31-	General Fund	Museum Department	Museum Services	Office & Operating Supplies	8,800	9,880	5,280	7,512	6,885			Collections storage, curatorial supplies, exhibit supplies, research library and office supplies.
001-450-575.32-41-	General Fund	Museum Department	Museum Services	Professional Services	11,000	10,288	2,489	9,800	12,000			Curatorial services, mural conservation, digital conversions, advertising, presentations.
001-450-575.32-42-	General Fund	Museum Department	Museum Services	Communication	3,400	1,020	1,478	2,697	1,820			mobile phones, postage
001-450-575.35-31-	General Fund	Museum Department	Facilities	Office & Operating Supplies	9,800	4,979	2,322	4,405	4,625			Maintenance supplies for Carnegie building, Maritime Heritage Center, W.T. Preston, and mural shed.
001-450-575.35-46-	General Fund	Museum Department	Facilities	Insurance	1,234	6,629	5,185	1,498	6,057			Insurance for Carnegie building, Maritime Heritage Center, W.T. Preston.
001-450-575.35-47-	General Fund	Museum Department	Facilities	Utility Services	15,000	17,100	13,525	19,420	17,830			Utilities for Carnegie building, Maritime Heritage Center, W.T. Preston.

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
001-450-575.35-48-	General Fund	Museum Department	Facilities	Repairs & Maintenance	37,575	35,568	32,877	25,276	31,000			Painting and sternwheel repair at W.T. Preston; north door replacement at mural shed; cleaning, lift services, pest control.
001-712-542.10-10-	General Fund	Engineering Plans & Services	Engineering	Salaries & Wages	0	0	0	31,406	0			Engineering - General Fund. Not used in 2023, don't need in 2024
001-712-542.10-20-	General Fund	Engineering Plans & Services	Engineering	Personnel Benefits	0	0	0	22,532	0			Not used in 2023, don't need in 2024
001-712-542.10-41-	General Fund	Engineering Plans & Services	Engineering	Professional Services	0	0	0	17,500	0			
001-712-543.10-40-	General Fund	Engineering Plans & Services	Management	Interfund Services	95,219	95,536	78,143	88,912	87,338			
001-712-543.10-43-	General Fund	Engineering Plans & Services	Management	Travel & Training	1,960	4,077	1,479	2,000	0			
001-712-543.30-31-	General Fund	Engineering Plans & Services	General Services	Office & Operating Supplies	3,600	2,820	3,019	3,600	0			
001-712-543.30-42-	General Fund	Engineering Plans & Services	General Services	Communication	15,000	11,697	9,261	15,000	0			Cell phones and postage - These costs reallocated from general fund to all three utilities.
001-712-543.30-43-	General Fund	Engineering Plans & Services	General Services	Travel & Training	2,000	785	500	2,000	0			
001-713-518.30-10-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Salaries & Wages	123,294	164,422	183,244	164,130	181,060			Facilities - General Fund
001-713-518.30-20-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Personnel Benefits	46,755	55,393	72,750	58,001	63,166			
001-713-518.30-31-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Office & Operating Supplies	12,500	12,807	17,858	12,500	17,000			Increase tools and furniture, need additional tools in 2024 to outfit new hire.
001-713-518.30-31-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Office & Operating Supplies						12,500		office furniture, due to staffing changes,
001-713-518.30-31-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Office & Operating Supplies						4,500		Tools for new facility FTE, outfit new facility truck with tools and woodshop tools.
001-713-518.30-40-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Interfund Services	19,276	19,276	22,925	27,430	51,468			
001-713-518.30-41-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Professional Services	40,000	20,255	251,481	77,004	40,000			CFP has itemized list of investment in facilities, by facility.
001-713-518.30-42-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Communication	0	4	874	0	750			
001-713-518.30-43-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Travel & Training	2,500	435	52	2,500	5,400			new employee new training needed.
001-713-518.30-43-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Travel & Training						4,000		siemens hvac program
001-713-518.30-43-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Travel & Training						400		Weed spray certifications.
001-713-518.30-43-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Travel & Training						1,000		Misc emergent training
001-713-518.30-44-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Taxes & Operating Assessments	0	0	0	0	0			
001-713-518.30-46-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Insurance	8,853	10,466	12,827	11,513	12,271			
001-713-518.30-47-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Utility Services	35,000	37,570	33,978	39,000	44,000			Estimated and up 12% as per S/H
001-713-518.30-48-	General Fund	Municipal/Community Buildings	Maintenance/Security/Insurance/Janit	Repairs & Maintenance	600,000	431,569	328,336	300,000	50,000			This line item is for emergent needs and services performed in house. This covers all non utility facilities for all of their repair and maintenance needs IE hvac, plumbing, small electrical, lightbulbs and all emergent needs.
001-713-575.50-41-	General Fund	Municipal/Community Buildings	Depot	Professional Services	0	0	0	0	0			This was part of historical \$600k that got split into half utility op budget and half cfp. in the CFP each Gen fund facility has a CFP project and associated funding.
001-713-575.50-46-	General Fund	Municipal/Community Buildings	Depot	Insurance	0	0	0	0	0			Shifted to 518.30-47
001-713-576.91-47-	General Fund	Municipal/Community Buildings	Heart Of Anacortes	Utility Services	0	407	0	0	0			Shifted to 518.30-47
001-714-554.90-10-	General Fund	Resource Conservation	Other Environmental Services	Salaries & Wages	19,186	11,236	0	17,675	0			
001-714-554.90-20-	General Fund	Resource Conservation	Other Environmental Services	Personnel Benefits	10,340	5,092	0	12,256	0			
001-714-554.90-31-	General Fund	Resource Conservation	Other Environmental Services	Office & Operating Supplies	5,000	3,306	0	0	0			
001-714-554.90-41-	General Fund	Resource Conservation	Other Environmental Services	Professional Services	0	15,515	0	0	0			
001-714-554.90-42-	General Fund	Resource Conservation	Other Environmental Services	Communication	500	240	0	0	0			
001-714-554.90-44-	General Fund	Resource Conservation	Other Environmental Services	Taxes & Operating Assessments	0	0	0	0	0			
101-410-571.00-10-	Parks & Recreation Fur	Parks & Recreation	Educational & Recreational Activities	Salaries & Wages	158,021	0	145,871	170,859	181,686			
101-410-571.00-11-	Parks & Recreation Fur	Parks & Recreation	Educational & Recreational Activities	Student Rec Wages	28,000	0	33,243	28,000	34,000			High School and Middle School workers who help coach early childhood sport programs, summer enrichment camps, and work youth sport leagues.
101-410-571.00-20-	Parks & Recreation Fur	Parks & Recreation	Educational & Recreational Activities	Personnel Benefits	78,484	0	73,384	47,545	91,536			Corrected back to appropriate level from data transfer loss.

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
101-410-571.00-31-	Parks & Recreation Fur	Parks & Recreation	Educational & Recreational Activities	Office & Operating Supplies	86,000	0	64,103	90,300	90,000			This pays for the supplies to run programs, i.e. sport balls, t-shirts, etc. as well as supplies for our events (KidsRBest, Dad/Daughter Dance, Egg Dash, Bark in the Park, Haunted Forest, Wonderland Walk, etc.)
101-410-571.00-40-	Parks & Recreation Fur	Parks & Recreation	Educational & Recreational Activities	Interfund Services	0	0	0	0	0			
101-410-571.00-41-	Parks & Recreation Fur	Parks & Recreation	Educational & Recreational Activities	Professional Services	49,000	0	37,245	51,450	52,000			Contracted instructors, referees, and online registration system fees.
101-410-571.00-42-	Parks & Recreation Fur	Parks & Recreation	Educational & Recreational Activities	Communication	6,600	0	1,872	6,600	6,600			City Cell phones
101-410-571.00-43-	Parks & Recreation Fur	Parks & Recreation	Educational & Recreational Activities	Travel & Training	1,550	0	725	1,550	1,550			Staff training/certification.
101-410-571.00-44-	Parks & Recreation Fur	Parks & Recreation	Educational & Recreational Activities	Taxes & Operating Assessments	0	0	0	0	0			
101-410-573.10-31-	Parks & Recreation Fur	Parks & Recreation	Cultural & Community Activities	Office & Operating Supplies	3,000	752	31	3,000	3,000			Arts Commission expenses
101-410-575.50-31-	Parks & Recreation Fur	Parks & Recreation	Depot	Office & Operating Supplies	0	4,864	14,559	3,000	11,000			Previously captured under Professional Services which is no longer used. The Depot is experiencing more use. This line item pays for cleaning and janitorial after rentals.
101-410-575.50-42-	Parks & Recreation Fur	Parks & Recreation	Depot	Communication	0	309	0	500	500			
101-410-575.50-47-	Parks & Recreation Fur	Parks & Recreation	Depot	Utility Services	22,000	31,571	29,515	20,000	24,000			City utility bills, as well as electric and natural gas.
101-410-575.50-48-	Parks & Recreation Fur	Parks & Recreation	Depot	Repairs & Maintenance	2,100	2,539	436	2,100	2,200			
101-410-575.52-10-	Parks & Recreation Fur	Parks & Recreation	Senior Center	Salaries & Wages	146,843	137,568	140,803	167,799	174,298			review staff costs
101-410-575.52-20-	Parks & Recreation Fur	Parks & Recreation	Senior Center	Personnel Benefits	89,722	70,260	61,048	74,563	84,703			
101-410-575.52-31-	Parks & Recreation Fur	Parks & Recreation	Senior Center	Office & Operating Supplies	5,000	3,109	8,692	5,000	10,000			Catching up on some deferred maintenance projects, as well as typical office and activity supplies for ASAC admin and programs.
101-410-575.52-40-	Parks & Recreation Fur	Parks & Recreation	Senior Center	Interfund Services	52,593	52,593	51,531	65,416	57,717			Reduction in nodes, eliminating unnecessary computers.
101-410-575.52-41-	Parks & Recreation Fur	Parks & Recreation	Senior Center	Professional Services	55,000	54,394	30,959	55,000	40,000			This pays for instructors and consultants to teach at the center. It also covers costs for our agreement with Skagit County.
101-410-575.52-42-	Parks & Recreation Fur	Parks & Recreation	Senior Center	Communication	500	129	103	500	500			
101-410-575.52-43-	Parks & Recreation Fur	Parks & Recreation	Senior Center	Travel & Training	1,500	324	0	1,000	1,000			
101-410-575.52-44-	Parks & Recreation Fur	Parks & Recreation	Senior Center	Taxes & Operating Assessments	0	0	0	0	0			
101-410-575.52-47-	Parks & Recreation Fur	Parks & Recreation	Senior Center	Utility Services	22,000	16,858	14,383	23,694	29,000			Utilities for the operation of the center.
101-410-576.80-10-	Parks & Recreation Fur	Parks & Recreation	General Parks	Salaries & Wages	604,038	603,599	539,131	664,505	689,909			review staff costs
101-410-576.80-12-	Parks & Recreation Fur	Parks & Recreation	General Parks	Overtime	4,148	2,612	1,070	4,200	4,000			
101-410-576.80-20-	Parks & Recreation Fur	Parks & Recreation	General Parks	Personnel Benefits	254,254	257,392	229,706	251,811	279,646			
101-410-576.80-31-	Parks & Recreation Fur	Parks & Recreation	General Parks	Office & Operating Supplies	63,500	101,629	78,888	85,000	95,000			This funds day to day repairs, fertilizer purchases, port-a-potties, field paints, irrigation parts; everything we use to make repairs and operate the park system.
101-410-576.80-35-	Parks & Recreation Fur	Parks & Recreation	General Parks	Small Tools & Minor Equipment	1,350	117	599	1,350	1,400			Small tools such as weedeers, mowers and chainsaws not eligible for ER&R funds are purchased with this BARS.
101-410-576.80-40-	Parks & Recreation Fur	Parks & Recreation	General Parks	Interfund Services	198,711	198,711	172,867	212,627	248,900			
101-410-576.80-41-	Parks & Recreation Fur	Parks & Recreation	General Parks	Professional Services	38,000	59,046	30,113	40,000	40,000			This is used primarily to pay for the city's fireworks show.
101-410-576.80-42-	Parks & Recreation Fur	Parks & Recreation	General Parks	Communication	5,000	7,857	6,160	5,500	5,500			city cell phones
101-410-576.80-44-	Parks & Recreation Fur	Parks & Recreation	General Parks	Taxes & Operating Assessments	1,420	1,220	1,139	1,000	1,000			
101-410-576.80-46-	Parks & Recreation Fur	Parks & Recreation	General Parks	Insurance	4,771	6,292	35,520	34,319	41,513			
101-410-576.80-47-	Parks & Recreation Fur	Parks & Recreation	General Parks	Utility Services	87,000	85,902	103,268	65,000	85,000			City utilities, as well as electric and natural gas.
101-410-576.90-10-	Parks & Recreation Fur	Parks & Recreation	Community Forestlands/Acfl	Salaries & Wages	122,436	121,895	97,907	137,369	141,643			check staff costs
101-410-576.90-12-	Parks & Recreation Fur	Parks & Recreation	Community Forestlands/Acfl	Overtime	0	1,366	798	900	1,000			
101-410-576.90-20-	Parks & Recreation Fur	Parks & Recreation	Community Forestlands/Acfl	Personnel Benefits	47,927	52,183	40,542	47,843	52,843			Adj by Finance. Benefits paid with overtime adjustment
101-410-576.90-31-	Parks & Recreation Fur	Parks & Recreation	Community Forestlands/Acfl	Office & Operating Supplies	1,600	2,623	893	1,600	1,600			Forest Lands specific supplies

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
101-410-576.90-40-	Parks & Recreation Fur	Parks & Recreation	Community Forestlands/Acfl	Interfund Services	12,258	12,258	7,164	9,552	10,116			
101-410-576.90-42-	Parks & Recreation Fur	Parks & Recreation	Community Forestlands/Acfl	Communication	4,000	2,261	2,034	4,000	4,000			City Cell phones
101-410-576.90-44-	Parks & Recreation Fur	Parks & Recreation	Community Forestlands/Acfl	Taxes & Operating Assessments	0	0	0	0	0			
102-430-536.00-10-	Grandview Cemetery F	Cemetery	Cemetery	Salaries & Wages	164,428	0	134,177	189,360	174,738			
102-430-536.00-12-	Grandview Cemetery F	Cemetery	Cemetery	Overtime	0	0	232	500	200			
102-430-536.00-20-	Grandview Cemetery F	Cemetery	Cemetery	Personnel Benefits	65,782	0	57,757	64,978	71,417			
102-430-536.00-31-	Grandview Cemetery F	Cemetery	Cemetery	Office & Operating Supplies	26,500	0	2,885	4,000	4,500			This line item is for purchasing cemetery grave liners and equipment. We may be adding a new tool to move large markers that we currently struggle to move, it would cost us over \$4000
102-430-536.00-35-	Grandview Cemetery F	Cemetery	Cemetery	Small Tools & Minor Equipment	400	0	0	400	5,000			
102-430-536.00-40-	Grandview Cemetery F	Cemetery	Cemetery	Interfund Services	3,721	0	2,332	3,109	10,455			
102-430-536.00-41-	Grandview Cemetery F	Cemetery	Cemetery	Professional Services	100	0	353	150	200			Staff work wear cleaning comes out of this line item.
102-430-536.00-44-	Grandview Cemetery F	Cemetery	Cemetery	Taxes & Operating Assessments	1,350	0	642	400	500			
102-430-536.00-45-	Grandview Cemetery F	Cemetery	Cemetery	Operating Rentals & Leases	1,000	0	2,075	1,000	1,700			Cemetery facilities rental.
102-430-536.00-46-	Grandview Cemetery F	Cemetery	Cemetery	Insurance	307	0	337	378	6,145			
102-430-536.00-47-	Grandview Cemetery F	Cemetery	Cemetery	Utility Services	25,000	0	25,561	8,500	25,000			Natural Gas and electricity for the shop at the cemetery as well as irrigation.
103-440-572.10-10-	Public Library Fund	Public Library	Administration	Salaries & Wages	113,757	113,991	107,267	120,868	131,464			
103-440-572.10-20-	Public Library Fund	Public Library	Administration	Personnel Benefits	57,057	50,727	46,422	53,829	59,708			
103-440-572.10-44-	Public Library Fund	Public Library	Administration	Taxes & Operating Assessments	0	0	0	0	0			
103-440-572.20-10-	Public Library Fund	Public Library	Library Services	Salaries & Wages	775,761	745,090	693,868	855,875	911,737			
103-440-572.20-20-	Public Library Fund	Public Library	Library Services	Personnel Benefits	345,980	328,101	302,917	354,097	370,029			
103-440-572.20-31-	Public Library Fund	Public Library	Library Services	Office & Operating Supplies	21,000	23,265	18,583	21,000	21,000			General Office Supplies
103-440-572.20-34-	Public Library Fund	Public Library	Library Services	Supplies Purchased for Inventory or Resale	84,250	75,267	64,733	84,250	84,932			Books Budget, ebook Budget (\$16,810 Overdrive), periodicals, databases (online resources), non-print materials.
103-440-572.20-34-	Public Library Fund	Public Library	Library Services	Supplies Purchased for Inventory or Resale						30,000		Adult Collection
103-440-572.20-34-	Public Library Fund	Public Library	Library Services	Supplies Purchased for Inventory or Resale						16,000		Children's Collection
103-440-572.20-34-	Public Library Fund	Public Library	Library Services	Supplies Purchased for Inventory or Resale						5,000		Young Adult Collection
103-440-572.20-34-	Public Library Fund	Public Library	Library Services	Supplies Purchased for Inventory or Resale						18,492		Ebooks (Overdrive) - 10% increase
103-440-572.20-34-	Public Library Fund	Public Library	Library Services	Supplies Purchased for Inventory or Resale						4,000		Periodicals
103-440-572.20-34-	Public Library Fund	Public Library	Library Services	Supplies Purchased for Inventory or Resale						6,440		Non-Print/Ebook Requests
103-440-572.20-34-	Public Library Fund	Public Library	Library Services	Supplies Purchased for Inventory or Resale						5,000		Databases
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services	30,000	21,344	23,451	29,475	29,875			ILS (Library catalog (Biblionix), Passport schedule software, meeting room schedule software, Adobe cloud subscriptions, OCLC subscriptions (ILL, Worldcat), Ziply elevator phone, copy machine, credit card machine, smart shield (anti virus software - public internet computers)
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						9,500		Biblionix Apollo (Catalog software subscription)
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						4,000		Envisionware (Self Check/RFID Maintenance Contract)
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						900		Demco? (likely switching vendors) Passport Schedule Subscription
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						825		Envisionware Mobile Printing
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						300		Skedda Meeting Room Scheduler Subscription
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						800		Adobe Cloud (Two Subscriptions)
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						5,400		OCLC (Interlibrary Loan, Worldcat, First Search) Archive Social (Public Records Request Retention)
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						500		WSP/Background Checks Volunteers
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						750		Ziply Emergency Phone in Elevator
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						2,900		Ricoh/Canon copies

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						3,500		Merchant Services (Credit Card Machine for Public)
103-440-572.20-41-	Public Library Fund	Public Library	Library Services	Professional Services						300		Smart Shield (Anti Virus Software) - likely different vendor
103-440-572.20-42-	Public Library Fund	Public Library	Library Services	Communication	10,860	9,089	6,649	9,000	9,000			Phones, postage
103-440-572.20-43-	Public Library Fund	Public Library	Library Services	Travel & Training	8,500	2,728	3,555	5,000	5,000			Librarian/Staff Training/Conferences
103-440-572.20-44-	Public Library Fund	Public Library	Library Services	Taxes & Operating Assessments	0	7	3	0	0			
103-440-572.40-43-	Public Library Fund	Public Library	Training	Travel & Training	6,000	4,344	1,392	6,000	0			CPR/BBP will be done in-house now
103-440-572.50-40-	Public Library Fund	Public Library	Facilities	Interfund Services	141,936	141,936	118,777	129,575	115,353			DIS Fund
103-440-572.50-41-	Public Library Fund	Public Library	Facilities	Professional Services	28,000	27,480	0	28,000	20,000			Insect control, elevator inspection, carpet cleaning, boiler repair, etc.
103-440-572.50-46-	Public Library Fund	Public Library	Facilities	Insurance	8,690	7,360	7,393	8,096	8,176			
103-440-572.50-47-	Public Library Fund	Public Library	Facilities	Utility Services	48,000	60,296	64,515	53,000	68,900			30% increase based on current 2023 numbers.
103-440-572.50-48-	Public Library Fund	Public Library	Facilities	Repairs & Maintenance	16,000	913	1,037	33,001	0			In Facilities Budget
104-711-543.10-10-	Street Maintenance Fu	Administration	Management	Salaries & Wages	31,117	33,494	30,802	36,696	36,344			PW Administration - Streets Fund
104-711-543.10-20-	Street Maintenance Fu	Administration	Management	Personnel Benefits	11,897	11,419	10,563	12,095	15,165			
104-711-543.10-31-	Street Maintenance Fu	Administration	Management	Office & Operating Supplies	500	99	301	500	500			PW Administration - Streets Operating supplies
104-711-543.10-40-	Street Maintenance Fu	Administration	Management	Interfund Services	55,983	55,983	55,842	60,918	47,440			
104-711-543.10-42-	Street Maintenance Fu	Administration	Management	Communication	0	400	1,290	500	1,000			Desk Phones, Postage
104-711-543.10-44-	Street Maintenance Fu	Administration	Management	Taxes & Operating Assessments	0	0	0	0	0			
104-711-543.10-46-	Street Maintenance Fu	Administration	Management	Insurance	51,428	53,565	182,983	182,703	214,156			Increase due to WCIA liability insurance increase
104-712-542.10-10-	Street Maintenance Fu	Engineering Plans & Services	Engineering	Salaries & Wages	81,621	64,454	65,791	92,202	99,688			Engineering - Streets
104-712-542.10-12-	Street Maintenance Fu	Engineering Plans & Services	Engineering	Overtime	1,096	0	300	0	1,000			Based upon 2022 actuals
104-712-542.10-20-	Street Maintenance Fu	Engineering Plans & Services	Engineering	Personnel Benefits	39,028	30,332	29,439	39,989	45,356			
104-712-542.10-41-	Street Maintenance Fu	Engineering Plans & Services	Engineering	Professional Services	13,400	3,411	16,578	17,500	112,062			ArcGIS & Cartegraph Licensing split between streets, water, wastewater, stormwater
104-712-542.10-41-	Street Maintenance Fu	Engineering Plans & Services	Engineering	Professional Services						7,062		ESRI GIS 2024 license
104-712-542.10-41-	Street Maintenance Fu	Engineering Plans & Services	Engineering	Professional Services						10,000		Cartegraph 2024 license
104-712-542.10-41-	Street Maintenance Fu	Engineering Plans & Services	Engineering	Professional Services						70,000		ADA Transition Plan
104-712-542.10-41-	Street Maintenance Fu	Engineering Plans & Services	Engineering	Professional Services						25,000		Professional Engineer support/review
104-712-542.10-44-	Street Maintenance Fu	Engineering Plans & Services	Engineering	Taxes & Operating Assessments	0	0	0	0	0			
104-720-542.30-10-	Street Maintenance Fu	Street Maint/Const Activities	Roadway	Salaries & Wages	145,294	362,087	396,699	164,319	178,138			Road way - Streets Fund
104-720-542.30-12-	Street Maintenance Fu	Street Maint/Const Activities	Roadway	Overtime	1,114	2,946	2,203	2,000	3,000			Roadway OT increase based on past years.
104-720-542.30-20-	Street Maintenance Fu	Street Maint/Const Activities	Roadway	Personnel Benefits	71,102	73,053	69,311	72,068	82,443			
104-720-542.30-30-	Street Maintenance Fu	Street Maint/Const Activities	Roadway	Supplies	20,000	26,076	78,701	85,000	85,000			Change in use of this bars number. maintenance asphalt, roadwork supplies ETC.
104-720-542.30-31-	Street Maintenance Fu	Street Maint/Const Activities	Roadway	Office & Operating Supplies	75,000	67,461	6,609	15,000	15,000			Change in use of this bars number. Streets operating supplies, tools and small equipment.
104-720-542.30-40-	Street Maintenance Fu	Street Maint/Const Activities	Roadway	Interfund Services	126,416	126,537	108,927	145,236	220,586			
104-720-542.30-41-	Street Maintenance Fu	Street Maint/Const Activities	Roadway	Professional Services	1,850,000	394,916	2,083,537	2,400,000	0			Engineering Overlays - 1.8M Pavement Management from Resolution 2018. Down \$600,000 from 2023 due to 2022 budget rollover
104-720-542.30-44-	Street Maintenance Fu	Street Maint/Const Activities	Roadway	Taxes & Operating Assessments	0	0	0	0	0			
104-720-542.30-47-	Street Maintenance Fu	Street Maint/Const Activities	Roadway	Utility Services	0	894	957	1,500	1,500			estimated based on current usage.
104-720-542.61-10-	Street Maintenance Fu	Street Maint/Const Activities	Sidewalks	Salaries & Wages	23,758	36,267	35,181	26,423	28,248			Streets - Construction
104-720-542.61-12-	Street Maintenance Fu	Street Maint/Const Activities	Sidewalks	Overtime	0	368	117	500	300			Street/sidewalk OT
104-720-542.61-20-	Street Maintenance Fu	Street Maint/Const Activities	Sidewalks	Personnel Benefits	11,396	11,425	11,584	11,659	14,121			
104-720-542.61-31-	Street Maintenance Fu	Street Maint/Const Activities	Sidewalks	Office & Operating Supplies	5,000	4,360	9,936	10,000	20,000			increase in in-house sidewalk work was a priority. Concrete, and tools and supplies for sidewalk work
104-720-542.61-40-	Street Maintenance Fu	Street Maint/Const Activities	Sidewalks	Interfund Services	6,294	6,294	5,745	7,660	9,028			
104-720-542.61-44-	Street Maintenance Fu	Street Maint/Const Activities	Sidewalks	Taxes & Operating Assessments	0	0	0	0	0			

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
104-720-542.63-47-	Street Maintenance Fu	Street Maint/Const Activities	Street Lighting	Utility Services	175,000	218,686	190,049	185,000	252,000			Street Lights estimated based on current usage inflated by 12% per 5H
104-720-542.64-10-	Street Maintenance Fu	Street Maint/Const Activities	Traffic Control Devices	Salaries & Wages	50,858	31,662	15,528	55,868	60,689			Streets - Traffic Control Devices
104-720-542.64-12-	Street Maintenance Fu	Street Maint/Const Activities	Traffic Control Devices	Overtime	0	648	623	500	500			traffic control OT
104-720-542.64-20-	Street Maintenance Fu	Street Maint/Const Activities	Traffic Control Devices	Personnel Benefits	26,006	26,149	24,799	27,375	31,241			
104-720-542.64-31-	Street Maintenance Fu	Street Maint/Const Activities	Traffic Control Devices	Office & Operating Supplies	50,000	48,501	40,813	60,000	60,000			Signs, Cones, barrels, barricades. flashing beacons etc. School beacon annual charges.
104-720-542.64-40-	Street Maintenance Fu	Street Maint/Const Activities	Traffic Control Devices	Interfund Services	14,162	14,162	12,926	17,235	20,313			
104-720-542.64-44-	Street Maintenance Fu	Street Maint/Const Activities	Traffic Control Devices	Taxes & Operating Assessments	0	0	0	0	0			
104-720-542.64-48-	Street Maintenance Fu	Street Maint/Const Activities	Traffic Control Devices	Repairs & Maintenance	5,000	2,575	375	7,500	7,000			repair and maintenance for traffic control devices
104-720-542.66-10-	Street Maintenance Fu	Street Maint/Const Activities	Snow & Ice Control	Salaries & Wages	12,223	37,643	10,302	13,684	14,597			Streets - Snow and Ice
104-720-542.66-12-	Street Maintenance Fu	Street Maint/Const Activities	Snow & Ice Control	Overtime	0	170	44	2,000	2,000			Snow and Ice OT
104-720-542.66-20-	Street Maintenance Fu	Street Maint/Const Activities	Snow & Ice Control	Personnel Benefits	5,637	5,695	5,586	6,093	6,723			Adj by Finance. Benefits paid with overtime adjustment
104-720-542.66-31-	Street Maintenance Fu	Street Maint/Const Activities	Snow & Ice Control	Office & Operating Supplies	30,000	36,122	36,962	40,000	45,000			Salt, sand and De-icer supply
104-720-542.66-40-	Street Maintenance Fu	Street Maint/Const Activities	Snow & Ice Control	Interfund Services	9,441	9,441	8,618	11,490	13,542			
104-720-542.66-41-	Street Maintenance Fu	Street Maint/Const Activities	Snow & Ice Control	Professional Services	2,000	0	0	2,000	2,000			Snow and Ice professional services, Tow truck etc.
104-720-542.66-44-	Street Maintenance Fu	Street Maint/Const Activities	Snow & Ice Control	Taxes & Operating Assessments	0	0	0	0	0			
104-720-542.66-48-	Street Maintenance Fu	Street Maint/Const Activities	Snow & Ice Control	Repairs & Maintenance	2,000	1,482	0	2,000	2,000			Deicer pumps, snow shovels and Snow and ice gear repair
104-720-542.70-10-	Street Maintenance Fu	Street Maint/Const Activities	Roadside	Salaries & Wages	38,596	113,292	79,465	92,325	50,000			Streets - Construction - vegetation control ditches
104-720-542.70-10-	Street Maintenance Fu	Street Maint/Const Activities	Roadside	Salaries & Wages						-45,990		Streets - Construction - vegetation control ditches
104-720-542.70-10-	Street Maintenance Fu	Street Maint/Const Activities	Roadside	Salaries & Wages						0		
104-720-542.70-10-	Street Maintenance Fu	Street Maint/Const Activities	Roadside	Salaries & Wages						50,000		2 seasonal employees for veg management and other duties.
104-720-542.70-12-	Street Maintenance Fu	Street Maint/Const Activities	Roadside	Overtime	0	520	448	500	1,000			
104-720-542.70-20-	Street Maintenance Fu	Street Maint/Const Activities	Roadside	Personnel Benefits	19,755	19,821	19,123	20,762	24,057			
104-720-542.70-31-	Street Maintenance Fu	Street Maint/Const Activities	Roadside	Office & Operating Supplies	5,000	5,034	4,985	5,000	5,000			roadside ppe and tools, chainsaws, chains, weed eaters etc.
104-720-542.70-40-	Street Maintenance Fu	Street Maint/Const Activities	Roadside	Interfund Services	18,882	18,882	17,235	22,980	27,084			
104-720-542.70-41-	Street Maintenance Fu	Street Maint/Const Activities	Roadside	Professional Services	10,000	26,776	100	15,000	20,000			Tree services have increased, etc. this years trees got billed somewhere else be will be fine tuning this bars number
104-720-542.70-44-	Street Maintenance Fu	Street Maint/Const Activities	Roadside	Taxes & Operating Assessments	0	0	0	0	0			
104-720-542.90-43-	Street Maintenance Fu	Street Maint/Const Activities	Maintenance Administration & Overh	Travel & Training	1,000	120	78	1,500	7,000			weed spraying school, flaggers training etc
104-720-542.90-43-	Street Maintenance Fu	Street Maint/Const Activities	Maintenance Administration & Overh	Travel & Training						2,000		weed scool, flagger , etc
104-720-542.90-43-	Street Maintenance Fu	Street Maint/Const Activities	Maintenance Administration & Overh	Travel & Training						5,000		new construction equipment Operator training program.
105-712-595.90-10-	Arterial Street Construi	Engineering Plans & Services	Construction Administration & Overhe	Salaries & Wages	84,582	79,433	77,978	94,231	100,505			Engineering - Arterial Street Fund
105-712-595.90-12-	Arterial Street Construi	Engineering Plans & Services	Construction Administration & Overhe	Overtime	2,923	606	1,560	3,000	3,000			Engineering Arterial Const. OT inspection
105-712-595.90-20-	Arterial Street Construi	Engineering Plans & Services	Construction Administration & Overhe	Personnel Benefits	39,009	34,529	33,856	38,455	43,149			
105-712-595.90-43-	Arterial Street Construi	Engineering Plans & Services	Construction Administration & Overhe	Travel & Training	1,500	139	1,417	4,000	1,000			Engineering arterial construction training. Reallocated \$3,000 to utilities.
105-712-595.90-44-	Arterial Street Construi	Engineering Plans & Services	Construction Administration & Overhe	Taxes & Operating Assessments	0	0	0	0	0			
107-410-576.30-10-	Washington Park Fund	Parks & Recreation	Campgrounds	Salaries & Wages	132,242	132,009	137,205	137,755	169,792			check staff costs
107-410-576.30-12-	Washington Park Fund	Parks & Recreation	Campgrounds	Overtime	0	301	0	500	0			
107-410-576.30-20-	Washington Park Fund	Parks & Recreation	Campgrounds	Personnel Benefits	36,769	43,062	41,330	36,820	46,845			
107-410-576.30-31-	Washington Park Fund	Parks & Recreation	Campgrounds	Office & Operating Supplies	29,000	16,834	27,657	29,000	34,000			Port a pottes, equipment for repairs, and maintenance supplies for the campground.
107-410-576.30-34-	Washington Park Fund	Parks & Recreation	Campgrounds	Supplies Purchased for Inventory or	7,000	7,116	9,904	7,000	8,000			This fund is used to purchase firewood for resale in the campground.
107-410-576.30-40-	Washington Park Fund	Parks & Recreation	Campgrounds	Interfund Services	7,468	7,468	6,247	8,329	14,586			
107-410-576.30-41-	Washington Park Fund	Parks & Recreation	Campgrounds	Professional Services	15,000	15,004	12,146	15,000	20,000			This fund covers costs related to the operation of our payment machines in the campground and boat trailer lot.

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
107-410-576.30-44-	Washington Park Fund	Parks & Recreation	Campgrounds	Taxes & Operating Assessments	1,526	1,885	1,577	800	1,800			
107-410-576.30-46-	Washington Park Fund	Parks & Recreation	Campgrounds	Insurance	839	935	914	1,029	6,338			
107-410-576.30-47-	Washington Park Fund	Parks & Recreation	Campgrounds	Utility Services	40,000	41,261	39,233	31,000	39,200			Utility costs for the campground and restroom facilities at the park.
108-410-594.76-60-	Parks Capital Improven	Parks & Recreation	Park Facilities	Capital Outlays	1,770,000	197,153	1,586,259	1,689,000	400,000			Guemes Channel EIS
109-000-551.00-41-	Affordable Housing	Non-Departmental	Public Housing Services	Professional Services	730,463	0	640,396	695,459	639,997			
109-000-597.00-00-	Affordable Housing	Non-Departmental	Transfers-Out	Fund Balances, Nonexpenditures & T	0	0	0	0	0			
110-320-522.10-10-	Ambulance Service Fur	Medic/Fire Department	Administration	Salaries & Wages	128,319	136,051	152,557	152,264	162,470			EMS Admin
110-320-522.10-12-	Ambulance Service Fur	Medic/Fire Department	Administration	Overtime	0	174	323	0	0			EMS Admin
110-320-522.10-20-	Ambulance Service Fur	Medic/Fire Department	Administration	Personnel Benefits	44,748	40,497	45,448	56,288	58,180			EMS Admin
110-320-522.10-31-	Ambulance Service Fur	Medic/Fire Department	Administration	Office & Operating Supplies	146,000	146,477	173,019	313,000	125,000			Medical Supplies, pharmaceuticals, etc. (change to 70.31)
110-320-522.10-40-	Ambulance Service Fur	Medic/Fire Department	Administration	Interfund Services	215,336	215,449	186,785	229,016	230,323			IT
110-320-522.10-41-	Ambulance Service Fur	Medic/Fire Department	Administration	Professional Services	101,000	70,270	58,400	100,000	80,000			EMS maintenance contracts, policy software, ESO reporting software, etc.
110-320-522.10-42-	Ambulance Service Fur	Medic/Fire Department	Administration	Communication	33,000	36,805	33,197	42,000	45,000			Skagit 911, Cell/Tablet Connectivity, postage.
110-320-522.10-46-	Ambulance Service Fur	Medic/Fire Department	Administration	Insurance	0	5,452	0	0	0			
110-320-522.70-10-	Ambulance Service Fur	Medic/Fire Department	Ambulance Services	Salaries & Wages	2,362,498	2,351,878	2,027,281	2,482,600	3,036,756		636,862	EMS
110-320-522.70-12-	Ambulance Service Fur	Medic/Fire Department	Ambulance Services	Overtime	399,685	390,549	383,168	305,000	380,000			EMS
110-320-522.70-14-	Ambulance Service Fur	Medic/Fire Department	Ambulance Services	Salaries & Wages - Volunteers	54,600	9,586	28,017	75,000	60,000			EMS
110-320-522.70-20-	Ambulance Service Fur	Medic/Fire Department	Ambulance Services	Personnel Benefits	809,850	780,438	701,741	863,796	1,113,597		252,435	EMS
110-320-522.70-35-	Ambulance Service Fur	Medic/Fire Department	Ambulance Services	Small Tools & Minor Equipment	0	0	0	0	60,000			Medical and Rescue Equipment
110-320-522.70-41-	Ambulance Service Fur	Medic/Fire Department	Ambulance Services	Professional Services	0	1,540	24,894	26,000	40,000			Family Center Alternative Response, grant funded
110-320-522.70-43-	Ambulance Service Fur	Medic/Fire Department	Ambulance Services	Travel & Training	12,000	7,915	12,542	11,500	15,000			EMS and Rescue Training
110-320-522.70-49-	Ambulance Service Fur	Medic/Fire Department	Ambulance Services	Miscellaneous	1,155,650	1,120,949	693,766	1,033,106	1,216,204			Ambulance Billing contractual writeoffs
110-320-522.71-49-	Ambulance Service Fur	Medic/Fire Department	Ambulance Services-Gemt	Miscellaneous	192,381	232,118	144,365	179,788	279,998			GENT contractual writeoffs
110-320-594.22-64-	Ambulance Service Fur	Medic/Fire Department	Fire Control	Machinery & Equipment	0	0	46,578	0	0			
112-000-597.00-00-	Development Impact F	Non-Departmental	Transfers-Out	Fund Balances, Nonexpenditures & T	200,000	0	0	784,077	257,000			ROAD
112-000-597.00-02-	Development Impact F	Non-Departmental	Transfers-Out	Transfer Out	0	0	0	0	0			FIRE
112-000-597.00-04-	Development Impact F	Non-Departmental	Transfers-Out	Transfer Out	126,000	0	0	0	0			PARK
113-410-576.90-10-	ACFL Management Fur	Parks & Recreation	Community Forestlands/Acfl	Salaries & Wages	33,157	16,479	15,014	17,655	18,584			This generally covers ACFL season staff costs.
113-410-576.90-20-	ACFL Management Fur	Parks & Recreation	Community Forestlands/Acfl	Personnel Benefits	8,879	7,171	6,493	6,782	7,280			
113-410-576.90-41-	ACFL Management Fur	Parks & Recreation	Community Forestlands/Acfl	Professional Services	38,000	37,944	13,000	18,000	15,000			Community education funds for work done by our non profit partner organizations.
113-410-576.90-44-	ACFL Management Fur	Parks & Recreation	Community Forestlands/Acfl	Taxes & Operating Assessments	1,069	774	774	1,200	1,000			
135-240-557.30-41-	Tourism Fund	Planning & Community Developme	Tourism	Professional Services	490,185	474,637	282,780	494,435	549,367			Lodging tax, estimated 85% of 2023 projected total
135-240-597.00-00-	Tourism Fund	Planning & Community Developme	Transfers-Out	Fund Balances, Nonexpenditures & T	0	0	0	10,000	0			
135-240-597.00-00-	Tourism Fund	Planning & Community Developme	Transfers-Out	Fund Balances, Nonexpenditures & T	0	0	0	10,000	10,000			TO 101 Fireworks
335-711-597.01-02-	Growth Mgmt Capital I	Administration	Reet 1 Transfer Out	Transfer Out	0	0	0	0	705,000			
335-711-597.02-02-	Growth Mgmt Capital I	Administration	Reet 2 Transfer Out	Transfer Out	0	0	0	0	1,436,000			
401-711-534.00-10-	Water Fund	Administration	Water Utilities	Salaries & Wages	171,932	0	186,494	206,142	213,452			PW Administration - Water
401-711-534.00-20-	Water Fund	Administration	Water Utilities	Personnel Benefits	69,817	0	64,632	71,029	85,591			
401-711-534.00-31-	Water Fund	Administration	Water Utilities	Office & Operating Supplies	0	0	885	1,000	3,000			Admin Water Operating Supplies - evened out office and operating supplies across utilities
401-711-534.00-40-	Water Fund	Administration	Water Utilities	Interfund Services	991,270	0	587,839	745,758	757,323			
401-711-534.00-41-	Water Fund	Administration	Water Utilities	Professional Services	0	0	585,681	213,475	200,000			Legal matter is the largest portion
401-711-534.00-42-	Water Fund	Administration	Water Utilities	Communication	0	0	362	1,000	1,000			land line phones
401-711-534.00-44-	Water Fund	Administration	Water Utilities	Taxes & Operating Assessments	1,690,449	0	1,575,940	2,101,252	2,208,906			2023 budget was incorrect, and the 2023 actual is not correct, its not linking correctly in OpenGov. City Utility Tax, assessed against all Utilites to operate, State Public Utility Tax; 5% assessed by the State; and Dike District Property Assessments.
401-711-534.00-49-	Water Fund	Administration	Water Utilities	Miscellaneous	0	0	1,786	0	2,000			Writeoffs

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
401-711-553.10-10-	Water Fund	Administration	Soil & Water Conservation	Salaries & Wages	19,186	11,236	0	17,675	0			PW Administration - Water
401-711-553.10-20-	Water Fund	Administration	Soil & Water Conservation	Personnel Benefits	10,340	5,092	0	12,256	0			
401-711-553.10-31-	Water Fund	Administration	Soil & Water Conservation	Office & Operating Supplies	9,500	464	2,562	9,500	0			Water Conservation Operating Supplies not needed bc cut program 2022
401-711-553.10-40-	Water Fund	Administration	Soil & Water Conservation	Interfund Services	0	3,181	0	0	0			
401-711-553.10-43-	Water Fund	Administration	Soil & Water Conservation	Travel & Training	0	678	0	1,000	2,500			PW Administration - Water Travel
401-711-553.10-44-	Water Fund	Administration	Soil & Water Conservation	Taxes & Operating Assessments	0	0	0	0	0			
401-711-591.34-70-	Water Fund	Administration	Description pending	Debt Service Principal	3,367,515	0	0	0	0			debt service principle payments do not hit the operating budget, processed through balance sheet, zeroed out here.
401-711-592.34-80-	Water Fund	Administration	Water Utilities	Debt Service: Interest & Related Cos	1,469,526	676,903	618,757	1,003,700	1,090,063			Long term debt interest payments is operating budget expense
401-712-534.00-10-	Water Fund	Engineering Plans & Services	Water Utilities	Salaries & Wages	265,412	0	247,645	300,365	341,982		24,120	Engineering - Water
401-712-534.00-12-	Water Fund	Engineering Plans & Services	Water Utilities	Overtime	4,202	0	4,347	4,500	9,000			Engineering Water Overtime likely due to night water main work, including Commercial Ave in 2024
401-712-534.00-20-	Water Fund	Engineering Plans & Services	Water Utilities	Personnel Benefits	128,027	0	100,067	134,592	152,104		7,705	
401-712-534.00-41-	Water Fund	Engineering Plans & Services	Water Utilities	Professional Services	35,000	0	28,471	41,073	77,976			GIS/Cartograph
401-712-534.00-41-	Water Fund	Engineering Plans & Services	Water Utilities	Professional Services						14,125		GIS ESRI license fee and service contracts
401-712-534.00-41-	Water Fund	Engineering Plans & Services	Water Utilities	Professional Services						21,000		Cartograph license fees and service contracts
401-712-534.00-41-	Water Fund	Engineering Plans & Services	Water Utilities	Professional Services						5,351		Aerial photo to Skagit for flying city
401-712-534.00-41-	Water Fund	Engineering Plans & Services	Water Utilities	Professional Services						2,500		Asset Management Summer seasonal employee
401-712-534.00-41-	Water Fund	Engineering Plans & Services	Water Utilities	Professional Services						10,000		Contracted IT support for GIS server and migration from ArMap to GIS Pro
401-712-534.00-41-	Water Fund	Engineering Plans & Services	Water Utilities	Professional Services						25,000		Professional Engineer support services
401-712-534.00-42-	Water Fund	Engineering Plans & Services	Water Utilities	Communication	0	0	259	0	5,000			Cell phones and postage - New BARS Number to reallocate Engineering Communications costs to Utilities and away from General Fund. \$15,000 Split between Water Sewer and Storm
401-712-534.00-43-	Water Fund	Engineering Plans & Services	Water Utilities	Travel & Training	0	0	2,998	12,500	15,000			GIS & Engineering Water Training
401-712-534.00-43-	Water Fund	Engineering Plans & Services	Water Utilities	Travel & Training						10,000		GIS-Cartograph training for GIS manager and coordinator
401-712-534.00-43-	Water Fund	Engineering Plans & Services	Water Utilities	Travel & Training						5,000		Engineering
401-712-534.00-44-	Water Fund	Engineering Plans & Services	Water Utilities	Taxes & Operating Assessments	0	0	0	0	0	0		
401-712-534.0-10-	Water Fund	Engineering Plans & Services	Water Utilities	Salaries & Wages	0	240,400	0	0	0			BARS Code error
401-712-534.0-20-	Water Fund	Engineering Plans & Services	Water Utilities	Personnel Benefits	0	101,516	0	0	0			BARS Code Error
401-730-534.10-10-	Water Fund	Water Treatment Plant	Water Treatment Plant	Salaries & Wages	1,050,781	1,163,278	1,095,627	1,206,173	1,294,660			
401-730-534.10-12-	Water Fund	Water Treatment Plant	Water Treatment Plant	Overtime	5,208	28,936	15,209	0	30,000			Amount reflects 2022 actual
401-730-534.10-20-	Water Fund	Water Treatment Plant	Water Treatment Plant	Personnel Benefits	473,844	477,064	436,096	444,220	490,450			
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies	203,000	258,858	256,439	278,316	317,816			ficeffice Increased 10 percent based on 2022 and 2023 actual expenses
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						21,568		Office Supplies
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						5,000		Plant Operating Supplies
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						130,000		Plant Equipment Repair & Maintenance
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						10,000		Plant Pump Maintenance
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						30,000		Lab Supplies
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						30,000		Process Analyzers
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						20,000		Safety Supplies & Services
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						2,748		Uniforms
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						1,500		HVAC System Filters & Belts
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						10,000		Lubricants
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						12,000		Chemical Feed Pump Replacement Parts
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						20,000		Acti-Flo System Replacement Parts
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						3,500		Misc. pipe fittings and tubing
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						20,000		Replace co-ag feed pumps

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
401-730-534.10-31-	Water Fund	Water Treatment Plant	Water Treatment Plant	Office & Operating Supplies						1,500		Public education materials - water conservation, cross-connection
401-730-534.10-32-	Water Fund	Water Treatment Plant	Water Treatment Plant	Fuel Consumed	500	220	84	500	700			Increased to \$700 to reflect projected increase in fuel prices.
401-730-534.10-32-	Water Fund	Water Treatment Plant	Water Treatment Plant	Fuel Consumed						700		Propane
401-730-534.10-34-	Water Fund	Water Treatment Plant	Water Treatment Plant	Supplies Purchased for Inventory or Resale	401,400	298,502	313,746	401,400	429,400			Increased raw chemical costs of contracts overall 30 percent increase.
401-730-534.10-34-	Water Fund	Water Treatment Plant	Water Treatment Plant	Supplies Purchased for Inventory or Resale						130,000		Aluminum Sulfate
401-730-534.10-34-	Water Fund	Water Treatment Plant	Water Treatment Plant	Supplies Purchased for Inventory or Resale						90,000		Sodium Hydroxide
401-730-534.10-34-	Water Fund	Water Treatment Plant	Water Treatment Plant	Supplies Purchased for Inventory or Resale						42,400		Coag Poly
401-730-534.10-34-	Water Fund	Water Treatment Plant	Water Treatment Plant	Supplies Purchased for Inventory or Resale						5,000		Coag Sand
401-730-534.10-34-	Water Fund	Water Treatment Plant	Water Treatment Plant	Supplies Purchased for Inventory or Resale						150,000		Sodium Hypochlorite
401-730-534.10-34-	Water Fund	Water Treatment Plant	Water Treatment Plant	Supplies Purchased for Inventory or Resale						12,000		Filter Aid Poly
401-730-534.10-35-	Water Fund	Water Treatment Plant	Water Treatment Plant	Small Tools & Minor Equipment	0	8,923	1,583	6,500	6,500			
401-730-534.10-35-	Water Fund	Water Treatment Plant	Water Treatment Plant	Small Tools & Minor Equipment						5,000		Small Tools
401-730-534.10-35-	Water Fund	Water Treatment Plant	Water Treatment Plant	Small Tools & Minor Equipment						1,500		Minor Equipment
401-730-534.10-40-	Water Fund	Water Treatment Plant	Water Treatment Plant	Interfund Services	67,590	67,590	58,464	77,952	93,393			
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services	225,000	145,757	177,621	223,714	370,775			Increased 40 percent to account for additional water sampling for water quality program. Was not included in 2022 budget.
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						2,170		Fire Alarm Monitoring
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						154		Newspaper postings, printing, ads
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						22,413		Wonderware Licensing
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						18,000		Outside Lab: Plant
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						18,000		Outside Lab: Distribution
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						6,000		Laundry Service
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						9,500		SCADA System Support
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						3,000		Allmax OP10
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						50,000		Optimization SEEQ License
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						10,500		Varius - ShakeAlert
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						713		Shiftnote License
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						1,246		Win 911 License
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						4,500		Cartegraph
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						4,000		Intergov: Wastewater Permit (NPDES)
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						15,579		Intergov: DOH Operating Permit
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						500		Intergov: Lab Accreditation
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						1,500		Intergov: Sanitary Survey
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						1,000		Intergov: DOH Project Review Fees
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						120,000		Confluence filter pilot study is a new expense..
401-730-534.10-41-	Water Fund	Water Treatment Plant	Water Treatment Plant	Professional Services						82,000		Outside Engineering
401-730-534.10-42-	Water Fund	Water Treatment Plant	Water Treatment Plant	Communication	19,710	21,833	18,318	20,010	20,010			
401-730-534.10-42-	Water Fund	Water Treatment Plant	Water Treatment Plant	Communication						8,100		Phone/general communications
401-730-534.10-42-	Water Fund	Water Treatment Plant	Water Treatment Plant	Communication						11,800		SCADA Modems
401-730-534.10-42-	Water Fund	Water Treatment Plant	Water Treatment Plant	Communication						110		Postage
401-730-534.10-43-	Water Fund	Water Treatment Plant	Water Treatment Plant	Travel & Training	34,044	16,213	19,442	46,579	46,579			
401-730-534.10-43-	Water Fund	Water Treatment Plant	Water Treatment Plant	Travel & Training						26,325		Operator Certification Classes
401-730-534.10-43-	Water Fund	Water Treatment Plant	Water Treatment Plant	Travel & Training						5,000		Membership, Dues, Subscriptions
401-730-534.10-43-	Water Fund	Water Treatment Plant	Water Treatment Plant	Travel & Training						3,000		Safety & Health Training
401-730-534.10-43-	Water Fund	Water Treatment Plant	Water Treatment Plant	Travel & Training						7,254		General Training Materials including REACH 23, WOW, Short school
401-730-534.10-44-	Water Fund	Water Treatment Plant	Water Treatment Plant	Taxes & Operating Assessments	0	0	0	0	0			PNW AWWA Spokane 3 Employees
401-730-534.10-46-	Water Fund	Water Treatment Plant	Water Treatment Plant	Insurance	47,326	44,634	48,906	47,326	47,326			Increased due to overall city-wide costs of insurance.
401-730-534.10-46-	Water Fund	Water Treatment Plant	Water Treatment Plant	Insurance						-8,391		Increased due to overall city-wide costs of insurance.
401-730-534.10-46-	Water Fund	Water Treatment Plant	Water Treatment Plant	Insurance						47,326		Insurance

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
401-730-534.10-47-	Water Fund	Water Treatment Plant	Water Treatment Plant	Utility Services	1,039,200	995,663	837,281	1,139,200	1,140,000			PSE rate is different in county. This is not inflated by 12% like other utilities due to the different rate.
401-730-534.10-47-	Water Fund	Water Treatment Plant	Water Treatment Plant	Utility Services						1,100,000		Electricity
401-730-534.10-47-	Water Fund	Water Treatment Plant	Water Treatment Plant	Utility Services						36,200		Natural Gas
401-730-534.10-47-	Water Fund	Water Treatment Plant	Water Treatment Plant	Utility Services						3,800		Solid Waste Disposal
401-730-534.10-48-	Water Fund	Water Treatment Plant	Water Treatment Plant	Repairs & Maintenance	285,000	482,383	429,644	368,242	397,742			Increase over 2022 and 2023 based on aging HVAC system and increased in maintenance costs. Contracted services & supplies
401-730-534.10-48-	Water Fund	Water Treatment Plant	Water Treatment Plant	Repairs & Maintenance						500		Office Equipment Maintenance
401-730-534.10-48-	Water Fund	Water Treatment Plant	Water Treatment Plant	Repairs & Maintenance						10,000		Plant Pumps Outside Repair
401-730-534.10-48-	Water Fund	Water Treatment Plant	Water Treatment Plant	Repairs & Maintenance						1,000		Sand & Gravel
401-730-534.10-48-	Water Fund	Water Treatment Plant	Water Treatment Plant	Repairs & Maintenance						210,000		Preventive Maintenance & Repairs
401-730-534.10-48-	Water Fund	Water Treatment Plant	Water Treatment Plant	Repairs & Maintenance						32,742		HVAC Maintenance and Service Agreements
401-730-534.10-48-	Water Fund	Water Treatment Plant	Water Treatment Plant	Repairs & Maintenance						3,500		Overhead Cranes Annual Service
401-730-534.10-48-	Water Fund	Water Treatment Plant	Water Treatment Plant	Repairs & Maintenance						140,000		Electrical gear maintenance
401-730-534.20-10-	Water Fund	Water Treatment Plant	Intake Operations	Salaries & Wages	38,663	43,663	40,978	43,684	48,529			WTP Intake
401-730-534.20-12-	Water Fund	Water Treatment Plant	Intake Operations	Overtime	260	1,274	693	1,500	1,500			Historical amount based on actuals
401-730-534.20-20-	Water Fund	Water Treatment Plant	Intake Operations	Personnel Benefits	18,273	18,376	16,811	17,400	19,266			
401-730-534.20-31-	Water Fund	Water Treatment Plant	Intake Operations	Office & Operating Supplies	8,000	125	1,354	8,000	8,000			
401-730-534.20-31-	Water Fund	Water Treatment Plant	Intake Operations	Office & Operating Supplies						3,500		Intake Pumps Repair & Maintenance
401-730-534.20-31-	Water Fund	Water Treatment Plant	Intake Operations	Office & Operating Supplies						3,500		Structure repairs
401-730-534.20-31-	Water Fund	Water Treatment Plant	Intake Operations	Office & Operating Supplies						1,000		General operation supplies
401-730-534.20-35-	Water Fund	Water Treatment Plant	Intake Operations	Small Tools & Minor Equipment	1,000	0	0	1,000	1,000			
401-730-534.20-35-	Water Fund	Water Treatment Plant	Intake Operations	Small Tools & Minor Equipment						700		Intake Small Tools
401-730-534.20-35-	Water Fund	Water Treatment Plant	Intake Operations	Small Tools & Minor Equipment						300		Intake Minor Equipment
401-730-534.20-40-	Water Fund	Water Treatment Plant	Intake Operations	Interfund Services	67,590	67,590	58,464	77,952	93,393			
401-730-534.20-41-	Water Fund	Water Treatment Plant	Intake Operations	Professional Services	20,500	874	7,079	1,000	1,000			
401-730-534.20-41-	Water Fund	Water Treatment Plant	Intake Operations	Professional Services						1,000		Intake Porto-Potty Rental
401-730-534.20-44-	Water Fund	Water Treatment Plant	Intake Operations	Taxes & Operating Assessments	0	0	0	0	0			
401-730-534.20-47-	Water Fund	Water Treatment Plant	Intake Operations	Utility Services	4,200	88,211	59,352	4,620	4,620			
401-730-534.20-47-	Water Fund	Water Treatment Plant	Intake Operations	Utility Services						4,620		Intake Electricity
401-730-534.20-48-	Water Fund	Water Treatment Plant	Intake Operations	Repairs & Maintenance	20,000	6,769	0	45,500	107,500			Increased to install emergency generator plug with transfer switch. Generator station failed in 2022 which resulted in extended water plant outage due to lack of provisions for emergency power.
401-730-534.20-48-	Water Fund	Water Treatment Plant	Intake Operations	Repairs & Maintenance						15,000		Intake General Repairs & Maintenance, Generator Plugin
401-730-534.20-48-	Water Fund	Water Treatment Plant	Intake Operations	Repairs & Maintenance						20,000		Intake Dike Mowing, Building Maintenance
401-730-534.20-48-	Water Fund	Water Treatment Plant	Intake Operations	Repairs & Maintenance						10,500		SCADA Programming (QCC)
401-730-534.20-48-	Water Fund	Water Treatment Plant	Intake Operations	Repairs & Maintenance						62,000		Backup generator manual transfer switch installation
401-730-534.30-31-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Office & Operating Supplies	54,000	62,174	57,092	54,000	59,000			Boosters and Reservoir BARS - Fluoride chemical costs increased by 3.0 percent.
401-730-534.30-31-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Office & Operating Supplies						25,000		Flouride
401-730-534.30-31-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Office & Operating Supplies						5,000		Boosters Operating Supplies
401-730-534.30-31-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Office & Operating Supplies						5,000		Boosters Lab Supplies
401-730-534.30-31-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Office & Operating Supplies						4,000		Boosters Remove & Replace Instrumentation
401-730-534.30-31-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Office & Operating Supplies						5,000		Booster Facility Materials & Maintenance
401-730-534.30-31-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Office & Operating Supplies						5,000		Booster Site Repairs
401-730-534.30-31-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Office & Operating Supplies						10,000		Booster Tank Repairs & Maintenance
401-730-534.30-35-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Small Tools & Minor Equipment	0	228	0	1,500	1,500			
401-730-534.30-35-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Small Tools & Minor Equipment						1,000		Boosters Small Tools
401-730-534.30-35-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Small Tools & Minor Equipment						500		Boosters Minor Equipment
401-730-534.30-40-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Interfund Services	67,590	67,590	58,464	77,952	93,393			
401-730-534.30-41-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Professional Services	41,300	5,714	19,115	34,800	34,800			

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
401-730-534.30-41-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Professional Services						10,000		Boosters SCADA Support
401-730-534.30-41-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Professional Services						5,000		Fluoride Waste Disposal
401-730-534.30-41-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Professional Services						3,000		Porto-Potty Rental - Pennsylvania Avenue - Rockridge Booster
401-730-534.30-41-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Professional Services						3,000		Boosters Pest Control
401-730-534.30-41-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Professional Services						13,800		Boosters General Professional Services
401-730-534.30-47-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Utility Services	41,500	53,438	45,306	55,000	61,000			Increased 12 percent
401-730-534.30-47-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Utility Services						61,000		Booster Electricity
401-730-534.30-48-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Repairs & Maintenance	78,000	4,188	0	98,000	110,000			S. Fidalgo Island Water System has increased the M&O for reservoir maintenance to clean/inspect with modifications to control sensors.
401-730-534.30-48-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Repairs & Maintenance						5,000		Reservoir Cathodic Protection
401-730-534.30-48-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Repairs & Maintenance						65,000		Reservoir Clean & Inspect
401-730-534.30-48-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Repairs & Maintenance						5,000		Boosters Water Quality Outside Repairs
401-730-534.30-48-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Repairs & Maintenance						5,000		Booster Pump Outside Repairs
401-730-534.30-48-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Repairs & Maintenance						20,000		Outside Engineering support
401-730-534.30-48-	Water Fund	Water Treatment Plant	Distribution Reservoirs	Repairs & Maintenance						10,000		Process Analyzers
401-740-534.13-10-	Water Fund	Water Maintenance	Water Maintenance Administration	Salaries & Wages	69,738	114,925	104,618	129,000	78,779			Water Maintenance Administration BARS number - Removed seasonal costs to .62
401-740-534.13-10-	Water Fund	Water Maintenance	Water Maintenance Administration	Salaries & Wages						-78,779		Water Maintenance Administration BARS number - Removed seasonal costs to .62
401-740-534.13-10-	Water Fund	Water Maintenance	Water Maintenance Administration	Salaries & Wages						78,779		
401-740-534.13-20-	Water Fund	Water Maintenance	Water Maintenance Administration	Personnel Benefits	34,253	34,854	29,196	33,031	38,875			
401-740-534.13-31-	Water Fund	Water Maintenance	Water Maintenance Administration	Office & Operating Supplies	300	260	1,010	2,500	2,500			
401-740-534.13-31-	Water Fund	Water Maintenance	Water Maintenance Administration	Office & Operating Supplies						1,000		5Pens, Pencils, notebooks, paper - Increased based on prior two year actuals
401-740-534.13-31-	Water Fund	Water Maintenance	Water Maintenance Administration	Office & Operating Supplies						1,500		Public education programs for water conservation, Cross-connection Control,
401-740-534.13-40-	Water Fund	Water Maintenance	Water Maintenance Administration	Interfund Services	30,892	30,892	21,696	28,865	67,619			
401-740-534.13-41-	Water Fund	Water Maintenance	Water Maintenance Administration	Professional Services	8,100	9,960	6,713	10,300	10,800			Increased from 2022 based on actual expense. Paint supplies increased, fiber locates increased cost of supplies
401-740-534.13-41-	Water Fund	Water Maintenance	Water Maintenance Administration	Professional Services						5,000		Uniforms
401-740-534.13-41-	Water Fund	Water Maintenance	Water Maintenance Administration	Professional Services						800		CDL Physical
401-740-534.13-41-	Water Fund	Water Maintenance	Water Maintenance Administration	Professional Services						3,000		Locate Supplies
401-740-534.13-41-	Water Fund	Water Maintenance	Water Maintenance Administration	Professional Services						2,000		Utility Pipe Locator
401-740-534.13-42-	Water Fund	Water Maintenance	Water Maintenance Administration	Communication	7,500	7,251	6,248	7,500	7,500			Increased to \$200.00 based on service price increase
401-740-534.13-42-	Water Fund	Water Maintenance	Water Maintenance Administration	Communication						7,500		
401-740-534.13-43-	Water Fund	Water Maintenance	Water Maintenance Administration	Travel & Training	4,500	5,055	4,970	6,500	8,000			Increased due to number of required certified staff requiring college education every three years
401-740-534.13-43-	Water Fund	Water Maintenance	Water Maintenance Administration	Travel & Training						1,000		FA/CPR/BBP classes
401-740-534.13-43-	Water Fund	Water Maintenance	Water Maintenance Administration	Travel & Training						7,000		Certification training
401-740-534.13-44-	Water Fund	Water Maintenance	Water Maintenance Administration	Taxes & Operating Assessments	0	0	0	0	0			
401-740-534.13-46-	Water Fund	Water Maintenance	Water Maintenance Administration	Insurance	46,170	48,613	241,020	241,355	286,050			Increased due to city wide insurance rates being increased. This is Waters portion of the city-wide insurance increase
401-740-534.13-47-	Water Fund	Water Maintenance	Water Maintenance Administration	Utility Services	4,000	4,844	2,181	4,000	5,000			Water's utility portion at operations
401-740-534.13-47-	Water Fund	Water Maintenance	Water Maintenance Administration	Utility Services						5,000		
401-740-534.61-10-	Water Fund	Water Maintenance	Water Transmission System	Salaries & Wages	67,825	104,828	67,915	78,339	132,664		52,436	Water - Maintenance; New Senior Utility Engineer FTE request.
401-740-534.61-10-	Water Fund	Water Maintenance	Water Transmission System	Salaries & Wages	67,825	104,828	67,915	78,339	80,228			Water Transmission Bars Numbers
401-740-534.61-12-	Water Fund	Water Maintenance	Water Transmission System	Overtime	0	256	382	0	300			Historically \$300.00 annually
401-740-534.61-20-	Water Fund	Water Maintenance	Water Transmission System	Personnel Benefits	29,589	30,188	26,246	28,060	50,651		16,751	New Senior Engineer FTE request
401-740-534.61-20-	Water Fund	Water Maintenance	Water Transmission System	Personnel Benefits	29,589	30,188	26,246	28,060	33,901			
401-740-534.61-31-	Water Fund	Water Maintenance	Water Transmission System	Office & Operating Supplies	5,000	5,624	4,562	5,000	5,000			
401-740-534.61-40-	Water Fund	Water Maintenance	Water Transmission System	Interfund Services	18,282	18,282	14,705	19,606	21,784			
401-740-534.61-44-	Water Fund	Water Maintenance	Water Transmission System	Taxes & Operating Assessments	0	0	0	0	0			

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
401-740-534.61-46-	Water Fund	Water Maintenance	Water Transmission System	Insurance	0	2,762	7,523	0	0			
401-740-534.61-47-	Water Fund	Water Maintenance	Water Transmission System	Utility Services	4,000	3,516	2,571	4,000	4,500			Electricity for rectifiers increased due to PSE increase 12 percent prediction
401-740-534.61-48-	Water Fund	Water Maintenance	Water Transmission System	Repairs & Maintenance	35,000	12,515	49,831	125,000	135,000			Increased \$10,000 for rectifier cathodic protection initiation and startup services
401-740-534.61-48-	Water Fund	Water Maintenance	Water Transmission System	Repairs & Maintenance						85,000		Repair and maintenance on transmission line
401-740-534.61-48-	Water Fund	Water Maintenance	Water Transmission System	Repairs & Maintenance						50,000		Cathodic Protection
401-740-534.62-10-	Water Fund	Water Maintenance	Water Distribution System	Salaries & Wages	480,044	438,542	428,817	504,746	545,573			Water Distribution System (Retail)
401-740-534.62-12-	Water Fund	Water Maintenance	Water Distribution System	Overtime	2,586	4,137	1,392	0	5,000			Amount based on 2022 Actuals
401-740-534.62-20-	Water Fund	Water Maintenance	Water Distribution System	Personnel Benefits	208,979	213,138	181,598	193,961	209,916			
401-740-534.62-31-	Water Fund	Water Maintenance	Water Distribution System	Office & Operating Supplies	126,000	127,021	50,054	128,000	157,000			Increased \$30,000 due to 20 percent increase in parts costs.
401-740-534.62-31-	Water Fund	Water Maintenance	Water Distribution System	Office & Operating Supplies						100,000		Operating supplies
401-740-534.62-31-	Water Fund	Water Maintenance	Water Distribution System	Office & Operating Supplies						25,000		Backflow software
401-740-534.62-31-	Water Fund	Water Maintenance	Water Distribution System	Office & Operating Supplies						2,000		Repairs to city owned backflow assemblies
401-740-534.62-31-	Water Fund	Water Maintenance	Water Distribution System	Office & Operating Supplies						25,000		O&M for mains/ARV/PRV
401-740-534.62-31-	Water Fund	Water Maintenance	Water Distribution System	Office & Operating Supplies								safety gear/vests/boots/raingear/gloves/hearing protection
401-740-534.62-35-	Water Fund	Water Maintenance	Water Distribution System	Small Tools & Minor Equipment	15,000	14,961	17,436	20,000	25,000			Increased to support Uni-directional flushing program. Additional tools and equipment are needed to modify how water mains are cleaned.
401-740-534.62-35-	Water Fund	Water Maintenance	Water Distribution System	Small Tools & Minor Equipment						15,000		Small tool replacement
401-740-534.62-35-	Water Fund	Water Maintenance	Water Distribution System	Small Tools & Minor Equipment						10,000		Additional flushing equipment for UDF
401-740-534.62-40-	Water Fund	Water Maintenance	Water Distribution System	Interfund Services	120,491	120,491	96,515	128,687	147,427			
401-740-534.62-41-	Water Fund	Water Maintenance	Water Distribution System	Professional Services	0	571	0	0	160,000			Engineering services to support Lead and Copper, Water Quality Improvements
401-740-534.62-44-	Water Fund	Water Maintenance	Water Distribution System	Taxes & Operating Assessments	0	0	0	0	0			
401-740-534.62-47-	Water Fund	Water Maintenance	Water Distribution System	Utility Services	4,000	452	364	6,000	6,000			Electricity for meters/PRVs
401-740-534.63-10-	Water Fund	Water Maintenance	In City Maintenance Of Services	Salaries & Wages	29,491	81,441	57,222	32,791	167,048			
401-740-534.63-12-	Water Fund	Water Maintenance	In City Maintenance Of Services	Overtime	0	179	13	0	200			Based on actuals from 2022
401-740-534.63-20-	Water Fund	Water Maintenance	In City Maintenance Of Services	Personnel Benefits	15,119	15,341	12,036	14,260	14,263			
401-740-534.63-31-	Water Fund	Water Maintenance	In City Maintenance Of Services	Office & Operating Supplies	126,000	178,862	104,605	128,000	515,000			Increased based on water meter project was located in CFP and now is budgeted in M&O
401-740-534.63-31-	Water Fund	Water Maintenance	In City Maintenance Of Services	Office & Operating Supplies						15,000		Debris removal
401-740-534.63-31-	Water Fund	Water Maintenance	In City Maintenance Of Services	Office & Operating Supplies								Meter/register/radio replacements. Service renewals- Was in CFP and now in M&O per Heiko
401-740-534.63-31-	Water Fund	Water Maintenance	In City Maintenance Of Services	Office & Operating Supplies						500,000		
401-740-534.63-40-	Water Fund	Water Maintenance	In City Maintenance Of Services	Interfund Services	74,727	74,727	59,706	79,607	92,895			
401-740-534.63-41-	Water Fund	Water Maintenance	In City Maintenance Of Services	Professional Services	18,000	14,127	21,783	61,380	65,000			Software support for meters, leak detection.
401-740-534.63-41-	Water Fund	Water Maintenance	In City Maintenance Of Services	Professional Services						20,000		Sensus software as a service agreement
401-740-534.63-41-	Water Fund	Water Maintenance	In City Maintenance Of Services	Professional Services						30,000		Engineering small projects
401-740-534.63-41-	Water Fund	Water Maintenance	In City Maintenance Of Services	Professional Services						15,000		Meter calibrations, Sensus upgrades
401-740-534.63-44-	Water Fund	Water Maintenance	In City Maintenance Of Services	Taxes & Operating Assessments	0	0	0	0	0			
401-740-534.64-10-	Water Fund	Water Maintenance	Fire Hydrants Maintenance	Salaries & Wages	27,360	14,587	18,340	28,758	31,556			Fire Hydrant Maintenance
401-740-534.64-10-	Water Fund	Water Maintenance	Fire Hydrants Maintenance	Salaries & Wages						-31,556		Fire Hydrant Maintenance
401-740-534.64-10-	Water Fund	Water Maintenance	Fire Hydrants Maintenance	Salaries & Wages						31,556		
401-740-534.64-12-	Water Fund	Water Maintenance	Fire Hydrants Maintenance	Overtime	0	588	7	0	600			Budget based on historical actuals.
401-740-534.64-20-	Water Fund	Water Maintenance	Fire Hydrants Maintenance	Personnel Benefits	14,803	15,385	12,348	14,998	16,020			
401-740-534.64-31-	Water Fund	Water Maintenance	Fire Hydrants Maintenance	Office & Operating Supplies	20,000	9,962	2,914	20,000	20,000			Fire hydrant maintenance, replacement/repair
401-740-534.64-40-	Water Fund	Water Maintenance	Fire Hydrants Maintenance	Interfund Services	10,974	10,974	8,827	11,769	13,076			
401-740-534.64-44-	Water Fund	Water Maintenance	Fire Hydrants Maintenance	Taxes & Operating Assessments	0	0	0	0	0			
440-711-535.00-10-	Sewer Fund	Administration	Sewer Utilities	Salaries & Wages	120,904	0	100,462	137,746	118,264			PW Administration - Sewer
440-711-535.00-20-	Sewer Fund	Administration	Sewer Utilities	Personnel Benefits	51,718	0	36,200	54,943	52,624			

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
440-711-535.00-31-	Sewer Fund	Administration	Sewer Utilities	Office & Operating Supplies	0	0	2,763	500	3,000			Admin Sewer Operating Supplies - evened out
440-711-535.00-40-	Sewer Fund	Administration	Sewer Utilities	Interfund Services	115,984	0	105,885	113,984	139,944			office and operating supplies across utilities
440-711-535.00-41-	Sewer Fund	Administration	Sewer Utilities	Professional Services	0	0	81,167	43,475	40,000			Utility Billing payment processing fees.
440-711-535.00-41-	Sewer Fund	Administration	Sewer Utilities	Professional Services						40,000		
440-711-535.00-44-	Sewer Fund	Administration	Sewer Utilities	Taxes & Operating Assessments	0	0	0	0	0			
440-711-535.00-46-	Sewer Fund	Administration	Sewer Utilities	Insurance	369,562	0	295,633	295,483	324,759			Prior year claims assessments
440-711-535.14-41-	Sewer Fund	Administration	Administration	Professional Services	0	10,724	12,525	10,000	10,000			Audit Fees
440-711-535.14-44-	Sewer Fund	Administration	Administration	Taxes & Operating Assessments	0	733,842	528,665	1,441,432	953,119			7% City Utility Tax, State PUT
440-711-535.14-49-	Sewer Fund	Administration	Administration	Miscellaneous	0	1,488	16,275	0	20,000			Delinquent account write-offs - Based upon 2023 actuals
440-711-591.34-70-	Sewer Fund	Administration	Description pending	Debt Service Principal	314,862	0	0	0	0			
440-711-592.35-80-	Sewer Fund	Administration	Sewer Utilities	Debt Service: Interest & Related Cos	298,737	213,358	141,856	283,363	267,754			Long term debt interest
440-712-535.00-10-	Sewer Fund	Engineering Plans & Services	Sewer Utilities	Salaries & Wages	318,568	0	223,829	363,831	407,544		26,218	Engineering - Sewer
440-712-535.00-12-	Sewer Fund	Engineering Plans & Services	Sewer Utilities	Overtime	5,024	0	4,097	5,000	5,000			Engineering Sewer Overtime
440-712-535.00-20-	Sewer Fund	Engineering Plans & Services	Sewer Utilities	Personnel Benefits	157,542	0	127,286	162,800	183,096		8,375	
440-712-535.00-40-	Sewer Fund	Engineering Plans & Services	Sewer Utilities	Interfund Services	244,890	0	240,294	320,396	368,008			
440-712-535.00-41-	Sewer Fund	Engineering Plans & Services	Sewer Utilities	Professional Services	0	0	5,088	0	25,000			Professional Engineer support/review, \$100,000 split evenly into water, sewer , storm, general fund.
440-712-535.00-42-	Sewer Fund	Engineering Plans & Services	Sewer Utilities	Communication	0	0	269	0	5,000			Cell phones and postage - New BARS Number to reallocate Engineering Communications costs to Utilities and away from General Fund. \$15,000 Split between Water Sewer and Storm Reallocation of travel and training evenly across utilities
440-712-535.00-43-	Sewer Fund	Engineering Plans & Services	Sewer Utilities	Travel & Training	0	0	2,401	2,000	5,000			
440-712-535.00-44-	Sewer Fund	Engineering Plans & Services	Sewer Utilities	Taxes & Operating Assessments	0	0	0	0	0			
440-750-535.14-10-	Sewer Fund	Waste Water Treatment Plant	Administration	Salaries & Wages	201,486	250,707	192,412	229,650	237,397			Sewer Treatment Plant
440-750-535.14-12-	Sewer Fund	Waste Water Treatment Plant	Administration	Overtime	0	299	97	200	300			
440-750-535.14-20-	Sewer Fund	Waste Water Treatment Plant	Administration	Personnel Benefits	75,684	81,950	71,400	74,814	79,440			
440-750-535.14-31-	Sewer Fund	Waste Water Treatment Plant	Administration	Office & Operating Supplies	4,200	3,423	3,069	12,200	13,000			6% inflation based on CPI
440-750-535.14-41-	Sewer Fund	Waste Water Treatment Plant	Administration	Professional Services	126,155	80,707	27,154	102,155	108,000			software renewals; arcserver, cartegraph ,laserfiche, antero, opengov, win911. QCC integration. Increased by 6% CPI
440-750-535.14-41-	Sewer Fund	Waste Water Treatment Plant	Administration	Professional Services						38,000		cartegraph license and implementation
440-750-535.14-41-	Sewer Fund	Waste Water Treatment Plant	Administration	Professional Services						6,000		Opengov
440-750-535.14-41-	Sewer Fund	Waste Water Treatment Plant	Administration	Professional Services						6,000		ArcGIS Support
440-750-535.14-41-	Sewer Fund	Waste Water Treatment Plant	Administration	Professional Services						58,000		Engineering services
440-750-535.14-42-	Sewer Fund	Waste Water Treatment Plant	Administration	Communication	17,000	14,266	12,476	17,000	18,000			6% inflation based on CPI
440-750-535.14-43-	Sewer Fund	Waste Water Treatment Plant	Administration	Travel & Training	7,500	4,115	20,588	7,500	52,500			operator CEUs, memberships, dues, safety/health training, PNCWA/WEF/Biosolids conventions, incinerator license training, facility planning travel. Management feels it's imperative to increase treatment plant employee training due to new discharge and performance requirements. Includes IT component.
440-750-535.14-44-	Sewer Fund	Waste Water Treatment Plant	Administration	Taxes & Operating Assessments	0	0	0	0	0			
440-750-535.20-40-	Sewer Fund	Waste Water Treatment Plant	Engineering	Interfund Services	5,213	5,213	5,133	6,844	8,442			
440-750-535.80-10-	Sewer Fund	Waste Water Treatment Plant	Ferry Terminal Pump Sta. Op.	Salaries & Wages	9,314	3,605	8,763	10,180	10,940			Ferry Pump Station
440-750-535.80-12-	Sewer Fund	Waste Water Treatment Plant	Ferry Terminal Pump Sta. Op.	Overtime	347	1,524	1,038	500	1,500			Based on 2022 actuals.
440-750-535.80-20-	Sewer Fund	Waste Water Treatment Plant	Ferry Terminal Pump Sta. Op.	Personnel Benefits	4,144	4,489	4,036	4,405	4,687			
440-750-535.80-31-	Sewer Fund	Waste Water Treatment Plant	Ferry Terminal Pump Sta. Op.	Office & Operating Supplies	7,000	4,839	10,842	7,000	7,500			6% inflation based on CPI
440-750-535.80-32-	Sewer Fund	Waste Water Treatment Plant	Ferry Terminal Pump Sta. Op.	Fuel Consumed	600	0	546	600	700			diesel
440-750-535.80-44-	Sewer Fund	Waste Water Treatment Plant	Ferry Terminal Pump Sta. Op.	Taxes & Operating Assessments	0	0	0	0	0			
440-750-535.80-47-	Sewer Fund	Waste Water Treatment Plant	Ferry Terminal Pump Sta. Op.	Utility Services	7,500	8,297	7,022	8,800	9,300			gas, electricity, COA
440-750-535.80-48-	Sewer Fund	Waste Water Treatment Plant	Ferry Terminal Pump Sta. Op.	Repairs & Maintenance	1,000	266	1,616	1,000	1,100			6% inflation based on CPI

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
440-750-535.81-10-	Sewer Fund	Waste Water Treatment Plant	Sewage Pumping Expenses	Salaries & Wages	74,062	66,155	58,259	82,829	88,568			Sewer Pump Stations (except ferry pump station)
440-750-535.81-12-	Sewer Fund	Waste Water Treatment Plant	Sewage Pumping Expenses	Overtime	4,592	2,756	3,808	4,500	5,000			
440-750-535.81-20-	Sewer Fund	Waste Water Treatment Plant	Sewage Pumping Expenses	Personnel Benefits	32,097	33,796	30,411	34,662	36,551			
440-750-535.81-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Pumping Expenses	Office & Operating Supplies	350,000	107,013	216,953	362,000	384,000			Proactive and reactive equipment replacement
440-750-535.81-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Pumping Expenses	Office & Operating Supplies						252,000		emergent pump station part replacement
440-750-535.81-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Pumping Expenses	Office & Operating Supplies						132,000		annual O&M
440-750-535.81-32-	Sewer Fund	Waste Water Treatment Plant	Sewage Pumping Expenses	Fuel Consumed	3,000	0	3,261	3,000	3,200			diesel
440-750-535.81-40-	Sewer Fund	Waste Water Treatment Plant	Sewage Pumping Expenses	Interfund Services	44,313	44,313	43,632	58,176	71,755			
440-750-535.81-44-	Sewer Fund	Waste Water Treatment Plant	Sewage Pumping Expenses	Taxes & Operating Assessments	0	0	0	0	0			
440-750-535.81-47-	Sewer Fund	Waste Water Treatment Plant	Sewage Pumping Expenses	Utility Services	75,000	82,197	60,854	87,400	92,600			12% increase based on Finance
440-750-535.81-48-	Sewer Fund	Waste Water Treatment Plant	Sewage Pumping Expenses	Repairs & Maintenance	140,000	60,371	64,073	140,000	148,000			contracted services for pump rebuilds and control upgrades,
440-750-535.83-10-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Salaries & Wages	477,867	539,593	485,285	553,889	608,784			Sewer Treatment Plant
440-750-535.83-10-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Salaries & Wages						-567,184		Sewer Treatment Plant
440-750-535.83-10-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Salaries & Wages						41,600		Temporary Maintenance Position 1040 hours @ \$40
440-750-535.83-10-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Salaries & Wages						567,184		estimate FTE wages
440-750-535.83-12-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Overtime	23,771	33,161	27,428	43,771	44,025			
440-750-535.83-20-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Personnel Benefits	211,529	218,967	199,943	228,945	239,442			
440-750-535.83-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Office & Operating Supplies	325,000	281,374	470,057	553,000	585,000			Annual O&M, small equip upgrades and rehab, sump pumps, heat tracing, gelcoating odor control tanks, chemical sumps, utilidor insulation, channel blower rebuilds, paint and trim, additional process probes
440-750-535.83-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Office & Operating Supplies						130,000		O&M consumables
440-750-535.83-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Office & Operating Supplies						25,000		sump pumps
440-750-535.83-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Office & Operating Supplies						15,000		basin instrumentation
440-750-535.83-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Office & Operating Supplies						40,000		gel coating odor control
440-750-535.83-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Office & Operating Supplies						30,000		chemical sumps
440-750-535.83-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Office & Operating Supplies						50,000		channel blowers
440-750-535.83-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Office & Operating Supplies						20,000		paint and trim
440-750-535.83-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Office & Operating Supplies						100,000		underdrain rehab
440-750-535.83-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Office & Operating Supplies						15,000		scum pump/grinder
440-750-535.83-31-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Office & Operating Supplies						160,000		bar screen replacement
440-750-535.83-35-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Small Tools & Minor Equipment	2,500	2,202	3,750	2,500	2,700			CPI-U
440-750-535.83-40-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Interfund Services	15,640	15,640	15,399	20,533	25,325			
440-750-535.83-41-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Professional Services	30,000	59,396	39,651	30,000	31,800			Brown Caldwell EOM, QCC integration
440-750-535.83-44-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Taxes & Operating Assessments	0	0	0	0	0			
440-750-535.83-47-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Utility Services	250,000	336,631	248,416	298,000	334,000			12% increase based on Finance
440-750-535.83-48-	Sewer Fund	Waste Water Treatment Plant	Sewage Treatment Expenses	Repairs & Maintenance	68,000	200,294	320,250	339,000	359,000			contractor repair services, annual inspections, equipment installations, concrete floor rehab, solids handling ventilation, polymer mixing rebuilds, hvac, underdrain rehab, AB membrane replacement, cathodic protection, heat tracing, insulation
440-750-535.85-10-	Sewer Fund	Waste Water Treatment Plant	Laboratory Expenses	Salaries & Wages	253,603	261,540	238,266	274,616	295,417			Sewer Treatment Plant
440-750-535.85-12-	Sewer Fund	Waste Water Treatment Plant	Laboratory Expenses	Overtime	3,262	2,654	3,395	3,262	7,425			State certification of lab for additional parameters: COD, TKN, ORP
440-750-535.85-20-	Sewer Fund	Waste Water Treatment Plant	Laboratory Expenses	Personnel Benefits	104,101	102,947	94,630	107,591	115,693			Adj by Finance. Benefits paid with overtime adjustment
440-750-535.85-31-	Sewer Fund	Waste Water Treatment Plant	Laboratory Expenses	Office & Operating Supplies	56,500	51,929	33,129	39,000	41,000			annual O&M, instrument and labware replacement, COD/TKN/ORP upgrades, refrigeration replacement
440-750-535.85-41-	Sewer Fund	Waste Water Treatment Plant	Laboratory Expenses	Professional Services	19,000	11,610	12,414	19,000	20,000			outside lab testing for NPDES, general permit, accreditation and PT studies. Instrument repairs and calibrations.

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
440-750-535.85-44-	Sewer Fund	Waste Water Treatment Plant	Laboratory Expenses	Taxes & Operating Assessments	0	0	0	0	0			
440-750-535.85-48-	Sewer Fund	Waste Water Treatment Plant	Laboratory Expenses	Repairs & Maintenance	850	898	1,118	850	1,000			6% inflation based on CPI
440-750-535.89-10-	Sewer Fund	Waste Water Treatment Plant	Solids Handling Expenses	Salaries & Wages	219,616	223,008	197,729	238,874	256,239			Sewer Treatment Plant - solids handling (incinerator)
440-750-535.89-12-	Sewer Fund	Waste Water Treatment Plant	Solids Handling Expenses	Overtime	9,072	55,627	29,849	44,000	60,000			
440-750-535.89-20-	Sewer Fund	Waste Water Treatment Plant	Solids Handling Expenses	Personnel Benefits	96,463	118,906	97,180	108,370	108,236			Benefits paid with overtime adjustment
												Based on 2023 actuals to date and estimate for the full year. Annual O&M, Hg modules, sludge feed components, BFP parts, sand, consumables. In-house repairs
440-750-535.89-31-	Sewer Fund	Waste Water Treatment Plant	Solids Handling Expenses	Office & Operating Supplies	284,500	122,983	319,937	212,000	280,000			diesel
440-750-535.89-32-	Sewer Fund	Waste Water Treatment Plant	Solids Handling Expenses	Fuel Consumed	22,000	29,750	17,420	32,274	34,000			Engineering, outside solids testing, source testing, RATA, CEMS integration
440-750-535.89-41-	Sewer Fund	Waste Water Treatment Plant	Solids Handling Expenses	Professional Services	85,000	110,688	85,963	90,000	95,000			
440-750-535.89-44-	Sewer Fund	Waste Water Treatment Plant	Solids Handling Expenses	Taxes & Operating Assessments	0	0	0	0	0			
440-750-535.89-47-	Sewer Fund	Waste Water Treatment Plant	Solids Handling Expenses	Utility Services	22,000	17,644	15,948	22,000	25,000			12% increase based on Finance
440-750-535.89-48-	Sewer Fund	Waste Water Treatment Plant	Solids Handling Expenses	Repairs & Maintenance	280,000	363,432	60,073	382,000	405,000			Aging incinerator, belt press and scrubber repair. Outside contracted repairs
440-760-535.10-10-	Sewer Fund	Sewage Collection	Administration	Salaries & Wages	48,411	52,700	45,737	55,581	56,601			Sewer Collection - Admin
440-760-535.10-20-	Sewer Fund	Sewage Collection	Administration	Personnel Benefits	22,987	23,102	19,475	23,164	25,156			
												Increased based on 2023 actuals. refining use of this number to be consumables, fittings, tools for jet trucks and camera van.
440-760-535.10-31-	Sewer Fund	Sewage Collection	Administration	Office & Operating Supplies	750	770	6,228	4,000	8,000			
440-760-535.10-40-	Sewer Fund	Sewage Collection	Administration	Interfund Services	5,213	5,849	5,133	6,844	8,442			
440-760-535.10-41-	Sewer Fund	Sewage Collection	Administration	Professional Services	6,000	5,118	6,093	6,000	11,500			city uniforms, Laundry service, locate services, Locate services
440-760-535.10-41-	Sewer Fund	Sewage Collection	Administration	Professional Services						3,000		City uniforms, increased by director to make sure staff are recognized as city employees and are equipped with enough uniforms for a weeks work.
440-760-535.10-41-	Sewer Fund	Sewage Collection	Administration	Professional Services						8,000		Laundry service
440-760-535.10-41-	Sewer Fund	Sewage Collection	Administration	Professional Services						500		phones and ipads
440-760-535.10-42-	Sewer Fund	Sewage Collection	Administration	Communication	8,000	6,342	4,052	8,000	8,000			
440-760-535.10-44-	Sewer Fund	Sewage Collection	Administration	Taxes & Operating Assessments	0	0	0	0	0			
440-760-535.20-10-	Sewer Fund	Sewage Collection	Engineering	Salaries & Wages	224,691	71,610	87,212	246,416	265,638			Sewer - Collection system maintenmce
440-760-535.20-10-	Sewer Fund	Sewage Collection	Engineering	Salaries & Wages	224,691	71,610	87,212	246,416	265,638			Sewer Collection - Operations and Maintenance
440-760-535.20-12-	Sewer Fund	Sewage Collection	Engineering	Overtime	1,653	5,629	5,099	5,000	6,000			emergency sewer repair OT based on prior years
440-760-535.20-20-	Sewer Fund	Sewage Collection	Engineering	Personnel Benefits	109,454	117,332	107,785	122,274	136,586			
440-760-535.20-20-	Sewer Fund	Sewage Collection	Engineering	Personnel Benefits	109,454	117,332	107,785	122,274	136,586			
440-760-535.20-31-	Sewer Fund	Sewage Collection	Engineering	Office & Operating Supplies	25,000	2,926	806	25,000	20,000			sewer supplies and inventory parts (pipe, couplers, pipe patches).
440-760-535.20-40-	Sewer Fund	Sewage Collection	Engineering	Interfund Services	193,018	193,018	186,603	248,804	328,564			ER&R increase due to new jetter truck.
440-760-535.20-44-	Sewer Fund	Sewage Collection	Engineering	Taxes & Operating Assessments	0	0	0	0	0			
445-711-531.00-10-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Salaries & Wages	55,548	0	56,480	65,291	66,885			PW Administration - Storm
445-711-531.00-20-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Personnel Benefits	26,460	0	24,188	26,636	31,516			
												Admin Storm Operating Supplies - evened out office and operating supplies across utilities
445-711-531.00-31-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Office & Operating Supplies	0	0	2,507	750	3,000			Increases based upon 2023 Actuals. NPDES outreach & education, and Action plan monitoring; other Utility Billing payment processing fees.
445-711-531.00-41-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Professional Services	40,000	0	63,335	58,475	70,000			NPDES Permit Fee to DOE
445-711-531.00-41-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Professional Services						10,000		Stormwater Action plan monitoring
445-711-531.00-41-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Professional Services						10,000		Permit Mandated Education & Outreach - Skagit Conservation Dist.
445-711-531.00-41-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Professional Services						20,000		Utility Billing payment processing fees - Paymentus, OpenGov
445-711-531.00-41-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Professional Services						30,000		Postage
445-711-531.00-42-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Communication	1,000	0	880	1,000	1,000			

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
445-711-531.00-44-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Taxes & Operating Assessments	0	0	0	0	0			
445-711-531.00-46-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Insurance	0	0	17,084	0	19,994			
445-711-531.00-49-	Storm Drainage Fund	Administration	Storm Drainage Utilities	Miscellaneous	0	0	293	0	500			Delinquent Account Write-offs. Based upon 2023 actuals ion Eden
445-712-531.00-10-	Storm Drainage Fund	Engineering Plans & Services	Storm Drainage Utilities	Salaries & Wages	282,915	0	308,642	320,819	342,351		2,097	Engineering - Storm
445-712-531.00-12-	Storm Drainage Fund	Engineering Plans & Services	Storm Drainage Utilities	Overtime	6,851	0	5,472	14,000	14,000			Engineering Storm Overtime
445-712-531.00-20-	Storm Drainage Fund	Engineering Plans & Services	Storm Drainage Utilities	Personnel Benefits	139,356	0	127,200	202,820	159,160		670	
445-712-531.00-41-	Storm Drainage Fund	Engineering Plans & Services	Storm Drainage Utilities	Professional Services	1,000	0	0	0	25,000			Professional Engineer support/review, \$100,000 split evenly into water, sewer , storm, general fund.
445-712-531.00-42-	Storm Drainage Fund	Engineering Plans & Services	Storm Drainage Utilities	Communication	0	0	265	0	5,000			Cell phones and postage - New BARS Number to reallocate Engineering Communications costs to Utilities and away from General Fund. \$15,000 Split between Water Sewer and Storm Engineering Storm Training evenly split across utilities
445-712-531.00-43-	Storm Drainage Fund	Engineering Plans & Services	Storm Drainage Utilities	Travel & Training	1,000	0	503	2,000	5,000			
445-712-531.00-44-	Storm Drainage Fund	Engineering Plans & Services	Storm Drainage Utilities	Taxes & Operating Assessments	0	0	0	0	0			
445-720-531.67-10-	Storm Drainage Fund	Street Maint/Const Activities	Storm Drainage Utilities	Salaries & Wages	63,147	59,711	54,813	68,124	77,307			Storm - Construction
445-720-531.67-12-	Storm Drainage Fund	Street Maint/Const Activities	Storm Drainage Utilities	Overtime	690	1,699	4,635	0	0			
445-720-531.67-20-	Storm Drainage Fund	Street Maint/Const Activities	Storm Drainage Utilities	Personnel Benefits	26,569	27,797	25,283	28,099	31,264			
445-720-531.67-40-	Storm Drainage Fund	Street Maint/Const Activities	Storm Drainage Utilities	Interfund Services	54,019	54,019	45,759	61,011	89,594			
445-720-531.67-44-	Storm Drainage Fund	Street Maint/Const Activities	Storm Drainage Utilities	Taxes & Operating Assessments	0	0	0	0	0			
445-770-531.10-10-	Storm Drainage Fund	Storm Drainage System	Administration	Salaries & Wages	29,706	44,238	29,382	34,631	34,829			Storm - Admin
445-770-531.10-20-	Storm Drainage Fund	Storm Drainage System	Administration	Personnel Benefits	12,634	12,764	11,884	11,958	15,395			
445-770-531.10-41-	Storm Drainage Fund	Storm Drainage System	Administration	Professional Services	11,000	19,077	22,779	26,000	36,625			License, software support, summer help
445-770-531.10-41-	Storm Drainage Fund	Storm Drainage System	Administration	Professional Services						14,125		GIS
445-770-531.10-41-	Storm Drainage Fund	Storm Drainage System	Administration	Professional Services						21,000		Cartegraph
445-770-531.10-41-	Storm Drainage Fund	Storm Drainage System	Administration	Professional Services						1,500		Cartegraph summer help
445-770-531.10-44-	Storm Drainage Fund	Storm Drainage System	Administration	Taxes & Operating Assessments	117,101	174,850	140,845	0	193,663			City Utility Tax, State PUT
445-770-531.30-10-	Storm Drainage Fund	Storm Drainage System	Storm Drainage Maintenance	Salaries & Wages	226,399	104,762	94,205	258,572	276,885			Storm - collection system maintenance
445-770-531.30-10-	Storm Drainage Fund	Storm Drainage System	Storm Drainage Maintenance	Salaries & Wages	226,399	104,762	94,205	258,572	276,885			Storm - Maintenance
445-770-531.30-12-	Storm Drainage Fund	Storm Drainage System	Storm Drainage Maintenance	Overtime	2,228	4,480	4,307	4,000	5,000			Storm OT increased based on prior years
445-770-531.30-20-	Storm Drainage Fund	Storm Drainage System	Storm Drainage Maintenance	Personnel Benefits	99,578	107,872	99,541	104,604	115,716			
445-770-531.30-20-	Storm Drainage Fund	Storm Drainage System	Storm Drainage Maintenance	Personnel Benefits	99,578	107,872	99,541	104,604	115,716			
445-770-531.30-40-	Storm Drainage Fund	Storm Drainage System	Storm Drainage Maintenance	Interfund Services	81,757	91,094	82,494	109,995	102,196			
445-770-531.30-41-	Storm Drainage Fund	Storm Drainage System	Storm Drainage Maintenance	Professional Services	1,000	3,338	812	2,000	10,000			Merged part of 10.41. Street storm water professional services to consolidate. Perk filter reclamation and change outs.
445-770-531.30-43-	Storm Drainage Fund	Storm Drainage System	Storm Drainage Maintenance	Travel & Training	3,500	1,273	1,937	3,500	2,000			Storm water training decreased based on prior years
445-770-531.30-44-	Storm Drainage Fund	Storm Drainage System	Storm Drainage Maintenance	Taxes & Operating Assessments	0	0	0	0	0			
445-770-531.30-48-	Storm Drainage Fund	Storm Drainage System	Storm Drainage Maintenance	Repairs & Maintenance	25,000	23,760	19,448	25,000	25,000			emergent storm repair, maintenance and supplies.
445-770-594.31-60-	Storm Drainage Fund	Storm Drainage System	Natural Resources	Capital Outlays	250,000	0	19,368	0	0			
450-780-537.10-10-	Sanitation Fund	Sanitation Services	Administration	Salaries & Wages	207,317	206,028	180,217	233,044	218,843			Sanitation - Admin
450-780-537.10-20-	Sanitation Fund	Sanitation Services	Administration	Personnel Benefits	100,967	91,734	76,798	105,662	101,761			
450-780-537.10-31-	Sanitation Fund	Sanitation Services	Administration	Office & Operating Supplies	4,000	2,715	3,122	4,000	75,000			New Use. Dumpsters and containers taken out of CFP. Dumpsters, roll off boxes and new totes sizes.
450-780-537.10-40-	Sanitation Fund	Sanitation Services	Administration	Interfund Services	19,130	19,130	19,569	19,821	29,139			
450-780-537.10-41-	Sanitation Fund	Sanitation Services	Administration	Professional Services	100,000	50,598	43,109	103,475	100,000			Legal, Finance, Laserfiche, A AVE landfill, Processing.
450-780-537.10-42-	Sanitation Fund	Sanitation Services	Administration	Communication	4,000	3,479	3,951	4,000	5,000			phones increase due to adding iPad for cartegraph
450-780-537.10-43-	Sanitation Fund	Sanitation Services	Administration	Travel & Training	2,000	540	390	2,000	2,000			Supervisor training for new supervisor, New lead worker training, first aid, flagger training.
450-780-537.10-44-	Sanitation Fund	Sanitation Services	Administration	Taxes & Operating Assessments	0	0	0	0	0			
450-780-537.10-46-	Sanitation Fund	Sanitation Services	Administration	Insurance	27,956	28,837	30,432	0	0			

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
450-780-537.10-46-	Sanitation Fund	Sanitation Services	Administration	Insurance						-35,778		
450-780-537.10-46-	Sanitation Fund	Sanitation Services	Administration	Insurance						0		
450-780-537.20-10-	Sanitation Fund	Sanitation Services	General Solid Waste Activities	Salaries & Wages	519,961	513,320	432,240	585,274	597,908			Sanitation - O&M
450-780-537.20-12-	Sanitation Fund	Sanitation Services	General Solid Waste Activities	Overtime	7,373	4,829	1,190	7,000	6,000			free garbage days, double up day OT
450-780-537.20-20-	Sanitation Fund	Sanitation Services	General Solid Waste Activities	Personnel Benefits	260,994	276,747	235,392	286,243	299,022			Finance Adj. Benefits paid with the OT adj
450-780-537.20-31-	Sanitation Fund	Sanitation Services	General Solid Waste Activities	Office & Operating Supplies	2,000	46,639	1,521	4,000	6,000			Work supplies, PPE, workwear
450-780-537.20-31-	Sanitation Fund	Sanitation Services	General Solid Waste Activities	Office & Operating Supplies						4,000		uniforms
450-780-537.20-31-	Sanitation Fund	Sanitation Services	General Solid Waste Activities	Office & Operating Supplies						2,000		work supplies and PPE
450-780-537.20-34-	Sanitation Fund	Sanitation Services	General Solid Waste Activities	Supplies Purchased for Inventory or I	8,000	0	6,251	8,000	8,000			Prepaid blue bags done by finance
450-780-537.20-40-	Sanitation Fund	Sanitation Services	General Solid Waste Activities	Interfund Services	900,753	979,609	599,056	798,736	878,753			
450-780-537.20-41-	Sanitation Fund	Sanitation Services	General Solid Waste Activities	Professional Services	38,500	12,751	41,464	38,500	4,000			cdl physicals, pest control etc. Down because we moved where we purchase totes from we are refining the use of this line item..
450-780-537.20-44-	Sanitation Fund	Sanitation Services	General Solid Waste Activities	Taxes & Operating Assessments	689,674	744,037	621,760	0	743,905			City Utility Tax, State PUT
450-780-537.20-47-	Sanitation Fund	Sanitation Services	General Solid Waste Activities	Utility Services	2,563,500	2,644,150	2,395,898	2,600,000	3,700,000			Waste management fees and dump fees. Dump fees estimated based on actuals and increased by tipping fees by 40%. WM fees estimated and increased 12% per SH
450-780-594.37-60-	Sanitation Fund	Sanitation Services	Garbage/Solid Waste	Capital Outlays	46,000	0	45,000	45,000	0			
501-790-548.31-10-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Salaries & Wages	48,462	53,976	44,764	56,588	54,565			Operations Admin
501-790-548.31-20-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Personnel Benefits	22,980	23,073	19,427	22,406	26,647			
501-790-548.31-31-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Office & Operating Supplies	3,000	1,343	1,785	3,500	3,500			Copier rental, paper and office supplies.
501-790-548.31-35-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Small Tools & Minor Equipment	1,000	0	103	1,500	1,000			Office Equipment front office
501-790-548.31-40-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Interfund Services	82,991	121,259	101,512	123,495	110,285			
501-790-548.31-41-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Professional Services	30,500	24,225	10,527	53,475	40,000			security system emergent repairs and upgrades, Ops Facility emergent repairs, maintenance and improvements.
501-790-548.31-42-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Communication	4,000	4,975	3,589	5,000	5,000			Cell phones and ipads
501-790-548.31-43-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Travel & Training	1,000	0	2,130	2,500	4,500			Admin Training,
501-790-548.31-43-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Travel & Training						1,000		green fleet conference
501-790-548.31-43-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Travel & Training						2,000		Fleet Admin and ops admin training
501-790-548.31-43-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Travel & Training						1,500		Public Works Institute
501-790-548.31-44-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Taxes & Operating Assessments	0	88	456	0	0			
501-790-548.31-47-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Utility Services	29,300	24,136	22,388	32,000	31,000			Estimated and inflated projected actuals by 12% per SH
501-790-548.31-48-	Equipment Rental Fun	Vehicle & Equipment Fleet	Centralized Public Works Administrat	Repairs & Maintenance	5,000	9,332	36,782	25,000	0			repairs, maintenance and improvements.
501-790-548.32-10-	Equipment Rental Fun	Vehicle & Equipment Fleet	Mechanical Shops	Salaries & Wages	11,035	3,345	4,286	9,208	10,098			electrical in back yard.
501-790-548.32-12-	Equipment Rental Fun	Vehicle & Equipment Fleet	Mechanical Shops	Overtime	0	76	46	0	0			Mechanical shop - partial salary
501-790-548.32-20-	Equipment Rental Fun	Vehicle & Equipment Fleet	Mechanical Shops	Personnel Benefits	4,950	3,555	3,594	4,386	4,300			no planned OT for this number
501-790-548.32-31-	Equipment Rental Fun	Vehicle & Equipment Fleet	Mechanical Shops	Office & Operating Supplies	3,000	4,582	4,015	5,000	6,000			Shop ppe, uniforms
501-790-548.32-31-	Equipment Rental Fun	Vehicle & Equipment Fleet	Mechanical Shops	Office & Operating Supplies						3,000		shop PPE
501-790-548.32-31-	Equipment Rental Fun	Vehicle & Equipment Fleet	Mechanical Shops	Office & Operating Supplies						3,000		Work wear/uniforms
501-790-548.32-35-	Equipment Rental Fun	Vehicle & Equipment Fleet	Mechanical Shops	Small Tools & Minor Equipment	4,000	3,683	20,254	20,500	12,500			Shop equipment, tools. This is a drop due to a new hoist that was planned and completed last year
501-790-548.32-44-	Equipment Rental Fun	Vehicle & Equipment Fleet	Mechanical Shops	Taxes & Operating Assessments	0	0	0	0	0			
501-790-548.32-46-	Equipment Rental Fun	Vehicle & Equipment Fleet	Mechanical Shops	Insurance	0	3,180	3,565	524	13,973			
501-790-548.32-48-	Equipment Rental Fun	Vehicle & Equipment Fleet	Mechanical Shops	Repairs & Maintenance	5,000	234	4,050	7,000	7,000			Spill containment upgrades, shop repairs, maintenance and improvements
501-790-548.61-10-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Administration	Salaries & Wages	31,320	27,185	23,606	37,245	41,211			Manager/supervisor - partial salary
501-790-548.61-12-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Administration	Overtime	0	554	278	250	250			Emergency OT Mechanics
501-790-548.61-20-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Administration	Personnel Benefits	14,893	15,257	15,972	19,768	18,702			Finance Adj. Benefits paid with the OT adj
501-790-548.61-31-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Administration	Office & Operating Supplies	300	389	39	500	500			shop offices supplies
501-790-548.61-41-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Administration	Professional Services	2,500	2,142	2,502	2,500	3,500			shop services, heater repairs, hoist repairs.
501-790-548.61-42-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Administration	Communication	4,000	2,283	2,062	4,000	3,500			shop computer and software

Account String	Fund number Name	Department detail Name	Division Name	Account Name	2022 Budget	2022 Actuals	2023 Actuals	2023 Budget	2024 Proposed	2024 Itemizations	2024 Position Requests	Description
501-790-548.61-43-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Administration	Travel & Training	2,000	443	1,675	5,000	8,000			Mechanic training, Ladder truck and new Hydro excavator coming will need training. 2 years of covid slowed training opportunities
501-790-548.61-43-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Administration	Travel & Training						3,000		new Hydro excavator/vactor factory training
501-790-548.61-43-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Administration	Travel & Training						3,000		new Ladder truck factory mechanic training
501-790-548.61-43-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Administration	Travel & Training						2,000		other emergent training, new mechanic training.
501-790-548.61-44-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Administration	Taxes & Operating Assessments	0	0	0	0	0			
501-790-548.62-10-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Salaries & Wages	262,480	240,719	251,326	263,922	292,117			
501-790-548.62-12-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Overtime	1,718	1,351	1,992	2,000	2,000			mechanic Overtime,
501-790-548.62-20-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Personnel Benefits	124,681	107,317	113,533	140,613	132,848			Finance Adj. Benefits paid with the OT adj
501-790-548.62-31-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Office & Operating Supplies	700	344	818	1,250	1,500			gloves, chemicals, ppe
501-790-548.62-32-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Fuel Consumed	400,000	452,528	327,463	500,000	430,000			Fuel for all City vehicle and generators estimated actuals and inflated by 12%
501-790-548.62-35-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Small Tools & Minor Equipment	6,000	5,281	4,075	8,000	6,000			New ladder truck and hydro truck and garbage trucks may require new tools.
501-790-548.62-41-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Professional Services	7,500	19,372	3,419	50,000	132,000			new use of this number, shifted load testing from 62.48. Hoist inspections. and all outside repairs and inspections on equipment.
501-790-548.62-41-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Professional Services						90,000		Generator load testing etc
501-790-548.62-41-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Professional Services						40,000		Generator load testing and servicing
501-790-548.62-41-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Professional Services						2,000		all emergent contracted equipment repairs
501-790-548.62-44-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Taxes & Operating Assessments	0	0	0	0	0			Annual Boom truck cert
501-790-548.62-46-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Insurance	0	65,369	76,486	0	0			
501-790-548.62-48-	Equipment Rental Fun	Vehicle & Equipment Fleet	Equipment Rental Operations	Repairs & Maintenance	325,000	380,957	375,175	350,000	300,000			Split out \$50k and shift to 62.41. all Equipment repair and maintenance parts, Tires, Oil, ETC.
501-790-594.48-60-	Equipment Rental Fun	Vehicle & Equipment Fleet	Motor Pool Vehicles/Public Works Equ	Capital Outlays	1,438,000	0	961,342	1,387,000	1,694,996			Vehicles and Equipment ER Funded Replacements.
501-790-594.48-60-	Equipment Rental Fun	Vehicle & Equipment Fleet	Motor Pool Vehicles/Public Works Equ	Capital Outlays						380,000		Replace 513 2015 Roll-off Truck for solid waste Ordered in 2022
501-790-594.48-60-	Equipment Rental Fun	Vehicle & Equipment Fleet	Motor Pool Vehicles/Public Works Equ	Capital Outlays						449,996		Replace 514 2016 Front load Garbage truck Ordered in 2022
501-790-594.48-60-	Equipment Rental Fun	Vehicle & Equipment Fleet	Motor Pool Vehicles/Public Works Equ	Capital Outlays						60,000		Replace #151 2002 Parks 3/4 Ton
501-790-594.48-60-	Equipment Rental Fun	Vehicle & Equipment Fleet	Motor Pool Vehicles/Public Works Equ	Capital Outlays						60,000		Replace #154 2002 Parks 1/2 ton
501-790-594.48-60-	Equipment Rental Fun	Vehicle & Equipment Fleet	Motor Pool Vehicles/Public Works Equ	Capital Outlays						120,000		Replace #706A Parks Wide Area Mower Ordered in 2023
501-790-594.48-60-	Equipment Rental Fun	Vehicle & Equipment Fleet	Motor Pool Vehicles/Public Works Equ	Capital Outlays						200,000		Replace 7915 Pump station 13 generator 60+ week leadtime.
501-790-594.48-60-	Equipment Rental Fun	Vehicle & Equipment Fleet	Motor Pool Vehicles/Public Works Equ	Capital Outlays						175,000		Replace 7914 Pump station 14 generator. 60 + week leadtime.
501-790-594.48-60-	Equipment Rental Fun	Vehicle & Equipment Fleet	Motor Pool Vehicles/Public Works Equ	Capital Outlays						200,000		Replace 7913 Pump station 15 generator 60 week lead time
501-790-594.48-60-	Equipment Rental Fun	Vehicle & Equipment Fleet	Motor Pool Vehicles/Public Works Equ	Capital Outlays						50,000		Replace #014 Police Admin car
611-320-517.20-20-	Firemen's Pension Fun	Medic/Fire Department	Pension & Other Benefit Payments To	Personnel Benefits	31,257	38,024	27,512	0	25,000			Retired Fire Medical
611-320-522.10-41-	Firemen's Pension Fun	Medic/Fire Department	Administration	Professional Services	15,000	12,125	3,600	0	12,000			Actuary Study for Retired Medical

LONG TERM DEBT

As a municipal government in the State of Washington, the City of Anacortes is authorized to become indebted, within limits, as outlined in Article 8 Section 6 of the Washington State Constitution. The debt limit of the City is generally 1.5% of the City's total Assessed Value, as outlined in RCW 39.36.020.

The City may issue the following types of debt:

General obligation (GO) debt is secured by the full faith and credit of the City. The City pledges its tax revenues unconditionally to pay the interest and principal on the debt as it matures.

- **Limited tax general obligation (LTGO)** bonds (also called "councilmanic" bonds, or non-voted debt), may be issued by a vote of City Council. As the voters have not been asked to approve a tax increase to pay for the principal and interest, general fund revenues must be pledged to pay the debt service on LTGO. LTGO debt does not provide any additional revenue to fund debt service payments but must be paid from existing revenue sources.
- **Unlimited tax general obligation (UTGO)** bonds (also called voted debt) must be approved by 60% of the voters, with a voter turnout equal to at least 40% of those who voted in the most recent general election. When the voters are being asked to approve the issuance of these bonds, they are simultaneously asked to approve an excess levy which raises their property taxes to cover the debt service payments. UTGO bonds can be used only for capital purposes. Replacement of equipment is not a permitted use per RCW 84.52.056.

Revenue debt may be issued to finance projects for any enterprise that is self-supporting. RCW 35.41.030 provides authority for the City to issue revenue bonds, and the repayment is guaranteed by the specific revenues generated by the issuer. In the case of the City, Revenue bonds have been issued to finance water and wastewater projects, and payment for debt service on revenue bonds comes from user fees generated by the Utility. Revenue bonds are not backed by the full faith and credit of the City.

Refunding bonds is a procedure where the City refinances an outstanding bond issue by issuing new bonds. These bonds are generally issued to obtain lower interest rates on the later years of a long term bond issue. The new obligations are referred to as the "refunding bonds" and the outstanding obligations being refinanced are referred to as the "refunded bonds" or the "prior issue."

DEBT SCHEDULE

The name of a Bond issue is generally referred to as the year it was issued, and the type of debt. E.g. the bond issued in 2022 to refund the Water Utility bond from 2012, is referred to as the 2020 Utility Revenue bond.

In March of 2021 the City obtained a \$4.5 million revolving line of credit that is backed by the full faith and credit of the City's taxing authority; the use of these funds has been to fund the backbone buildout of the City's fiber optic broadband system.

As of December 31st 2023 the City is holding the following debt, as illustrated on the City's Debt Schedule:

CITY OF ANACORTES
Schedule of Long Term Debt
For the Year Ended 2023

	Issue Date	Maturity Date	Interest Rate	Original Amount Issued	Redemptions to Date	Amount Outstanding 12/31/2023
General Obligation Debt						
Limited Tax General Obligation Note, 2021	3/1/2021	1/31/2024	1.75%	\$ 4,500,000	\$ -	\$ 4,500,000
	Issue Date	Maturity Date	Interest Rate	Original Amount Issued	Redemptions to Date	Amount Outstanding 12/31/2023
Revenue Debt						
2017 Water Revenue	12/28/2017	12/1/2026	1.98%	\$ 6,635,000	\$ 4,630,000	\$ 2,005,000
2010 PWTF Loan	10/1/2011	7/1/2029	50.00%	\$ 1,000,000	\$ 729,167	\$ 270,833
2012 PWTF Loan	6/14/2012	6/1/2031	50.00%	\$ 10,000,000	\$ 5,789,474	\$ 4,210,526
2019 Drinking Water Loan	5/23/2019	10/1/2035	1.50%	\$ 4,438,036	\$ 1,305,305	\$ 3,132,731
2020 Utility System Revenue & Refunding	10/20/2020	12/1/2041	2.04%	\$ 24,925,000	\$ 3,030,000	\$ 21,895,000
2022 Utility System Revenue & Refunding	5/12/2022	12/1/2023	2.62%	\$ 7,120,000	\$ 1,265,000	\$ 5,855,000
				\$ 54,118,036	\$ 16,748,946	\$ 37,369,090

**City of Anacortes Fund balance Policy
Ordinance Number 4003**

On December 13th 2021 City Council adopted Ordinance 4003 which repealed and updated ordinance 2995, the official fund balance policy of the City of Anacortes.

The Policy contains definitions and reasons the City has a policy, identifies metrics to use to annually establish emergency cash reserve amounts for both Governmental and Enterprise funds, identifies the allowable uses of the emergency reserve cash, and how the reserve will be paid back if tapped into.

Governmental Funds:

Economic Stabilization Reserve Fund- Target

A reserve account entitled "Economic Stabilization Reserve Fund" is established in the General Fund. Although accounted for in the General Fund, this reserve fund is intended for use when needed by the chosen governmental operating funds 001, 101, 102, 103, and 110. The reserve may also be known as the "Rainy Day Fund" and is considered to be a portion of committed fund balance. The use of this fund is intended to be after other unreserved fund balances have been spent, elevating the importance of this fund to more serious need situations. The Economic Stabilization Reserve Fund:

1. Has a targeted balance equal to 17% of the annual expenditures of the chosen governmental operating funds by the City of Anacortes (as defined in the policy);
2. May be spent, after approval of a majority plus one city council members, and after unreserved fund balance has been spent, as follows;
 - a. Up to 100% of the available funds may be used for a bona fide natural causes emergency;
 - b. Up to 25% of the fund may be used to balance the next year's budget (and only for one year) if the next year's revenues are projected to be less than 90% of the current year's projected revenues; or
 - c. Up to 25% of the fund may be used to balance the next year's budget (and only for one year) to pay for a new unfunded judicial, state, or federal mandate that is imposed on the City.

	Expenses	17% Reserve Amount
General Fund	16,715,716	2,841,671.69
Parks Fund	1,791,157	304,496.76
Cemetery	203,670	34,623.86
Library	1,419,044	241,237.45
EMS	3,203,251	544,552.70
Total:	23,332,838	
Required Reserve for 2022:		3,966,582

Enterprise Funds:

Utility Rate Stabilization Fund Balance

A reserve account entitled "Utility Rate Stabilization Fund Balance" is established in each enterprise utility fund. This reserve is to be used to smooth rate changes due to unanticipated expenses or loss of revenue of the utility. If used, this fund will be replenished and customer rates will increase to recover the expense.

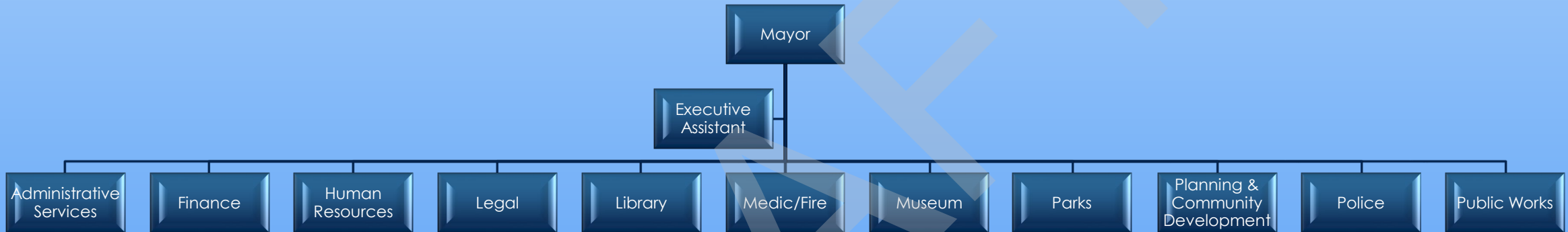
- a. The target balance must be 10% of the annual revenues of the utility funds.
- b. Must be replenished within three years at a rate of at least one third of the outstanding balance per year.

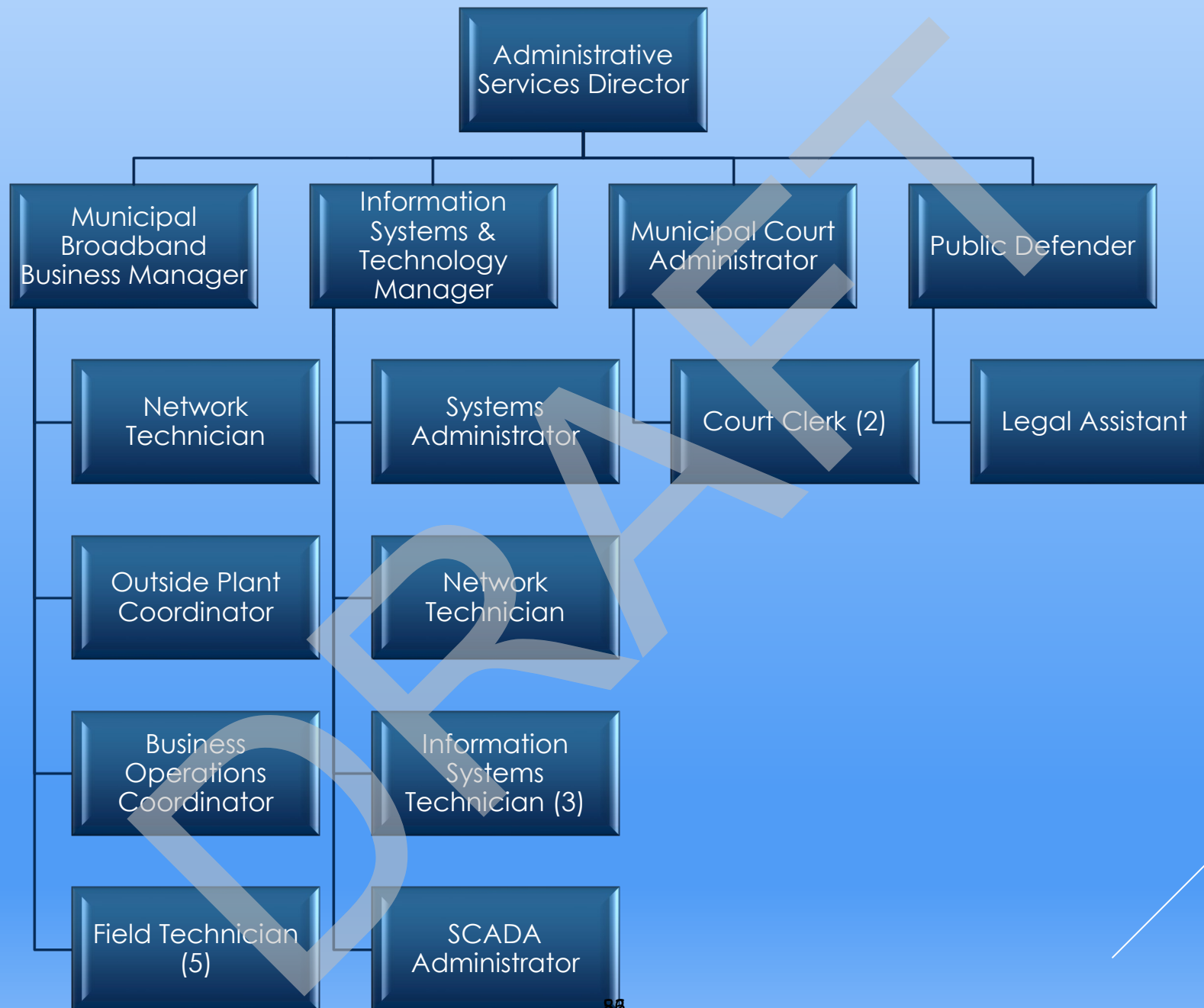
	Total Revenues	Less Capital Contributions	Operating Revenues	10% Reserve
Water	21,521,260	9,277,823	12,243,438	1,224,344
Sewer	8,480,701	1,045,793	7,434,908	743,491
Storm	1,963,519	171,739	1,791,781	179,178
Solid Waste	4,888,328	0	4,888,328	488,833

CITY OF ANACORTES

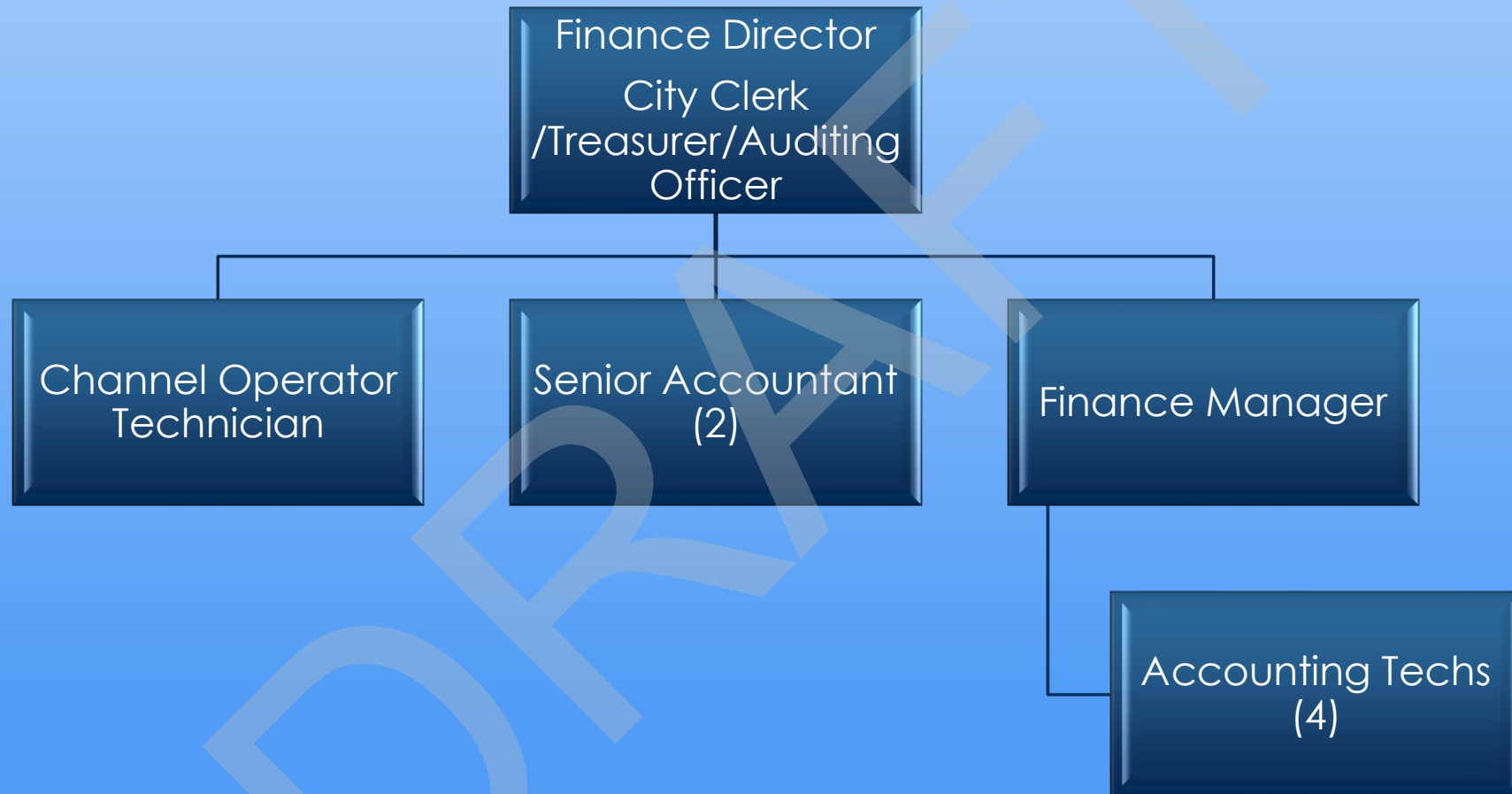
Organizational Charts for City Departments

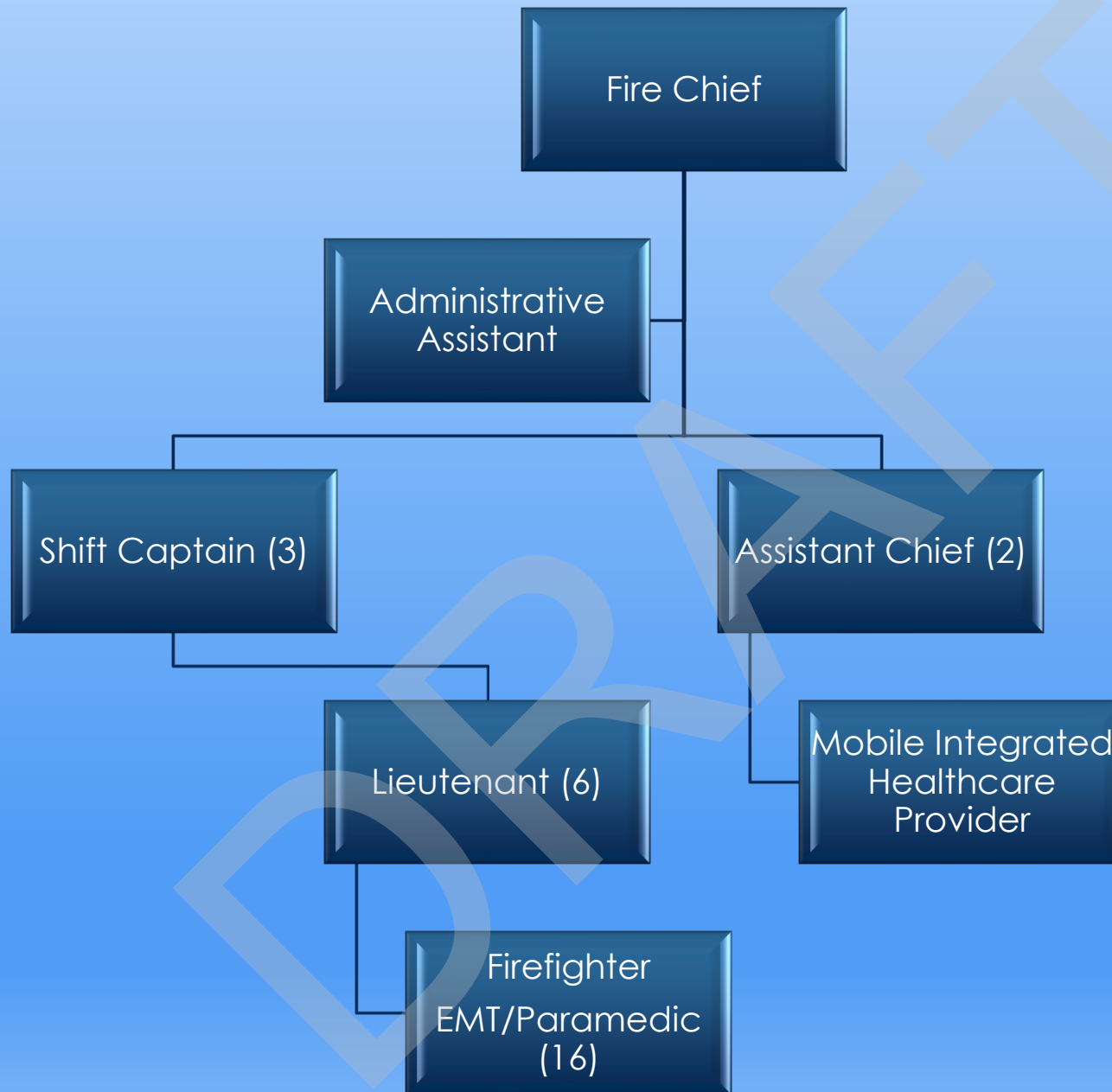






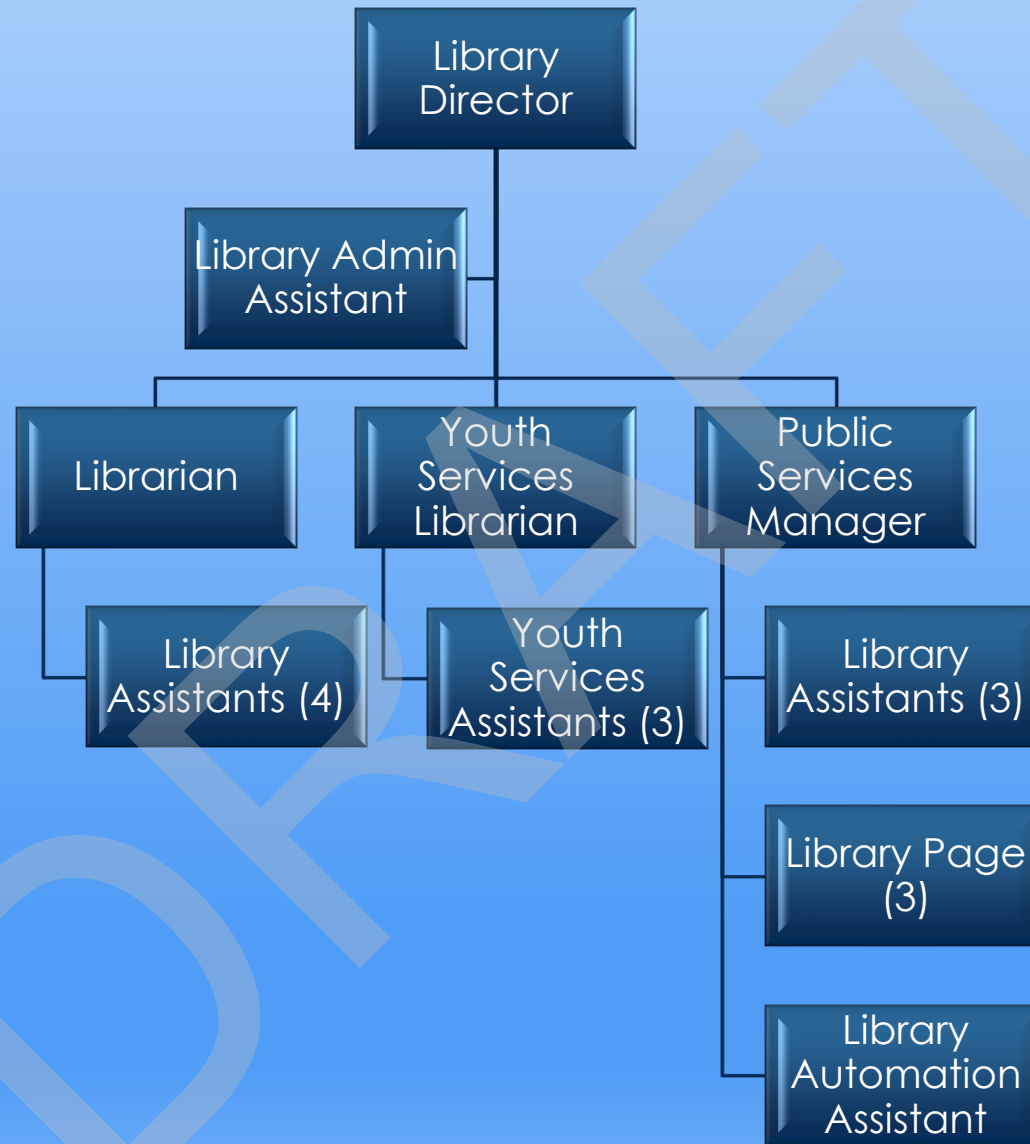


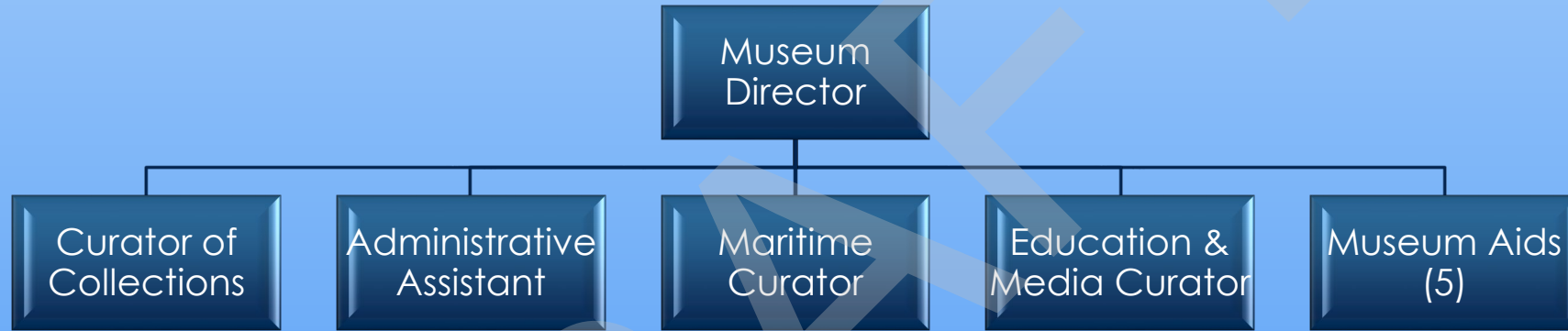


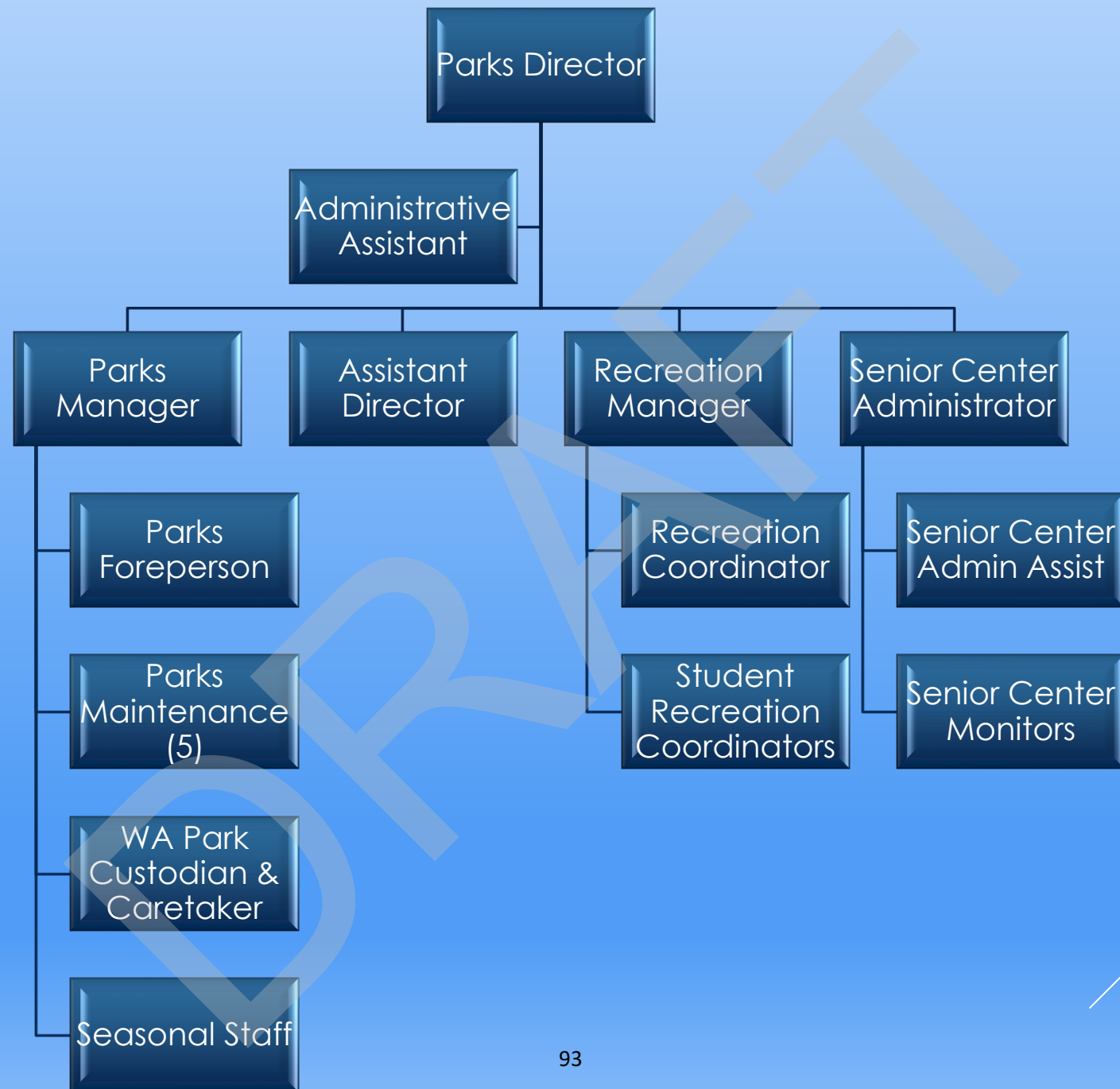


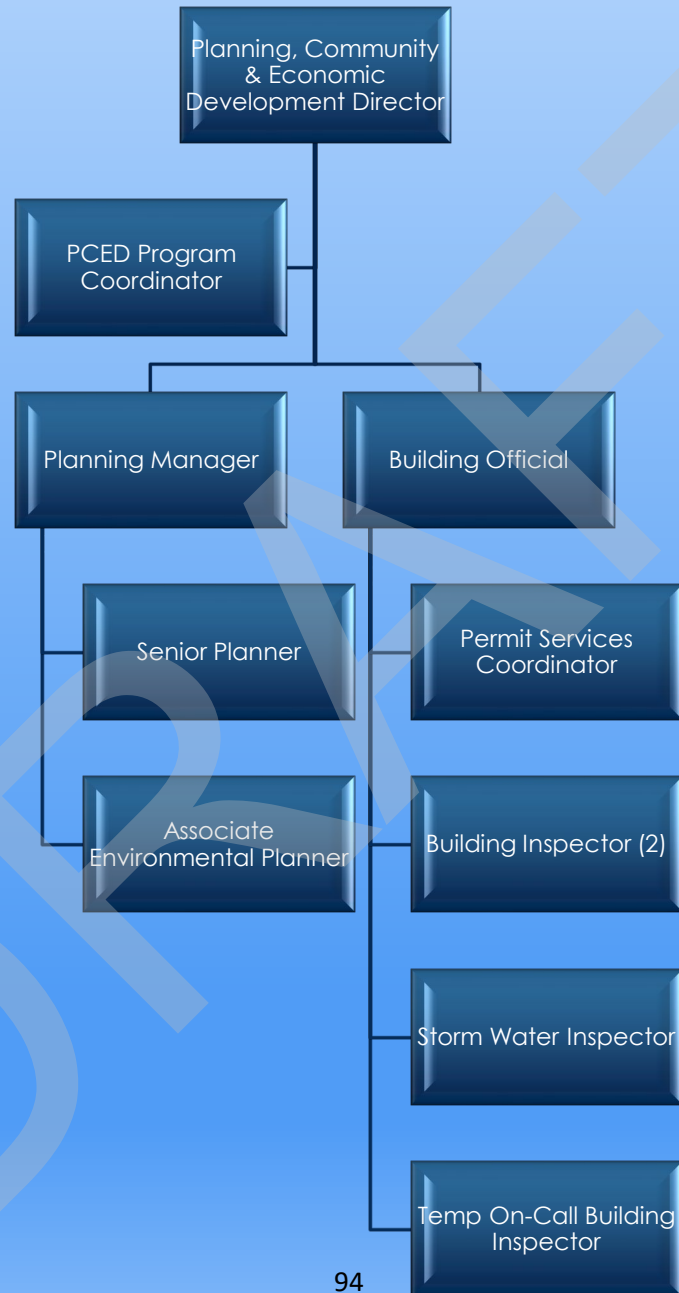
Human Resources
& Labor Relations
Director

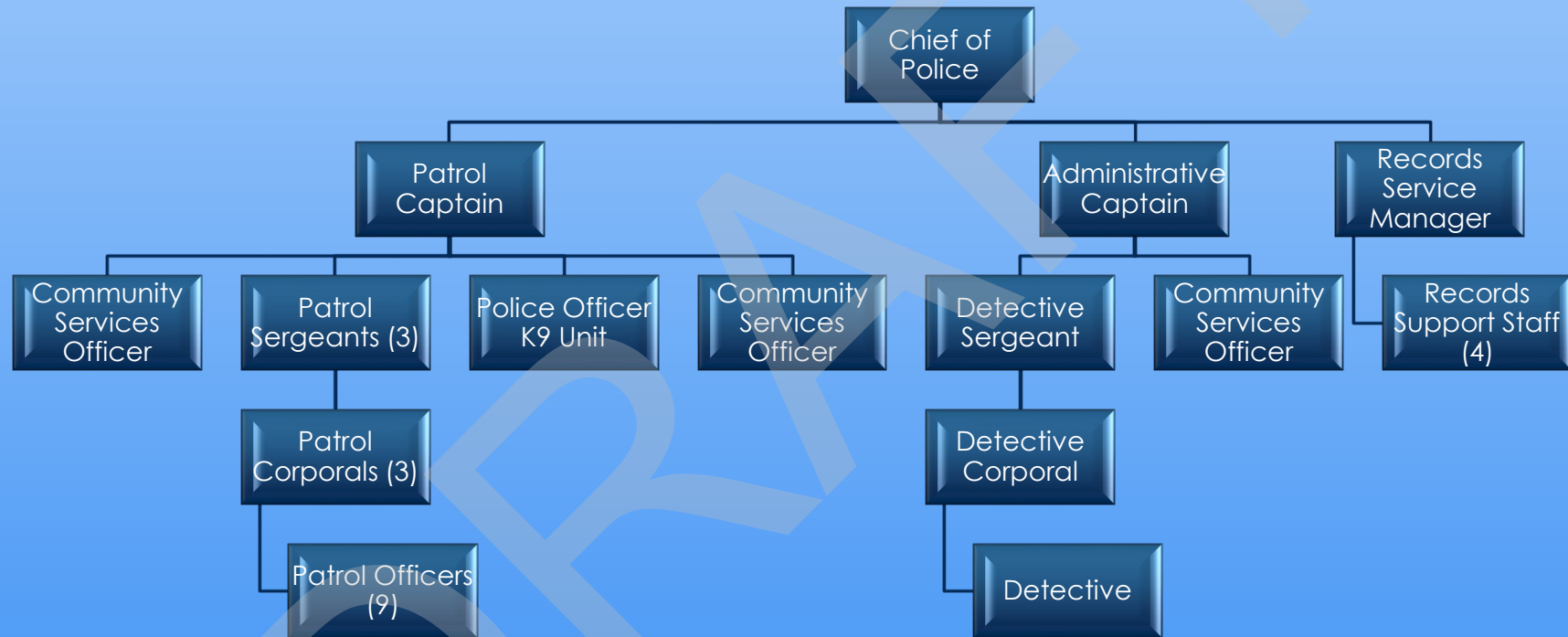
Human Resources
Generalist

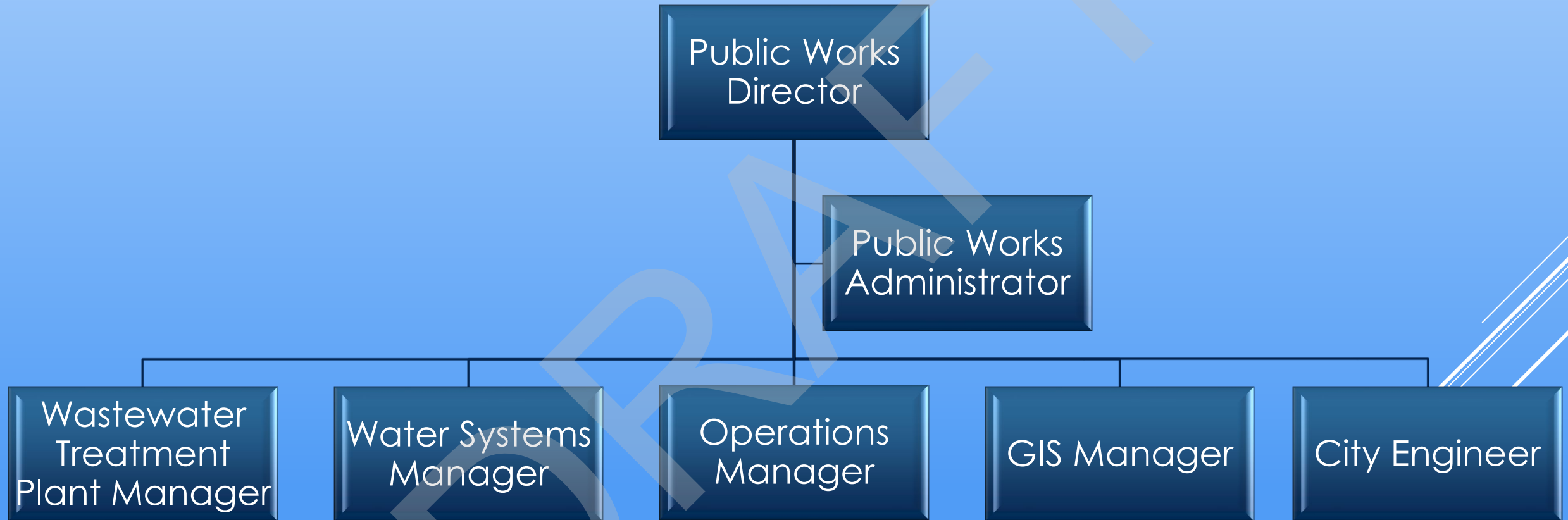












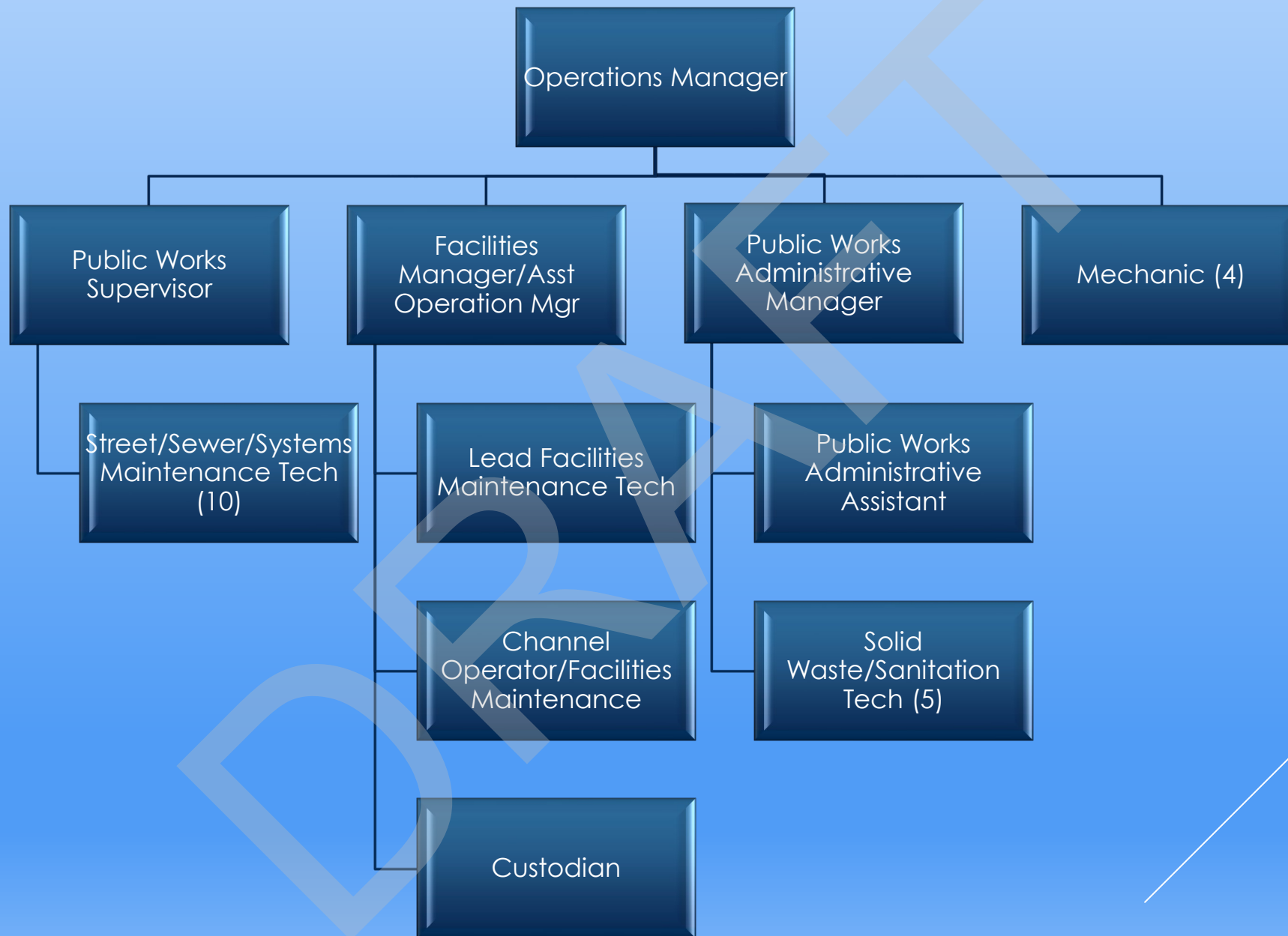


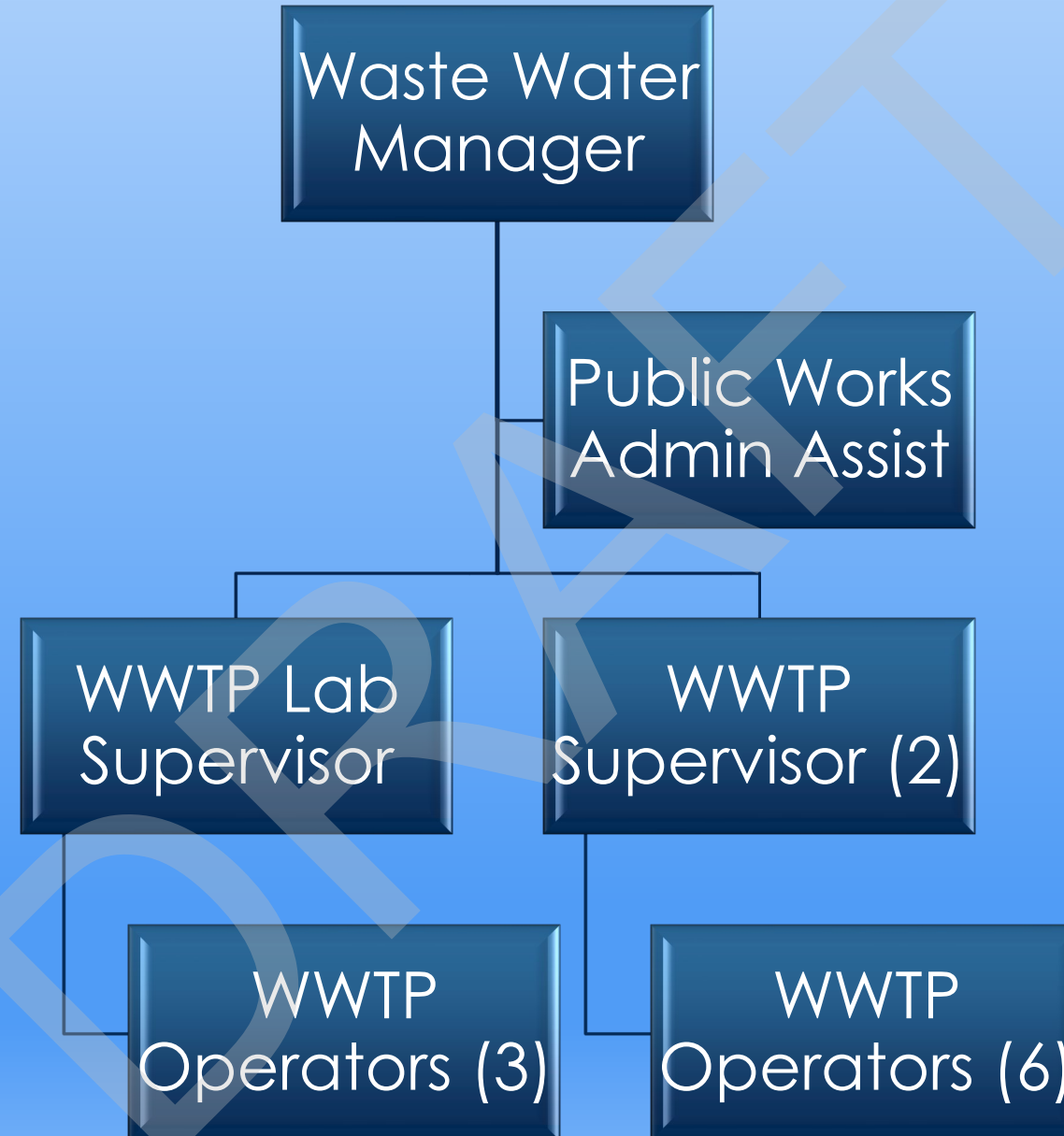
GIS
Manager

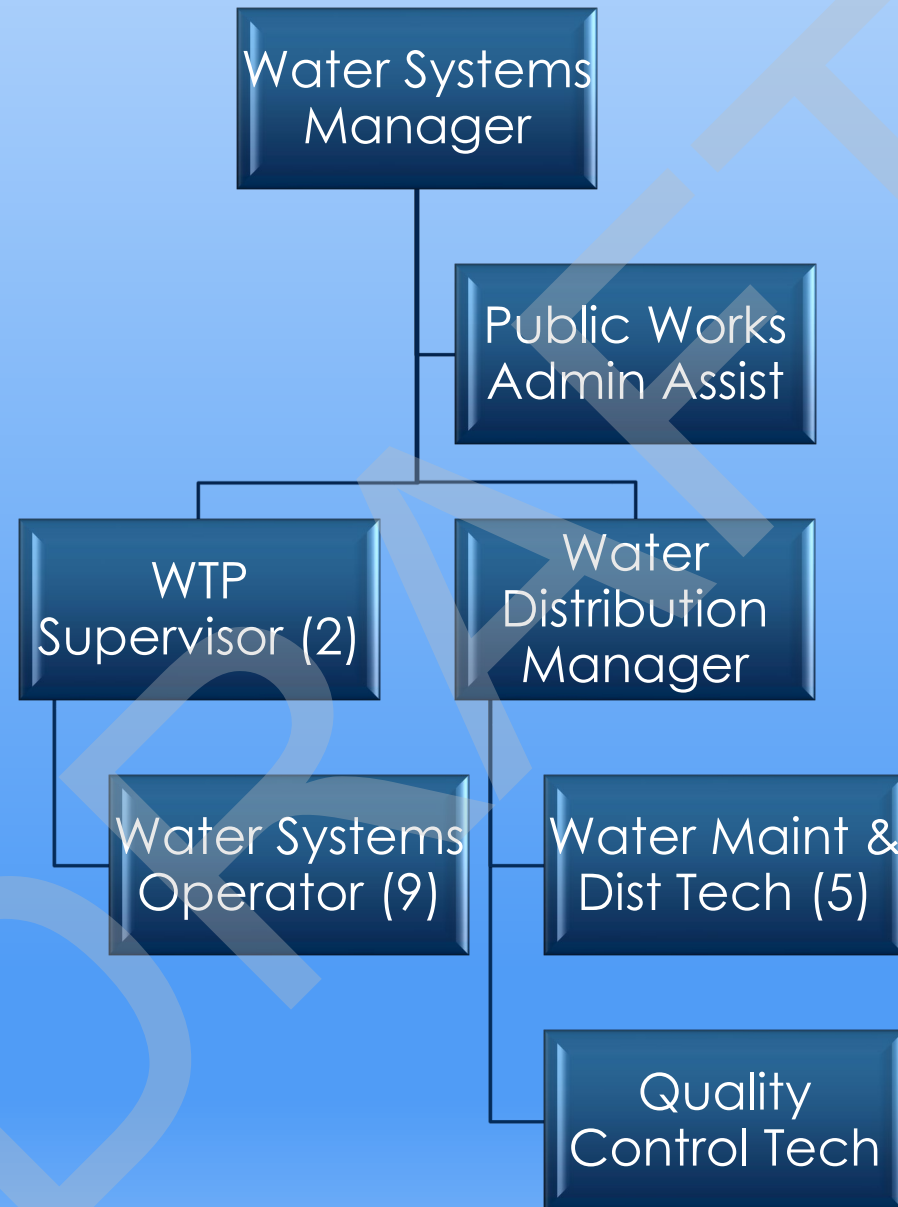


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graph TD; A[GIS Manager] --- B[GIS Asset Coordinator];
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GIS Asset
Coordinator







IAFF 1537

January 1 - June 30, 2024 Wage Schedule 2.0% Wage Increase

Firefighter	Grade 12F1	Step 1	Step 2	Step 3	Step 4	Step 5
12 hour shift	Monthly	7,247.98	7,465.42	7,689.38	7,920.06	8,157.66
	Hourly	34.75	35.79	36.86	37.97	39.11
	Call Back	62.72	64.60	66.54	68.54	70.60
	Overtime	52.12	53.69	55.30	56.96	58.66
	Annual	86,975.75	89,585.02	92,272.57	95,040.75	97,891.97

Firefighter	Grade 24F1	Step 1	Step 2	Step 3	Step 4	Step 5
24 hour shift	Monthly	7,247.98	7,465.42	7,689.38	7,920.06	8,157.66
	Hourly	33.77	34.79	35.83	36.91	38.01
	Call Back	62.72	64.60	66.54	68.54	70.60
	Overtime	50.66	52.18	53.75	55.36	57.02
	Annual	86,975.75	89,585.02	92,272.57	95,040.75	97,891.97

Lieutenant	Grade F2	Step 1	Step 2	Step 3
24 hour shift	Monthly	8,647.12	8,906.54	9,173.73
	Hourly	40.29	41.50	42.75
	Call Back	74.83	77.08	79.39
	Overtime	60.44	62.25	64.12
	Annual	103,765.49	106,878.46	110,084.81

Captain	Grade F3	Step 1	Step 2	Step 3
24 hour shift	Monthly	9,448.95	9,732.41	10,024.39
	Hourly	44.03	45.35	46.71
	Call Back	81.77	84.22	86.75
	Overtime	66.05	68.03	70.07
	Annual	113,387.36	116,788.98	120,292.65

July 1 - December 31, 2024 Wage Schedule 2.0% Wage Increase

Firefighter	Grade 12F1	Step 1	Step 2	Step 3	Step 4	Step 5
12 hour shift	Monthly	7,392.94	7,614.73	7,843.17	8,078.46	8,320.82
	Hourly	35.44	36.51	37.60	38.73	39.89
	Call Back	63.98	65.90	67.87	69.91	72.01
	Overtime	53.17	54.76	56.40	58.10	59.84
	Annual	88,715.27	91,376.72	94,118.03	96,941.57	99,849.81
Firefighter	Grade 24F1	Step 1	Step 2	Step 3	Step 4	Step 5
24 hour shift	Monthly	7,392.94	7,614.73	7,843.17	8,078.46	8,320.82
	Hourly	34.45	35.48	36.55	37.64	38.77
	Call Back	63.98	65.90	67.87	69.91	72.01
	Overtime	51.67	53.23	54.82	56.47	58.16
	Annual	88,715.27	91,376.72	94,118.03	96,941.57	99,849.81

Lieutenant	Grade F2	Step 1	Step 2	Step 3
24 hour shift	Monthly	8,820.07	9,084.67	9,357.21
	Hourly	41.10	42.33	43.60
	Call Back	76.33	78.62	80.98
	Overtime	61.65	63.50	65.40
	Annual	105,840.80	109,016.03	112,286.51

Captain	Grade F3	Step 1	Step 2	Step 3
24 hour shift	Monthly	9,637.93	9,927.06	10,224.87
	Hourly	44.91	46.26	47.65
	Call Back	83.41	85.91	88.48
	Overtime	67.37	69.39	71.47
	Annual	115,655.10	119,124.76	122,698.50

Anacortes Commissioned Police Service Guild

January 1 - June 30, 2024 Wage Schedule 2.0% Wage Increase

GRADE	CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
13	Police Officer	6,690.45	6,991.52	7,306.14	7,634.92	7,978.49	8,377.41
14	Corporal	8,544.97	8,715.86				
15	Sergeant	9,382.70	9,687.64	10,002.49			

MONTHLY, HOURLY, OVERTIME, ANNUAL WAGES

GRADE	CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
13	MONTHLY	6,690.45	6,991.52	7,306.14	7,634.92	7,978.49	8,377.41
	HOURLY	38.60	40.34	42.15	44.05	46.03	48.33
	OVERTIME	57.90	60.50	63.23	66.07	69.04	72.50
	ANNUAL	80,285.44	83,898.28	87,673.70	91,619.02	95,741.88	100,528.97
14	MONTHLY	8,544.97	8,715.86				
	HOURLY	49.30	50.28				
	OVERTIME	73.95	75.43				
	ANNUAL	102,539.58	104,590.38				
15	MONTHLY	9,382.70	9,687.64	10,002.49			
	HOURLY	54.13	55.89	57.71			
	OVERTIME	81.20	83.84	86.56			
	ANNUAL	112,592.45	116,251.70	120,029.88			

Anacortes Commissioned Police Services Guild

July 1 - December 31, 2024 Wage Schedule 2.0% Wage Increase

GRADE	CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
13	Police Officer	6,824.26	7,131.35	7,452.26	7,787.62	8,138.06	8,544.96
14	Corporal	8,715.86	8,890.18				
15	Sergeant	9,570.36	9,881.39	10,202.54			

MONTHLY, HOURLY, OVERTIME, ANNUAL WAGES

GRADE	CLASSIFICATION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
13	MONTHLY	6,824.26	7,131.35	7,452.26	7,787.62	8,138.06	8,544.96
	HOURLY	39.37	41.14	42.99	44.93	46.95	49.30
	OVERTIME	59.06	61.71	64.49	67.39	70.43	73.95
	ANNUAL	81,891.15	85,576.25	89,427.18	93,451.40	97,656.72	102,539.55
14	MONTHLY	8,715.86	8,890.18				
	HOURLY	50.28	51.29				
	OVERTIME	75.43	76.93				
	ANNUAL	104,590.38	106,682.18				
15	MONTHLY	9,570.36	9,881.39	10,202.54			
	HOURLY	55.21	57.01	58.86			
	OVERTIME	82.82	85.51	88.29			
	ANNUAL	114,844.30	118,576.74	122,430.48			

2024 Non Commissioned Police Guild Wage Schedule

2.5% COLA Adjustment to Wage Scale		Monthly Rate	1.03						Hourly Rate							Annual Salary						
	3.0% between each step																					
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
	Level NC1	\$ 4,629.04	\$ 4,767.91	\$ 4,910.95	\$ 5,058.28	\$ 5,210.02	\$ 5,366.32	NC1	\$ 26.71	\$ 27.51	\$ 28.33	\$ 29.18	\$ 30.06	\$ 30.96	NC1	\$55,548.46	\$57,214.92	\$58,931.36	\$60,699.30	\$62,520.28	\$64,395.89	
	Level NC2	\$ 4,765.62	\$ 4,908.59	\$ 5,055.85	\$ 5,207.52	\$ 5,363.75	\$ 5,524.66	NC2	\$ 27.49	\$ 28.32	\$ 29.17	\$ 30.04	\$ 30.94	\$ 31.87	NC2	\$57,187.46	\$58,903.08	\$60,670.17	\$62,490.28	\$64,364.99	\$66,295.94	
	Level NC3	\$ 4,906.30	\$ 5,053.49	\$ 5,205.10	\$ 5,361.25	\$ 5,522.09	\$ 5,687.75	NC3	\$ 28.31	\$ 29.15	\$ 30.03	\$ 30.93	\$ 31.86	\$ 32.81	NC3	\$58,875.62	\$60,641.89	\$62,461.15	\$64,334.98	\$66,265.03	\$68,252.98	
Records Support	Level NC4	\$ 5,051.20	\$ 5,202.74	\$ 5,358.82	\$ 5,519.59	\$ 5,685.17	\$ 5,855.73	NC4	\$ 29.14	\$ 30.02	\$ 30.92	\$ 31.84	\$ 32.80	\$ 33.78	NC4	\$60,614.43	\$62,432.87	\$64,305.85	\$66,235.03	\$68,222.08	\$70,268.74	
	Level NC5	\$ 5,200.45	\$ 5,356.46	\$ 5,517.16	\$ 5,682.67	\$ 5,853.15	\$ 6,028.75	NC5	\$ 30.00	\$ 30.90	\$ 31.83	\$ 32.78	\$ 33.77	\$ 34.78	NC5	\$62,405.41	\$64,277.57	\$66,205.90	\$68,192.07	\$70,237.84	\$72,344.97	
	Level NC6	\$ 5,354.18	\$ 5,514.80	\$ 5,680.25	\$ 5,850.65	\$ 6,026.17	\$ 6,206.96	NC6	\$ 30.89	\$ 31.82	\$ 32.77	\$ 33.75	\$ 34.77	\$ 35.81	NC6	\$64,250.11	\$66,177.62	\$68,162.94	\$70,207.83	\$72,314.07	\$74,483.49	
Code Enforcement Officer/Animal Control; Community Service Officer	Level NC7	\$ 5,512.51	\$ 5,677.89	\$ 5,848.23	\$ 6,023.67	\$ 6,204.38	\$ 6,390.51	NC7	\$ 31.80	\$ 32.76	\$ 33.74	\$ 34.75	\$ 35.79	\$ 36.87	NC7	\$66,150.16	\$68,134.66	\$70,178.70	\$72,284.06	\$74,452.58	\$76,686.16	
	Level NC8	\$ 5,675.60	\$ 5,845.87	\$ 6,021.24	\$ 6,201.88	\$ 6,387.94	\$ 6,579.58	NC8	\$ 32.74	\$ 33.73	\$ 34.74	\$ 35.78	\$ 36.85	\$ 37.96	NC8	\$68,107.20	\$70,150.42	\$72,254.93	\$74,422.58	\$76,655.26	\$78,954.92	
	Level NC9	\$ 5,843.58	\$ 6,018.89	\$ 6,199.45	\$ 6,385.44	\$ 6,577.00	\$ 6,774.31	NC9	\$ 33.71	\$ 34.72	\$ 35.77	\$ 36.84	\$ 37.94	\$ 39.08	NC9	\$70,122.96	\$72,226.65	\$74,393.45	\$76,625.25	\$78,924.01	\$81,291.73	
	Level NC10	\$ 6,016.60	\$ 6,197.10	\$ 6,383.01	\$ 6,574.50	\$ 6,771.74	\$ 6,974.89	NC10	\$ 34.71	\$ 35.75	\$ 36.83	\$ 37.93	\$ 39.07	\$ 40.24	NC10	\$72,199.19	\$74,365.17	\$76,596.12	\$78,894.01	\$81,260.83	\$83,698.65	

**TEAMSTERS LOCAL 231
2024**

3% BETWEEN STEPS AND GRADES

3.0% COLA

**Wage calculations are applied to the monthly wage rate at Grade T1, Step 1. This calculation method maintains the integrity of the wage structure with 3% between steps and 3% between grades.*

Position Title		Base Period	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Min. Wage + \$1.00	Library Pages, Museum Docents	Hourly	17.28						
Grade T1		Annual	\$37,432.91	\$38,555.90	\$39,712.58	\$40,903.96	\$42,131.07	\$43,395.01	\$44,696.86
		Monthly	\$3,119.41	\$3,212.99	\$3,309.38	\$3,408.66	\$3,510.92	\$3,616.25	\$3,724.74
		Hourly	\$18.00	\$18.54	\$19.09	\$19.67	\$20.26	\$20.86	\$21.49
Grade T2		Annual	\$38,555.90	\$39,712.58	\$40,903.96	\$42,131.07	\$43,395.01	\$44,696.86	\$46,037.76
		Monthly	\$3,212.99	\$3,309.38	\$3,408.66	\$3,510.92	\$3,616.25	\$3,724.74	\$3,836.48
		Hourly	\$18.54	\$19.09	\$19.67	\$20.26	\$20.86	\$21.49	\$22.13
Grade T3		Annual	\$39,712.58	\$40,903.96	\$42,131.07	\$43,395.01	\$44,696.86	\$46,037.76	\$47,418.89
		Monthly	\$3,309.38	\$3,408.66	\$3,510.92	\$3,616.25	\$3,724.74	\$3,836.48	\$3,951.57
		Hourly	\$19.09	\$19.67	\$20.26	\$20.86	\$21.49	\$22.13	\$22.80
Grade T4	Museum Aide	Annual	\$40,903.96	\$42,131.07	\$43,395.01	\$44,696.86	\$46,037.76	\$47,418.89	\$48,841.46
		Monthly	\$3,408.66	\$3,510.92	\$3,616.25	\$3,724.74	\$3,836.48	\$3,951.57	\$4,070.12
		Hourly	\$19.67	\$20.26	\$20.86	\$21.49	\$22.13	\$22.80	\$23.48
Grade T5		Annual	\$42,131.07	\$43,395.01	\$44,696.86	\$46,037.76	\$47,418.89	\$48,841.46	\$50,306.71
		Monthly	\$3,510.92	\$3,616.25	\$3,724.74	\$3,836.48	\$3,951.57	\$4,070.12	\$4,192.23
		Hourly	\$20.26	\$20.86	\$21.49	\$22.13	\$22.80	\$23.48	\$24.19
Grade T6		Annual	\$43,395.01	\$44,696.86	\$46,037.76	\$47,418.89	\$48,841.46	\$50,306.71	\$51,815.91
		Monthly	\$3,616.25	\$3,724.74	\$3,836.48	\$3,951.57	\$4,070.12	\$4,192.23	\$4,317.99
		Hourly	\$20.86	\$21.49	\$22.13	\$22.80	\$23.48	\$24.19	\$24.91
Grade T7	Library Assistant, Museum Curator, Museum Educator	Annual	\$44,696.86	\$46,037.76	\$47,418.89	\$48,841.46	\$50,306.71	\$51,815.91	\$53,370.38
		Monthly	\$3,724.74	\$3,836.48	\$3,951.57	\$4,070.12	\$4,192.23	\$4,317.99	\$4,447.53
		Hourly	\$21.49	\$22.13	\$22.80	\$23.48	\$24.19	\$24.91	\$25.66
Grade T8	Library Technology Assistant	Annual	\$46,037.76	\$47,418.89	\$48,841.46	\$50,306.71	\$51,815.91	\$53,370.38	\$54,971.50
		Monthly	\$3,836.48	\$3,951.57	\$4,070.12	\$4,192.23	\$4,317.99	\$4,447.53	\$4,580.96
		Hourly	\$22.13	\$22.80	\$23.48	\$24.19	\$24.91	\$25.66	\$26.43
Grade T9	Museum Administrative Assistant	Annual	\$47,418.89	\$48,841.46	\$50,306.71	\$51,815.91	\$53,370.38	\$54,971.50	\$56,620.64
		Monthly	\$3,951.57	\$4,070.12	\$4,192.23	\$4,317.99	\$4,447.53	\$4,580.96	\$4,718.39
		Hourly	\$22.80	\$23.48	\$24.19	\$24.91	\$25.66	\$26.43	\$27.22
Grade T10	Senior Center Administrative Assistant	Annual	\$48,841.46	\$50,306.71	\$51,815.91	\$53,370.38	\$54,971.50	\$56,620.64	\$58,319.26
		Monthly	\$4,070.12	\$4,192.23	\$4,317.99	\$4,447.53	\$4,580.96	\$4,718.39	\$4,859.94
		Hourly	\$23.48	\$24.19	\$24.91	\$25.66	\$26.43	\$27.22	\$28.04
Grade T11		Annual	\$50,306.71	\$51,815.91	\$53,370.38	\$54,971.50	\$56,620.64	\$58,319.26	\$60,068.84
		Monthly	\$4,192.23	\$4,317.99	\$4,447.53	\$4,580.96	\$4,718.39	\$4,859.94	\$5,005.74
		Hourly	\$24.19	\$24.91	\$25.66	\$26.43	\$27.22	\$28.04	\$28.88
Grade T12	Custodian, Library Administrative Assistant	Annual	\$51,815.91	\$53,370.38	\$54,971.50	\$56,620.64	\$58,319.26	\$60,068.84	\$61,870.90
		Monthly	\$4,317.99	\$4,447.53	\$4,580.96	\$4,718.39	\$4,859.94	\$5,005.74	\$5,155.91
		Hourly	\$24.91	\$25.66	\$26.43	\$27.22	\$28.04	\$28.88	\$29.75
Grade T13		Annual	\$53,370.38	\$54,971.50	\$56,620.64	\$58,319.26	\$60,068.84	\$61,870.90	\$63,727.03
		Monthly	\$4,447.53	\$4,580.96	\$4,718.39	\$4,859.94	\$5,005.74	\$5,155.91	\$5,310.59
		Hourly	\$25.66	\$26.43	\$27.22	\$28.04	\$28.88	\$29.75	\$30.64

	Position Title	Base Period	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Grade T14		Annual	\$54,971.50	\$56,620.64	\$58,319.26	\$60,068.84	\$61,870.90	\$63,727.03	\$65,638.84
		Monthly	\$4,580.96	\$4,718.39	\$4,859.94	\$5,005.74	\$5,155.91	\$5,310.59	\$5,469.90
		Hourly	\$26.43	\$27.22	\$28.04	\$28.88	\$29.75	\$30.64	\$31.56
Grade T15		Annual	\$56,620.64	\$58,319.26	\$60,068.84	\$61,870.90	\$63,727.03	\$65,638.84	\$67,608.01
		Monthly	\$4,718.39	\$4,859.94	\$5,005.74	\$5,155.91	\$5,310.59	\$5,469.90	\$5,634.00
		Hourly	\$27.22	\$28.04	\$28.88	\$29.75	\$30.64	\$31.56	\$32.50
Grade T16	Court Clerk	Annual	\$58,319.26	\$60,068.84	\$61,870.90	\$63,727.03	\$65,638.84	\$67,608.01	\$69,636.25
		Monthly	\$4,859.94	\$5,005.74	\$5,155.91	\$5,310.59	\$5,469.90	\$5,634.00	\$5,803.02
		Hourly	\$28.04	\$28.88	\$29.75	\$30.64	\$31.56	\$32.50	\$33.48
Grade T17	Water Treatment Plant (WTP) OIT, Wastewater Treatment Plant (WWTP) OIT	Annual	\$60,068.84	\$61,870.90	\$63,727.03	\$65,638.84	\$67,608.01	\$69,636.25	\$71,725.33
		Monthly	\$5,005.74	\$5,155.91	\$5,310.59	\$5,469.90	\$5,634.00	\$5,803.02	\$5,977.11
		Hourly	\$28.88	\$29.75	\$30.64	\$31.56	\$32.50	\$33.48	\$34.48
Grade T18	Public Works Administrative Assistant, Planning Administrative Assistant, Parks Administrative Assistant	Annual	\$61,870.90	\$63,727.03	\$65,638.84	\$67,608.01	\$69,636.25	\$71,725.33	\$73,877.09
		Monthly	\$5,155.91	\$5,310.59	\$5,469.90	\$5,634.00	\$5,803.02	\$5,977.11	\$6,156.42
		Hourly	\$29.75	\$30.64	\$31.56	\$32.50	\$33.48	\$34.48	\$35.52
Grade T19	Accounting Technician, Permit Services Coordinator	Annual	\$63,727.03	\$65,638.84	\$67,608.01	\$69,636.25	\$71,725.33	\$73,877.09	\$76,093.41
		Monthly	\$5,310.59	\$5,469.90	\$5,634.00	\$5,803.02	\$5,977.11	\$6,156.42	\$6,341.12
		Hourly	\$30.64	\$31.56	\$32.50	\$33.48	\$34.48	\$35.52	\$36.58
Grade T20	Service Mechanic	Annual	\$65,638.84	\$67,608.01	\$69,636.25	\$71,725.33	\$73,877.09	\$76,093.41	\$78,376.21
		Monthly	\$5,469.90	\$5,634.00	\$5,803.02	\$5,977.11	\$6,156.42	\$6,341.12	\$6,531.35
		Hourly	\$31.56	\$32.50	\$33.48	\$34.48	\$35.52	\$36.58	\$37.68
Grade T21	PCED Program Coordinator	Annual	\$67,608.01	\$69,636.25	\$71,725.33	\$73,877.09	\$76,093.41	\$78,376.21	\$80,727.49
		Monthly	\$5,634.00	\$5,803.02	\$5,977.11	\$6,156.42	\$6,341.12	\$6,531.35	\$6,727.29
		Hourly	\$32.50	\$33.48	\$34.48	\$35.52	\$36.58	\$37.68	\$38.81
Grade T22	WTP Operator 1, WWTP Operator 1, Streets/Sewers/Systems Maintenance, Water Maintenance & Distribution**, Facilities Maintenance, Public Works Inspector, Solid Waste/Sanitation, Parks Maintenance, Recreation Coordinator, Municipal Broadband Field Technician, Business Operations Coordinator	Annual	\$69,636.25	\$71,725.33	\$73,877.09	\$76,093.41	\$78,376.21	\$80,727.49	\$83,149.32
		Monthly	\$5,803.02	\$5,977.11	\$6,156.42	\$6,341.12	\$6,531.35	\$6,727.29	\$6,929.11
		Hourly	\$33.48	\$34.48	\$35.52	\$36.58	\$37.68	\$38.81	\$39.98
**WDM 2: \$200/month qualification pay; *WDM3: \$300 (total)/month qualification pay. Eligible for qualification pay the pay period following the City's receipt of certification.									
Grade T23	Associate Planner, Outside Plant Coordinator	Annual	\$71,725.33	\$73,877.09	\$76,093.41	\$78,376.21	\$80,727.49	\$83,149.32	\$85,643.80
		Monthly	\$5,977.11	\$6,156.42	\$6,341.12	\$6,531.35	\$6,727.29	\$6,929.11	\$7,136.98
		Hourly	\$34.48	\$35.52	\$36.58	\$37.68	\$38.81	\$39.98	\$41.17
Grade T24	Building Inspector, Equipment Mechanic, Stormwater Inspector	Annual	\$73,877.09	\$76,093.41	\$78,376.21	\$80,727.49	\$83,149.32	\$85,643.80	\$88,213.11
		Monthly	\$6,156.42	\$6,341.12	\$6,531.35	\$6,727.29	\$6,929.11	\$7,136.98	\$7,351.09
		Hourly	\$35.52	\$36.58	\$37.68	\$38.81	\$39.98	\$41.17	\$42.41
Grade T25	WTP Operator 2, WWTP Operator 2, GIS Asset Coordinator, Building Plans Examiner, Engineering Technician, Quality Control Technician	Annual	\$76,093.41	\$78,376.21	\$80,727.49	\$83,149.32	\$85,643.80	\$88,213.11	\$90,859.51
		Monthly	\$6,341.12	\$6,531.35	\$6,727.29	\$6,929.11	\$7,136.98	\$7,351.09	\$7,571.63
		Hourly	\$36.58	\$37.68	\$38.81	\$39.98	\$41.17	\$42.41	\$43.68
Grade T26	Parks Maintenance Foreperson	Annual	\$78,376.21	\$80,727.49	\$83,149.32	\$85,643.80	\$88,213.11	\$90,859.51	\$93,585.29
		Monthly	\$6,531.35	\$6,727.29	\$6,929.11	\$7,136.98	\$7,351.09	\$7,571.63	\$7,798.77
		Hourly	\$37.68	\$38.81	\$39.98	\$41.17	\$42.41	\$43.68	\$44.99
Grade T27	WTP Operator 3, WWTP Operator 3	Annual	\$80,727.49	\$83,149.32	\$85,643.80	\$88,213.11	\$90,859.51	\$93,585.29	\$96,392.85
		Monthly	\$6,727.29	\$6,929.11	\$7,136.98	\$7,351.09	\$7,571.63	\$7,798.77	\$8,032.74
		Hourly	\$38.81	\$39.98	\$41.17	\$42.41	\$43.68	\$44.99	\$46.34

	Position Title	Base Period	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Grade T28		Annual	\$83,149.32	\$85,643.80	\$88,213.11	\$90,859.51	\$93,585.29	\$96,392.85	\$99,284.64
		Monthly	\$6,929.11	\$7,136.98	\$7,351.09	\$7,571.63	\$7,798.77	\$8,032.74	\$8,273.72
		Hourly	\$39.98	\$41.17	\$42.41	\$43.68	\$44.99	\$46.34	\$47.73
Grade T29	WTP Operator 4, WTP Instrumentation Technician, Senior Engineering Technician, Senior GIS Coordinator	Annual	\$85,643.80	\$88,213.11	\$90,859.51	\$93,585.29	\$96,392.85	\$99,284.64	\$102,263.17
		Monthly	\$7,136.98	\$7,351.09	\$7,571.63	\$7,798.77	\$8,032.74	\$8,273.72	\$8,521.93
		Hourly	\$41.17	\$42.41	\$43.68	\$44.99	\$46.34	\$47.73	\$49.16
Grade T30		Annual	\$88,213.11	\$90,859.51	\$93,585.29	\$96,392.85	\$99,284.64	\$102,263.17	\$105,331.07
		Monthly	\$7,351.09	\$7,571.63	\$7,798.77	\$8,032.74	\$8,273.72	\$8,521.93	\$8,777.59
		Hourly	\$42.41	\$43.68	\$44.99	\$46.34	\$47.73	\$49.16	\$50.64
Grade T31		Annual	\$90,859.51	\$93,585.29	\$96,392.85	\$99,284.64	\$102,263.17	\$105,331.07	\$108,491.00
		Monthly	\$7,571.63	\$7,798.77	\$8,032.74	\$8,273.72	\$8,521.93	\$8,777.59	\$9,040.92
		Hourly	\$43.68	\$44.99	\$46.34	\$47.73	\$49.16	\$50.64	\$52.16
Grade T32	Senior Planner	Annual	\$93,585.29	\$96,392.85	\$99,284.64	\$102,263.17	\$105,331.07	\$108,491.00	\$111,745.73
		Monthly	\$7,798.77	\$8,032.74	\$8,273.72	\$8,521.93	\$8,777.59	\$9,040.92	\$9,312.14
		Hourly	\$44.99	\$46.34	\$47.73	\$49.16	\$50.64	\$52.16	\$53.72
Grade T33		Annual	\$96,392.85	\$99,284.64	\$102,263.17	\$105,331.07	\$108,491.00	\$111,745.73	\$115,098.10
		Monthly	\$8,032.74	\$8,273.72	\$8,521.93	\$8,777.59	\$9,040.92	\$9,312.14	\$9,591.51
		Hourly	\$46.34	\$47.73	\$49.16	\$50.64	\$52.16	\$53.72	\$55.34
Grade T34		Annual	\$99,284.64	\$102,263.17	\$105,331.07	\$108,491.00	\$111,745.73	\$115,098.10	\$118,551.05
		Monthly	\$8,273.72	\$8,521.93	\$8,777.59	\$9,040.92	\$9,312.14	\$9,591.51	\$9,879.25
		Hourly	\$47.73	\$49.16	\$50.64	\$52.16	\$53.72	\$55.34	\$57.00
Grade T35		Annual	\$102,263.17	\$105,331.07	\$108,491.00	\$111,745.73	\$115,098.10	\$118,551.05	\$122,107.58
		Monthly	\$8,521.93	\$8,777.59	\$9,040.92	\$9,312.14	\$9,591.51	\$9,879.25	\$10,175.63
		Hourly	\$49.16	\$50.64	\$52.16	\$53.72	\$55.34	\$57.00	\$58.71

2024 Salary Range

NON-REPRESENTED & MANAGEMENT SALARY SCHEDULE

Grade	Position		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
M1	Fire Department Administrative Assistant	Annual	\$59,345.56	\$61,719.39	\$64,188.16	\$66,755.69	\$69,425.92	\$72,202.95	\$75,091.07
		Monthly	\$4,945.46	\$5,143.28	\$5,349.01	\$5,562.97	\$5,785.49	\$6,016.91	\$6,257.59
		Hourly	\$28.53	\$29.67	\$30.86	\$32.09	\$33.38	\$34.71	\$36.10
M2		Annual	\$61,125.93	\$63,570.97	\$66,113.81	\$68,758.36	\$71,508.69	\$74,369.04	\$77,343.80
M3		Annual	\$62,959.71	\$65,478.10	\$68,097.22	\$70,821.11	\$73,653.95	\$76,600.11	\$79,664.12
M4		Annual	\$64,848.50	\$67,442.44	\$70,140.14	\$72,945.74	\$75,863.57	\$78,898.12	\$82,054.04
M5	Legal Assistant; IS Technician; IS Network Technician; Library Public Service Manager; Municipal Broadband Network Technician	Annual	\$66,793.95	\$69,465.71	\$72,244.34	\$75,134.12	\$78,139.48	\$81,265.06	\$84,515.66
		Monthly	\$5,566.16	\$5,788.81	\$6,020.36	\$6,261.18	\$6,511.62	\$6,772.09	\$7,042.97
		Hourly	\$32.11	\$33.40	\$34.73	\$36.12	\$37.57	\$39.07	\$40.63
M6	PW Administrative Manager; Executive Assistant; Human Resources Assistant; Public Works Administrator	Annual	\$68,797.77	\$71,549.68	\$74,411.67	\$77,388.14	\$80,483.66	\$83,703.01	\$87,051.13
		Monthly	\$5,733.15	\$5,962.47	\$6,200.97	\$6,449.01	\$6,706.97	\$6,975.25	\$7,254.26
		Hourly	\$33.08	\$34.40	\$35.77	\$37.21	\$38.69	\$40.24	\$41.85
M7	Librarian; Librarian-Youth Services; Resource Conservation Manager; Recreation Manager; Contract Specialist	Annual	\$70,861.71	\$73,696.17	\$76,644.02	\$79,709.78	\$82,898.17	\$86,214.10	\$89,662.66
		Monthly	\$5,905.14	\$6,141.35	\$6,387.00	\$6,642.48	\$6,908.18	\$7,184.51	\$7,471.89
		Hourly	\$34.07	\$35.43	\$36.85	\$38.32	\$39.85	\$41.45	\$43.11
M8		Annual	\$72,987.56	\$75,907.06	\$78,943.34	\$82,101.08	\$85,385.12	\$88,800.52	\$92,352.54
M9	Assistant City Clerk & ECM Analyst; Human Resources Generalist	Annual	\$75,177.18	\$78,184.27	\$81,311.64	\$84,564.11	\$87,946.67	\$91,464.54	\$95,123.12
		Monthly	\$6,264.77	\$6,515.36	\$6,775.97	\$7,047.01	\$7,328.89	\$7,622.04	\$7,926.93
		Hourly	\$36.14	\$37.59	\$39.09	\$40.66	\$42.28	\$43.97	\$45.73
M10		Annual	\$77,432.50	\$80,529.80	\$83,750.99	\$87,101.03	\$90,585.07	\$94,208.48	\$97,976.81
M11	Accountant	Annual	\$79,755.48	\$82,945.69	\$86,263.52	\$89,714.06	\$93,302.63	\$97,034.73	\$100,916.12
		Monthly	\$6,646.29	\$6,912.14	\$7,188.63	\$7,476.17	\$7,775.22	\$8,086.23	\$8,409.68
		Hourly	\$38.34	\$39.88	\$41.47	\$43.13	\$44.86	\$46.65	\$48.52
M12	IS Network Administrator; IS System Administrator; Municipal Broadband Network Administrator; SCADA Administrator; Senior Activity Center Administrator; Court Administrator; Stormwater Program Manager	Annual	\$82,148.14	\$85,434.06	\$88,851.43	\$92,405.48	\$96,101.70	\$99,945.77	\$103,943.60
		Monthly	\$6,845.68	\$7,119.51	\$7,404.29	\$7,700.46	\$8,008.48	\$8,328.81	\$8,661.97
		Hourly	\$39.49	\$41.07	\$42.72	\$44.43	\$46.20	\$48.05	\$49.97
M13		Annual	\$84,612.58	\$87,997.09	\$91,516.97	\$95,177.65	\$98,984.76	\$102,944.15	\$107,061.91
M14	Senior Accountant; PW Supervisor - Sanitation, Streets, Fleet; Parks Manager; Records Service Manager	Annual	\$87,150.96	\$90,637.00	\$94,262.48	\$98,032.98	\$101,954.30	\$106,032.47	\$110,273.77
		Monthly	\$7,262.58	\$7,553.08	\$7,855.21	\$8,169.41	\$8,496.19	\$8,836.04	\$9,189.48
		Hourly	\$41.90	\$43.58	\$45.32	\$47.13	\$49.02	\$50.98	\$53.02
M15		Annual	\$89,765.49	\$93,356.11	\$97,090.35	\$100,973.97	\$105,012.93	\$109,213.44	\$113,581.98
M16	WWTP Supervisor; Water Treatment Plant Supervisor I; Water Distribution Supervisor; Assistant Parks & Recreation Director	Annual	\$92,458.45	\$96,156.79	\$100,003.06	\$104,003.19	\$108,163.31	\$112,489.85	\$116,989.44
		Monthly	\$7,704.87	\$8,013.07	\$8,333.59	\$8,666.93	\$9,013.61	\$9,374.15	\$9,749.12
		Hourly	\$44.45	\$46.23	\$48.08	\$50.00	\$52.00	\$54.08	\$56.24
M17	GIS Manager; Facilities Manager/Assistant Operations Manager	Annual	\$95,232.21	\$99,041.50	\$103,003.16	\$107,123.28	\$111,408.21	\$115,864.54	\$120,499.12
		Monthly	\$7,936.02	\$8,253.46	\$8,583.60	\$8,926.94	\$9,284.02	\$9,655.38	\$10,041.59
		Hourly	\$45.78	\$47.62	\$49.52	\$51.50	\$53.56	\$55.70	\$57.93
M18	Planning Manager; Water Treatment Plant Supervisor II; Human Resources Manager	Annual	\$98,089.17	\$102,012.74	\$106,093.25	\$110,336.98	\$114,750.46	\$119,340.48	\$124,114.10
		Monthly	\$8,174.10	\$8,501.06	\$8,841.10	\$9,194.75	\$9,562.54	\$9,945.04	\$10,342.84
		Hourly	\$47.16	\$49.04	\$51.01	\$53.05	\$55.17	\$57.38	\$59.67
M19	Engineering Services Manager (non PE)	Annual	\$101,031.85	\$105,073.12	\$109,276.05	\$113,647.09	\$118,192.97	\$122,920.69	\$127,837.52
		Monthly	\$8,419.32	\$8,756.09	\$9,106.34	\$9,470.59	\$9,849.41	\$10,243.39	\$10,653.13
		Hourly	\$48.57	\$50.52	\$52.54	\$54.64	\$56.82	\$59.10	\$61.46
M20	Finance Manager; Building Official; Operations Manager	Annual	\$104,062.81	\$108,225.32	\$112,554.33	\$117,056.50	\$121,738.76	\$126,608.31	\$131,672.65
		Monthly	\$8,671.90	\$9,018.78	\$9,379.53	\$9,754.71	\$10,144.90	\$10,550.69	\$10,972.72
		Hourly	\$50.03	\$52.03	\$54.11	\$56.28	\$58.53	\$60.87	\$63.30
M21	WWTP Manager	Annual	\$107,184.69	\$111,472.08	\$115,930.96	\$120,568.20	\$125,390.93	\$130,406.56	\$135,622.83
		Monthly	\$8,932.06	\$9,289.34	\$9,660.91	\$10,047.35	\$10,449.24	\$10,867.21	\$11,301.90
		Hourly	\$51.53	\$53.59	\$55.74	\$57.97	\$60.28	\$62.70	\$65.20
M22	Water System Manager; IS & Technology Manager; Municipal Broadband Business Manager; Public Defender; Prosecutor	Annual	\$110,400.23	\$114,816.24	\$119,408.89	\$124,185.24	\$129,152.65	\$134,318.76	\$139,691.51
		Monthly	\$9,200.02	\$9,568.02	\$9,950.74	\$10,348.77	\$10,762.72	\$11,193.23	\$11,640.96
		Hourly	\$53.08	\$55.20	\$57.41	\$59.70	\$62.09	\$64.58	\$67.16
M23	City Engineer	Annual	\$113,712.24	\$118,260.73	\$122,991.16	\$127,910.80	\$133,027.23	\$138,348.32	\$143,882.26
		Monthly	\$9,476.02	\$9,855.06	\$10,249.26	\$10,659.23	\$11,085.60	\$11,529.03	\$11,990.19
		Hourly	\$54.67	\$56.86	\$59.13	\$61.50	\$63.96	\$66.51	\$69.17
M24	Assistant PW Director	Annual	\$117,123.60	\$121,808.55	\$126,680.89	\$131,748.13	\$137,018.05	\$142,498.77	\$148,198.72
		Monthly	\$9,760.30	\$10,150.71	\$10,556.74	\$10,979.01	\$11,418.17	\$11,874.90	\$12,349.89
		Hourly	\$56.31	\$58.56	\$60.90	\$63.34	\$65.87	\$68.51	\$71.25
M25		Annual	\$120,637.31	\$125,462.80	\$130,481.32	\$135,700.57	\$141,128.59	\$146,773.74	\$152,644.69
M26	Police Captain; Assistant Fire Chief	Annual	\$124,256.43	\$129,226.69	\$134,395.76	\$139,771.59	\$145,362.45	\$151,176.95	\$157,224.03
		Monthly	\$10,354.70	\$10,768.89	\$11,199.65	\$11,647.63	\$12,113.54	\$12,598.08	\$13,102.00
		Hourly	\$59.74	\$62.13	\$64.61	\$67.20	\$69.89	\$72.68	\$75.59
M27		Annual	\$127,984.12	\$133,103.49	\$138,427.63	\$143,964.73	\$149,723.32	\$155,712.26	\$161,940.75
M28		Annual	\$131,823.65	\$137,096.59	\$142,580.46	\$148,283.68	\$154,215.02	\$160,383.62	\$166,798.97
M29		Annual	\$135,778.36	\$141,209.49	\$146,857.87	\$152,732.19	\$158,841.47	\$165,195.13	\$171,802.94
M30		Annual	\$139,851.71	\$145,445.78	\$151,263.61	\$157,314.15	\$163,606.72	\$170,150.99	\$176,957.03

Senior Center Coordinator wages are at \$20.96 with regular base wage increases

Includes 3% base wage increase; 7 steps with 26.53% range; 4% between steps, 3% between ranges

2024 Salary Range

DIRECTOR SALARY SCHEDULE									
Grade	Position		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
D1	Museum Director	Annual	\$84,612.58	\$87,997.09	\$91,516.97	\$95,177.65	\$98,984.76	\$102,944.15	\$107,061.91
		Monthly	\$7,051.05	\$7,333.09	\$7,626.41	\$7,931.47	\$8,248.73	\$8,578.68	\$8,921.83
		Hourly	\$40.68	\$42.31	\$44.00	\$45.76	\$47.59	\$49.49	\$51.47
D2	Library Director	Annual	\$107,184.69	\$111,472.08	\$115,930.96	\$120,568.20	\$125,390.93	\$130,406.56	\$135,622.83
		Monthly	\$8,932.06	\$9,289.34	\$9,660.91	\$10,047.35	\$10,449.24	\$10,867.21	\$11,301.90
		Hourly	\$51.53	\$53.59	\$55.74	\$57.97	\$60.28	\$62.70	\$65.20
D3	Parks and Recreation Director	Annual	\$124,256.43	\$129,226.69	\$134,395.76	\$139,771.59	\$145,362.45	\$151,176.95	\$157,224.03
		Monthly	\$10,354.70	\$10,768.89	\$11,199.65	\$11,647.63	\$12,113.54	\$12,598.08	\$13,102.00
		Hourly	\$59.74	\$62.13	\$64.61	\$67.20	\$69.89	\$72.68	\$75.59
D4	Human Resources Director	Annual	\$127,984.12	\$133,103.49	\$138,427.63	\$143,964.73	\$149,723.32	\$155,712.26	\$161,940.75
		Monthly	\$10,665.34	\$11,091.96	\$11,535.64	\$11,997.06	\$12,476.94	\$12,976.02	\$13,495.06
		Hourly	\$61.53	\$63.99	\$66.55	\$69.21	\$71.98	\$74.86	\$77.86
D5		Annual	\$131,823.65	\$137,096.59	\$142,580.46	\$148,283.68	\$154,215.02	\$160,383.62	\$166,798.97
		Monthly	\$10,985.30	\$11,424.72	\$11,881.70	\$12,356.97	\$12,851.25	\$13,365.30	\$13,899.91
		Hourly	\$63.38	\$65.91	\$68.55	\$71.29	\$74.14	\$77.11	\$80.19
D6	Finance/Clerk-Treasurer; Planning & Community Development Director; Public Works Director (non PE)	Annual	\$135,778.36	\$141,209.49	\$146,857.87	\$152,732.19	\$158,841.47	\$165,195.13	\$171,802.94
		Monthly	\$11,314.86	\$11,767.46	\$12,238.16	\$12,727.68	\$13,236.79	\$13,766.26	\$14,316.91
		Hourly	\$65.28	\$67.89	\$70.60	\$73.43	\$76.37	\$79.42	\$82.60
D7	Police Chief; Fire Chief; Public Works Director (PE); City Attorney; Administrative Services Director	Annual	\$139,851.71	\$145,445.78	\$151,263.61	\$157,314.15	\$163,606.72	\$170,150.99	\$176,957.03
		Monthly	\$11,654.31	\$12,120.48	\$12,605.30	\$13,109.51	\$13,633.89	\$14,179.25	\$14,746.42
		Hourly	\$67.24	\$69.93	\$72.72	\$75.63	\$78.66	\$81.80	\$85.08

Includes 2% base wage increase; 7 steps with 26.53% range; 4% between steps

Budget presentation

2024 City of Anacortes Budget

Overview

- ✓ Budget highlights and specifics
- ✓ CFP Overview/Review
- ✓ Fund 110 combined with Fund 001

2024 Budget:

Salaries and Benefits



238 FTE

-[OpenGov Report](#)



-Salaries:
\$23,474,792

-Benefits:
\$10,543,361

-[OpenGov Report](#)



New Positions:

1 FTE, Legal Dept.

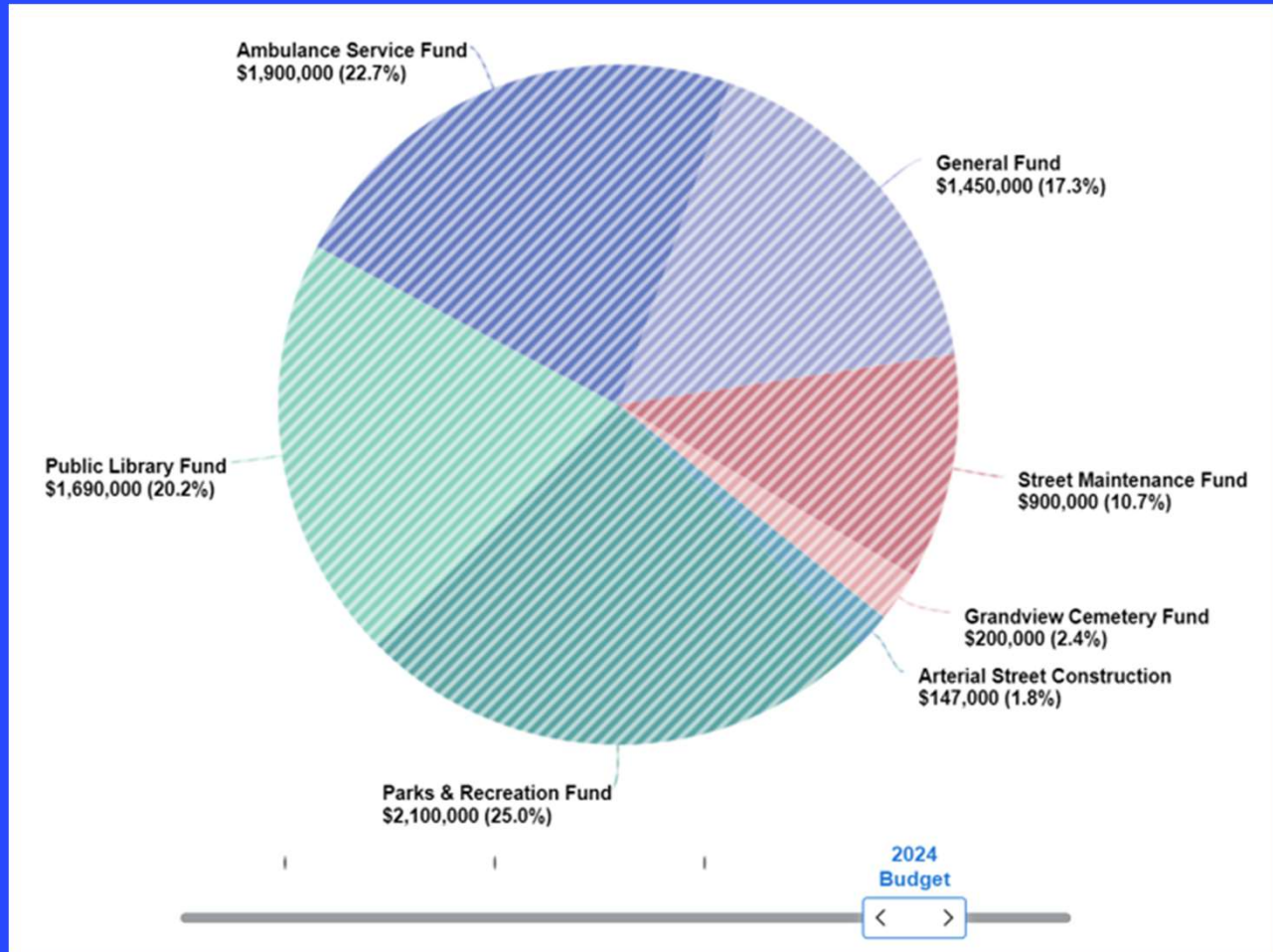
-Assistant City Attorney,
Prosecuting Attorney

1 FTE, Public Works Dept.

-Engineering Tech.

2024 Budget Revenue

- \$8,387,000
Property Tax
- \$5,439,971
Sales Tax

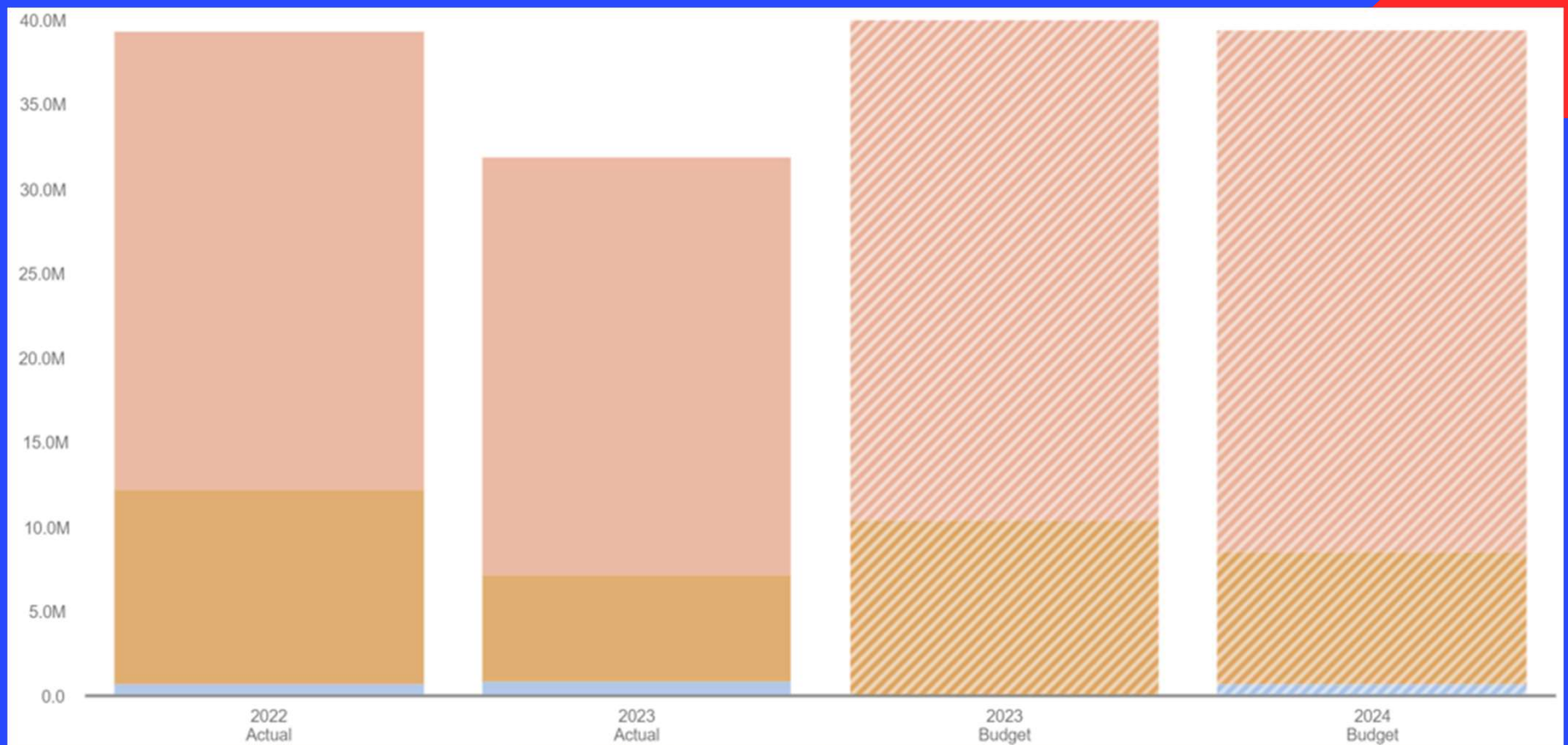


Fund Balances

- \$4,740,839 General Fund Balance
 - \$4,548,999 Emergency Reserve

001	GENERAL FUND	\$ 4,740,840
101	PARKS & RECREATION FUND	\$ 1,373,229
102	GRANDVIEW CEMETERY FUND	\$ 280,008
103	PUBLIC LIBRARY FUND	\$ 901,642
104	STREET MAINTENANCE FUND	\$ 29,293
105	ARTERIAL STREET CONSTRUCTION	\$ 172,543
107	WASHINGTON PARK FUND	\$ 334,901
108	PARKS CAPITAL IMPROVEMENT	\$ (1,093,934)
109	Affordable Housing	\$ 205,469
110	AMBULANCE SERVICE FUND	\$ 690,955
112	DEVELOPMENT IMPACT FEE	\$ 1,337,972
113	ACFL MANAGEMENT FUND	\$ 550,000
114	FORESTLAND ENDOWMENT FUND	\$ 2,604,569
135	TOURISM FUND	\$ 1,555,315
335	GROWTH MGMT CAPITAL IMPRV FUND	\$ 4,923,148
401	WATER FUND	\$ 34,344,625
440	SEWER FUND	\$ 13,709,254
445	STORM DRAINAGE FUND	\$ 1,908,910
450	SANITATION FUND	\$ 2,301,965
501	EQUIPMENT RENTAL FUND	\$ 7,743,071
		\$ 78,613,774

Utility Revenues



Utility Revenues

Collapse All	2022 Actual	2023 Actual	2023 Budget	2024 Budget
▼ 340 Charges For Goods & Services	\$ 27,174,064	\$ 24,733,967	\$ 29,561,012	\$ 30,889,740
▼ 343 Utilities	27,167,969	24,726,927	29,555,771	30,889,740
Water Sales and Services	12,162,541	10,802,740	12,942,862	13,121,484
Sewer/Reclaimed Water Sales and Services	7,338,707	6,629,117	8,533,812	9,286,503
Solid Waste Sales and Services	5,422,068	5,013,676	5,581,776	6,124,868
Storm Drainage Sales and Services	1,910,404	1,747,097	2,066,408	2,005,924
Irrigation/Reclamation Sales and Services	334,249	534,297	430,913	350,961
▶ 341 General Government	6,095	7,040	5,242	0
▼ 370 Proprietary Funds Revenues	11,536,223	6,355,638	10,394,384	7,869,263
▶ 379 Capital Contributions - Private Contribu	11,536,223	6,355,638	10,394,384	7,869,263
▶ 360 Interest & Other Earnings	730,267	866,506	57,433	727,083
Total	\$ 39,440,555	\$ 31,956,110	\$ 40,012,829	\$ 39,486,086

Utility Revenues

- Water rates
 - CPI increase of 4.79%
- Sewer rates
 - Rate study increase of 3.5% residential
- Solid Waste rates
 - CPI increase of 4.79%
- City needs to engage consultant to analyze rates

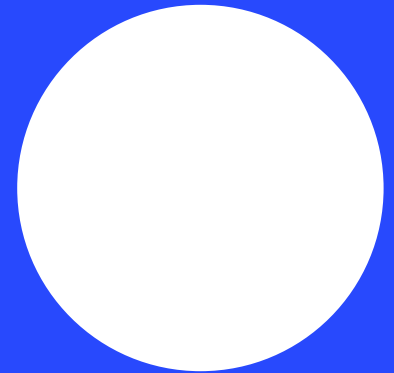
ERR Funding

- Replacement Charges funded at 50%
- Utilities funded at 100%

ACFL - Parks	\$44,597.56
Ambulance	\$255,935.38
Animal Control	\$3,059.51
Building Inspection	\$20,846.24
Cemetery	\$48,010.46
Engineering	\$102,163.15
Facilities Management	(\$36,935.73)
Fiber	\$9,819.71
Fire	\$1,550,909.20
IT	(\$2,752.20)
Parks - General	\$529,881.20
Police	\$1,071,989.54
Recreation Sailing	(\$0.00)
Sanitation	\$1,038,649.26
WWTP	\$1,224,438.13
Storm Drain	\$373,393.08
Street	\$887,670.10
Washington Park	\$21,958.05
WDO	\$910,004.63
WTP	\$1,691,720.17
Equipment Services	\$77,504.07
Totals	\$9,822,861.54

Guemes Channel Trail

- \$400,000 for EIS in budget, fund 108
- Funding may be available from State early



Community Center



Plan is to be Funded and Built by the community, outside of the City's control.



Eventually the City would take over the operation, which would be a fully informed discussion and council decision

Downtown Alliance

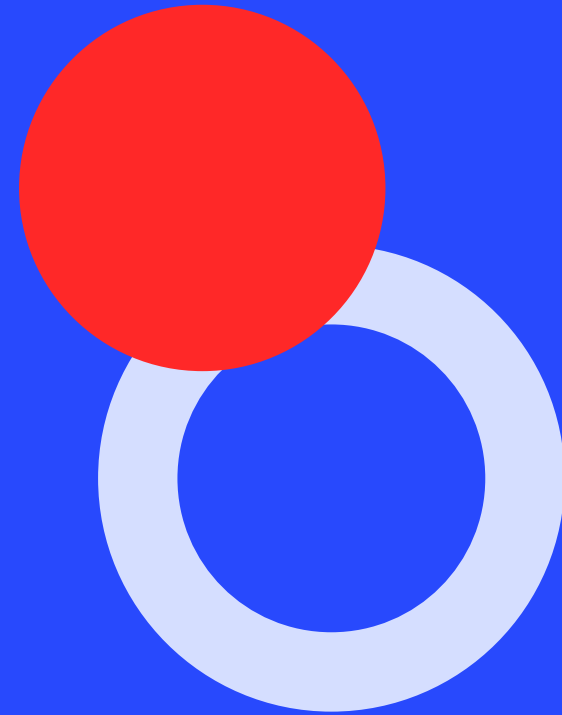
- Two projects in CFP & 2024 Budget
- \$35,000 – Downtown Streetscape
- \$30,000 8th/9th Pedestrian intersection

Proposals ▾	Priority ▾	2024 Exp ▾
Gen Gov - Downtown Streetscape	5	\$35,000 0.00%
Gen Gov - Pedestrian Link Between Downtown and Marina	5	\$30,000 0.00%

FEMA Money

The City will receive approximately \$4,000,000 from FEMA

- There is no plan to repair the unused trail
- This money will be used for equipment purchases
 - Police Cars
 - Fire Ladder Truck
- Could also be used for property purchases
- Offsets general fund expenses



Summary of Road Funding

	Spent	Target
2023	\$2,432,697	\$1,800,000
2022	\$520,109	\$1,800,000
2021	\$2,100,005	\$1,800,000
2020	\$874,820	\$1,800,000
<u>2019</u>	<u>\$2,110,233</u>	<u>\$1,800,000</u>
	\$8,037,864	\$9,000,000

Delta \$962,136

Create
Construction
Fund in 2024

CFP Overview

2024 CFP

General Fund	6,840,165
Parks & Recreation Fund	55,000
Grandview Cemetery Fund	20,000
Street Maintenance Fund	1,800,000
Arterial Street Construction	7,171,000
Parks Capital Improvement	1,220,000
Water Fund	5,795,982
Sewer Fund	11,406,000
Storm Drainage Fund	530,000
Equipment Rental Fund	300,000
Total	35,138,147

Fund 110 Consolidation



- Confirmed there is no need for a separate fund
- Created general fund accounts to account for ambulance
- Combined fund 110 account with general fund accounts –Interfund, Balance sheet

Thank you

Philip Steffen

360-293-1903

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www.anacorteswa.gov





City Council Agenda Bill

Meeting Date: December 4, 2023 **Agenda Item:** 7.d.

Agenda Item Title: Ordinance 4066: 2024-2029 Capital Facilities Plan

Staff Contact(s): STEVE HOGLUND, PHILIP STEFFEN

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
PHILIP STEFFEN	Discussion
DARCY SWETNAM	

Item Summary: 2024-2029 Capital Facilities Plan, to be adopted with the 2024 annual budget.

Budget Impact:

Previous Action: Full council discussion and meetings [10/16](#) and [10/23](#).

Recommended Motion: I move to approve ordinance 4066.

Alternative Actions: No action would delay adoption of CFP.

Attachments (listed in order presented):

1. Ord 4066 Adopting 2024-2029 CFP
2. 24-29 DRAFT CFP FULL wc

ORDINANCE NO. 4066

AN ORDINANCE ADOPTING THE CAPITAL FACILITIES PLAN (CFP)
FOR THE 6-YEAR PERIOD 2024-2029

Section 1. The Growth Management Act mandates development of a capital facilities element consisting of a six-year financing plan [RCW 36.70a.070-(3)].

Section 2. The City of Anacortes Comprehensive Plan is hereby amended adopting the 2024-2029 Capital Facilities Plan. Adoption of the 2024-2029 Capital Facilities Plan will replace the 2023-2028 Capital Facilities Plan.

Section 3. The total estimated expenditures/revenues for each major category and the aggregate total for all such categories combined are summarized and set forth as follows:

Fiber	\$	7,785,165
Fire	\$	2,625,000
Gen Gov	\$	11,925,000
Not in Proposal	\$	-
Parks	\$	6,735,000
PW	\$	1,770,000
Storm	\$	2,544,750
Transportation	\$	104,452,230
Wastewater	\$	89,271,000
Water System	\$	31,418,666
Grand Total	\$	258,526,811

Section 4. Effective date. This Ordinance shall take effect from and after five (5) days after its passage and publication, as required by law.

PASSED AND APPROVED this 11th day of December 2023

CITY OF ANACORTES, WASHINGTON

BY: _____
Matt Miller, Mayor

ATTEST: _____ City Attorney

Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

Darcy J. Swetnam, WSBA # 40530

2024-2029 Capital Facilities Plan



EXECUTIVE SUMMARY

This Capital Facilities Plan (CFP) is a supporting document to the Comprehensive Plan. The CFP identifies what public facilities and services are needed for the planned growth and how to finance them. The information presented in the CFP reflects an evaluation of existing infrastructure and levels of service for the following facilities: 1) general government facilities 2) public safety 3) water 4) sanitary sewer 5) storm water 6) solid waste facilities 7) parks and recreation, and 8) transportation facilities. With a set of proposed capital projects and the related financial plans to carry them out, this CFP provides a clear path forward for infrastructure expansion. The CFP also ensures that infrastructure improvements are provided at the same time as development (“concurrent”) as required by state law.

INTRODUCTION

In 1990, the Washington State Legislature approved the Growth Management Act (GMA) directing local government to control and manage growth within their jurisdictional boundaries. Through this unprecedented action, the State Legislature recognized that uncoordinated and unplanned growth without common goals could impact the environment and effect economic development and the high quality of life for Washington citizens. GMA has significant requirements in the areas of facilities planning and capital improvement financing to ensure that the public facilities and services necessary to support development will be adequate at the time the development is available for occupancy and use. Furthermore, this support must be planned for and funded without decreasing current levels of service below locally established minimum standards.

The statutory requirements for preparing a capital facilities plan under GMA have changed the way comprehensive planning has previously been accomplished. Both the transportation element and the capital facilities element reinforce the requirement that a local government’s comprehensive plans prepared according to GMA be realistic. Specifically, the GMA requires that the Capital Facilities Element of a Comprehensive Plan include an inventory of public facilities, a projection of future needs, and a plan for funding and financing public facilities and infrastructure. This Capital Facilities Plan is intended to provide the technical foundation – inventory of existing facilities, established Level of Service (LOS) standards, proposed projects, and projected funding as appropriate – for the Capital Facilities Element.

Why are capital facilities important? Capital facilities support the growth envisioned in the City’s Comprehensive Plan. The GMA requires that all capital facilities have “probable funding” to pay for capital facility needs, and that jurisdictions have capital facilities in place and readily available for new development or must be of sufficient capacity when the population grows, particularly for transportation concurrency or for services deemed necessary to support development.

CAPITAL FACILITIES PLAN OVERVIEW

This Capital Facilities Plan is a companion document to the Capital Facilities Element of the City of Anacortes Comprehensive Plan. The Capital Facilities Element addresses the City’s capital facilities planning approach and policy framework, while the Capital Facilities Plan is an implementing strategy and planning methodology designed to demonstrate that the Capital Facilities Element is financially realistic and attainable. The Capital Facilities Plan and the Capital Facilities Element, in combination,

fulfill the requirement of the State of Washington's GMA that the comprehensive plan of each jurisdiction planning under the Act include the following elements:

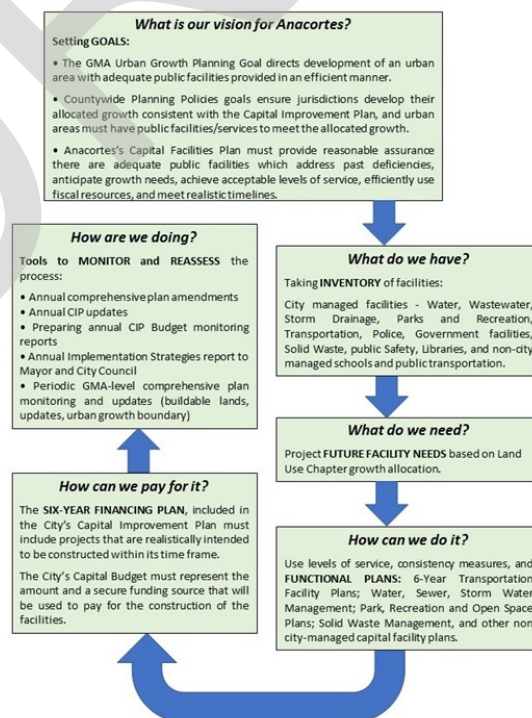
- An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities;
- A forecast of the future needs for such capital facilities;
- The proposed locations and capacities of expanded or new capital facilities;
- At least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and
- A requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, Capital Facilities

Element, and financing plan within the capital facilities plan element are coordinated and consistent. (RCW 36.70A.070)

The Capital Facilities Plan and the Capital Facilities Element are also intended to achieve, primarily, the following planning goal of the GMA:

“Ensure that those public facilities and services necessary to support development shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.” (RCW 36.70A.020)

CAPITAL FACILITIES PLANNING PROCESS UNDER THE GMA



DEFINITION OF A CAPITAL PROJECT

According to WAC 365-196-415, capital facilities to be included in the inventory and analysis of the CFP include, at a minimum water systems, wastewater systems, stormwater systems, schools, parks, trails, and recreation, public safety, and transportation. Capital facilities generally have a long useful life and include both city and non-city operated infrastructure. Capital facilities planning does not cover regular operations and maintenance, but such planning does include major repair, rehabilitation, or reconstruction of facilities.

For the purposes of this plan document, capital facilities projects are generally defined to be any project that possesses all the following characteristics:

Has a useful life of at least 10 years;

Exceeds an estimated cost of \$20,000;

Involves totally new physical construction (or equipment procurement), reconstruction designed to gradually and systematically replace an existing system on a piecemeal basis, replacement of a major component of an existing facility, or acquisition of land or structures;

Involves City funding in whole, or in part, or involves no City funds, but is the City's responsibility for implementing, such as a 100% grant-funded project.

Examples of Capital Facilities	
Facility Category	Improvements, Equipment, Etc.
General Government	Community Youth Recreation Center
Public Safety	Expansion of Public Safety facility
Water	Water tanks
	Treatment facilities/buildings
	Transmission/distribution pipeline system
Sewer	Wastewater Treatment Plant
	Pump stations & standby generators
	Sewer collection and conveyance system
Storm drain	Regional detention/Treatment facilities
	Subdivision detention/treatment facilities (public)
	Pipeline/open channel conveyance systems
Solid Waste	Dumpsters
Parks & Recreation	Purchase of park property
	Construction of park facilities
	Construction of trail facilities
Transportation	Arterial street improvements
	Collector, residential & neighborhood streets
	Intersection improvements

CAPITAL FACILITIES PROVIDED BY OTHERS

In addition to city-owned infrastructure and facilities, the GMA requires that jurisdictions plan for facilities that are provided by other entities, such as public school facilities. Public school facilities are planned for and provided throughout the UGA by the Anacortes School District. Each county and city must also provide a process for identifying and citing “essential public facilities” within our area. Such facilities could include major regional facilities that are needed but difficult to site, such as airports, state educational facilities, solid waste handling facilities, substance abuse and mental health facilities, group homes and others.

Schools

In the Anacortes UGA, school facilities are planned for and provided by the Anacortes School District. The City provides projected growth information to the School District for its planning purposes. In 2015, the voters passed an \$86.9 million bond to partially replace the high school and address other facility needs.

School Building	Location	Bldg. Size (SF)	Enrollment (2017)	Capacity
Whitney Early Childhood Education Center	1200 M Ave.	16,750	143	192
Fidalgo Elementary School (K-5)	13590 Gibraltar Rd.	56,722	373	451
Island View Elementary School (K-5)	2501 J Ave.	56,566	423	475
Mt. Erie Elementary School (K-5)	1313 41st St.	41,796	384	449
Anacortes Middle School (6-8)	2202 M Ave.	96,791	617	675
Anacortes High School (9-12)	1600 20th St.	146,330	745	994

Other Recreational Facilities

The Fidalgo Parks and Recreation District (a special purpose district) operates a public swimming pool and fitness center located at 1603 22nd Street. The pool was constructed in 1975. In 2014 a new fitness center was constructed adjacent to the pool building.

On October 1, 2018 the District Commission voted to move forward with the proposed construction of a new, approximately 40,000 sq. ft. pool facility to better serve the community's evolving needs. Potential funding includes a combination of private donations and public funds. If adequate funding is obtained, construction of the facility is projected to begin in spring 2021.

DETERMINING WHERE, WHEN, AND HOW CAPITAL FACILITIES WILL BE BUILT

In planning for future capital facilities, many factors need to be considered. The process used to determine the location of a new park is very different from the process used to determine the location of a new sewer line. Also, many sources of financing can only be used for certain types of projects. The City conducts detailed planning regarding water, sewer, and stormwater systems; parks and recreation; transportation; and public safety. Planning documents related to each of these facilities include detailed inventories and capacity information, needs analyses, and general financing information. This Capital Facilities Plan, therefore, is the product of many separate but coordinated planning documents, each focusing on a specific type of facility.

The Comprehensive Plan provides goals and policies for capital facilities planning. Policy CF-1.5 states "When planning, developing, and administering the City's capital facilities plan, give primary consideration to the following:

1. Protect public health and safety.
2. Provide infrastructure to support the vision of Anacortes's future as articulated in the Comprehensive Plan.
3. Support the provision of City services consistent with the expectations of the community, as expressed in the City's adopted level of service standards.
4. Maintain, rehabilitate, or replace the City's facilities and infrastructure as necessary to extend the useful life of existing facilities and ensure continued efficiency.
5. Develop and operate capital investments in a way that is fiscally responsible."

In addition to established goals and policies, recommendations of local community members and advisory boards are also considered when determining types and locations of projects. Some capital needs of the City are not specifically included in a comprehensive plan, however are important to the

quality of life in Anacortes. These projects may not meet the growth management definition of capital facilities because of the nature of the improvement, its cost, or useful life.

THE ROLE OF THE CFP IN THE OPERATING BUDGET PROCESS

The CFP is a financial planning document that satisfies mandatory planning requirements under the Growth Management Act as outlined in RCW 36.70A.070 , and allows the City to apply for grants and authorized funding sources such as REET. The CFP financing plan proposes (vs. provides) an income stream that can finance capital expenditures and the increased operating costs which may result from opening new public facilities. However, projects that are listed in the CFP do not automatically roll into the budget. It is not until budget decisions are made by the City Council that the actual means of financing a project are determined and the actual dollars to be spent on capital costs and operating costs are determined, budgeted, and approved.

Once developed, the CFP makes the budget preparation process easier in that capital outlays will have already been spelled out and the dollar amounts only need be carried across to the budget. The CFP document accompanies the budget as a companion explanatory reference source. The City will perform its activities and make capital budget decisions in conformity with its Comprehensive Plan (RCW 36.70A.120).

CFP REVIEW PROCESS

Every two years a review process is conducted to update the Capital Facilities Plan, similar to the Operating Budget review process. The Anacortes Municipal Code (AMC 19.16.030.C) outlines the procedural requirements for amendments to the Comprehensive Plan capital facilities planning element and financing plan. Following is a general description of the biennial CFP update process:

1. Recommended Staff Changes

City staff reviews the current CFP and suggests alterations in scope, cost, financing sources or schedule for some of the projects currently in the Plan, then considers a list of entirely new CFP projects. Department managers present their preliminary program to the Mayor for review and changes are made based on overall City goals and priorities.

2. Staff Presentation to the City Council

The Council receives the staff's draft CFP and begins discussing the content. Staff makes presentations detailing the Plan's content and areas of change from the previous Plan.

3. Public Presentations and Feedback

Staff also offers to conduct informational meetings with community groups and the general citizenry. Suggested changes to the CFP that arise from these sessions are forwarded to the City Council.

4. Public Comment Period and Hearing

Public notice of the availability of the draft CFP is provided and the public is invited to comment in writing and/or at a public hearing conducted by the City Council.

5. City Council Review and Adoption

After considering all public testimony, the City Council makes their desired alterations to the CFP, adopts the plan by ordinance, and directs staff to prepare a published document containing the newly revised final CFP and to formally incorporate this into the City's Comprehensive Plan.

MEETING EXPECTATIONS: LEVELS OF SERVICE AND CONCURRENCY

INTRODUCTION

State Growth Management Act Administrative Code (WAC 365-195-315) recommends that local capital facilities plans include a discussion on “. . . the selection of levels of service or planning assumptions for the various facilities to apply during the planning period (twenty years or more) and which reflect community goals.” This section of this plan will constitute that discussion for the Anacortes Capital Facilities Plan.

LEVELS OF SERVICE

Level of service (LOS) is a term that describes the amount, type, or quality of facilities that are needed to serve the community at desired and measurable standards. These standards vary, based not only on the type of services being provided, but also by the quality of services desired by the community. A community has the option to lower, raise, or maintain the existing levels of service for each type of capital facility and service. This decision will affect both the quality of service provided, as well as the amount of new investment or facilities that are, or will be, needed in the future to serve the community. Level of service standards state the quality of service that the community desires and for which service providers should plan. The adoption of level of service standards indicates that a community will ensure that those standards are either met, or can be met, at the time development occurs. If such standards cannot be met, the community may decide to decrease the standard, determine how the needed improvements will be paid for, or deny the development.

CAPITAL FACILITIES PROVIDED BY THE CITY

Service or Facility	Level of Service Standard
Water	A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of Skagit River Basin Water Resources for Instream and Out of Stream Purposes.
Wastewater	Collection and treatment of peak wastewater discharge, including infiltration and inflow, consistent with the Sewer System Utility/Comprehensive Plan.
Stormwater	Consistent with the requirements of the current Department of Ecology Surface Water Design Manual and Surface Waste Water Comprehensive Plan adopted by the City.
Parks	As adopted in the Anacortes Parks & Recreation Comprehensive Plan
Transportation	LOS C for City street corridors. Washington State Department of Transportation LOS requirements apply to the State Routes within the City (LOS D). For a complete description of LOS standards for transportation, refer to the Transportation Element.
Police Protection	1.7 officers per 1,000 people Average 5 minute response to emergency calls from time of dispatch. Average 15 minute response to non-emergency calls from time of dispatch.
Fire Protection	Initial response –imminent rescue capability From time of 911 call to any structure, vessel, vehicle, wildland fire, and hazardous materials incident; arrive with the closest fire engine staffed with 3 firefighters within 7 minutes 90% of the time. Effective response force From time of 911 call, to any structure, boat, vehicle, wildland fire, and hazardous materials incident; be able to assemble an Effective Response Force of 12 firefighters within 11 minutes 90% of the time. Fire prevention Provide an initial fire inspection of High Risk Business Occupancies twice a year, and other Business Occupancies annually.

CAPITAL FACILITIES PROVIDED BY OTHERS

For some of the capital facilities in Anacortes, the City is not the direct provider of service. In the instances where the City does not provide the service, it may contract with either districts or other governmental entities. In some instances, certain public services, such as public transit, other recreational facilities, and school services, are entirely provided through other public entities. In these cases, the City can work collaboratively with those providers to recommend service goals and provide information to ensure that those providers are planning for appropriate growth in the City.

CONCURRENCY

The term concurrency is used in conjunction with LOS standards within the Capital Facilities Element of Anacortes's Comprehensive Plan and requires that the public facilities and services necessary to support development shall be adequate to serve the development at the same time (concurrent to when) the development is available for occupancy or use, or within a reasonable time as approved by the City, without decreasing current service levels below locally established minimum standards.

When concurrency is applied to a specific development, one of two outcomes is possible:

Outcome 1

When a new development requires capacity of capital facilities that are already in place, then that development has satisfied the concurrency test. Development and occupancy can then proceed.

Outcome 2

When a new development requires capital facilities that do not exist in order to maintain an adopted level of service, then that development does not satisfy the concurrency test. The new enhanced capital facilities must be strategized for, constructed, or bonded. Costs of the new facilities will be borne by the developer's fair share impact, the City, and possibly other parties participating in the installation of facilities.

CONCURRENCY – WHAT IS IT?

Concurrency is synonymous with the provision of adequate public facilities for a specific development project. GMA gives numerous statements of standards to follow when analyzing concurrency requirements:

GMA Planning Goals 12 (RCW 36.70A.020)

“ . . . public facilities and services. . . shall be adequate to serve the development at the time the development is available for occupancy and use without decreasing current service levels below locally established minimum standards.”

Subdivisions (RCW 58.17.110 (2))

“A proposed subdivision and dedication shall not be approved unless the city, town, or county legislative body makes written findings that: (a) appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainageways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds. . .”

Comprehensive Plans - Mandatory Elements (RCW 36.70A.070 (6)(b))

“ . . . local jurisdictions must adopt and enforce ordinances which prohibit development approval if the development causes the level of service on a locally owned transportation facility to decline below the standards adopted in the transportation element of the comprehensive plan, unless transportation improvements or strategies to accommodate the⁷

impacts of development are made concurrent with the development . . . For the purposes of this subsection, 'concurrent with the development' shall mean that improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years."

Impact Fees. (RCW 82.02.050 (1)(a))

"...It is the intent of the legislature . . . To ensure that adequate facilities are available to serve new growth and development."

Interpretations on Concurrency. (WAC 365-195-070 (3))

"...concurrency should be sought with respect to public facilities in addition to transportation facilities. ...Concurrency describes the situation in which adequate facilities are available when the impacts of development occur, or within a specified time thereafter. With respect to facilities other than transportation facilities and water systems, local jurisdictions may fashion their own regulatory responses and are not limited to imposing moratoria on development during periods when concurrency is not maintained."

CONCURRENCY APPLIED

The Anacortes Comprehensive Plan addresses concurrency in various goals and policy sections. The Capital Facilities Element of the Comprehensive Plan sets forth the following goals, each with its related policy subsets, relating to concurrency:

Goal CF-1. Support Existing Development and Future Growth. Provide capital facilities and public services necessary to support existing and new development envisioned in the land use element.

Goal CF-2. Level of Service. Utilize level of service standards that correspond with the Land Use Element and provide a realistic assessment of City resources.

Goal CF-3. Correct Deficiencies. Identify deficiencies in public facilities serving existing development based on adopted level of service standards and the means and timing by which those deficiencies will be corrected.

Goal CF-4. Financial Feasibility. Ensure that planned capital facilities are financially feasible.

Goal CF-5. Development Costs. Require new development to pay its share of the cost of new facilities needed to serve such growth and development.

Goal CF-6. Sewer Connection. Develop codes and policies to require connection to the sanitary sewer system when development or subdivision of land occurs.

Goal CF-7. Design & Location. Design and locate capital facilities with features and characteristics that support the environmental, energy efficiency, aesthetic, technical innovation, cost-effectiveness and sustainability goals.

Goal CF-8. Essential Public Facilities. Ensure that Essential Public Facilities are sited and designed in compliance with the State Growth Management Act.

Goal CF-9. Anacortes Airport. Coordinate with the Port of Anacortes in planning activities associated with the airport.

In addition, the Transportation element of the Comprehensive Plan sets forth the following goals, in conjunction with the Countywide Planning Policies:

Goal T-1. Operations, Maintenance, Management and Safety. As a high priority, maintain, preserve, and operate the city's transportation system in a safe and functional state.

Goal T-2. Greater Safety, Options and Mobility. Invest in transportation systems that offer greater options, mobility, and access in support of the city's growth strategy.

Goal T-3. Support Growth. Support the city's and region's growth strategy by focusing on moving people and goods within the city and beyond with a highly efficient multimodal transportation network for now and into the future.

Goal T-4. Sustainability. Design and manage the city's transportation system to minimize the negative impacts of transportation on the natural environment, promote public health and safety, and achieve optimum efficiency.

ABSENCE OF CONCURRENCY

If a specific development fails to meet levels of service or other plan performance measures, development standards, impact or mitigation fee charges, then that development should not be permitted for construction or occupancy. Furthermore, the City may enact a moratorium on new development if the level of service is not being met or will not be met in six years.

REVENUE AND FUNDING SOURCES

INTRODUCTION

RCW Section 36.70A.070 requires that the Capital Facilities Element of the Comprehensive Plan include at least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identify sources of public money for such purposes. The Comprehensive Plan provides a comprehensive list of the various funding sources available.

FUNDING CATEGORIES

For financial accounting purposes, municipal operations are divided into two broad categories: general governmental and proprietary. General governmental activities are primarily tax and user fee supported, while proprietary activities rely primarily on fees generated from rate payers for the sale of goods and services for their operations. Capital improvements for police, fire, parks, administration, and transportation are traditionally general governmental in nature, while water, wastewater, storm drain and equipment rental are proprietary. Although, the State Legislature did approve legislation in 1990 that would allow streets to be established as proprietary rather than general governmental entities. In this plan, the Transportation element continues to remain general governmental in nature. Capital funding for both general governmental and proprietary categories emanates primarily from operating revenues, with grants, local improvement districts, latecomer, and impact fees frequently contributing substantial sums towards capital construction. General governmental and proprietary operations both use such debt financing strategies as bonding and leasing to help fund improvements. It is at this juncture that the similarities between general governmental and proprietary capital projects diverge. In Washington State, it is generally easier to fund proprietary capital improvements than it is general governmental improvements. To carry out a proprietary capital improvement, there may be an increase in the charges for commodities like water, sewer, and storm drain rates or raising the connection charges or system development charges. In the general governmental area, however, Washington State law limits: 1) the sources municipalities can use to raise funds for capital improvements; 2) the tax rates that can be charged to raise funds for capital improvements; and 3) the amount of general obligation debt capacity that can be issued to raise funds for capital improvements. Again, we note that substantial change in this area has arisen because of the Growth Management Act. GMA authorizes, through proper legislation of the City Council, impact fees for various areas that include: (a) public streets and roads; (b) publicly owned parks, open space and recreation facilities; (c) school facilities; and (d) fire protection facilities in jurisdictions that are not part of a fire district.

Below is a description of the various revenue sources used to fund Capital Facilities:

- Real Estate Excise Tax
- State and Federal Grants
- Impact Fees
- User Fees
- Cash Reserves

SUMMARIES OF REVENUE AND EXPENDITURE REQUIREMENTS

The availability of revenues is critical to the funding of needed capital facilities. Different sources of revenue have varying statutory or application methodologies which may restrict certain revenues from being utilized for functionally non-related projects. For example, park impact fees may only be used for parks and recreation facilities, utility rate revenues may only be used to fund projects specifically related to the originating utility, or real estate excise taxes may be spent under the parameters of State statutes. At the same time, certain tax revenues may be utilized as funding sources at the discretion of the entity's legislative body. For example, sales, property, and utility taxes may, at times, be used across departmental functions.

PROJECTED EXPENDITURES

All CFP by fund

	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
General Fund	\$6,840,165	\$6,185,000	\$2,550,000	\$5,505,000	\$5,567,750	\$25,581,000
Parks & Recreation Fund	\$55,000	\$0	\$0	\$0	\$0	\$0
Grandview Cemetery Fund	\$20,000	\$0	\$0	\$0	\$0	\$0
Street Maintenance Fund	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000
Arterial Street Construction	\$7,171,000	\$4,344,500	\$11,072,000	\$30,215,600	\$19,553,230	\$23,760,900
Parks Capital Improvement	\$1,220,000	\$2,550,000	\$1,590,000	\$1,200,000	\$50,000	\$50,000
Water Fund	\$5,795,982	\$8,714,250	\$5,457,130	\$4,735,130	\$3,611,280	\$3,099,894
Sewer Fund	\$11,406,000	\$6,055,000	\$5,100,000	\$6,255,000	\$15,430,000	\$12,700,000
Storm Drainage Fund	\$530,000	\$541,000	\$320,000	\$450,000	\$200,000	\$200,000
Sanitation Fund	\$0	\$0	\$0	\$150,000	\$0	\$0
Equipment Rental Fund	\$300,000	\$220,000	\$650,000	\$125,000	\$600,000	\$0
TOTAL	\$35,138,147	\$30,409,750	\$28,539,130	\$50,435,730	\$46,812,260	\$67,191,794

DEPARTMENTAL PROJECT REQUEST DETAILS

The two summary pages are totals based on the detail that follows.

Total by Fund	Year						
Fund	2024	2025	2026	2027	2028	2029	Grand Total
1	\$ 6,840,165	\$ 6,185,000	\$ 2,550,000	\$ 5,505,000	\$ 5,567,750	\$ 25,581,000	\$ 52,228,915
101	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
102	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
104	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 10,800,000
105	\$ 7,171,000	\$ 4,344,500	\$ 11,072,000	\$ 30,215,600	\$ 19,553,230	\$ 23,760,900	\$ 96,117,230
107	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
108	\$ 1,220,000	\$ 2,550,000	\$ 1,590,000	\$ 1,200,000	\$ 50,000	\$ 50,000	\$ 6,660,000
110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401	\$ 5,795,982	\$ 8,714,250	\$ 5,457,130	\$ 4,735,130	\$ 3,611,280	\$ 3,099,894	\$ 31,413,666
440	\$ 11,406,000	\$ 6,055,000	\$ 5,100,000	\$ 6,255,000	\$ 15,430,000	\$ 12,700,000	\$ 56,946,000
445	\$ 530,000	\$ 541,000	\$ 320,000	\$ 450,000	\$ 200,000	\$ 200,000	\$ 2,241,000
450	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000
501	\$ 300,000	\$ 220,000	\$ 650,000	\$ 125,000	\$ 600,000	\$ -	\$ 1,895,000
Grand Total	\$ 35,138,147	\$ 30,409,750	\$ 28,539,130	\$ 50,435,730	\$ 46,812,260	\$ 67,191,794	\$ 258,526,811

Total by Proposal Fund	Year							Grand Total
	2024	2025	2026	2027	2028	2029		
Fiber - Access Anacortes Fiber Internet Expansion - EDA Grant Area	\$ 3,715,165	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,715,165	
Fiber - Equipment for Developers	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000	
Fiber - Guemes View	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
Fiber - Highway 20 Light Manufacturing Corridor (city limits)	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 3,000,000	
Fiber - Remaining Fiber Construction Inside City Limits	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000	
Fire - Aerial Ladder Truck	\$ 1,675,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,675,000	
Fire - Ladder Truck Training Tower	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	
Fire - Main Fire Station Upgrade	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
Fire - Medic Unit Replacement	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
Gen Gov - Creosote Pile Removal and Replacement at City Owned Travel Lift Float and Dock	\$ 120,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
Gen Gov - Downtown Streetscape	\$ 35,000	\$ -	\$ 950,000	\$ -	\$ 950,000	\$ -	\$ 1,935,000	
Gen Gov - Downtown Welcome Arch	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
Gen Gov - Enterprise Resource Planning (ERP) System replacement	\$ 150,000	\$ 1,150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,900,000	
Gen Gov - Fac - ASAC Additional HVAC system	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	
Gen Gov - Fac - ASAC Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	
Gen Gov - Fac - ASAC Window Replacement	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
Gen Gov - Fac - City Fleet EV Charging Infrastructure	\$ -	\$ -	\$ 25,000	\$ 125,000	\$ 200,000	\$ -	\$ 350,000	
Gen Gov - Fac - City Hall Elevator Replacement	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000	
Gen Gov - Fac - City Hall Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	
Gen Gov - Fac - City Hall Seismic Retrofit or Alternative	\$ -	\$ -	\$ -	\$ 3,500,000	\$ -	\$ -	\$ 3,500,000	
Gen Gov - Fac - Facility Comprehensive Master Plan	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
Gen Gov - Fac - Fire Department Elevator Replacement	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ 275,000	
Gen Gov - Fac - Fire Dept. Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	
Gen Gov - Fac - Library Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	
Gen Gov - Fac - Museum Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	
Gen Gov - Fac - Parks Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	
Gen Gov - Fac - Police Dept/Court Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	
Gen Gov - Fac - Police/Court Department Exterior Paint	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	
Gen Gov - Fac - Police/Court HVAC Rebuild/Replace	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
Gen Gov - Museum - Storage workshop construction	\$ 30,000	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ 360,000	
Gen Gov - Parking Plan	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Gen Gov - Pedestrian Link Between Downtown and Marina	\$ 30,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 530,000	
Not in Proposal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Parks - Ace of Hearts restrooms and upgrades	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000	
Parks - Bicycle and Pedestrian Connections	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
Parks - Cap Sante Eastside Summit Trail Improvement	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Parks - Cap Sante Lookout Improvements	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
Parks - Depot Pavilion Planning	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
Parks - Guemes Channel trail Phase III (Shannon Point)	\$ 50,000	\$ 150,000	\$ -	\$ 600,000	\$ -	\$ -	\$ 800,000	
Parks - H Avenue Stream Restoration & Educational Trail	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000	
Parks - Heart Lake Improvements	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	\$ 700,000	
Parks - Heart Lake Water Quality	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000	
Parks - James Rice Civic Park Improvements	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	
Parks - Little Cranberry Lake Shoreline	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	
Parks - Parks Infrastructure	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000	
Parks - Planning Study for the Tommy Thompson Trestle and Causeway Replacement	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	
Parks - Pocket Park Construction	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
Parks - Q'elech'ilhch Park Improvements	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
Parks - Replace Parks Grandview Cemetery Office	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	
Parks - Re-roof and Re-model Washington Park Maintenance Building	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	
Parks - Senior Center Generator Transfer Switch	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	
Parks - Ship Harbor Wetland Interpretive Trail	\$ 250,000	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 550,000	
Parks - Storvik Park field lighting and improvements	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000	
Parks - Storvik Park small courts makeover	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
Parks - Trail Improvement Projects	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	
Parks - Volunteer Field Improvement	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000	
Parks - Washington Park Campground Improvements	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
Parks - West Side Park	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000	
PW - Fleet - City Hall Pool Car	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
PW - Fleet - Ops Pool Car/admin vehicle	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000	
PW - OPS - 100 kW Solar Array on Maintenance Facility	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
PW - Ops - Facilities Vehicle	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000	
PW - Ops - Operations Upper Parking lot pavement/reconfigure	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	
PW - Ops - Operations/ASD Facility Repave East Half	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000	
PW - Ops - Ops Facility Expansion/Master Plan	\$ 50,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 550,000	
PW - Ops - Ops Security System Replacement/expansion	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000	
PW - Ops - Sewer/Storm/Street Maintenance truck addition	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	
PW - Solid Waste - New Dumpster Hauling/Delivery truck	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 150,000	
Storm - Ace of Heart Creek Rotary Park Stream Restoration	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000	
Storm - B9 Basin Capacity Improvement - Kingsway at Windsor	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000	
Storm - F4 Basin Capacity Improvements - R Ave Vicinity	\$ 50,000	\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ 360,000	
Storm - Inspection Vehicle	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	
Storm - Outfall Evaluation and Rehabilitations	\$ -	\$ 50,000	\$ 50,000	\$ 55,000	\$ 67,750	\$ 81,000	\$ 303,750	
Storm - Storm System Restoration and Upgrades	\$ 220,000	\$ 231,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,251,000	
Storm - Stormwater Comprehensive Plan Update	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
Transportation - 12th Street and K Avenue Intersection	\$ -	\$ -	\$ -	\$ -	\$ 260,000	\$ 2,240,000	\$ 2,500,000	
Transportation - 16th Street Improvements	\$ 300,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000	
Transportation - 17th Street Q Ave Intersection	\$ -	\$ 260,000	\$ 2,240,000	\$ -	\$ -	\$ -	\$ 2,500,000	
Transportation - 2025 Comprehensive Plan Update Transportation Element	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
Transportation - ADA Ramps	\$ 110,000	\$ 115,000	\$ 120,000	\$ 125,000	\$ 130,000	\$ 135,000	\$ 735,000	
Transportation - Annual Pavement Maintenance	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 10,800,000	
Transportation - Fidalgo Bay Road Reconstruction	\$ -	\$ 1,000,000	\$ -	\$ 8,500,000	\$ -	\$ -	\$ 9,500,000	
Transportation - Guemes Channel Trail Phases II & VI	\$ -	\$ -	\$ -	\$ 328,000	\$ -	\$ 3,172,000	\$ 3,500,000	
Transportation - Kansas Ave	\$ -	\$ -	\$ 50,000	\$ 500,000	\$ -	\$ -	\$ 550,000	
Transportation - Local Road Safety Plan	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000	
Transportation - March Point Road - Trestle à€” Park & Ride à€” Trail	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
Transportation - Non-Motorized Improvements	\$ 11,000	\$ 11,500	\$ 12,000	\$ 12,600	\$ 13,230	\$ 13,900	\$ 74,230	
Transportation - Q Avenue Pedestrian Improvement	\$ 53,000	\$ 458,000	\$ -	\$ -	\$ -	\$ -	\$ 511,000	
Transportation - R Avenue Safety and Mobility Improvements	\$ 257,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 257,000	
Transportation - Sidewalk and Trip Hazard Repairs	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000	
Transportation - South Commercial Avenue Corridor Plan -- Phase I Commercial Avenue from 11th to 13th	\$ 5,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,500,000	
Transportation - South Commercial Avenue Corridor Plan - Phase II Commercial Avenue from 14th to 34th	\$ -	\$ -	\$ 6,000,000	\$ 18,000,000	\$ 18,000,000	\$ 18,000,000	\$ 60,000,000	
Transportation - South March Point Road Reconstruction	\$ -	\$ -	\$ -	\$ 2,550,000	\$ -	\$ -	\$ 2,550,000	
Transportation - SR 20 Spur (Oakes Ave) Sidewalk Improvements	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000	
Wastewater - Collections: General Sewer plan	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	
Wastewater - Collections: March Point Area Force Main Upgrades	\$ -	\$ -	\$ 350,000	\$ 3,500,000	\$ -	\$ -	\$ 3,850,000	

Wastewater - Collections: Pump Station #16 Upgrade	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Wastewater - Collections: Pump Station #3 Rehabilitation	\$ 150,000	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,150,000
Wastewater - Collections: Pump Station #4 rehabilitation	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,100,000	\$ -	\$ 1,350,000
Wastewater - Collections: Pump Station #7 convert to duplex	\$ -	\$ -	\$ 25,000	\$ 200,000	\$ -	\$ -	\$ 225,000
Wastewater - Collections: Pump Station Ongoing Upgrades	\$ 375,000	\$ 400,000	\$ 450,000	\$ 500,000	\$ 550,000	\$ 600,000	\$ 2,875,000
Wastewater - Collections: Reservation Road, Padilla Heights Rd. and Similk Bay Road Sewer Extension	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ 10,000,000
Wastewater - Collections: Sewer line from Dakota Ave to 6th Street	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ -	\$ 10,000,000
Wastewater - Collections: System Maintenance/Inflow and Infiltration Reduction	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 9,000,000
Wastewater - Plant: Addition of Aeration Basin Zone Actuators	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Wastewater - Plant: Addition of Denitrification Zone Mixers	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Wastewater - Plant: Admin building expansion and reroofing	\$ 676,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 676,000
Wastewater - Plant: Basin Rehabilitation	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 750,000
Wastewater - Plant: Biosolids Handling Alternative	\$ -	\$ 200,000	\$ 200,000	\$ 500,000	\$ 5,000,000	\$ 25,000,000	\$ 30,900,000
Wastewater - Plant: Construct New CSO Pump Station	\$ 4,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500,000
Wastewater - Plant: Covered Storage for North Pad	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,000
Wastewater - Plant: Effluent Pump Station Upgrade	\$ -	\$ -	\$ -	\$ -	\$ 730,000	\$ -	\$ 730,000
Wastewater - Plant: Emergent Maintenance and Repair Projects	\$ 375,000	\$ 400,000	\$ 450,000	\$ 500,000	\$ 550,000	\$ 600,000	\$ 2,875,000
Wastewater - Plant: Influent Pumping Upgrade	\$ -	\$ 825,000	\$ -	\$ -	\$ -	\$ -	\$ 825,000
Wastewater - Plant: Nutrient Removal Evaluation and Upgrades	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 300,000
Wastewater - Plant: Purchase Administrative commuter vehicle	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Wastewater - Plant: Purchase UTV service vehicle	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Wastewater - Plant: Rebuild Belt Filter Press	\$ -	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ 330,000
Wastewater - Plant: Recoat Clarifier Steelworks	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Wastewater - Plant: Replace #1 Aeration Blower with Efficient Hybrid	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Wastewater - Plant: Replace #2 aeration blower with efficient hybrid	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Wastewater - Plant: Replace Admin Building Boiler and controls	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,000
Wastewater - Plant: Replace Aeration Basin #2 Diffusers	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Wastewater - Plant: Replace Aeration Basin Recirculation Pumps	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Wastewater - Plant: Replace Bar Screens and upgrade grit handling system	\$ -	\$ 60,000	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,060,000
Wastewater - Plant: Replace Dewatering Pump	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Wastewater - Plant: Replace Incinerator Preheat Unit	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Wastewater - Plant: Replace RAS pumps and Separate RAS Manifolds	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
Wastewater - Plant: Re-roof The Solids Handling Building	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Wastewater - Plant: Re-roof the WWTP Secondary Building	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Wastewater - Plant: Re-roof WWTP Head Works Building	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Wastewater - Plant: Septage Handling Facility Upgrade	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
Wastewater - Plant: Upgrade SCADA with Dashboarding Capabilities	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000
Water System - Oak Harbor: Campbell Lake Fish Passage Waterline Relocate	\$ -	\$ 75,250	\$ 372,130	\$ 372,130	\$ -	\$ -	\$ 819,510
Water System - Oak Harbor: Pass Lake 10-inch Waterline Repair/Replace	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water System - Refinery: West March Point Road Waterline	\$ 420,000	\$ 1,790,000	\$ -	\$ -	\$ -	\$ -	\$ 2,210,000
Water System - Regional: Cathodic Protection Transmission Main	\$ -	\$ 80,000	\$ 220,000	\$ -	\$ -	\$ -	\$ 300,000
Water System - Regional: Construct Storage Building	\$ -	\$ 60,000	\$ 320,000	\$ -	\$ -	\$ -	\$ 380,000
Water System - Regional: Hydro Excavator	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000
Water System - Regional: Phase 4 & 5 WTP Controls Reliability	\$ 175,000	\$ 380,000	\$ -	\$ -	\$ -	\$ -	\$ 555,000
Water System - Regional: Repair 36" Valve at Telegraph Slough and Corrosion Control	\$ -	\$ 150,000	\$ 625,000	\$ -	\$ -	\$ -	\$ 775,000
Water System - Regional: Repair 36-inch Transmission Line near Swinomish Slough	\$ 115,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 565,000
Water System - Regional: Replace WTP Discharge Meters	\$ -	\$ -	\$ -	\$ 160,000	\$ 795,000	\$ -	\$ 955,000
Water System - Regional: Treatment Plant Optimization/Pilot Filter	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Water System - Regional: Water System Plan Update	\$ 375,590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,590
Water System - Regional: Water System Security	\$ 650,000	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000
Water System - Regional: Water Treatment Plant - Emergent Equipment Replacements	\$ 375,000	\$ 400,000	\$ 450,000	\$ 500,000	\$ 550,000	\$ -	\$ 2,275,000
Water System - Retail: Advanced Metering Infrastructure (AMI) Water Meters(moved to O&M)	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,500,000
Water System - Retail: Blue Heron Pump Station Upgrade	\$ -	\$ -	\$ 75,000	\$ 825,000	\$ -	\$ -	\$ 900,000
Water System - Retail: Fidalgo Island Water Service (FIWS) area Telemetry	\$ 221,392	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 221,392
Water System - Retail: Pipeline Replacements	\$ 1,543,000	\$ 1,620,000	\$ 1,701,000	\$ 2,136,000	\$ 2,242,280	\$ 2,354,394	\$ 11,596,674
Water System - Retail: Re-roof A Avenue Booster	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000
Water System - Retail: Re-roof Blue Heron Booster Station	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Water System - Retail: Re-roof Fidalgo Bay Estates Booster Station	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
Water System - Retail: Reservoir Internal Maintenance	\$ 300,000	\$ 2,310,000	\$ 1,170,000	\$ -	\$ -	\$ -	\$ 3,780,000
Water System - Retail: S. Fidalgo Island Water System Pipeline Replacement	\$ -	\$ -	\$ -	\$ 710,000	\$ -	\$ 745,500	\$ 1,455,500
Water System - Retail: Service Vehicle	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,000
Water System - Water Model	\$ 65,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	\$ 161,000
Water System - Whistle Lake Dam Project	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000
Grand Total	\$ 35,138,147	\$ 30,409,750	\$ 28,539,130	\$ 50,435,730	\$ 46,812,260	\$ 67,191,794	\$ 258,526,811

Proposal Name	2024	2025	2026	2027	2028	2029	Analysis	Background	Priority	Recommendation
Fiber - Access Anacortes Fiber Internet Expansion - EDA Grant Area	\$ 3,715,165	\$ -	\$ -	\$ -	\$ -	\$ -	Cost estimates are based on \$3000 per premise passed and 35% take rate.	Continued expansion of fiberoptic network throughout City of Anacortes. Project cost includes expanding core network equipment, designing infrastructure, obtaining construction permits and easements, procuring materials, creating and submitting pole attachment requests, and deploying infrastructure for 100% of premises passed. It also includes performing customer installations including customer premise equipment for 35% of premises passed.	2	Our network provides a fiber connectivity directly to premise and symmetrical upload/downloads speeds not less than 100 Mbps (\$39/mo) and up to 1 Gbps (\$69/mo). To ensure that there are no barriers to broadband internet service customers do not have a long-term contract, just a month to month commitment and installation fees are only \$100 for all customers regardless of the complexity of the installation. Rates and policies for services are established in a public forum by the Anacortes City Council.
Fiber - Equipment for Developers	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	These requirements are part of the Development Regulations that the City provides this material to the Contractor.	Ongoing equipment needs require some material to be kept on hand, and provided by the City.	2	The referenced equipment should be budgeted for to provide a more accurate budget and better cost planning.
Fiber - Guemes View	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	Project is underway. Materials are procured. City has obtained \$500,000 grant from Skagit County utilized in 2022, and \$660,000 is ARPA funding is set aside for this project. Cost estimate is combination of original estimate and 2022 expenditures for materials and the contract with SummitX for underground construction.	In 2024, network design and construction is complete and costs will be for customer installations. Projections for costs are based on the assumption of installations for 35% of premises passed. Estimated total cost for design, construction, and customer installations for Guemes View was \$3,880,000.	2	Our network provides a fiber connectivity directly to premise and symmetrical upload/downloads speeds not less than 100 Mbps (\$39/mo.) and up to 1 Gbps (\$69/mo.). To ensure that there are no barriers to broadband internet service customers do not have a long-term contract, just a month to month commitment and installation fees are only \$100 for all customers regardless of the complexity of the installation. Rates and policies for services are established in a public forum by City Council.
Fiber - Highway 20 Light Manufacturing Corridor (city limits)	\$ -	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -	\$ -	Cost estimates are based on \$3000 per premise passed and 35% take rate.	Continued expansion of fiberoptic network throughout City of Anacortes. This project will follow the HWY 20 Corridor from Sharp's Corner to Reservation Road aligning with the City's light manufacturing zoning boundaries. Project cost is approximate without design work complete. The intent is to expanding core network equipment, designing infrastructure, obtaining construction permits and easements, procuring materials, creating and submitting pole attachment requests, and deploying infrastructure for 100% of premises passed. It also includes performing customer installations including customer premise equipment for 35% of premises passed.	3	Our network provides a fiber connectivity directly to premise and symmetrical upload/downloads speeds not less than 100 Mbps (\$39/mo.) and up to 1 Gbps (\$69/mo.). To ensure that there are no barriers to broadband internet service customers do not have a long-term contract, just a month to month commitment and installation fees are only \$100 for all customers regardless of the complexity of the installation. Rates and policies for services are established in a public forum by City Council.
Fiber - Remaining Fiber Construction Inside City Limits	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	Project cost is approximate and will become more clear when all areas are identified.	Continued expansion of fiberoptic network throughout City of Anacortes. This portion of the project will allow the build out of the fiberoptic network in areas within the City limits where construction was bypassed for a variety of reasons. Project cost includes expanding core network equipment, designing infrastructure, obtaining construction permits and easements, procuring materials, creating and submitting pole attachment requests, and deploying infrastructure for 100% of premises passed. It also includes performing customer installations including customer premise equipment for 35% of premises passed.	3	

Fire - Aerial Ladder Truck	\$ 1,675,000	\$ -	\$ -	\$ -	\$ -	\$ -	This project has already been approved by council during the 2022 budget process and is on order. Currently the pre-construction meeting is scheduled for August of 2023 with a tentative delivery date of March 2024. These delays were longer than anticipated and has caused a need to move the funding of this project into the 2024 CFP and budget. The purchase contract was signed for \$1,622,000. We are requesting an authorization to adjust the purchase price up to \$1,675,000 at the time of pre-construction. During the pre-construction process it is likely that there will be adjustments made to the plan by design engineers and unknown but usefully features might be recommended. There is also very little room in the operating budget to add equipment to this apparatus. Adding some of this equipment such as hose or extrication tools to the purchase contract would allow us to spread these costs out during the life of the loan so as to not greatly impact a single operating budget. These types of equipment are likely to last the duration of the service life of this apparatus.	The City of Anacortes needs a ladder truck for many reasons. The rescue of victims in multi-story buildings trapped by fire is the most critical need. As our community continues to grow and add 4 and 5 story buildings this need will only grow greater. The aerial device is also used to provide elevated master streams to fight fires in all types of buildings including multi-story, commercial and large expansive buildings and is also used in many rescue scenarios. The City's current Aerial Ladder Truck is 22 years old and past its front-line service life. A modern ladder truck will allow for faster and more efficient operations that will be safer for both our citizens and our firefighters.	2	The current plan is to fund this purchase through a low interest Washington State loan or FEMA funds. It is our recommendation that we move this expense forward into the 2024 budget with the additional \$53,000 authorized for change orders and equipment.
Fire - Ladder Truck Training Tower	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	Training on occupied and operating buildings is currently our only option. This creates liability when working on and around private property as well as severely limits the types of training activities the crews can perform. Operating from standpipes in hallways and from stairwells is a skill as critical as operating the aerial device itself. There is little doubt that our community will continue to grow vertically. The facilities being planned at the new MJB development are prime examples of this growth.	There are multiple 3-5 story buildings currently in Anacortes with many more under construction and being planned for the future. The AFD needs to be able to adapt to this new risk. The ability to train our personnel on proper aerial placement and operations as well as conducting interior operations on upper floors is critical in preparing for fires and other emergencies in these types of occupancies. Currently there is no realistic local ability to conduct this training.	3	Our recommendation is to build a 4-5 story training building that will allow the AFD to properly train with our ladder truck and also train on standpipe operations utilizing interior stairwells. With the change of plans to not build a new Station 3, there is currently no known location for this facility.
Fire - Main Fire Station Upgrade	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	Originally \$1,000,000 was placed in 2024 for a complete remodel/additions. This is now revised to Kitchen/sleeping quarter remodel in 2025. Training room addition is currently deleted pending Station 3 decisions. We could consider an improvement in conjunction with a bond for Station 3.	This project would remodel the kitchen area at station 1 to increase safety, cooking space and storage. It will upgrade all station's alerting devices to a modern, reliable system utilizing Fiber access. Fire Station 1 is now 30 years old and showing its age in some areas. The training room is inadequate for department wide or regional training. The kitchen area is inadequate and lacks some safety features that are needed in fire stations such as the oven shutting off when tones alert the crews for emergency calls. Apparatus bays and training spaces are meeting our minimum needs currently but will become inadequate in the near future, particularly as no new Station 3 was constructed.	3	Our recommendation is to complete a kitchen and sleeping area remodel should be in 2025 either in conjunction with a Station 3 build or as a stand-alone, more robust, project that would include a larger training room should we choose not to build Station 3.
Fire - Medic Unit Replacement	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	This project would place a 4th Medic Unit into our maintained fleet. Currently the reserve Medic unit (4th) is 17 years old and is no longer reliable enough to serve. It is a unit that was replaced several years ago and is not maintained in our ER&R fund. The plan is to purchase a new unit and place our oldest unit into reserve status but maintain it in the ER&R so that we don't reach this point again. Our reserve unit is placed into front line service regularly with any maintenance or damage issues that effect our front line units. It is also utilized anytime we recall additional staff for multiple calls (275 times in 2022)		None	

Gen Gov - Creosote Pile Removal and Replacement at City Owned Travel Lift Float and Dock	120,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	Project has not yet been completed	The creosote piles will need to be removed and replaced with non-creosote (steel) piles consistent with the DNR Aquatic Land Lease. The due date for project completion per the DNR Lease is January 2, 2026.	3	For compliance with the DNR Aquatic Lands lease and furthers Shoreline Master Program goals related to improving water quality by replacing creosote pilings with non-toxic alternatives.
Gen Gov - Downtown Streetscape	\$ 35,000	\$ -	\$ 950,000	\$ -	\$ 950,000	\$ -	This work supports the Comprehensive Plan, which asks that we enhance the character and economic vitality of Downtown: Policy LU-7.1. "Maintain and strengthen downtown as the center for civic, retail, cultural, dining and entertainment activity in Anacortes." "D. Emphasize downtown as the primary gathering place for Anacortes: Enhance the streetscape downtown to provide opportunities for outdoor dining, interaction, public art, and people watching. " "H. Identify and improve walking and biking routes to downtown as a pedestrian and biking-friendly destination. Provide safe methods such as textured crosswalk paths and bulb-outs where people can cross major streets at regular and convenient intervals."	The goal is to maintain and strengthen downtown as the center for civic, retail, cultural, dining and entertainment activity in Anacortes.	5	Create a series of investments for pedestrian-friendly features and public gathering spaces over the next 6 years: 1. A planning budget in 2024 to design and plan additional streetscape amenities for Downtown such as pocket parks, built in seating and planters, with sub-projects in that plan to be tackled annually for the following 5 years (2025-2029). 2. A demonstration pedestrian intersection at Commercial and 6th with bulb-outs, textured crosswalk paths, public art and seating in late 2024 / early 2025. This demonstration intersection will test ideas to inform future year investments. 3. A second pedestrian intersection at Commercial and 4th in 2027. 4. Create a maintenance plan for sidewalks and include the maintenance and rotating replacement of downtown street trees on an ongoing annual basis. - Transportation - This is a project outside of the scope of the Capital Facilities Plan update. 5. Adding a line item for a public plaza to the "Projects to Occur Between 2028 & 2041" list.
Gen Gov - Downtown Welcome Arch	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	The welcome arch into downtown has damaged lighting, paint and masonry work and cannot support hanging baskets because the irrigation system is broken.	The Downtown Welcome Arch serves as the first impression of Downtown Anacortes and is designed to create a welcoming transition from state Highway 20 into the pedestrian core of downtown Anacortes. The arch was built in 2005 and is in need of maintenance.	3	• Repair existing electrical; • Fix existing Edison bulb lights • Fix existing light on 'thank you for visiting sign' • Investigate LED for 'welcome' sign • Investigate column lights to highlight existing architectural details • Ensure hanging baskets are in working order for the coming summer • Test and repair irrigation • Repair stone work at the base caused by 2023 accident • Refresh paint on black steel crossbars – to prevent additional rust damage over time.
Gen Gov - Enterprise Resource Planning (ERP) System replacement	\$ 150,000	\$ 1,150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	Costs for this project will include the hiring of a consultant and the hiring of additional staff in Finance and IT to allow current staff to focus their time on the implementation process. In addition to the implementation costs it is projected that there will be ongoing subscription costs. that will need to be budgeted for.	The City currently uses Eden, produced by Tyler Technologies, as its ERP system, which is the computing platform that unifies the various city functions, including utility billing, accounts payable, accounts receivable, accounting, payroll, HR. Eden will be discontinued in February 2027. City staff is beginning the process of evaluating replacement options for the City's current Enterprise Resource Planning ("ERP") System. Maintaining a current, functioning ERP system is vital to coordinating and running the main business functions of the City. The ERP System stores and processes multiple types of data in order to perform various critical business functions, such as running finance reports, maintaining employee records, and other similar functions. Upgrading the City's ERP System will not only modernize the City's legacy technology system, but will also streamline business processes, implement best practices, and provide City staff with a better tool to manage ongoing challenges in an ever-evolving environment. Throughout the course of the project, City staff will evaluate current practices and procedures to identify areas in which communication, efficiency, and functionality can be streamlined or improved. This opportunity for evaluation will apply to every department in the City and will allow the city to continue to be innovative, modern, passionate about improving technology, high-performing, and transparent. City staff considers this project to be a transformative project in which to continue the City's mission, vision, and values.	3	The City has been utilizing Tyler Technology's Eden applicaiton as an ERP for over 20 years. Tyler is no longer supporting EDEN and the application will stopped being supported in 2027. The initial stages of this process is to develop a needs assessment and discovery process to analyze what the City needs are. This will include hiring a consultant and devoting significant City staff time to working thru the needs assessment. An implementation can take up to 2+ years to complete.

Gen Gov - Fac - ASAC Additional HVAC system	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -		Currently at the Senior activity center the only room that has A/C is the Great Room. The 2 Sunriser rooms, Kitchenette, Pool room, Library nor any of the Office space have A/C. This facility is frequently used by various members of the community. During the hot summer days it could also be used for a cooling are for the elderly. We possibly could get some funding from the foundation.	2	The recommendation is to add Hvac units that would add conditioned space to the center to provide for a comfortable environment for some of our more at risk citizens.
Gen Gov - Fac - ASAC Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		It is important that the City stay on top on going repairs in order to keep our building's safe and working properly in an effort to give our patrons a safe and welcoming visit and to provide a safe and productive place for employees. For reference only in 2022 some emergent items at this facility: replacement of furnaces hot water tanks 3x hvac service calls electrical repairs appliance repairs covid protections exterior painting	2	Having and annual budget for general repairs will allow us to properly maintain our facilities.
Gen Gov - Fac - ASAC Window Replacement	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -		At the Anacortes Senior Activity Center some of the windows are cracked, seals are bad, and some windows are just generally damaged	2	Recommending a 2 year project to replace the windows at the ASAC to improve the functionality and appearance of the windows and the center. These new windows will meet current codes and should help with the climate control of the building as well.
Gen Gov - Fac - City Fleet EV Charging Infrastructure	\$ -	\$ -	\$ 25,000	\$ 125,000	\$ 200,000	\$ -		The state of WA has signed the Clean Cars bill into law banning the sales of new Internal combustion engines in 2030. We are essentially 5 model years away from only being able to buy EV's for any non emergency automotive vehicle. We need to consider starting to plan charging station infrastructure for City Owned vehicles at various facilities where we park our City Fleet. This will be an extensive investment in City infrastructure. Especially at some facilities that don't have the space or electrical load capacity.	5	This may be one of the best examples of needing to determine which comes first, the demand or the infrastructure. We can't convert to electrified vehicles before we have a place to charge them. The infrastructure takes a lot of time, work and money to get installed. Timing of when and how to do this needs to be considered. The City currently has 3 non-public chargers and 4 EV's/ Plug in hybrids. City Hall has 6 public chargers that can be changed to Internal use as required for our fleet. We will need to determine the overnight parking location and quantity of fleet vehicle at each City owned facility.
Gen Gov - Fac - City Hall Elevator Replacement	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -		Elevator is long overdue for upgrade. The hydraulic portion has been upgraded but the control panel, the elevator and various components have not.	3	This is a public building and needs to have ADA accessibility. To ensure that we have a reliable elevator we need to look at updating other components of the elevator.
Gen Gov - Fac - City Hall Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		It is important that the City stay on top on going repairs in order to keep our building's safe and working properly in an effort to give our patrons a safe and welcoming visit and to provide a safe and productive place for employees. For reference only in 2022 some emergent items at this facility: 3x HVAC service calls covid protections electrical plumbing repairs recirc pump automatic doors. lighting upgrade window cleaning Led lighting upgrade lighting repairs	2	Having and annual budget for general repairs will allow us to properly maintain our facilities. As facilities age and wear, equipment replacement, paint, flooring and roofing needs have to be addressed to maintain the integrity of the City's buildings, extend their useful life, and ensure continued efficiency.

Gen Gov - Fac - City Hall Seismic Retrofit or Alternative	\$ -	\$ -	\$ -	\$ 3,500,000	\$ -	\$ -		This topic has come up several times in the past and we have even had studies done. The City Hall building is a very old public building and has many staff working it in everyday and the boys and girls club in the basement.	5	If City Hall is to remain an effective building for our staff and public to conduct City business we need to consider the safety of the building in the event of an earth quake.
Gen Gov - Fac - Facility Comprehensive Master Plan	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -		For budgeting/CFP purposes we should have a facilities comprehensive plan for all facilities, which should cover everything in each facility and the grounds of the facility.	3	This is a long over due item that we are hopeful will help us more accurately budget future CFP's
Gen Gov - Fac - Fire Department Elevator Replacement	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	The requirement for the elevator is under review by several city departments.	The elevator in the Fire station is inoperable and has been taken out of service by L&I, it needs a complete replacement/modernization. The existing elevator type is one of only 2 in the state of WA and they are both in Anacortes. The manufacturer is no longer in business and parts are no longer available. We can decommission it by L&I standards for \$19,000.	2	Facilities needs direction on if we are going to modernize the current elevator or to decommission the current one. If we do nothing we may start to incur fines from L&I
Gen Gov - Fac - Fire Dept. Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		It is important that the City stay on top on going repairs in order to keep our building's safe and working properly in an effort to give our patrons a safe and welcoming visit and to provide a safe and productive place for employees. For reference only in 2022 some emergent items at this facility: garage doors led lighting upgrade appliance replacement covid protections furnace repairs electrical repairs plumbing repairs	2	Having and annual budget for general repairs will allow us to properly maintain our facilities. As facilities age and wear, equipment replacement, paint, flooring and roofing needs have to be addressed to maintain the integrity of the City's buildings, extend their useful life, and ensure continued efficiency.
Gen Gov - Fac - Library Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		It is important that the City stay on top on going general repairs in order to keep our building's safe and working properly in an effort to give our patrons a safe and welcoming visit and to provide a safe and productive place for employees. For reference only in 2022 some emergent items at this facility: 3x hvac repairs carpet cleaning covid protections roof repair electrical repair plumbing repair carpet repair	2	Having and annual budget for general repairs will allow us to properly maintain our facilities. As facilities age and wear, equipment replacement, paint, flooring and roofing needs have to be addressed to maintain the integrity of the City's buildings, extend their useful life, and ensure continued efficiency.

Gen Gov - Fac - Museum Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		It is important that the City stay on top on going general repairs in order to keep our building's safe and working properly in an effort to give our patrons a safe and welcoming visit and to provide a safe and productive place for employees. For reference only in 2022 some emergent items at this facility: Furnace replacement x 2 covid protections havac repairs x3 paint roof repairs	2	Having and annual budget for general repairs will allow us to properly maintain our facilities. As facilities age and wear, equipment replacement, paint, flooring and roofing needs have to be addressed to maintain the integrity of the City's buildings, extend their useful life, and ensure continued efficiency.
Gen Gov - Fac - Parks Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		It is important that the City stay on top on going general maintenance and repairs in order to keep our building's safe and working properly in an effort to give our patrons a safe and welcoming visit and to provide a safe and productive place for employees. For reference only in 2022 some emergent items at this facility: Water heaters x4 furnace garage doors electrical repairs covid protections plumbing repairs	2	Having and annual budget for general repairs and maintenance will allow us to properly maintain our facilities. As facilities age and wear, equipment replacement, paint, flooring and roofing needs have to be addressed to maintain the integrity of the City's buildings, extend their useful life, and ensure continued efficiency.
Gen Gov - Fac - Police/Court Department Exterior Paint	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -		Building is over 24 yrs old and has never been repainted and the paint is cracking and peeling off.	2	In an effort to preserve our buildings and keep them in good shape routine maintenance such as painting is required.
Gen Gov - Fac - Police/Court HVAC Rebuild/Replace	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -		As of July 2023 the outdoor unit which supplies the entire building is operating on 1 of its 2 circuits. currently waiting on quote for replacement verses retrofit	2	The current HVAC system is nearing 30 years old and in need of replacement.
Gen Gov - Fac - Police Dept/Court Emergent Facility Maintenance Repairs	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		It is important that the City stay on top on going general maintenance and repairs in order to keep our building's safe and working properly in an effort to give our patrons a safe and welcoming visit and to provide a safe and productive place for employees. For reference only in 2022 some emergent items at this facility: Electrical repairs hvac repairs Boiler replacement Covid protections fire pumps	2	Having and annual budget for general repairs and maintenance will allow us to properly maintain our facilities. As facilities age and wear, equipment replacement, paint, flooring and roofing needs have to be addressed to maintain the integrity of the City's buildings, extend their useful life, and ensure continued efficiency.
Gen Gov - Museum - Storage workshop construction	\$ 30,000	\$ 330,000	\$ -	\$ -	\$ -	\$ -	Consistent with the City's Comprehensive Plan value to embrace a culture that celebrates Anacortes's History through preservation.	Project would consist of design and site work prior to construction of Museum storage and workshop pole structure on the west side of Carnegie building lot.	2	Museum Plan (2012): Construct building on the SW corner of the Museum grounds to provide workshop & artifact storage.

Gen Gov - Parking Plan	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	The Comprehensive plan has 5 policies across 3 goals discussing downtown public parking (Policy LU-7.1, Policy T-3.23, Policy T-3.24, Policy T-3.25, Policy ED-2.13) and other than this, there is no provision on the Capital Facilities Plan for public parking investments over the next 6 years. Here are the 2 most directly relevant policies: “Policy LU-7.1. Maintain and strengthen downtown as the center for civic, retail, cultural, dining and entertainment activity in Anacortes. “Policy ED-2.13. Provide for adequate, convenient, and safe parking for cars and bicycles in all commercial areas.”	In the 2015 Parking Plan strategies were identified to improve parking, such as additional angel parking.	5	Prioritize and implement recommendations in the Anacortes Parking Study, which identifies short and long-term strategies and alternatives for providing additional and better management of downtown public parking.”
Gen Gov - Pedestrian Link Between Downtown and Marina	\$ 30,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	Investments in a pedestrian connection from the marina to downtown support the Comprehensive Plan, which has goals to enhance the waterfront as a recreational amenity, and to enhance year-round tourism. Policy LU-8.1. “Enhance physical and visual access to the water. Enhance the pedestrian connections between downtown and Fidalgo Bay waterfront. Key considerations: Improve pedestrian crossings on Q/R Avenue near Cap Sante Marina. Consider options to re-establish logical connection between Q and Commercial Avenue near 12th Street.”	Enhance the experience of being downtown, leading to more frequent visits and longer dwell times downtown for both residents and tourists. This is good for both civic engagement and the economic vitality of downtown. The Port has put forward a plan that will make public waterfront access at the intersection of 9th and the Marina. It is critical to downtown businesses that we plan for capital improvements to encourage pedestrian flow in the last 2 blocks from the marina redevelopment to the downtown business corridor during the planned NW Basin Redevelopment Plan. This will help us have a single flowing commercial area, rather than two rival commercial areas: downtown and the waterfront	5	Complete discussions with Port about the Port NW Basin Redevelopment Plan, including the creation of waterfront access and a focal point from downtown at the end of 9th. Plan and budget for enhanced streetscape work for the 1 blocks of 9th from commercial to the beginning of the Port projects at 9th and Q designed to make a pleasant pedestrian connection between downtown and the waterfront. This would include landscaping, benches and public art, and would be timed in concert with the Port of Anacortes NW Basic Redevelopment Phase 2.1

Parks - Ace of Hearts restrooms and upgrades	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	As Anacortes continues to grow we are seeing an increasing use of our parks. Our own recreational leagues are growing and using more spaces for practices, especially during soccer season. Other leagues run by local athletic non-profits use these fields as well. Completing the park is an important element in our goal to provide adequate recreational facilities for our growing community.	When the park was created several years ago with a dog park and new athletic field, we did not have the funds to complete a number of projects. These include build pathways, add a restroom, complete dugouts and add bleachers, pave the access and parking. We are looking for funding to complete various pieces of this list.	5	Provide the funding to complete this project as soon as revenue allows.
Parks - Bicycle and Pedestrian Connections	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	These elements include improvement to sidewalks at the trail heads, amenities, signage and pedestrian crossings.	We added this element to our impact fees and comprehensive plan because of the increase use of non-motorized travel to reach our parks in trails. Our goal is to improve the infrastructure to accommodate the needs of our users to safely access and use our parks and trails.	5	Improve non-motorized transportation opportunities in the city and connect with existing trail heads and parks for local businesses, visitors and residents.
Parks - Cap Sante Eastside Summit Trail Improvement	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	The east side of the city would benefit with a loop trail through Cap Sante to reduce parking pressures at the summit and encourage pedestrian corridors in this end of town. The recent improvements by the Rotary Club on Cap Sante have encouraged more users to walk to the summit. To make a loop on their walk they either need to walk down the road or use the unimproved trail on the east side. Improvements to this east side trail would be a benefit to this specific neighborhood and all the downtown residents who could connect to this path via the Thompson Trail and downtown sidewalk access points. It would also improve pedestrian safety by taking walkers off of this narrow road.	Improve the trail leading from the summit down the east side of Cap Sante, past the old amphitheater and connecting near 5th Street. The trail has a stair case that was built in the 1930's that will need to be restored as part of this project.	5	Support funding of this project through donated or grant funding.
Parks - Cap Sante Lookout Improvements	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	The Rotary Club is preparing design options to present to the Parks and Recreation Advisory Commission so the public can hear the various options and provide opinions. The issue of parking is a concern that we are trying to address with the hope of encouraging more pedestrian access to Cap Sante. We expect to work through the details of this proposal with the Parks and Recreation Commission to allow for public input and comment on any designs.	A lookout on the east side of the parking lot at Cap Sante is a project being considered by the Anacortes Rotary Club. The style of the lookout has not been determined but would serve as a destination to allow an accessible place for families to enjoy the view of Mt. Baker and the islands.	4	Encourage the continued collaboration with the Rotary Club on this concept.
Parks - Depot Pavilion Planning	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	A community process to evaluate the value of a covered area at the depot with examples to review would provide important feedback.	Per the Depot Master Plan and recent community discussions, a year round covering on or adjacent to the Depot Plaza could benefit the Farmers Market and small community events. Our goal is to acquire architectural drawings to present to the community for feedback and revision of a covering on or adjacent to the plaza that would fit in with the historic nature of the Depot.	4	Staff will look at LTAC funds as a possible resource for this project.
Parks - Guemes Channel trail Phase III (Shannon Point)	\$ 50,000	\$ 150,000	\$ -	\$ 600,000	\$ -	\$ -			4	
Parks - H Avenue Stream Restoration & Educational Trail	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	A project to daylight the stream and establish significant buffers is a unique opportunity due to the size and location of the park. There are few structures in the vicinity that would block these improvements.	This would be a restoration project at the Ace of Hearts/Rotary Park to daylight the stream that flows through the park. This could be a benefit to increase riparian habitat and establish an educational trail.	5	Seek out grant or restoration funding for this project.

Parks - Heart Lake Improvements	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ -	New critical areas regulations could alter the original master plan from 2010 and would need to be addressed in this project.	This improvement has recreational, conservation and transportation elements in its design. Once the path from 41st Street to the forestlands is constructed along "H" Avenue, it will create an important link to the community forest lands. A 2010 Heart Lake master plan was developed to make improvements that would amplify the benefits from this 41st Street connection by improving amenities at Heart Lake. These include a major redesign of the parking lot to better organize the parking and replace gravel with native plantings. A new boat launch, dock and pit toilet system are part of this plan.	None	The use at Heart Lake is growing and with the lake being clear of algae now, it will continue and management is needed to preserve the space and make it more useable. Upgrades at the parking lot, consistent with critical areas regulations should be implemented as funding allows.
Parks - Heart Lake Water Quality	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	This should be done as aquatic survey and lake testing dictates. Aquatic weed and algae treatment at the lake will need continued attention and treatment to preserve existing habitat and recreation opportunities. Eliminating or broadly reducing blooms of toxic cyanobacteria will benefit public health.	Continued management of water quality at Heart Lake including milfoil and algae treatments.	2	Provide funding from Forest Lands reserves as necessary to maintain lake health.
Parks - James Rice Civic Park Improvements	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	The work required involves removing the two sets of railroad tracks and railroad ties and adding a pathway and parks amenities such as tables, benches, and garbage/recycling receptacles. The sale of the surplus tracks could help with the clean up of the ties as they have in other locations. We would look to REET to fund the other amenities. We would coordinate this project with the Anacortes Museum so that it best served the existing facilities and park users.	The Jim Rice Civic Park incorporates the area from 9th Street to 6th Street and R Avenue to Market Street. The Depot, the WT Preston, the Maritime Heritage Center and the Altair / Americus Park all reside within the Jim Rice Civic Park. We are looking at making improvements to the southern end of the park adjacent to the WT Preston south to 9th Street. Per the Depot Master Plan, this section of the park was slated to have pathway improvements and other amenities to provide a welcoming place for residents to gather to enjoy the park and its water views.	5	We are recommending that City Council provide the \$20,000 in REET funding to do this work.
Parks - Little Cranberry Lake Shoreline	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	The project could possibly add a float approximately 60 to 70SF and/or a kayak chute to help people launch their vessel without falling, or falling into the water. This would be on the west side of shore near the dam. On east side, the shoreline is currently eroded by those seeking access to the water for themselves or their dogs. Staff is interested in replanting approximately 80 liner feet of shoreline. A site could be chosen on this shoreline for a hardened surface, likely made of gravel and wood, to allow a step down into the lake.	The department was approached by community members through the Anacortes Parks Foundation to improve access to the shoreline and water for kayaks and canoe enthusiasts who had mobility issues. Staff, with donations from the foundation, hired a biologist to study impacts to the lake and surrounding areas from the proposed project. At this stage the report is underway and a structural design is in the works appropriate for the site.	4	If plans develop for this project, staff would take this through the permit and public review process.
Parks - Parks Infrastructure	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	We would like to continue improvements in the campground and other facilities at Washington Park by improving sidewalks, ventilation at the campground upper restrooms as well as our heating system.	By working on small projects in a regular fashion through the CFP we have maintained a healthy infrastructure in our parks to better serve our guests. At Washington Park the past several years we used funds to improve our failing water and electrical infrastructure in the campground.	3	Fund this project via REET 1 Funds.
Parks - Planning Study for the Tommy Thompson Trestle and Causeway Replacement	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -	Grant from the State Agency is approved. We have matching funds from the State Department of Natural Resources and the Samish Indian Nation.	We are working with various state agencies and the Samish Indian Nation on a feasibility study for the removal and replacement of the trestle and causeway of the Tommy Thompson Trail. The work will start at Weaverling Spit and go east to March Point. The goal is to improve the health of Fidalgo Bay by opening up the tidal flushing capacity to benefit habitat for salmon and marine species beneficial to salmon development.	None	We are creating a feasibility study to analyze removal of the 700+ creosote piles that are now make up the trestle. We expect that more pilings are buried in the stone causeway. Removal of the creosote and the rip rap that makes up the causeway will take away a source of pollution and open up the bay for better tidal flow to improve habitat for feeder fish and juvenile salmon populations.

Parks - Pocket Park Construction	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	The addition of Pickett Pocket Park near Commercial Avenue and 22nd Street has turned out to be an important neighborhood and community park that was especially used during the COVID shutdowns as an outdoor gathering place. We are encouraged to look for additional opportunities along Commercial Avenue for public open spaces.	Add new pocket park in south Commercial Avenue area similar to Pickett Pocket Park.	5	Look for opportunities as they become available.
Parks - Q'elech'ilhch Park Improvements	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	The park is growing in popularity and use and was renamed Q'elech'ilhch Park (translated to Ironwoods) after the Samish village on Guemes and Fidalgo Island in this vicinity.	This project is a collaboration with the Samish Nation to rename the park and place interpretive signs and continue the renovation of the park.	5	
Parks - Replace Parks Grandview Cemetery Office	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	The current building does not have a foundation and is connected to an old garage and workspace that is deteriorating. Staff looked at alternatives to restore the current structure that was built in 1946 and it is not cost effective.	The building has started to fail and repairing it would amount to almost a total rebuild and rewiring. Our plan is to replace it with a smaller manufactured unit that can serve the office needs of the cemetery to meet with families on site and store some of the records and maps. A small, heated place that can serve as an office is necessary for the function of the cemetery.	2	Replace the existing structure with a new, smaller manufactured building.
Parks - Senior Center Generator Transfer Switch	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -		Senior Center has no back up generator. The City has a backup mobile generator that could serve several locations around the city in a back up capacity. In order to use this temporary back up generator at the Senior center we need to install a manual transfer switch and connection port. This would not provide instant automatic back up power rather it would give us the ability to mobilize our backup unit based on availability and need.	4	This project would make us able to have backup power for the Senior Center which supports many things including food distribution to seniors.
Parks - Ship Harbor Wetland Interpretive Trail	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -		The SHIP trail was recently damaged in December 2022 during the King Tides when a 100+ foot section was undermined by the tide. We have started planning for the repair of this section of trail.	3	Repair damaged section of the Ship Harbor Interpretive Reserve Trail.
Parks - Storvik Park field lighting and improvements	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	Storvik Park will be 50 years old in 2023 and the playfield, lighting and backstop are in need of repair to accommodate increase growth in Anacortes and more use of the park. We are also holding more events at the park that require better access to utilities. We are considering LED lighting at the field, access to power at each pole, a new backstop, dugouts and field drainage.	We want to replace turf and amend the soil for drainage, replace the existing field lighting as well as make improvements to the backstop and area around the scorer's booth.	5	This is a project that would most likely require state funds with the city providing matching funds. Our recommendation is to make that match available at the time of the grant application.
Parks - Storvik Park small courts makeover	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -		We want to upgrade the "small courts" area of Storvik Park that now includes horseshoe pits, shuffleboard courts and an old lawn bowling area. There are a number of options of what might go in its place. We are looking at making it a grass play area that could accommodate different uses and installing a zip line. We could also include smaller climbing toys such as boulders, etc.	4	Parks and Recreation staff and the Parks and Recreation Advisory Commission have recommended this as their top priority for 2024.
Parks - Trail Improvement Projects	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	Regular maintenance work will help us to avoid more expensive and dramatic repair projects that could close or limit access for longer periods of time.	Parks and Recreation will take advantage of grant opportunities and donations to improve and repair trails in our parks system. These include paved roads and pathways such as the Thompson Trail, Rotary Park, the Loop Road, and other minor trails and pathways in our system.	4	Take advantage of frequent grant opportunities to make repairs.

Parks - Volunteer Field Improvement	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	The returfing of Volunteer Field with synthetic turf extends the use of the area throughout the year and provides opportunities for other groups to use them. The fact that this field also has existing field lights extends the use of the fields that benefit from the all weather surface.	The City has been fortunate to work with private donors to improve our facilities at Volunteer Park over the last 20 years. Recently we were able to place synthetic turf on Alton Daniels Field and returf the Marguerite and Don Daniels Field. These are primarily used for baseball and fastpitch but we are increasingly using them for soccer practices and other activities because they have lights and all weather surfaces. We now have the opportunity to change out Volunteer Field from grass to synthetic turf which would allow us to use this field for more activities and practices that benefit baseball, soccer, lacrosse and potentially softball. The donor is asking for public and other private funds to contribute to the identified donated funds.	4	Approve the use of REET funds to serve as a partial match of private money to help fund this project.
Parks - Washington Park Campground Improvements	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	Our goal is to do as much of this work as possible using a combination of expertise with the city staff and use funds to pay for the materials. If this is not possible we will use outside contractors.	These projects are on-going to improve campground facilities. We have upgraded water and electrical services but still need to improve accessible pathways and ventilation in our restroom in the campground. Repair and improvement to the road facilities are also upcoming necessities. With increased camping and the larger size of camping units starting the process of paving our camping loops and exit road would improve the camping experience for our guests.	3	Continue funding these improvements to Washington Park infrastructure.
Parks - West Side Park	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	Our goal is to add another west end neighborhood park that will provide this section of town with a neighborhood playground. It will be limited by the size of the lot identified at West 6th Street and Minnesota Avenue for the park location. Tursi Park is similar to what could be designed here. We hold neighborhood meetings and design what could fit here with help of the community's input.	The west streets have limited parks and playgrounds within walking and biking distance given the increasing density of this neighborhood. The Community Forest Lands do offer recreational opportunities, but they lack the playgrounds and other amenities found in a more traditional park.	5	Build new neighborhood park at West 6th and Minnesota.

PW - Fleet - City Hall Pool Car	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -		City Hall currently has 3 pool vehicles 2 of which are in the replacement program the 3rd is a vehicle that was replaced then retained because we have grown and have an increased need for pool vehicles. The retained unit was replaced in 2020. In an effort to provide employees vehicles to effectively do their job as well as travel and attend trainings we need to maintain a quality fleet of pool vehicles and insure that they are available. All 3 units are commonly in use and we are short pool vehicles which requires employees either use a truck or vehicle that is larger than needed.	4	It is recommended that we plan to purchase a new pool vehicle to insure we have vehicles available to staff. The new vehicle will be put into the replacement program to accrue future replacement value. As with all new vehicles purchased we will aim to right size the vehicle to the tasks to be performed as well as seek electric vehicles when appropriate and available. This will not increase the fleet size because we will surplus one vehicle. This will not increase the fleet size because we will surplus the previously retained vehicle.
PW - Fleet - Ops Pool Car/admin vehicle	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -		Currently the only vehicle that PW Ops has to use for a pool car/admin car 21 year old sedan that has served it life once and was retained out of the need for a vehicle. We considered waiting for a surplus vehicle to come about but with growth of the City and not having many sedans in service it is not likely to happen. It is imperative that we have a reliable vehicle for staff to drive. Staff generally drives their personal vehicle for City work due to a vehicle being unavailable and City hall pool cars all being reserved. This car could be a backup to the City hall pool car fleet for cases when they are all checked out.	2	Purchasing a new vehicle for Ops pool/Admin to drive would alleviate the use of personal vehicles as well as provide a reliable vehicle for trainings and take pressure off of the City Hall pool cars. Its is recommended that we plan for the purchase of an addition vehicle that can then be put into the replacement program to accrue future replacement value. As with all new vehicles purchased we will aim to right size the vehicle to the tasks to be performed as well as seek electric vehicles when appropriate and available. This would be an addition to the fleet but with the amount that we have grown it is justifiable.
PW - OPS - 100 kW Solar Array on Maintenance Facility	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -		Install a 100kW solar array on the Maintenance/Operations Facility, the roof was replaced in 2016 with a standing seam metal roof specifically to install a solar array system.	5	A 100kW solar system will roughly produce enough electricity to cover 2/3 of the yearly bill at the Maintenance/Operations Facility. The rough pay back based on a cost of \$200,000 is 12 -13 years, average life span of a solar array system is 25 to 30 years.
PW - Ops - Facilities Vehicle	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	Purchasing a new vehicle will allow us to get rid of a 24 year old vehicle which will improve fuel efficiencies, decrease maintenance costs and provide a safer, more reliable vehicle for staff to drive. This vehicle will be used to serve all City staff and all City facilities.	Facilities has 2 vehicles that have been previously retired from other departments. These vehicles have been a great fit for the purpose they served in the Facilities department however they are both now aged and will require updating at some point. As the department and the City has grown there as been less and less surplus down vehicles to retain making it difficult to source a surplus vehicle. Both of the aged vehicles that Facilities currently has are over 20 years old and we find that in that time frame that we start having more issue sand that parts sourcing becomes increasingly difficult. We received an additional 5 years of life out of unit #150 by repurposing when we did.	4	Its is recommended that we plan for the purchase of an addition vehicle that can then be put into the replacement program to accrue future replacement value. As with all new vehicles purchased we will aim to right size the vehicle to the tasks to be performed as well as seek electric vehicles when appropriate and available. This will not increase the fleet size because we will surplus one vehicle.
PW - Ops - Operations/ASD Facility Repave East Half	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -		This pavement is poor. There has been trips and falls by ASD employees who often walk it in the early morning and at night in the dark. The West half was done about 10 years ago. Public works did pave the main thruways in 2022 helping to push this project out before the rest of the area needs repaving. We will want to consider future use of this space as well as the need for City Heavy Duty EV charging infrastructure install before this project is completed.	5	The East half of ASD/Ops Facility needs repaving in the future. the immediate need has been remedied. this should play in to the strategic plan of the Ops facility reconfiguration.
PW - Ops - Operations Upper Parking lot pavement/reconfigure	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -		Pavement in upper parking lot has failed, base has failed and sloughed in places and the poured curb has crumbled. A new development to the west has forced us to reconfigure the parking lot entrance off of 37th St. We will take this opportunity to reconfigure for more spaces as well as for safety likely making the direction of travel one way. The very long staircase that serves the parking lot that city and school district employees use daily has sank and has awkward size stairs with no outside handrails.	3	Aged pavement and high use are resulting in further damage. Increase in use due to increase in employees for both the City and the School district as well as new housing development and Fiber laydown yard entrance furthers the need to reconfigure the parking lot. Approx. 70 employees park on site daily. We had a 2022 rough estimate to contract just repaving the current space for \$350k if funded in the operating budget this could be done in house at a lower cost and we will include slightly expanding and improving parking space as well as considering replacing the very large concrete staircase that has sunk and is awkward further improving safety.

PW - Ops - Ops Facility Expansion/Master Plan	\$ 50,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	This is a long road kind of project. It will take time to formulate a plan and it will be a hardship on the school district to find a new space however if we don't confront this issue soon it will become more and more of a detriment and burden to the City.	This was funded in the 2023 CPP however with the vacancy of a Director never came to be a project so we are moving it ahead. The City and the Anacortes School Dist. and the City have operated out of The Operations facility jointly since 1977. According to the only known written agreement to this endeavor the City owns the property and 60% of the original building plus any additions done since, the ASD owns 40% of original primary structure. Both agencies have grown tremendously in that time. • We have grown and are still growing. • Approx. 50 City and 25+ School Dist. employees work out of the facility daily. • The City has added the Fiber and Facilities Departments to the Operations facility which brought more employees as well as equipment to store. • We are operating an impound yard for illegal oversize vehicles for the Police Dept. as well as storage for county wide drug task force impound. • Our own Equipment is getting larger and larger taking up storage space as well as shop space to repair and maintain it. • Electric heavy duty trucks are on the horizon, Electric Busses are already here, WA State mandating EV's by 2030 and will require charging infrastructure and space. • We continue to move more and more equipment into our rear yard for storage which is unsecured and also shrinking. • The increased number of School busses makes navigating the parking lot hazardous at times • The twice a year WSD School bus testing that the ASD performs	2	Develop a master plan for the Operations facility in order to anticipate future and ongoing growth and space requirements. A mid to long term plan will better help the City navigate growth and give us a clearer picture of the space required to continue operations. We need to consider the impacts of the \$0 property lease and the valuable space used by the School Dist. Transportation Dept. Recommendation is to work with ASD to find a good transition plan. This is a long term process so the sooner we start the process the sooner we can expect to see the befits. The Property we already own is the least expensive way for us to move forward vs us finding property and building a new facility.
PW - Ops - Ops Security System Replacement/expansion	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -		The Ops Facility currently houses the following City departments and all of their associated equipment supplies and offices: • Streets • Storm/Sewer conveyance • Solid Waste • Facilities • Fleet • Fiber • Water Distribution • Parks • Police impound In addition Ops is the storage location to the Anacortes, Lopez Island and Orcas Island School bus parking. The facility and the over 75 daily users is and always has been a difficult site to secure . We continue to grow and need to be proactive at protecting our assets. We need to evaluate our security system and upgrade to current technology and a system that is reliable and operational. We have had at times issues getting the gate open to even get into the facility, this causes issues for city services as well as School bus routes.	3	Seek proposals for a security system upgrade.
PW - Ops - Sewer/Storm/Street Maintenance truck addition	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -		The Streets department has many pieces of specialized equipment, but sometimes just a pickup truck is needed. Currently the department has 4 pickup trucks and 11 employees. At times there is not enough vehicles especially if we add an FTE. Without enough pickup trucks, the crew is forced to drive a much larger or even a specialty piece of equipment to perform small tasks.	2	Its is recommended that we plan for the purchase of an addition vehicle that can then be put into the replacement program to accrue future replacement value. As with all new vehicles purchased we will aim to right size the vehicle to the tasks to be performed as well as seek electric vehicles when appropriate and available.

PW - Solid Waste - New Dumpster Hauling/Delivery truck	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -		Solid Waste has 1 dumpster/container/tote hauling truck. The current truck was built by repurposing an old ambulance after it was life-cycled out of service therefore it has no replacement funds associated. This repurposed unit has worked great but we need to plan to purchase a new truck so that we can ensure reliability as we have no back up for this part of the operation.	2	We need to plan to purchase a new container hauling truck so that we can continue to provide outstanding customer service to our customers without interruption. This vehicle is used daily for Dumpster and tote delivery. This new vehicle will be put into the replacement program to accrue future replacement value. As with all new vehicles purchased we will aim to right size the vehicle to the tasks to be performed as well as seek electric vehicles when appropriate and available.
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Storm - Ace of Heart Creek Rotary Park Stream Restoration	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -		This project was identified in the 2023 Stormwater Management Action Plan (SMAP) and will be eligible for required credit toward implementation in the next NPDES Permit.	4	Daylight Ace of Hearts Creek as it passes through Ace of Hearts Rotary Park and improvement of the adjacent storm pond and wetland area.
Storm - B9 Basin Capacity Improvement - Kingsway at Windsor	\$ -	\$ -	\$ 120,000	\$ -	\$ -	\$ -			2	
Storm - F4 Basin Capacity Improvements - R Ave Vicinity	\$ 50,000	\$ 310,000	\$ -	\$ -	\$ -	\$ -		Stormwater modeling has identified capacity limitations in the storm conveyance system along R Avenue from 32nd Street to 34th Street. This causes increased storm water requirements for developments upstream.	2	Evaluate opportunities to increase capacity including upsizing pipes and rerouting upstream flows direct new water to bypass capacity limitation.
Storm - Inspection Vehicle	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -		The storm department has never been allocated a vehicle of their own for inspections, illicit discharge response and transportation to meetings. To date they have made use of a 30 year old police car that is past it useful life and was passed along instead of surplusd.	4	It is recommended that we purchase a vehicle for the Storm Department to insure we have vehicles available to staff. The new vehicle will be put into the replacement program to accrue future replacement value. As with all new vehicles purchased we will aim to right size the vehicle to the tasks to be performed as well as seek electric vehicles when appropriate and available. This will not increase the fleet size because we will surplus the previously retained vehicle.
Storm - Outfall Evaluation and Rehabilitations	\$ -	\$ 50,000	\$ 50,000	\$ 55,000	\$ 67,750	\$ 81,000		The City has 73 Storm system outfalls. Many outlet below the ordinary high water line into the salt water environment resulting in saltwater intrusion into the storm system. This has resulted in degraded condition of the outfalls.	2	Evaluate reconstruction needs of outfall.
Storm - Storm System Restoration and Upgrades	\$ 220,000	\$ 231,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000			2	Various projects to restore and upgrade the storm system, including: storm pond cleaning, repair, and fencing; storm pipe and outfall reconstruction; separation of combined storm/sanitary sewer systems; conveyance capacity improvement; trash rack installation; and water quality improvement, including storm swale and pond retrofitting.
Storm - Stormwater Comprehensive Plan Update	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -		The last update to the Stormwater comprehensive plan was in 2007. Most of the projects identified have been completed and are based upon old methodology. A new Stormwater NPDES Permit will go into effect in 2024.	2	The stormwater comprehensive plan should be updated to include current DOE Manual and NPDES Permit requirements.

Transportation - 12th Street and K Avenue Intersection	\$ -	\$ -	\$ -	\$ -	\$ 260,000	\$ 2,240,000		The City's 2016 Comprehensive Plan identifies this intersection delay as LOS D in 2015 and dropping to a LOS F in 2036. As this is on SR20 Spur the LOS Standard for this intersection is LOS D per WSDOT standards.	3	Capacity improvement to accommodate anticipated growth and maintain level of service. The Comprehensive Plan identifies project possibilities as follows: Capacity improvements options include signal, roundabout, right-in-right-out, or westbound acceleration lane.
Transportation - 16th Street Improvements	\$ 300,000	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	This project is funded through Tribal Transportation Funds from the Samish Indian Nation.	Construction of 16th Street from D Avenue to C Avenue.	2	
Transportation - 17th Street Q Ave Intersection	\$ -	\$ 260,000	\$ 2,240,000	\$ -	\$ -	\$ -		Intersection upgrades resulting from development of MJB property.	3	Capacity improvements to accommodate anticipated growth and maintain level of service. Possible roundabout to replace signalized intersection.
Transportation - 2025 Comprehensive Plan Update Transportation Element	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -		The City is required by State Law to update the Comprehensive Plan in 2025. The State has mandated many new element that need to be included in the Transportation Element.	1	Include funding for professional services to update the Transportation Element of the Comprehensive Plan to include required new State requirements and updated demand modeling.
Transportation - ADA Ramps	\$ 110,000	\$ 115,000	\$ 120,000	\$ 125,000	\$ 130,000	\$ 135,000		Modify existing ramps and build new ramps to meet ADA standards throughout the City	1	The City is always working to update our facilities to meet ADA requirements. Also ADA needs to be met when most road maintenance is performed.
Transportation - Annual Pavement Maintenance	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000			1	
Transportation - Fidalgo Bay Road Reconstruction	\$ -	\$ 1,000,000	\$ -	\$ 8,500,000	\$ -	\$ -		Reconstruction of Fidalgo Bay Road from 35th and V Avenue south to SR 20	5	The Samish Indian Nation is interested pursuing grant funding the reconstruct Fidalgo Bay Road to improve access to their Nation's main economic resource. Inclusion of this project on the City's Transportation Plan will help to facilitate grant acquisition.
Transportation - Guemes Channel Trail Phases II & VI	\$ -	\$ -	\$ -	\$ 328,000	\$ -	\$ 3,172,000		Design and construct a bicycle and pedestrian trail: Phase II - Ferry Terminal Road to Edwards Way Phase III - Ferry Terminal Road to Washington Park Phase VI - Hartford Ave. vicinity to 6th St. vicinity	3	The Comprehensive Plan and Shoreline Master Program direct extending the Guemes Channel Trail to enhance physical and visual access to the water and to provide a nonmotorized connection between Washington Park and the Tommy Thompson trail.
Transportation - Kansas Ave	\$ -	\$ -	\$ 50,000	\$ 500,000	\$ -	\$ -		Complete roadway construction for Kansas Avenue from West 4th Street to West 2nd Street with pedestrian improvements to full City of Anacortes Standards .	5	Justification; Improved street network and pedestrian safety adding direct route to the arterial/collector network.
Transportation - Local Road Safety Plan	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -		The City of Anacortes applied for a \$100,000 Planning and Demonstration grant from the 2023 Safe Streets for All (SS4A) Bipartisan Infrastructure Law (BIL) grant cycle with a \$25,000 City match to fund its proposed SS4A Action Plan project totaling \$125,000. The City does not currently have a Comprehensive Action Plan. Award of this \$100,000 federal grant request will fund preparation of a City of Anacortes Comprehensive Safety Action Plan in 2024 that meets all self-certification requirements with the intent to make the City of Anacortes eligible for future BIL SS4A Implementation Grant opportunities.	2	
Transportation - March Point Road - Trestle – Park & Ride – Trail	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	The City was awarded \$250,000 in State funding in the 2023-25 Transportation Budget through the Connecting Washington (CWA) – Tier Pedestrian & Bicycle program. Based on the funding provided by the legislature, WSDOT can only reimburse the City for the approved work completed in the 2023-25 biennium.	Planning, design, permitting and construction of bike lanes from the Trestle Vicinity of March Point Road to the South March Point Road Park and Ride lot.	4	
Transportation - Non-Motorized Improvements	\$ 11,000	\$ 11,500	\$ 12,000	\$ 12,600	\$ 13,230	\$ 13,900		Various Non-Motorized transportation improvements	4	
Transportation - Q Avenue Pedestrian Improvement	\$ 53,000	\$ 458,000	\$ -	\$ -	\$ -	\$ -			2	

Transportation - R Avenue Safety and Mobility Improvements	\$ 257,000	\$ -	\$ -	\$ -	\$ -	\$ -	Added additional design grant and match. \$176,000 - Design Grant \$ 28,000 - Impact Fee Match	Continued bicycle and pedestrian improvements and access to roundabout from west.	2	Needed capacity improvements to accommodate anticipated growth and maintain level of service. This project corrects projected capacity deficiencies in at three intersections along R Avenue (28th, 30th & 32nd).
Transportation - Sidewalk and Trip Hazard Repairs	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000		Pedestrian safety projects to eliminate trip hazards and fill in sidewalk gaps	1	
Transportation - South Commercial Avenue Corridor Plan -- Phase I Commercial Avenue from 5th to 10th	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ -		Improve safety; pedestrian facilities and bicycle facilities at the 12th and Commercial Avenue intersections (SR 20 Spur).	2	Implements Comp. Plan Policy LU-7.2 relating to enhancing and promoting non-motorized access on south Commercial Ave, and Transportation element policies prioritizing pedestrian and bicycle travel modes in planning and budgeting decisions.
Transportation - South Commercial Avenue Corridor Plan - Phase II Commercial Avenue from 14th to 34th	\$ 18,000,000	\$ -	\$ 6,000,000	\$ 18,000,000	\$ 18,000,000	\$ 18,000,000		Revise and redevelop Commercial Avenue to have a more user friendly flow and atmosphere to facilitate ease of use and access of commercial and governmental entities.	3	
Transportation - South March Point Road Reconstruction	\$ -	\$ -	\$ -	\$ 2,550,000	\$ -	\$ -		Reconstruction of South March Point Road to enhance the high volume use road. Project will include 10-foot wide driving lanes, 5-foot bike path, 8-foot multi-modal use path, landscaping, water quality and RRFBs.	5	The Swinomish Indian Tribal Community is constructing a rehab facility in the area that is changing the feel of the LM1 road design. In order to reduce speeds in this area, the roadway needs to feel different than an LM1 roadway.
Transportation - SR 20 Spur (Oakes Ave) Sidewalk Improvements	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -		Curb, gutter, and sidewalk on Oakes Avenue	3	Needed capacity improvements to accommodate anticipated growth and maintain level of service, and implements Comp. Plan policy T-1.16 regarding providing adequate shoulders, safe bike lanes and sidewalks on this portion of roadway.

Wastewater - Collections: General Sewer plan	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -		A Sewer General Plan, formerly known as a Wastewater Comprehensive Plan, was last updated in 2015. It is due to be updated. This planning document characterizes condition, capacity and performance of the existing sewer infrastructure and compares it with future needs. The ever tightening emission requirements for both air and water are assessed in conjunction with I&I, estimated population growth, UGA boundaries and potential annexations. The conclusions of this planning effort will help direct tens of millions of capital dollars towards necessary improvements in the collection system, the treatment plant itself, and the biosolids treatment system. This planning effort will be conducted in conjunction with the citywide 2025 Comprehensive Plan.	1	Engage a qualified engineering firm to proceed with this study and present their findings.
Wastewater - Collections: March Point Area Force Main Upgrades	\$ -	\$ -	\$ 350,000	\$ 3,500,000	\$ -	\$ -		As a result of the east end capacity analysis and before the proposed rebuild of March Point Road evaluation and redundancy of the March Point Area force main should be performed. This will also allow for any required upsizing to meet new capacity needs from additional growth in the March Point Area resulting from annexation of UGA areas. The existing 6" force main is inadequate for significant development of the east end.	2	Design and construction of upgraded March Point Area force main in Fidalgo Bay Road.
Wastewater - Collections: Pump Station #16 Upgrade	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	Previously in CFP for 2022 and 23. Due to funding and resource availability resulting from the Outfall project, this project has been rolled forward.	Upgrade PS 16 to include a larger wetwell, VFD controls, higher capacity, and full-time emergency power generator, and force main improvements. Expansion of the footprint may involve property acquisition.	1	Pump station 16 needs a comprehensive upgrade to meet reliability and logistical requirements. Engineering has begun in 2023. Budget includes outside engineering services. Based upon preliminary engineering discussions and the draft Scope and Budget Proposal received, the proposed budget for this project has been increased to \$2.0M
Wastewater - Collections: Pump Station #3 Rehabilitation	\$ 150,000	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	This lift station is a priority due to the B Avenue CSO. Previously in CFP for 2022 and 23. This project has been ammended and rolled forward.	Pump station #3 is under consideration for a complete rebuild and possible relocation. The planning for this is dependent upon other factors such as the Lovric's sewer extension and Guemes Channel trail progress. Until these issues resolve, certain aged-out equipment in PS#3 must be replaced to provide reliable operation in the interim.	1	During the long term planning effort, this lift station will be hardened with replacement of old pumps and corroded hardware
Wastewater - Collections: Pump Station #4 rehabilitation	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,100,000	\$ -	Hardening of this lift station in the near term should include the replacement of aged-out equipment.	With consideration to the Padilla Heights and Reservation Road sewer extension projects. Pump Station 4, which pumps all of the sewer flow from the March Point area, will need a larger wet well and new pumps to increase capacity to accommodate the added flow. Until a comprehensive plan identifies the extent of the needed capacity, temporary measures to harden this station to prevent failure within approximately a 5-year window are needed.	1	Purchase replacement pumps and replacements of corroded hardware. Rebuild old pumps to be maintained as shelf spares. Complete rebuild of lift station anticipated 2028
Wastewater - Collections: Pump Station #7 convert to duplex	\$ -	\$ -	\$ 25,000	\$ 200,000	\$ -	\$ -		Pump station #7 is currently a simplex station. In our ongoing effort to prevent SSOs, converting all stations to duplex or better will provide necessary redundancy.	1	Equipment specifications and engineering can be accomplished in-house. Installation also anticipated to be done by COA staff.
Wastewater - Collections: Pump Station Ongoing Upgrades	\$ 375,000	\$ 400,000	\$ 450,000	\$ 500,000	\$ 550,000	\$ 600,000		The City owns and operates 23 (soon to be 24) sanitary sewer pump stations. It is anticipated that any particular pump station will need work, such as pump, piping, or controls upgrades, on an approximate 20-year rotation. This proposal is intended to cover planned annual projects for such work, reprioritized on an ongoing basis, as well as emergent repair needs. The annual dollar values for these projects are intended to cover component replacement and upgrade rather than entire lift station replacements.	2	These valuations are forwarded from previous CFP.

Wastewater - Collections: Reservation Road, Padilla Heights Rd. and Similk Bay Road S	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000		Extend the infrastructure of a gravity sewer collection system on Reservation Road and Similk Bay Road to convey the sewage to the existing collection system on March Point Rd.	5	The realization of this project is dependent upon the outcome of an East End Collection System Comprehensive Plan. The potential expenses remain in the CFP, rolled forward from a previous CFP.
Wastewater - Collections: Sewer line from Dakota Ave to 6th Street	\$ -	\$ -	\$ -	\$ -	\$ 10,000,000	\$ -		Sewer line from old Lovric's property to 6th Street, or potentially along the waterfront. The (current owner) Stabbert Marine and Industrial property is not currently tied to the City sewer system. Any development of this property will require sewer hookup. Either a lift station pumping sewage up the bluff to Oakes Ave or a gravity sewer main along the waterfront will be required. Discussions of a gravity line along the waterfront will include discussions of the ultimate disposition of both pump station #3 and pump station #15. Pump station #3 is the location of the existing B Ave CSO. 2028 is a very approximate timeline for this project.	3	This is rolled forward from the previous CFP. Planning for this project will be tied to the ultimate replacement of Lift Station #3.
Wastewater - Collections: System Maintenance/Inflow and Infiltration Reduction	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000		These are annual projects to repair or replace deteriorating components of the sewer collection system, to reduce inflow and infiltration of surface and ground water into the sanitary sewer, and to eliminate sewer overflows. Funds may also be used for bond payment for larger projects.	1	
Wastewater - Plant: Addition of Aeration Basin Zone Actuators	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -		New modes of processing require remote control of airflow to each of the zones in each of the basins. New butterfly valves with actuators on each leg of the common manifold are the way to accomplish this.	1	Purchase 8 new valve/actuator combinations. Run power and controls to each.
Wastewater - Plant: Addition of Denitrification Zone Mixers	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -		New modes of operation require mixing without aeration. The aeration basin have 4 zones requiring mixing.	1	Purchase 4 new mixers and install with power and controls.
Wastewater - Plant: Admin building expansion and reroofing	\$ 676,000	\$ -	\$ -	\$ -	\$ -	\$ -		The WWTP desperately needs additional administrative space. Without remodeling the entire building, the most cost-effective solution is the addition of 960 square feet of space on the NE corner of the building, and the remodeling of the roofline to accommodate. This expansion will provide a needed meeting space, along with one or two necessary offices for Supervisors. The additional Supervisor office space will in turn free up 25% more laboratory space which will absolutely be needed in the coming years for additional analytical bandwidth.	1	This building expansion will be done simultaneous with the roof and boiler repair and will not require excessive site work. Parking, sidewalks and utilities should not be disturbed for this addition. An estimated \$100k is included in this proposal to conduct restoration of the entire roof simultaneous with the expansion. \$600/square foot is the estimate used for the expansion portion of the project. Boiler/HVAC replacement is budgeted separately.
Wastewater - Plant: Basin Rehabilitation	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	Previously in CFP for 2022 and 23. The project has been rolled forward.	Sandblast and coat the interior of basins to protect the concrete structures from further erosion. Coat the primary clarifiers, gravity thickeners, chlorine contact chambers, and aeration basins	1	Required maintenance on original plant and equipment. Still awaiting current blast and coat estimates. Expected to rehab two basins annually.
Wastewater - Plant: Biosolids Handling Alternative	\$ -	\$ 200,000	\$ 200,000	\$ 500,000	\$ 5,000,000	\$ 25,000,000	EPA is working on studies and potential new regulations for biosolids. Additionally, new solids handling technology is going full scale at other facilities creating additional options for treatment. A deeper look at the universe of options for solids handling is required to take these factors into consideration. Responsible decisionmaking regarding the future of biosolids handling in Anacortes is still a few years away.	Select, design and install a biosolids treatment process to replace our aging incineration process.	1	Pursue through data gathering the long term process of replacing the aging sewage sludge incinerator with an alternative biosolids technology or rebuild the process to continue incineration for several more decades.
Wastewater - Plant: Construct New CSO Pump Station	\$ 4,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	Previously in CFP for 2022 and 23. With 90% design complete and a high degree of certainty of the ultimate construction of the new outfall, construction of this pump station is now scheduled for 2024.	This was formerly part of the 2023 CFP proposal for "New Wastewater Treatment Plant Outfall". This has been separated out as an individual project and is not subject to FEMA reimbursement. This pump station will replace the existing Q Avenue CSO and will function to prevent future SSOs in the downtown corridor by more effectively moving liquid out of the collection system.	1	Eliminate sanitary sewer overflows by relocating the CSO discharge to the new WWTP outfall. Construct in 2024, simultaneously with the new outfall. Final design considerations for pump selection include the potential for increasing capacity to bypass existing influent pumps into the WWTP for emergency and maintenance considerations.

Wastewater - Plant: Covered Storage for North Pad	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -		One of the things this WWTP is desperately short of is storage space. The ever increasing inventory of spare parts for an aging plant has nowhere to live and too often expensive equipment is left outdoors in the weather. With the future configuration of the plant yet unknown, we have diligently protected real estate that will be needed for future plant expansion, but we have also identified certain key spaces we can utilize now for our growing needs. One of these spaces is directly north and east of the incinerator building.	1	We intend to cover, with an attached lean-to style roof, the 35' X 40' concrete pad on the north side of the incinerator building in order to store mobile generators , skid-mounted equipment, and other items best kept out of the weather. Roofed area is estimated at \$100/ft2. Additionally, we intend to gravel the area east of the incinerator to allow forklift access, and purchase four 20-foot Conex boxes for secure pumps and parts storage.
Wastewater - Plant: Effluent Pump Station Upgrade	\$ -	\$ -	\$ -	\$ -	\$ 730,000	\$ -	Previously in CFP for 2023. The scope and requirements of this project are dependent upon hydraulic capacities yet to be identified in a facility plan budgeted for 2027. Existing effluent pumps are being rebuilt in the interim. The project has been rolled forward to 2028	Upgrade effluent pump station to increase pumping capacity during high flow events. Upgrade the electrical service to the pumps, upsize the pumps, and improve the control system.	2	Budget for potential upgrades following a formal Facility Plan.
Wastewater - Plant: Emergent Maintenance and Repair Projects	\$ 375,000	\$ 400,000	\$ 450,000	\$ 500,000	\$ 550,000	\$ 600,000		As a facility in the later half of its designed lifespan, it is important to have a dedicated source of funding for emergent repair issues. Most of the equipment and infrastructure within this facility is 30+ years old. Our projects are planned so as to replace equipment prior to failure, but there is always the unexpected. We do not know specifically what equipment will fail this year or next, but we do know it will happen. The best example of this is the outfall failure spending in 2016 (and every year since), though any large piece of mechanical equipment, component of the incinerator or the scrubber or the electrical system has a proven ability to exceed the proposal values herein. The intent of this funding is to be able to address or begin to address emergent repair issues large and small with an immediacy that will prevent any further costs that may result from inaction.	2	Maintain this proposed funding source as it has been approved in prior CFPs. Values are graduated annually.
Wastewater - Plant: Influent Pumping Upgrade	\$ -	\$ 825,000	\$ -	\$ -	\$ -	\$ -	Previously in CFP for 2024. The scope and requirements of the project are dependent on the project to replace the Outfall and CSO pump station. The project has been rolled forward to 2025 following completion of the outfall. Replacement of the pumps has been included.	Sandblast and coat the interior of the influent pump room and inlet chambers. Evaluate the condition of the influent pumps and plan to replace both pumps.	2	General maintenance of existing capacity and replacement of equipment installed when plant was built.
Wastewater - Plant: Nutrient Removal Evaluation and Upgrades	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	The NPDES PSNGP became effective in 2022 with discharge limits, milestone dates and reporting requirements.	We are currently proceeding with execution of various optimization options identified in the recent Nutrient Optimization Report and Nutrient reduction Evaluation.	1	The WWTP is subject to the new NPDES Puget Sound Nutrient General Permit (PSNGP). Immediate upgrades to meet new discharge limits may cost several million in the near term and, depending on the limits of the next PSNGP, may require plant upgrades of \$20million+.
Wastewater - Plant: Purchase Administrative commuter vehicle	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -		An efficient commuter vehicle is needed for regular use at the WWTP. Often times pool vehicles are not available. Travel within the city and to out of town meetings and trainings is often done in the full-size service trucks, leaving the Operators short a vehicle.	2	Purchase of an economical 4/5 passenger commuter vehicle for work-related travel by all WWTP staff. Ordering vehicle is expected in 2024, with wait times likely pushing delivery out to 2025.
Wastewater - Plant: Purchase UTV service vehicle	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	The proposed vehicle will contribute to both Operator safety and efficiency as well as offsetting mileage on the larger vehicles.	The WWTP needs a small utility vehicle in the form of a side-by-side, dump bed, Gator, Mule, or similar. The only vehicles dedicated to the WWTP are a boom truck and two full-size service body pickups. Staff routinely need to haul loads within the plant as well as access a number of lift stations with very tight approaches.	2	Purchase a street-legal UTV for in-plant and lift station service work.

Wastewater - Plant: Rebuild Belt Filter Press	\$ -	\$ 330,000	\$ -	\$ -	\$ -	\$ -	Having the press professionally rebuilt is roughly half the cost of replacement and can be done in place and on a shorter schedule than replacement.	The belt filter press is over 30 years old and is in need of rehabilitation.	1	We propose to have the press rebuilt to gain another decade or two of service life from this piece of equipment.
Wastewater - Plant: Recoat Clarifier Steelworks	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -		The steel superstructures of both secondary clarifiers have not been refurbished since new. Upon inspection this year, the coatings have begun to fail in places and corrosion is becoming significant. With the goal of realizing another 20 years of service from this equipment, now is the time to preserve these metal structures and prevent further corrosion.	1	Sandblast, replace components and fasteners, and recoat central towers and rotating structures on both secondary clarifiers.
Wastewater - Plant: Replace #1 Aeration Blower with Efficient Hybrid	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -		New modes of operation require blowers other than the two centrifugal blowers remaining from the original plant installation. We currently operate nearly 100% of the time on the single hybrid blower available. The remaining centrifugals need to be replaced with additional hybrids for reasons of both control and electrical efficiency.	1	Purchase and install with power and controls an Aerzen hybrid blower to replace one of the remaining centrifugal blowers.
Wastewater - Plant: Replace #2 aeration blower with efficient hybrid	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -		Eliminate the last centrifugal with a more efficient hybrid blower. Split the common air manifold to allow independent operation of aeration basins optimized for nutrient removal.	1	Purchase and installation of Aerzen Hybrid to match the other two. Splitting of the air manifold should be accomplished within the blower room to prevent excessive retrofit costs.
Wastewater - Plant: Replace Admin Building Boiler and controls	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -		The admin building boiler is older than the building itself and faults out somewhat routinely. This becomes critical in the need to maintain an accredited laboratory. A newer unit will also be more energy efficient. Replacement of this unit should be done at the same time the admin building addition is happening. The addition to the admin building will also require updates to the HVAC controls which no longer have parts or service representation.	1	Have the boiler replaced and the environmental controls upgraded .
Wastewater - Plant: Replace Aeration Basin #2 Diffusers	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -		Aeration basin #1 was retrofitted with newer, more efficient fine bubble diffusers. Basin #2 has not yet been retrofitted. Better process control and better energy efficiency will be realized with new diffusers.	1	Purchase and install new Aerostrip diffusers to match Basin #1.
Wastewater - Plant: Replace Aeration Basin Recirculation Pumps	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -		Internal recirculation control is critical to efficient nutrient removal. The existing recirc pumps are nearing the end of their service life and only provide a max 1Q recirc rate. Newer larger pumps, controlled by VFDs, are required.	1	Purchase and install 2 new pumps and install with power and controls.
Wastewater - Plant: Replace Bar Screens and upgrade grit handling system	\$ -	\$ 60,000	\$ 2,000,000	\$ -	\$ -	\$ -		Remove existing mechanical bar screens and replace with new screens and equipment that meet current requirement for disposal in a sanitary landfill. New equipment will grind and wash screenings. Equipment selection will depend on process requirements defined in Facility Upgrade Plan anticipated for 2027. If there is uncertainty in the plant configuration to be outlined in 2027, then this project may need to be rolled forward.	2	The project design and construction have been rolled forward from previous CFP. Equipment selection is dependent upon future plant configuration.
Wastewater - Plant: Replace Dewatering Pump	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -		The Plant dewatering pump is nearing the end of its service life. Replacement is necessary.	1	Purchase and install new pump by COA staff.
Wastewater - Plant: Replace Incinerator Preheat Unit	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -		Completely rebuild the incinerator preheat burner.	2	This is primarily a maintenance project to repair or replace worn original plant equipment. Switching fuel from diesel to natural gas will also be considered to increase efficiency.

Wastewater - Plant: Replace RAS pumps and Separate RAS Manifolds	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -		The current RAS pumps are 30 years old and of dated design. They suffer from ragging issues and are capable of less than 50% RAS ratio at plant capacity. It is time to install newer, higher capacity pumps. All pumps currently share a common manifold back to the basins. Separation into 2 manifolds should be done at the time of pump replacement to accommodate the elimination of failing control valves and allow more efficient nutrient reduction.	2	Purchase 3 new RAS pumps of higher capacity and divide the existing common manifold to provide better process control. Second manifold to be installed through utilidor into Basin #1.
Wastewater - Plant: Re-roof The Solids Handling Building	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -		This is the original roof installed in 1992 and is in fair condition and will need replaced in 2025. It will be replaced with a 50-Mil Duro Last PVC single ply roof membrane system.	2	It will need replacing during the current 2022 - 2027 CFP.
Wastewater - Plant: Re-roof the WWTP Secondary Building	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -		This is the original roof installed in 1992 and is fair to poor condition and will need replacing. It will be replaced with a 50-Mil Duro Last PVC single ply roof membrane system.	2	Roof is in poor condition and needs replacing.
Wastewater - Plant: Re-roof WWTP Head Works Building	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -		This is the original roof installed in 1992 and is fair to poor condition and will need replacing. It will be replaced with a 50-Mil Duro Last PVC single ply roof membrane system.	2	Roof is starting to wear down.
Wastewater - Plant: Septage Handling Facility Upgrade	\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	Install a prepackaged septage receiving system to remove rocks and rags from septage prior to entering septage tanks.	The previous CFP project included automating valves and adding controls to improve cleaning the tanks. The project has been modified to remove rags and rocks prior to entering the tanks to eliminate plugging and debris handling issues. Rags and rocks create a significant problem in the septage tanks and associated plumbing. Rags plug the piping, valves and pump. Rocks settling in the bottom of the tanks and need to be removed using the vac truck.	2	This project is rolled forward from previous CFP. Project estimate is based upon several quotes from potential equipment vendors.
Wastewater - Plant: Upgrade SCADA with Dashboarding Capabilities	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	The requested software reaches out to multiple data sources and copies that data to a secure central server. Lab data, plant data, Historian data, weather, tides, collections status, and others are managed collectively on a secure server accessible both on-site and remotely. This server will provide real-time remote access to plant health metrics and automatically create customizable reports and annunciate alarm conditions. Data extraction and manipulation currently requires approximately 1/2 FTE of supervisor level time, and this is currently a very tedious and manually intensive process. This software will bring the WWTP's data utilization into the 21st century and is anticipated to pay for itself by freeing up much needed staff hours within our department.	The existing SCADA system is the same vintage as the treatment plant itself. The SCADA system will be entirely replaced at the time the plant undergoes a major upgrade. However, certain improvements can be made now which are independent of the configuration of the future SCADA. Software vendors such as Rockwell, Wonderware/Aveva, SEEQ and others provide excellent dashboarding tools that not only meet the immediate needs of our data managers but also lay a viable groundwork for an independent, virtualized, secure-server SCADA which will serve us well into the future.	2	Invest in the up front setup and licensing for a chosen dashboarding software package with the option of creation of a web-based SCADA system.
Water System - Oak Harbor: Campbell Lake Fish Passage Waterline Relocate	\$ -	\$ 75,250	\$ 372,130	\$ 372,130	\$ -	\$ -		Relocate 10-in waterline supplying Oak Harbor	None	
Water System - Oak Harbor: Pass Lake 10-inch Waterline Repair/Replace	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	No change: extension of planned project	Either repair by cured-in-place process, or replace, a portion of the existing 10-inch waterline between Pass Lake and the meter near Deception Pass bridge.	2	This is an aging line that has been in the CFP for a long time, and repairs are necessary.
Water System - Refinery: West March Point Road Waterline	\$ 420,000	\$ 1,790,000	\$ -	\$ -	\$ -	\$ -	No change: extension of planned project	Construct a 30-inch waterline from the 36-inch transmission line on Highway 20 at March Point Road, along March Point Road and West Texas Road, to the existing 24-inch waterline on West Texas Road at the Refinery meter shacks.	2	Existing 24 inch line is aging, new line would provide higher capacity and serve both refineries. Full cost would be paid by the refineries by an increase incorporated into the 3 year refinery rates.
Water System - Regional: Cathodic Protection Transmission Main	\$ -	\$ 80,000	\$ 220,000	\$ -	\$ -	\$ -		Water System - Regional: Cathodic Protection Transmission Main (Rebuild Cathodic Protection Wells)	None	

Water System - Regional: Construct Storage Building	\$ -	\$ 60,000	\$ 320,000	\$ -	\$ -	\$ -	No change: extension of planned project	Construct a new maintenance storage building at the WTP	2	Currently, equipment and spare parts are scattered throughout the WTP. A centralized storage facility will allow for a more efficient operation of the plant as well as additional space for a larger inventory of spare parts.
Water System - Regional: Hydro Excavator	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ -	272-hours of hydro-excavator rental and use from other departments have been documented in 2020 and 2021. Cross-contamination between sewer and water is an elevated risk. Increase in water main breaks has increased risk exposure to claims. The use of hydro-excavators has become the industry standards to repairing water breaks and leaks due to the safety of water customers, employees, and the public.	Excavation equipment that uses high-pressure water to move soil or debris while simultaneously vacuuming it out. For the last several years the water crew has been borrowing the sewer jet truck from the street crew to hydro-excavate areas with heavily occupied underground utilities. In some cases, we can expose the water line to replace or repair with conventional equipment (I.E., backhoe), but with some if not all the new utilities required to be buried this proves to be a challenge. A couple of those included preventing cross-contamination of sewer and drinking water during main breaks, safety of the Team and public while excavating, and efficiencies of operations among many other ideas such as saving water during main breaks and improved response times.	2	
Water System - Regional: Phase 4 & 5 WTP Controls Reliability	\$ 175,000	\$ 380,000	\$ -	\$ -	\$ -	\$ -	No change: extension of planned project	Project replaces the controls to pumps and motors at the Water Plant. During power outages and plant shutdowns, key equipment becomes inoperable due to the controls.	1	This project will greatly improve the resiliency of the water treatment plant to operate at times of emergency.
Water System - Regional: Repair 36-inch Transmission Line near Swinomish Slough	\$ 115,000	\$ 450,000	\$ -	\$ -	\$ -	\$ -	No change: extension of planned project	Repair the internal coating on the transmission line	2	If not repaired line will continue to degrade, causing future premature failures.
Water System - Regional: Repair 36" Valve at Telegraph Slough and Corrosion Control	\$ -	\$ 150,000	\$ 625,000	\$ -	\$ -	\$ -		Repair 36" Valve at Telegraph Slough and Corrosion	None	
Water System - Regional: Replace WTP Discharge Meters	\$ -	\$ -	\$ -	\$ 160,000	\$ 795,000	\$ -		Replace WTP Discharge Meters	None	
Water System - Regional: Treatment Plant Optimization/Pilot Filter	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -		Develop and design water treatment plant pilot filter project to optimize chemical usage and constitute reduction.	1	
Water System - Regional: Water System Plan Update	\$ 375,590	\$ -	\$ -	\$ -	\$ -	\$ -		Update the City's Water System Plan	1	Dept of Health requirement to update Water System Plan, currently every 10 years. Next update due 2022.
Water System - Regional: Water System Security	\$ 650,000	\$ 650,000	\$ -	\$ -	\$ -	\$ -		In 2020, the City of Anacortes conducted a risk assessment on the major components of the water delivery system. The delivery system is divided into four broad categories: water treatment and purification, large wholesale distribution, water storage, and small commercial and residential distribution. A myriad of natural and malevolent acts can impact or cripple each component of the system in different ways. The risk assessment included the assessment of natural hazards identified in the Skagit County 2020 Natural Hazard Mitigation plan, and the evaluation of risks from malevolent acts on facilities such as active shooter, arson fire, and malware or ransomware attacks on the City's information technology systems.	1	No change: extension of planned project

Water System - Regional: Water Treatment Plant - Emergent Equipment Replacements	\$ 375,000	\$ 400,000	\$ 450,000	\$ 500,000	\$ 550,000	\$ -		The City of Anacortes Water Department is proposing a budget of \$1,050,000 to replace equipment, motors, and facilities that break in an emergency. This budget is based on the cost of past emergency repairs, as well as the anticipated cost of future repairs. Past Emergency Repairs In the past three years, the Water Department has had to make the following emergency repairs: • \$300,000 for water plant transmission main emergency repair • \$650,000 for the water treatment plant intake transformer repair • \$100,000 to replace the treatment train pumping station Anticipated Cost of Future Repairs The Water Department anticipates that the cost of future emergency repairs will be \$500,000 per year. This is based on the average cost of past emergency repairs, as well as the age and condition of the equipment and facilities.	3	
Water System - Retail: Advanced Metering Infrastructure (AMI) Water Meters(moved	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	No change: extension of planned project	Advanced water meter reading technology that provides on demand information their usage on a hourly, daily or monthly basis through an online portal. Project kicked off with work starting in 2021 and into 2022. The cost of the project is estimated at 1.9 million. The project is expected to extend over three budget cycles. To-date the project has expended \$118,234.00.	1	AMIs provide more information to the customer to manage consumption, cost and other issues concerning service and usage; and provide higher reliability, more accurate billing and better quality of water delivery, while keeping utility costs at reasonable levels.
Water System - Retail: Blue Heron Pump Station Upgrade	\$ -	\$ -	\$ 75,000	\$ 825,000	\$ -	\$ -	No change: extension of planned project	The project involves upgrading the aging pump station to improve the system flow and operability of the Skyline Reservoir during periods of high demand as well as provide adequate source for the Anacortes system. Project will start with the evaluation of current capacity to serve to establish scope of project.	1	Replacing aging infrastructure to prevent failure and upgrading water system to meet increasing demand.
Water System - Retail: Fidalgo Island Water Service (FIWS) area Telemetry	\$ 221,392	\$ -	\$ -	\$ -	\$ -	\$ -	No change: extension of planned project	Install telemetry to newly acquired service area. This improvement will allow the water plant to control and monitor this section of the distribution system. This includes controls upgrade at WTP control room.	1	Reservoirs, control valves will be connected to the existing WTP Supervisory Control and Data Acquisition (SCADA) system to control water system components. This work must be completed prior to transfer of PUD service area to the City
Water System - Retail: Pipeline Replacements	\$ 1,543,000	\$ 1,620,000	\$ 1,701,000	\$ 2,136,000	\$ 2,242,280	\$ 2,354,394	No change: continuation of annual replacement program	Annual projects to replace aging distribution lines, focusing primarily on pipe sections with know history of failure, as well as asbestos-cement pipe.	1	Standard replacement policy to prevent infrastructure failure and save costs on repairs
Water System - Retail: Re-roof A Avenue Booster	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ -		This is the original roof installed in 1989 and is in fair condition and will need replaced in 2026. It will be replaced with a standing seam metal roof.	2	It will need replacing during the current 2023 - 2027 CFP.
Water System - Retail: Re-roof Blue Heron Booster Station	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -		Roof was replaced in 2001 (asphalt shingles) which now is in poor condition and needs to be replaced. Roof will be re-placed with a standing metal seam metal roof	2	Roof is in bad shape, was last replaced in July of 2001.
Water System - Retail: Re-roof Fidalgo Bay Estates Booster Station	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -		This is the original roof installed in 1990 and is in fair condition and will need replaced in 2026. It will be replaced with a standing seam metal roof.	2	It will need replacing during the current 2022 - 2027 CFP.
Water System - Retail: Reservoir Internal Maintenance	\$ 300,000	\$ 2,310,000	\$ 1,170,000	\$ -	\$ -	\$ -	No change: extension of planned project	29th St and Skyline reservoirs - Perform extensive maintenance and upgrade work, including re-coating of interior and exterior surfaces, seal welding top plates, structural repair, seismic updating, and security.	1	Both 29th St and Skyline reservoirs are being considered at the same time as there may be economies of scale.
Water System - Retail: Service Vehicle	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ -		Service Vehicle	None	
Water System - Retail: S. Fidalgo Island Water System Pipeline Replacement	\$ -	\$ -	\$ -	\$ 710,000	\$ -	\$ 745,500		S. Fidalgo Island Water System Pipeline Replacement	None	

Water System - Water Model	\$ 65,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	No change: extension of planned project	A computerized model to show how the hydraulics of the water system changes as infrastructure is added, taken away, reconfigured, etc.	1	Necessary to know how the water system changes to ensure efficient water capacity, quality and fire-flow.
Water System - Whistle Lake Dam Project	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -	Moved from 2022 to 2024 to match grant timeline.	Evaluate the condition of Whistle Lake Dam and prepare a dam safety evaluation and a hazard mitigation plan.	3	The City has applied for a dam safety grant to evaluate Whistle Lake Dam and prepare a dam safety evaluation and a hazard mitigation plan.

DRAFT

GLOSSARY OF TERMS

Adequate public facilities. Facilities that have the capacity to serve development without decreasing levels of service below locally established minimums.

Assessed Valuation. Refers to how much the total real estate and personal property within a jurisdiction is worth. The value is established by the County Assessor at 100% of appraised market value, and adjusted by the State to account for variations in assessment practices among counties.

Available public facilities. Facilities or services are in place or that a financial commitment is in place to provide the facilities or services within a specified time. In the case of transportation, the specified time is six years from the time of development.

Bonding. Is the act of issuing the debt to finance capital projects and other expenditures.

Budget. A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Capital Program. A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Concurrent or Concurrency. Means that adequate public facilities are available when the impacts of development occur. This definition includes the two concepts of “adequate public facilities” and of “available public facilities” as defined above.

General Obligation Debt. Debt that will be repaid mainly by taxes and other general governmental revenues. This debt includes limited and unlimited general obligation bonds, capital leases and other notes and contracts issued with the full faith and credit of the government.

Impact Fee. A fee assessed on new development that creates additional demand and need for public facilities.

Infrastructure. The underlying foundation, especially the basic installations and facilities on which the continuance and growth of a jurisdiction depends, i.e., streets and roads, sewer, and water systems.

Latecomer Fees. Fees paid by developers or future service users for their share of past improvements financed by others.

Leasing. A financing technique whereby ownership of the project or equipment remains with the financing entity, and where title may or may not transfer to the City at the end of the lease.

Local Improvement District (“LID”). A method of carrying out a specific improvement by allocating the costs among the benefiting properties. The project is usually financed through a long term bond issue, and the repayment of which is mainly from the collection of special assessments from the benefiting properties.

Mitigation Fees. Contributions made by developers toward future improvements of City facilities resulting from the additional demand on the City’s facilities generated from the development. See also Fee in Lieu of Charge.

Public Facilities. The capital facilities owned or operated by the City or other governmental entities.

Real Estate Excise Tax (“REET”). A tax upon the sale of real property from one person or company to another.



City Council Agenda Bill

Meeting Date: December 4, 2023 **Agenda Item:** 7.e.

Agenda Item Title: Interlocal Agreement #24-020-STM-001 National Pollutant Discharge Elimination System (NPDES) Phase II Public Education and Outreach 2024

Staff Contact(s): Andrew Rheaume, DIANE HENNEBERT

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

Item Summary: City staff seeks approval to execute Interlocal Cooperative Agreement 24-020-STM-001 with Skagit Conservation District for the NPDES Phase II Public Outreach & Education program for 2024.

Background: The City's municipal stormwater permit requires municipalities to develop and implement a Stormwater Management Program to reduce pollutants to the maximum extent practicable. Minimum control measures under this permit include public education and outreach activities. Skagit Conservation District has been providing education and outreach services with the City and other local jurisdictions as part of a regional partnership.

Key Terms:

- The total not-to-exceed cost for 2024 is \$19,272.00.
- The term of this Agreement shall be from 1/1/2024-12/31/2024.

Budget Impact:

Contractor	Skagit Conservation District
Agreement Amount	\$19,272.00
BARS #	445.711.531.00.41
Budget Amendment Required?	No
Start Date	1/1/24

End Date	12/31/24
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Previous Action: Interlocal agreements have been executed with Skagit Conservation District for these services in the past years to meet requirements under the National Pollutant Discharge Elimination System (NPDES) permit.

Recommended Motion: I move that City Council authorize the Mayor to execute Interlocal Cooperative Agreement 24-020-STM-001 between City of Anacortes and Skagit Conservation District.

Alternative Actions: Not approve the interlocal.

Attachments (listed in order presented):

1. 24-020-STM-001

INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN
SKAGIT CONSERVATION DISTRICT
AND
CITY OF ANACORTES

WHEREAS, Phase II municipal stormwater permits require that municipalities develop, and implement a Stormwater Management Program (“SWMP”) designed to reduce pollutants to the maximum extent practicable and that minimum control measures in the SWMP include: (i.) Public education and outreach on stormwater impacts, (ii.) Public participation/involvement opportunities, (iii.) Detection and elimination of illicit discharges to the Municipal Separate Storm Sewer System (MS4) (a regulatory program), (iv.) Post-construction stormwater management in new development and redevelopment (a regulatory program), and (v.) Pollution prevention and good housekeeping for municipal operations; and,

WHEREAS, the City of Anacortes, hereinafter referred to as “CITY”, and the Skagit Conservation District, hereinafter referred to as “DISTRICT”, would achieve mutual benefit from an agreement which would allow the DISTRICT to perform work on a reimbursable basis to assist CITY with the completion of certain tasks related to the implementation of NPDES Phase II permit requirements; and,

WHEREAS, working cooperatively on these programs can greatly aid in their overall quality, efficiency and economy.

NOW THEREFORE, THIS AGREEMENT (herein the “Agreement”) is made and entered into by and between the DISTRICT, a Washington special purpose district and quasi-municipal corporation, and CITY, a Washington municipal corporation, pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT. DISTRICT and CITY may be individually referred to herein as “party” and may be collectively referred to herein as the “parties.” In consideration of the following terms and conditions, the parties mutually agree as follows:

1. GENERAL PURPOSE: The CITY will reimburse the DISTRICT in accordance with Section 4 herein for planning and carrying out specific public education and outreach activities related to stormwater management, as specified in Exhibit A (attached hereto and incorporated by reference). The CITY intends to use these activities to fulfill its responsibilities under the National Pollution Discharge Elimination System Phase II (NPDES II) permit under Section S5.C.2 and Section S5.C.3. This work is in addition to a previous agreement between the CITY and the DISTRICT for similar services, which successfully completed several initial tasks associated with NPDES II permit compliance, including stormwater pond maintenance, stormwater education in schools, and coordination of the Stream Team volunteer program.

2. RESPONSIBILITIES:

2.1. The CITY shall:

2.1.1. Verify with the State Department of Ecology that tasks and deliverables performed and submitted pursuant to this Agreement meet the CITY’s NPDES, Phase II requirements.

2.1.2. Reimburse the DISTRICT for the work as identified in Exhibit A (Scope of Work and Schedule), in accordance with the terms of this Agreement.

2.1.3. The CITY is not obligated to perform or provide any other services, duties, or responsibilities except as otherwise specified pursuant to the terms of this Agreement.

2.2. The DISTRICT shall:

- 2.2.1. Provide the work, services, and deliverables as described in Exhibit A (Scope of Work and Schedule), in accordance with the terms of this Agreement.
- 2.2.2. Be responsible for overseeing and managing volunteers identified in Exhibit A. All volunteers shall be volunteers of the DISTRICT and not volunteers of the CITY.
- 2.2.3. Be responsible and liable for all costs and expenses associated with all work involved in the education and outreach plan not reimbursed under this Agreement unless this Agreement is subsequently amended as provided for in Section 9 of this Agreement.

3. TERM OF AGREEMENT:

- 3.1. The term of this Agreement shall be from January 1, 2024 through December 31, 2024, unless sooner terminated pursuant to the terms herein.

4. MANNER OF PAYMENT:

- 4.1. The DISTRICT shall submit invoice(s) MONTHLY for quantities delivered during the invoice period and include with each invoice a report documenting each task and the work accomplished. Invoices shall be accompanied by any backup documentation pertaining to the invoice as may be requested by the CITY.
- 4.2. Upon receipt of invoices from the DISTRICT pursuant to 4.1, the CITY shall pay the DISTRICT for expenditures based on satisfactory performance and progress toward deliverables as provided and documented in reports accompanying detailed invoices for services. The CITY shall pay such invoice(s) to the DISTRICT within thirty (30) days. Such payment shall be full compensation for work performed or services rendered, including, but not limited to all labor, materials, supplies, equipment, and incidentals necessary to complete the work (as identified and described at Exhibit A).
- 4.3. The parties agree that the maximum funding to be provided by the CITY to the DISTRICT pursuant to this Agreement shall be on a time and materials basis not-to-exceed **Nineteen Thousand Two Hundred and Seventy-Two Dollars (\$19,272.00)** for the term of this agreement. The estimated costs per task are detailed in Exhibit A.

5. NO PARTNERSHIP OR JOINT VENTURE: No partnership and/or joint venture exist between the Parties, and no partnership and/or joint venture is created by and between the Parties by virtue of this Agreement. No agent, employee, contractor, subcontractor, consultant, volunteer, and/or other representative of the parties shall be deemed an agent, employee, contractor, subcontractor, consultant, volunteer, or other representative of the other Party.

6. ADMINISTRATION: The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

6.1. The CITY's representative shall be the Public Works Director. The Public Works Director has designated the Stormwater Program Manager as his designee.

6.2. DISTRICT's representative shall be the District Manager.

7. TREATMENT OF ASSETS AND PROPERTY: No fixed assets or personal or real property will be

jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

8. INDEMNIFICATION: Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the CITY by reason of entering into this contract except as expressly provided herein.

9. TERMINATION: Any party hereto may terminate this Agreement upon thirty (30) days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

10. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS: The Agreement may be changed, modified, amended or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

11. SEVERABILITY: In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement 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.

12. DOCUMENTS AND MATERIALS PRODUCED: The CITY shall have the right to use and distribute any and all documents, writings, data, public records or other materials prepared by either party in connection with performance of this Agreement. When using material that is funded under the Implementation Grant, the parties shall acknowledge the funding source.

13. DEFAULT: Failure of the parties to comply with the terms of this Agreement shall constitute default.

14. VENUE AND CHOICE OF LAW: In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this agreement, the venue of such action of litigation shall be in the Superior Court of the State of Washington in and for the County of Skagit. This agreement shall be governed by the laws of the State of Washington.

15. NO THIRD PARTY BENEFICIARIES: This Agreement is not intended to nor does it create any third party beneficiary or other rights in any third person or party, including, but not limited to, any agent, contractor, subcontractor, consultant, volunteer, or other representative of either party.

16. COUNTERPARTS: This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

17. ENTIRE AGREEMENT: This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

SKAGIT CONSERVATION DISTRICT

CITY OF ANACORTES

By: _____
Dean Wesen
Chair

By: _____
Matt Miller
Mayor

Date: _____

Date _____

Address: Skagit Conservation District
2021 E. College Way, Suite 203
Mount Vernon, WA 98273

City of Anacortes
904 6th Street
Anacortes, WA 98221

TN: (360) 482-4313
FAX: (360) 424-6172

(360) 293-1966
(360) 293-1938

Exhibit A – Scope of Work and Schedule

Public Education, Outreach, Participation and Involvement Project for National Pollution Discharge Elimination System (NPDES) Phase II Compliance

1.0 Public Education, Outreach, Participation and Involvement

The District, with City assistance, shall develop and implement activities for addressing the “Public Participation and Involvement” minimum control measure, one of six measures required to meet the conditions of the NPDES stormwater permit with fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income. The essential goals include improving public knowledge of local stormwater issues, receiving public input on potential solutions, gaining public support for the compliance with the City’s Stormwater Management Program Plan, and developing a volunteer workforce to help implement this plan.

Task 1.1 Host Private Stormwater Facility Maintenance Workshop

The SCD will organize and implement two partial day or evening workshops focusing on Private Stormwater Facility Maintenance. The target audience for this group will be Home Owner Associations, private stormwater facility owners, and the general public. These workshops will focus on educating the audience on their responsibilities to maintain their private stormwater facilities.

Required Tasks and Deliverables:

The District, with City assistance, shall develop and deliver an annual workshop. The workshop shall occur before August 31, 2024. The workshop shall include:

- A. An overview of the key components of identifying private stormwater maintenance and a field trip to visit several private facility examples.
- B. An assessment of the attendees behavior change as a result of the workshop.

Estimated Cost: **\$1,500.00**

Task 1.2 – Watershed Masters Training Program

This outreach and education program will target residents of all major drainage basins within the lower Skagit, including Gages Slough on an annual basis. This program consists of 40 hours of training and will focus on: providing presentations/training to the Watershed Masters (WSM) on City stormwater program priorities through classroom and fieldtrip activities. Topics covered include, but are not limited to: watershed history and geology, water quality, stream ecology, salmon, wetlands and soils, agricultural and forestry BMPs, stormwater runoff and activities that landowners can do to reduce stormwater water quality impacts, and low impact development practices. Content of coursework will be coordinated with City staff to meet the needs of City stormwater program.

Required Tasks and Deliverables:

The District shall organize and present one Watershed Masters workshop series annually.

- A. Perform recruitment of interested community residents to participate in the annual Watershed Masters workshop series.

- B. Document participation and volunteer activities conducted by the Watershed Masters volunteers.
- C. Include program evaluation forms that will be completed by the participants to determine behavior changes implemented.
- D. Participants will report BMPs implemented at home based on education learned during training.

Estimated Cost: **\$1,955.00**

Task 1.3 – Volunteer Water Quality Monitoring Program (Skagit Stream Team)

The primary purposes of the program are: to inspire stewardship in regards to water quality by educating citizens about land use, stormwater runoff, and nonpoint source pollution and involving them in the process of water quality data gathering; to develop and implement a routing sampling program that can be used to assess water quality trends, characterize the existing water quality of priority freshwater drainages, and to determine how water quality conditions compare to State Standards; and to document improvements in water quality as a result of the implementation of BMPs. Water quality parameters sampled by volunteers currently include: fecal coliform bacteria, dissolved oxygen, water temperature, turbidity, and total depth.

- A. Coordinate with the City to determine priority areas for monitoring.
- B. Coordinate with the City jurisdictions to determine stream priority.
- C. Promote program in partnership with local jurisdictions and recruit citizen participation.
- D. Coordinate volunteer activities; maintain volunteer records and data sheets and coordinate volunteer recognition events.

Required Task and Deliverables:

- A. Annual recruitment of volunteers to participate in the Stream Team program will be conducted. Recruitment efforts will target local residents age 18 and up, Watershed Masters, and Environmental Tech students attending Skagit Valley College.
- B. The SCD shall conduct an annual 3-session training event held in Sept. of each year.
- C. Each year, a team of volunteers (2-3 volunteers on each team) will make a commitment to collect water quality data at 4-5 assigned stations on a monthly basis for one year (each station will be monitored twice a month). Stations will be located in consultation with City staff.
- D. Volunteer hours contributed by participants will be tracked on a yearly basis and submitted with annual report.
- E. An annual report will be submitted to the City on or before January 15 of each year.

Estimated Cost: **\$4,000.00**

Task 1.4 Not Applicable

Task 1.5 - Social Marketing Strategy

SCD will develop a social marketing strategy aimed at reducing fecal coliform bacteria levels in urban creeks by encouraging collection and proper disposal of dog waste by dog owners. SCD will work with City and County partners to identify high priority

parks/neighborhoods, identify barriers and opportunities, develop a consistent message & develop and implement strategies to affect behavior change.

Required Tasks and Deliverables:

The SCD shall:

- A. Develop a social marketing strategy aimed at encouraging local residents to scoop their dogs' poop and put it in the trash in public areas and on private property.

Estimated Cost: **\$500.00**

2.0 Public Education and Outreach

The District, with City assistance, shall develop and implement activities for addressing the "Public Education and Outreach" minimum control measure, one of six measures required to meet the conditions of the NPDES stormwater permit. The goal of this minimum control measure is to facilitate greater public awareness of the sensitivity of local surface waters, their beneficial uses, the detrimental effects of polluted storm water and illicit discharges, and measures that can be taken to reduce stormwater pollution.

Task 2.1 – Backyard Conservation Program

This annual 6-week short course will feature tips for native plant landscaping, environmentally friendly gardening practices, composting, mulching, nutrient management, pest management, landscaping for wildlife, water conservation tips, low impact development practices for homeowners, and overall, backyard practices that will reduce stormwater runoff pollution. The training will be provided by local experts. Participants will attend 6 evening sessions (once a week) and two Saturday field excursions. The following topics will be included in the training: Proper use and disposal of pesticides, herbicides, and fertilizers, and use of non-toxic alternatives; use of native plants in landscaping, reducing size of lawn; preventive car maintenance, including proper disposal of used oil, coolant, and other toxic materials; use of permeable pavement for driveways and patios; proper disposal of pet waste and livestock waste and composting.

Required Tasks and Deliverables:

The District shall organize and present one Backyard Conservation Program annually.

The SCD shall:

- A. Organize and conduct the Backyard Conservation Stewardship program in partnership with local jurisdictions on an annual basis.
- B. Engage in recruitment of interested residents to participate in the annual Backyard Conservation Stewardship program.
- C. Coordinate with, and involve businesses, schools, parks, and other organizations in establishing backyard stewardship practices that will promote habitat for wildlife and reduce stormwater runoff.
- D. Document participation of class attendees.
- E. Ensure that program evaluation forms are completed by the participants to determine class effectiveness. Follow up surveys will be conducted on an annual basis to determine whether or not class participants have made behavior changes to reduce stormwater impacts based on what was learned in the program.

Estimated Cost: **\$1955.00**

Task 2.2 – Resource Materials/Education for Local Schools

The District currently maintains an enviroscape watershed model that is available for presentations or available for teachers (or other agency personnel) to borrow. An information packet, which contains a brief description of all materials available to teachers will be compiled and mailed to all elementary schools located throughout Skagit County (urban and rural areas) each September, to all elementary school teachers as well as science and agriculture teachers at the middle school and high school levels, home schools, and other groups. Information about other District educational programs, such as Envirothon, 6th Grade Conservation Tour, and the Annual Natural Resource Poster Contest, and live presentations available by District staff will be included in the packet.

Required Tasks & Deliverables:

The District shall prepare and send out an annual teacher's packet, provide classroom presentations, and provide educational resources to teachers. The SCD shall:

- A. Incorporate a special section in the annual teacher's packet that will specifically highlight stormwater and low impact development education materials and presentations available.
- B. Provide classroom presentations on stormwater and water resources to local schools (and other groups) as requested. The SCD shall work with the City of Anacortes Stormwater Program Manager to create a new Anacortes specific curriculum.
- C. Distribute 100 teacher's information packets highlighting resources on stormwater and water quality available through the District office.
- D. Give a minimum of 7 presentations each year to local schools or other youth groups on pollution from stormwater.

Estimated Cost: **\$1,100.00**

Task 2.3 – Miscellaneous

Assist City with other related programs or tasks on an as needed basis upon mutual agreement between City and SCD, such as providing annual reporting requirements.

Required Tasks and Deliverables:

To be determined as agreed to between the parties.

Estimated Cost: **\$2,100.00**

Task 2.4 – Stormwater Educational Brochures and Fact Sheets

The District will develop a series of educational brochures and/or fact sheets for the general public and specific audiences (homeowners, businesses, landscapers, property managers, engineers, developers, contractors, land use planners, etc) on various topics that could range from landscaping, low impact development, recycling, disposing of motor oil and other hazardous materials, water conservation, pet waste management, etc. Where the demographics are applicable, the information may also be printed in Spanish.

Required Tasks and Deliverables:

The District shall develop and mail stormwater related education brochures, fact sheets,

and posters to a variety of target groups. The SCD shall:

- A. Coordinate with the City and local citizen groups to choose stormwater education topics that will be used to generate a series of brochures and/or fact sheets.
- B. Oversee printing and distribution of these materials.
- C. Develop educational materials to target mobile businesses, landscapers, homeowners, and property managers.

Estimated Cost: **\$1,960.00**

Task 2.5 – Workshops for Local Contractors, Businesses & Residents

The SCD will organize and host workshops, trainings and/or tours focusing on topics that include green roofs, pervious pavement, rain gardens, biofiltration, pervious pavement, and pervious concrete. The target audience for these workshops will be local contractors, businesses, or homeowners.

Required Tasks and Deliverables:

The SCD will organize and implement a public workshop and/or tour focusing on education and outreach to local contractors, businesses, or homeowners on a variety of Low Impact Development (LID) techniques.

The District, with City assistance, shall develop and host a workshop, training and/or field tour, which will include:

- A. An overview of the benefits and challenges of the different types of LID techniques and instruction on how to implement LID into their operations.
- B. An assessment of the attendees behavior change as a result of the workshop.

Estimated Cost: **\$1,500.00**

Task 2.6 Not Applicable

Task 2.7 – Produce Media Advertisements

The District will coordinate with all of the Skagit County Municipal NPDES Phase II permittees to design and produce a variety of media advertisements to promote sustainable behavior and stewardship ethics that reduce potential pollution and stormwater impacts.

Required Tasks and Deliverables:

The District shall:

- A. Design and produce a minimum of one media advertisement annually. The media format may include newspaper, social media, internet, and radio.
- B. SCD will coordinate the advertisement with City staff.

Estimated Cost: **\$950.00**

3.0 Administration and Oversight

SCD shall perform administrative duties and program oversight related to the tasks listed in the agreement. Activities will include:

- A. Maintaining clear records and files for all activities conducted under this contract

B. Preparing progress reports, invoices, and other documentation as required under the contract

Annual Cost (10% of All Tasks): **\$1,752.00**



City Council Agenda Bill

Meeting Date: December 4, 2023 **Agenda Item:** 7.f.

Agenda Item Title: Interlocal Agreement #23-306-GIS-001 with Skagit County for Digital Aerial Photos Licensing

Staff Contact(s): Andrew Rheaume, ROBERT HOXIE

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

Item Summary: City staff seeks approval to execute Interlocal Cooperative Agreement 23-306-GIS-001 with Skagit County, under which the City's GIS division will be able to use licensed Pictometry products for digital aerial photos.

Background: Skagit County has entered into an agreement with Pictometry International Corporation for the provision of certain licensed Pictometry products, encompassing, among others, specified aerial images of the County and all or portions of selected adjacent jurisdictions. That agreement has a provision to allow Authorized Subdivisions, including the City of Anacortes, to use licensed Pictometry products provided that the City follows the terms and conditions of the "Pictometry Delivered Content Terms And Conditions Of Use" and has an Agreement with Skagit County.

All departments use the aerials in our mapping programs on a daily basis. If the City was to contract out our own aerials, it would be close to \$85-\$90k. By going in with the County, we partner with the jurisdictions to share the cost.

Key Terms:

- The City will pay the County \$10,880.00 for a two-year license of Pictometry products, \$96 for two Pictometry Connect Explorer licenses for 2023, and an estimated \$96 for two Pictometry Connect Explorer licenses for 2024.
- The term of this Agreement shall be for 2023-2024.

Budget Impact:

Contractor	Skagit County
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Agreement Amount	\$11,072.00
BARS #	401.712.534.00.41
Budget Amendment Required?	No
Start Date	Execution
End Date	12/31/24

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to execute Interlocal Cooperative Agreement 23-306-GIS-001 between City of Anacortes and Skagit County.

Alternative Actions: Not approve the interlocal.

Attachments (listed in order presented):

1. 23-306-GIS-001

INTERLOCAL DIGITAL IMAGERY AGREEMENT BETWEEN SKAGIT COUNTY AND THE CITY OF ANACORTES

WHEREAS, Skagit County and the City of Anacortes are authorized to provide cooperative information services under the Interlocal Cooperative Act RCW 39.34; and

WHEREAS, Skagit County has entered into an Agreement (see Exhibit B) with Pictometry International Corp., hereinafter referred to as Pictometry, for the provision of certain licensed imagery products, encompassing, among others, specified aerial images of the County and all or portions of selected adjacent jurisdictions; and

WHEREAS, Section B, 1a of the Agreement between Skagit County and Pictometry has a provision to allow Authorized Subdivisions and their personnel, “Authorized Users”, to use licensed Pictometry products provided that the Authorized Subdivision follows the terms and conditions of the “Pictometry Master Agreement” (Contract #C20230075) and has an Agreement with Skagit County; and

WHEREAS, The City of Anacortes is an eligible Authorized Subdivision and has evaluated the Pictometry products and determined that those products would be beneficial to their operations; and

WHEREAS, Skagit County and the City of Anacortes are interested in developing partnerships and working cooperatively with each other in order to reduce project costs and eliminate duplication of effort; and

WHEREAS, the public will benefit from both the products received and the cost savings of such partnerships.

NOW, THEREFORE, Skagit County and the City of Anacortes agree to the following:

1. PARTIES

This AGREEMENT is made and entered into by and between the City of Anacortes, (“Agency”) and Skagit County, Washington (“County”) pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

Agency agrees to the terms of each service as set forth in this agreement, including:

- Exhibit A – Technical Imagery Services
- Exhibit B – Master Agreement between Pictometry and the County

Copies of which are attached hereto and incorporated herein by this reference as if set forth herein.

2. TERM OF AGREEMENT

The term of this agreement shall be for two years from the date the Agency receives data from the County.

3. ADMINISTRATION

The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for the administration of this Agreement and for coordinating and monitoring performance under this Agreement.

County

Geoffrey Almvig, Skagit County GIS Manager
1700 East College Way
Mount Vernon, WA 98273

Telephone: (360) 416-1131

Email: geoffa@co.skagit.wa.us

Agency

Rob Hoxie
City of Anacortes – GIS Coordinator
904 6th street, Anacortes WA 98221

Telephone: 360-299-1988

Email: robh@cityofanacortes.org

4. TREATMENT OF ASSETS

No fixed or intangible assets or personal or real property will be jointly or cooperatively, acquired, held, or disposed of pursuant to this agreement.

5. INDEMNIFICATION

Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the County by reason of entering this contract except as expressly provided herein.

6. TERMINATION

Any party hereto may terminate this Agreement upon thirty (30) days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Upon termination of this Agreement, Agency will pay its appropriated share for all services rendered within the current payment period and shall follow the terms set forth in Section 4, Effect Of Termination, of the Pictometry Master Agreement (see Exhibit B).

7. TERMINATION OF AGREEMENT – EVENTS OF DEFAULT

This Agreement may be immediately terminated without notice upon an event of default, which events of default include but are not limited to the following:

- a) The Agency wrongfully uses the data provided by the County per terms of this agreement including all attachments.

- b) The Agency sells, gives, leases, or loans access to the screens or the data contained therein to any person or in any way, directly or indirectly, allows copies to be made by any person without the express written approval of the County.
- c) The Agency intentionally performs an action that will result in damage to data, software or hardware used to perform services as described in this agreement including all attachments.
- d) The Agency provides access to confidential or proprietary information to unauthorized individuals, third parties, software programs or interfaces, without prior written permission of the County.
- e) The Agency intentionally or unintentionally bypasses, security controls, policies, processes, or policies which would allow or create the possibility of allowing unauthorized access to confidential or proprietary information.
- f) Any other violations of the terms and conditions of this agreement or the Pictometry Master Agreement (see Exhibit B) and fails to cure the default within 10 days of notice.

8. CHANGES, MODIFICATION, AMENDMENTS, AND WAVERS

The Agreement may be changed, modified, amended, or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

9. PUBLIC DISCLOSURE / DISCLOSURE REQUIRED BY LAW

As a public agency, the County is subject to public disclosure and other laws that require it to release information. The Agency agrees that pursuant to the Washington State Public Records Act, Chapter 42.56 of the Revised Code of Washington, other applicable laws, or as compelled by a court of law, the County may be required to disclose information in the County's possession or control provided by the Agency. County shall promptly notify the Agency of any requests for public disclosure of documents, court orders, subpoenas or other legal process that requires release of the Agency information such that the Agency may be able to take legal action to prevent disclosure, should the Agency desire to do so. However, the Agency shall be responsible for and bear the costs of taking legal action to prevent disclosure of such documents and information. In no event shall the County be liable to the Agency for disclosure of the Agencies documents and information it deems necessary to disclose under the law.

Dissemination of data or information is the responsibility of the Agency recording the data or information in accordance with this Agreement and Public Disclosure Act, Chapter 42.56 RCW, the Washington State Criminal Records Act, Chapter 10.97 RCW and other applicable state and federal laws.

10. GENERAL SERVICE TERMS

10.1 Authorized Use

This agreement is intended for use by the Agency's authorized agents only. All accounts must be approved by the County.

10.2 The County may Prioritize Provision of Access

The County may limit, control, or prioritize the access described herein to any extent necessary to prevent such from unreasonably disrupting the County's operations and to prevent excessive interference with other essential functions of the County and to the extent necessary to provide access to its public records by other members of the public.

This may include scheduled shutdowns for backups or maintenance and unscheduled shutdowns due to hardware or software malfunctions.

10.3 Software

Access to Pictometry imagery is through Pictometry's cloud-based application "Connect Explorer". A copy of the contract (#C20230075) between Pictometry and the County is displayed in Exhibit B of this agreement and lists the terms of software/product use. These terms apply to both the County and the Agency. It is the responsibility of both the County and the Agencies to understand and follow the terms of use for Pictometry software and related products.

The Pictometry products are licensed through Pictometry and are subject to the provisions of the Master Agreement between Pictometry and the County (see Exhibit B). The Agency is required to follow the terms and conditions contained in the Master Agreement between Pictometry and the County (see Exhibit B) including any conditions and terms necessary to keep County in compliance.

10.4 Agency Equipment Costs and Management

The Agency shall be responsible and liable for all costs incurred in the acquisition of equipment necessary to utilize Pictometry's software and products.

11. LIMITATION OF LIABILITY

11.1 Non-Conforming services

For any services which fail to conform to the specification(s) detailed in this Agreement or the Pictometry Master Agreement (See Exhibit B) and such failure is caused solely by the negligence of Pictometry International, the County shall attempt to work with Pictometry International to resolve non-conforming services to the extent possible. As stated in Section 4.1, Acceptance Of Completed Work, of Exhibit A of this agreement, the Agency has ten (10) calendar days to inspect the product and notify, in writing, the County of any product errors, omissions, flaws, or incomplete work. If no errors are brought to the attention of the County within ten (10) calendar days, the product acceptance and delivery shall be considered complete.

11.2 Damage

Neither party will seek damages, either direct, consequential, or otherwise against the other in addition to the remedies stated herein.

12. VENUE AND CHOICE OF LAW

If any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the Superior Court of the State of Washington in and for the County of Skagit. This Agreement shall be governed by the law of the State of Washington.

13. PATENT/COPYRIGHT INFRINGEMENT

Agency will defend and indemnify the County from any claimed action, cause or demand brought against the County; to the extent such action is based on the claim that information supplied by the Agency infringes any patent or copyright. The Agency will pay those costs and damages attributable to any such claims that are finally awarded against the County in any action. Such defense and payments are conditioned upon the following:

- a) Agency shall be notified promptly in writing by County of any notice of such claim.
- b) Agency shall have the right, hereunder, at its option and expense, to obtain for the County the right

to continue using the information, in the event such claim of infringement is made, provided no reduction in performance or loss results to the County.

14. SEVERABILITY

In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement 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.

15. OWNERSHIP OF ITEMS PRODUCED

All writings, programs, data, public records, or other materials prepared by the County and/or its consultants or subcontractors, in connection with performance of this Agreement shall be the sole and absolute property of the County.

All writings, programs, data, public records, or other materials prepared by the Agency and/or its consultants or subcontractors, in connection with performance of this Agreement shall be the sole and absolute property of the Agency. Vendors providing software, hardware or services shall retain all intellectual property rights for programs, documentation or other optional materials to County or Agency.

16. WAIVER

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No terms or conditions of this contract shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.

17. SURVIVAL

The provisions of paragraphs 5 (Indemnification), 7 (Termination), 12 (Venue and Choice of Law), 13 (Patent/Copywrite), 15 (Ownership of Items Produced), 16 (Confidentiality), 17 (Waiver), shall survive, notwithstanding the termination or invalidity of this Agreement for any reason.

18. ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

- CITY OF ANACORTES -

Mayor

Date: _____

Print Name: Matt Miller

MAILING ADDRESS:

City of Anacortes – GIS Coordinator
PO Box 547, Anacortes WA 98221

DATED this _____ day of _____, 202____.

BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON

Ron Wesen, Chair

Lisa Janicki, Commissioner

Attest:

Peter Browning, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director

Exhibit A – Technical Imagery Services

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LIST OF IMAGERY PRODUCTS AND SERVICES

AERIAL IMAGERY SERVICE

This contract provides partnering agencies with a list of imagery products and services that are available to them through the County's procurement and partnership arrangement with Pictometry. The available products and services include:

- Pictometry Aerial Imagery
- Pictometry Connect Explorer (Optional Purchase)
- Pictometry Building Footprints (Optional Purchase)
- Professional Imagery Support Services (Optional Purchase)

Some of the above products are offered as an optional purchase; meaning, that the partnering Agency has the option to purchase the product or service. For more information on these options and services, please see section 1 (DEFINITIONS) and Section 6 (SERVICE FEES) and Section 11 (TOTAL CONTRACT COSTS).

1. DEFINITIONS

1.1 Pictometry and EagleView

Pictometry is a company that was originally formed in the mid 1990's. In 2013, Pictometry merged with Eagleview Technologies, creating a business focused on developing progressive imagery-based technology. Throughout this contract, the company and image technology will generically be referred to as "Pictometry".

1.2 Pictometry Aerial Imagery (Required Purchase)

In the spring of 2023, Pictometry will send planes to the northwest to capture county-wide aerial imagery. Ideally, the imagery will be collected in the March/April time frame; however, this is weather dependent and sometimes flights are completed in May or even June. The imagery is captured in both orthographic (straight down) and oblique (side view) directions. Cities are shot at 3-inch resolution while the rural county is shot at 6-inch resolution.

The flight is scheduled for the April/May time frame to try and capture images during leaf-off conditions. Because the emphasis is on leaf-off, imagery above 500 feet of elevation may still have snow on the ground.

The raw imagery can be provided to partner agencies on disk drives supplied by the Agency, or the imagery can be accessed online through Connect Explorer using a license login (see Section 1.3 for more information). The participating Agency is required to purchase the imagery, but the Connect Explorer licenses are optional. Raw imagery can be viewed within ArcGIS Desktop (a purchased product not part of this contract) using the "no-cost" Pictometry plug-in.

1.3 Connect Explorer (Optional Purchase)

Connect Explorer (optional purchase) is a web-based application that enables users to view and analyze Pictometry imagery. The application is hosted by Pictometry and displays both orthographic (straight down) and oblique (shot from the side) images and provides tools to measure distance, area, height, and elevation on oblique images and overlay GIS data. Connect Explorer is available to Authorized Users who have requested a license from the County. The software can be accessed from any web browser on a computer or mobile device. The exception to Connect Explorer access is with partners who are private companies. In these cases, these partners will need to work directly with Pictometry to have access to Connect Explorer.

1.4 Building Footprints (Optional Purchase)

The County provides the option for partnering agencies to receive a GIS file of building footprints. Pictometry efficiently digitizes (traces) building that are 200 square feet and greater. Agencies requesting this information shall pay for this information as specified in Section 6.3.

1.5 Professional Imagery Support Services (Optional Purchase)

The County provides one hour of complimentary support; however, if the Agency should require additional Pictometry related support, they may make a request to the County for such support. Additional support shall be provided on a time and materials fee structure. For more information regarding this optional service, see Section 6.4.

2. COUNTY RESPONSIBILITIES

Upon completion of the image acquisition and signed Interlocal Agreement with the County, the County agrees to furnish the Agency the following products and services:

2.1 Data Delivery

Delivery of a portable disk drive containing all the licensed Pictometry products which shall include the image library. The Agency shall provide the portable disk drive as specified in Section 3.4 of this Agreement. The County will add the image data to the disk and notify the Agency when the disk is ready.

2.2 Complementary Support

The County shall provide one hour of telephone technical support to help resolve issues and problems in the installation, maintenance, and use of licensed products provided herewith.

2.3 Training

Connect Explorer training is available on-line through the Pictometry website; however, Pictometry will provide end user training sessions. The Agency may designate two authorized representatives to attend the training session. In addition, the County may organize one advanced user technical training session. The Agency may designate one authorized representative to attend this session.

2.4 Financial Management

The County shall provide annual billing for the use of licensed Pictometry products. This also includes oversight of the financial accounting between the County and Authorized Subdivisions.

2.5 Professional Support Services

The County may provide professional support services beyond the requirements for training, technical support, product development, providing historic (2007-2021) Pictometry imagery or other services that are related to the support of Pictometry products. These extended services shall require a Work Order and financial compensation as specified in Section 6.4.

2.6 Connect Explorer Software

The County may provide Connect Explorer licenses (optional purchase) to authorized partners. License packages are provided by Pictometry in 50 and 100 license packs and the County will divide the licenses between Tier 1 and Tier 2 partners at a per license price as further defined in Section 6.2.

2.7 Pictometry Building Footprints

The County shall provide an Esri shape file of building footprints to agencies who have requested the building footprint service for areas outside of rural Skagit County. For more information on building footprints, see Section 6.3.

3. AGENCY RESPONSIBILITIES

Upon execution of the signed Interlocal Agreement with the County, the Agency agrees to the following:

3.1 Comply with Agreement Terms and Conditions

The Agency shall comply with this Interlocal Agreement and the terms and conditions of the Master Agreement between Pictometry and the County (Exhibit B) and Pictometry Connect Explorer license agreement (online click through EULA).

3.2 Liaison Assignment

The Agency shall designate one employee as a liaison between the County and the Agency as a single point of contact for technical support, training, work requests, and disseminating information to the Agency's end users. The designated Liaison and their contact information shall be reported to the County.

3.3 Liaison Role

Authorized users of the Agency shall direct all questions, requests, and other technical matters to the Agency's Liaison.

3.4 Disk Drive for Data Transfer

The Agency shall provide a portable disk drive, large enough to hold all the data, to the County so that the imagery products can be loaded and delivered to the Agency.

3.5 Agency Distribution of Pictometry

The Liaison or their Designee shall distribute the Pictometry imagery products to the Agency authorized users in accordance with this Agreement and Pictometry Master License Agreement (Exhibit B).

3.6 Internal Agency Training

The Agency is responsible for providing Pictometry training and technical support to their internal Authorized Users. The Agency is also responsible for ensuring that their Authorized Users understand the terms and conditions of this Agreement and the Pictometry Master License Agreement (Exhibit B).

3.7 Use of Pictometry Products by Contractors

Pictometry will allow, under certain conditions, the Agency to provide Pictometry products to contractors (Project Participant) that are performing services for the Agency for compensation. These conditions are described in Section B, Sections 1o of the Master Agreement between Pictometry and the County (see Exhibit B).

3.8 Use of Pictometry Products

The Agency is responsible for adhering to Pictometry's terms and conditions of the Master Agreement between Pictometry and the County (Exhibit B). In addition to the Pictometry products, the Agency is responsible for monitoring the use of Connect Explorer licenses, if applicable. These licenses are only to be used by the Agency's authorized personnel. The Agency does not have the authority to allow anyone outside the Agency to use Connect Explorer licenses.

3.9 Special Situations

There may be situations where internal software used by the Agency may have the ability to access Pictometry imagery outside of using the ArcGIS Plugin or the Connect Explorer application. In these situations, it is up to the Agency to purchase, install, maintain, and support this software. Additionally, the Agency is responsible for adhering to terms and conditions of the Master Agreement between Pictometry and the County (Exhibit B).

4. SERVICE CONDITIONS

4.1 Acceptance of Completed Work

The County's Master Agreement with Pictometry is currently scheduled for image acquisition between March and April (leaf-off tree condition to insure more visibility) of 2023. However, this is contingent upon weather conditions. There is a possibility that the image acquisition may occur at a later date. Once the image acquisition is complete and the County has received and approved the Pictometry products, a copy of the Pictometry products shall be created on a portable disk drive, provided by the Agency, and delivered to Agency for final inspection. The Agency has ten (10) calendar days

to inspect the product and notify, in writing, the County of any product errors, omissions, flaws, or incomplete work. If no errors are brought to the attention of the County within ten (10) calendar days, the product acceptance and delivery shall be considered complete.

4.2 Hours of Support

The County will give support from the Hours of 8:00 AM to 4:00PM Monday through Friday, excluding scheduled County holidays. Problem resolution shall be done during normal business hours unless it has been previously coordinated and approved by the County.

4.3 No Joint Venture or Partnership

It is understood and agreed that this Agreement is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement.

5. DATA LIMITATIONS

5.1 Product Archival and Retention

The County is not responsible for the backup, retention, or archive of products provided to Agency. It is the Agency's responsibility to maintain hard copy and digital records in accordance with Public Records Laws (RCW, 40.14 and WAC, Section 434). If the Agency requests from the County another copy of the products originally provided, the County shall be financially compensated for their actual costs to create and deliver an additional copy of the imagery products.

5.2 Data Limitations

The County makes no warranty, expressed or implied, concerning products provided by the County or Pictometry including the content, accuracy, currency, or completeness, or concerning the results to be obtained from queries or use of the data. All products are expressly provided as is and with all faults. The County makes no warranty of fitness for a particular purpose, and no representation as to the quality of any products supplied to the Agency. No employee or agent of the County or the Agency is authorized nor may waive or modify this paragraph.

5.3 Spatial Accuracy

Electronic spatial data can be printed or represented at various scales other than the original source of the data. The Agency is responsible for adhering to industry standard mapping practices, which specify that data utilized in a map or analysis, separately or in combination with other data, will be produced at the largest scale common to all data sets. For example, the Skagit County tax parcel data has an accuracy level of +/- 300 feet, whereas the imagery may have an accuracy of 15 feet or less. Overlaying these two datasets will potentially show significant shift in the data providing a false geographic representation.

6. SERVICE FEES (REQUIRED AND OPTIONAL)

With Pictometry's approval, the County is making the imagery products available to Authorized Users as defined in the Master Agreement between Skagit County and Pictometry (Exhibit B). The Agency is an Authorized Subdivision and therefore is eligible to purchase Pictometry products from the County. There are three areas of potential cost within this Agreement. They include:

6.1 Pictometry Aerial Imagery (Required Purchase)

This item covers the cost of the aerial image acquisition and the ArcGIS Plug-in software to view the imagery and make measurements from the imagery. These are required fees that must be paid by the Agency.

Imagery Costs: A two tier fee structure is established to provide a simple and equitable cost plan for the purchase of Pictometry products for all Authorized Subdivisions. Tier one agencies are those agencies that have county-wide responsibilities. The costs for tier one agencies are \$12,500 per year for a total of \$25,000 (does not include tax) over the term of this Agreement (2-year term). The tier two agencies are those agencies that have city-wide responsibilities.

The cost for tier two agencies is \$5,000 per year for a total of \$10,000 (does not include tax) over the term of this Agreement (2-year term). Some Agencies may have worked with the County to extend the imagery area. In these situations, the Agency is responsible for the additional cost.

The Agency is considered a tier two Agency and therefore shall pay a total of \$10,000 for a two-year license of Pictometry products. Fees do not include sales tax in the pricing unless otherwise specified.

6.2 Connect Explorer Licenses Fees (Optional Product)

Pictometry provides several ways to access the aerial image library. These include the ArcGIS Pictometry Plug-in (ArcGIS software required) and Connect Explorer. The ArcGIS Plugin is included with the Pictometry Aerial Imagery whereas Connect Explorer is an additional cost. Connect Explorer is accessed through a web browser or mobile application and gives the user the ability to access the image library anywhere they have an internet connection. Since this software is hosted by Pictometry, there is no need to install any software. This is the most flexible option to access the aerial imagery; however, there is an additional cost for this service. Partners who are private companies must acquire Connect Explorer licenses directly from Pictometry.

The Connect Explorer service also provides direct access to several County geospatial data sets. These currently include road centerlines, tax parcels, tax points (pnumbers), major utilities, water bodies, city limits, water courses, county structures, points of interest, address labels, and trails.

Since this service is accessed through an Pictometry server and not a county server, service can go down without the County knowing. Scheduled down-times will be shared with partner agencies when they are provided to the County.

License Cost: Connect Explorer licenses are concurrent, and organizations can have up to 5 times as many accounts set up as concurrent licenses. The Agency will annually notify the County how many licenses they desire to purchase; if any. The cost for each license is \$48 per year which includes sales tax. The County will send out annual invoices for the agreed upon number of licenses and provide the Agency with an Administration license account for their sub-organization. As stated in Section 2.6, License packages are provided by Pictometry in 50 and 100 license packs and the County divides the licenses between Tier 1 and Tier 2 partners at a per license price. If an Agency requires more licenses than are available in the current license pool, the agency will be required to pay the additional license package cost until other agencies also require more licenses.

Service Availability: Connect Explorer is a web-based application hosted by Pictometry. The County is not responsible for any Connect Explorer service outages (scheduled maintenance, software and hardware upgrades, system failures, and emergency maintenance). If there are problems with Connect Explorer, the Agency shall contact the County and the County shall notify Pictometry.

License Terms and Conditions: Agencies who use this software will have to agree to the online terms and conditions for using Connect Explorer when they first begin using the service (see online EULA). In addition, the Agency will be solely responsible to maintain the user license accounts for their individual organization. If the Agency chooses not to purchase Connect Explorer licenses, they can still access the aerial image library using the ArcGIS Plugin, but this does require the Agency to have a license of ArcGIS. The Connect Explorer service will be turned off when the contract reaches its end date or if the contract is terminated.

6.3 Pictometry Building Footprints (Optional Product)

The County provides the option for partnering agencies to purchase building footprints for their jurisdiction. Buildings that are 200 square feet and greater are digitized and provided as an ESRI shapefile format. Agencies requesting this information shall pay for this information as an optional product. The cost for this service is dependent on the size of the area being requested.

The Agency has notified the County that it is not interested in obtaining Building Footprints.

6.4 Professional Support Services (Optional Product)

The County provides one hour of complimentary support; however, if the Agency should require additional Pictometry related support they may make a request to the County for such support. Additional support shall be provided on a time and materials fee structure. Professional support services may include additional training, technical support, product development, providing historic (2007-2021) imagery, or other service that is related to the support of Pictometry products.

Service Rates: are based on actual costs for services not fixed rates. Actual costs include overtime salary, benefits, and material costs. Overtime salary may be used instead of straight time salary since all extended service work will be completed outside of the County's 40-hour work week. County employees are paid at different rates depending on their job classification and seniority. The County shall assign personnel to the project based on the complexity of the task and resource availability. All efforts shall be made by the County to minimize costs to the Agency where possible. Labor rates may also change due to natural step increases or unexpected changes outside the County's budget process, such as, union negotiations, change in personnel, change in County employee's salary and benefits, or other unexpected costs. If requested, the County will make available to the Agency a copy of the detailed expense report generated from the County's financial system.

Work Orders: All Professional support services shall require a signed Work Order prior to any work being completed for the Agency. The Work Order shall fully specify the services and deliverables to be provided. The Work Order shall also indicate the estimated cost and any other additional terms and conditions applicable to the service. The work estimates may not reflect the actual cost to complete the Work Order. The County will promptly inform Agency if actual costs will exceed the Work Order estimate by more than 20%. Work will commence only after both the Work Order has been agreed to and approved by Agency.

Time Tracking and Reporting: County will track employee, time, and cost for each unique issue or work request. The Agency may inquire as to the status of any outstanding requests. The Agency acknowledges that the County may give priority to completing its tasks and work assignments as a Skagit County department and the Agency understands that its Work Order may be interrupted and delayed due to other County business. It shall be County's responsibility to track and document each task so that the Agency has a clear understanding of the status of each request or task.

Overhead Costs: The County has an objective to ensure all costs of services provided to partner agencies are billed in full, including an indirect cost rate to cover overhead. The rate for the provided services is set at 15.6% for 2020. Invoices sent to the Agency shall include the salary and benefits, materials, and a 15.6% overhead cost. The overhead percentage shall be applied to the salary and benefits portion of the invoice. The rate may change periodically as new adjustments are applied and this Agreement shall use whatever is most current at the time of invoicing.

7. PAYMENT DATES

The total cost of this 2-year agreement is divided into two payments. The first payment is due one month after the Agency has received the imagery products. Typically, this occurs within the month of August. The second payment is due no later than one year after the first payment due date. Some Agencies may elect to make 1 full payment in lieu of 2 half payments.

8. INVOICES AND LATE PAYMENTS

The County will invoice the Agency when products are delivered and accepted. Payment is due upon receipt of invoice by Agency and becomes delinquent 30 days thereafter. A late payment charge may be applied to any remaining balance 60 days after invoice. Late payment charges, if any, will be imposed on the unpaid balance at the rate of 1% per month.

9. DISPUTES

The Agency will promptly notify the County of disputes regarding invoices, or of services which the Agency believes do not conform to the agreed upon terms of this Agreement.

10. PAYMENT OF TAXES

Taxes are not included in the prices listed in this agreement unless otherwise specified (i.e. Connect Explorer licenses do include sales taxes).

11. TOTAL CONTRACT COST

The following are the costs of this agreement:

- Pictometry Imagery: The Agency is considered a tier two agency and therefore shall pay a total of \$10,000 (two \$5,000 payments) plus tax for a two-year license of Pictometry products. The first payment will be due in 2023 and the second payment will be due in 2024.
- Connect Explorer: The Agency has requested 2 Connect Explorer licenses at a cost of \$48 per license per year (tax is already included in this price). For 2023, the Agency will pay \$96 for these licenses. For 2024, the number of licenses may change depending on the Agencies need.
- Pictometry Building Footprints: The Agency has currently elected not to purchase building footprints.

Exhibit B – Master Agreement between Pictometry International and the County

EXHIBIT B - MASTER AGREEMENT BETWEEN PICTOMETRY AND THE COUNTY

**AGREEMENT BETWEEN
PICTOMETRY INTERNATIONAL CORP.
AND SKAGIT COUNTY, WA**

This order form ("Order Form") is by and between Pictometry International Corp. and its affiliates, also dba EagleView, ("EagleView") and Skagit County, WA ("Customer") for the purchase of the Content and Services set forth in Section A: Product Description, Prices and Payment Terms below. The provision of all such Content and Services is subject to this Order Form and the contract components listed below:

Section A: Product Descriptions, Prices and Payment Terms

Section B: License Terms:

- General Terms
- Product Specific Terms
 - Delivered Content
 - Online Services
 - Web Visualization
 - Software License

Section C: Non-Standard Terms and Conditions

Appendix 1: Photogrammetric Product Specifications

Map(s)

(all of which, collectively, constitute this "Agreement"). In consideration of, and subject to, payment by Customer of the Fees specified in Section A of the Agreement, and subject to the terms and conditions set forth in the Agreement, EagleView agrees to provide Customer with access to and use of the Content and Services specified in Section A of the Agreement in accordance with the terms and conditions of the Agreement. Any purchase order or similar document issued by Customer in connection with this Agreement is issued solely for Customer's internal administrative purposes and the terms and conditions set forth on any such purchase order shall be of no force or effect as between the parties.

In the event of any conflict among any contract components comprising the Agreement, the order of precedence for resolving such conflict shall be, from highest (i.e., supersedes all others) to lowest (i.e., subordinate to all others): Section C: Non-Standard Terms and Conditions; Appendix 1: Photogrammetric Product Specifications; Section A: Product Descriptions, Prices and Payment Terms; Section B.II: License Terms (Product Specific Terms); and Section B.I: License Terms (General Terms).

The Agreement is hereby accepted and agreed to by the undersigned parties and shall become effective upon the last date of execution by each Customer and EagleView (the "Effective Date").

PARTIES:

CUSTOMER	EAGLEVIEW
SKAGIT COUNTY, WA	PICTOMETRY INTERNATIONAL CORP.
Government	a Delaware corporation
SIGNATURE:	SIGNATURE:  Robert Locke (Feb 1, 2023 18:22 EST)
NAME:	NAME: Robert Locke
TITLE:	TITLE: President
EXECUTION DATE:	EXECUTION DATE: Feb 1, 2023

SECTION A

PRODUCT DESCRIPTIONS, PRICES AND PAYMENT TERMS

Pictometry International Corp.
25 Methodist Hill Drive
Rochester, NY 14623

ORDER #
LC-10000169

BILL TO
Skagit County, WA
Geoff Almvig
1800 Continental Place
Mount Vernon, Washington 98273
(360) 416-1131
geoffa@co.skagit.wa.us

SHIP TO
Skagit County, WA
Geoff Almvig
1800 Continental Place
Mount Vernon, Washington 98273
(360) 416-1131
geoffa@co.skagit.wa.us

CUSTOMER ID	SALES REP	FREQUENCY OF PROJECT
	Dustin Walters	Biennial

PROJECT 1					
QTY	PRODUCT NAME	PRODUCT DESCRIPTION	LIST PRICE	DISCOUNT PRICE %	AMOUNT ¹
1	Oblique Imagery Bundle w/Two(2) Yrs of EFS Maint & Support	Includes digital copy of the Licensed Documentation for the License Software, two (2) End User Training Sessions, one (1) Advanced User Technical Training, one (1) Administration / IT Training Session, ten (10) hours of telephone support, one copy of Pictometry Electronic Field Study (EFS) software, latest version, on the storage media specified herein, and access to download updated versions of the EFS Licensed Software for a period of two years from the initial date of shipment of the EFS software, along with a copy of the updated documentation.	\$ 0.00		\$ 0.00
1	RapidAccess - Disaster Response Program	RapidAccess - Disaster Response Program is an emergency response program offering flights after an emergency or disaster. Refer to the attached detailed description of the Disaster Response Program. Term commences on date of initial shipment of imagery for a project. The quantity represents the number of years in the DRP term.	\$ 0.00		\$ 0.00
135	Reveal Essentials+ Property	Provides high resolution ortho and oblique imagery at a Property level. Deliverables include measurable oblique and ortho imagery at a property resolutions. Color balanced orthomosaic imagery is generated by a fully automated photogrammetric process and delivered digitally in various formats with the associated metadata. <i>Product Parameters:</i> Elevation Data Source: Public Avail - NED/USGS/GeoBase Leaf: Leaf Off: Less than 30% leaf cover Special Instructions:	\$ 400.00	10%	\$ 48,600.00

964	Reveal Essentials+ Neighborhood	Provides ortho and oblique imagery at a Neighborhood level. Deliverables include measurable oblique and ortho imagery at a neighborhood resolutions. Color balanced orthomosaic imagery is generated by a fully automated photogrammetric process and delivered digitally in various formats with the associated metadata. <i>Product Parameters:</i> Elevation Data Source: Public Avail - NED/USGS/GeoBase Leaf: Leaf Off: Less than 30% leaf cover Special Instructions:	\$ 160.00	25%	\$ 115,680.00
964	Reveal Orthomosaic - Combined	This product represents a single orthomosaic, combining tiles of multiple resolutions with the best-available resolution preferred <i>Product Parameters:</i> Elevation Data Source: Public Avail - NED/USGS/GeoBase Leaf: Leaf Off: Less than 30% leaf cover Special Instructions:	\$ 0.00		\$ 0.00
1	Pictometry Connect - EarlyAccess	Pictometry Connect - EarlyAccess provides authorized users the ability to login and access the imagery, as specified elsewhere in this agreement, immediately following its preliminary processing and quality control checks and prior to its final processing. Early Access imagery will become available in CONNECT Explorer incrementally as it is processed and it will remain available until final, fully processed imagery is made available through other means. This offering requires an active Pictometry CONNECT account and the current purchase of access to an imagery product. <i>Product Parameters:</i> Server Integration: Third-Party Integrator: Domain URL: Special Instructions:	\$ 10,000.00	100%	\$ 0.00
SUBTOTAL					\$164,280.00

PROJECT 2

QTY	PRODUCT NAME	PRODUCT DESCRIPTION	LIST PRICE	DISCOUNT PRICE %	AMOUNT ¹
964	Reveal Orthomosaic - Combined	This product represents a single orthomosaic, combining tiles of multiple resolutions with the best-available resolution preferred <i>Product Parameters:</i> Elevation Data Source: Public Avail - NED/USGS/GeoBase Leaf: Leaf Off: Less than 30% leaf cover Special Instructions:	\$ 0.00		\$ 0.00

1	Oblique Imagery Bundle w/Two(2) Yrs of EFS Maint & Support	Includes digital copy of the Licensed Documentation for the License Software, two (2) End User Training Sessions, one (1) Advanced User Technical Training, one (1) Administration / IT Training Session, ten (10) hours of telephone support, one copy of Pictometry Electronic Field Study (EFS) software, latest version, on the storage media specified herein, and access to download updated versions of the EFS Licensed Software for a period of two years from the initial date of shipment of the EFS software, along with a copy of the updated documentation.	\$ 0.00		\$ 0.00
135	Reveal Essentials+ Property	Provides high resolution ortho and oblique imagery at a Property level. Deliverables include measurable oblique and ortho imagery at a property resolutions. Color balanced orthomosaic imagery is generated by a fully automated photogrammetric process and delivered digitally in various formats with the associated metadata. <i>Product Parameters:</i> Elevation Data Source: Public Avail - NED/USGS/GeoBase Leaf: Leaf Off: Less than 30% leaf cover Special Instructions:	\$ 400.00	10%	\$ 48,600.00
1	RapidAccess - Disaster Response Program	RapidAccess - Disaster Response Program is an emergency response program offering flights after an emergency or disaster. Refer to the attached detailed description of the Disaster Response Program. Term commences on date of initial shipment of imagery for a project. The quantity represents the number of years in the DRP term.	\$ 0.00		\$ 0.00
964	Reveal Essentials+ Neighborhood	Provides ortho and oblique imagery at a Neighborhood level. Deliverables include measurable oblique and ortho imagery at a neighborhood resolutions. Color balanced orthomosaic imagery is generated by a fully automated photogrammetric process and delivered digitally in various formats with the associated metadata. <i>Product Parameters:</i> Elevation Data Source: Public Avail - NED/USGS/GeoBase Leaf: Leaf Off: Less than 30% leaf cover Special Instructions:	\$ 160.00	25%	\$ 115,680.00
1	Pictometry Connect - EarlyAccess	Pictometry Connect - EarlyAccess provides authorized users the ability to login and access the imagery, as specified elsewhere in this agreement, immediately following its preliminary processing and quality control checks and prior to its final processing. Early Access imagery will become available in CONNECT Explorer incrementally as it is processed and it will remain available until final, fully processed imagery is made available through other means. This offering requires an active Pictometry CONNECT account and the current purchase of access to an imagery product. <i>Product Parameters:</i> Server Integration: Third-Party Integrator:	\$ 10,000.00	100%	\$ 0.00

		Domain URL:			
		Special Instructions:			
SUBTOTAL					\$164,280.00

PROJECT 3

QTY	PRODUCT NAME	PRODUCT DESCRIPTION	LIST PRICE	DISCOUNT PRICE %	AMOUNT ¹
1	RapidAccess - Disaster Response Program	RapidAccess - Disaster Response Program is an emergency response program offering flights after an emergency or disaster. Refer to the attached detailed description of the Disaster Response Program. Term commences on date of initial shipment of imagery for a project. The quantity represents the number of years in the DRP term.	\$ 0.00		\$ 0.00
1	Pictometry Connect - EarlyAccess	Pictometry Connect - EarlyAccess provides authorized users the ability to login and access the imagery, as specified elsewhere in this agreement, immediately following its preliminary processing and quality control checks and prior to its final processing. Early Access imagery will become available in CONNECT Explorer incrementally as it is processed and it will remain available until final, fully processed imagery is made available through other means. This offering requires an active Pictometry CONNECT account and the current purchase of access to an imagery product. <i>Product Parameters:</i> Server Integration: Third-Party Integrator: Domain URL: Special Instructions:	\$ 10,000.00	100%	\$ 0.00
964	Reveal Essentials+ Neighborhood	Provides ortho and oblique imagery at a Neighborhood level. Deliverables include measurable oblique and ortho imagery at a neighborhood resolutions. Color balanced orthomosaic imagery is generated by a fully automated photogrammetric process and delivered digitally in various formats with the associated metadata. <i>Product Parameters:</i> Elevation Data Source: Public Avail - NED/USGS/GeoBase Leaf: Leaf Off: Less than 30% leaf cover Special Instructions:	\$ 160.00	25%	\$ 115,680.00
964	Reveal Orthomosaic - Combined	This product represents a single orthomosaic, combining tiles of multiple resolutions with the best-available resolution preferred <i>Product Parameters:</i> Elevation Data Source: Public Avail - NED/USGS/GeoBase Leaf: Leaf Off: Less than 30% leaf cover Special Instructions:	\$ 0.00		\$ 0.00

1	Oblique Imagery Bundle w/Two(2) Yrs of EFS Maint & Support	Includes digital copy of the Licensed Documentation for the License Software, two (2) End User Training Sessions, one (1) Advanced User Technical Training, one (1) Administration / IT Training Session, ten (10) hours of telephone support, one copy of Pictometry Electronic Field Study (EFS) software, latest version, on the storage media specified herein, and access to download updated versions of the EFS Licensed Software for a period of two years from the initial date of shipment of the EFS software, along with a copy of the updated documentation.	\$ 0.00		\$ 0.00
135	Reveal Essentials+ Property	Provides high resolution ortho and oblique imagery at a Property level. Deliverables include measurable oblique and ortho imagery at a property resolutions. Color balanced orthomosaic imagery is generated by a fully automated photogrammetric process and delivered digitally in various formats with the associated metadata. <i>Product Parameters:</i> Elevation Data Source: Public Avail - NED/USGS/GeoBase Leaf: Leaf Off: Less than 30% leaf cover Special Instructions:	\$ 400.00	10%	\$ 48,600.00
SUBTOTAL					\$164,280.00

Thank you for choosing EagleView as your service provider.	TOTAL	\$ 492,840.00
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¹Amount per product = ((1-Discount %) * Qty * List Price)

Geofences:

Geofences Products Affected:

Pictometry Connect - EarlyAccess

FEES; PAYMENT TERMS

Customer hereby agrees to pay the Fees specified in this Section A of the Agreement in accordance with the following payment terms. All amounts due to EagleView pursuant to the Agreement (the "Fees") are expressed in United States dollars and do not include any duties, taxes (including, without limitation, any sales, use, ad valorem or withholding, value added or other taxes) or handling fees, all of which are in addition to the amounts shown above and, to the extent applicable to purchases by Customer, shall be paid by Customer to EagleView without reducing any amount owed to EagleView unless documents satisfactory to EagleView evidencing exemption from such taxes is provided to EagleView prior to billing. To the extent any amounts properly invoiced pursuant to this Agreement are not paid within thirty (30) days following the invoice due date, such unpaid amounts shall accrue, and Customer shall pay, interest at the rate of 1.5% per month (or at the maximum rate allowed by law, if less). In addition, Customer shall pay EagleView all costs EagleView incurs in collecting past due amounts due under this Agreement including, but not limited to, attorneys' fees and court costs.

First Project

Year1

Deposit/Due At Signing \$0.0
Due at Delivery/Activation \$82140.00

Year2

Due at Anniversary of Delivery/Activation \$82140.00

Second Project

Year1

Due at Delivery/Activation \$82140.00

Year2

Due at Anniversary of Delivery/Activation \$82140.00

Third Project

Year1

Due at Delivery/Activation \$82140.00

Year2

Due at Anniversary of Delivery/Activation \$82140.00

I. GENERAL TERMS

These General Terms (the “General Terms”) set forth the terms and conditions that govern Customer’s access to and use of all Content and Services (each as hereinafter defined) provided by EagleView (unless otherwise expressly provided to the contrary herein). As used in these General Terms, the terms “you” and “your” in uppercase or lowercase shall mean the Customer that entered into the Agreement into which these General Terms are incorporated.

1. DEFINITIONS

- a. “Authorized Subdivision” means, if you are a county or a non-state consortium of counties, any political unit or subdivision located totally or substantially within your boundaries that you authorize to have access to any Content pursuant to the Agreement.
- b. “Authorized System” means a workstation or server that meets each of the following criteria (i) it is owned or leased by you or an Authorized Subdivision, (ii) it is located within and only accessible from facilities that are owned or leased by you or an Authorized Subdivision, and (iii) it is under the control of and may only be used by you or Authorized Subdivisions.
- c. “Authorized Users” means Delivered Content Authorized Users and Eligible Users.
- d. “Content” means, collectively, the Delivered Content, the Licensed Content and the WVO Licensed Content.
- e. “Covered Party” means (a) EagleView, and its affiliates, and any officer, director, employee, subcontractor, agent, successor, or assign of EagleView or any of its affiliates; and (b) each third party supplier of any Content or Services, third party alliance entity, their affiliates, and any officer, director, employee, subcontractor, agent, successor, or assign of any third party supplier of any Content or Services, or of any third party alliance entity and their affiliates.
- f. “Delivered Content” means the images, metadata, data layers, models, reports and other geographic or structural visualizations or embodiments included in, provided with, or derived from the information delivered to you by or on behalf of EagleView pursuant to the Agreement (whether via hardware or online (but excluding via the Online Services)), in connection with the EagleView products specified in Section A: Product Description, Prices and Payment Terms.
- g. “Delivered Content Authorized User” means any employee of you or Authorized Subdivisions that is authorized by you to have access to the Delivered Content through an Authorized System.
- h. “Documentation” means any written materials that accompany the EagleView Software.
- i. “Eligible Users” means you, your employees, and temporary or contract employees dedicated to performing work exclusively for you.
- j. “Licensed Content” means images available via the Online Services, and all associated metadata and data layers included in, provided with, or derived from those images.
- k. “Online Services” means the Pictometry Connect online services made available to you by or on behalf of EagleView pursuant to the Agreement, as specified in Section A: Product Description, Prices and Payment Terms.
- l. “EagleView Credential” means the unique login/password assigned to each Eligible User for purposes of accessing any of the Services.
- m. “EagleView Software” means the software that EagleView makes available to you to install (whether via download or otherwise) and view the Delivered Content.
- n. “Project” means a project as specified in Section A: Product Description, Prices and Payment Terms.
- o. “Project Participant” means any employee or contractor of persons or entities performing services for compensation for you or an Authorized Subdivision that has been identified by written notice to EagleView prior to being granted access to Delivered Content and, unless EagleView expressly waives such requirement for any individual, has entered into a written agreement with EagleView authorizing such access.
- p. “Services” means, collectively, any services set forth in Section A: Product Description, Prices and Payment Terms, the Online Services, the WVO Services and the EagleView Software (and accompanying Documentation) and any other services provided by EagleView and agreed upon between the parties from time to time.
- q. “WVO Licensed Content” means the images available in the WVO Services, and all associated metadata and data layers included in, provided with, or derived from those images.
- r. “WVO Services” means the EagleView web visualization offerings made available to you by or on behalf of EagleView pursuant to the Agreement, as specified in Section A: Product Description, Prices and Payment Terms.

2. RIGHTS; RESTRICTIONS ON USE; OWNERSHIP

- a. Usage Rights. Your rights with respect to your (and to the extent applicable your Authorized Users') access to and use of the applicable Content and Services is set forth in Section B.II: License Terms (Product Specific Terms).
- b. Restrictions. You agree to the following restrictions in connection with your access to and use of the Content and Services:
 - i. You may not copy, distribute or make derivative works based upon the Content or Services in any medium, except to the extent expressly permitted in the Agreement. Without limiting the foregoing, except to the extent expressly permitted in the Agreement, you may not copy or retain copies of the Content, or any portions thereof, on any computer or storage device or media including for the purpose of creating or maintaining one or more databases of that Content for use in substitution for subsequent access to the Content, nor will you authorize or permit any user of the Services to do so.
 - ii. You may not distribute or otherwise make available any Content to Google or its affiliates, either directly or indirectly.
 - iii. Except to the extent expressly permitted in the Agreement, you may not exploit the goodwill of EagleView, including its trademarks, service marks, or logos, without the express written consent of EagleView.
 - iv. You may not remove, omit, alter or obscure copyright or other notices or legends (including confidentiality markings) contained on or included in the Content or Services and you will reproduce all such information on all copies made hereunder. You will keep the Content and EagleView Software free of all claims, liens and encumbrances.
 - v. You may not offer any part of the Content or Services for commercial resale or commercial redistribution in any medium.
 - vi. You may not, and will not enable others to decompile, reverse engineer, disassemble, attempt to derive the source code of, decrypt, modify, create derivative works of, or tamper with or disable any security or monitoring features within the Services. Any attempt to do so is a violation of the rights of EagleView and its licensors.
 - vii. To the extent any of the Content or Services are provided to you online, you may not access such Content or Services (or both) via mechanical, programmatic, robotic, scripted or any other automated means. Unless otherwise agreed by EagleView in writing, use of such Content and Services is permitted only via manually conducted, discrete, human-initiated individual search and retrieval activities.
 - viii. Except to the extent expressly permitted in the Agreement, you may not make the Content or Services available to any other party.
 - ix. To the extent EagleView Credentials are assigned to you or any of your Eligible Users in connection with the Agreement, such EagleView Credentials shall only be used by the person or entity to whom they were originally assigned and may not be shared with, or used by, any other person, including other Eligible Users. You will use reasonable commercial efforts to prevent unauthorized use of the EagleView Credentials assigned to you or any of your Eligible Users and will promptly deactivate any EagleView Credentials you suspect are lost, stolen, compromised, or misused.
- c. Reservation. All right, title, and interest (including all patents, copyrights, trademarks, trade secrets, and other intellectual property rights) in the Content and the Services, and any written materials that accompany the Services, in any media or form, are and will remain in EagleView or its third party suppliers (as applicable). Neither you nor any users of the Content or the Services acquire any proprietary interest in the Content, the Services, or any copies thereof, except the limited use rights expressly granted under the Agreement. EagleView reserves all rights not expressly granted to you in the Agreement. You will not assert any right, title or interest in any of the Content or Services provided to you under the Agreement, except for the express license granted to you under the Agreement.
- d. Updates. Except to the extent expressly provided to the contrary in the Agreement, the Content, the Services, and the features and functionality within the Services may be enhanced, added to, withdrawn, or otherwise changed by EagleView without notice.

3. CONFIDENTIALITY. The Content, EagleView Software and Documentation consist of commercially valuable, proprietary products owned by EagleView, the design and development of which reflect an investment of considerable time, effort, and money. The parties agree that the Content, EagleView Software, Documentation, and the terms and conditions of the Agreement ("Confidential Information") are (and are treated by EagleView as) confidential and contain valuable trade secrets and confidential commercial information (including financial information) of EagleView. You agree that you will not disclose, provide a copy of, or disseminate the Confidential Information (other than as expressly permitted in Section B.II: License Terms (Product Specific Terms) of the Agreement) or any part thereof to any person in any manner or for any purpose inconsistent with the licenses granted to you pursuant to the Agreement. You agree to use your best efforts to assure that your personnel, and any others afforded access to the Confidential Information, protect the Confidential Information against unauthorized use, disclosure, copying, and dissemination, and that access to the Confidential Information and each part thereof will be strictly limited. You agree that you will use the Confidential Information solely as expressly permitted in Section B.II: License Terms (Product Specific Terms) of the

Agreement and for no other purpose. To the extent you are required to disclose the Confidential Information (or any part thereof) pursuant to applicable law, you will (i) notify EagleView reasonably in advance of such requirement prior to disclosure, (ii) use all reasonable efforts to limit such disclosure, including asserting and applying, as appropriate, the exemption in 5 USC 552(b)(4) (or any analogous state or local laws or regulations) with respect to such information, (iii) only disclose such information to the extent required to comply with applicable law, and (iv) subject to applicable law, permit EagleView to challenge or limit such disclosure prior to the disclosure thereof.

4. TERM; SUSPENSION; TERMINATION; EFFECT OF TERMINATION

- a. Term. The term of the Agreement will commence on the Effective Date and will terminate following delivery of the various Projects (including any Services) set forth in Section A (Product Description, Prices and Payment Terms).
- b. Suspension. In the event of a breach of the Agreement by you, any Authorized User or someone using your EagleView Credential, or end-users who are permitted to use the WVO Services and WVO Licensed Content pursuant to the Agreement, EagleView may temporarily suspend or discontinue providing access to the applicable Services or Content (or both) to you and/or any or all Authorized Users or end-users (or both) without notice and EagleView may pursue any other legal remedies available to it.
- c. Termination. EagleView may terminate the Agreement immediately in the event you: (a) do not pay in full the Fees or do not pay the Fees in accordance with the terms of the Agreement, or (b) fail to comply with any other term of the Agreement.
- d. Effect of Termination. Upon termination of the Agreement, except to the extent expressly set forth in the Agreement, you shall immediately cease all use of the applicable Content and Services, promptly purge all copies of the applicable Content, EagleView Software and Documentation from all workstations and servers on which any of it may be stored or available at the time, and return any hard drive/media containing the applicable Content, EagleView Software or Documentation (or any combination thereof) to EagleView. The provisions of the Agreement that by their nature would survive its termination will survive indefinitely.

5. LIMITED WARRANTY; DISCLAIMER OF WARRANTIES; WAIVER

- a. Limited Warranties. EagleView represents and warrants to Customer:
 - i. That the Delivered Content will contain true and usable copies of the designated imagery as of the date of capture; and
 - ii. That it has the right and authority to make the applicable Services and the applicable Content available to you, and to the extent applicable, your Authorized Users, as authorized expressly by the Agreement.

As your sole and exclusive remedy for any breach of Section 5(a)(i) with respect to the Delivered Content, EagleView shall use reasonable efforts to correct any deficiency that precludes use of the Delivered Content in the manner intended.

- b. Disclaimers. EXCEPT AS EXPRESSLY PROVIDED IN SECTION 5(A) OF THE AGREEMENT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE SERVICES AND CONTENT ARE PROVIDED ON AN "AS IS", "AS AVAILABLE" BASIS AND "WITH ALL FAULTS" AND EAGLEVIEW, AND EACH THIRD PARTY SUPPLIER OF THE CONTENT OR SERVICES, EXPRESSLY DISCLAIM ALL OTHER WARRANTIES OF ANY KIND (WHETHER EXPRESS, IMPLIED OR STATUTORY), INCLUDING THE WARRANTIES OF MERCHANTABILITY, NON-INFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE, ACCURACY, THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE OR THAT DEFECTS IN THE CONTENT OR SERVICES WILL BE CORRECTED. Without limiting the foregoing, the Services and the Content are not to be relied upon to precisely locate or determine property boundaries and should not be used in lieu of a professional survey where the accuracy of measurements, distance, height, angle, area and volume, may have significant consequences. The Services and the Content are provided for visualization purposes only, are not authoritative or definitive, and do not constitute professional engineering or surveying services. All measurements and reports generated by the Services or from the Content are based upon second order visualization and measurement data that do not provide authoritative or definitive measurement results suitable for professional engineering or surveying purposes. Contour information obtained from the Services or contained in the Content is generated from undersampled elevation data, is provided for informational purposes only, and is not suitable for use as the basis for hydrographic computations, estimations or analyses. While the Services and the Content may be considered useful supplements for life critical applications, they are not designed or maintained to support such applications and EagleView, and its third party suppliers of the Content or Services, hereby disclaim all liability for damages, claims and expenses arising from such use. Your reliance on the Services and the Content should only be undertaken after an independent review of their accuracy, completeness, efficacy, timeliness and adequacy for your intended purpose. EagleView and each third party supplier of any portion of the Content or Services assume no responsibility for any consequences resulting from the use of the Services or the Content. EagleView, and each third party supplier of any portion of Content or Services, hereby disclaim all liability for damages, claims and expenses arising from or in any way related to the accuracy or availability of the Services and the Content.
- c. Waiver of Rights. By accepting these General Terms or by using any of the Services or the Content, you waive any and all

rights you may have against a Covered Party, each third party supplier of any portion of the Content or Services, and each of their directors, officers, members and employees, arising out of use of or reliance upon the Services or the Content.

6. LIMITATION OF LIABILITY

- a. **Limitation of Liability.** No Covered Party shall be liable for any loss, injury, claim, liability, or damage of any kind resulting in any way from, as applicable, (a) any errors in or omissions from the Services or the Content, (b) the unavailability or interruption of the Services or any features thereof or of the Content, (c) your or any other party's use of the Services or the Content, (d) the loss or corruption of any data or equipment in connection with the Services or the Content, (e) the content, accuracy, or completeness of the Content, all regardless of any assistance received in the use of the Services from a Covered Party, (f) any delay or failure in performance beyond the reasonable control of a Covered Party, or (g) any content retrieved from the Internet even if retrieved or linked to from within the Services.
- b. **Consequential Loss Exclusion.** To the fullest extent permissible by applicable law, neither you nor the Covered Parties will be liable under any cause of action of any kind arising out of or related to the Agreement (including under theories involving tort, contract, negligence, strict liability or breach of warranty) for any special, indirect, incidental, or consequential damages of any kind whatsoever (including, without limitation, lost profits and attorneys' fees) even if a party has been advised of the possibility of such damages. The foregoing limitation of liability shall not apply to your (and your Authorized Users' or end-users (or both)) infringement of any intellectual property rights or misappropriation of proprietary data (including Content) or confidential information belonging to EagleView or any of its third party suppliers.
- c. **Liability Cap.** To the fullest extent permissible by applicable law, under no circumstances will the aggregate liability of the Covered Parties in connection with any claim arising out of or relating to the Services or the Content or the Agreement exceed the lesser of (i) your actual direct damages, or (ii) the amount you paid for the impacted Services or Content in the twelve (12) month period immediately preceding the date the claim arose.
- d. **Defend and Hold Harmless.** If there is a breach of the warranties in Section 5(a) above, then EagleView, at its option and expense, shall either defend or settle any action and hold you harmless against proceedings or damages of any kind or description based on a third party's claim of patent, trademark, service mark, copyright or trade secret infringement related to your use or, to the extent applicable, your Authorized Users' use, of the Services or the Content, excluding any Services or Content supplied by a third party, asserted against you by any third party provided: (i) all use of the applicable Services and the applicable Content was in accordance with the Agreement; (ii) the claim, cause of action or infringement was not caused by you modifying or combining the applicable Services or the applicable Content with or into other products, applications, images or data not approved by EagleView in writing; (iii) you give EagleView prompt notice of such claim; and (iv) you give EagleView the right to control and direct the investigation, defense and settlement of such claim. You, at EagleView's expense, shall reasonably cooperate with EagleView in connection with the foregoing.
- e. **Right to Mitigate.** In addition to Section 6(d), if any of the Services, the operation thereof or any of the Content become, or in the opinion of EagleView are likely to become, the subject of a claim of infringement, EagleView may, at its option and expense, either: (i) procure for you the right to continue using the applicable Services or the applicable Content, (ii) replace or modify the applicable Services or the applicable Content so that they become non-infringing; or (iii) terminate the Agreement (including the applicable licenses granted to you) on notice to you and grant you a pro-rata refund or credit (whichever is applicable) for any pre-paid Fees.
- f. **Sole / Exclusive Remedy.** Your right to monetary damages in the amount of the liability cap, as specified in Section 6(c) above, shall be in lieu of all other remedies which you may have against any Covered Party. The provisions of Sections 6(d) and (e) of the Agreement shall constitute your sole and exclusive remedy for the respective matters specified therein.
- g. **Notification of Claims.** You shall (a) notify EagleView in writing of any claims or proceedings involving any of the Content and/or the Services within ten (10) days after you learn of the claim or proceeding, and (b) report promptly to EagleView all claimed or suspected defects in the Content and/or the Services.

7. MISCELLANEOUS

- a. **Restricted Rights.** The Content and Services acquired with United States Government funds or intended for use within or for any United States federal agency are provided with "Restricted Rights" as defined in DFARS 252.227-7013, Rights in Technical Data and Computer Software and FAR 52.227-14, Rights in Data-General, including Alternate III, as applicable.
- b. **Trade Restrictions.** The parties acknowledge that certain information, software technology, accompanying documentation and technical information may be subject to United States export control laws. You will not directly or indirectly export or re-export the Content or Services in violation of the Export Administration Regulations of the U.S. Department of Commerce.
- c. **Patriot Act.** You are aware and understand that any user data collected or stored by the Online Services or the WVO Services may be accessed by US law enforcement agencies under the US PATRIOT Act. You hereby release, and agree to hold EagleView harmless from, all claims against EagleView with respect to such access.

- d. **Non-Compete.** You may not use the Services or the Content (or both) to compete with any businesses of EagleView.
- e. **FCR.** You may not use information included in the Services or the Content to determine an individual consumer's eligibility for (a) credit or insurance for personal, family, or household purposes; (b) employment; or (c) a government license or benefit. The term "consumer" is defined in the United States Fair Credit Reporting Act at 15 USC §1681.
- f. **Amendments / Modifications.** Any modifications, amendments or supplements to the Agreement must be made in writing and be signed by duly authorized officers of each party. Furthermore, the Agreement may not be modified, amended or supplemented by email exchange, even if the email contains a printed name or signature line bearing signature-like font. The foregoing does not prohibit the execution of electronic contracts bearing electronic signatures of authorized representatives of both parties, provided such signatures include digital certifications or are otherwise authenticated.
- g. **Payment on Breach.** In the event of a breach of your obligations under the Agreement, including your payment obligations, you agree to pay all of EagleView's costs of enforcement and collection, including court costs and reasonable attorneys' fees.
- h. **Notices.** All notices and other communications hereunder shall be in writing or, solely with respect to the Online Services, displayed electronically in the Online Services by EagleView. Notices shall be deemed to have been properly given on the date deposited in the mail, if mailed; on the date first made available, if displayed in the Online Services; or on the date received, if delivered in any other manner. Legal notices to EagleView should be sent to EagleView, Attn: General Counsel, 25 Methodist Hill Drive, Rochester, New York 14623.
- i. **No Waiver.** No waiver of a breach of any term of the Agreement will be effective unless in writing and duly executed by the waiving party. No such waiver will constitute a waiver of any subsequent breach of the same or any other term of the Agreement. No failure on the part of a party to exercise, and no delay in exercising any of its rights hereunder will operate as a waiver thereof, nor will any single or partial exercise by a party of any right preclude any other or future exercise thereof or the exercise of any other right.
- j. **Assignment.** Neither you nor any Authorized User may assign or otherwise transfer your rights or delegate your duties under the Agreement without the prior written consent of EagleView. Any attempt by you or any Authorized User to assign, transfer or delegate your rights or obligations under the Agreement without EagleView's consent shall be void, and shall also void the limited license granted to you by the Agreement. The Agreement and any amendment thereto shall be binding on, and will inure to the benefit of the parties and their respective successors and permitted assigns.
- k. **Governing Law.** The Agreement shall be governed by and interpreted in accordance with the laws of the State of New York, excluding its conflicts of law principles. Unless you are a government entity, in the event that any legal proceedings are commenced with respect to any matter arising under the Agreement, the parties specifically consent and agree that the courts of the State of New York or, in the alternative, the Federal Courts located in the State of New York shall have exclusive jurisdiction over each of the parties and over the subject matter of any such proceedings, and that the venue of any such action shall be in Monroe County, New York or the U.S. District Court for the Western District of New York, as applicable.
- l. **Force Majeure.** Except with respect to Customer's payment obligations for Content or Services (or both) provided, each party will be excused from performance under the Agreement, will not be deemed to be in breach hereof, and will have no liability to the other party whatsoever if either party is prevented from performing any of its obligations hereunder, in whole or in part, as a result of a Force Majeure Event. A "Force Majeure Event" means an event or occurrence beyond the control of the nonperforming party, such as an act of God or of the public enemy, embargo or other act of government in either its sovereign or contractual capacity, government regulation, travel ban or request, court order, civil disturbance, terrorism, war, quarantine restriction, epidemic, virus, fire, weather, flood, accident, strike, slowdown, delay in transportation, electrical power outage, interruption or degradation in electronic communications systems, inability to obtain necessary labor, materials or manufacturing facilities, and other similar events. In the event of any delay resulting from a Force Majeure Event, any date of delivery hereunder will be extended for a period equal to the time lost because of the delay.
- m. **Severability.** The Agreement will be enforced to the fullest extent permitted by applicable law. If any provision of the Agreement is held to be invalid or unenforceable to any extent, then (a) such provision will be interpreted, construed and reformed to the extent reasonably required to render it valid, enforceable and consistent with its original intent and (b) such invalidity or unenforceability will not affect any other provision of the Agreement.
- n. **Third Party Beneficiary.** Where applicable, each affiliate of EagleView and each third party supplier of the Content or Services has the right to assert and enforce the provisions of the Agreement directly on its own behalf as a third party beneficiary.
- o. **Entire Agreement.** The Agreement constitutes the entire agreement of the parties with respect to its subject matter and replaces and supersedes any prior written or verbal communications, representations, proposals or quotations relating to that subject matter.
- p. **Construction.** The headings in the Agreement are for convenience only. They do not constitute a portion of the Agreement and will not be used in any construction of it. The terms "include" and "including" are not limiting.

II. PRODUCT SPECIFIC TERMS

A. **DELIVERED CONTENT.** These terms apply to Delivered Content only. If you receive, access or use Delivered Content under the Agreement, the following terms apply to you.

1. **Grant of Rights.** Subject to the terms and conditions of the Agreement, you are granted nonexclusive, nontransferable, limited rights to:
 - a. install the Delivered Content on Authorized Systems;
 - b. permit access and use of the Delivered Content through Authorized Systems by:
 - i. Delivered Content Authorized Users for performance of public responsibilities of you or Authorized Subdivisions that are to be performed entirely within facilities of you or Authorized Subdivisions;
 - ii. Project Participants under the supervision of Delivered Content Authorized Users for performance of tasks or preparation of materials using only hard copies (or jpg copies) of Delivered Content solely for fulfilling public responsibilities of you or Authorized Subdivisions to be performed entirely within facilities of you or Authorized Subdivisions; and
 - iii. individual members of the public (each a "Permitted Public Member"), but only through Delivered Content Authorized Users and solely for the purpose of making hard copies or jpg copies of images of individual properties or structures (but not bulk orders of multiple properties or structures) to the individual members of the public requesting them.
2. **Delivered Content Authorized User, Authorized Subdivision and Permitted Public Compliance.** You shall at all times be responsible for compliance by each Delivered Content Authorized User, Authorized Subdivision and Permitted Public Member with the terms and conditions of the Agreement including these Delivered Content terms and conditions.
3. **Project Participants.** Each notice to EagleView identifying a potential Project Participant shall include a detailed description of the scope and nature of the Project Participants' planned work and the intended use of the Delivered Content in such work. EagleView retains the right to restrict or revoke access to Delivered Content by any Project Participant who does not comply with the terms of the Agreement including these Delivered Content terms and conditions.
4. **Geographic Data.** If available, you agree to provide to EagleView geographic data in industry standard format (e.g., shape, DBF) including digital elevation models, street centerline maps, tax parcel maps and centroids, which data, to the extent practicable, shall be incorporated into the Delivered Content. You agree that any of this data that is owned by you may be distributed and modified by EagleView as part of its products and services, provided that at no time shall EagleView claim ownership of that data.
5. **STANDARD ORTHO MOSAIC PRODUCTS.**

EagleView standard ortho mosaic products are produced through automated mosaicking processes that incorporate digital elevation data with individual EagleView ortho frames to create large-area mosaics on an extremely cost-effective basis. Because these products are produced through automated processes, rather than more expensive manual review and hand-touched corrective processes, there may be inherent artifacts in some of the resulting mosaics. While EagleView works to minimize such artifacts, without limitation to anything set forth in the Agreement, the EagleView standard ortho mosaic products are provided on an 'AS IS' basis with respect to visible cutlines along mosaic seams resulting from the following types of artifacts:

 - i. Disconnects in non-elevated surfaces generally caused by inaccurate elevation data;
 - ii. Disconnects in elevated surfaces (e.g., roadways, bridges, etc.) generally caused by elevated surfaces not being represented in the elevation data;
 - iii. Building intersect and clipping generally caused by buildings not being represented in the elevation data;
 - iv. Seasonal variations caused by images taken at different times during a season, or during different seasons;
 - v. Ground illumination variations caused by images taken under different illumination (e.g., sunny, high overcast, morning light, afternoon light, etc.) within one flight day or during different flight days;
 - vi. Single GSD color variations caused by illumination differences or multiple-aircraft/camera captures;
 - vii. Mixed GSD color variations caused by adjacent areas being flown at different ground sample distances (GSDs); and
 - viii. Water body color variations caused by multiple individual frames being used to create a mosaic across a body of water (e.g., lakes, ponds, rivers, etc.).

Other EagleView products may be available that are less prone to such artifacts than the EagleView standard ortho mosaic products.

6. RapidAccess—Disaster Response Program (“DRP”)

- A. Disaster Coverage Imagery – If Section A: Product Description, Prices and Payment Terms provides EagleView will provide DRP, then EagleView will, upon request of Customer, provide standard quality imagery of up to 200 square miles of affected areas (as determined by EagleView) upon the occurrence of any of the following events during any period Customer is eligible for DRP:
- ☐ Hurricane: areas affected by hurricanes of Category 2 and higher.
 - ☐ Tornado: areas affected by tornados rated EF4 and higher.
 - ☐ Terrorist: areas affected by damage from terrorist attack.
 - ☐ Earthquake: areas affected by damage to critical infrastructure resulting from earthquakes measured at 6.0 or higher on the Richter scale.
 - ☐ Tsunami: areas affected by damage to critical infrastructure resulting from tsunamis.
- B. Discounted Rate – Coverage for areas affected by the events set forth above exceeding 200 square miles will be, subject to EagleView resource availability, offered to Customer at the then current DRP rates. Also, coverage for areas affected by hurricanes below Category II, tornadoes below EF4 or earthquakes rated below 6.0 on the Richter scale will be, subject to EagleView resource availability, offered to Customer at the then current DRP rates.
- C. Online Services – Use of Pictometry ConnectExplorer™ – EagleView’s DRP includes the use of Connect Explorer for a term of ninety (90) days from the date of delivery of the DRP imagery. Customer shall have access to the DRP imagery for as long as they maintain an active Connect account.
7. Use of EagleView’s Marks. You agree not to attach any additional trademarks, trade names, logos or designations, whether registered or not (“Marks”) to any Delivered Content or to any copies of any Delivered Content without prior written approval from EagleView. You may, however, include an appropriate government seal and your contact information so long as the seal and contact information in no way obscure or deface the EagleView marks. You further agree that you will not use any EagleView trademark, trade name, logo, or designation in connection with any product or service other than the applicable Delivered Content. EagleView grants you a nonexclusive, non-sublicensable, non-transferable right to use EagleView’s Marks to display such Marks to the extent they appear on the Delivered Content and for no other purpose and your right is coterminous with the license granted to you pursuant to the Agreement. You will only use EagleView’s Marks as advised by EagleView from time to time and any and all goodwill accruing from your use of such Marks will inure to the benefit of EagleView.
8. License Term. The license granted to you pursuant to these Delivered Content terms and conditions is perpetual, subject to EagleView’s right to terminate the license in the event you do not pay in full the Fees, unless the Agreement is terminated for any reason other than a breach of the Agreement by EagleView, or as otherwise provided in the Agreement.

B. ONLINE SERVICES. These terms apply to the Online Services and Licensed Content only. If you access or use the Online Services or Licensed Content under the Agreement, the following terms apply to you.

1. Grant of Rights. You are granted a nonexclusive, nontransferable, limited right to access and use the Online Services and the Licensed Content obtained or derived from the Online Services solely for your internal business purposes and not for resale or redistribution. The rights granted to you include, subject to the restrictions otherwise set forth in the Agreement, the right to copy limited portions of the Licensed Content onto your computer to facilitate preparation of hardcopies and work product records, and the right to make hardcopies of the Licensed Content, provided that the Licensed Content and the permitted copies thereof may not be sold, leased, loaned, distributed, or copied for use by anyone other than you.
2. Access. Only Eligible Users are eligible to access and use the Online Services and the Licensed Content pursuant to the Agreement. Each Eligible User shall be assigned a EagleView Credential for the purposes of accessing the Online Services. You will promptly deactivate an Eligible User’s EagleView Credential in the event the Eligible User no longer meets the eligibility requirements or you otherwise wish to terminate the Eligible User’s access to the Online Services. You are responsible for all use of the Online Services accessed with EagleView Credentials issued to your Eligible Users, including associated charges, whether by Eligible Users or others.

3. License Term. Unless otherwise set forth in Section A (Product Description, Prices and Payment Terms), the license granted to you pursuant to these Online Services terms and conditions will continue for the duration of the term of the Agreement, unless terminated earlier by EagleView in accordance with the terms of the Agreement.

C. WEB VISUALIZATION. These terms apply to the WVO Services and WVO Licensed Content only. If you access or use the WVO Services or WVO Licensed Content under the Agreement, the following terms apply to you.

1. Grant of Rights. You are granted a nonexclusive, nontransferable, limited right to use and to provide public access to, and use of, the WVO Services solely for purposes of providing access to WVO Licensed Content in response to human-initiated, discrete location-specific requests through a single website operated exclusively by or for you to serve you and your public constituencies and not for resale or redistribution or commercial use of any nature.
2. End-User Access. You shall provide to all end-users of the WVO Services on the page through which they access such services conspicuous notice of the following terms of access: (a) WVO Licensed Content available through the WVO is copyrighted material, (b) end-users of the WVO Services are granted the right to access and view the WVO Licensed Content through the WVO Services for personal use only and not for commercial purposes of any type, (c) end-users of the WVO Services are prohibited from reproducing, reselling, transferring, redistributing or creating derivative works from WVO Licensed Content, (d) all right, title, and interest (including all copyrights, trademarks and other intellectual property rights) in the WVO Services and the WVO Licensed Content in all media belongs to the Covered Party, and (e) EagleView takes no responsibility for and shall not be liable for the WVO Licensed Content of its third party suppliers.
3. License Term. Unless otherwise set forth in Section A (Product Description, Prices and Payment Terms), the license granted to you pursuant to these WVO Services terms and conditions will continue for the duration of the term of the Agreement, unless earlier terminated by EagleView in accordance with the terms of the Agreement.

D. SOFTWARE LICENSE. These terms apply to the EagleView Software and the Documentation only. If you download, receive access to or use the EagleView Software or the Documentation (or both) under the Agreement, the following terms apply to you.

1. Grant of Rights. Subject to the terms and conditions of the Agreement, you are granted a limited, non-transferable, terminable, non-sublicenseable, non-exclusive license to install and use the EagleView Software and the Documentation solely for internal use. Use of the functionality provided by the EagleView Software other than for your internal use is prohibited, except with the prior written approval of EagleView. You may make one copy of the EagleView Software in machine-readable form for backup purposes only; provided that the backup copy must include all copyright and other proprietary notices contained in the original.
2. License Term. The license granted to you pursuant to these Software License terms and conditions will terminate automatically (i) upon termination or expiry of the Agreement for any reason, or (ii) without notice from EagleView if you fail to comply with any term of the Agreement.

[END OF LICENSE TERMS]

SECTION C

NON-STANDARD TERMS AND CONDITIONS

1. **Applicable Law:** Notwithstanding anything to the contrary set forth elsewhere in this Agreement, this Agreement and any modifications, amendments or alterations shall be interpreted, construed and enforced in all respects in accordance with the laws of the State of Washington, excluding its conflicts of law principles. Each party irrevocably consents to the exclusive jurisdiction of the courts of the State of Washington in connection with any action to enforce the provisions of this Agreement, to recover damages or other relief for breach or default under this Agreement, or otherwise arising under or by reason of this Agreement.
2. **Non-appropriation of Funds.** Notwithstanding anything herein to the contrary, in the event that the funds due for subsequent projects and related deliverables under the terms and conditions of this Agreement are not lawfully appropriated, the following provisions shall apply:
 - a. Customer shall provide EagleView with written documentation of non-appropriation of funds from its funding source prior to commencement of a subsequent project;
 - b. This Agreement shall remain in full force and effect, however commencement of the subsequent project shall be deemed postponed until such time as funds for the subsequent project have been appropriated and all other sums due under the terms and conditions of this Agreement have been paid by Customer. In the event that the postponement exceeds eighteen months, EagleView reserves the right to terminate any and all obligations with respect to the postponed project and all subsequent projects included in this Agreement; and
 - c. If Customer, or any party authorized under the terms and conditions of this Agreement to use the licensed products set forth in Section A, is in possession of licensed products for which EagleView has not been fully compensated in accordance with the payment terms of this Agreement, Customer or such authorized party shall immediately cease use of those licensed products, purge those licensed products from all Customer and authorized party computers, and return those licensed products to EagleView.
3. **Public Disclosure/Disclosure Required By Law.** As a public agency, the County is subject to public disclosure and other laws that require it to release information. EagleView agrees that pursuant to the Washington State Public Records Act, Chapter 42.56 of the Revised Code of Washington, other applicable laws, or as compelled by a court of law, the County may be required to disclose information in County's possession or control provided by EagleView. County shall promptly notify EagleView of any requests for public disclosure of documents, court orders, subpoenas or other legal process that requires release of EagleView information such that Eagle View may be able to take legal action to prevent disclosure, should EagleView desire to do so. However, EagleView shall be responsible for and bear the costs of taking legal action to prevent disclosure of such documents and information. In no event shall the County be liable to EagleView for disclosure of EagleView's documents and information it deems necessary to disclose under the law.

EagleView Reveal

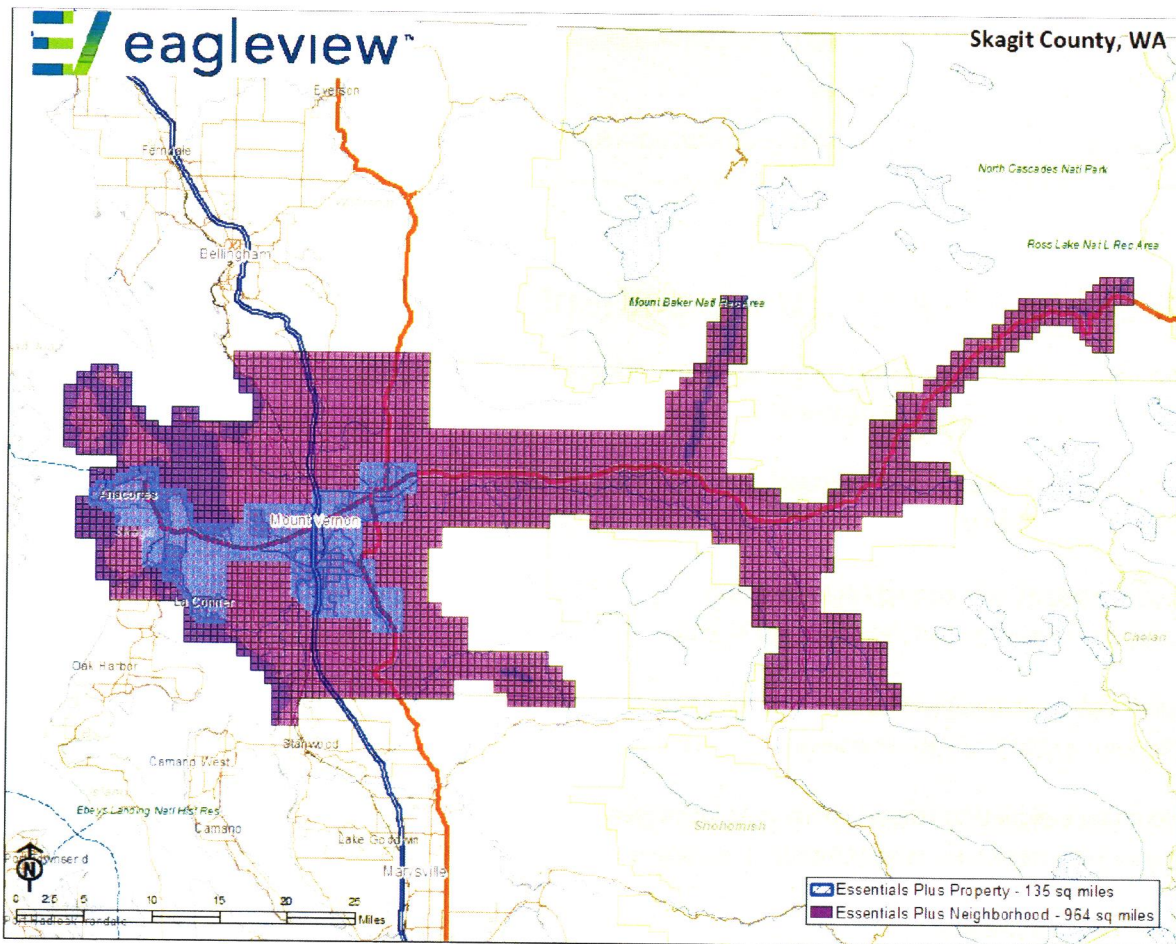
Essentials+ Neighborhood deliverables

Product	Essentials+ Neighborhood
Orthomosaic Specifications	• Typical Positional Horizontal Accuracy: 1m at a 95% confidence level • Fully automated photogrammetric orthomosaic. Imagery may contain seamlines • Project-wide color and contrast balancing
Oblique Imagery	Nominal 6in GSD oblique imagery or better: • Where available fully automated photogrammetric mosaiced imagery. Imagery may contain seamlines
Metadata and Reporting	Metadata: • Metadata generated that meets FGDC Standards upon request • Shapefile(s) with discrete deliverable boundaries and directional metadata
Orthomosaic Deliverable Format (Online)	Resolution: • Nominal 6in GSD Access Methods: • Available via web-based viewer (Connect) - Contracted separately • Also available via WMS/WMTS (Image Service) - Contracted separately
Orthomosaic Deliverable Format (Physical)	Resolution: • Nominal 6in GSD Projection/Coordinate System: • Customer Selectable Datum: • Customer Selectable File Format: • Mosaic Tiles ○ Available as JPEG, GeoTIFF, JPEG2000, PNG, ECW, MrSID (All versions) with world file ○ Includes separate Pictometry Map Image (PMI) trailer file • Project-Wide Mosaic ○ Available in ECW, MrSID (All versions) format
Oblique Imagery Deliverable Format	Access methods: • Available via web-based viewer (Connect) - Contracted separately
Delivery Timeline	• Best efforts to make ortho and oblique imagery available online and/or ready for physical delivery within 30 days of capture completion

EagleView Reveal

Essentials+ Property deliverables

Product	Essentials+ Property
Ortho Frame Imagery	Nominal 2in GSD ortho imagery, Imagery as good as 1.2in and no worse than 3in
Orthomosaic Specifications	- Typical Positional Horizontal Accuracy: 1m at a 95% confidence level - Fully automated photogrammetric orthomosaic. Imagery may contain seamlines - Project-wide color and contrast balancing
Oblique Imagery	Nominal 2.6in GSD oblique imagery ranging from 1.7in to 3.5in GSD: Where available fully automated photogrammetric mosaiced imagery. Imagery may contain seamlines
Metadata and Reporting	Metadata: - Metadata generated that meets FGDC Standards upon request - Shapefile(s) with discrete deliverable boundaries and directional metadata
Orthomosaic Deliverable Format (Online)	Resolution: - Nominal 2in GSD, no worse than 3in (Best Available Provided) Access Methods: - Available via web-based viewer (Connect) - Contracted separately - Also available via WMS/WMTS (Image Service) - Contracted separately
Orthomosaic Deliverable Format (Physical)	Resolution: - Nominal 2in GSD, no worse than 3in (Best Available Provided) Projection/Coordinate System: - Customer Selectable Datum: - Customer Selectable File Format: - Mosaic Tiles - Available as JPEG, GeoTIFF, JPEG2000, PNG, ECW, MrSID (All versions) with world file - Includes separate Pictometry Map Image (PMI) trailer file - Project-Wide Mosaic - Available in ECW, MrSID (All versions) format
Oblique Imagery & Frame Imagery Deliverable Format	Access methods: Available via web-based viewer (Connect) - Contracted separately
Delivery Timeline	- Best efforts to make frame imagery available online within 20 days of capture complete - Best efforts to make ortho and oblique imagery available online and/or ready for physical delivery within 30 days of capture completion

Map(s)

WA Skagit County_EV Agreement_2-1-23

Final Audit Report

2023-02-01

Created:	2023-02-01
By:	Lindsey Dickens (Lindsey.Dickens@eagleview.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAt3ZqVb-KzGQ1RL7oSSPZiSvcB8VtYXE

"WA Skagit County_EV Agreement_2-1-23" History

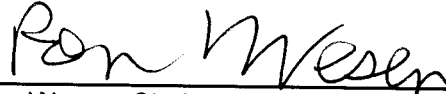
-  Document created by Lindsey Dickens (Lindsey.Dickens@eagleview.com)
2023-02-01 - 11:13:05 PM GMT- IP address: 73.254.133.131
-  Document emailed to bob.locke@eagleview.com for signature
2023-02-01 - 11:14:34 PM GMT
-  Email viewed by bob.locke@eagleview.com
2023-02-01 - 11:20:56 PM GMT- IP address: 104.47.55.254
-  Signer bob.locke@eagleview.com entered name at signing as Robert Locke
2023-02-01 - 11:22:21 PM GMT- IP address: 74.62.58.130
-  Document e-signed by Robert Locke (bob.locke@eagleview.com)
Signature Date: 2023-02-01 - 11:22:23 PM GMT - Time Source: server- IP address: 74.62.58.130
-  Agreement completed.
2023-02-01 - 11:22:23 PM GMT



Adobe Acrobat Sign

DATED this 21 day of February, 2023.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**



Ron Wesen, Chair



Lisa Janicki, Commissioner

ABSENT

Peter Browning, Commissioner

Attest:



Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

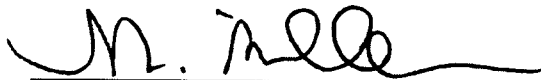
Recommended:



Department Head

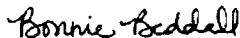
County Administrator

Approved as to form:



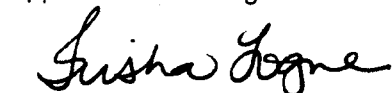
Civil Deputy Prosecuting Attorney

Approved as to indemnification:



Risk Manager

Approved as to budget:



Budget & Finance Director



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/20/2023

6/23/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Insurance Brokers, LLC CA License #OF15767 Three Embarcadero Center, Suite 600 San Francisco CA 94111 (415) 568-4000	CONTACT NAME:	
	PHONE (A/C, No, Ext): FAX (A/C, No):	
INSURED 1381590 Eagle View Technologies, Inc. Pictometry International Corp. 25 Methodist Hill Drive Rochester NY 14623	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: National Fire Insurance Co of Hartford	20478
	INSURER B: The Continental Insurance Company	35289
	INSURER C: American Casualty Company of Reading, PA	20427
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES PICTO-1**CERTIFICATE NUMBER:** 16712651**REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☒ LOC ☐ OTHER:	N	N	6078602551	6/20/2022	6/20/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☒ Comp/Coll Ded \$1,000	N	N	6078602548	6/20/2022	6/20/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXX BODILY INJURY (Per accident) \$ XXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXX Hired Comp, Ded \$ 100
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXX AGGREGATE \$ XXXXXXX \$ XXXXXXX
B C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	6078602520 (AOS) 6078602534 (CA)	6/20/2022 6/20/2022	6/20/2023 6/20/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance

CERTIFICATE HOLDER**CANCELLATION** See Attachment

16712651
Skagit County
1800 Continental Place
Mount Vernon WA 98273

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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To whom it may concern:

In our continuing effort to provide timely certificate delivery, Lockton Companies is transitioning to paperless delivery of Certificates of Insurance.

To ensure electronic delivery for future renewals of this certificate, we need your email address. Please contact us via one of the methods below, referencing Certificate ID **16712651**.

- Email: PacificeDelivery@lockton.com
- Phone: (213) 689-2300

If you received this certificate through an internet link where the current certificate is viewable, we have your email and no further action is needed.

In the event your mailing address has changed, will change in the future, or you no longer require this certificate, please let us know using one of the methods above.

The above inbox is for automating electronic delivery of certificates only. Please do NOT send future certificate requests to this inbox.

Thank you for your cooperation and willingness in reducing our environmental footprint.

Lockton Insurance Brokers, LLC – Pacific Series

Lockton Insurance Brokers, LLC
License #0F15767
777 S Figueroa Street, 52nd Fl / Los Angeles, CA 90017-5524
213-689-0065 / FAX: 213-689-0550
lockton.com



City Council Agenda Bill

Meeting Date: December 4, 2023 **Agenda Item:** 7.g.

Agenda Item Title: Interlocal Agreement #24-019-MCT-001 for Indigent Defense Screening Services for In-Custody Clients between County and City

Staff Contact(s): Emily Schuh

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

Item Summary: City staff seeks approval to execute Interlocal Cooperative Agreement 24-019-MCT-001 with Skagit County for the Indigent Defense Screening Services for In Custody Clients between County and City. Through the interlocal, the Skagit County Office of Assigned Counsel agrees to provide the City of Anacortes with assigned counsel screening services for in-custody clients only. The screening shall consist of an independent confidential interview and determination of indigence, for those persons referred by the Municipal Division of the Skagit County District Court, pursuant to RCW 10.101.020. The Office of Assigned Counsel will have no obligation to provide financial screening services for out-of-custody individuals with City of Anacortes.

Background: Currently in custody individuals are assigned by the bench to the City of Anacortes Public Defender without financial screening. The City utilizes a screener for customers who are not in custody. This will ensure a consistent review of eligibility for indigency screening.

Key Terms:

- The fee per referral is \$40, with an annual 5% increase beginning January 2025.
- The term of this Agreement shall be from 1/1/2024-12/31/2026.

Budget Impact:

Contractor	Skagit County
Agreement Amount	\$40 per referral

BARS #	001.130.512.50.41
Budget Amendment Required?	No
Start Date	1/1/24
End Date	12/31/26

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to execute Interlocal Cooperative Agreement 24-019-MCT-001 between City of Anacortes and Skagit County.

Alternative Actions: Not approve the interlocal.

Attachments (listed in order presented):

1. 24-019-MCT-001

INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN
Skagit County
AND
The City of Anacortes

THIS AGREEMENT is made and entered into by and between the City of Anacortes, Washington ("City") and Skagit County, Washington ("County") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

1. PURPOSE: To provide uniformity and consistency of indigent defense screening services between County and City, ensuring a person's right to counsel in compliance with RCW 10.101.005 (The legislature finds that effective legal representation should be provided for indigent persons and persons who are indigent and able to contribute, consistent with the Constitutional requirements of fairness, equal protection, and due process in all cases where the right to counsel attaches.)

2. RESPONSIBILITIES: The Office of Assigned Counsel, County, agrees to provide The City of Anacortes with assigned counsel screening services for in-custody clients only. The screening shall consist of an independent confidential interview and determination of indigence, for those persons referred by the Municipal Division of the Skagit County District Court, pursuant to RCW 10.101.020. The Office of Assigned Counsel will have no obligation to provide financial screening services for out-of-custody individuals with City of Anacortes.

2.1 The Court must designate the Office of Assigned Counsel to make determinations of indigency as approved herein. Indigent criminal defense services are constitutionally guaranteed where deprivation of liberty is at stake. Determinations of indigency shall be made in accordance with the standards set out in Chapter 10.101 RCW, which is incorporated into this Agreement as it now exists or may be hereafter amended.

2.2 The interviews will be conducted in the Skagit County Community Justice Center. The interview process ensures that only those meeting financial eligibility standard are provided with counsel at City expense. Determined by 125% of the current federally established poverty level.

- 2.3 Upon completion of the financial interview, an appointment of counsel referral will be sent to the City Public Defender and City Financial Screener for notification of representation for indigent defendants. Those deemed "Not Indigent" or "Indigent and Able to Contribute" will be assigned an attorney on a provisional basis (Release Only), while in custody at City of Anacortes expense. They shall be directed to follow up with the City of Anacortes Financial Screener upon release from custody for further determination of indigency. Office of Assigned Counsel shall have no further involvement upon completion of the financial review.

3. TERM OF AGREEMENT: The term of this Agreement shall be from **January 1st, 2024 through December 31st, 2026**. City and County shall evaluate effectiveness and economies achieved by the agreement and may extend the agreement by subsequent written document.

4. MANNER OF FINANCING: The City agrees to pay for such services the sum of Forty Dollars (**\$40.00**) for each referral from the Office of Assigned Counsel. Such sums shall be paid promptly according to normal City payment practices, following receipt of a statement from the County (Office of Assigned Counsel). There will be a 5% annual increase to the referral fee, beginning **January 2025**.

5. The Skagit County Office of Assigned Counsel shall maintain records of financial interview screening forms for 3 years, in accordance with the current records retention schedule.

6. ADMINISTRATION: The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

6.1 The County's representative shall be Carmen Purcell, Director.

6.2 City's representative shall be Emily Schuh, City Administrator.

7. TREATMENT OF ASSETS AND PROPERTY: No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement.

8. INDEMNIFICATION: Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the County by reason of entering into this contract except as expressly provided herein.

9. TERMINATION: Any party hereto may terminate this Agreement upon thirty (30) days notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

10. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS: The Agreement may be changed, modified, amended or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

11. SEVERABILITY: In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement 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.

12. ENTIRE AGREEMENT: This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

CITY OF ANACORTES

Matt Miller, Mayor

ATTEST:

Clerk, City of Anacortes

APPROVED AS TO FORM:

Attorney, City of Anacortes

DATED this _____ day of _____, 202____.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Ron Wesen, Chair

Lisa Janicki, Commissioner

Attest:

Peter Browning, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director



City Council Agenda Bill

Meeting Date: December 4, 2023 **Agenda Item:** 7.h.

Agenda Item Title: Contract Award: Police Department Virtual Reality (VR) Training System #23-303-APD-001

Staff Contact(s): DAVE FLOYD

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

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$91,914.24 to Atlantic Diving Supply, Inc. ("ADS") for the purchase of a Police Department VR Training System. The VR training system will be used to train commissioned staff for de-escalation, situational problem solving, and use of force, as well as training commissioned staff to take appropriate actions during the course of enforcement duties reduces liability and likelihood of lawsuits resulting from improper actions.

Background:

1. **History:** APD had three product demonstrations from various vendors in addition to using the loaner system available from WCIA, and felt this system best met the Department's needs. The cost includes in-person installation, set-up, and training. Funding source needs to be spent by end of year.
2. **Key Terms:**
 - o Total contract price of \$91,914.24.
3. **Competitive Bidding:** The City has a cooperative purchasing agreement with Sourcwell and is procuring this purchase through contract [011822-ADS](#).

Budget Impact:

Vender	Atlantic Diving Supply, Inc.
Contract Amount	\$91,914.24
BARS #	001.310.521.70.35

Earmarked Funds	Funding sources will be a combination of casino impact funds and private donations made to APD.
Budget Amendment Required?	No

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 23-303-APD-001 with Atlantic Diving Supply, Inc. in the amount of \$91,914.24 for the purchase of a Police Department VR Training System.

Alternative Actions: Not approve the contract.

Attachments (listed in order presented):

1. 23-303-APD-001



City of Anacortes
Accounts Payable
PO Box 547
Anacortes, WA 98221

PURCHASE ORDER 23-303-APD-001

Police Department VR Training System

VENDOR: Atlantic Diving Supply, Inc. ("ADS")
Benjamin Connolly
621 Lynnhaven Pkwy Ste 160
Virginia Beach, VA 23452

Date: December 4, 2023

Contact: Chief Dave Floyd
Department: Police Department
(360) 299-1940
floyd@cityofanacortes.org

Email: bconnolly@adsinc.com
Phone: 757-416-7541

Item	Qty	DESCRIPTION	U/M	Unit Price	Amount
1	1	New/Unused InVeris virtual reality simulator system, accessories, and installation as specified in Exhibit A. This Work is subject to: • Specifications, incorporated as Exhibit A, • Special Provisions, incorporated as Exhibit B, • Sourcewell Contract 011822-ADS and any related Amendments, incorporated as Exhibit C. The aforementioned Exhibits A, B, and C are hereby incorporated by reference and made a part hereof.	LS	\$84,480.00	\$84,480.00
Sum Total					\$84,480.00
Sales Tax @ 8.8%					\$7,434.24
Total Price					\$91,914.24

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.

ATLANTIC DIVING SUPPLY, INC.

CITY OF ANACORTES

Matt Miller, Mayor

Date

Date



PURCHASE ORDER 23-303-APD-001
Police Department VR Training System

Exhibit A

MANUFACTURER PART NUMBER	ADS PART NUMBER	PART DESCRIPTION	QTY	COUNTRY OF ORIGIN	LEAD TIME (DAYS)	UNIT PRICE	EXTENDED PRICE
SVR_2-MAN SIMULATOR	SVR_2-MAN SIMULATOR- 5254483	VIRTUAL REALITY SIMULATOR	1	United States	100	\$74,800.00	\$74,800.00
VR-NETWORK KIT	VR-NETWORK KIT-5254483	MULTI-USER NETWORKING - ADVANCED NETWORKING SOFTWARE AND CONFIGURATION NEEDED FOR MULTI-USER FUNCTIONALITY	1	United States	100	\$5,500.00	\$5,500.00
VR-INSTALL/ TRAIN	VR-INSTALL/ TRAIN-5254483	IN-PERSON INSTALLATION AND TRAINING - INCLUDES ON-SITE EQUIPMENT SETUP AND TRAIN-THE TRAINER ONBOARDING	1	United States	100	\$2,200.00	\$2,200.00
IVHAP-VEST	IVHAP-VEST- 5254483	SVR HAPTIC VEST	2	United States	100	\$990.00	\$1,980.00



**PURCHASE ORDER #23-303-APD-001
SPECIAL PROVISIONS
EXHIBIT B**

1. **Sourcewell Contract #011822-ADS**. The work performed under this Purchase Order shall be accomplished in accordance with contract #011822-ADS between Sourcewell and Atlantic Diving Supply, Inc.

2. **Order of Precedence**. In the event of a conflict between the terms and conditions of contract #011822-ADS and these Special Provisions, the order of precedence shall be (a) Special Provisions identified as Exhibit B to Purchase Order #23-303-APD-001, (b) contract #011822-ADS between Sourcewell and Atlantic Diving Supply, Inc.

3. **Delivery**. Advance coordination of the work shall be made with the City's Project Manager, Police Chief Floyd (360) 299-1940. The Supplier shall:

- a. Deliver the items specified on the Purchase Order to the Anacortes Police Department, 1218 24th Street, Anacortes, WA 98221.
- b. If shipping the items, the items must be shipped as Freight-On-Board (FOB) Destination, Freight Prepaid. Timely delivery is of the essence to this Contract.
- c. When shipping item(s) to the City, Supplier shall obtain shipping insurance for the value of the item(s) through the shipping carrier with pre-approval of and at the cost of the City.
- d. Ensure all deliveries are made on a business day, during business hours (Monday through Friday, except City Council designated holidays, from 8:00 am, to 5:00 pm).
- e. Provide, at no additional charge, any goods, labor, packaging, crating or padding necessary to load, tie down and unload the item(s) to be delivered, so that they may be transported in a normal, safe manner without damage.
- f. Be liable for all risks for the item(s) until accepted by the City. The Supplier is responsible for any freight charges incurred in delivering the item(s) to the "FOB Point." A representative of the City will sign the Supplier's delivery ticket to acknowledge receipt of the item(s) by the City. Unless the Supplier receives such signature, the City shall not be responsible for the receipt of the item(s). The City retains the right to inspect the delivered item(s) prior to acceptance, and shall not accept item(s) that do not conform to the requirements of this agreement.

4. **Taxes**. The City will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Supplier must pay all other taxes including, but not limited to: Business and Occupation Tax, taxes based on the Supplier'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.

5. **Invoicing**. All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, PO Number and Price, or Amended Price. Supplier shall allow 30 days 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. Suppliers may complete a City furnished ACH/EFT form to receive electronic payments directly to their financial institution.

The City shall notify the Supplier within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Supplier 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.

6. **Withholding Payment**. In the event the City determines that the Supplier has failed to perform any obligation under this PO within the times set forth in this PO, then the City may withhold from amounts otherwise due and payable to Supplier the amount determined by the City as necessary to cure the default, until the City Attorney determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Supplier to terminate or damages, provided that the City promptly gives notice in writing to the Supplier 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 Supplier 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 Supplier acts within the times and in strict accord with the provisions of the Disputes clause of this PO. 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 PO, 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 Supplier, (3) to set off any amount so paid or incurred from amounts due to become due the Supplier. In the event the Supplier obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Supplier by reason of good faith withholding by the City under this clause.

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

8. **Inspection.**

A. **Of the Work**

All materials furnished and work done shall be subject to inspection. The City Project Manager administering the PO shall at all times have access to the work wherever it is in progress or being performed, and the Supplier shall provide proper facilities for such access and inspection. Such inspection shall not relieve the Supplier of the responsibility of performing the work correctly, utilizing the best labor and materials in strict accordance with the Specifications of the PO. All material or work approved and later found to be defective shall be replaced without cost to the City.

B. **Project Manager's Authority**

The Project Manager shall have power to reject materials or workmanship which do not fulfill the requirements of these Specifications, but in case of dispute the Supplier may appeal to the City Attorney whose decision shall be final. The PO shall be carried out under the general control of the representative of the City administering the PO, who may exercise such control over the conduct of the work as may be necessary, in their opinion, to safeguard the interest of the City. The Supplier shall comply with any and all orders and instructions given by the representative of the particular Department administering the PO in accordance with the terms of the PO. Nothing herein contained, however, shall be taken to relieve the Supplier of their obligations or responsibilities under the PO.

9. **Defense and Indemnity Agreement.** The Supplier 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 in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

10. **Insurance Requirements**

A. Insurance Term: The Supplier 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 products and materials supplied to the City.

B. No Limitation: The Supplier's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Supplier 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: The Supplier shall obtain insurance of the type and coverage described below:

Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. **The City of Anacortes shall be named as an additional insured** under the Supplier's Commercial General Liability insurance policy using ISO Additional Insured-Vendors Endorsement CG 20 15 04 13 or a substitute endorsement providing at least as broad coverage.

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

Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products liability aggregate limit.

E. Other Insurance Provision: The Supplier's Commercial General Liability insurance policy or 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 Supplier'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 Supplier shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Supplier before goods, materials or supplies will be accepted by the City.

H. Notice of Cancellation: The Supplier 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 Supplier 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 Supplier 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 any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Supplier from the City.

J. City Full Availability of Supplier Limits: If the Supplier 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 Supplier, irrespective of whether such limits maintained by the Supplier are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Supplier.

11. **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.

12. **Supplier is an Independent Contractor.** The parties intend that an independent contractor relationship will be created by this PO. No agent, employee or representative of the Supplier shall be deemed to be an agent, employee or representative of the City for any purpose. Supplier shall be solely responsible for all acts of its agents, employees, representatives and Sub-Suppliers during the performance of this PO.

13. **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 PO or out of the use of any material furnished or work or services performed hereunder, Supplier 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.

14. **The City's Right to Terminate PO.**

A. **Termination for Default:** If the Supplier defaults by failing to perform any of the obligations of the PO 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 Supplier in the U.S. mail, postage prepaid, terminate the PO, and at the City's option, obtain performance of the work elsewhere. If the PO is terminated for default, the Supplier shall not be entitled to receive any further payments under the PO until the Scope of Services under this PO 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 Supplier. The Supplier 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 Supplier 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 PO 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 PO is terminated in accordance with this paragraph, the Supplier shall be entitled to payment for actual work performed at unit PO prices for completed items of work through the date of termination. An equitable adjustment in the PO price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this PO by the City at any time during the term, whether for default or convenience, shall not constitute a breach of PO by the City.

15. **Changes/Additional Work.** The City may engage Supplier to perform services in addition to those listed in this PO, and Supplier 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 PO. 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 Supplier to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this PO is approved in writing by both parties.

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

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

18. **Disputes**

A. **General:** Differences between the Supplier and the City, arising under and by virtue of this PO 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 PO.

B. Notice of Potential Claims: The Supplier 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 City, or (2) the happening of any event or occurrence, unless the Supplier 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 Supplier 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. Supplier shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

B. Detailed Claim: The Supplier 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 Supplier 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 Supplier arising out of this PO, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Supplier to have oversight over the administration of this PO. 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.

19. 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 Supplier shall have no recourse against the City.

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

21. Compliance with Laws. The Supplier in the performance of this PO 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 PO to assure quality of services.

22. Severability. If any term or condition of this PO 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 PO are declared severable.

23. Survival of PO Termination. The provisions of the following paragraphs and the liability of the Supplier for default during the term of the PO shall survive, notwithstanding the termination or invalidity of this PO for any reason: The City's Right to Terminate PO; Governing Law; Disputes; Defense & Indemnity.

24. **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

SUPPLIER:

Atlantic Diving Supply, Inc.
621 Lynnhaven Parkway, Suite 160
Virginia Beach, VA 23452

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).