- *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 18, 2023
## 6:00 PM

**PRELIMINARY AGENDA**
**Packet Materials / Watch Meeting**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
   a. Mayor's Award of Merit (Presentation)
   b. Finance Committee (Report)
   c. Housing Affordability and Community Services Committee (Report)
   d. Public Works Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
   a. Minutes of December 11, 2023 (Action)
   b. Approval of claims in the amount of $542,623.89 (Action)
6. **Other Business**
   a. Resolution 3142: 2023 Joint Resolution Reaffirming Equality and Inclusion (Discussion/Possible Action)
   b. Ordinance 4066: 2024-2029 Capital Facilities Plan (Discussion/Possible Action)
   c. Ordinance 4064: 2024 Operating Budget (Discussion/Possible Action)
   d. * Resolution 3139: 2024 Legislative Priorities (Discussion/Possible Action)
   e. * Ben Root Skate Park Project Update (Discussion)

***Per the council rules of procedure, a person who wishes to provide public comment at this meeting may do so:***

- ***On matters pertaining to a particular agenda item at the invitation of the chair at the time the City Council takes up discussion of that agenda item. Items open for public comment are indicated with an asterisk (*)***
- ***On any other matter specifically pertaining to the City of Anacortes during the Public Comment agenda item.***

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 #23-312-APD-001 for the Washington Traffic Safety Commission Traffic Safety Grant (Discussion/Action)

g. Contract Modification: Anacortes Family Center Social Worker Agreement #23-113-APD-001 (Action)

h. Contract Award: 2024 Anacortes Community Action Office & Care Specialist #24-008-PLN-001 (Action)

7. **Adjournment**

***Per the council rules of procedure, a person who wishes to provide public comment at this meeting may do so:***

- ***On matters pertaining to a particular agenda item at the invitation of the chair at the time the City Council takes up discussion of that agenda item. Items open for public comment are indicated with an asterisk (*)***
- ***On any other matter specifically pertaining to the City of Anacortes during the Public Comment agenda item.***

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# Anacortes City Council Minutes - December 11, 2023

**Call to Order**

Mayor Matt Miller called to order the Anacortes City Council meeting of December 11, 2023 at 6:00 p.m. Councilmembers Christine Cleland-McGrath and Bruce McDougall were present. Councilmembers Ryan Walters, Carolyn Moulton and Amanda Hubik participated in the meeting remotely via Zoom. Councilmembers Jeremy Carter and Anthony Young were absent.

Ms. Moulton moved, seconded by Ms. Cleland-McGrath, to excuse the absence of Mr. Young. The motion carried unanimously by voice vote.

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

**Pledge of Allegiance**

The assembly joined in the Pledge of Allegiance.

**Announcements and Committee Reports**

Mayor Miller commented on the disruption of the City Council meeting on December 4, 2023 by individuals using aliases and false addresses to propagate anti-Semitic and bigoted statements on Zoom during the public comment portion of the agenda. He categorically condemned such statements as gross, obscene and false, and detailed the measures taken to sever the commenters' connection to the meeting. He then mentioned the introduction of Resolution 3142, a joint resolution reaffirming equality and inclusion, and Resolution 3141 amending the City Council procedures to limit public comment to matters specifically pertaining to the City of Anacortes that would be considered later in the meeting.

Mr. Walters moved, seconded by Ms. Cleland-McGrath to move Resolution 3141 to 4.a. on the agenda.

Mayor Miller continued with a recap of recent holiday events and announced that the downtown arch is being refurbished, the Lighted Boat Parade will occur on December 16th at 6pm, the Anacortes Police Department is coordinating a pet supply drive from 15-22 December and an R Avenue Improvement Project update.

Planning Committee

Ms. Moulton reported from the Planning Committee meeting held earlier in the evening. The topics discussed included the upcoming public hearing on code amendments before the Planning Commission on December 13th, the potential multifamily tax exemption program, bonus height incentives for small units, Sharpe's Corner development options, and including funding for land use analysis in the 2024 operating budget.

Port / City Liaison Committee

Mayor Miller reported from the Port / City Liaison Committee meeting held December 5th. The topics discussed included the search for a new director, new officers on the Port Commission, Transit Shed material disposition, and the reopening of Market Street and the North Basin RV Park.

Public Safety Committee

Ms. Cleland-McGrath reported from the Public Safety Committee meeting held earlier in the day. The topics discussed included a staffing update and 2024 legislative priorities.

Library Committee

Ms. Cleland-McGrath shared her experience at the recent pajama time reading event.

**Public Comment**

**Resolution 3141: Amending the City Council's Rules of Procedure to Limit Public Comment to Matters Specifically Pertaining to the City of Anacortes**

Mr. Walters introduced Resolution 3141 that would amend the City Council procedures to limit public comment to matters specifically pertaining to the City of Anacortes.

Discussion topics included:

- Benefit of commentary on items not on the agenda.
- Respecting the First Amendment right to free speech.
- Enforcement of the ban on comments unrelated or not pertaining to the City of Anacortes.
- Technical capability to stop undesirable comments.
- Accessibility to community concerns.

AMANDA HUBIK moved, seconded by BRUCE MCDOUGALL, to adopt Resolution 3141 amending Resolution 3094 City Council Procedures to limit public comment to matters specifically pertaining to the City of Anacortes. Vote: Ayes - RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

**Public Comment**

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

Public comment was given as follows:

Terry Kyllo of Anacortes thanked the Mayor and the Council for their statements condemning the anti-Semitic comments given last week and spoke of his experience as a member of the Lutheran clergy standing up against religious-based bigotry.

Caitlyn Blair of Anacortes asked that the City Council work on passing a resolution calling for a ceasefire in the Israeli - Palestinian conflict.

**Consent Agenda**

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

a. Minutes of December 4, 2023

b. Approval of claims in the amount of $1,330,365.38

The following vouchers/checks were approved for payment:

EFT numbers: 108014 through 108079, total $1,017,575.92

Check numbers: 108080 through 108093, total $252,955.48

Wire transfer numbers: 336175 through 336622, total $59,833.98

**Public Hearings**

**2024 Operating Budget**

Mayor Miller announced that the public hearing on the 2024 operating budget will remain open from December 4, 2023, and that a couple of written comments had been received. Senior Accountant, Philip Steffen, confirmed that no additional public comments had been received. At approximately 6:33 pm, Mayor Miller closed the public hearing on the 2024 operating budget.

**Other Business**

**Resolution 3142: 2023 Joint Resolution Reaffirming Equality and Inclusion**

Mayor Miller introduced Resolution 3142, a joint resolution of the Council and the mayor reaffirming equality and inclusion by reading the text of the resolution.

Discussion topics included:

- Emotions surrounding the disturbing comments given at the December 4th meeting.
- Responding directly to public comment.
- Affirming support for the resolution content among the newer councilmembers.
- Making it a joint resolution.
- Preserving the First Amendment right to free speech and standing up to reprehensible comments.
- Pride in the community.
- Living the words of the resolution.
- Thanking the community for suggestions on how to stand up to hateful speech.
- Historical perspective.
- The promise to vigorously oppose hateful speech and condemning those comments made last week.
- Moral obligation to stand up for the bullied.
- Waiting to adopt the resolution until all councilmembers are present.

Mayor Miller announced that the resolution would be brought back before the Council at the December 18th regular meeting so that the full membership of the Council would have the opportunity to vote on the resolution.

**Ordinance 4066: 2024-2029 Capital Facilities Plan and Ordinance 4064: 2024 Operating Budget**

Senior Accountant, Philip Steffen, re-introduced Ordinance 4066, the 2024-2029 Capital Facilities Plan (CFP) and Ordinance 4064 2024 Operating Budget, referring to a presentation that was added to the packet materials for the meeting. Public Works Director, Andrew Rheaume, and Parks and Recreation Director, Jonn Lunsford, discussed Guemes Channel Trail funding.

Discussion topics included:

- Inclusion of capital expenses in the budget report.
- Inclusion of fund names and numbers in the budget book.
- Benefit of having the budget book in advance of adoption.
- Attaching the CFP to the budget ordinance, make the CFP document Exhibit A.
- Remove Highway 20 light manufacturing corridor for Fiber in 2025-2026.
- Remove $3.5 million for City Hall seismic upgrades due to age of estimate.
- Fire department elevator replacement or decommissioning.
- Guemes Channel Trail (GCT) environmental impact study beyond 2024 and details about GCT at Shannon Point.

**Interlocal Agreement #24-021-ASC-001 with Skagit County for the 2024 Senior Services Program**

Parks and Recreation Director, Jonn Lunsford, introduced the proposed interlocal agreement #24-021-ASC-001 with Skagit County for the 2024 Senior Services Program.

Discussion topics included:

- The Parks and Recreation budget is compensated for the increase in full-time employment for the

Anacortes Senior Activity Center Administrative Assistant.

AMANDA HUBIK moved, seconded by CAROLYN MOULTON, to authorize the mayor to execute interlocal #24-021-ASC-001 with Skagit County for the 2024 Senior Services Program. Vote: Ayes - RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

**Resolution 3140: A Resolution of the City Council of the City of Anacortes Updating the Unified Fee Schedule**

Senior Accountant, Philip Steffen, introduced Resolution 3140 that would update the unified fee schedule to include rental fees for the Depot Arts and Community Center, referring to page 24 of the 2024 Unified Fee Schedule.

CAROLYN MOULTON moved, seconded by BRUCE MCDOUGALL, to approve Resolution 3140 to update the 2024 Unified Fee Schedule. Vote: Ayes - RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

**Adjournment**

There being no further business, at approximately 7:41 p.m. the Anacortes City Council meeting of December 11, 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 18, 2023 City Council meeting:**

Download this file in OpenDocument spreadsheet format.

| Invoice Doc # | Invoice Date | Invoice # | Vendor Full Name | Description | Total Amount | Approval Queue |
|---|---|---|---|---|---|---|
| 336760 | 9/20/2023 | 10319 | CASCADE RECREATION, INC | PARKS MAINTENANCE SUPPLIES | $ 890.60 | parks1 |
| 336766 | 9/20/2023 | 2023.1 | FRIENDS OF THE FOREST | 2023 LODGING TAX PAYOUT FRIENDS OF THE FOREST | $ 7,500.00 | plan |
| 336739 | 9/21/2023 | 9-21-23 | TONKA GROUND WORK | 516 COMMERCIAL AVE SIDEWALK REPLACEMENT | $ 2,176.00 | pw1 |
| 336737 | 10/14/2023 | 250656 | LAKESIDE INDUSTRIES, INC. | WA PARK MAINTENANCE SUPPLIES | $ 251.58 | parks1 |
| 336730 | 10/21/2023 | 251395 | LAKESIDE INDUSTRIES, INC. | ASPHALT FOR COVE PROJECT | $ 3,929.93 | dshop |
| 336757 | 10/21/2023 | 251567 | LAKESIDE INDUSTRIES, INC. | DOG PARK MAINTENANCE | $ 409.46 | parks1 |
| 336632 | 10/27/2023 | 813822 | MISTER T'S AWARDS & | PRIDE IN SERVICE AWARDS | $ 358.38 | hr |
| 336749 | 10/30/2023 | P0002-70 | QCC QUALITY CONTROLS CORP. | ON-CALL PROFESSIONAL SERVICES AT THE WTP | $ 1,862.00 | dwtp |
| 336742 | 10/31/2023 | 090087001-1023 | KIMLEY-HORN AND ASSOCIATES, IN | PASS LAKE 10-INCH WATERMAIN REPLACEMENT PROJECT - DESIGN | $ 7,045.58 | pw1 |
| 337003 | 10/31/2023 | 192030 | VANTAGE POINT SOLUTIONS, INC. | CALEA COMPLIANCE SUPPORT, OCT 2023 | $ 275.00 | fiber |
| 336753 | 11/1/2023 | 320148 | DOORMAN COMMERCIAL, LLC | ROCK RIDGE BOOSTER STATION DOOR REPLACEMENT | $ 6,211.08 | pw1 |
| 336754 | 11/1/2023 | 320149 | DOORMAN COMMERCIAL, LLC | WTP DOOR REPLACEMENT - GENERATOR SWITCH GEAR | $ 3,416.05 | dwtp |
| 336748 | 11/8/2023 | 6238 | GRINDLINE SKATEPARKS INC | BEN ROOT SKATEPARK DESIGN AND BID DOCUMENTS | $ 1,338.75 | parks1 |
| 336747 | 11/16/2023 | 1200572054 | HDR ENGINEERING, INC | WTP LEAD AND COPPER RULE (LCR) SAMPLING PLAN - 10/1/23-11/4/23 | $ 3,173.79 | dwtp |
| 336986 | 11/16/2023 | 877336 | PACIFIC LAMP & SUPPLY COMPANY | LED TUBE FLUORESCENT LIGHT BULBS | $ 2,624.00 | pw1 |
| 336629 | 11/16/2023 | ReimbJordan | JORDAN, DARBY | PARKS OFFICE SUPPLIES | $ 123.00 | parks1 |
| 336633 | 11/22/2023 | RefLamont | LAMONT, LAUREN | SENIOR CENTER DEPOSIT REFUND | $ 72.00 | parks1 |
| 336985 | 11/24/2023 | 17092 - 31 | H W LOCHNER, INC | R AVE LONG-TERM IMPROVEMENT - ENGINEERING - 10/28/23-11/24/23 | $ 35,995.97 | pw1 |
| 336636 | 11/29/2023 | 40172 | SKAGIT PUBLISHING LLC | PUBLISH AA-451404 | $ 44.66 | finance |

| Invoice Doc # | Invoice Date | Invoice # | Vendor Full Name | Description | Total Amount | Approval Queue |
|---|---|---|---|---|---|---|
| 336637 | 11/29/2023 | 40173 | SKAGIT PUBLISHING LLC | PUBLISH AA-451418 | $ 40.60 | finance |
| 336639 | 11/29/2023 | 40174 | SKAGIT PUBLISHING LLC | PUBLISH AA-451441 | $ 44.66 | finance |
| 336640 | 11/29/2023 | 40175 | SKAGIT PUBLISHING LLC | PUBLISH AA-452137 | $ 138.04 | plan |
| 336741 | 11/30/2023 | 0050856 | THE WATERSHED COMPANY | SHORELINE PERMIT MONITORING PROJECT - THRU 10/31/2023 | $ 1,359.75 | plan |
| 336972 | 11/30/2023 | 12444 | PETDATA, INC | PETDATA LICENSING FEES NOVEMBER | $ 500.00 | finance |
| 336746 | 11/30/2023 | 13246 | 3 KINGS ENVIRONMENTAL, INC. | FORMER WTP DEMOLITION PROJECT: DEMOLITION | $ 364,173.81 | dwtp |
| 336738 | 11/30/2023 | 190-1840-00 | CITY OF ANACORTES | WWTP 11/1-11/30/23 | $ 6,311.92 | dwwtp |
| 337004 | 11/30/2023 | 193838 | VANTAGE POINT SOLUTIONS, INC. | CALEA COMPLIANCE SUPPORT, NOV 2023 | $ 275.00 | fiber |
| 336740 | 11/30/2023 | 62892762 | ROBERT HALF INTERNATIONAL INC. | TEMPORARY STAFFING - FINANCE DEPARTMENT | $ 1,760.46 | finance |
| 336982 | 11/30/2023 | FB-2263 | CITY OF MOUNT VERNON | DARK FIBER | $ 350.00 | fiber |
| 336767 | 11/30/2023 | IN954003 | NOANET | MUNICIPAL FIBER NETWORK COORDINATED SERVICES - NOVEMBER 2023 | $ 9,913.62 | fiber |
| 336733 | 12/1/2023 | 052-0010-00 | CITY OF ANACORTES | OPS: 11/1-11/30/23 | $ 1,670.12 | dshop |
| 336628 | 12/1/2023 | 141289 | VENTEK INTERNATIONAL | WA PARK PAYSTATION MONITORING 12/1/23-12/31/23 | $ 135.00 | parks1 |
| 336643 | 12/1/2023 | 649259 | REECE, STORMIE | DEPOT JANITORIAL SERVICES-NOVEMBER | $ 1,430.00 | parks1 |
| 336755 | 12/1/2023 | Aug 1 | LYNDEN YOGA COLLECTIVE | YOGA CLASSES: 11/9, 11/17, 11/30 | $ 375.00 | medic |
| 336745 | 12/4/2023 | 22-009-10 | HLN ENGINEERING | WASHINGTON PARK RESTROOM: DESIGN - OCT-NOV 2023 | $ 900.00 | parks1 |
| 336743 | 12/4/2023 | 23411.08-2 | GRAY & OSBORNE INC | ON-CALL STORMWATER-RELATED ENVIRONMENTAL SERVICES - MJB N PRELIMINARY PLAT | $ 276.36 | plan |
| 336635 | 12/4/2023 | I6582493 | HD FOWLER COMPANY INC | SUPPLIES FOR WATER MAINTENANCE | $ 1,541.84 | wdist |
| 336634 | 12/4/2023 | I6582495 | HD FOWLER COMPANY INC | WATER INVENTORY SUPPLIES | $ 11,202.70 | wdist |
| 336980 | 12/5/2023 | 0024577 | FERGUSON ENTERPRISES, INC | SUPPLIES FOR WATER MAINTENANCE | $ 6,686.83 | wdist |
| 336735 | 12/5/2023 | 23-36385 | EDGE ANALYTICAL, INC | WATER ANALYSIS - BACT FINISHED | $ 19.00 | dwtp |
| 336638 | 12/5/2023 | 347588C | BAY CITY SUPPLY | SUPPLIES FOR FACILITIES | $ 200.95 | pwfac |

| Invoice Doc # | Invoice Date | Invoice # | Vendor Full Name | Description | Total Amount | Approval Queue |
|---|---|---|---|---|---|---|
| 336641 | 12/5/2023 | 349874A | BAY CITY SUPPLY | SUPPLIES FOR FACILITIES | $ 920.92 | pwfac |
| 336642 | 12/5/2023 | 349933 | BAY CITY SUPPLY | FACILITY SUPPLIES | $ 1,213.21 | pwfac |
| 336987 | 12/5/2023 | 93736 | RH2 ENGINEERING, INC | WATER METER ANTENNA DESIGN - THROUGH 11/26/23 | $ 2,126.88 | dwtp |
| 336979 | 12/5/2023 | 9924839617 | GRAINGER | NEOPRENE STRIPS | $ 326.38 | dwwtp |
| 336732 | 12/5/2023 | BINV0010959 | GOBLE SAMPSON ASSOCIATES, INC | CAM LOCK FITTINGS FOR PUMPS | $ 834.81 | dwtp |
| 336744 | 12/6/2023 | 109550 | MCCULLOUGH HILL PLLC | 70312-0001 - CITY OF ANACORTES - WATER TREATMENT PLANT - STATUS REPORT REVIEW | $ 287.50 | legal |
| 336631 | 12/6/2023 | 23-056-SEW-0011 | BLYTHE MECHANICAL, INC | RETAINAGE RELEASE | $ 4,002.00 | pw1 |
| 336734 | 12/6/2023 | 23-36326 | EDGE ANALYTICAL, INC | WATER ANALYSIS - FLUORIDE BLUE HERON | $ 31.00 | dwtp |
| 336984 | 12/6/2023 | 9335082594 | GRAYBAR ELECTRIC COMPANY, INC | BUILDING ENTRANCE FIBER BOX | $ 974.88 | fiber |
| 336989 | 12/6/2023 | 9335082595 | GRAYBAR ELECTRIC COMPANY, INC | OPERATING SYSTEM & LINE CARDS FOR ROUTER | $ 18,564.83 | fiber |
| 336756 | 12/6/2023 | AFD 23-17 | ISLAND HOSPITAL | OCTOBER AMBULANCE SUPPLIES | $ 1,923.20 | medic |
| 336758 | 12/6/2023 | AFD 23-19 | ISLAND HOSPITAL | NOVEMBER AMBULANCE SUPPLIES | $ 1,947.27 | medic |
| 336759 | 12/6/2023 | WAANA152751 | FASTENAL COMPANY | PARKS MAINTENANCE SUPPLIES | $ 63.45 | parks1 |
| 336983 | 12/7/2023 | 141002 | BLYTHE MECHANICAL, INC | HVAC ANNUAL PREVENTIVE MAINTENANCE 2023 - LIBRARY | $ 3,356.48 | pw1 |
| 337047 | 12/7/2023 | 220015523313 | PUGET SOUND ENERGY INC | CAR CHARGING STATION 11/4-12/6/23 | $ 45.14 | dshop |
| 336761 | 12/7/2023 | 231538 | T-SHIRTS BY DESIGN | T-SHIRTS, SWEATSHIRTS (ACADEMY) | $ 859.52 | medic |
| 337001 | 12/7/2023 | 45741 | ZUMAR INDUSTRIES, INC. | SUPPLIES FOR STREET DEPT | $ 834.08 | dshop |
| 336729 | 12/7/2023 | ArtTuttle | TUTTLE, MADELEINE | 98221 GALLERY ART SALE | $ 150.00 | parks1 |
| 336728 | 12/7/2023 | WW 001 | SEAHAWK ATHLETIC BOOSTER ASSOC | PAYMENT FOR WW ACTIVITY | $ 750.00 | pkrec |
| 337008 | 12/8/2023 | 200000667101 | PUGET SOUND ENERGY INC | LIBRARY 1220 10TH 11/7-12/7/2023 | $ 4,265.94 | publib |
| 336765 | 12/8/2023 | 20232468 | SYSTEMS DESIGN WEST, LLC | AMBULANCE SERVICE BILLING NOV 2023 | $ 3,769.40 | finance |
| 337046 | 12/8/2023 | 220013297498 | PUGET SOUND ENERGY INC | CASINO DRIVE UNDER TWIN BRIDGE: 11/7-12/7/23 | $ 16.93 | dshop |
| 336763 | 12/8/2023 | 23-3396 | IMS ALLIANCE | PASSPORT NAMETAGS | $ 477.41 | medic |
| 336978 | 12/8/2023 | 9929339480 | GRAINGER | MAINTENANCE SUPPLIES | $ 317.43 | dwwtp |

| Invoice Doc # | Invoice Date | Invoice # | Vendor Full Name | Description | Total Amount | Approval Queue |
|---|---|---|---|---|---|---|
| 336752 | 12/11/2023 | 23-205-ERR-0011 | CUMMINS, INC. | RETAINAGE RELEASE - RETAINAGE NOT HELD ON INVOICES | $ 1,710.64 | pw1 |
| 336971 | 12/11/2023 | 70974 | COMMERCIAL FIRE PROTECTION INC | PRESSURE SWITCH- FIDALGO SENIOR CENTER | $ 315.52 | dshop |
| 336981 | 12/11/2023 | 9335144915 | GRAYBAR ELECTRIC COMPANY, INC | GPON SFP | $ 1,594.92 | fiber |
| 336762 | 12/11/2023 | ReimbBeltramini | BELTRAMINI, JEFF | HOTEL FOR TRAINING - JEFF BELTRAMINI | $ 177.75 | pw1 |
| 336976 | 12/12/2023 | 10/25 TO 11/25 | ECONOWASH LAUNDRY&CLEANERS | UNIFORM CLEANING 10/25-11/25/23 | $ 35.09 | apd |
| 336988 | 12/12/2023 | 1661494 | WALTON BEVERAGE COMPANY, INC | AFD BREAKROOM SUPPLIES | $ 189.00 | medic |
| 336991 | 12/12/2023 | 1661498 | WALTON BEVERAGE COMPANY, INC | OPS: BREAKROOM SUPPLIES | $ 183.00 | dshop |
| 337002 | 12/12/2023 | 1661499 | WALTON BEVERAGE COMPANY, INC | CITY HALL BREAKROOM SUPPLIES | $ 448.00 | finance |
| 336990 | 12/12/2023 | 21985 | SUPERIOR SYSTEMS, INC | MAINTENANCE SUPPLIES - INCINERATOR | $ 325.80 | dwwtp |
| 337007 | 12/12/2023 | 62938676 | ROBERT HALF INTERNATIONAL INC. | TEMPORARY STAFFING - FINANCE DEPARTMENT | $ 2,490.02 | finance |
| 336973 | 12/12/2023 | ReimbBeltramini | BELTRAMINI, JEFF | CDL MEDICAL EXAM REIMBURSEMENT | $ 92.00 | pw1 |
| | **Total** | | | | **$ 542,623.89** | |

# City Council Agenda Bill

**Meeting Date:** December 18, 2023 **Agenda Item:** 6.a.

**Agenda Item Title:** Resolution 3142: 2023 Joint Resolution Reaffirming Equality and Inclusion

**Staff Contact(s):** JEREMY CARTER, Amanda Hubik, CHRISTINE CLELAND-MCGRATH

| **Approved for Submittal to Council by** | **Action Type** |
|---|---|
| GREG FRANCIOCH<br>PHILIP STEFFEN<br>DARCY SWETNAM | Resolution |

**Item Summary:** In 2019, the Anacortes City Council and Mayor passed Resolution 2060, a *Resolution of Equality and Inclusion* that affirmed the City's commitment to being accessible, open and welcoming to all. Since that time, a new mayor and members of council have been elected. It is the intent of the current leadership to deliberately uphold the statement of values by bringing forward and reaffirming this policy. This is a declaration of the city's commitment to uphold the value of inclusivity and accessibility, while condemning intolerance in all its forms.

**Budget Impact:**
None

**Previous Action:** None

**Recommended Motion:** I move we approve Resolution 3142, a Joint Resolution of Equality and Inclusion that reaffirms the City's commitment to being accessible, open, and welcoming to all.

**Alternative Actions:** Don't approve the Resolution of Equality and Inclusion.

**Attachments (listed in order presented):**
1. Resolution 3142 - Resolution Reaffirming Equality and Inclusion
2. Resolution 2060

# RESOLUTION 3142

**A Joint Resolution of the City Council and Mayor of Anacortes Reaffirming the Citywide Policy of Inclusion**

**WHEREAS**, the City's elected officials passed Resolution 2060 on October 28, 2019;

**WHEREAS**, the current City's elected officials want to formally reaffirm their commitment to this policy;

**WHEREAS**, the City's elected officials recognize the following principles as fundamental and true to the values, unity, and hospitality found throughout the Anacortes community:

- We understand that every person should be measured by the content of their character. The unalienable rights to life, liberty, and pursuit of happiness belong to all people, equally. We expect all individuals to be treated fairly and to be allowed to live their lives with dignity, free from mistreatment and targeting.

- We firmly reject and condemn all acts of racism, harassment, intimidation, and other forms of bullying.

- We firmly reject and condemn, as contrary to our values, acts of hate speech—speech that attacks a person or a group on the basis of race, color, ethnicity, ancestry, national origin, immigration status, gender, gender identity, sexual orientation, age, mental or physical ability, economic status, housing status, social status, system of belief, practice of faith.

- We believe that the clear and noteworthy spirit of our community as a whole is welcoming and kind, richly diverse, and warmly accepting of everyone—locals and visitors alike.

- We are committed to maintaining Anacortes as a welcoming, safe, and just community for everyone. We will continue to work, in cooperation with our community partners, to ensure that consistent with the law our services and programs are accessible and open to all individuals.

**NOW, THEREFORE, BE IT JOINTLY RESOLVED BY THE CITY COUNCIL AND MAYOR OF THE CITY OF ANACORTES, WASHINGTON, AS FOLLOWS:**

The City Council and Mayor declare it to be the policy of the City that our City is accessible and open to everyone; to vigorously oppose all acts of racism, harassment, intimidation, bullying, and hate speech toward anyone; and to provide equal access to our local government to all persons in our City.

**PASSED** by the City Council and **APPROVED** by the Mayor this 11th day of December, 2023.

CITY OF ANACORTES

_____

Matt Miller, Mayor

ATTEST:

_____

Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

_____

Darcy Swetnam, City Attorney

**RESOLUTION 2060**

**A JOINT RESOLUTION OF THE CITY COUNCIL AND MAYOR OF ANACORTES DECLARING A CITYWIDE POLICY OF INCLUSION**

**WHEREAS**, as the City's elected officials recognize the following principles as fundamental and true to the values, unity, and hospitality found throughout the Anacortes community:

- We understand that every person should be measured by the content of their character. The unalienable rights to life, liberty, and pursuit of happiness belong to all people, equally. We expect all individuals to be treated fairly and to be allowed to live their lives with dignity, free from mistreatment and targeting.
- We firmly reject and condemn all acts of racism, harassment, intimidation, and other forms of bullying.
- We firmly reject and condemn, as contrary to our values, acts of hate speech—speech that attacks a person or a group on the basis of race, color, ethnicity, ancestry, national origin, immigration status, gender, gender identity, sexual orientation, age, mental or physical ability, economic status, housing status, social status, system of belief, practice of faith.
- We believe that the clear and noteworthy spirit of our community as a whole is welcoming and kind, richly diverse, and warmly accepting of everyone—locals and visitors alike.
- We are committed to maintaining Anacortes as a welcoming, safe, and just community for everyone. We will continue to work, in cooperation with our community partners, to ensure that consistent with the law our services and programs are accessible and open to all individuals.

**NOW, THEREFORE, BE IT JOINTLY RESOLVED BY THE CITY COUNCIL AND MAYOR OF THE CITY OF ANACORTES, WASHINGTON, AS FOLLOWS:**

The City Council and Mayor declare it to be the policy of the City that our City is accessible and open to everyone; to vigorously oppose all acts of racism, harassment, intimidation, bullying, and hate speech toward anyone; and to provide equal access to our local government to all persons in our City.

**PASSED** by the City Council and **APPROVED** by the Mayor this 28th day of October, 2019.

CITY OF ANACORTES

Laurie Gere, Mayor

ATTEST:

Steve Hoglund, City Clerk

APPROVED AS TO FORM:

Darcy Swetnam, City Attorney

# City Council Agenda Bill

**Meeting Date:** December 18, 2023 **Agenda Item:** 6.b.

**Agenda Item Title:** Ordinance 4066: 2024-2029 Capital Facilities Plan

**Staff Contact(s):** PHILIP STEFFEN

| **Approved for Submittal to Council by** | **Action Type** |
|---|---|
| GREG FRANCIOCH<br>PHILIP STEFFEN<br>DARCY SWETNAM | Ordinance |

**Item Summary:** 2024-2029 Capital Facilities Plan, to be adopted with the 2024 annual budget. Added $400,000 for Guemes Channel Trail Environmental Impact Study based on discussion at the 12/4 council meeting. Also added inventory of existing facilities. Removed Fiber project, removed City Hall project, updated GCT projects as discussed on 12/4/2023.

**Budget Impact:**

**Previous Action:** Full council discussion and meetings on 10/16, 10/23 and 12/4.

**Recommended Motion:** I move to approve ordinance 4066 and adopt the 2024-2029 Capital Facilities Plan

**Alternative Actions:** No action would delay adoption of the CFP.

**Attachments (listed in order presented):**

1. Budget presentation 12-11
2. 24-29 DRAFT CFP FULL 12-13
3. Ord 4066 Adopting 2024-2029 CFP

# Budget presentation

**2024 City of Anacortes Budget**

**December 11th, 2023**

# Overview

- Budget highlights and specifics
- CFP updates
- Budget corrections
- Unified Fee Schedule

# 2024 Budget:
## Salaries and Benefits

238 FTE

-OpenGov Report

-Salaries:
$23,474,792

-Benefits:
$10,543,361

-OpenGov Report

-Detail Report

New Positions:

1 FTE, Legal Dept.

5 FTE, Police

8 FTE, Fire

1 FTE, Public Works

.25 FTE, Parks, Senior Center

# 2024 Budget:
## Salaries and Benefits

New Positions:

1 FTE, Legal Dept.

-Assistant City Attorney, Prosecuting Attorney

1 FTE, Public Works Dept.

-Engineering Tech.

8 FTE, Fire Fighter/Paramedic Positions

5 FTE, Police officer Positions

.25 FTE, Parks – Senior Center

# Revenues

- 308 – Beg Fund Balance
  - This is the amount we are using from reserves
- 333 – Indirect Federal Grants
  - 30th and R Roundabout
  - Sewer Outfall

# Fund Balances

- Fund balance used – The amount of spending that is more than revenue.
- Fund Balance Used – OpenGov view

# 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 |
| 2019 | $2,110,233 | $1,800,000 |
| | **$8,037,864** | **$9,000,000** |

**Delta $962,136**

Create Construction Fund in 2024

Construction funds do not require a budget

# Summary changes

- CFP –
  - Add $400,000 EIS for GCT
  - Added existing facility inventory
- Budget –
  - Remove $400,000 for EIS
  - Remove $10,000 from HR budget
  - Added FTE count page

# Corrections CFP

- Page 5: Changed to ‘Every year…’ from every two years
- Page 11: Add fund numbers

# Corrections Budget

- Page 81: Example should have read 2022 Bond, not 2020
- Page 82: PWTF Loans, .5%, not 50%
- Page 83: Updated table to show 2023 required reserves and removed decimal points. Corrected spelling, Cemetery
- Page 92: Corrected spelling, Museum Aides
- Page 111: ‘Includes 3% base wage increase’ vs 2%

# Thank you

**Philip Steffen**
**360-293-1903**
**steffenp@cityofanacortes.org**
**www.anacorteswa.gov**

# Unified Fee Schedule Update

- Parks Depot Fees section added
- Rates for parks Depot Fees increased to align with like properties and rates

# 2024-2029 Capital Facilities Plan

CITY OF ANACORTES 1891

# 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

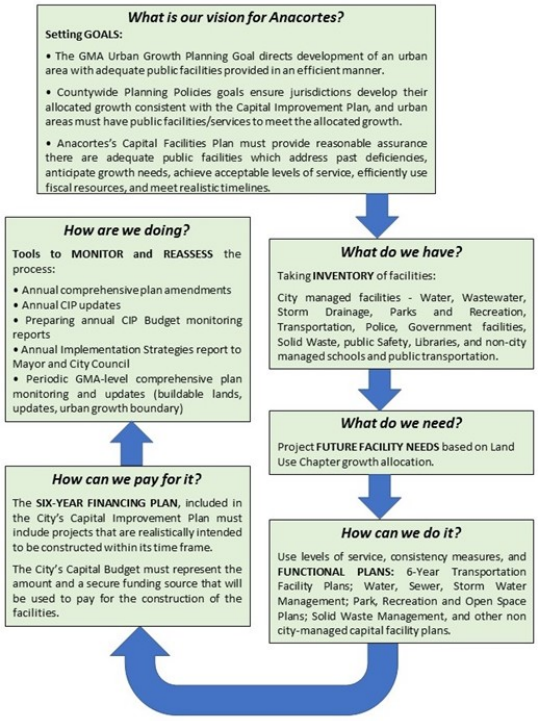
• A requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, Capital Facilities

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<br>Treatment facilities/buildings<br>Transmission/distribution pipeline system |
| Sewer | Wastewater Treatment Plant<br>Pump stations & standby generators<br>Sewer collection and conveyance system |
| Storm drain | Regional detention/Treatment facilities<br>Subdivision detention/treatment facilities (public)<br>Pipeline/open channel conveyance systems |
| Solid Waste | Dumpsters |
| Parks & Recreation | Purchase of park property<br>Construction of park facilities<br>Construction of trail facilities |
| Transportation | Arterial street improvements<br>Collector, residential & neighborhood streets<br>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 Gibralter 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 year 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<br>Average 5 minute response to emergency calls from time of dispatch.<br>Average 15 minute response to non-emergency calls from time of dispatch. |
| Fire Protection | **Initial response –imminent rescue capability**<br>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.<br>Effective response force<br>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.<br>**Fire prevention**<br>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 the

> 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.

| Fund number | Fund Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|---|
| 001 | General Fund | $ 6,840,165 | $ 5,185,000 | $ 1,050,000 | $ 2,005,000 | $ 5,567,750 | $ 25,581,000 |
| 101 | Parks & Recreation Fund | $ 55,000 | $ - | $ - | $ - | $ - | $ - |
| 102 | Grandview Cemetery Fund | $ 20,000 | $ - | $ - | $ - | $ - | $ - |
| 104 | Street Maintenance Fund | $ 1,800,000 | $ 1,800,000 | $ 1,800,000 | $ 1,800,000 | $ 1,800,000 | $ 1,800,000 |
| 105 | Arterial Street Construction | $ 7,171,000 | $ 4,344,500 | $ 11,072,000 | $ 29,887,600 | $ 19,553,230 | $ 20,588,900 |
| 108 | Parks Capital Improvement | $ 1,620,000 | $ 2,400,000 | $ 1,250,000 | $ 928,000 | $ 50,000 | $ 3,222,000 |
| 401 | Water Fund | $ 5,795,982 | $ 8,714,250 | $ 5,457,130 | $ 4,735,130 | $ 3,611,280 | $ 3,099,894 |
| 440 | Sewer Fund | $ 11,406,000 | $ 6,055,000 | $ 5,100,000 | $ 6,255,000 | $ 15,430,000 | $ 12,700,000 |
| 445 | Storm Drainage Fund | $ 530,000 | $ 541,000 | $ 320,000 | $ 450,000 | $ 200,000 | $ 200,000 |
| 450 | Sanitation Fund | $ - | $ - | $ - | $ 150,000 | $ - | $ - |
| 501 | Equipment Rental Fund | $ 300,000 | $ 220,000 | $ 650,000 | $ 125,000 | $ 600,000 | $ - |
| **Grand Total** | | **$ 35,538,147** | **$ 29,259,750** | **$ 26,699,130** | **$ 46,335,730** | **$ 46,812,260** | **$ 67,191,794** |

# DEPARTMENTAL PROJECT REQUEST DETAILS

The three summary pages are totals based on the detail that follow.

| Project | Sum of 2024 | Sum of 2025 | Sum of 2026 | Sum of 2027 | Sum of 2028 | Sum of 2029 |
|---|---|---|---|---|---|---|
| Fiber - Access Anacortes Fiber Internet Expansion - EDA Grant Area | $ 3,715,165 | $ - | $ - | $ - | $ - | $ - |
| Fiber - Equipment for Developers | $ 35,000 | $ 35,000 | $ - | $ - | $ - | $ - |
| Fiber - Guemes View | $ 250,000 | $ - | $ - | $ - | $ - | $ - |
| Fiber - Remaining Fiber Construction Inside City Limits | $ - | $ 750,000 | $ - | $ - | $ - | $ - |
| Fire - Aerial Ladder Truck | $ 1,675,000 | $ - | $ - | $ - | $ - | $ - |
| Fire - Fire Station Upgrades | $ - | $ 150,000 | $ - | $ - | $ - | $ - |
| Fire - Ladder Truck Training Tower | $ - | $ 500,000 | $ - | $ - | $ - | $ - |
| Fire - Medic Unit Replacement | $ - | $ 300,000 | $ - | $ - | $ - | $ - |
| Gen Gov - Creosote Pile Removal and Replacement at City Owned Travel Lift Float and Dock | $ 120,000 | $ 180,000 | $ - | $ - | $ - | $ - |
| Gen Gov - Downtown Streetscape | $ 35,000 | $ - | $ 950,000 | $ - | $ 950,000 | $ - |
| Gen Gov - Downtown Welcome Arch | $ 50,000 | $ - | $ - | $ - | $ - | $ - |
| Gen Gov - Enterprise Resource Planning (ERP) System replacement | $ 150,000 | $ 1,650,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 |
| Gen Gov - Fac - ASAC Additional HVAC system | $ 40,000 | $ - | $ - | $ - | $ - | $ - |
| Gen Gov - Fac - ASAC Emergent Facility Maintenance Repairs | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 |
| Gen Gov - Fac - ASAC Window Replacement | $ 25,000 | $ 25,000 | $ - | $ - | $ - | $ - |
| Gen Gov - Fac - City Fleet EV Charging Infrastructure | $ - | $ - | $ 25,000 | $ 125,000 | $ 200,000 | $ - |
| Gen Gov - Fac - City Hall Elevator Replacement | $ - | $ - | $ - | $ 250,000 | $ - | $ - |
| Gen Gov - Fac - City Hall Emergent Facility Maintenance Repairs | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 |
| Gen Gov - Fac - Facility Comprehensive Master Plan | $ 100,000 | $ - | $ - | $ - | $ - | $ - |
| Gen Gov - Fac - Fire Department Elevator Replacement | $ - | $ - | $ 275,000 | $ - | $ - | $ - |
| Gen Gov - Fac - Fire Dept. Emergent Facility Maintenance Repairs | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 |
| Gen Gov - Fac - Library Emergent Facility Maintenance Repairs | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 |
| Gen Gov - Fac - Museum Emergent Facility Maintenance Repairs | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 |
| Gen Gov - Fac - Parks Emergent Facility Maintenance Repairs | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 |
| Gen Gov - Fac - Police Dept/Court Emergent Facility Maintenance Repairs | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 |
| Gen Gov - Fac - Police/Court Department Exterior Paint | $ - | $ 75,000 | $ - | $ - | $ - | $ - |
| Gen Gov - Fac - Police/Court HVAC Rebuild/Replace | $ 100,000 | $ - | $ - | $ - | $ - | $ - |
| Gen Gov - Museum - Storage workshop construction | $ 30,000 | $ 330,000 | $ - | $ - | $ - | $ - |
| Gen Gov - Parking Plan | $ - | $ 10,000 | $ - | $ - | $ - | $ - |
| Gen Gov - Pedestrian Link Between Downtown and Marina | $ 30,000 | $ - | $ 500,000 | $ - | $ - | $ - |
| Parks - Ace of Hearts restrooms and upgrades | $ - | $ - | $ 500,000 | $ - | $ - | $ - |
| Parks - Bicycle and Pedestrian Connections | $ - | $ 50,000 | $ - | $ - | $ - | $ - |
| Parks - Cap Sante Eastside Summit Trail Improvement | $ 10,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Cap Sante Lookout Improvements | $ 250,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Depot Pavilion Planning | $ 50,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Guemes Channel Trail | $ 400,000 | $ - | $ - | $ 328,000 | $ - | $ 3,172,000 |
| Parks - H Avenue Stream Restoration & Educational Trail | $ - | $ - | $ - | $ 250,000 | $ - | $ - |
| Parks - Heart Lake Improvements | $ - | $ 700,000 | $ - | $ - | $ - | $ - |
| Parks - Heart Lake Water Quality | $ - | $ - | $ - | $ 300,000 | $ - | $ - |
| Parks - James Rice Civic Park Improvements | $ 20,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Little Cranberry Lake Shoreline | $ 20,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Parks Infrastucture | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 |
| Parks - Planning Study for the Tommy Thompson Trestle and Causeway Replacement | $ 350,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Pocket Park Construction | $ - | $ 150,000 | $ - | $ - | $ - | $ - |
| Parks - Q'elech'ilhch Park Improvements | $ 10,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Replace Parks Grandview Cemetery Office | $ 20,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Senior Center Generator Transfer Switch | $ 55,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Shannon Point Trail | $ 50,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Ship Harbor Wetland Interpretive Trail | $ 250,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Storvik Park field lighting and improvements | $ - | $ - | $ 700,000 | $ - | $ - | $ - |
| Parks - Storvik Park small courts makeover | $ 100,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Trail Improvement Projects | $ 60,000 | $ - | $ - | $ - | $ - | $ - |
| Parks - Volunteer Field Improvement | $ - | $ 800,000 | $ - | $ - | $ - | $ - |
| Parks - Washington Park Campground Improvements | $ - | $ 50,000 | $ - | $ - | $ - | $ - |
| Parks - West Side Park | $ - | $ 600,000 | $ - | $ - | $ - | $ - |
| PW - Fleet - City Hall Pool Car | $ - | $ 50,000 | $ - | $ - | $ - | $ - |
| PW - Fleet - Ops Pool Car/admin vehicle | $ - | $ 50,000 | $ - | $ - | $ - | $ - |
| PW - OPS - 100 kW Solar Array on Maintenance Facility | $ - | $ 150,000 | $ - | $ - | $ - | $ - |
| PW - Ops - Facilities Vehicle | $ - | $ 70,000 | $ - | $ - | $ - | $ - |
| PW - Ops - Operations Upper Parking lot pavement/reconfigure | $ 150,000 | $ - | $ - | $ - | $ - | $ - |
| PW - Ops - Operations/ASD Facility Repave East Half | $ - | $ - | $ - | $ - | $ 400,000 | $ - |
| PW - Ops - Ops Facility Expansion/Master Plan | $ 50,000 | $ - | $ 500,000 | $ - | $ - | $ - |
| PW - Ops - Ops Security System Replacement/expansion | $ - | $ - | $ 125,000 | $ - | $ - | $ - |
| PW - Ops - Sewer/Storm/Street Maintenance truck addition | $ 75,000 | $ - | $ - | $ - | $ - | $ - |
| PW - Solid Waste - New Dumpster Hauling/Delivery truck | $ - | $ - | $ - | $ 150,000 | $ - | $ - |
| Storm - Ace of Heart Creek Rotary Park Stream Restoration | $ - | $ - | $ - | $ 250,000 | $ - | $ - |
| Storm - B9 Basin Capacity Improvement - Kingsway at Windsor | $ - | $ - | $ 120,000 | $ - | $ - | $ - |
| Storm - F4 Basin Capacity Improvements - R Ave Vicinity | $ 50,000 | $ 310,000 | $ - | $ - | $ - | $ - |
| Storm - Inspection Vehicle | $ 60,000 | $ - | $ - | $ - | $ - | $ - |
| Storm - Outfall Evaluation and Rehabilitations | $ - | $ 50,000 | $ 50,000 | $ 55,000 | $ 67,750 | $ 81,000 |
| Storm - Storm System Restoration and Upgrades | $ 220,000 | $ 231,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 |
| Storm - Stormwater Comprehensive Plan Update | $ 200,000 | $ - | $ - | $ - | $ - | $ - |
| Transportation - 12th Street and K Avenue Intersection | $ - | $ - | $ - | $ - | $ 260,000 | $ 2,240,000 |

| Project | Sum of 2024 | Sum of 2025 | Sum of 2026 | Sum of 2027 | Sum of 2028 | Sum of 2029 |
|---|---|---|---|---|---|---|
| Transportation - 16th Street Improvements | $ 300,000 | $ 2,300,000 | $ - | $ - | $ - | $ - |
| Transportation - 17th Street Q Ave Intersection | $ - | $ 260,000 | $ 2,240,000 | $ - | $ - | $ - |
| Transportation - 2025 Comprehensive Plan Update Transportation Element | $ 300,000 | $ - | $ - | $ - | $ - | $ - |
| Transportation - ADA Ramps | $ 110,000 | $ 115,000 | $ 120,000 | $ 125,000 | $ 130,000 | $ 135,000 |
| Transportation - Annual Pavement Maintenance | $ 1,800,000 | $ 1,800,000 | $ 1,800,000 | $ 1,800,000 | $ 1,800,000 | $ 1,800,000 |
| Transportation - Fidalgo Bay Road Reconstruction | $ - | $ 1,000,000 | $ - | $ 8,500,000 | $ - | $ - |
| Transportation - Kansas Ave | $ - | $ - | $ 50,000 | $ 500,000 | $ - | $ - |
| Transportation - Local Road Safety Plan | $ 125,000 | $ - | $ - | $ - | $ - | $ - |
| Transportation - March Point Road - Trestle – Park & Ride – Trail | $ 250,000 | $ - | $ - | $ - | $ - | $ - |
| Transportation - Non-Motorized Improvements | $ 11,000 | $ 11,500 | $ 12,000 | $ 12,600 | $ 13,230 | $ 13,900 |
| Transportation - Q Avenue Pedestrian Improvement | $ 53,000 | $ 458,000 | $ - | $ - | $ - | $ - |
| Transportation - R Avenue Safety and Mobility Improvements | $ 257,000 | $ - | $ - | $ - | $ - | $ - |
| Transportation - Sidewalk and Trip Hazard Repairs | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 | $ 200,000 |
| Transportation - South Commercial Avenue Corridor Plan -- Phase I Commercial Avenue from 11th to 14th | $ 1,500,000 | $ - | $ - | $ - | $ - | $ - |
| 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 |
| Transportation - South March Point Road Reconstruction | $ - | $ - | $ - | $ 2,550,000 | $ - | $ - |
| Transportation - SR 20 Spur (Oakes Ave) Sidewalk Improvements | $ - | $ - | $ 1,000,000 | $ - | $ - | $ - |
| Wastewater - Collections: General Sewer plan | $ 500,000 | $ 500,000 | $ - | $ - | $ - | $ - |
| Wastewater - Collections: March Point Area Force Main Upgrades | $ - | $ - | $ 350,000 | $ 3,500,000 | $ - | $ - |
| Wastewater - Collections: Pump Station #4 rehabilitation | $ 250,000 | $ - | $ - | $ - | $ 1,100,000 | $ - |
| Wastewater - Collections: Pump Station #16 Upgrade | $ 2,000,000 | $ - | $ - | $ - | $ - | $ - |
| Wastewater - Collections: Pump Station #3 Rehabilitation | $ 150,000 | $ - | $ - | $ - | $ 1,000,000 | $ - |
| Wastewater - Collections: Pump Station #7 convert to duplex | $ - | $ - | $ 25,000 | $ 200,000 | $ - | $ - |
| Wastewater - Collections: Pump Station Ongoing Upgrades | $ 375,000 | $ 400,000 | $ 450,000 | $ 500,000 | $ 550,000 | $ 600,000 |
| Wastewater - Collections: Reservation Road, Padilla Heights Rd. and Similk Bay Road S | $ - | $ - | $ - | $ - | $ - | $ 10,000,000 |
| Wastewater - Collections: Sewer line from Dakota Ave to 6th Street | $ - | $ - | $ - | $ - | $ 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 |
| Wastewater - Plant: Addition of Aeration Basin Zone Actuators | $ 150,000 | $ - | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Biosolids Handling Alternative | $ - | $ 200,000 | $ 200,000 | $ 500,000 | $ 5,000,000 | $ 25,000,000 |
| Wastewater - Plant: Effluent Pump Station Upgrade | $ - | $ - | $ - | $ - | $ 730,000 | $ - |
| Wastewater - Plant: Purchase Administrative commuter vehicle | $ - | $ 50,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Addition of Denitrification Zone Mixers | $ - | $ 350,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Admin building expansion and reroofing | $ 676,000 | $ - | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Basin Rehabilitation | $ - | $ 250,000 | $ 250,000 | $ 250,000 | $ - | $ - |
| Wastewater - Plant: Construct New CSO Pump Station | $ 4,500,000 | $ - | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Covered Storage for North Pad | $ 170,000 | $ - | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Emergent Maintenance and Repair Projects | $ 375,000 | $ 400,000 | $ 450,000 | $ 500,000 | $ 550,000 | $ 600,000 |
| Wastewater - Plant: Influent Pumping Upgrade | $ - | $ 825,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Nutrient Removal Evaluation and Upgrades | $ 100,000 | $ 100,000 | $ 100,000 | $ - | $ - | $ - |
| Wastewater - Plant: Purchase UTV service vehicle | $ 40,000 | $ - | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Rebuild Belt Filter Press | $ - | $ 330,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Recoat Clarifier Steelworks | $ 300,000 | $ - | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Replace #1 Aeration Blower with Efficient Hybrid | $ - | $ 200,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Replace #2 aeration blower with efficient hybrid | $ - | $ 300,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Replace Admin Building Boiler and controls | $ 170,000 | $ - | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Replace Aeration Basin #2 Diffusers | $ 250,000 | $ - | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Replace Aeration Basin Recirculation Pumps | $ - | $ 250,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Replace Bar Screens and upgrade grit handling system | $ - | $ 60,000 | $ 2,000,000 | $ - | $ - | $ - |
| Wastewater - Plant: Replace Dewatering Pump | $ - | $ 150,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Replace Incinerator Preheat Unit | $ - | $ 300,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Replace RAS pumps and Separate RAS Manifolds | $ - | $ - | $ - | $ 500,000 | $ - | $ - |
| Wastewater - Plant: Re-roof The Solids Handling Building | $ - | $ 40,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Re-roof the WWTP Secondary Building | $ - | $ 50,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Re-roof WWTP Head Works Building | $ - | $ 30,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Septage Handling Facility Upgrade | $ - | $ 450,000 | $ - | $ - | $ - | $ - |
| Wastewater - Plant: Upgrade SCADA with Dashboarding Capabilities | $ 125,000 | $ - | $ - | $ - | $ - | $ - |
| Water System - Oak Harbor: Pass Lake 10-inch Waterline Repair/Replace | $ - | $ - | $ - | $ - | $ - | $ - |
| Water System - Oak Harbor: Campbell Lake Fish Passage Waterline Relocate | $ - | $ 75,250 | $ 372,130 | $ 372,130 | $ - | $ - |
| Water System - Refinery: West March Point Road Waterline | $ 420,000 | $ 1,790,000 | $ - | $ - | $ - | $ - |
| Water System - Regional: Water System Plan Update | $ 375,590 | $ - | $ - | $ - | $ - | $ - |
| Water System - Regional: Cathodic Protection Transmission Main | $ - | $ 80,000 | $ 220,000 | $ - | $ - | $ - |
| Water System - Regional: Construct Storage Building | $ - | $ 60,000 | $ 320,000 | $ - | $ - | $ - |
| Water System - Regional: Hydro Excavator | $ 650,000 | $ - | $ - | $ - | $ - | $ - |
| Water System - Regional: Phase 4 & 5 WTP Controls Reliability | $ 175,000 | $ 380,000 | $ - | $ - | $ - | $ - |
| Water System - Regional: Repair 36" Valve at Telegraph Slough and Corrosion Control | $ - | $ 150,000 | $ 625,000 | $ - | $ - | $ - |
| Water System - Regional: Repair 36-inch Transmission Line near Swinomish Slough | $ 115,000 | $ 450,000 | $ - | $ - | $ - | $ - |
| Water System - Regional: Replace WTP Discharge Meters | $ - | $ - | $ - | $ 160,000 | $ 795,000 | $ - |
| Water System - Regional: Treatment Plant Optimization/Pilot Filter | $ 125,000 | $ 125,000 | $ - | $ - | $ - | $ - |
| Water System - Regional: Water System Security | $ 650,000 | $ 650,000 | $ - | $ - | $ - | $ - |
| Water System - Regional: Water Treatment Plant - Emergent Equipment Replacements | $ 375,000 | $ 400,000 | $ 450,000 | $ 500,000 | $ 550,000 | $ - |
| Water System - Retail: Blue Heron Pump Station Upgrade | $ - | $ - | $ 75,000 | $ 825,000 | $ - | $ - |
| Water System - Retail: Advanced Metering Infrastructure (AMI) Water Meters(moved | $ 500,000 | $ 500,000 | $ 500,000 | $ - | $ - | $ - |
| Water System - Retail: Fidalgo Island Water Service (FIWS) area Telemetry | $ 221,392 | $ - | $ - | $ - | $ - | $ - |

| Project | Sum of 2024 | Sum of 2025 | Sum of 2026 | Sum of 2027 | Sum of 2028 | Sum of 2029 |
|---|---|---|---|---|---|---|
| Water System - Retail: Pipeline Replacements | $ 1,543,000 | $ 1,620,000 | $ 1,701,000 | $ 2,136,000 | $ 2,242,280 | $ 2,354,394 |
| Water System - Retail: Re-roof A Avenue Booster | $ - | $ - | $ - | $ 8,000 | $ - | $ - |
| Water System - Retail: Re-roof Blue Heron Booster Station | $ - | $ 100,000 | $ - | $ - | $ - | $ - |
| Water System - Retail: Re-roof Fidalgo Bay Estates Booster Station | $ - | $ - | $ - | $ 5,000 | $ - | $ - |
| Water System - Retail: Reservoir Internal Maintenance | $ 300,000 | $ 2,310,000 | $ 1,170,000 | $ - | $ - | $ - |
| Water System - Retail: S. Fidalgo Island Water System Pipeline Replacement | $ - | $ - | $ - | $ 710,000 | $ - | $ 745,500 |
| Water System - Retail: Service Vehicle | $ 41,000 | $ - | $ - | $ - | $ - | $ - |
| Water System - Water Model | $ 65,000 | $ 24,000 | $ 24,000 | $ 24,000 | $ 24,000 | $ - |
| Water System - Whistle Lake Dam Project | $ 240,000 | $ - | $ - | $ - | $ - | $ - |
| **Grand Total** | **$ 35,538,147** | **$ 29,259,750** | **$ 26,699,130** | **$ 46,335,730** | **$ 46,812,260** | **$ 67,191,794** |

CFP Priority

Departments have determined their project priorities based on these guidelines.

| Priority: | Description | Resources |
|---|---|---|
| 1 | Critical | Available |
| 2 | Necessary | Available |
| 3 | Necessary | Not Available |
| 4 | Nice to have | Available |
| 5 | Nice to have | Not Available |

| 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 - 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.<br><br>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 | |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 - Fire Station Upgrades | $ - | $ 150,000 | $ - | $ - | $ - | $ - | Originally $1,000,000 was placed in 2024 for a complete remodel/additions. This is now revised to Kitchen/Alerting Devices in 2025. Training room addition now needs to be considered since no Station 3 was constructed. | This project would remodel the kitchen area at Station 1 to increase cooking space and storage. Modern station alerting devices would be added all 3 stations.. 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. Sleeping space and apparatus bays are meeting our minimum needs currently but will become inadequate in the near future. | 3 | Our recommendation is to complete a kitchen and station alerting upgrade. |
| 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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) | | 2 | |
| 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.<br>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:<br>Policy LU-7.1. "Maintain and strengthen downtown as the center for civic, retail, cultural, dining and entertainment activity in Anacortes."<br>"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. "<br>"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:<br>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).<br>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.<br>3. A second pedestrian intersection at Commercial and 4th in 2027.<br>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.<br>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:<br>• Fix existing Edison bulb lights<br>• Fix existing light on 'thank you for visiting sign'<br>• Investigate LED for 'welcome' sign<br>• Investigate column lights to highlight existing architectural details<br>• Ensure hanging baskets are in working order for the coming summer<br>• Test and repair irrigation<br>• Repair stone work at the base caused by 2023 accident<br>• Refresh paint on black steel crossbars – to prevent additional rust damage over time. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| Gen Gov - Enterprise Resource Planning (ERP) System replacement | $ 150,000 | $ 1,650,000 | $ 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. | 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.<br><br>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- | 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.<br><br>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.<br><br>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.<br><br>For reference only in 2022 some emergent items at this facility:<br>replacement of furnaces<br>hot water tanks<br>3x hvac service calls<br>electrical repairs<br>appliance repairs<br>covid protections<br>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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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.<br><br>For reference only in 2022 some emergent items at this facility:<br>3x HVAC service calls<br>covid protections<br>electrical<br>plumbing repairs<br>recirc pump<br>automatic doors.<br>lighting upgrade<br>window cleaning<br>Led lighting upgrade<br>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 - 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 |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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.<br><br>For reference only in 2022 some emergent items at this facility:<br>garage doors<br>led lighting upgrade<br>appliance replacement<br>covid protections<br>furnace repairs<br>electrical repairs<br>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.<br><br>For reference only in 2022 some emergent items at this facility:<br><br>3x hvac repairs<br>carpet cleaning<br>covid protections<br>roof repair<br>electrical repair<br>plumbing repair<br>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.<br><br>For reference only in 2022 some emergent items at this facility:<br><br>Furnace replacement x 2<br>covid protections<br>havac repairs x3<br>paint<br>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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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.<br><br>For reference only in 2022 some emergent items at this facility:<br><br>Water heaters x4<br>furnace<br>garage doors<br>electrical repairs<br>covid protections<br>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 pealing off. | 2 | In order to keep our facilities in good condition we need to proactively repaint them. |
| 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.<br><br>For reference only in 2022 some emergent items at this facility:<br><br>Electrical repairs<br>hvac repairs<br>Boiler replacement<br>Covid protections<br>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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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:<br>"Policy LU-7.1. Maintain and strengthen downtown as the center for civic, retail, cultural, dining and entertainment activity in Anacortes.<br>"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.<br>"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.<br><br>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.<br>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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 | $ 400,000 | $ - | $ - | $ 328,000 | $ - | $ 3,172,000 | | EIS study for Guemes Channel Trail<br>Future Year construction determined by EIS study results.<br><br>Design and construct a bicycle and pedestrian trail:<br>Phase II - Ferry Terminal Road to Edwards Way<br>Phase III - Ferry Terminal Road to Washington Park<br>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. |
| 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
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| 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.<br>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 Infrastucture | $ 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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.<br>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 - Shannon Point Trail | $ 50,000 | $ - | $ - | $ - | $ - | $ - | | | 4 | |
| 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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.<br>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. | vacancy of a Director never came to be a project so we are moving it ahead.<br><br>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.<br>• We have grown and are still growing.<br>• Approx. 50 City and 25+ School Dist. employees work out of the facility daily.<br>• The City has added the Fiber and Facilities Departments to the Operations facility which brought more employees as well as equipment to store.<br>• 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.<br>• Our own Equipment is getting larger and larger taking up storage space as well as shop space to repair and maintain it.<br>• 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.<br>• We continue to move more and more equipment into our rear yard for storage which is unsecured and also | 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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:<br>• Streets<br>• Storm/Sewer conveyance<br>• Solid Waste<br>• Facilities<br>• Fleet<br>• Fiber<br>• Water Distribution<br>• Parks<br>• Police impound<br>In addition Ops is the storage location to the Anacortes, Lopez Island and Orcas Island School bus parking.<br><br>The facility and the over 75 daily users is and always has been a difficult site to secure .<br><br>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. |
| 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 surplused. | 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.<br>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.<br>The Comprehensive Plan identifies project possibilities as follows:<br>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.<br>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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 - 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.<br><br>$176,000 - Design Grant<br>$ 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 11th to 13th | $ 5,500,000 | $ - | $ - | $ - | $ - | $ - | | 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 | | 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 |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 Sewer Extension | $ - | $ - | $ - | $ - | $ - | $ 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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+. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 or 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 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 it's 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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.<br><br>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.<br>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 |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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.<br>Past Emergency Repairs<br>In the past three years, the Water Department has had to make the following emergency repairs:<br>• $300,000 for water plant transmission main emergency repair<br>• $650,000 for the water treatment plant intake transformer repair<br>• $100,000 to replace the treatment train pumping station<br>Anticipated Cost of Future Repairs<br>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 to O&M) | $ 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.<br>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. |

| Proposal Name | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | Analysis | Background | Priority | Recommendation |
|---|---|---|---|---|---|---|---|---|---|---|
| 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. |
| | $ 35,538,147 | $ 29,259,750 | $26,699,130 | $ 46,335,730 | $ 46,812,260 | $ 67,191,794 | | | | |

# Appendix 1: Existing Infrastructure Inventory

Below is an inventory of existing capital facilities owned by the City, including the locations and capacities of the facilities, where applicable.

## General Government

| Name | Location | Year Built | Size (SF) | Notes |
|---|---|---|---|---|
| **City Hall** | 904 6th St. | 1915/1926 | 31,846 | Includes Parks/Rec, Finance, Planning, Building, Engineering, Admin. Services Departments; Mayor's Office, City Council Chambers; Boys' & Girls' Club in basement |
| **Maintenance Shop** | 2201 37th St. | 1977 | 15,164 | Also serves as bus barn to ASD; includes truck storage, equipment shed, pressure booster station, water inventory, and storage/water debris |
| **Library** | 1210 10th St. | 2003 | 28,478 | Includes public library, public meeting rooms, playground equipment |
| **Anacortes Museum** | 1305 8th St. | 1910 | 2,500 | Built as a Carnegie Library; National Register of Historic Places. |
| **WT Preston** | 713 R Ave. | Acquired 1983 | N/A | Steam-powered sternwheeler on dry land, originally constructed in 1939, National Historic Landmark |
| **Anacortes Maritime Heritage Center** | 713 R. Ave | 2005 | 1,912 | Museum exhibits featuring Anacortes' maritime heritage |
| **Anacortes Senior Activity Center** | 1701 22nd St. | 1995 | 11,385 | Senior center; also used for community meetings. |
| **Heart of Anacortes** | 315 O Ave. | Stage – 2012 Restroom - 2010 | | Public restroom facility & music/community venue; includes concession/bathroom, fence & stage |
| **Thompson Train Building.** | 605 R Ave. | | | |
| **Tommy Thompson Trail Public Restroom** | 2219 R Ave. | | | |
| **Downtown Archway** | 11th & Commercial | | | |
| **Public concrete floating dock & ramp** | Fidalgo Bay / 30th St. | | | City leases property from DNR; owns structures |
| **Industrial User Boat Ramp** | Fidalgo Bay / 30th St. | | | City owns property |
| **Public concrete travel lift pier and concrete floating docks** | Fidalgo Bay / W Ave. | | | City leases property from DNR; owns structures |
| **Land/No structures** | | | | |
| **Anacortes Theater property & public parking Lot** | 415 O Avenue | - | 15,000 | City leases land to the Theater; owns north public parking area |
| **6th & Q parking lot** | 511 Q Ave. | | 19,000 | Provides additional city vehicle parking and public parking |

## Public Safety Buildings

| Name | Location | Year Built | Size (SF) | Type |
|---|---|---|---|---|
| **Public Safety Building** | 1218 24th St. | 2000 | 17,000 | Includes police station, courtroom, and generator |
| **Main Fire Station** | 1016 13th St. | 1993 | 10,464 | |
| **Norman Brown (West End) Fire Station** | 5209 Sunset Ave. | 1993 | 3,306 | Includes building and generator building |
| **March Point Fire Station** | 9029 Molly Lane | 2009 | 2,842 | Leased facility |

## Water System

| Name | Location | Notes |
|---|---|---|
| **Anacortes Water Treatment Plant Capable of 42MGD, expandable to 55MGD** | 14489 Riverbend Rd., Mount Vernon | Includes lime storage building, old treatment building, maintenance shed, power substation & generator, switch gear building an generator, standby generators (2), fuel tanks (2), surge tank, pump station, switch gear building, water tank storage, main treatment plant and chemical building; some of these buildings are proposed for demolition |
| **Skagit River Intake Structure** | 14301 Avon-Allen Rd. | |
| **Two 1.5 MG reservoirs** | Whistle Lake Rd. / Blue Heron Circle | Constructed in 2018; includes booster station, reservoirs & generator |
| **2 MG 29th St. Reservoir** | 29th St. | |
| **2 MG Skyline Reservoir** | 3802 Marine Heights Way / 4000 Clyde Way | Includes reservoir, pump station, generator and telemetry equipment. |
| **Fidalgo Bay Estates Reservoir & Booster station** | San Juan Hill | 30,000 gallons used for local storage; Includes pump station, telemetry, generator |
| **2012 Pennsylvania Booster Station (Tursi)** | 2102 Pennsylvania | Includes booster station and generator building |
| **Pipelines** | | |
| **Transmission pipelines** | From WTP to 3MG reservoir | Two 36" diameter steel pipes |
| **Transmission pipelines** | Spur to March Point refineries | 20" diameter pipe |
| **Transmission pipeline** | Spur to Deception Pass | 10" and 16" diameter pipes |
| **Service and transmission pipelines** | Various | 842,247 lineal feet of ductile iron, asbestos cement, steel, concrete, PVC, cast iron, and galvanized iron pipes. |
| **Other** | | |
| **Water Valves** | Various | 3,521 water valves |
| **Water Meters** | Various | 8,074 existing / 7,582 active |
| **Fire Hydrants** | Various | City – 922<br>County – 118<br>Private - 58 |
| **Pressure Reducing Valves** | Various | 25 pressure reducing stations |
| **Interties** | Various | Interties with wholesale customers |

## Wastewater System

| Name | Location | Notes |
|---|---|---|
| **Wastewater Treatment Plant Processing capacity of 7.8MGD** | 500 T Ave. | Treatment for over 4,307 acres of residential and commercial customers; includes admin/shop, solids handling, primary |

| | | |
|---|---|---|
| | | treatment, secondary treatment & aeriation, effluent pump station, secondary clarifier and basin, splitter box and generator |
| **Gravity Sewers (including trunks, interceptors, laterals, force mains, outfalls)** | Various | 106.2 miles of sewer ranging from 4" to 36", including clay, concrete, ductile iron, HDPE, and PVC |
| **Lift Stations** | | **Year Constructed** |
| **Lift Station #1** | 3911 Mallard Pl. | 2000 |
| **Lift Station #2** | 4105 Mitchell Dr. | 1983 |
| **Lift Station #3** | 2322 11th St. | 2000 |
| **Lift Station #4** | 2819 / 2803 T Ave. | 2001 |
| **Lift Station #5** | 1118 Edwards Way | 2005 |
| **Lift Station #6** | 3009 B Ave. | 2000 |
| **Lift Station #7** | 1411 I Ave. | 1991 |
| **Lift Station #8** | 418 2nd St. | 1997 |
| **Lift Station #9** | 416 2nd St. | 1997 |
| **Lift Station #10** | 201 Curtis Dr. | 1998 |
| **Lift Station #11** | 203 E. Park Dr. | 1978 |
| **Lift Station #12** | 103 5th St. | 2007 |
| **Lift Station #13** | 5918 Cabana Ln. | 2010 |
| **Lift Station #14** | 2100 Ferry Terminal Rd. | 1992; includes pump station and telemetry |
| **Lift Station #15** | 1200 B Ave. | 2005 |
| **Lift Station #16** | 4533 Anaco Beach Rd. | 2005 |
| **Lift Station #17** | 1517 R. Ave. | 2010 |
| **Lift Station #18** | 8071 S. March Pt. Rd. | 2004 |
| **Lift Station #19** | 12493 Bartholomew Rd. | Mothballed |
| **Lift Station #20** | 9430 S. March Pt. Rd. | 2004 |
| **Lift Station #21** | 2708 Fircrest Blvd. | 2005; includes generator/telemetry |
| **Lift Station #22** | 1016 13th St. | 2009; includes pump station & generator |
| **Lift Station #23** | 1915 13th St. | 2009 |
| **Overflows** | | |
| **B Avenue Combined Sewer Overflow** | Northern end of B Ave., appx. 180' north of 11th St. | |
| **Q Avenue Combined Sewer Overflow** | 2nd St. & Commercial Ave. | |
| **Other** | | **Number** |
| **Sanitary Sewer Manholes** | Various | 2,451 |
| **Clean outs (including stubs and tees)** | Various | 345 |
| **Structures connected to city sewer** | Various | 7,136 |

## Stormwater System

| Drainage Basin | Outfalls | Catch Basins | Detention Facilities | Ditch (Lineal Ft.) | Pipe (Lineal Ft.) | Notes |
|---|---|---|---|---|---|---|
| **Guemes Channel Drainage Basin** | 30 | 1,235 | 39 | 45,434 | 159,881 | |
| **Burrows Bay Drainage Basin** | 14 | 510 | 13 | 18,225 | 77,046 | |
| **Fidalgo Bay Drainage Basin** | 34 | 1,371 | 28 | 133,788 | 196,632 | |
| **Padilla Bay Drainage Basin** | 1 | 7 | 11 | 74,521 | 3,619 | |
| **Similk Bay Drainage Basin** | 1 | 18 | 2 | 26,123 | 1,933 | |

# Parks, Trails, and Recreation Facilities

| Name | Location | Size | Notes |
|---|---|---|---|
| **Ace of Hearts Rotary Park** | H Ave. & 38th St. | 5 acres | |
| **Alice Parchman Newland Park** | R Ave. | 10 acres | |
| **Ben Root Skate Park** | N. end of Alice Parchment Newland Park | 2 acres | |
| **Cap Sante Park** | S. end of W Ave. | 37 acres | |
| **Causland Memorial Park** | 8th St. & N Ave. | 2 acres | |
| **Clearidge Park** | Blakely Pl. | 0.8 acres | |
| **The Depot Arts Center** | 7th St. & R Ave. | 5.75 acres | Includes arts building/old Great Northern Railway building (built in 1909) |
| **Grand View Cemetery** | 411 Hillcrest Drive | 12 acres | |
| **Kiwanis Waterfront Park** | W. of Guemes Ferry Dock | 2 acres | |
| **N Avenue Park** | 2nd St. & N Ave. | 0.4 acres | |
| **Roadside Park** | Jackson Ave. | 0.3 acres | |
| **Rotary Park** | Market St. & T Ave. | 1.5 acres | |
| **Storvik Park** | Between 29th & 32nd St. | 8.7 acres | Includes restroom and playground equipment |
| **Ship Harbor Interpretive Preserve** | Edwards Way | 30 acres | |
| **Shugarts Playground** | Adjacent to the Library | 0.25 acres | |
| **Tommy Thompson Parkway** | Between 9th St. & Q Ave. | 3.3 miles | |
| **Volunteer Park** | 14th St. & H Ave. | 24 acres | Partially owned by Anacortes School District. Includes field house, restroom, dugouts, press box/bleachers, storage building, AR Daniels turf, light standards, scoreboards, picnic shelter, south field maintenance/shop, Kiwanis Meadows P/G, fencing, flagpoles, batting cages, M&D storage building |
| **Washington Park** | Sunset Ave. | 220 acres | Includes, upper and lower restrooms, pay machines, picnic shelters, dwelling, maintenance shop, playground equipment, |
| **John and Doris Tursi Park** | W. 12th and Pennsylvania Ave. | 3 acres | Includes playground shelter |
| **29th St. Playground** | 29th St. & Q Ave. | 0.5 acres | |
| **Little Cranberry Lake Forest Lands (ACFL)** | Georgia Ave. | 703 acres | |
| **Whistle Lake Forest Lands (ACFL)** | Whistle Lake Road | 1,604 acres | Includes vault toilet, Mt. Erie communications building |
| **Heart Lake Forest Lands (ACFL)** | Heart Lake Road | 452 acres | |
| **Gazebo** | 5th & T | | |
| **Trails** | | Miles | |
| **Washington Park Trails** | Washington Park | 2.97 miles | |
| **ACFL Trails** | Various | 54.88 miles | |
| **S.H.I.P. Trail** | North end of Edwards Way | 0.28 miles | |
| **Guemes Channel Trail** | Guemes Channel, between Edwards Way and Lovric's Marina | .5 miles | |

## Transportation

| Name | Lineal Feet | Miles | Notes |
|---|---|---|---|
| **Principal Arterials (State Route 20)** | 53,014 | 10.0 | |
| **Minor Arterials** | 18,419 | 3.5 | |
| **Collector Arterials** | 119,747 | 22.7 | |
| **Local Streets** | 419,356 | 79.4 | |
| **Park streets** | 25,573 | 4.8 | |
| **Private** | 27,566 | 5.2 | |
| | | | |
| **Paved streets** | 550,022 | 104.2 | |
| **Gravel streets** | 23,344 | 4.4 | |
| **Parks paved roads** | 34,814 | 6.6 | |
| **Parks gravel roads** | 1,747 | 0.3 | |
| **Paved alleys** | 21,707 | 4.1 | |
| **Gravel alleys** | 68,314 | 12.9 | |
| **Grass alleys** | 5,633 | 1.1 | |

## Fiber

| Name | Location | Qty | Notes |
|---|---|---|---|
| **Optical Line Terminal #1** | Fiber equipment room at CoA Library | 1 | Nokia 7360 ISAM FX-16 with 16 GPON line cards |
| **Optical Line Terminal #2** | Equipment cabinet in Skyline area | 1 | Nokia 7360 ISAM FX-8 with 8 GPON line cards |
| **Router** | Fiber equipment room at CoA Library | 1 | Nokia 7210 SAS R6 with eight 10 Gbps interfaces, twenty-two 1 Gbps interfaces, and two unpopulated line card slots |
| **DC Battery Set** | Fiber equipment room at CoA Library | 1 | Direct current batteries providing 48 vDC power to Optical Line Terminal and Router. |
| **Outside Plant** | Throughout City | n/a | (i) aerial & underground backbone cables containing 288, 144, 96, or 48 optical fibers; (ii) cabinets containing passive 1x4 optical splitters; (iii) multi-port service terminals containing passive 1x4 or 1x8 optical splitters; (iv) underground vaults; and (v) aerial & underground service drop cables containing 1 optical fiber between backbone cables & customer premises. |

# Appendix 2: 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.

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 to adopt the 2024-2029 Capital Facilities Plan, attached as exhibit A. 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:

| Type | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|---|
| Fiber | $ 4,000,165 | $ 785,000 | $ - | $ - | $ - | $ - |
| Fire | $ 1,675,000 | $ 950,000 | $ - | $ - | $ - | $ - |
| Gen Gov | $ 1,030,000 | $ 2,620,000 | $ 2,250,000 | $ 875,000 | $ 1,650,000 | $ 500,000 |
| Parks | $ 1,695,000 | $ 2,400,000 | $ 1,250,000 | $ 928,000 | $ 50,000 | $ 3,222,000 |
| PW | $ 275,000 | $ 320,000 | $ 625,000 | $ 150,000 | $ 400,000 | $ - |
| Storm | $ 530,000 | $ 591,000 | $ 370,000 | $ 505,000 | $ 267,750 | $ 281,000 |
| Transportation | $ 8,906,000 | $ 6,144,500 | $ 11,422,000 | $ 31,687,600 | $ 20,403,230 | $ 22,388,900 |
| Wastewater | $ 11,631,000 | $ 6,735,000 | $ 5,325,000 | $ 7,450,000 | $ 20,430,000 | $ 37,700,000 |
| Water System | $ 5,795,982 | $ 8,714,250 | $ 5,457,130 | $ 4,740,130 | $ 3,611,280 | $ 3,099,894 |
| | | | | | | |
| **Grand Total** | **$ 35,538,147** | **$ 29,259,750** | **$ 26,699,130** | **$ 46,335,730** | **$ 46,812,260** | **$ 67,191,794** |

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 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 Council Agenda Bill

**Meeting Date:** December 18, 2023 **Agenda Item:** 6.c.

**Agenda Item Title:** Ordinance 4064: 2024 Operating Budget

**Staff Contact(s):** PHILIP STEFFEN

| **Approved for Submittal to Council by** | **Action Type** |
|---|---|
| GREG FRANCIOCH<br>PHILIP STEFFEN<br>DARCY SWETNAM | Ordinance |

**Item Summary:** The 2024 operating budget is $109,686,038. Of this, $74,147,891 is for operating expenditures and $35,538,147 is for capital. Changes from last version: $400,000 EIS moved to capital from operating. Removed $10,000 from HR budget. Added FTE count tables after org charts. Updated with corrections as per 12/4/2023 meeting.

**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 $109,686,038.

**Alternative Actions:** NA

**Attachments (listed in order presented):**
1. Final Budget Book 12-13-23
2. Ord 4064 Budget 2024
3. Budget Presentation 12-18-2023

# CITY OF ANACORTES, WASHINGTON

## 2024 Annual Budget

DRAFT

# 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.

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## 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.



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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.

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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.

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## 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.

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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.

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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

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## 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.

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Citizens
Mayor
Council
City Departments
Citizen Advisory Boards
Legislation
Fiscal Authority
Policy Determination

DRAFT

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 | 35,623,190 |
| 101 | PARKS & RECREATION FUND | 2,653,360 |
| 102 | GRANDVIEW CEMETERY FUND | 319,855 |
| 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 | **109,439,038** |

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

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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.

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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

Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

Darcy Swetnam, WSBA #40530
City Attorney

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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 $109,439,038 for 2024. The budgets break down between operating and capital funding in the following manner:

| | 2024 | % of Total |
|---|---|---|
| Operating | 73,900,891 | 68% |
| Capital | 35,538,147 | 32% |
| Total Budget | 109,439,038 | 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 1/10$^{th}$ 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 | 2,408,000 |
| | 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

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## 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.

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## 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.

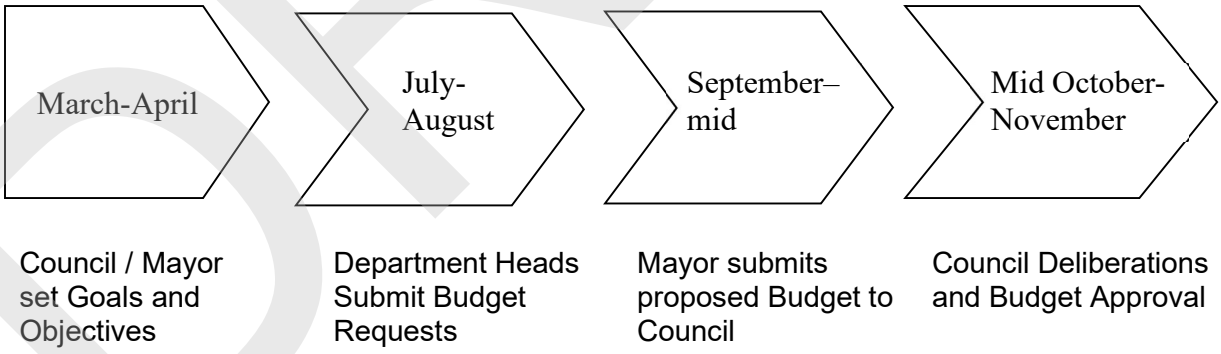
The City adopts a balanced budget for all funds. A balanced budget for operating funds means ongoing operating program costs do not exceed the amount of ongoing resources to finance those costs. The ongoing resources will be identified along with new program costs including impact from new capital projects. 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 know 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.

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## 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.

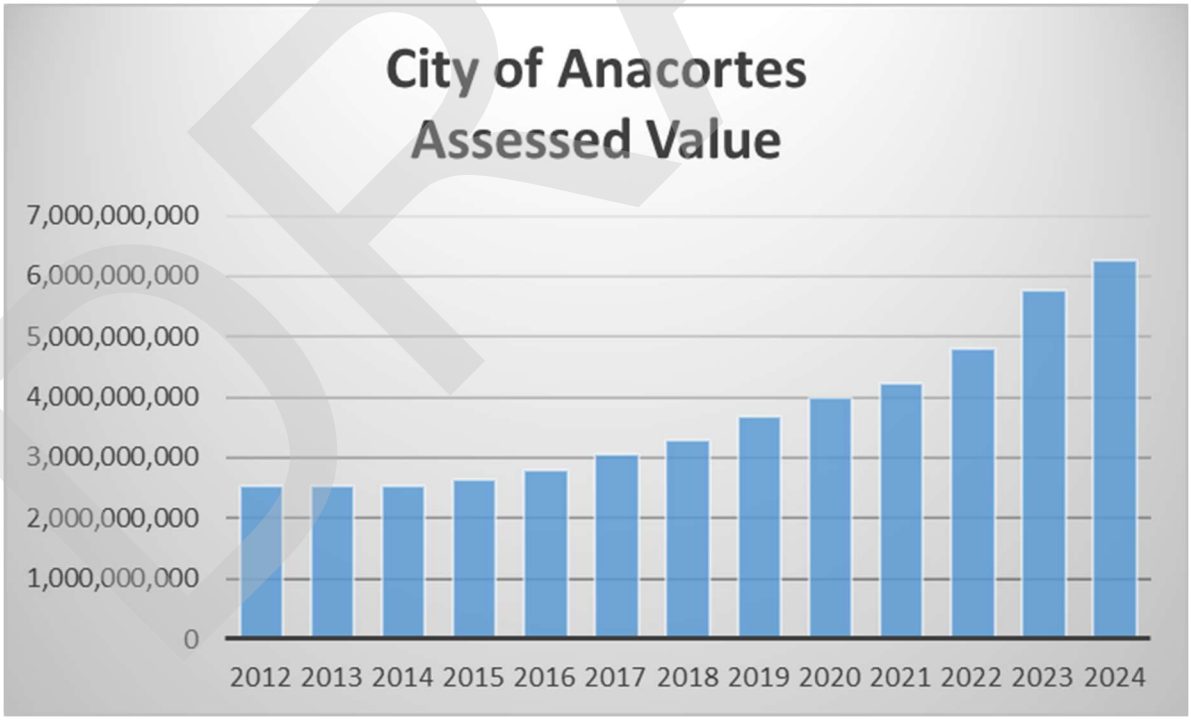
* The City, having a Firemen's Pension Fund, is allowed an additional $0.225/$1,000 A.V., (RCW 41.16.060), which the City has not yet chosen to use.

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 |

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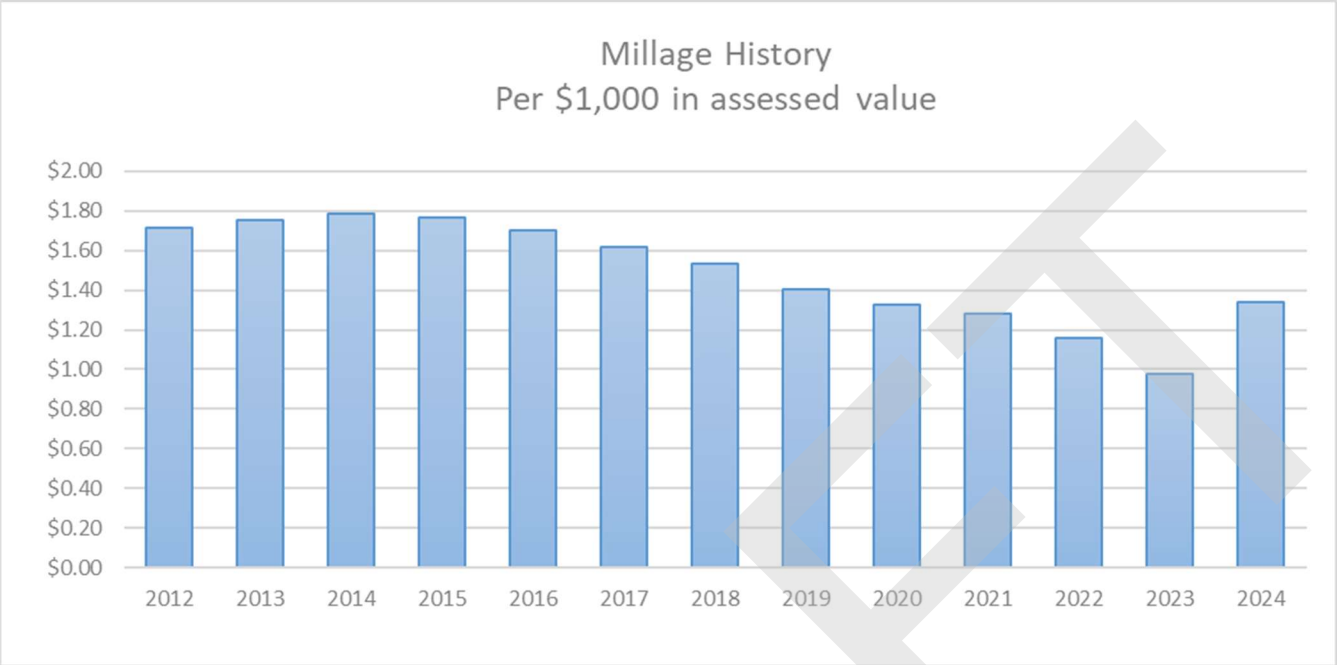
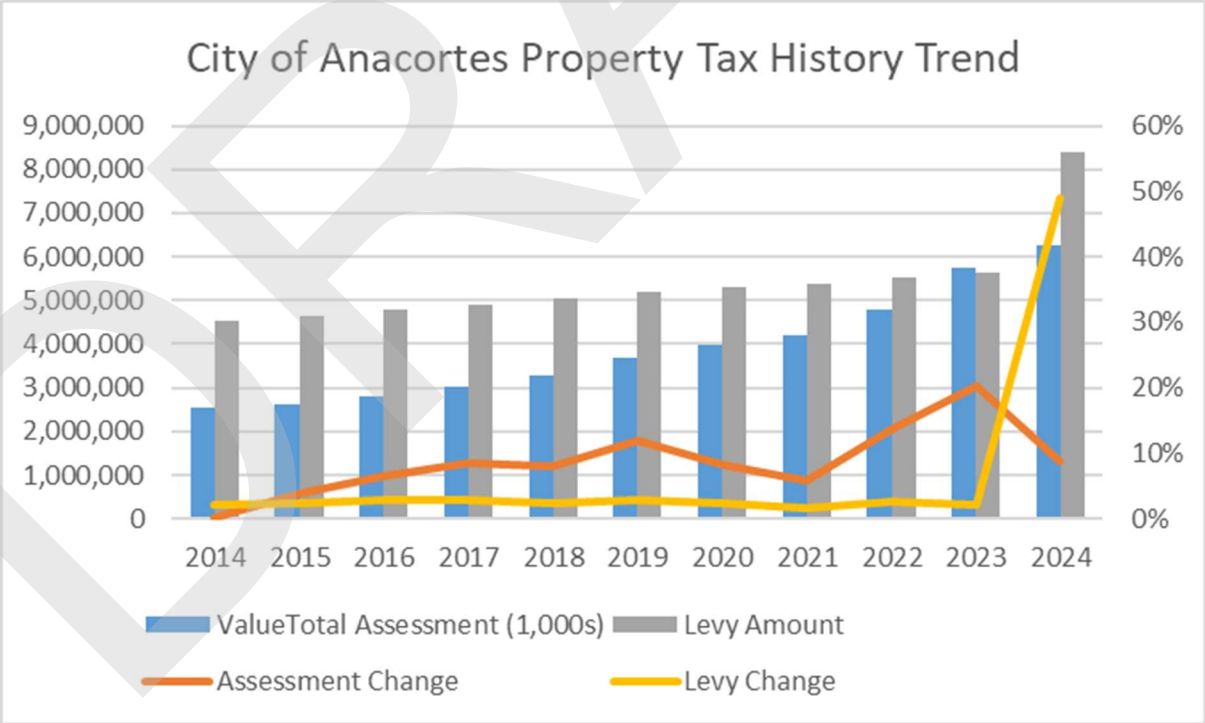
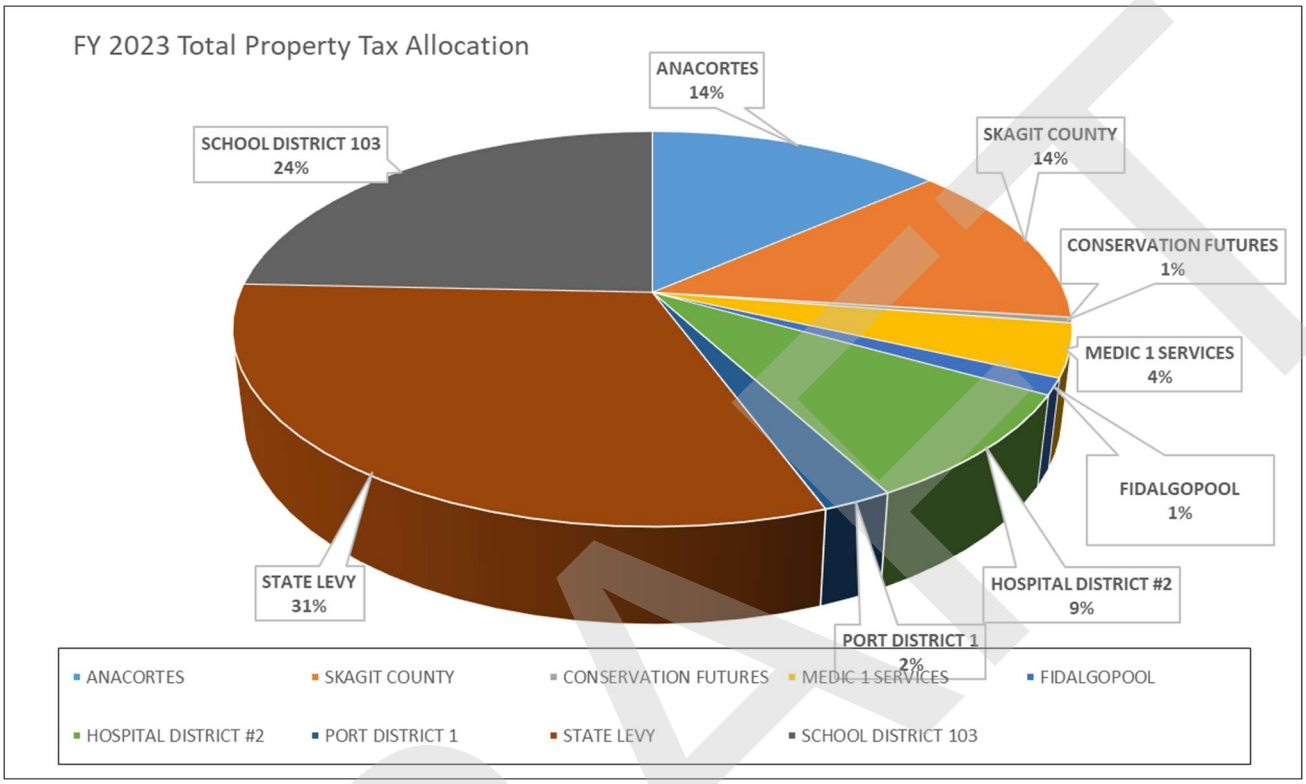



The following chart shows a 10 year trend of the City's property tax assessments against the property tax levy, and calculated millage:




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 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

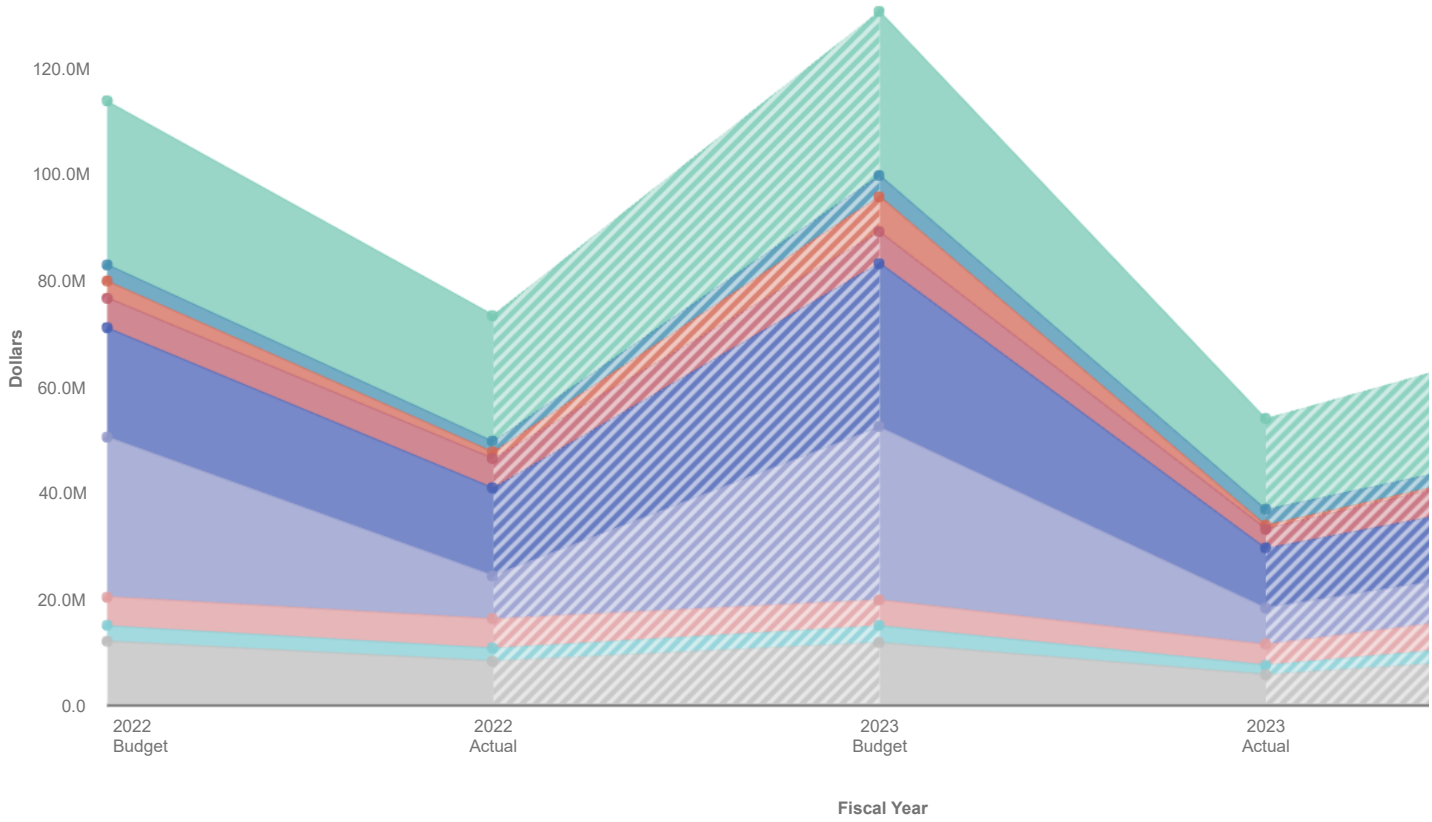
paid firemen in the city proportionate to the statewide total. The annual remittance is placed in the city's Firemen's Pension Fund.

*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.

DRAFT

# 2024 Operating Budget

**Visualization**




| | 2022 Budget | 2022 Actual | 2023 Budget | 2023 Actual | 2024 Budget |
|---|---|---|---|---|---|
| **(001) General Fund** | $ 30,743,219 | $ 23,792,942 | $ 30,833,993 | $ 17,066,041 | $ 21,880,497 |
| **(101) Parks & Recreation Fund** | 2,288,368 | 2,278,133 | 2,384,451 | 1,665,970 | 2,598,360 |
| **(102) Grandview Cemetery Fund** | 290,338 | 268,978 | 272,776 | 187,833 | 299,855 |
| **(103) Public Library Fund** | 1,695,791 | 1,611,939 | 1,791,065 | 1,166,052 | 1,835,174 |
| **(104) Street Maintenance Fund** | 3,097,003 | 1,983,223 | 3,973,282 | 2,965,794 | 1,881,821 |
| **(105) Arterial Street Construction** | 3,138,013 | 1,211,280 | 6,657,350 | 634,107 | 147,654 |
| **(107) Washington Park Fund** | 269,844 | 265,875 | 267,233 | 225,117 | 340,561 |
| **(108) Parks Capital Improvement** | 1,770,000 | 197,153 | 1,689,000 | 719,955 | 0 |
| **(109) Affordable Housing** | 730,463 | 729,972 | 695,459 | 565,990 | 639,997 |
| **(110) Ambulance Service Fund** | 5,655,066 | 5,550,919 | 5,884,357 | 3,725,633 | 6,902,528 |
| **(112) Development Impact Fee** | 326,000 | 0 | 784,077 | 0 | 257,000 |
| **(113) ACFL Management Fund** | 81,355 | 63,510 | 43,637 | 22,118 | 41,864 |
| **(135) Tourism Fund** | 490,328 | 509,080 | 504,610 | 178,423 | 559,367 |
| **(335) Growth Mgmt Capital Imprv Fund** | 2,494,750 | 881,322 | 1,730,500 | 0 | 2,141,000 |
| **(401) Water Fund** | 20,495,077 | 16,454,597 | 30,865,871 | 11,190,915 | 13,541,345 |
| **(440) Sewer Fund** | 30,098,447 | 8,150,781 | 32,531,925 | 6,881,290 | 9,159,165 |
| **(445) Storm Drainage Fund** | 1,640,209 | 1,522,966 | 1,656,344 | 1,069,120 | 1,758,880 |
| **(450) Sanitation Fund** | 5,502,126 | 5,538,294 | 4,889,755 | 3,878,823 | 6,775,331 |
| **(501) Equipment Rental Fund** | 2,877,311 | 2,412,905 | 3,144,130 | 1,779,211 | 3,397,492 |
| **Total** | $ 113,683,709 | $ 73,423,869 | $ 130,599,814 | $ 53,922,392 | $ 74,157,891 |

Data filtered by Funds, No Project, Expenses and exported on December 13, 2023. Created with OpenGov

# 2024 Operating Revenues by Revenue Type

| Expand All | 2022 Actual | 2023 Actual | 2023 Budget | 2024 Budget |
|---|---|---|---|---|
| ▸ 308 Beginning Fund Balance | $ 0 | $ 0 | $ 19,942,539 | $ 26,887,729 |
| ▸ 310 Taxes | 22,707,759 | 19,506,149 | 22,205,221 | 23,246,481 |
| ▸ 321 Business Licenses & Permits | 368,208 | 326,578 | 354,581 | 368,208 |
| ▸ 322 Non-Business Licenses & Permits | 757,632 | 382,594 | 471,518 | 424,706 |
| ▸ 330 Intergovernmental Revenues | 1,531,340 | 95,150 | 216,094 | 106,278 |
| ▸ 332 Federal Entitlements, Impact Payments, & | 1,003,794 | 595,942 | 750,554 | 1,116,596 |
| ▸ 333 Indirect Federal Grants | 1,050,725 | 2,913,087 | 21,418,087 | 400,000 |
| ▸ 334 State Grants | 516,566 | 184,207 | 0 | 77,500 |
| ▸ 336 State Shared Revenue, Entitlements & Imp | 690,976 | 525,559 | 680,721 | 694,685 |
| ▸ 337 Interlocal Grants, Entitlements & Other | 1,727,245 | 1,761,099 | 1,765,795 | 2,262,553 |
| ▸ 340 Charges For Goods & Services | 34,313,420 | 34,038,733 | 36,961,610 | 39,073,967 |
| ▸ 350 Fines & Penalties | 81,080 | 46,032 | 114,205 | 128,168 |
| ▸ 360 Interest & Other Earnings | 1,757,128 | 2,467,763 | 2,022,905 | 1,685,694 |
| ▸ 370 Proprietary Funds Revenues | 12,040,729 | 7,072,134 | 12,654,012 | 7,869,263 |
| ▸ 380 Other Increases In Fund Resources | 2,870,609 | 2,457,766 | 2,853,215 | 2,929,657 |
| Total | $ 81,417,210 | $ 72,372,794 | $ 122,411,057 | $ 107,271,485 |

Data filtered by Revenues, Funds, No Project and exported on December 13, 2023. Created with OpenGov

# 2024 Operating Revenues

| | 2022 Actual | 2023 Actual | 2023 Budget | 2024 Budget |
|---|---|---|---|---|
| **(001) General Fund** | $ 21,244,426 | $ 17,326,469 | $ 21,388,677 | $ 28,430,662 |
| **(101) Parks & Recreation Fund** | 2,412,669 | 2,218,906 | 2,374,451 | 2,626,807 |
| **(102) Grandview Cemetery Fund** | 264,186 | 253,436 | 272,776 | 309,855 |
| **(103) Public Library Fund** | 1,700,319 | 1,665,240 | 1,791,065 | 1,835,174 |
| **(104) Street Maintenance Fund** | 2,208,247 | 2,428,443 | 3,173,282 | 2,681,821 |
| **(105) Arterial Street Construction** | 1,319,376 | 579,335 | 5,557,773 | 6,625,654 |
| **(107) Washington Park Fund** | 365,010 | 366,584 | 267,233 | 340,561 |
| **(108) Parks Capital Improvement** | 134,706 | 189,686 | 1,374,000 | 1,215,000 |
| **(109) Affordable Housing** | 790,601 | 596,739 | 695,459 | 639,997 |
| **(110) Ambulance Service Fund** | 5,920,592 | 3,998,163 | 5,884,358 | 6,902,528 |
| **(112) Development Impact Fee** | 447,395 | 129,860 | 784,077 | 257,000 |
| **(113) ACFL Management Fund** | 6,937 | 10,556 | 43,637 | 41,864 |
| **(114) Forestland Endowment Fund** | 30,431 | 52,222 | 0 | 0 |
| **(135) Tourism Fund** | 589,889 | 537,728 | 504,610 | 559,367 |
| **(335) Growth Mgmt Capital Imprv Fund** | 1,599,947 | 1,446,956 | 1,730,500 | 2,141,000 |
| **(401) Water Fund** | 23,138,710 | 19,976,642 | 33,727,925 | 19,337,327 |
| **(440) Sewer Fund** | 8,926,325 | 10,086,254 | 33,196,399 | 20,565,165 |
| **(445) Storm Drainage Fund** | 2,020,735 | 2,037,778 | 1,656,344 | 2,288,880 |
| **(450) Sanitation Fund** | 5,446,749 | 5,550,479 | 4,889,755 | 6,775,331 |
| **(501) Equipment Rental Fund** | 2,849,961 | 2,921,317 | 3,098,736 | 3,697,492 |
| **Total** | $ 81,417,210 | $ 72,372,794 | $ 122,411,057 | $ 107,271,485 |

Data filtered by Funds, No Project, Revenues and exported on December 13, 2023. Created with OpenGov

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001-000-308.90-308. | 001 | General Fund | Non-Departmental | Unassigned Fund Balance - Be | Unassigned Fund Balar | 829,369 | 0 | 0 | -336,095 | 7,526,975 | | | |
| 001-000-311.10-311. | 001 | General Fund | Non-Departmental | Property Tax | Property Tax | 458,942 | 0 | 752,438 | 375,000 | 1,450,000 | | | |
| 001-000-313.11-313. | 001 | General Fund | Non-Departmental | Local Retail Sales And Use Tax | Local Retail Sales and U | 5,571,437 | 0 | 4,575,379 | 5,911,401 | 5,439,971 | | | |
| 001-000-313.15-313. | 001 | General Fund | Non-Departmental | Special Purpose Sales And Use | Special Purpose Sales a | 928,337 | 0 | 818,515 | 1,003,317 | 1,088,749 | | | |
| 001-000-316.40-316. | 001 | General Fund | Non-Departmental | Business And Occupation Taxe | Business and Occupati | 4,292,835 | 0 | 3,942,450 | 4,794,548 | 4,546,818 | | | |
| 001-000-317.20-317. | 001 | General Fund | Non-Departmental | Leasehold Excise Tax | Leasehold Excise Tax | 281,775 | 0 | 242,216 | 247,514 | 293,593 | | | |
| 001-000-321.91-321. | 001 | General Fund | Non-Departmental | Franchise Fees And Royalties | Franchise Fees and Ro | 267,382 | 0 | 253,535 | 252,835 | 268,078 | | | |
| 001-000-336.06-336. | 001 | General Fund | Non-Departmental | Criminal Justice - Cities - High | Criminal Justice - Cities | 288,482 | 0 | 228,871 | 292,686 | 308,634 | | | |
| 001-000-337.00-337. | 001 | General Fund | Non-Departmental | Local Grants, Entitlements An | Local Grants, Entitleme | 6,248 | 0 | 7,026 | 6,659 | 7,026 | | | |
| 001-000-341.81-341. | 001 | General Fund | Non-Departmental | Data/Word Processing, Printi | Data/Word Processing | 130 | 0 | 127 | 123 | 0 | | | |
| 001-000-361.10-361. | 001 | General Fund | Non-Departmental | Investment Earnings | Investment Earnings | 110,765 | 0 | 97,477 | 52,236 | 113,258 | | | |
| 001-000-361.40-361. | 001 | General Fund | Non-Departmental | Other Interest | Other Interest | 7,997 | 0 | 20,817 | 0 | 16,043 | | | |
| 001-000-369.40-369. | 001 | General Fund | Non-Departmental | Judgments And Settlements | Judgments and Settler | 0 | 0 | 1,977 | 0 | 0 | | | |
| 001-000-369.80-369. | 001 | General Fund | Non-Departmental | Cash Adjustments | Cash Adjustments | 0 | 0 | -2 | 0 | 0 | | | |
| 001-000-379.00-379. | 001 | General Fund | Non-Departmental | Capital Contributions | Capital Contributions | 6,179 | 0 | 3,919 | 5,897 | 0 | | | |
| 001-000-389.01-389. | 001 | General Fund | Non-Departmental | Overhead Spread | Overhead Spread | 0 | 0 | 1,022,140 | 1,226,578 | 1,248,661 | | | |
| 001-000-389.02-389. | 001 | General Fund | Non-Departmental | DIS Spread | DIS Spread | 0 | 0 | 0 | 0 | 0 | | | |
| 001-000-395.10-395. | 001 | General Fund | Non-Departmental | Proceeds From Sales Of Capit | Proceeds from Sales o | 405 | 0 | 1,979 | 1,909 | 0 | | | |
| 001-000-397.00-397. | 001 | General Fund | Non-Departmental | Transfers-In | Transfers-In | 726,000 | 0 | 0 | 0 | 0 | | | |
| 001-000-397.01-397. | 001 | General Fund | Non-Departmental | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 0 | 0 | | | |
| 001-000-397.01-397. | 001 | General Fund | Non-Departmental | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 0 | 0 | | | |
| 001-120-341.43-341. | 001 | General Fund | Executive | Budgeting And Accounting Se | Budgeting and Accoun | 300 | 0 | 273 | 96 | 0 | | | |
| 001-130-313.71-313. | 001 | General Fund | Judicial | Criminal Justice Sales And Use | Criminal Justice Sales a | 419,606 | 0 | 417,663 | 494,563 | 544,316 | | | |
| 001-130-334.01-334. | 001 | General Fund | Judicial | State Grant From Attorney Ge | State Grant from Attor | 0 | 0 | 0 | 0 | 15,000 | | | |
| 001-130-336.01-336. | 001 | General Fund | Judicial | Court Cost Reimbursement - I | Court Cost Reimburser | 4,624 | 0 | 3,173 | 4,620 | 4,893 | | | |
| 001-130-336.06-336. | 001 | General Fund | Judicial | Criminal Justice - Cities - High | Criminal Justice - Cities | 28,298 | 0 | 23,412 | 34,194 | 29,408 | | | |
| 001-130-341.43-341. | 001 | General Fund | Judicial | Budgeting And Accounting Se | Budgeting and Accoun | 36 | 0 | 71 | 50 | 0 | | | |
| 001-210-321.99-321. | 001 | General Fund | Finance Department | Other Business Licenses And F | Other Business License | 90,490 | 0 | 73,043 | 101,747 | 100,130 | | | |
| 001-210-341.43-341. | 001 | General Fund | Finance Department | Budgeting And Accounting Se | Budgeting and Accoun | 5,049 | 0 | 3,783 | 5,000 | 5,000 | | | |
| 001-220-341.43-341. | 001 | General Fund | Information Systems | Budgeting And Accounting Se | Budgeting and Accoun | 3,462 | 0 | 3,615 | 3,546 | 0 | | | |
| 001-220-389.02-389. | 001 | General Fund | Information Systems | DIS Spread | DIS Spread | 0 | 0 | 1,435,626 | 1,343,853 | 1,680,996 | | | |
| 001-230-341.43-341. | 001 | General Fund | Human Resources | Budgeting And Accounting Se | Budgeting and Accoun | 0 | 0 | 323 | 361 | 0 | | | |
| 001-240-322.10-322. | 001 | General Fund | Planning & Community D | Buildings, Structures And Equi | Buildings, Structures a | 656,331 | 0 | 353,354 | 438,046 | 394,242 | | | |
| 001-240-331.14-331. | 001 | General Fund | Planning & Community D | Federal Direct Grant From De | Federal Direct Grant fr | 155,000 | 0 | 32,671 | 155,000 | 105,000 | | | |
| 001-240-334.04-334. | 001 | General Fund | Planning & Community D | State Grant From Department | State Grant from Depa | 0 | 0 | 75,000 | 0 | 62,500 | | | |
| 001-240-341.43-341. | 001 | General Fund | Planning & Community D | Budgeting And Accounting Se | Budgeting and Accoun | 177 | 0 | 226 | 0 | -1 | | | |
| 001-240-342.40-342. | 001 | General Fund | Planning & Community D | Protective Inspection Services | Protective Inspection S | 2,810 | 0 | 2,399 | 4,988 | 4,326 | | | |
| 001-240-345.81-345. | 001 | General Fund | Planning & Community D | Zoning And Subdivision Servic | Zoning and Subdivisior | 18,584 | 0 | 9,520 | 16,447 | 24,390 | | | |
| 001-240-345.83-345. | 001 | General Fund | Planning & Community D | Plan Checking Services | Plan Checking Services | 52,425 | 0 | 59,262 | 34,420 | 184,120 | | | |
| 001-240-345.86-345. | 001 | General Fund | Planning & Community D | Sepa Related Mitigation Fees | SEPA Related Mitigatic | 5,200 | 0 | 480 | 4,443 | 9,120 | | | |
| 001-240-345.89-345. | 001 | General Fund | Planning & Community D | Other Planning And Developm | Other Planning and De | 7,986 | 0 | 155,272 | 10,659 | 11,781 | | | |
| 001-240-345.90-345. | 001 | General Fund | Planning & Community D | Housing Services | Housing Services | 25 | 0 | 50 | 39 | 0 | | | |
| 001-240-362.50-362. | 001 | General Fund | Planning & Community D | Space & Facilities Leases (Lon | Space & Facilities Leas | 48,252 | 0 | 71,172 | 64,840 | 60,037 | | | |
| 001-250-341.43-341. | 001 | General Fund | Legal Department | Budgeting And Accounting Se | Budgeting and Accoun | 37 | 0 | 98 | 0 | 0 | | | |
| 001-260-341.43-341. | 001 | General Fund | Fiber | Budgeting And Accounting Se | Budgeting and Accoun | 1,233 | 0 | 962 | 1,239 | 0 | | | |
| 001-260-343.20-343. | 001 | General Fund | Fiber | Television/Cable/Internet Sale | Television/Cable/Inter | 1,034,500 | 0 | 1,284,037 | 1,716,975 | 1,906,133 | | | |
| 001-260-343.22-343. | 001 | General Fund | Fiber | Dark Fiber Leases | Dark Fiber Leases | 13,875 | 0 | 25,910 | 33,300 | 27,750 | | | |
| 001-260-343.23-343. | 001 | General Fund | Fiber | Ethernet Circuit Lease - Burlin | Ethernet Circuit Lease | 16,332 | 0 | 9,803 | 10,404 | 10,404 | | | |
| 001-260-343.28-343. | 001 | General Fund | Fiber | Fiber Installation/Repair Servi | Fiber Installation/Repa | 76,101 | 0 | 60,342 | 82,351 | 65,808 | | | |
| 001-310-322.30-322. | 001 | General Fund | Police | Animal Licenses | Animal Licenses | 9,304 | 0 | 9,779 | 11,858 | 11,025 | | | |
| 001-310-322.90-322. | 001 | General Fund | Police | Other Non-Business Licenses , | Other Non-Business Li | 0 | 0 | 4,624 | 6,885 | 6,361 | | | |
| 001-310-331.16-331. | 001 | General Fund | Police | Federal Direct Grant From De | Federal Direct Grant fr | 0 | 0 | 1,385 | 0 | 1,278 | | | |
| 001-310-333.97-333. | 001 | General Fund | Police | Federal Indirect Grant From D | Federal Indirect Grant | 0 | 0 | 14,529 | 0 | 0 | | | |
| 001-310-334.04-334. | 001 | General Fund | Police | State Grant From Department | State Grant from Depa | 0 | 0 | 0 | 0 | 0 | | | |
| 001-310-337.00-337. | 001 | General Fund | Police | Local Grants, Entitlements An | Local Grants, Entitleme | 147,318 | 0 | 185,789 | 157,944 | 585,789 | | | |
| 001-310-341.43-341. | 001 | General Fund | Police | Budgeting And Accounting Se | Budgeting and Accoun | 628 | 0 | 1,361 | 588 | 0 | | | |
| 001-310-342.10-342. | 001 | General Fund | Police | Law Enforcement Services | Law Enforcement Serv | 0 | 0 | 10,372 | 0 | 7,551 | | | |
| 001-310-353.10-353. | 001 | General Fund | Police | Traffic Infraction Penalties | Traffic Infraction Pena | 120,639 | 0 | 43,611 | 112,044 | 126,186 | | | |
| 001-310-354.00-354. | 001 | General Fund | Police | Civil Parking Infraction Penalti | Civil Parking Infraction | 664 | 0 | 845 | 378 | 650 | | | |
| 001-310-367.00-367. | 001 | General Fund | Police | Contributions And Donations | Contributions and Don | 0 | 0 | 31,489 | 2,452 | 2,622 | | | |
| 001-310-369.20-369. | 001 | General Fund | Police | Unclaimed Cash And Proceeds | Unclaimed Cash and P | 0 | 0 | 303 | 40 | 947 | | | |
| 001-310-369.30-369. | 001 | General Fund | Police | Confiscated And Forfeited Pro | Confiscated and Forfei | 0 | 0 | 129 | 100 | 2,047 | | | |
| 001-310-369.40-369. | 001 | General Fund | Police | Judgments And Settlements | Judgments and Settler | 0 | 0 | 43,158 | 247 | 41 | | | |
| 001-320-341.43-341. | 001 | General Fund | Medic/Fire Department | Budgeting And Accounting Se | Budgeting and Accoun | 1,360 | 0 | 2,896 | 77,024 | 2,620 | | | |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001-320-362.50-362. | 001 | General Fund | Medic/Fire Department | Space & Facilities Leases (Lon | Space & Facilities Leas | 14,873 | 0 | 76,104 | 15,371 | 99,510 | | | |
| 001-320-367.00-367. | 001 | General Fund | Medic/Fire Department | Contributions And Donations | Contributions and Don | 0 | 0 | 1,224 | 500 | 0 | | | |
| 001-320-397.00-397. | 001 | General Fund | Medic/Fire Department | Transfers-In | Transfers-In | 0 | 0 | 0 | 0 | 0 | | | |
| 001-320-397.01-397. | 001 | General Fund | Medic/Fire Department | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 0 | 0 | | | |
| 001-320-397.01-397. | 001 | General Fund | Medic/Fire Department | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 0 | 0 | | | |
| 001-410-341.70-341. | 001 | General Fund | Parks & Recreation | Sales Of Merchandise | Sales of Merchandise | 0 | 0 | 41 | 0 | 0 | | | |
| 001-410-346.90-346. | 001 | General Fund | Parks & Recreation | Aging And Disability Services | Aging and Disability Se | 0 | 0 | 0 | 0 | 0 | | | |
| 001-410-362.40-362. | 001 | General Fund | Parks & Recreation | Space & Facilities Rentals (Sho | Space & Facilities Rent | 0 | 0 | 0 | 0 | 0 | | | |
| 001-410-397.01-397. | 001 | General Fund | Parks & Recreation | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 0 | 0 | | | |
| 001-410-397.01-397. | 001 | General Fund | Parks & Recreation | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 0 | 0 | | | |
| 001-450-341.43-341. | 001 | General Fund | Museum Department | Budgeting And Accounting Se | Budgeting and Accoun | 63 | 0 | 275 | 60 | 190 | | | |
| 001-450-341.70-341. | 001 | General Fund | Museum Department | Sales Of Merchandise | Sales of Merchandise | 1,510 | 0 | 749 | 336 | 189 | | | |
| 001-450-347.50-347. | 001 | General Fund | Museum Department | Exhibit Admission Fees | Exhibit Admission Fees | 8,185 | 0 | 8,586 | 2,918 | 7,498 | | | |
| 001-450-367.00-367. | 001 | General Fund | Museum Department | Contributions And Donations | Contributions and Don | 0 | 0 | 19,837 | 2,657 | 13,273 | | | |
| 001-710-341.43-341. | 001 | General Fund | Central Public Works | Budgeting And Accounting Se | Budgeting and Accoun | 5,079 | 0 | 4,867 | 4,248 | 4,484 | | | |
| 001-710-397.01-397. | 001 | General Fund | Central Public Works | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 0 | 0 | | | |
| 001-710-397.01-397. | 001 | General Fund | Central Public Works | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 0 | 0 | | | |
| 001-712-345.81-345. | 001 | General Fund | Engineering Plans & Serv | Zoning And Subdivision Servic | Zoning and Subdivisior | 2,669 | 0 | 121 | 1,539 | 3,986 | | | |
| 001-713-362.40-362. | 001 | General Fund | Municipal/Community Bu | Space & Facilities Rentals (Sho | Space & Facilities Rent | 0 | 0 | 2,338 | 0 | 1,256 | | | |
| 001-713-367.00-367. | 001 | General Fund | Municipal/Community Bu | Contributions And Donations | Contributions and Don | 0 | 0 | 0 | 0 | 0 | | | |
| 001-713-397.01-397. | 001 | General Fund | Municipal/Community Bu | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 300,000 | 0 | | | |
| 001-713-397.01-397. | 001 | General Fund | Municipal/Community Bu | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 300,000 | 300,000 | | | |
| 001-714-334.04-334. | 001 | General Fund | Resource Conservation | State Grant From Department | State Grant from Depa | 0 | 0 | 0 | 0 | 0 | | | |
| 001-714-367.00-367. | 001 | General Fund | Resource Conservation | Contributions And Donations | Contributions and Don | 0 | 0 | 0 | 0 | 0 | | | |
| 101-000-361.10-361. | 101 | Parks & Recreation | Non-Departmental | Investment Earnings | Investment Earnings | 7,347 | 0 | 19,524 | 8,783 | 0 | | | |
| 101-410-308.90-308. | 101 | Parks & Recreation | Parks & Recreation | Unassigned Fund Balance - Be | Unassigned Fund Balar | -68,797 | 0 | 0 | 186,612 | 261,191 | | | |
| 101-410-311.10-311. | 101 | Parks & Recreation | Parks & Recreation | Property Tax | Property Tax | 2,108,642 | 0 | 1,878,155 | 1,900,000 | 2,100,000 | | | |
| 101-410-322.30-322. | 101 | Parks & Recreation | Parks & Recreation | Animal Licenses | Animal Licenses | 4,546 | 0 | 4,292 | 5,496 | 5,496 | | | |
| 101-410-337.00-337. | 101 | Parks & Recreation | Parks & Recreation | Local Grants, Entitlements An | Local Grants, Entitleme | 100,775 | 0 | 78,604 | 100,775 | 108,997 | | | |
| 101-410-341.43-341. | 101 | Parks & Recreation | Parks & Recreation | Budgeting And Accounting Se | Budgeting and Accoun | 978 | 0 | 2,805 | 0 | 2,500 | | | |
| 101-410-341.70-341. | 101 | Parks & Recreation | Parks & Recreation | Sales Of Merchandise | Sales of Merchandise | 5,048 | 0 | 3,161 | 2,441 | 3,100 | | | |
| 101-410-347.60-347. | 101 | Parks & Recreation | Parks & Recreation | Program Fees | Program Fees | 103,104 | 0 | 133,215 | 122,817 | 117,362 | | | |
| 101-410-362.40-362. | 101 | Parks & Recreation | Parks & Recreation | Space & Facilities Rentals (Sho | Space & Facilities Rent | 15,496 | 0 | 29,805 | 12,453 | 21,461 | | | |
| 101-410-362.50-362. | 101 | Parks & Recreation | Parks & Recreation | Space & Facilities Leases (Lon | Space & Facilities Leas | 1,230 | 0 | 1,098 | 5,875 | 700 | | | |
| 101-410-367.00-367. | 101 | Parks & Recreation | Parks & Recreation | Contributions And Donations | Contributions and Don | 10,000 | 0 | 65,908 | 29,200 | 6,000 | | | Sr Center foundation donations |
| 101-410-397.00-397. | 101 | Parks & Recreation | Parks & Recreation | Transfers-In | Transfers-In | 0 | 0 | 0 | 10,000 | 10,000 | | | LTAC Fireworks |
| 102-000-361.10-361. | 102 | Grandview Cemete | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 4,714 | 0 | 2,627 | | | |
| 102-430-308.90-308. | 102 | Grandview Cemete | Cemetery | Unassigned Fund Balance - Be | Unassigned Fund Balar | 42,340 | 0 | 0 | 69,959 | 51,782 | | | |
| 102-430-311.10-311. | 102 | Grandview Cemete | Cemetery | Property Tax | Property Tax | 198,104 | 0 | 192,759 | 195,000 | 200,000 | | | |
| 102-430-343.60-343. | 102 | Grandview Cemete | Cemetery | Cemetery Sales And Services | Cemetery Sales and Se | 49,894 | 0 | 55,963 | 7,817 | 55,446 | | | |
| 103-000-361.10-361. | 103 | Public Library Fund | Non-Departmental | Investment Earnings | Investment Earnings | 5,749 | 0 | 11,819 | 1,344 | 11,206 | | | |
| 103-440-308.90-308. | 103 | Public Library Fund | Public Library | Unassigned Fund Balance - Be | Unassigned Fund Balar | 34,196 | 0 | 0 | 117,191 | 62,895 | | | |
| 103-440-311.10-311. | 103 | Public Library Fund | Public Library | Property Tax | Property Tax | 1,590,000 | 0 | 1,581,516 | 1,600,000 | 1,690,000 | | | |
| 103-440-333.45-333. | 103 | Public Library Fund | Public Library | Federal Indirect Grant From N | Federal Indirect Grant | 0 | 0 | 0 | 0 | 0 | | | |
| 103-440-337.00-337. | 103 | Public Library Fund | Public Library | Local Grants, Entitlements An | Local Grants, Entitleme | 14,710 | 0 | 20,695 | 0 | 15,297 | | | |
| 103-440-341.43-341. | 103 | Public Library Fund | Public Library | Budgeting And Accounting Se | Budgeting and Accoun | 520 | 0 | 886 | 877 | 700 | | | |
| 103-440-341.81-341. | 103 | Public Library Fund | Public Library | Data/Word Processing, Printi | Data/Word Processing | 4,293 | 0 | 837 | 454 | 468 | | | |
| 103-440-341.99-341. | 103 | Public Library Fund | Public Library | Passport And Naturalization S | Passport and Naturaliz | 23,435 | 0 | 27,385 | 12,180 | 30,905 | | | |
| 103-440-347.20-347. | 103 | Public Library Fund | Public Library | Library Services | Library Services | 20,308 | 0 | 19,550 | 23,421 | 22,371 | | | |
| 103-440-359.00-359. | 103 | Public Library Fund | Public Library | Non-Court Fines And Penaltie | Non-Court Fines and P | 1,080 | 0 | 1,551 | 1,783 | 1,332 | | | |
| 103-440-367.00-367. | 103 | Public Library Fund | Public Library | Contributions And Donations | Contributions and Don | 0 | 0 | 0 | 33,815 | 0 | | | |
| 104-000-361.10-361. | 104 | Street Maintenance | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 17,400 | 0 | 16,438 | | | |
| 104-720-308.90-308. | 104 | Street Maintenance | Street Maint/Const Activ | Unassigned Fund Balance - Be | Unassigned Fund Balar | -82,481 | 0 | 0 | 450,828 | -377,414 | | | |
| 104-720-311.10-311. | 104 | Street Maintenance | Street Maint/Const Activ | Property Tax | Property Tax | 0 | 0 | 642,717 | 650,000 | 900,000 | | | |
| 104-720-313.10-313. | 104 | Street Maintenance | Street Maint/Const Activ | Public Transportation Systems | Public Transportation S | 0 | 0 | 0 | 0 | 1,279,993 | | | |
| 104-720-313.21-313. | 104 | Street Maintenance | Street Maint/Const Activ | Public Transportation Systems | Public Transportation S | 1,300,000 | 0 | 1,075,745 | 1,150,000 | 0 | | | |
| 104-720-316.40-316. | 104 | Street Maintenance | Street Maint/Const Activ | Business And Occupation Taxe | Business and Occupati | 390,797 | 0 | 396,720 | 564,000 | 476,677 | | | |
| 104-720-322.40-322. | 104 | Street Maintenance | Street Maint/Const Activ | Street And Curb Permits | Street and Curb Permi | 6,947 | 0 | 4,345 | 9,233 | 7,582 | | | |
| 104-720-333.21-333. | 104 | Street Maintenance | Street Maint/Const Activ | Federal Indirect Grant From D | Federal Indirect Grant | 0 | 0 | 0 | 0 | 0 | | | |
| 104-720-336.00-336. | 104 | Street Maintenance | Street Maint/Const Activ | Multimodal Transportation - ( | Multimodal Transporta | 381,740 | 0 | 270,103 | 349,221 | 351,750 | | | |
| 104-720-337.30-337. | 104 | Street Maintenance | Street Maint/Const Activ | Description pending | Description pending | 0 | 0 | 21,114 | 0 | 26,795 | | | |
| 104-720-397.00-397. | 104 | Street Maintenance | Street Maint/Const Activ | Transfers-In | Transfers-In | 1,100,000 | 0 | 0 | 0 | 0 | | | |
| 104-720-397.01-397. | 104 | Street Maintenance | Street Maint/Const Activ | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 800,000 | 0 | | | |
| 104-720-397.01-397. | 104 | Street Maintenance | Street Maint/Const Activ | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 800,000 | 0 | | | |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 104-720-397.02-397. | 104 | Street Maintenance | Street Maint/Const Activ | Reet 2 Transfer In | Reet 2 Transfer In | 0 | 0 | 0 | 0 | 1,000,000 | | | |
| 104-720-398.00-398. | 104 | Street Maintenance | Street Maint/Const Activ | Insurance Recoveries | Insurance Recoveries | 0 | 0 | 16,813 | 0 | 0 | | | |
| 105-000-361.10-361. | 105 | Arterial Street Cons | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 7,605 | 0 | 4,581 | | | |
| 105-720-308.90-308. | 105 | Arterial Street Cons | Street Maint/Const Activ | Unassigned Fund Balance - Be | Unassigned Fund Balar | 8,013 | 0 | 0 | 139,686 | 6,474,073 | | | |
| 105-720-311.10-311. | 105 | Arterial Street Cons | Street Maint/Const Activ | Property Tax | Property Tax | 0 | 0 | 0 | 0 | 147,000 | | | |
| 105-720-333.20-333. | 105 | Arterial Street Cons | Street Maint/Const Activ | Federal Indirect Grant From D | Federal Indirect Grant | 2,335,250 | 0 | 533,464 | 5,418,087 | 0 | | | |
| 105-720-334.03-334. | 105 | Arterial Street Cons | Street Maint/Const Activ | State Grant From Department | State Grant from Depa | 0 | 0 | 38,266 | 0 | 0 | | | |
| 105-720-397.00-397. | 105 | Arterial Street Cons | Street Maint/Const Activ | Transfers-In | Transfers-In | 794,750 | 0 | 0 | 0 | 0 | | | |
| 105-720-397.01-397. | 105 | Arterial Street Cons | Street Maint/Const Activ | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 315,500 | 0 | | | |
| 105-720-397.01-397. | 105 | Arterial Street Cons | Street Maint/Const Activ | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 315,500 | 0 | | | |
| 105-720-397.02-397. | 105 | Arterial Street Cons | Street Maint/Const Activ | Reet 2 Transfer In | Reet 2 Transfer In | 0 | 0 | 0 | 0 | 436,000 | | | |
| 105-720-397.03-397. | 105 | Arterial Street Cons | Street Maint/Const Activ | Traffic Impact Fees | Traffic Impact Fees | 0 | 0 | 0 | 784,077 | 257,000 | | | FROM 112 |
| 107-000-361.10-361. | 107 | Washington Park Fu | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 5,506 | 0 | 5,001 | | | |
| 107-410-308.90-308. | 107 | Washington Park Fu | Parks & Recreation | Unassigned Fund Balance - Be | Unassigned Fund Balar | -29,296 | 0 | 0 | -72,705 | -47,917 | | | |
| 107-410-341.71-341. | 107 | Washington Park Fu | Parks & Recreation | Sales Of Merchandise | Sales of Merchandise | 12,381 | 0 | 13,090 | 6,958 | 7,854 | | | |
| 107-410-341.72-341. | 107 | Washington Park Fu | Parks & Recreation | Sales Of Merchandise | Sales of Merchandise | 2,786 | 0 | 3,484 | 3,412 | 2,068 | | | |
| 107-410-362.31-362. | 107 | Washington Park Fu | Parks & Recreation | Parking Fees - Boat Trailer Lot | Parking Fees - Boat Tra | 78,618 | 0 | 78,197 | 74,346 | 76,191 | | | |
| 107-410-362.32-362. | 107 | Washington Park Fu | Parks & Recreation | Parking Fees - Lot 'B' | Parking Fees - Lot 'B' | 4,981 | 0 | 5,216 | 7,527 | 4,854 | | | |
| 107-410-362.41-362. | 107 | Washington Park Fu | Parks & Recreation | Camping Fees | Camping Fees | 200,373 | 0 | 247,570 | 242,547 | 284,686 | | | |
| 107-410-362.42-362. | 107 | Washington Park Fu | Parks & Recreation | Day Use Park Fee | Day Use Park Fee | 0 | 0 | 6,310 | 5,148 | 7,824 | | | |
| 107-410-369.40-369. | 107 | Washington Park Fu | Parks & Recreation | Judgments And Settlements | Judgments and Settler | 0 | 0 | 111 | 0 | 0 | | | |
| 107-410-369.80-369. | 107 | Washington Park Fu | Parks & Recreation | Cash Adjustments | Cash Adjustments | 0 | 0 | 100 | 0 | 0 | | | |
| 107-410-397.01-397. | 107 | Washington Park Fu | Parks & Recreation | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 0 | 0 | | | |
| 108-000-361.10-361. | 108 | Parks Capital Impro | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 3,556 | 0 | 2,374 | | | |
| 108-410-308.80-308. | 108 | Parks Capital Impro | Parks & Recreation | Unreserved Fund Balance | Unreserved Fund Balar | 0 | 0 | 0 | 0 | 784,520 | | | |
| 108-410-308.90-308. | 108 | Parks Capital Impro | Parks & Recreation | Unassigned Fund Balance - Be | Unassigned Fund Balar | 86,892 | 0 | 0 | 9,000 | 0 | | | |
| 108-410-318.34-318. | 108 | Parks Capital Impro | Parks & Recreation | Reet 1 - First Quarter Percent | REET 1 - First Quarter I | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-333.20-333. | 108 | Parks Capital Impro | Parks & Recreation | Indirect Federal Grant | Grant thru State | 0 | 0 | 0 | 0 | 400,000 | | | EIS funding thru State |
| 108-410-336.00-336. | 108 | Parks Capital Impro | Parks & Recreation | Multimodal Transportation - ( | Multimodal Transporta | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-362.50-362. | 108 | Parks Capital Impro | Parks & Recreation | Space & Facilities Leases (Lon | Space & Facilities Leas | 28,108 | 0 | 28,108 | 0 | 28,106 | | | |
| 108-410-367.00-367. | 108 | Parks Capital Impro | Parks & Recreation | Contributions And Donations | Contributions and Don | 975,000 | 0 | 143,821 | 1,365,000 | 0 | | | |
| 108-410-391.00-391. | 108 | Parks Capital Impro | Parks & Recreation | Long Term Loan | Long Term Loan | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-397.00-397. | 108 | Parks Capital Impro | Parks & Recreation | Transfers-In | Transfers-In | 200,000 | 0 | 0 | 0 | 0 | | | |
| 108-410-397.01-397. | 108 | Parks Capital Impro | Parks & Recreation | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 315,000 | 0 | | | |
| 108-410-397.01-397. | 108 | Parks Capital Impro | Parks & Recreation | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 315,000 | 405,000 | | | |
| 108-430-343.60-343. | 108 | Parks Capital Impro | Cemetery | Cemetery Sales And Services | Cemetery Sales and Se | 0 | 0 | 4,201 | 0 | 0 | | | |
| 109-000-313.25-313. | 109 | Affordable Housing | Non-Departmental | Housing And Related Services | Housing and Related S | 730,463 | 0 | 538,137 | 695,459 | 639,997 | | | |
| 110-000-361.10-361. | 110 | Ambulance Service | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 22,754 | 4,784 | 13,290 | | | |
| 110-320-308.90-308. | 110 | Ambulance Service | Medic/Fire Department | Unassigned Fund Balance - Be | Unassigned Fund Balar | 531,347 | 0 | 0 | 578,538 | 79,367 | | | |
| 110-320-311.10-311. | 110 | Ambulance Service | Medic/Fire Department | Property Tax | Property Tax | 1,094,312 | 0 | 507,443 | 900,000 | 1,900,000 | | | |
| 110-320-332.93-332. | 110 | Ambulance Service | Medic/Fire Department | Medicare Retiree Drug Subsid | Medicare Retiree Drug | 787,000 | 0 | 535,061 | 750,554 | 1,116,596 | | | GEMT Gross revenues |
| 110-320-334.04-334. | 110 | Ambulance Service | Medic/Fire Department | State Grant From Department | State Grant from Depa | 0 | 0 | 0 | 0 | 0 | | | |
| 110-320-337.00-337. | 110 | Ambulance Service | Medic/Fire Department | Local Grants, Entitlements An | Local Grants, Entitleme | 1,494,472 | 0 | 1,351,549 | 1,500,417 | 1,518,649 | | | County EMS levy |
| 110-320-341.43-341. | 110 | Ambulance Service | Medic/Fire Department | Budgeting And Accounting Se | Budgeting and Accoun | 806 | 0 | 4,964 | 0 | 0 | | | |
| 110-320-342.60-342. | 110 | Ambulance Service | 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. | 110 | Ambulance Service | Medic/Fire Department | Contributions And Donations | Contributions and Don | 0 | 0 | 29,160 | 0 | 0 | | | |
| 112-000-361.10-361. | 112 | Development Impa | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 23,273 | 0 | 24,432 | | | |
| 112-240-308.90-308. | 112 | Development Impa | Planning & Community D | Unassigned Fund Balance - Be | Unassigned Fund Balar | -111,145 | 0 | 0 | 471,585 | 54,540 | | | |
| 112-240-345.85-345. | 112 | Development Impa | Planning & Community D | Growth Management Act (Gr | Growth Management | 437,145 | 0 | 106,587 | 312,492 | 178,028 | | | |
| 113-000-361.10-361. | 113 | ACFL Management | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 10,556 | 0 | 11,335 | | | |
| 113-410-308.90-308. | 113 | ACFL Management | Parks & Recreation | Unassigned Fund Balance - Be | Unassigned Fund Balar | 81,355 | 0 | 0 | 43,637 | 30,529 | | | |
| 114-410-367.00-367. | 114 | Forestland Endowm | Parks & Recreation | Contributions And Donations | Contributions and Don | 0 | 0 | 4,670 | 0 | 0 | | | |
| 135-000-361.10-361. | 135 | Tourism Fund | Non-Departmental | Investment Earnings | Investment Earnings | 13,918 | 0 | 25,484 | 0 | 0 | | | |
| 135-240-308.10-308. | 135 | Tourism Fund | Planning & Community D | Reserved Fund Balance | Reserved Fund Balanc | 0 | 0 | 0 | 0 | 10,000 | | | |
| 135-240-313.31-313. | 135 | Tourism Fund | Planning & Community D | Hotel/Motel Sales And Use Ta | Hotel/Motel Sales and | 476,267 | 0 | 512,245 | 504,610 | 549,367 | | | |
| 335-000-361.10-361. | 335 | Growth Mgmt Capit | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 73,507 | 0 | 0 | | | |
| 335-240-308.10-308. | 335 | Growth Mgmt Capit | Planning & Community D | Reserved Fund Balance | Reserved Fund Balanc | 1,349,669 | 0 | 0 | 510,691 | 2,141,000 | | | |
| 335-240-318.34-318. | 335 | Growth Mgmt Capit | Planning & Community D | Reet 1 - First Quarter Percent | REET 1 - First Quarter I | 572,541 | 0 | 686,724 | 609,904 | 0 | | | |
| 335-240-318.35-318. | 335 | Growth Mgmt Capit | Planning & Community D | Reet 2 - Second Quarter Perce | REET 2 - Second Quart | 572,541 | 0 | 686,724 | 609,904 | 0 | | | |
| 401-000-308.10-308. | 401 | Water Fund | Non-Departmental | Reserved Fund Balance | Reserved Fund Balanc | -941,274 | 0 | 0 | 10,575,845 | -2,086,083 | | | |
| 401-000-337.00-337. | 401 | Water Fund | Non-Departmental | Local Grants, Entitlements An | Local Grants, Entitleme | 0 | 0 | 0 | 0 | 0 | | | |
| 401-000-343.40-343. | 401 | Water Fund | Non-Departmental | Water Sales And Services | Water Sales and Servic | 11,297,627 | 0 | 12,118,446 | 12,942,862 | 13,121,484 | | | |
| 401-000-343.90-343. | 401 | Water Fund | Non-Departmental | Irrigation/Reclamation Sales A | Irrigation/Reclamation | 245,470 | 0 | 552,260 | 430,913 | 350,961 | | | |
| 401-000-361.10-361. | 401 | Water Fund | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 608,539 | 0 | 377,730 | | | |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 401-000-367.00-367. | 401 | Water Fund | Non-Departmental | Contributions And Donations | Contributions and Don | 0 | 0 | 1,000 | 0 | 0 | | | |
| 401-000-369.10-369. | 401 | Water Fund | Non-Departmental | Sale Of Surplus | Sale of Surplus | 0 | 0 | 0 | 0 | 0 | | | |
| 401-000-369.40-369. | 401 | Water Fund | Non-Departmental | Judgments And Settlements | Judgments and Settler | 0 | 0 | 0 | 0 | 0 | | | |
| 401-000-379.00-379. | 401 | Water Fund | Non-Departmental | Capital Contributions | Capital Contributions | 9,277,800 | 0 | 6,110,984 | 9,219,345 | 6,874,846 | | | |
| 401-730-341.43-341. | 401 | Water Fund | Water Treatment Plant | Budgeting And Accounting Se | Budgeting and Accoun | 2,903 | 0 | 3,342 | 2,903 | 0 | | | |
| 401-730-362.50-362. | 401 | Water Fund | Water Treatment Plant | Space & Facilities Leases (Lon | Space & Facilities Leas | 25,415 | 0 | 27,094 | 25,415 | 27,155 | | | |
| 401-740-362.51-362. | 401 | Water Fund | Water Maintenance | Equipment & Vehicle Leases ( | Equipment & Vehicle L | 1,470 | 0 | 1,137 | 1,470 | 0 | | | |
| 401-740-379.10-379. | 401 | Water Fund | Water Maintenance | Meter Installation Fees | Meter Installation Fees | 107,701 | 0 | 40,373 | 19,974 | 27,916 | | | |
| 401-740-379.13-379. | 401 | Water Fund | Water Maintenance | General Facilities Charges | General Facilities Char | 477,965 | 0 | 513,467 | 509,199 | 643,318 | | | |
| 440-000-308.80-308. | 440 | Sewer Fund | Non-Departmental | Unreserved Fund Balance | Unreserved Fund Bala | 12,023,225 | 0 | 0 | 8,086,689 | 10,752,709 | | | |
| 440-000-343.50-343. | 440 | Sewer Fund | Non-Departmental | Sewer/Reclaimed Water Sales | Sewer/Reclaimed Wat | 7,073,754 | 0 | 7,265,410 | 8,483,812 | 9,286,503 | | | |
| 440-000-361.10-361. | 440 | Sewer Fund | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 244,495 | 0 | 235,192 | | | |
| 440-000-362.50-362. | 440 | Sewer Fund | Non-Departmental | Space & Facilities Leases (Lon | Space & Facilities Leas | 26,750 | 0 | 28,518 | 26,750 | 28,582 | | | |
| 440-000-369.10-369. | 440 | Sewer Fund | Non-Departmental | Sale Of Surplus | Sale of Surplus | 0 | 0 | 576 | 0 | 0 | | | |
| 440-000-369.40-369. | 440 | Sewer Fund | Non-Departmental | Judgments And Settlements | Judgments and Settler | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-341.43-341. | 440 | Sewer Fund | Waste Water Treatment | Budgeting And Accounting Se | Budgeting and Accoun | 2,338 | 0 | 3,698 | 2,338 | 0 | | | |
| 440-750-343.50-343. | 440 | Sewer Fund | Waste Water Treatment | Sewer/Reclaimed Water Sales | Sewer/Reclaimed Wat | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-379.13-379. | 440 | Sewer Fund | Waste Water Treatment | General Facilities Charges | General Facilities Char | 972,380 | 0 | 200,604 | 546,810 | 262,179 | | | |
| 445-000-308.80-308. | 445 | Storm Drainage Fun | Non-Departmental | Unreserved Fund Balance | Unreserved Fund Bala | -284,196 | 0 | 0 | -512,918 | 199,037 | | | |
| 445-000-361.10-361. | 445 | Storm Drainage Fun | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 25,748 | 3,799 | 22,915 | | | |
| 445-770-343.10-343. | 445 | Storm Drainage Fun | Storm Drainage System | Storm Drainage Sales And Ser | Storm Drainage Sales a | 1,828,059 | 0 | 1,921,276 | 2,066,408 | 2,005,924 | | | |
| 445-770-379.13-379. | 445 | Storm Drainage Fun | Storm Drainage System | General Facilities Charges | General Facilities Char | 96,347 | 0 | 45,754 | 99,055 | 61,004 | | | |
| 450-000-308.80-308. | 450 | Sanitation Fund | Non-Departmental | Unreserved Fund Balance | Unreserved Fund Bala | 479,243 | 0 | 0 | -692,021 | 614,954 | | | |
| 450-000-361.10-361. | 450 | Sanitation Fund | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 33,829 | 0 | 35,509 | | | |
| 450-780-343.70-343. | 450 | Sanitation Fund | Sanitation Services | Solid Waste Sales And Service | Solid Waste Sales and | 5,022,883 | 0 | 5,515,152 | 5,581,776 | 6,124,868 | | | |
| 450-780-369.10-369. | 450 | Sanitation Fund | Sanitation Services | Sale Of Surplus | Sale of Surplus | 0 | 0 | 1,498 | 0 | 0 | | | |
| 501-000-361.10-361. | 501 | Equipment Rental F | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 175,440 | 36,208 | 128,471 | | | |
| 501-710-341.43-341. | 501 | Equipment Rental F | Central Public Works | Budgeting And Accounting Se | Budgeting and Accoun | 0 | 0 | 7,174 | 0 | 4,997 | | | |
| 501-790-308.80-308. | 501 | Equipment Rental F | Vehicle & Equipment Fle | Unreserved Fund Balance | Unreserved Fund Bala | 174,526 | 0 | 0 | 316,017 | 355,571 | | | |
| 501-790-344.30-344. | 501 | Equipment Rental F | Vehicle & Equipment Fle | Repair Services | Repair Services | 2,685,493 | 0 | 2,738,703 | 2,746,510 | 3,208,453 | | | |
| 501-790-395.10-395. | 501 | Equipment Rental F | Vehicle & Equipment Fle | Proceeds From Sales Of Capit | Proceeds from Sales o | 0 | 0 | 100,666 | 29,420 | 0 | | | |
| 501-790-395.20-395. | 501 | Equipment Rental F | Vehicle & Equipment Fle | Compensation For Loss/Impai | Compensation for Loss | 17,291 | 0 | 4,365 | 15,975 | 0 | | | |
| 501-790-397.00-397. | 501 | Equipment Rental F | Vehicle & Equipment Fle | Transfers-In | Transfers-In | 0 | 0 | 0 | 0 | 0 | | | |
| 501-790-397.01-397. | 501 | Equipment Rental F | Vehicle & Equipment Fle | Reet 1 Transfer In | Reet 1 Transfer In | 0 | 0 | 0 | 0 | 0 | | | |
| 501-790-398.00-398. | 501 | Equipment Rental F | Vehicle & Equipment Fle | Insurance Recoveries | Insurance Recoveries | 0 | 0 | 0 | 0 | 0 | | | |
| 611-000-361.10-361. | 611 | Firemen's Pension F | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 3,302 | 0 | 0 | | | |
| 611-320-336.06-336. | 611 | Firemen's Pension F | Medic/Fire Department | Criminal Justice - Cities - High | Criminal Justice - Cities | 29,630 | 0 | 34,408 | 0 | 0 | | | |
| 621-000-361.10-361. | 621 | Paramedic Donatio | Non-Departmental | Investment Earnings | Investment Earnings | 0 | 0 | 0 | 0 | 0 | | | |
| 001-110-511.30-41 | 001 | 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 | 001 | General Fund | Legislative | Official Publication Services | Communication | 3,000 | 2,883 | 3,860 | 3,000 | 3,000 | | | Publishing ordinances |
| 001-110-511.60-10 | 001 | General Fund | Legislative | Legislative Activities | Salaries & Wages | 119,375 | 130,135 | 114,948 | 125,801 | 127,852 | | | |
| 001-110-511.60-20 | 001 | General Fund | Legislative | Legislative Activities | Personnel Benefits | 15,252 | 20,698 | 21,089 | 25,458 | 27,267 | | | |
| 001-110-511.60-31 | 001 | General Fund | Legislative | Legislative Activities | Office & Operating Su | 2,000 | 1,476 | 1,002 | 2,000 | 2,000 | | | Misc supplies for Clerk's office |
| 001-110-511.60-40 | 001 | General Fund | Legislative | Legislative Activities | Interfund Services | 18,845 | 18,845 | 22,418 | 24,456 | 19,976 | | | |
| 001-110-511.60-41 | 001 | General Fund | Legislative | Legislative Activities | Professional Services | 15,000 | 15,633 | 16,981 | 57,896 | 32,066 | | | Dues |
| 001-110-511.60-41 | 001 | General Fund | Legislative | Legislative Activities | Professional Services | | | | | | 17,614 | | SCOG Dues |
| 001-110-511.60-41 | 001 | General Fund | Legislative | Legislative Activities | Professional Services | | | | | | 14,452 | | AWC Dues |
| 001-110-511.60-42 | 001 | General Fund | Legislative | Legislative Activities | Communication | 1,200 | 391 | 287 | 1,200 | 500 | | | Postage |
| 001-110-511.60-43 | 001 | General Fund | Legislative | Legislative Activities | Travel & Training | 1,000 | 1,058 | 3,917 | 3,000 | 5,000 | | | Council member training. |
| 001-110-511.60-44 | 001 | General Fund | Legislative | Legislative Activities | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 001-110-514.90-41 | 001 | 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 | 001 | General Fund | Legislative | Information Services | Salaries & Wages | 37,302 | 40,931 | 37,026 | 40,084 | 44,072 | | | |
| 001-110-557.20-20 | 001 | General Fund | Legislative | Information Services | Personnel Benefits | 11,148 | 15,517 | 15,052 | 13,211 | 14,292 | | | |
| 001-110-557.20-31 | 001 | General Fund | Legislative | Information Services | Office & Operating Su | 5,000 | 363 | 406 | 1,000 | 1,000 | | | Clerk communications (Internet streaming, Channel 10, YouTube) |
| 001-110-557.20-44 | 001 | General Fund | Legislative | Information Services | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 001-120-513.10-10 | 001 | General Fund | Executive | Executive Office | Salaries & Wages | 141,359 | 150,221 | 150,129 | 155,987 | 178,495 | | | |
| 001-120-513.10-20 | 001 | General Fund | Executive | Executive Office | Personnel Benefits | 45,132 | 45,336 | 51,412 | 44,302 | 48,564 | | | |
| 001-120-513.10-31 | 001 | General Fund | Executive | Executive Office | Office & Operating Su | 1,700 | 3,306 | 3,014 | 2,000 | 3,000 | | | Typical office supplies to support Mayor's office |
| 001-120-513.10-40 | 001 | General Fund | Executive | Executive Office | Interfund Services | 18,231 | 18,231 | 17,593 | 19,193 | 17,970 | | | |
| 001-120-513.10-41 | 001 | General Fund | Executive | Executive Office | Professional Services | 1,500 | 3,585 | 7,250 | 3,000 | 7,000 | | | Chamber, retreats. |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001-120-513.10-42 | 001 | General Fund | Executive | Executive Office | Communication | 1,200 | 1,053 | 2,670 | 1,200 | 1,300 | | | the spike in 2023 was from mailers related to Public Safety Prop 1. |
| 001-120-513.10-43 | 001 | General Fund | Executive | Executive Office | Travel & Training | 2,000 | 9,085 | 6,561 | 3,000 | 7,000 | | | AWC, Legislative, and other conferences |
| 001-120-513.10-44 | 001 | General Fund | Executive | Executive Office | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 001-130-512.50-10 | 001 | General Fund | Judicial | Municipal Court | Salaries & Wages | 208,873 | 221,993 | 218,064 | 236,584 | 250,673 | | | remove 1/2 FTE court clerk from Draft, wait and see impact in 2024 |
| 001-130-512.50-20 | 001 | General Fund | Judicial | Municipal Court | Personnel Benefits | 96,224 | 98,879 | 94,677 | 103,991 | 114,277 | | | |
| 001-130-512.50-31 | 001 | General Fund | Judicial | Municipal Court | Office & Operating Su | 10,645 | 11,583 | 1,820 | 2,000 | 2,000 | | | Court Forms, Printer Maintenance, Office Supplies |
| 001-130-512.50-40 | 001 | General Fund | Judicial | Municipal Court | Interfund Services | 30,794 | 30,794 | 28,579 | 31,177 | 34,845 | | | |
| 001-130-512.50-41 | 001 | General Fund | Judicial | Municipal Court | Professional Services | 153,025 | 138,435 | 143,206 | 161,264 | 158,853 | | | |
| 001-130-512.50-41 | 001 | General Fund | Judicial | Municipal Court | Professional Services | | | | | | 7,500 | | Indigent Screening- Additional amount for in-custody screening. |
| 001-130-512.50-41 | 001 | General Fund | Judicial | Municipal Court | Professional Services | | | | | | 2,500 | | Interpreter Services |
| 001-130-512.50-41 | 001 | 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 | 001 | General Fund | Judicial | Municipal Court | Professional Services | | | | | | 97,913 | | Judicial Services |
| 001-130-512.50-41 | 001 | 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 | 001 | General Fund | Judicial | Municipal Court | Professional Services | | | | | | 240 | | Zoom for Court Proceedings |
| 001-130-512.50-41 | 001 | General Fund | Judicial | Municipal Court | Professional Services | | | | | | 2,700 | | AV Capture |
| 001-130-512.50-41 | 001 | General Fund | Judicial | Municipal Court | Professional Services | | | | | | 10,000 | | Pacific Security- Courtroom Security |
| 001-130-512.50-41 | 001 | General Fund | Judicial | Municipal Court | Professional Services | | | | | | 1,000 | | Jury and Witness Fees |
| 001-130-512.50-42 | 001 | General Fund | Judicial | Municipal Court | Communication | 6,000 | 4,195 | 2,972 | 5,000 | 5,000 | | | Postage and 1 Cell Phone |
| 001-130-512.50-43 | 001 | General Fund | Judicial | Municipal Court | Travel & Training | 3,000 | 1,980 | 1,234 | 3,000 | 3,250 | | | 3 employees @ $1000; DMCMA Membership |
| 001-130-512.50-44 | 001 | General Fund | Judicial | Municipal Court | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 001-130-514.20-49 | 001 | General Fund | Judicial | Financial Services | Miscellaneous | 0 | -385 | 500 | 0 | 0 | | | |
| 001-130-515.93-10 | 001 | General Fund | Judicial | Adult Misdemeanor | Salaries & Wages | 194,077 | 201,743 | 192,591 | 217,720 | 211,420 | | | review wages |
| 001-130-515.93-20 | 001 | General Fund | Judicial | Adult Misdemeanor | Personnel Benefits | 79,019 | 81,153 | 79,711 | 72,761 | 81,986 | | | |
| 001-130-515.93-31 | 001 | General Fund | Judicial | Adult Misdemeanor | Office & Operating Su | 500 | 642 | 660 | 600 | 600 | | | |
| 001-130-515.93-31 | 001 | General Fund | Judicial | Adult Misdemeanor | Office & Operating Supplies | | | | | | 600 | | Business cards & Office supplies |
| 001-130-515.93-40 | 001 | General Fund | Judicial | Adult Misdemeanor | Interfund Services | 9,213 | 9,213 | 9,159 | 9,992 | 10,321 | | | |
| 001-130-515.93-41 | 001 | General Fund | Judicial | Adult Misdemeanor | Professional Services | 25,000 | 14,941 | 26,007 | 25,000 | 65,095 | | | |
| 001-130-515.93-41 | 001 | General Fund | Judicial | Adult Misdemeanor | Professional Services | | | | | | 60,000 | | Conflict/Overflow Contract Attorneys @$100/hr |
| 001-130-515.93-41 | 001 | General Fund | Judicial | Adult Misdemeanor | Professional Services | | | | | | 720 | | Defender Data case management system |
| 001-130-515.93-41 | 001 | General Fund | Judicial | Adult Misdemeanor | Professional Services | | | | | | 300 | | Odyssey statewide case search database |
| 001-130-515.93-41 | 001 | General Fund | Judicial | Adult Misdemeanor | Professional Services | | | | | | 3,000 | | Westlaw legal research database |
| 001-130-515.93-41 | 001 | General Fund | Judicial | Adult Misdemeanor | Professional Services | | | | | | 500 | | WSBA licensing renewal fees |
| 001-130-515.93-41 | 001 | General Fund | Judicial | Adult Misdemeanor | Professional Services | | | | | | 75 | | Skagit County Bar Association membership dues |
| 001-130-515.93-41 | 001 | General Fund | Judicial | Adult Misdemeanor | Professional Services | | | | | | 300 | | WA Defender Association membership dues |
| 001-130-515.93-41 | 001 | General Fund | Judicial | Adult Misdemeanor | Professional Services | | | | | | 200 | | WA Assoc of Criminal Defense Lawyers membership dues |
| 001-130-515.93-42 | 001 | General Fund | Judicial | Adult Misdemeanor | Communication | 750 | 18 | 762 | 750 | 1,700 | | | Postage and 2 Cell Phones |
| 001-130-515.93-43 | 001 | General Fund | Judicial | Adult Misdemeanor | Travel & Training | 2,700 | 1,640 | 560 | 2,700 | 3,000 | | | |
| 001-130-515.93-43 | 001 | General Fund | Judicial | Adult Misdemeanor | Travel & Training | | | | | | 3,000 | | WA Defender Assoc conference and mandator continuing legal education |
| 001-130-515.93-44 | 001 | General Fund | Judicial | Adult Misdemeanor | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 001-210-514.20-10 | 001 | General Fund | Finance Department | Financial Services | Salaries & Wages | 454,691 | 497,064 | 463,759 | 530,437 | 576,634 | | | |
| 001-210-514.20-20 | 001 | General Fund | Finance Department | Financial Services | Personnel Benefits | 194,461 | 202,551 | 189,220 | 201,176 | 219,097 | | | |
| 001-210-514.20-31 | 001 | General Fund | Finance Department | Financial Services | Office & Operating Su | 15,000 | 8,446 | 4,688 | 15,000 | 14,000 | | | Includes City Hall paper, envelopes, as well as Finance office supplies |
| 001-210-514.20-31 | 001 | General Fund | Finance Department | Financial Services | Office & Operating Supplies | | | | | | 14,000 | | |
| 001-210-514.20-40 | 001 | General Fund | Finance Department | Financial Services | Interfund Services | 50,423 | 50,423 | 45,359 | 46,373 | 40,160 | | | |
| 001-210-514.20-41 | 001 | General Fund | Finance Department | Financial Services | Professional Services | 140,000 | 81,875 | 84,347 | 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 | 001 | General Fund | Finance Department | Financial Services | Communication | 15,000 | 11,192 | 11,170 | 15,000 | 15,000 | | | Includes City Hall main phone lines, SIP trunks, and mailing machine fees. |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001-210-514.20-43 | 001 | 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 | 001 | General Fund | Finance Department | Financial Services | Taxes & Operating Ass | 200 | -970 | -19 | 0 | 0 | | | |
| 001-220-518.80-10 | 001 | General Fund | Information Systems | Information Technology Servi | Salaries & Wages | 518,990 | 532,607 | 529,330 | 584,072 | 613,309 | | | |
| 001-220-518.80-20 | 001 | General Fund | Information Systems | Information Technology Servi | Personnel Benefits | 221,691 | 220,941 | 203,899 | 225,680 | 240,928 | | | |
| 001-220-518.80-31 | 001 | General Fund | Information Systems | Information Technology Servi | Office & Operating Sup | 8,000 | 6,883 | 8,806 | 8,000 | 8,500 | | | General IT Supplies. |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor E | 428,139 | 431,855 | 140,789 | 136,039 | 121,278 | | | |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor Equipment | | | | | | 40,037 | | 24 Desktop Computers |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor Equipment | | | | | | 6,310 | | 4 Harddrives for Cluster and Stonefly appliance |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor Equipment | | | | | | 16,320 | | 5 MDTS |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor Equipment | | | | | | 1,763 | | 9 Monitors |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor Equipment | | | | | | 1,741 | | 2 Printers |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor Equipment | | | | | | 14,275 | | 9 Notebook computeters |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor Equipment | | | | | | 8,704 | | 2 Servers |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor Equipment | | | | | | 13,252 | | 12 Tablets |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor Equipment | | | | | | 163 | | 1 Conf Rm VOIP phone |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor Equipment | | | | | | 14,144 | | 6 Workstations |
| 001-220-518.80-35 | 001 | General Fund | Information Systems | Information Technology Servi | Small Tools & Minor Equipment | | | | | | 4,570 | | 1 Multifunction Printer |
| 001-220-518.80-40 | 001 | General Fund | Information Systems | Information Technology Servi | Interfund Services | 6,788 | 6,788 | 5,135 | 5,135 | 11,252 | | | |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | 550,000 | 369,401 | 499,933 | 556,555 | 618,472 | | | |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 1,632 | | ABP Tech: Pure Access Cloud |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 81 | | ACCIS Membership |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 10,880 | | AllPhase: Mitel VOIP System |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 7,072 | | ArchiveSocial: Social Media Archive |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 41,344 | | Laserfiche licensing fees and support |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 19,584 | | Civic Plus: Hosting Fees for Civic Plus and Civic Clerk |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 38,080 | | Critical Insight: Managed Detection & Response Service |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 7,616 | | FireEye: Web Filter |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 14,144 | | G12: SIP lines & DIDs for VOIP and e-fax |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 29,376 | | Barracuda Total Email Protection |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 4,896 | | KnowBe4: Security Awareness Staff Training |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 3,264 | | Lansweeper: Help Desk, Software and Hardware Inventory |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 517 | | Rise Vision Software (Info Monitors for City Hall, APD, & Court) |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 8,704 | | Duo Security: Multi-factor Authentication for servers, VPN users including staff, vendors, and consultants |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 16,320 | | Microsoft Azure: Disaster and Recovery |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 16,320 | | Adobe Products Subscription |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 114,240 | | Microsoft Windows Operating System & Office 365 |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 31,551 | | Smarsh: Text Archiving |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 3,155 | | TeamViewer |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 21,760 | | Sophos antivirus, antimalware, anti ransomware protection |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 92,480 | | Eden ERP & Tyler Cashiering |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 0 | | Misc items such as SSL certificates, domain name fees, etc. |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 10,662 | | Keeper Password Manager |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 48,960 | | OpenGov: Budgeting Software |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 1,414 | | Recording Software for Council Chambers |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 2,285 | | FaxFinder digital faxing |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 4,570 | | Docusign |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 544 | | PRTG Monitoring tool for servers and network equipment |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 38,080 | | Security Audit |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 16,320 | | Veeam Backup and Replication |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 544 | | Wildcard SSL certificate |
| 001-220-518.80-41 | 001 | General Fund | Information Systems | Information Technology Servi | Professional Services | | | | | | 12,077 | | Splunk- SEIM system that collects & stores sys logs for CJIS compliance |
| 001-220-518.80-42 | 001 | General Fund | Information Systems | Information Technology Servi | Communication | 4,200 | 9,037 | 5,577 | 5,600 | 5,600 | | | 7 cell phones with hot spots |
| 001-220-518.80-43 | 001 | General Fund | Information Systems | Information Technology Servi | Travel & Training | 10,500 | 8,332 | 7,532 | 10,500 | 10,500 | | | $1500 training X 7 employees |
| 001-220-518.80-44 | 001 | General Fund | Information Systems | Information Technology Servi | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 001-220-518.80-48 | 001 | General Fund | Information Systems | Information Technology Servi | Repairs & Maintenanc | 4,000 | 3,755 | 4,868 | 4,000 | 6,000 | | | Replacement parts |
| 001-220-594.32-63-C | 001 | General Fund | Information Systems | Facility Engineering | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 001-230-517.90-31 | 001 | General Fund | Human Resources | Other Employee Benefit Progr | Office & Operating Sup | 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 | 001 | General Fund | Human Resources | Other Employee Benefit Progr | Professional Services | 3,000 | 2,041 | 51,704 | 3,000 | 53,000 | | | HSA and FSA participant fees ($3,000); AWC annual membership (approximately $40,000). |
| 001-230-517.90-43 | 001 | General Fund | Human Resources | Other Employee Benefit Progr | Travel & Training | 0 | 0 | 0 | 0 | 15,000 | | | City-wide training: DEI, antiharassment, etc. ($10,000); MSDS online database ($5,000). |
| 001-230-518.10-10 | 001 | General Fund | Human Resources | Personnel Services | Salaries & Wages | 165,281 | 183,952 | 150,175 | 175,003 | 191,000 | | | |
| 001-230-518.10-20 | 001 | General Fund | Human Resources | Personnel Services | Personnel Benefits | 64,917 | 63,986 | 57,033 | 53,879 | 76,242 | | | |
| 001-230-518.10-31 | 001 | General Fund | Human Resources | Personnel Services | Office & Operating Sup | 3,500 | 3,731 | 1,262 | 1,500 | 3,000 | | | Badge materials; copies; shredding services; HR office supplies |
| 001-230-518.10-40 | 001 | General Fund | Human Resources | Personnel Services | Interfund Services | 12,268 | 12,268 | 11,928 | 9,904 | 10,463 | | | |
| 001-230-518.10-41 | 001 | General Fund | Human Resources | Personnel Services | Professional Services | 80,000 | 61,715 | 29,732 | 83,475 | 36,000 | | | Recruitement 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 | 001 | General Fund | Human Resources | Personnel Services | Communication | 1,500 | 14,601 | 584 | 800 | 1,500 | | | 2 cell phones $43/month; postage $100/quarter |
| 001-230-518.10-43 | 001 | 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 | 001 | General Fund | Human Resources | Police Labor Relations | Salaries & Wages | 14,753 | 16,902 | 10,061 | 18,139 | 33,056 | | | |
| 001-230-518.11-20 | 001 | General Fund | Human Resources | Police Labor Relations | Personnel Benefits | 4,994 | 5,326 | 3,314 | 4,329 | 8,243 | | | |
| 001-230-518.11-41 | 001 | 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 | 001 | General Fund | Human Resources | Fire Labor Relations | Salaries & Wages | 14,753 | 16,902 | 10,061 | 18,139 | 33,056 | | | |
| 001-230-518.12-20 | 001 | General Fund | Human Resources | Fire Labor Relations | Personnel Benefits | 4,994 | 5,326 | 3,314 | 4,329 | 8,243 | | | |
| 001-230-518.12-41 | 001 | 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 | 001 | General Fund | Human Resources | Other Labor Relations | Salaries & Wages | 9,486 | 10,347 | 5,030 | 11,352 | 6,974 | | | |
| 001-230-518.13-20 | 001 | General Fund | Human Resources | Other Labor Relations | Personnel Benefits | 3,363 | 3,588 | 1,657 | 3,230 | 1,880 | | | |
| 001-230-518.13-41 | 001 | 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 | 001 | 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 | 001 | General Fund | Human Resources | Administration | Salaries & Wages | 4,743 | 5,173 | 503 | 5,676 | 697 | | | |
| 001-230-521.10-20 | 001 | General Fund | Human Resources | Administration | Personnel Benefits | 1,682 | 1,794 | 166 | 1,615 | 188 | | | |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001-230-521.10-41 | 001 | 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 | 001 | 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 | 001 | General Fund | Human Resources | Administration | Salaries & Wages | 4,743 | 5,173 | 503 | 5,676 | 697 | | | |
| 001-230-522.10-20 | 001 | General Fund | Human Resources | Administration | Personnel Benefits | 1,682 | 1,794 | 166 | 1,615 | 188 | | | |
| 001-230-522.10-41 | 001 | 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) |
| 001-230-522.10-43 | 001 | 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 | 001 | General Fund | Planning & Community D | Recording Services | Professional Services | 3,500 | 0 | 816 | 3,500 | 2,000 | | | Legal Notices and Mailings |
| 001-240-515.30-41 | 001 | General Fund | Planning & Community D | Legal Services | Professional Services | 22,000 | 4,828 | 17,693 | 7,000 | 7,000 | | | Code Enforcement |
| 001-240-554.90-41 | 001 | General Fund | Planning & Community D | 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 | 001 | General Fund | Planning & Community D | Building Permits & Plan Revie | Salaries & Wages | 450,699 | 375,380 | 463,991 | 491,999 | 502,475 | | | |
| 001-240-558.50-12 | 001 | General Fund | Planning & Community D | Building Permits & Plan Revie | Overtime | 0 | 929 | 2,194 | 0 | 0 | | | |
| 001-240-558.50-20 | 001 | General Fund | Planning & Community D | Building Permits & Plan Revie | Personnel Benefits | 195,463 | 188,365 | 188,178 | 199,065 | 203,520 | | | |
| 001-240-558.50-31 | 001 | General Fund | Planning & Community D | Building Permits & Plan Revie | Office & Operating Sup | 2,000 | 2,225 | 36,177 | 50,800 | 6,000 | | | |
| 001-240-558.50-40 | 001 | General Fund | Planning & Community D | Building Permits & Plan Revie | Interfund Services | 30,340 | 30,340 | 30,878 | 33,352 | 38,263 | | | |
| 001-240-558.50-41 | 001 | General Fund | Planning & Community D | Building Permits & Plan Revie | Professional Services | 58,000 | 95,782 | 68,909 | 29,500 | 10,000 | | | Storm Water reviews which are a pass through |
| 001-240-558.50-42 | 001 | General Fund | Planning & Community D | Building Permits & Plan Revie | Communication | 4,500 | 6,341 | 5,882 | 6,500 | 6,500 | | | Cell phones and postage |
| 001-240-558.50-43 | 001 | General Fund | Planning & Community D | Building Permits & Plan Revie | Travel & Training | 4,000 | 2,047 | 3,107 | 4,000 | 5,000 | | | Building Code Training |
| 001-240-558.50-44 | 001 | General Fund | Planning & Community D | Building Permits & Plan Revie | Taxes & Operating Ass | 0 | 1,110 | 1,037 | 0 | 0 | | | |
| 001-240-558.60-10 | 001 | General Fund | Planning & Community D | Planning | Salaries & Wages | 338,208 | 423,962 | 423,174 | 390,715 | 389,581 | | | |
| 001-240-558.60-12 | 001 | General Fund | Planning & Community D | Planning | Overtime | 0 | 3,892 | 1,780 | 0 | 0 | | | |
| 001-240-558.60-20 | 001 | General Fund | Planning & Community D | Planning | Personnel Benefits | 136,209 | 134,743 | 130,867 | 136,888 | 130,120 | | | |
| 001-240-558.60-31 | 001 | General Fund | Planning & Community D | Planning | Office & Operating Sup | 8,000 | 7,541 | 5,553 | 2,800 | 7,000 | | | Planning department office supplies |
| 001-240-558.60-40 | 001 | General Fund | Planning & Community D | Planning | Interfund Services | 45,611 | 45,611 | 41,763 | 45,559 | 36,865 | | | |
| 001-240-558.60-41 | 001 | General Fund | Planning & Community D | Planning | Professional Services | 96,000 | 114,594 | 24,059 | 43,000 | 160,000 | | | Downtown Parking Plan, Land Capacity Analysis for Comprehensive Plan update, Sharpe's Corner Study, and SMP completion/implementation |
| 001-240-558.60-42 | 001 | General Fund | Planning & Community D | Planning | Communication | 6,500 | 7,227 | 5,903 | 6,500 | 10,000 | | | Public notice publications. |
| 001-240-558.60-43 | 001 | General Fund | Planning & Community D | Planning | Travel & Training | 4,000 | 4,445 | 837 | 4,000 | 6,500 | | | Planner Training |
| 001-240-558.60-44 | 001 | General Fund | Planning & Community D | Planning | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 001-240-558.60-45 | 001 | General Fund | Planning & Community D | Planning | Operating Rentals & Le | 48,000 | -433 | 51,895 | 51,800 | 54,000 | | | DNR Aquatic Lands Lease, including anticipated cpi increase |
| 001-240-558.70-41 | 001 | General Fund | Planning & Community D | Economic Development | Professional Services | 32,500 | 15,000 | 17,886 | 20,000 | 35,000 | | | Downtown economic development initiatives, Economic Development Strategic Plan and $10k for EDACS annual contract |
| 001-240-558.70-43 | 001 | General Fund | Planning & Community D | Economic Development | Travel & Training | 2,000 | 188 | 705 | 4,000 | 4,000 | | | Environmental training, Biologist and Shorelines |
| 001-240-558.70-46 | 001 | General Fund | Planning & Community D | Economic Development | Insurance | 7,603 | 17,571 | 19,631 | 8,359 | 9,696 | | | |
| 001-240-565.10-41 | 001 | General Fund | Planning & Community D | Welfare | Professional Services | 665,000 | 785,082 | 92,671 | 215,000 | 194,000 | | | HUD |
| 001-240-565.10-41 | 001 | General Fund | Planning & Community D | Welfare | Professional Services | | | | | | 128,000 | | HUD CDBG Grant |
| 001-240-565.10-41 | 001 | General Fund | Planning & Community D | Welfare | Professional Services | | | | | | 66,000 | | Skagit County Community Action Agency |
| 001-240-565.10-42 | 001 | General Fund | Planning & Community D | Welfare | Communication | 0 | 544 | 536 | 0 | 550 | | | CDBG publication |
| 001-240-566.00-41 | 001 | General Fund | Planning & Community D | Chemical Dependency Service | Professional Services | 18,000 | 0 | 26,230 | 18,000 | 27,000 | | | Interlocal with Skagit County /Liquor Tax |
| 001-240-567.00-41 | 001 | General Fund | Planning & Community D | Children Services | Professional Services | 10,000 | 0 | 1,560 | 10,000 | 10,000 | | | Children Services/ Boys and Girls club |
| 001-250-511.30-41 | 001 | 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 | 001 | General Fund | Legal Department | Legal Services | Salaries & Wages | 288,504 | 319,397 | 305,797 | 341,100 | 484,062 | | 114,595 | |
| 001-250-515.30-20 | 001 | General Fund | Legal Department | Legal Services | Personnel Benefits | 117,609 | 125,854 | 140,217 | 134,255 | 198,260 | | 34,312 | |
| 001-250-515.30-31 | 001 | General Fund | Legal Department | Legal Services | Office & Operating Sup | 6,000 | 5,592 | 4,594 | 6,000 | 9,000 | | | General office supplies, legal publications, LexisNexis subscription fees. |
| 001-250-515.30-40 | 001 | General Fund | Legal Department | Legal Services | Interfund Services | 38,129 | 38,129 | 33,917 | 37,001 | 26,891 | | | |
| 001-250-515.30-41 | 001 | General Fund | Legal Department | Legal Services | Professional Services | 110,000 | 91,137 | 107,356 | 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. |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001-250-515.30-42 | 001 | General Fund | Legal Department | Legal Services | Communication | 2,400 | 2,933 | 2,394 | 2,800 | 3,000 | | | cell phones and postage |
| 001-250-515.30-43 | 001 | General Fund | Legal Department | Legal Services | Travel & Training | 6,000 | 2,514 | 1,047 | 6,000 | 9,000 | | | WSAMA, WAPRO, WSAMA conferences, CLEs, staff training. |
| 001-250-515.30-44 | 001 | General Fund | Legal Department | Legal Services | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 001-260-532.10-10 | 001 | General Fund | Fiber | Fiber Administration | Salaries & Wages | 757,573 | 403,450 | 398,199 | 233,807 | 467,576 | | | 450,000 of technician time will be charged to capital buildout. |
| 001-260-532.10-12 | 001 | General Fund | Fiber | Fiber Administration | Overtime | 0 | 7,222 | 9,993 | 0 | 12,000 | | | Based on actual hours to meet customer demand. |
| 001-260-532.10-20 | 001 | General Fund | Fiber | Fiber Administration | Personnel Benefits | 358,149 | 151,964 | 153,323 | 291,350 | 365,438 | | | |
| 001-260-532.10-31 | 001 | General Fund | Fiber | Fiber Administration | Office & Operating Su | 11,172 | 11,756 | 5,548 | 4,300 | 8,150 | | | |
| 001-260-532.10-31 | 001 | General Fund | Fiber | Fiber Administration | Office & Operating Supplies | | | | | | 2,000 | | Office Supplies |
| 001-260-532.10-31 | 001 | General Fund | Fiber | Fiber Administration | Office & Operating Supplies | | | | | | 3,300 | | Uniforms & Boot Allowance |
| 001-260-532.10-31 | 001 | General Fund | Fiber | Fiber Administration | Office & Operating Supplies | | | | | | 500 | | Safety (hard hats, high visibility vests) |
| 001-260-532.10-31 | 001 | General Fund | Fiber | Fiber Administration | Office & Operating Supplies | | | | | | 250 | | Racks & totes for inventory storage |
| 001-260-532.10-31 | 001 | General Fund | Fiber | Fiber Administration | Office & Operating Supplies | | | | | | 500 | | Fiber jumpers for remote cabinets & Fiber Equipment Room |
| 001-260-532.10-31 | 001 | General Fund | Fiber | Fiber Administration | Office & Operating Supplies | | | | | | 250 | | Cable management supplies |
| 001-260-532.10-31 | 001 | General Fund | Fiber | Fiber Administration | Office & Operating Supplies | | | | | | 350 | | Fuel & lubricants for Dingo & backup generator |
| 001-260-532.10-31 | 001 | General Fund | Fiber | Fiber Administration | Office & Operating Supplies | | | | | | 1,000 | | Unanticipated items |
| 001-260-532.10-35 | 001 | General Fund | Fiber | Fiber Administration | Small Tools & Minor E | 10,000 | 11,526 | 13,616 | 10,000 | 10,000 | | | Power and Hand Tool replacement parts. OTDR & Splicer maintenance. |
| 001-260-532.10-35 | 001 | General Fund | Fiber | Fiber Administration | Small Tools & Minor Equipment | | | | | | 1,000 | | Equipment repairs |
| 001-260-532.10-35 | 001 | General Fund | Fiber | Fiber Administration | Small Tools & Minor Equipment | | | | | | 500 | | Shovels |
| 001-260-532.10-35 | 001 | General Fund | Fiber | Fiber Administration | Small Tools & Minor Equipment | | | | | | 1,000 | | Hand tools, drill bits |
| 001-260-532.10-35 | 001 | General Fund | Fiber | Fiber Administration | Small Tools & Minor Equipment | | | | | | 4,000 | | Power tools |
| 001-260-532.10-35 | 001 | General Fund | Fiber | Fiber Administration | Small Tools & Minor Equipment | | | | | | 500 | | Fish tape for cable pulling |
| 001-260-532.10-35 | 001 | General Fund | Fiber | Fiber Administration | Small Tools & Minor Equipment | | | | | | 3,000 | | Office equipment |
| 001-260-532.10-40 | 001 | General Fund | Fiber | Fiber Administration | Interfund Services | 89,431 | 89,431 | 137,670 | 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 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | 199,755 | 218,643 | 260,591 | 262,592 | 340,679 | | | Increase due to additional customer service requirements. |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 140,000 | | NoaNet NOC services |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 21,231 | | OSP Insight |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 45,000 | | Nokia Support |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 11,270 | | Cartegraph (OpenGov) |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 47,000 | | Internet Bandwidth |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 6,000 | | Marketing |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 1,000 | | ARIN Annual fee |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 4,200 | | Dark fiber, Mount Vernon |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 2,100 | | Dark Fiber, Burlington |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 1,200 | | Rack Space, Burlington |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 4,500 | | Pole Attachment Fees |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 3,300 | | CALEA support, Vantage Point |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 26,000 | | WiFi tool, Nokia HomeCare |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 13,000 | | WiFi tool, RouteThis Certify |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 4,000 | | DC battery maintenance, Library & West End |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 2,815 | | Laserfiche licensing |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 1,000 | | American Association for Public Broadband membership |
| 001-260-532.10-41 | 001 | General Fund | Fiber | Fiber Administration | Professional Services | | | | | | 7,063 | | ESRI - GIS software |
| 001-260-532.10-42 | 001 | General Fund | Fiber | Fiber Administration | Communication | 5,880 | 6,364 | 5,401 | 5,880 | 5,940 | | | |
| 001-260-532.10-42 | 001 | General Fund | Fiber | Fiber Administration | Communication | | | | | | 5,280 | | 11 cell phones @$40/month |
| 001-260-532.10-42 | 001 | General Fund | Fiber | Fiber Administration | Communication | | | | | | 660 | | 11 hotspots @ $5/month |
| 001-260-532.10-43 | 001 | General Fund | Fiber | Fiber Administration | Travel & Training | 14,450 | 6,622 | 9,306 | 11,000 | 14,000 | | | |
| 001-260-532.10-43 | 001 | General Fund | Fiber | Fiber Administration | Travel & Training | | | | | | 2,000 | | Director |
| 001-260-532.10-43 | 001 | General Fund | Fiber | Fiber Administration | Travel & Training | | | | | | 2,500 | | Nokia |
| 001-260-532.10-43 | 001 | General Fund | Fiber | Fiber Administration | Travel & Training | | | | | | 2,000 | | WiFi |
| 001-260-532.10-43 | 001 | General Fund | Fiber | Fiber Administration | Travel & Training | | | | | | 1,500 | | Flagger |
| 001-260-532.10-43 | 001 | General Fund | Fiber | Fiber Administration | Travel & Training | | | | | | 2,000 | | Outside Plant |
| 001-260-532.10-43 | 001 | General Fund | Fiber | Fiber Administration | Travel & Training | | | | | | 4,000 | | Building wiring (e.g., BICSI) |
| 001-260-532.10-43 | 001 | General Fund | Fiber | Fiber Administration | Travel & Training | | | | | | 0 | | |
| 001-260-532.10-44 | 001 | General Fund | Fiber | Fiber Administration | Taxes & Operating Ass | 13,759 | 18,395 | 20,586 | 16,100 | 30,380 | | | |
| 001-260-532.10-44 | 001 | General Fund | Fiber | Fiber Administration | Taxes & Operating Assessments | | | | | | 3,410 | | Sales Tax for Installation |
| 001-260-532.10-44 | 001 | General Fund | Fiber | Fiber Administration | Taxes & Operating Assessments | | | | | | 25,000 | | WA State B&O Tax (0.471%) |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001-260-532.10-44 | 001 | General Fund | Fiber | Fiber Administration | Taxes & Operating Assessments | | | | | | 1,800 | | Leasehold Excise Tax on dark fiber lease |
| 001-260-532.10-44 | 001 | General Fund | Fiber | Fiber Administration | Taxes & Operating Assessments | | | | | | 170 | | Skagit County telecom franchise fee on dark fiber |
| 001-260-532.10-46 | 001 | General Fund | Fiber | Fiber Administration | Insurance | 0 | 117 | 115 | 129 | 127 | | | WCIA |
| 001-260-532.10-47 | 001 | General Fund | Fiber | Fiber Administration | Utility Services | 2,100 | 2,046 | 2,092 | 2,100 | 2,416 | | | Solid Waste Charges |
| 001-260-592.32-80 | 001 | General Fund | Fiber | Facility Engineering | Debt Service: Interest | 80,000 | 71,208 | 39,375 | 83,000 | 19,868 | | | SaviBank Line of Credit Interest Payment |
| 001-260-594.32-63 | 001 | General Fund | Fiber | Facility Engineering | Other Improvements | 9,332,226 | 5,118,340 | 2,889,180 | 7,830,000 | 0 | | | NOTE: Includes $450k in technician and outside labor costs labor costs |
| 001-260-594.32-63 | 001 | General Fund | Fiber | Facility Engineering | Other Improvements | | | | | | 0 | | Guemes View Fiber Expansion |
| 001-260-594.32-63 | 001 | General Fund | Fiber | Facility Engineering | Other Improvements | | | | | | 0 | | EDA Fiber Expansion |
| 001-260-594.32-63 | 001 | General Fund | Fiber | Facility Engineering | Other Improvements | | | | | | 0 | | Material for developers. |
| 001-260-594.32-63-C | 001 | General Fund | Fiber | Facility Engineering | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 001-260-594.32-63-C | 001 | General Fund | Fiber | Facility Engineering | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 001-260-594.32-63-C | 001 | General Fund | Fiber | Facility Engineering | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 001-260-594.32-63-C | 001 | General Fund | Fiber | Facility Engineering | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 001-260-594.32-64 | 001 | General Fund | Fiber | Facility Engineering | Machinery & Equipme | 362,000 | 4,669 | 10,503 | 0 | 50,000 | | | More GPON SFPs and Line cards to serve new customers. |
| 001-260-594.32-64-C | 001 | General Fund | Fiber | Facility Engineering | Machinery & Equipme | 0 | 0 | 0 | 0 | 0 | | | |
| 001-310-514.20-49 | 001 | General Fund | Police | Financial Services | Miscellaneous | 0 | 225 | 0 | 55,555 | 0 | | | |
| 001-310-517.20-20 | 001 | General Fund | Police | Pension & Other Benefit Payn | Personnel Benefits | 95,617 | 118,615 | 106,352 | 97,683 | 80,100 | | | |
| 001-310-521.10-10 | 001 | General Fund | Police | Administration | Salaries & Wages | 444,500 | 460,100 | 505,677 | 532,123 | 580,627 | | | |
| 001-310-521.10-20 | 001 | General Fund | Police | Administration | Personnel Benefits | 170,984 | 165,859 | 178,738 | 189,777 | 210,724 | | | |
| 001-310-521.10-31 | 001 | General Fund | Police | Administration | Office & Operating Sup | 4,500 | 5,063 | 6,332 | 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 | 001 | General Fund | Police | Administration | Small Tools & Minor Eq | 0 | 0 | 0 | 0 | 0 | | | |
| 001-310-521.10-40 | 001 | General Fund | Police | Administration | Interfund Services | 269,300 | 269,344 | 301,442 | 389,345 | 325,215 | | | |
| 001-310-521.10-41 | 001 | General Fund | Police | Administration | Professional Services | 65,000 | 78,260 | 69,138 | 80,000 | 117,500 | | | |
| 001-310-521.10-41 | 001 | General Fund | Police | Administration | Professional Services | | | | | | 60,000 | | AFC Social Worker Contract |
| 001-310-521.10-41 | 001 | 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 | 001 | General Fund | Police | Administration | Professional Services | | | | | | 20,000 | | Evidence management system recommended during Accreditation inspection. |
| 001-310-521.10-42 | 001 | General Fund | Police | Administration | Communication | 119,196 | 88,683 | 99,606 | 126,769 | 127,000 | | | Spillman, cell phones, printing |
| 001-310-521.10-44 | 001 | General Fund | Police | Administration | Taxes & Operating Ass | 0 | 1,171 | 163 | 0 | 0 | | | |
| 001-310-521.10-45 | 001 | General Fund | Police | Administration | Operating Rentals & Le | 737 | 402 | 0 | 750 | 750 | | | Copy/fax machines |
| 001-310-521.10-46 | 001 | General Fund | Police | Administration | Insurance | 19,231 | 31,146 | 25,268 | 14,130 | 16,563 | | | |
| 001-310-521.20-10 | 001 | General Fund | Police | Support Services | Salaries & Wages | 246,920 | 241,260 | 225,352 | 273,572 | 279,519 | | | |
| 001-310-521.20-20 | 001 | General Fund | Police | Support Services | Personnel Benefits | 113,155 | 115,035 | 100,612 | 113,763 | 109,973 | | | |
| 001-310-521.20-42 | 001 | General Fund | Police | Support Services | Communication | 9,054 | 5,378 | 3,693 | 9,054 | 9,055 | | | Phone lines |
| 001-310-521.30-10 | 001 | General Fund | Police | Crime Prevention | Salaries & Wages | 60,409 | 62,902 | 61,317 | 99,709 | 70,179 | | | |
| 001-310-521.30-20 | 001 | General Fund | Police | Crime Prevention | Personnel Benefits | 34,848 | 35,168 | 33,556 | 61,014 | 41,027 | | | |
| 001-310-521.30-31 | 001 | General Fund | Police | Crime Prevention | Office & Operating Sup | 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 | 001 | General Fund | Police | Crime Prevention | Small Tools & Minor Eq | 945 | 0 | 9 | 950 | 1,100 | | | Project lifesaver, speed warning reader board |
| 001-310-521.30-41 | 001 | 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 | 001 | General Fund | Police | Training | Travel & Training | 50,000 | 51,197 | 57,121 | 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 | 001 | General Fund | Police | Facilities | Office & Operating Sup | 2,843 | 408 | 2,198 | 2,843 | 2,900 | | | Office first aid kits, office AED, sidewalk ice melt |
| 001-310-521.50-41 | 001 | General Fund | Police | Facilities | Professional Services | 23,500 | 21,047 | 20,116 | 23,500 | 25,000 | | | Building cleaning service and cleaning supplies |
| 001-310-521.50-46 | 001 | General Fund | Police | Facilities | Insurance | 4,753 | 4,779 | 4,940 | 5,257 | 25,411 | | | |
| 001-310-521.50-47 | 001 | General Fund | Police | Facilities | Utility Services | 42,103 | 46,475 | 51,668 | 47,000 | 50,000 | | | Puget Sound Energy, Cascade Natural Gas |
| 001-310-521.50-48 | 001 | General Fund | Police | Facilities | Repairs & Maintenanc | 19,312 | 754 | 596 | 19,312 | 20,500 | | | Guardian Security Alarms, building repairs, maintenance |
| 001-310-521.70-10 | 001 | General Fund | Police | Patrol & Investigations | Salaries & Wages | 2,270,412 | 2,202,876 | 2,172,937 | 2,528,200 | 3,093,453 | | 423,604 | |
| 001-310-521.70-12 | 001 | General Fund | Police | Patrol & Investigations | Overtime | 128,147 | 193,002 | 152,631 | 135,000 | 150,000 | | | |
| 001-310-521.70-20 | 001 | General Fund | Police | Patrol & Investigations | Personnel Benefits | 978,756 | 896,571 | 856,804 | 1,007,932 | 1,236,720 | | 214,153 | Adj by Finance, benefits owed with OT adjustment |
| 001-310-521.70-21 | 001 | General Fund | Police | Patrol & Investigations | Uniform Purchases | 30,000 | 18,938 | 35,546 | 40,000 | 60,000 | | | Increase primarily due to new staff. Uniforms, duty gear, soft body armor, uniform cleaning. |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001-310-521.70-31 | 001 | General Fund | Police | Patrol & Investigations | Office & Operating Su | 15,567 | 27,460 | 11,334 | 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 | 001 | General Fund | Police | Patrol & Investigations | Small Tools & Minor E | 94,805 | 58,088 | 88,075 | 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 | 001 | General Fund | Police | Patrol & Investigations | Interfund Services | 299,477 | 299,657 | 249,228 | 249,228 | 298,665 | | | Additional 5 patrol vehicles. includes vehicles, MDT's, and desk top computers. |
| 001-310-521.70-41 | 001 | General Fund | Police | Patrol & Investigations | Professional Services | 10,000 | 9,428 | 7,324 | 10,000 | 25,500 | | | |
| 001-310-521.70-41 | 001 | General Fund | Police | Patrol & Investigations | Professional Services | | | | | | 15,500 | | Vehicle towing/impounds, junk RV disposal, shredding for confidential documents. |
| 001-310-521.70-41 | 001 | General Fund | Police | Patrol & Investigations | Professional Services | | | | | | 10,000 | | Mental Health Professional for employee wellness. |
| 001-310-521.70-45 | 001 | General Fund | Police | Patrol & Investigations | Operating Rentals & L | 257,641 | 226,280 | 293,524 | 288,566 | 338,201 | | | |
| 001-310-521.70-45 | 001 | General Fund | Police | Patrol & Investigations | Operating Rentals & Leases | | | | | | 338,201 | | Skagit 911 Agency Fees, Law Radio Infrastructure Fund |
| 001-310-521.70-48 | 001 | General Fund | Police | Patrol & Investigations | Repairs & Maintenanc | 6,157 | 1,190 | 0 | 6,157 | 7,500 | | | Radar calibration, evidence scale calibration, police radio repairs |
| 001-310-523.50-41 | 001 | General Fund | Police | Facilities | Professional Services | 928,337 | 963,773 | 1,086,389 | 1,003,317 | 1,088,749 | | | Public Safety Sales tax pass through for County Jail |
| 001-310-523.60-41 | 001 | 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 | 001 | General Fund | Police | Animal Control | Salaries & Wages | 68,336 | 71,728 | 69,136 | 73,237 | 77,286 | | | |
| 001-310-554.30-12 | 001 | General Fund | Police | Animal Control | Overtime | 0 | 334 | 0 | 0 | 0 | | | |
| 001-310-554.30-20 | 001 | General Fund | Police | Animal Control | Personnel Benefits | 41,864 | 42,202 | 40,433 | 44,521 | 48,955 | | | |
| 001-310-554.30-31 | 001 | General Fund | Police | Animal Control | Office & Operating Su | 1,190 | 1,126 | 804 | 1,200 | 1,500 | | | City dog licensing costs |
| 001-310-554.30-40 | 001 | General Fund | Police | Animal Control | Interfund Services | 4,883 | 4,883 | 8,331 | 8,331 | 6,612 | | | |
| 001-310-554.30-41 | 001 | General Fund | Police | Animal Control | Professional Services | 10,000 | 3,413 | 3,706 | 10,000 | 12,500 | | | Animal impound fees, impounded animal medical care; local and SVHS. |
| 001-310-594.21-64 | 001 | General Fund | Police | Law Enforcement | Machinery & Equipme | 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 | 001 | General Fund | Medic/Fire Department | Pension & Other Benefit Payn | Salaries & Wages | 0 | 0 | 0 | 0 | 9,894 | | | Leoff1 Retired Costs |
| 001-320-517.20-20 | 001 | General Fund | Medic/Fire Department | Pension & Other Benefit Payn | Personnel Benefits | 44,171 | 52,200 | 52,877 | 81,016 | 75,151 | | | Leoff1 Retired Medical/Medicare |
| 001-320-522.10-10 | 001 | General Fund | Medic/Fire Department | Administration | Salaries & Wages | 128,319 | 136,051 | 129,255 | 152,264 | 162,470 | | | Admin |
| 001-320-522.10-12 | 001 | General Fund | Medic/Fire Department | Administration | Overtime | 0 | 174 | 323 | 0 | 0 | | | Admin |
| 001-320-522.10-20 | 001 | General Fund | Medic/Fire Department | Administration | Personnel Benefits | 44,750 | 40,497 | 40,311 | 56,288 | 58,180 | | | Admin |
| 001-320-522.10-31 | 001 | General Fund | Medic/Fire Department | Administration | Office & Operating Su | 147,500 | 125,782 | 109,015 | 123,000 | 150,000 | | | PPE, Uniforms, Office Supplies, Prevention and Investigation Supplies, Miscellaneous items. |
| 001-320-522.10-40 | 001 | General Fund | Medic/Fire Department | Administration | Interfund Services | 40,265 | 40,287 | 37,121 | 40,496 | 44,730 | | | IT |
| 001-320-522.10-41 | 001 | General Fund | Medic/Fire Department | Administration | Professional Services | 63,000 | 135,360 | 70,368 | 89,500 | 100,000 | | | Multiple maintenance and testing services, Knox Box, employee medical/psych testing, memberships, facilities care. |
| 001-320-522.10-42 | 001 | General Fund | Medic/Fire Department | Administration | Communication | 25,000 | 24,610 | 26,992 | 23,500 | 25,000 | | | Skagit 911, phone/tablet connectivity, postage |
| 001-320-522.10-44 | 001 | General Fund | Medic/Fire Department | Administration | Taxes & Operating Ass | 250 | 271 | 1,069 | 0 | 1,000 | | | B&O tax on antenna lease revenue |
| 001-320-522.10-46 | 001 | General Fund | Medic/Fire Department | Administration | Insurance | 7,510 | 2,370 | 8,334 | 8,321 | 9,754 | | | |
| 001-320-522.20-10 | 001 | General Fund | Medic/Fire Department | Fire Suppression & Emergency | Salaries & Wages | 442,366 | 483,414 | 457,186 | 475,931 | 617,008 | | 127,372 | Fire Suppression |
| 001-320-522.20-12 | 001 | General Fund | Medic/Fire Department | Fire Suppression & Emergency | Overtime | 82,758 | 77,775 | 79,455 | 86,094 | 76,000 | | | Fire Suppression |
| 001-320-522.20-14 | 001 | General Fund | Medic/Fire Department | Fire Suppression & Emergency | Salaries & Wages - Vol | 29,400 | 599 | 2,070 | 0 | 15,000 | | | Fire Suppression |
| 001-320-522.20-20 | 001 | General Fund | Medic/Fire Department | Fire Suppression & Emergency | Personnel Benefits | 167,288 | 159,472 | 161,694 | 172,509 | 227,769 | | 50,487 | Fire Suppression |
| 001-320-522.20-35 | 001 | General Fund | Medic/Fire Department | Fire Suppression & Emergency | Small Tools & Minor E | 30,000 | 31,354 | 42,725 | 54,000 | 76,000 | | | Fire Hose, Fire Equipment, SCBA, Fitness Equipment, radios |
| 001-320-522.30-10 | 001 | General Fund | Medic/Fire Department | Fire Prevention & Investigatio | Salaries & Wages | 93,365 | 108,293 | 76,171 | 105,028 | 121,737 | | 15,922 | Fire Prevention |
| 001-320-522.30-12 | 001 | General Fund | Medic/Fire Department | Fire Prevention & Investigatio | Overtime | 12,026 | 9,722 | 9,932 | 8,000 | 9,500 | | | Fire Prevention |
| 001-320-522.30-14 | 001 | General Fund | Medic/Fire Department | Fire Prevention & Investigatio | Salaries & Wages - Vol | 0 | 599 | 2,070 | 0 | 0 | | | Fire Prevention |
| 001-320-522.30-20 | 001 | General Fund | Medic/Fire Department | Fire Prevention & Investigatio | Personnel Benefits | 33,083 | 30,572 | 24,360 | 38,016 | 43,088 | | 6,311 | Fire Prevention |
| 001-320-522.45-10 | 001 | General Fund | Medic/Fire Department | Training Obtained By Employe | Salaries & Wages | 102,253 | 84,235 | 103,232 | 109,460 | 132,897 | | 15,922 | Training |
| 001-320-522.45-12 | 001 | General Fund | Medic/Fire Department | Training Obtained By Employe | Overtime | 12,275 | 9,722 | 9,932 | 8,000 | 9,500 | | | Training |
| 001-320-522.45-14 | 001 | General Fund | Medic/Fire Department | Training Obtained By Employe | Salaries & Wages - Vol | 0 | 4,194 | 14,492 | 0 | 0 | | | |
| 001-320-522.45-20 | 001 | General Fund | Medic/Fire Department | Training Obtained By Employe | Personnel Benefits | 37,583 | 28,632 | 36,741 | 45,831 | 56,877 | | 6,311 | Training |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001-320-522.45-43 | 001 | General Fund | Medic/Fire Department | Training Obtained By Employe | Travel & Training | 72,000 | 51,924 | 92,305 | 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 | 001 | General Fund | Medic/Fire Department | Facilities | Office & Operating Sup | 5,000 | 3,839 | 5,435 | 5,500 | 5,500 | | | Facility and cleaning supplies. |
| 001-320-522.50-45 | 001 | General Fund | Medic/Fire Department | Facilities | Operating Rentals & Le | 28,800 | 0 | 5,144 | 35,500 | 5,000 | | | Marine 29 moorage less Sta. 3 Rent |
| 001-320-522.50-46 | 001 | General Fund | Medic/Fire Department | Facilities | Insurance | 2,675 | 2,443 | 2,516 | 2,687 | 0 | | | |
| 001-320-522.50-47 | 001 | General Fund | Medic/Fire Department | Facilities | Utility Services | 27,000 | 35,981 | 30,426 | 39,000 | 41,000 | | | Station utilities: Gas, power, internet, Water/Sewer. |
| 001-320-522.50-48 | 001 | General Fund | Medic/Fire Department | Facilities | Repairs & Maintenanc | 15,000 | 1,515 | 1,460 | 8,000 | 8,000 | | | Minor facility maintenance. |
| 001-320-522.54-31 | 001 | General Fund | Medic/Fire Department | Training Facility | Office & Operating Sup | 7,500 | 0 | 0 | 7,500 | 7,500 | | | Joint Training Facility Supplies. |
| 001-320-522.60-40 | 001 | General Fund | Medic/Fire Department | Vehicles & Equipment Mainte | Interfund Services | 266,793 | 266,793 | 278,996 | 278,996 | 324,313 | | | ER&R |
| 001-320-525.60-31 | 001 | General Fund | Medic/Fire Department | Disaster Preparedness | Office & Operating Sup | 2,000 | 0 | 1,008 | 2,000 | 2,000 | | | EOC Supplies, CERT, Etc. |
| 001-320-525.60-35 | 001 | General Fund | Medic/Fire Department | Disaster Preparedness | Small Tools & Minor Eq | 3,000 | 0 | 1,006 | 1,000 | 1,000 | | | EOC Equipment, CERT, Etc. |
| 001-320-525.60-40 | 001 | 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 | 001 | 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 | 001 | General Fund | Medic/Fire Department | Disaster Preparedness | Travel & Training | 4,000 | 0 | 0 | 2,000 | 2,000 | | | EOC Training |
| 001-320-594.22-62 | 001 | General Fund | Medic/Fire Department | Fire Control | Buildings & Structures | 126,000 | 3,330 | 1,827,697 | 1,857,773 | 0 | | | |
| 001-320-594.22-62-C | 001 | General Fund | Medic/Fire Department | Fire Control | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 001-320-594.22-62-C | 001 | General Fund | Medic/Fire Department | Fire Control | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 001-320-594.22-62-C | 001 | General Fund | Medic/Fire Department | Fire Control | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 001-320-594.22-62-C | 001 | General Fund | Medic/Fire Department | Fire Control | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 001-320-594.25-64 | 001 | General Fund | Medic/Fire Department | Emergency Services | Machinery & Equipme | 1,500,000 | 5,484 | 4,886 | 1,750,000 | 0 | | | New Ladder Truck |
| 001-320-594.25-64-C | 001 | General Fund | Medic/Fire Department | Emergency Services | Machinery & Equipme | 0 | 0 | 0 | 0 | 0 | | | |
| 001-320-594.25-64-C | 001 | General Fund | Medic/Fire Department | Emergency Services | Machinery & Equipme | 0 | 0 | 0 | 0 | 0 | | | |
| 001-320-594.25-64-C | 001 | General Fund | Medic/Fire Department | Emergency Services | Machinery & Equipme | 0 | 0 | 0 | 0 | 0 | | | |
| 001-410-594.32-63-C | 001 | General Fund | Parks & Recreation | Facility Engineering | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 001-410-594.76-62-C | 001 | General Fund | Parks & Recreation | Park Facilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 001-450-575.30-10 | 001 | General Fund | Museum Department | Museums & Art Galleries | Salaries & Wages | 292,231 | 300,158 | 316,652 | 315,617 | 369,118 | | | |
| 001-450-575.30-20 | 001 | General Fund | Museum Department | Museums & Art Galleries | Personnel Benefits | 89,750 | 89,343 | 101,300 | 80,608 | 109,781 | | | |
| 001-450-575.30-40 | 001 | General Fund | Museum Department | Museums & Art Galleries | Interfund Services | 32,868 | 32,868 | 32,000 | 34,909 | 35,244 | | | |
| 001-450-575.30-43 | 001 | 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 | 001 | General Fund | Museum Department | Museums & Art Galleries | Taxes & Operating Ass | 400 | 134 | 154 | 0 | 150 | | | |
| 001-450-575.32-31 | 001 | General Fund | Museum Department | Museum Services | Office & Operating Sup | 8,800 | 9,880 | 5,841 | 7,512 | 6,885 | | | Collections storage, curatorial supplies, exhibit supplies, research library and office supplies. |
| 001-450-575.32-41 | 001 | General Fund | Museum Department | Museum Services | Professional Services | 11,000 | 10,288 | 2,555 | 9,800 | 12,000 | | | Curatorial services, mural conservation, digital conversions, advertising, presentations. |
| 001-450-575.32-42 | 001 | General Fund | Museum Department | Museum Services | Communication | 3,400 | 1,020 | 1,918 | 2,697 | 1,820 | | | mobile phones, postage |
| 001-450-575.35-31 | 001 | General Fund | Museum Department | Facilities | Office & Operating Sup | 9,800 | 4,979 | 2,847 | 4,405 | 4,625 | | | Maintenance supplies for Carnegie building, Maritime Heritage Center, W.T. Preston, and mural shed. |
| 001-450-575.35-46 | 001 | 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 | 001 | General Fund | Museum Department | Facilities | Utility Services | 15,000 | 17,100 | 15,036 | 19,420 | 17,830 | | | Utilities for Carnegie building, Maritime Heritage Center, W.T. Preston. |
| 001-450-575.35-48 | 001 | General Fund | Museum Department | Facilities | Repairs & Maintenanc | 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 | 001 | General Fund | Engineering Plans & Serv | 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 | 001 | General Fund | Engineering Plans & Serv | Engineering | Personnel Benefits | 0 | 0 | 0 | 22,532 | 0 | | | Not used in 2023, don't need in 2024 |
| 001-712-542.10-41 | 001 | General Fund | Engineering Plans & Serv | Engineering | Professional Services | 0 | 0 | 0 | 17,500 | 0 | | | |
| 001-712-543.10-40 | 001 | General Fund | Engineering Plans & Serv | Management | Interfund Services | 95,219 | 95,536 | 83,183 | 88,912 | 87,338 | | | |
| 001-712-543.10-43 | 001 | General Fund | Engineering Plans & Serv | Management | Travel & Training | 1,960 | 4,077 | 1,479 | 2,000 | 0 | | | |
| 001-712-543.30-31 | 001 | General Fund | Engineering Plans & Serv | General Services | Office & Operating Sup | 3,600 | 2,820 | 4,748 | 3,600 | 0 | | | |
| 001-712-543.30-42 | 001 | General Fund | Engineering Plans & Serv | 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 | 001 | General Fund | Engineering Plans & Serv | General Services | Travel & Training | 2,000 | 785 | 500 | 2,000 | 0 | | | |
| 001-713-518.30-10 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Salaries & Wages | 123,294 | 164,422 | 195,888 | 164,130 | 181,060 | | | Facilities - General Fund |
| 001-713-518.30-20 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Personnel Benefits | 46,755 | 55,393 | 77,411 | 58,001 | 63,166 | | | |
| 001-713-518.30-31 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Office & Operating Sup | 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 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Office & Operating Supplies | | | | | | 12,500 | | office furniture, due to staffing changes, |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 001-713-518.30-31 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Office & Operating Supplies | | | | | | 4,500 | | Tools for new facility FTE, outfit new facility truck with tools and woodshop tools. |
| 001-713-518.30-40 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Interfund Services | 19,276 | 19,276 | 32,483 | 27,430 | 51,468 | | | |
| 001-713-518.30-41 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Professional Services | 40,000 | 20,255 | 277,858 | 77,004 | 40,000 | | | CFP has itemized list of investment in facilities, by facility. |
| 001-713-518.30-42 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Communication | 0 | 4 | 2,142 | 0 | 750 | | | |
| 001-713-518.30-43 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Travel & Training | 2,500 | 435 | 52 | 2,500 | 5,400 | | | new employee new training needed. |
| 001-713-518.30-43 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Travel & Training | | | | | | 4,000 | | siemens Hvac program |
| 001-713-518.30-43 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Travel & Training | | | | | | 400 | | Weed spray certifications. |
| 001-713-518.30-43 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Travel & Training | | | | | | 1,000 | | Misc emergent training |
| 001-713-518.30-44 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 001-713-518.30-46 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Insurance | 8,853 | 10,466 | 12,827 | 11,513 | 12,271 | | | |
| 001-713-518.30-47 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Utility Services | 35,000 | 37,570 | 35,636 | 39,000 | 44,000 | | | Estimated and up 12% as per S/H |
| 001-713-518.30-48 | 001 | General Fund | Municipal/Community Bu | Maintenance/Security/Insura | Repairs & Maintenanc | 600,000 | 431,569 | 345,899 | 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.<br>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. |
| 001-713-575.50-41 | 001 | General Fund | Municipal/Community Bu | Depot | Professional Services | 0 | 0 | 0 | 0 | 0 | | | Shifted to 518.30-47 |
| 001-713-575.50-46 | 001 | General Fund | Municipal/Community Bu | Depot | Insurance | 0 | 0 | 0 | 0 | 0 | | | |
| 001-713-576.91-47 | 001 | General Fund | Municipal/Community Bu | Heart Of Anacortes | Utility Services | 0 | 407 | 0 | 0 | 0 | | | Shifted to 518.30-47 |
| 001-713-594.32-62-C | 001 | General Fund | Municipal/Community Bu | Facility Engineering | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 001-713-594.32-64-C | 001 | General Fund | Municipal/Community Bu | Facility Engineering | Machinery & Equipme | 0 | 0 | 0 | 0 | 0 | | | |
| 001-714-554.90-10 | 001 | General Fund | Resource Conservation | Other Environmental Services | Salaries & Wages | 19,186 | 11,236 | 0 | 17,675 | 0 | | | |
| 001-714-554.90-20 | 001 | General Fund | Resource Conservation | Other Environmental Services | Personnel Benefits | 10,340 | 5,092 | 0 | 12,256 | 0 | | | |
| 001-714-554.90-31 | 001 | General Fund | Resource Conservation | Other Environmental Services | Office & Operating Sup | 5,000 | 3,306 | 0 | 0 | 0 | | | |
| 001-714-554.90-41 | 001 | General Fund | Resource Conservation | Other Environmental Services | Professional Services | 0 | 15,515 | 0 | 0 | 0 | | | |
| 001-714-554.90-42 | 001 | General Fund | Resource Conservation | Other Environmental Services | Communication | 500 | 240 | 0 | 0 | 0 | | | |
| 001-714-554.90-44 | 001 | General Fund | Resource Conservation | Other Environmental Services | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 101-410-571.00-10 | 101 | Parks & Recreation | Parks & Recreation | Educational & Recreational Ac | Salaries & Wages | 158,021 | 0 | 155,811 | 170,859 | 181,686 | | | |
| 101-410-571.00-11 | 101 | Parks & Recreation | Parks & Recreation | Educational & Recreational Ac | Student Rec Wages | 28,000 | 0 | 35,968 | 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 | 101 | Parks & Recreation | Parks & Recreation | Educational & Recreational Ac | Personnel Benefits | 78,484 | 0 | 77,329 | 47,545 | 91,536 | | | Corrected back to appropriate level from data transfer loss. |
| 101-410-571.00-31 | 101 | Parks & Recreation | Parks & Recreation | Educational & Recreational Ac | Office & Operating Sup | 86,000 | 0 | 70,730 | 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 | 101 | Parks & Recreation | Parks & Recreation | Educational & Recreational Ac | Interfund Services | 0 | 0 | 0 | 0 | 0 | | | |
| 101-410-571.00-41 | 101 | Parks & Recreation | Parks & Recreation | Educational & Recreational Ac | Professional Services | 49,000 | 0 | 55,745 | 51,450 | 52,000 | | | Contracted instructors, referees, and online registration system fees. |
| 101-410-571.00-42 | 101 | Parks & Recreation | Parks & Recreation | Educational & Recreational Ac | Communication | 6,600 | 0 | 2,453 | 6,600 | 6,600 | | | City Cell phones |
| 101-410-571.00-43 | 101 | Parks & Recreation | Parks & Recreation | Educational & Recreational Ac | Travel & Training | 1,550 | 0 | 725 | 1,550 | 1,550 | | | Staff training/certification. |
| 101-410-571.00-44 | 101 | Parks & Recreation | Parks & Recreation | Educational & Recreational Ac | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 101-410-573.10-31 | 101 | Parks & Recreation | Parks & Recreation | Cultural & Community Activiti | Office & Operating Sup | 3,000 | 752 | 31 | 3,000 | 3,000 | | | Arts Commission expenses |
| 101-410-575.50-31 | 101 | Parks & Recreation | Parks & Recreation | Depot | Office & Operating Sup | 0 | 4,864 | 14,670 | 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 | 101 | Parks & Recreation | Parks & Recreation | Depot | Communication | 0 | 309 | 0 | 500 | 500 | | | |
| 101-410-575.50-47 | 101 | Parks & Recreation | Parks & Recreation | Depot | Utility Services | 22,000 | 31,571 | 31,933 | 20,000 | 24,000 | | | City utility bills, as well as electric and natural gas. |
| 101-410-575.50-48 | 101 | Parks & Recreation | Parks & Recreation | Depot | Repairs & Maintenanc | 2,100 | 2,539 | 436 | 2,100 | 2,200 | | | |
| 101-410-575.52-10 | 101 | Parks & Recreation | Parks & Recreation | Senior Center | Salaries & Wages | 146,843 | 137,568 | 147,410 | 167,799 | 174,298 | | | review staff costs |
| 101-410-575.52-20 | 101 | Parks & Recreation | Parks & Recreation | Senior Center | Personnel Benefits | 89,722 | 70,260 | 63,984 | 74,563 | 84,703 | | | |
| 101-410-575.52-31 | 101 | Parks & Recreation | Parks & Recreation | Senior Center | Office & Operating Sup | 5,000 | 3,109 | 8,854 | 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 | 101 | Parks & Recreation | Parks & Recreation | Senior Center | Interfund Services | 52,593 | 52,593 | 51,531 | 65,416 | 57,717 | | | Reduction in nodes, eliminating unnecessary computers. |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 101-410-575.52-41 | 101 | Parks & Recreation | Parks & Recreation | Senior Center | Professional Services | 55,000 | 54,394 | 31,944 | 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 | 101 | Parks & Recreation | Parks & Recreation | Senior Center | Communication | 500 | 129 | 121 | 500 | 500 | | | |
| 101-410-575.52-43 | 101 | Parks & Recreation | Parks & Recreation | Senior Center | Travel & Training | 1,500 | 324 | 0 | 1,000 | 1,000 | | | |
| 101-410-575.52-44 | 101 | Parks & Recreation | Parks & Recreation | Senior Center | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 101-410-575.52-47 | 101 | Parks & Recreation | Parks & Recreation | Senior Center | Utility Services | 22,000 | 16,858 | 14,969 | 23,694 | 29,000 | | | Utilities for the operation of the center. |
| 101-410-576.80-10 | 101 | Parks & Recreation | Parks & Recreation | General Parks | Salaries & Wages | 604,038 | 603,599 | 572,188 | 664,505 | 689,909 | | | review staff costs |
| 101-410-576.80-12 | 101 | Parks & Recreation | Parks & Recreation | General Parks | Overtime | 4,148 | 2,612 | 1,070 | 4,200 | 4,000 | | | |
| 101-410-576.80-20 | 101 | Parks & Recreation | Parks & Recreation | General Parks | Personnel Benefits | 254,254 | 257,392 | 241,401 | 251,811 | 279,646 | | | |
| 101-410-576.80-31 | 101 | Parks & Recreation | Parks & Recreation | General Parks | Office & Operating Sup | 63,500 | 101,629 | 81,301 | 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 | 101 | Parks & Recreation | Parks & Recreation | General Parks | Small Tools & Minor Eq | 1,350 | 117 | 599 | 1,350 | 1,400 | | | Small tools such as weeders, mowers and chainsaws not eligible for ER&R funds are purchased with this BARS. |
| 101-410-576.80-40 | 101 | Parks & Recreation | Parks & Recreation | General Parks | Interfund Services | 198,711 | 198,711 | 205,929 | 212,627 | 248,900 | | | |
| 101-410-576.80-41 | 101 | Parks & Recreation | Parks & Recreation | General Parks | Professional Services | 38,000 | 59,046 | 30,214 | 40,000 | 40,000 | | | This is used primarily to pay for the city's fireworks show. |
| 101-410-576.80-42 | 101 | Parks & Recreation | Parks & Recreation | General Parks | Communication | 5,000 | 7,857 | 7,955 | 5,500 | 5,500 | | | city cell phones |
| 101-410-576.80-44 | 101 | Parks & Recreation | Parks & Recreation | General Parks | Taxes & Operating Ass | 1,420 | 1,220 | 1,242 | 1,000 | 1,000 | | | |
| 101-410-576.80-46 | 101 | Parks & Recreation | Parks & Recreation | General Parks | Insurance | 4,771 | 6,292 | 35,520 | 34,319 | 41,513 | | | |
| 101-410-576.80-47 | 101 | Parks & Recreation | Parks & Recreation | General Parks | Utility Services | 87,000 | 85,902 | 106,948 | 65,000 | 85,000 | | | City utilities, as well as electric and natural gas. |
| 101-410-576.90-10 | 101 | Parks & Recreation | Parks & Recreation | Community Forestlands/Acfl | Salaries & Wages | 122,436 | 121,895 | 100,357 | 137,369 | 141,643 | | | check staff costs |
| 101-410-576.90-12 | 101 | Parks & Recreation | Parks & Recreation | Community Forestlands/Acfl | Overtime | 0 | 1,366 | 798 | 900 | 1,000 | | | |
| 101-410-576.90-20 | 101 | Parks & Recreation | Parks & Recreation | Community Forestlands/Acfl | Personnel Benefits | 47,927 | 52,183 | 41,418 | 47,843 | 52,843 | | | Adj by Finance. Benefits paid with overtime adjustment |
| 101-410-576.90-31 | 101 | Parks & Recreation | Parks & Recreation | Community Forestlands/Acfl | Office & Operating Sup | 1,600 | 2,623 | 893 | 1,600 | 1,600 | | | Forest Lands specific supplies |
| 101-410-576.90-40 | 101 | Parks & Recreation | Parks & Recreation | Community Forestlands/Acfl | Interfund Services | 12,258 | 12,258 | 9,552 | 9,552 | 10,116 | | | |
| 101-410-576.90-42 | 101 | Parks & Recreation | Parks & Recreation | Community Forestlands/Acfl | Communication | 4,000 | 2,261 | 2,034 | 4,000 | 4,000 | | | City Cell phones |
| 101-410-576.90-44 | 101 | Parks & Recreation | Parks & Recreation | Community Forestlands/Acfl | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 102-430-536.00-10 | 102 | Grandview Cemete | Cemetery | Cemetery | Salaries & Wages | 164,428 | 0 | 142,337 | 189,360 | 174,738 | | | check stdaff costs |
| 102-430-536.00-12 | 102 | Grandview Cemete | Cemetery | Cemetery | Overtime | 0 | 0 | 232 | 500 | 200 | | | |
| 102-430-536.00-20 | 102 | Grandview Cemete | Cemetery | Cemetery | Personnel Benefits | 65,782 | 0 | 60,741 | 64,978 | 71,417 | | | |
| 102-430-536.00-31 | 102 | Grandview Cemete | Cemetery | Cemetery | Office & Operating Sup | 26,500 | 0 | 2,948 | 4,000 | 4,500 | | | This line item is for purchasing cemetery grave liners and equipment. |
| 102-430-536.00-35 | 102 | Grandview Cemete | Cemetery | Cemetery | Small Tools & Minor Eq | 400 | 0 | 0 | 400 | 5,000 | | | We may be adding a new tool to move large markers that we currently struggle to move, it would cost us over $4000 |
| 102-430-536.00-40 | 102 | Grandview Cemete | Cemetery | Cemetery | Interfund Services | 3,721 | 0 | 3,109 | 3,109 | 10,455 | | | |
| 102-430-536.00-41 | 102 | Grandview Cemete | Cemetery | Cemetery | Professional Services | 100 | 0 | 353 | 150 | 200 | | | Staff work wear cleaning comes out of this line item. |
| 102-430-536.00-44 | 102 | Grandview Cemete | Cemetery | Cemetery | Taxes & Operating Ass | 1,350 | 0 | 697 | 400 | 500 | | | |
| 102-430-536.00-45 | 102 | Grandview Cemete | Cemetery | Cemetery | Operating Rentals & Le | 1,000 | 0 | 2,215 | 1,000 | 1,700 | | | Cemetery facilities rental. |
| 102-430-536.00-46 | 102 | Grandview Cemete | Cemetery | Cemetery | Insurance | 307 | 0 | 337 | 378 | 6,145 | | | |
| 102-430-536.00-47 | 102 | Grandview Cemete | Cemetery | Cemetery | Utility Services | 25,000 | 0 | 26,425 | 8,500 | 25,000 | | | Natural Gas and electricity for the shop at the cemetery as well as irrigation. |
| 102-430-594.36-62-C | 102 | Grandview Cemete | Cemetery | Cemeteries | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 103-440-572.10-10 | 103 | Public Library Fund | Public Library | Administration | Salaries & Wages | 113,757 | 113,991 | 112,434 | 120,868 | 131,464 | | | |
| 103-440-572.10-20 | 103 | Public Library Fund | Public Library | Administration | Personnel Benefits | 57,057 | 50,727 | 48,612 | 53,829 | 59,708 | | | |
| 103-440-572.10-44 | 103 | Public Library Fund | Public Library | Administration | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 103-440-572.20-10 | 103 | Public Library Fund | Public Library | Library Services | Salaries & Wages | 775,761 | 745,090 | 727,263 | 855,875 | 911,737 | | | |
| 103-440-572.20-20 | 103 | Public Library Fund | Public Library | Library Services | Personnel Benefits | 345,980 | 328,101 | 318,174 | 354,097 | 370,029 | | | |
| 103-440-572.20-31 | 103 | Public Library Fund | Public Library | Library Services | Office & Operating Sup | 21,000 | 23,265 | 19,982 | 21,000 | 21,000 | | | General Office Supplies |
| 103-440-572.20-34 | 103 | Public Library Fund | Public Library | Library Services | Supplies Purchased for | 84,250 | 75,267 | 71,231 | 84,250 | 84,932 | | | Books Budget, ebook Budget ($16,810 Overdrive), periodicals, databases (online resources), non-print materials. |
| 103-440-572.20-34 | 103 | Public Library Fund | Public Library | Library Services | Supplies Purchased for Inventory or Resale | | | | | | 30,000 | | Adult Collection |
| 103-440-572.20-34 | 103 | Public Library Fund | Public Library | Library Services | Supplies Purchased for Inventory or Resale | | | | | | 16,000 | | Children's Collection |
| 103-440-572.20-34 | 103 | Public Library Fund | Public Library | Library Services | Supplies Purchased for Inventory or Resale | | | | | | 5,000 | | Young Adult Collection |
| 103-440-572.20-34 | 103 | Public Library Fund | Public Library | Library Services | Supplies Purchased for Inventory or Resale | | | | | | 18,492 | | Ebooks (Overdrive) - 10% increase |
| 103-440-572.20-34 | 103 | Public Library Fund | Public Library | Library Services | Supplies Purchased for Inventory or Resale | | | | | | 4,000 | | Periodicals |
| 103-440-572.20-34 | 103 | Public Library Fund | Public Library | Library Services | Supplies Purchased for Inventory or Resale | | | | | | 6,440 | | Non-Print/Ebook Requests |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 103-440-572.20-34 | 103 | Public Library Fund | Public Library | Library Services | Supplies Purchased for Inventory or Resale | | | | | | 5,000 | | Databases |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | 30,000 | 21,344 | 23,901 | 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 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 9,500 | | Biblionix Apollo (Catalog software subscription) |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 4,000 | | Envisionware (Self Check/RFID Maintenance Contract) |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 900 | | Demco? (likely switching vendors) Passport Schedule Subscription |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 825 | | Envisionware Mobile Printing |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 300 | | Skedda Meeting Room Scheduler Subscription |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 800 | | Adobe Cloud (Two Subscriptions) |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 5,400 | | OCLC (Interlibrary Loan, Worldcat, First Search) |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 500 | | Archive Social (Public Records Request Retention) |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 200 | | WSP/Background Checks Volunteers |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 750 | | Ziply Emergency Phone in Elevator |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 2,900 | | Ricoh/Canon copies |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 3,500 | | Merchant Services (Credit Card Machine for Public) |
| 103-440-572.20-41 | 103 | Public Library Fund | Public Library | Library Services | Professional Services | | | | | | 300 | | Smart Shield (Anti Virus Software) - likely different vendor |
| 103-440-572.20-42 | 103 | Public Library Fund | Public Library | Library Services | Communication | 10,860 | 9,089 | 7,305 | 9,000 | 9,000 | | | Phones, postage |
| 103-440-572.20-43 | 103 | 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 | 103 | Public Library Fund | Public Library | Library Services | Taxes & Operating Ass | 0 | 7 | 5 | 0 | 0 | | | |
| 103-440-572.40-43 | 103 | 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 | 103 | 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 | 103 | 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 | 103 | Public Library Fund | Public Library | Facilities | Insurance | 8,690 | 7,360 | 7,393 | 8,096 | 8,176 | | | |
| 103-440-572.50-47 | 103 | Public Library Fund | Public Library | Facilities | Utility Services | 48,000 | 60,296 | 66,981 | 53,000 | 68,900 | | | 30% increase based on current 2023 numbers. |
| 103-440-572.50-48 | 103 | Public Library Fund | Public Library | Facilities | Repairs & Maintenanc | 16,000 | 913 | 1,037 | 33,001 | 0 | | | In Facilities Budget |
| 104-711-543.10-10 | 104 | Street Maintenance | Administration | Management | Salaries & Wages | 31,117 | 33,494 | 33,163 | 36,696 | 36,344 | | | PW Administration - Streets Fund |
| 104-711-543.10-20 | 104 | Street Maintenance | Administration | Management | Personnel Benefits | 11,897 | 11,419 | 11,182 | 12,095 | 15,165 | | | |
| 104-711-543.10-31 | 104 | Street Maintenance | Administration | Management | Office & Operating Su | 500 | 99 | 1,227 | 500 | 500 | | | PW Administration - Streets Operating supplies |
| 104-711-543.10-40 | 104 | Street Maintenance | Administration | Management | Interfund Services | 55,983 | 55,983 | 55,842 | 60,918 | 47,440 | | | |
| 104-711-543.10-42 | 104 | Street Maintenance | Administration | Management | Communication | 0 | 400 | 1,741 | 500 | 1,000 | | | Desk Phones, Postage |
| 104-711-543.10-44 | 104 | Street Maintenance | Administration | Management | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 104-711-543.10-46 | 104 | Street Maintenance | 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 | 104 | Street Maintenance | Engineering Plans & Serv | Engineering | Salaries & Wages | 81,621 | 64,454 | 69,598 | 92,202 | 99,688 | | | Engineering - Streets |
| 104-712-542.10-12 | 104 | Street Maintenance | Engineering Plans & Serv | Engineering | Overtime | 1,096 | 0 | 300 | 0 | 1,000 | | | Based upon 2022 actuals |
| 104-712-542.10-20 | 104 | Street Maintenance | Engineering Plans & Serv | Engineering | Personnel Benefits | 39,028 | 30,332 | 30,676 | 39,989 | 45,356 | | | |
| 104-712-542.10-41 | 104 | Street Maintenance | Engineering Plans & Serv | 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 | 104 | Street Maintenance | Engineering Plans & Serv | Engineering | Professional Services | | | | | | 7,062 | | ESRI GIS 2024 license |
| 104-712-542.10-41 | 104 | Street Maintenance | Engineering Plans & Serv | Engineering | Professional Services | | | | | | 10,000 | | Cartegraph 2024 license |
| 104-712-542.10-41 | 104 | Street Maintenance | Engineering Plans & Serv | Engineering | Professional Services | | | | | | 70,000 | | ADA Transition Plan |
| 104-712-542.10-41 | 104 | Street Maintenance | Engineering Plans & Serv | Engineering | Professional Services | | | | | | 25,000 | | Professional Engineer support/review |
| 104-712-542.10-44 | 104 | Street Maintenance | Engineering Plans & Serv | Engineering | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 104-720-542.30-10 | 104 | Street Maintenance | Street Maint/Const Activ | Roadway | Salaries & Wages | 145,294 | 362,087 | 413,763 | 164,319 | 178,138 | | | Road way - Streets Fund |
| 104-720-542.30-12 | 104 | Street Maintenance | Street Maint/Const Activ | Roadway | Overtime | 1,114 | 2,946 | 2,240 | 2,000 | 3,000 | | | Roadway OT increase based on past years. |
| 104-720-542.30-20 | 104 | Street Maintenance | Street Maint/Const Activ | Roadway | Personnel Benefits | 71,102 | 73,053 | 72,754 | 72,068 | 82,443 | | | |
| 104-720-542.30-30 | 104 | Street Maintenance | Street Maint/Const Activ | Roadway | Supplies | 20,000 | 26,076 | 82,360 | 85,000 | 85,000 | | | Change in use of this bars number. maintenance asphalt, roadwork supplies ETC. |
| 104-720-542.30-31 | 104 | Street Maintenance | Street Maint/Const Activ | Roadway | Office & Operating Su | 75,000 | 67,461 | 10,932 | 15,000 | 15,000 | | | Change in use of this bars number. Streets operating supplies, tools and small equipment. |
| 104-720-542.30-40 | 104 | Street Maintenance | Street Maint/Const Activ | Roadway | Interfund Services | 126,416 | 126,537 | 145,236 | 145,236 | 220,586 | | | |
| 104-720-542.30-41 | 104 | Street Maintenance | Street Maint/Const Activ | Roadway | Professional Services | 1,850,000 | 394,916 | 2,182,487 | 2,400,000 | 0 | | | Engineering Overlays - 1.8M Pavement Management from Resolution 2018. Down $600,000 from 2023 due to 2022 budget rollover |
| 104-720-542.30-41-C | 104 | Street Maintenance | Street Maint/Const Activ | Roadway | Professional Services | 0 | 0 | 0 | 0 | 0 | | | |
| 104-720-542.30-44 | 104 | Street Maintenance | Street Maint/Const Activ | Roadway | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 104-720-542.30-47 | 104 | Street Maintenance | Street Maint/Const Activ | Roadway | Utility Services | 0 | 894 | 957 | 1,500 | 1,500 | | | estimated based on current usage. |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 104-720-542.61-10 | 104 | Street Maintenance | Street Maint/Const Activ | Sidewalks | Salaries & Wages | 23,758 | 36,267 | 35,795 | 26,423 | 28,248 | | | Streets - Construction |
| 104-720-542.61-12 | 104 | Street Maintenance | Street Maint/Const Activ | Sidewalks | Overtime | 0 | 368 | 117 | 500 | 300 | | | Street/sidewalk OT |
| 104-720-542.61-20 | 104 | Street Maintenance | Street Maint/Const Activ | Sidewalks | Personnel Benefits | 11,396 | 11,425 | 12,144 | 11,659 | 14,121 | | | |
| 104-720-542.61-31 | 104 | Street Maintenance | Street Maint/Const Activ | Sidewalks | Office & Operating Sup | 5,000 | 4,360 | 10,103 | 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 | 104 | Street Maintenance | Street Maint/Const Activ | Sidewalks | Interfund Services | 6,294 | 6,294 | 7,660 | 7,660 | 9,028 | | | |
| 104-720-542.61-44 | 104 | Street Maintenance | Street Maint/Const Activ | Sidewalks | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 104-720-542.63-47 | 104 | Street Maintenance | Street Maint/Const Activ | Street Lighting | Utility Services | 175,000 | 218,686 | 209,211 | 185,000 | 252,000 | | | Street Lights estimated based on current usage inflated by 12% per SH |
| 104-720-542.64-10 | 104 | Street Maintenance | Street Maint/Const Activ | Traffic Control Devices | Salaries & Wages | 50,858 | 31,662 | 16,664 | 55,868 | 60,689 | | | Streets - Traffic Control Devices |
| 104-720-542.64-12 | 104 | Street Maintenance | Street Maint/Const Activ | Traffic Control Devices | Overtime | 0 | 648 | 637 | 500 | 500 | | | traffic control OT |
| 104-720-542.64-20 | 104 | Street Maintenance | Street Maint/Const Activ | Traffic Control Devices | Personnel Benefits | 26,006 | 26,149 | 26,028 | 27,375 | 31,241 | | | |
| 104-720-542.64-31 | 104 | Street Maintenance | Street Maint/Const Activ | Traffic Control Devices | Office & Operating Sup | 50,000 | 48,501 | 48,220 | 60,000 | 60,000 | | | Signs, Cones, barrels, barricades. flashing beacons etc. School beacon annual charges. |
| 104-720-542.64-40 | 104 | Street Maintenance | Street Maint/Const Activ | Traffic Control Devices | Interfund Services | 14,162 | 14,162 | 17,235 | 17,235 | 20,313 | | | |
| 104-720-542.64-44 | 104 | Street Maintenance | Street Maint/Const Activ | Traffic Control Devices | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 104-720-542.64-48 | 104 | Street Maintenance | Street Maint/Const Activ | Traffic Control Devices | Repairs & Maintenanc | 5,000 | 2,575 | 375 | 7,500 | 7,000 | | | repair and maintenance for traffic control devices |
| 104-720-542.66-10 | 104 | Street Maintenance | Street Maint/Const Activ | Snow & Ice Control | Salaries & Wages | 12,223 | 37,643 | 10,628 | 13,684 | 14,597 | | | Streets - Snow and Ice |
| 104-720-542.66-12 | 104 | Street Maintenance | Street Maint/Const Activ | Snow & Ice Control | Overtime | 0 | 170 | 44 | 2,000 | 2,000 | | | Snow and Ice OT |
| 104-720-542.66-20 | 104 | Street Maintenance | Street Maint/Const Activ | Snow & Ice Control | Personnel Benefits | 5,637 | 5,695 | 5,852 | 6,093 | 6,723 | | | Adj by Finance. Benefits paid with overtime adjustment |
| 104-720-542.66-31 | 104 | Street Maintenance | Street Maint/Const Activ | Snow & Ice Control | Office & Operating Sup | 30,000 | 36,122 | 36,962 | 40,000 | 45,000 | | | Salt, sand and De-icer supply |
| 104-720-542.66-40 | 104 | Street Maintenance | Street Maint/Const Activ | Snow & Ice Control | Interfund Services | 9,441 | 9,441 | 11,490 | 11,490 | 13,542 | | | |
| 104-720-542.66-41 | 104 | Street Maintenance | Street Maint/Const Activ | 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 | 104 | Street Maintenance | Street Maint/Const Activ | Snow & Ice Control | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 104-720-542.66-48 | 104 | Street Maintenance | Street Maint/Const Activ | Snow & Ice Control | Repairs & Maintenanc | 2,000 | 1,482 | 0 | 2,000 | 2,000 | | | Deicer pumps, snow shovels and Snow and ice gear repair |
| 104-720-542.70-10 | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Salaries & Wages | 38,596 | 113,292 | 80,922 | 92,325 | 50,000 | | | Streets - Construction - vegetation control ditches |
| 104-720-542.70-10 | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Salaries & Wages | | | | | | -45,990 | | Streets - Construction - vegetation control ditches |
| 104-720-542.70-10 | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Salaries & Wages | | | | | | 0 | | |
| 104-720-542.70-10 | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Salaries & Wages | | | | | | 50,000 | | 2 seasonal employees for veg management and other duties. |
| 104-720-542.70-12 | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Overtime | 0 | 520 | 457 | 500 | 1,000 | | | |
| 104-720-542.70-20 | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Personnel Benefits | 19,755 | 19,821 | 20,070 | 20,762 | 24,057 | | | |
| 104-720-542.70-31 | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Office & Operating Sup | 5,000 | 5,034 | 4,985 | 5,000 | 5,000 | | | roadside ppe and tools, chainsaws, chains, weedeaters etc. |
| 104-720-542.70-31-E | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Office & Operating Sup | 0 | 0 | 0 | 0 | 0 | | | |
| 104-720-542.70-31-E | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Office & Operating Sup | 0 | 0 | 0 | 0 | 0 | | | |
| 104-720-542.70-40 | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Interfund Services | 18,882 | 18,882 | 22,980 | 22,980 | 27,084 | | | |
| 104-720-542.70-41 | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Professional Services | 10,000 | 26,776 | 382 | 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 | 104 | Street Maintenance | Street Maint/Const Activ | Roadside | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 104-720-542.90-43 | 104 | Street Maintenance | Street Maint/Const Activ | Maintenance Administration & | Travel & Training | 1,000 | 120 | 78 | 1,500 | 7,000 | | | weed spraying school, flaggers training etc |
| 104-720-542.90-43 | 104 | Street Maintenance | Street Maint/Const Activ | Maintenance Administration & | Travel & Training | | | | | | 2,000 | | weed scool, flagger , etc |
| 104-720-542.90-43 | 104 | Street Maintenance | Street Maint/Const Activ | Maintenance Administration & | Travel & Training | | | | | | 5,000 | | new construction equipment Operator training program. |
| 105-712-595.90-10 | 105 | Arterial Street Cons | Engineering Plans & Serv | Construction Administration & | Salaries & Wages | 84,582 | 79,433 | 84,415 | 94,231 | 100,505 | | | Engineering - Arterial Street Fund |
| 105-712-595.90-12 | 105 | Arterial Street Cons | Engineering Plans & Serv | Construction Administration & | Overtime | 2,923 | 606 | 1,560 | 3,000 | 3,000 | | | Engineering Arterial Const. OT inspection |
| 105-712-595.90-20 | 105 | Arterial Street Cons | Engineering Plans & Serv | Construction Administration & | Personnel Benefits | 39,009 | 34,529 | 35,645 | 38,455 | 43,149 | | | |
| 105-712-595.90-43 | 105 | Arterial Street Cons | Engineering Plans & Serv | Construction Administration & | 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 | 105 | Arterial Street Cons | Engineering Plans & Serv | Construction Administration & | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.30-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Roadway | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.30-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Roadway | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.30-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Roadway | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.30-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Roadway | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.30-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Roadway | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.30-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Roadway | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.30-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Roadway | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.30-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Roadway | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.30-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Roadway | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.61-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Sidewalks | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.61-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Sidewalks | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 105-720-595.61-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Sidewalks | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.61-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Sidewalks | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 105-720-595.61-63-C | 105 | Arterial Street Cons | Street Maint/Const Activ | Sidewalks | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 107-410-576.30-10 | 107 | Washington Park Fu | Parks & Recreation | Campgrounds | Salaries & Wages | 132,242 | 132,009 | 142,545 | 137,755 | 169,792 | | | check staff costs |
| 107-410-576.30-12 | 107 | Washington Park Fu | Parks & Recreation | Campgrounds | Overtime | 0 | 301 | 0 | 500 | 0 | | | |
| 107-410-576.30-20 | 107 | Washington Park Fu | Parks & Recreation | Campgrounds | Personnel Benefits | 36,769 | 43,062 | 43,091 | 36,820 | 46,845 | | | |
| 107-410-576.30-31 | 107 | Washington Park Fu | Parks & Recreation | Campgrounds | Office & Operating Sup | 29,000 | 16,834 | 28,435 | 29,000 | 34,000 | | | Port a pottees, equipment for repairs, and maintenance supplies for the campground. |
| 107-410-576.30-34 | 107 | Washington Park Fu | Parks & Recreation | Campgrounds | Supplies Purchased for | 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 | 107 | Washington Park Fu | Parks & Recreation | Campgrounds | Interfund Services | 7,468 | 7,468 | 8,329 | 8,329 | 14,586 | | | |
| 107-410-576.30-41 | 107 | Washington Park Fu | Parks & Recreation | Campgrounds | Professional Services | 15,000 | 15,004 | 14,114 | 15,000 | 20,000 | | | This fund covers costs related to the operation of our payment machines in the campground and boat trailer lot. |
| 107-410-576.30-44 | 107 | Washington Park Fu | Parks & Recreation | Campgrounds | Taxes & Operating Ass | 1,526 | 1,885 | 1,673 | 800 | 1,800 | | | |
| 107-410-576.30-46 | 107 | Washington Park Fu | Parks & Recreation | Campgrounds | Insurance | 839 | 935 | 914 | 1,029 | 6,338 | | | |
| 107-410-576.30-47 | 107 | Washington Park Fu | Parks & Recreation | Campgrounds | Utility Services | 40,000 | 41,261 | 40,702 | 31,000 | 39,200 | | | Utility costs for the campground and restroom facilities at the park. |
| 107-710-594.76-62-C | 107 | Washington Park Fu | Central Public Works | Park Facilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60 | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 1,770,000 | 197,153 | 1,699,397 | 1,689,000 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-60-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Capital Outlays | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-62-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-62-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 108-410-594.76-62-C | 108 | Parks Capital Impro | Parks & Recreation | Park Facilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 109-000-551.00-41 | 109 | Affordable Housing | Non-Departmental | Public Housing Services | Professional Services | 730,463 | 0 | 791,763 | 695,459 | 639,997 | | | |
| 109-000-597.00-00 | 109 | Affordable Housing | Non-Departmental | Transfers-Out | Fund Balances, Nonexp | 0 | 0 | 0 | 0 | 0 | | | |
| 110-320-522.10-10 | 110 | Ambulance Service | Medic/Fire Department | Administration | Salaries & Wages | 128,319 | 136,051 | 152,557 | 152,264 | 162,470 | | | EMS Admin |
| 110-320-522.10-12 | 110 | Ambulance Service | Medic/Fire Department | Administration | Overtime | 0 | 174 | 323 | 0 | 0 | | | EMS Admin |
| 110-320-522.10-20 | 110 | Ambulance Service | Medic/Fire Department | Administration | Personnel Benefits | 44,748 | 40,497 | 45,448 | 56,288 | 58,180 | | | EMS Admin |
| 110-320-522.10-31 | 110 | Ambulance Service | Medic/Fire Department | Administration | Office & Operating Sup | 146,000 | 146,477 | 173,019 | 313,000 | 125,000 | | | Medical Supplies, pharmaceuticals, etc. (change to 70.31) |
| 110-320-522.10-40 | 110 | Ambulance Service | Medic/Fire Department | Administration | Interfund Services | 215,336 | 215,449 | 186,785 | 229,016 | 230,323 | | | IT |
| 110-320-522.10-41 | 110 | Ambulance Service | 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 | 110 | Ambulance Service | 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 | 110 | Ambulance Service | Medic/Fire Department | Administration | Insurance | 0 | 5,452 | 0 | 0 | 0 | | | |
| 110-320-522.70-10 | 110 | Ambulance Service | 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 | 110 | Ambulance Service | Medic/Fire Department | Ambulance Services | Overtime | 399,685 | 390,549 | 383,168 | 305,000 | 380,000 | | | EMS |
| 110-320-522.70-14 | 110 | Ambulance Service | Medic/Fire Department | Ambulance Services | Salaries & Wages - Vol | 54,600 | 9,586 | 28,017 | 75,000 | 60,000 | | | EMS |
| 110-320-522.70-20 | 110 | Ambulance Service | 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 | 110 | Ambulance Service | Medic/Fire Department | Ambulance Services | Small Tools & Minor Eq | 0 | 0 | 0 | 0 | 60,000 | | | Medical and Rescue Equipment |
| 110-320-522.70-41 | 110 | Ambulance Service | Medic/Fire Department | Ambulance Services | Professional Services | 0 | 1,540 | 25,389 | 26,000 | 40,000 | | | Family Center Alternative Response, grant funded |
| 110-320-522.70-43 | 110 | Ambulance Service | 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 | 110 | Ambulance Service | 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 | 110 | Ambulance Service | Medic/Fire Department | Ambulance Services-Gemt | Miscellaneous | 192,381 | 232,118 | 144,365 | 179,788 | 279,998 | | | GEMT contractual writeoffs |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 110-320-594.22-64 | 110 | Ambulance Service | Medic/Fire Department | Fire Control | Machinery & Equipme | 0 | 0 | 46,578 | 0 | 0 | | | |
| 112-000-597.00-00 | 112 | Development Impa | Non-Departmental | Transfers-Out | Fund Balances, Nonex | 200,000 | 0 | 0 | 784,077 | 257,000 | | | ROAD |
| 112-000-597.00-02 | 112 | Development Impa | Non-Departmental | Transfers-Out | Transfer Out | 0 | 0 | 0 | 0 | 0 | | | FIRE |
| 112-000-597.00-04 | 112 | Development Impa | Non-Departmental | Transfers-Out | Transfer Out | 126,000 | 0 | 0 | 0 | 0 | | | PARK |
| 113-410-576.90-10 | 113 | ACFL Management | Parks & Recreation | Community Forestlands/Acfl | Salaries & Wages | 33,157 | 16,479 | 15,737 | 17,655 | 18,584 | | | This generally covers ACFL season staff costs. |
| 113-410-576.90-20 | 113 | ACFL Management | Parks & Recreation | Community Forestlands/Acfl | Personnel Benefits | 8,879 | 7,171 | 6,802 | 6,782 | 7,280 | | | |
| 113-410-576.90-41 | 113 | ACFL Management | 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 | 113 | ACFL Management | Parks & Recreation | Community Forestlands/Acfl | Taxes & Operating Ass | 1,069 | 774 | 774 | 1,200 | 1,000 | | | |
| 135-240-557.30-41 | 135 | Tourism Fund | Planning & Community D | Tourism | Professional Services | 490,185 | 474,637 | 286,330 | 494,435 | 549,367 | | | Lodging tax, estimated 85% of 2023 projected total |
| 135-240-597.00-00 | 135 | Tourism Fund | Planning & Community D | Transfers-Out | Fund Balances, Nonex | 0 | 0 | 0 | 10,000 | 0 | | | |
| 135-240-597.00-00 | 135 | Tourism Fund | Planning & Community D | Transfers-Out | Fund Balances, Nonex | 0 | 0 | 0 | 10,000 | 10,000 | | | TO 101 Fireworks |
| 335-711-597.01-02 | 335 | Growth Mgmt Capit | Administration | Reet 1 Transfer Out | Transfer Out | 0 | 0 | 0 | 0 | 705,000 | | | |
| 335-711-597.02-02 | 335 | Growth Mgmt Capit | Administration | Reet 2 Transfer Out | Transfer Out | 0 | 0 | 0 | 0 | 1,436,000 | | | |
| 401-000-594.34-63-C | 401 | Water Fund | Non-Departmental | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-000-594.34-63-C | 401 | Water Fund | Non-Departmental | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-000-594.34-63-C | 401 | Water Fund | Non-Departmental | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-000-594.34-63-C | 401 | Water Fund | Non-Departmental | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-000-594.34-63-C | 401 | Water Fund | Non-Departmental | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-000-594.34-63-C | 401 | Water Fund | Non-Departmental | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-711-534.00-10 | 401 | Water Fund | Administration | Water Utilities | Salaries & Wages | 171,932 | 0 | 195,397 | 206,142 | 213,452 | | | PW Administration - Water |
| 401-711-534.00-20 | 401 | Water Fund | Administration | Water Utilities | Personnel Benefits | 69,817 | 0 | 67,864 | 71,029 | 85,591 | | | |
| 401-711-534.00-31 | 401 | Water Fund | Administration | Water Utilities | Office & Operating Su | 0 | 0 | 885 | 1,000 | 3,000 | | | Admin Water Operating Supplies - evened out office and operating supplies across utilities |
| 401-711-534.00-40 | 401 | Water Fund | Administration | Water Utilities | Interfund Services | 991,270 | 0 | 643,727 | 745,758 | 757,323 | | | |
| 401-711-534.00-41 | 401 | Water Fund | Administration | Water Utilities | Professional Services | 0 | 0 | 723,562 | 213,475 | 200,000 | | | Legal matter is the largest portion |
| 401-711-534.00-42 | 401 | Water Fund | Administration | Water Utilities | Communication | 0 | 0 | 398 | 1,000 | 1,000 | | | land line phones |
| 401-711-534.00-44 | 401 | Water Fund | Administration | Water Utilities | Taxes & Operating Ass | 1,690,449 | 0 | 1,743,772 | 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 | 401 | Water Fund | Administration | Water Utilities | Miscellaneous | 0 | 0 | 1,786 | 0 | 2,000 | | | Writeoffs |
| 401-711-553.10-10 | 401 | Water Fund | Administration | Soil & Water Conservation | Salaries & Wages | 19,186 | 11,236 | 0 | 17,675 | 0 | | | PW Administration - Water |
| 401-711-553.10-20 | 401 | Water Fund | Administration | Soil & Water Conservation | Personnel Benefits | 10,340 | 5,092 | 0 | 12,256 | 0 | | | |
| 401-711-553.10-31 | 401 | Water Fund | Administration | Soil & Water Conservation | Office & Operating Su | 9,500 | 464 | 2,562 | 9,500 | 0 | | | Water Conservation Operating Supplies not needed bc cut program 2022 |
| 401-711-553.10-40 | 401 | Water Fund | Administration | Soil & Water Conservation | Interfund Services | 0 | 3,181 | 0 | 0 | 0 | | | |
| 401-711-553.10-43 | 401 | Water Fund | Administration | Soil & Water Conservation | Travel & Training | 0 | 678 | 0 | 1,000 | 2,500 | | | PW Administration - Water Travel |
| 401-711-553.10-44 | 401 | Water Fund | Administration | Soil & Water Conservation | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 401-711-591.34-70 | 401 | 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 | 401 | Water Fund | Administration | Water Utilities | Debt Service: Interest | 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 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Salaries & Wages | 265,412 | 0 | 261,374 | 300,365 | 341,982 | | 24,120 | Engineering - Water |
| 401-712-534.00-12 | 401 | Water Fund | Engineering Plans & Serv | 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 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Personnel Benefits | 128,027 | 0 | 104,627 | 134,592 | 152,104 | | 7,705 | |
| 401-712-534.00-41 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Professional Services | 35,000 | 0 | 34,724 | 41,073 | 77,976 | | | GIS/Cartegraph |
| 401-712-534.00-41 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Professional Services | | | | | | 14,125 | | GIS ESRI license fee and service contracts |
| 401-712-534.00-41 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Professional Services | | | | | | 21,000 | | Cartegraph license fees and service contracts |
| 401-712-534.00-41 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Professional Services | | | | | | 5,351 | | Aerial photo to Skagit for flying city |
| 401-712-534.00-41 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Professional Services | | | | | | 2,500 | | Asset Management Summer seasonal employee |
| 401-712-534.00-41 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Professional Services | | | | | | 10,000 | | Contracted IT support for GIS server and migration from ArMap to GIS Pro |
| 401-712-534.00-41 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Professional Services | | | | | | 25,000 | | Professional Engineer support services |
| 401-712-534.00-42 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Communication | 0 | 0 | 895 | 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 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Travel & Training | 0 | 0 | 3,102 | 12,500 | 15,000 | | | GIS & Engineering Water Training |
| 401-712-534.00-43 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Travel & Training | | | | | | 10,000 | | GIS-Cartegraph training for GIS manager and coordinator |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 401-712-534.00-43 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Travel & Training | | | | | | 5,000 | | Engineering |
| 401-712-534.00-43 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Travel & Training | | | | | | 0 | | |
| 401-712-534.00-44 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 401-712-534.0-10 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Salaries & Wages | 0 | 240,400 | 0 | 0 | 0 | | | BARS Code error |
| 401-712-534.0-20 | 401 | Water Fund | Engineering Plans & Serv | Water Utilities | Personnel Benefits | 0 | 101,516 | 0 | 0 | 0 | | | BARS Code Error |
| 401-730-534.10-10 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Salaries & Wages | 1,050,781 | 1,163,278 | 1,154,001 | 1,206,173 | 1,294,660 | | | |
| 401-730-534.10-12 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Overtime | 5,208 | 28,936 | 17,196 | 0 | 30,000 | | | Amount reflects 2022 actual |
| 401-730-534.10-20 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Personnel Benefits | 473,844 | 477,064 | 458,074 | 444,220 | 490,450 | | | |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Su | 203,000 | 258,858 | 261,849 | 278,316 | 317,816 | | | ficeffice Increased 10 percent based on 2022 and 2023 actual expenses |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 21,568 | | Office Supplies |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 5,000 | | Plant Operating Supplies |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 130,000 | | Plant Equipment Repair & Maintenance |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 10,000 | | Plant Pump Maintenance |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 30,000 | | Lab Supplies |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 30,000 | | Process Analyzers |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 20,000 | | Safety Supplies & Services |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 2,748 | | Uniforms |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 1,500 | | HVAC System Filters & Belts |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 10,000 | | Lubricants |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 12,000 | | Chemical Feed Pump Replacement Parts |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 20,000 | | Acti-Flo System Replacement Parts |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 3,500 | | Misc. pipe fittings and tubing |
| 401-730-534.10-31 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Office & Operating Supplies | | | | | | 20,000 | | Replace co-ag feed pumps |
| 401-730-534.10-31 | 401 | 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 | 401 | 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 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Fuel Consumed | | | | | | 700 | | Propane |
| 401-730-534.10-34 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Supplies Purchased fo | 401,400 | 298,502 | 338,876 | 401,400 | 429,400 | | | Increased raw chemical costs of contracts overall 30 percent increase. |
| 401-730-534.10-34 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Supplies Purchased for Inventory or Resale | | | | | | 130,000 | | Aluminum Sulfate |
| 401-730-534.10-34 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Supplies Purchased for Inventory or Resale | | | | | | 90,000 | | Sodium Hydroxide |
| 401-730-534.10-34 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Supplies Purchased for Inventory or Resale | | | | | | 42,400 | | Coag Poly |
| 401-730-534.10-34 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Supplies Purchased for Inventory or Resale | | | | | | 5,000 | | Coag Sand |
| 401-730-534.10-34 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Supplies Purchased for Inventory or Resale | | | | | | 150,000 | | Sodium Hypochlorite |
| 401-730-534.10-34 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Supplies Purchased for Inventory or Resale | | | | | | 12,000 | | Filter Aid Poly |
| 401-730-534.10-35 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Small Tools & Minor E | 0 | 8,923 | 3,575 | 6,500 | 6,500 | | | |
| 401-730-534.10-35 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Small Tools & Minor Equipment | | | | | | 5,000 | | Small Tools |
| 401-730-534.10-35 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Small Tools & Minor Equipment | | | | | | 1,500 | | Minor Equipment |
| 401-730-534.10-40 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Interfund Services | 67,590 | 67,590 | 77,952 | 77,952 | 93,393 | | | |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | 225,000 | 145,757 | 179,421 | 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 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 2,170 | | Fire Alarm Monitoring |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 154 | | Newspaper postings, printing, ads |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 22,413 | | Wonderware Licensing |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 18,000 | | Outside Lab: Plant |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 18,000 | | Outside Lab: Distribution |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 6,000 | | Laundry Service |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 9,500 | | SCADA System Support |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 3,000 | | Allmax OP10 |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 50,000 | | Optimization SEEQ License |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 10,500 | | Varius - ShakeAlert |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 713 | | Shiftnote License |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 1,246 | | Win 911 License |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 4,500 | | Cartegraph |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 4,000 | | Intergov: Wastewater Permit (NPDES) |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 15,579 | | Intergov: DOH Operating Permit |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 500 | | Intergov: Lab Accreditation |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 1,500 | | Intergov: Sanitary Survey |
| 401-730-534.10-41 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 1,000 | | Intergov: DOH Project Review Fees |
| 401-730-534.10-41 | 401 | 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 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Professional Services | | | | | | 82,000 | | Outside Engineering |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 401-730-534.10-42 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Communication | 19,710 | 21,833 | 21,652 | 20,010 | 20,010 | | | |
| 401-730-534.10-42 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Communication | | | | | | 8,100 | | Phone/general communications |
| 401-730-534.10-42 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Communication | | | | | | 11,800 | | SCADA Modems |
| 401-730-534.10-42 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Communication | | | | | | 110 | | Postage |
| 401-730-534.10-43 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Travel & Training | 34,044 | 16,213 | 19,492 | 46,579 | 46,579 | | | |
| 401-730-534.10-43 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Travel & Training | | | | | | 26,325 | | Operator Certification Classes |
| 401-730-534.10-43 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Travel & Training | | | | | | 5,000 | | Membership, Dues, Subscriptions |
| 401-730-534.10-43 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Travel & Training | | | | | | 3,000 | | Safety & Health Training |
| 401-730-534.10-43 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Travel & Training | | | | | | 7,254 | | General Training Materials including REACH 23, WOW, Short school |
| 401-730-534.10-43 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Travel & Training | | | | | | 5,000 | | PNW AWWA Spokane 3 Employees |
| 401-730-534.10-44 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 401-730-534.10-46 | 401 | 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 | 401 | 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 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Insurance | | | | | | 47,326 | | Insurance |
| 401-730-534.10-47 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Utility Services | 1,039,200 | 995,663 | 911,793 | 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 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Utility Services | | | | | | 1,100,000 | | Electricity |
| 401-730-534.10-47 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Utility Services | | | | | | 36,200 | | Natural Gas |
| 401-730-534.10-47 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Utility Services | | | | | | 3,800 | | Solid Waste Disposal |
| 401-730-534.10-48 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Repairs & Maintenanc | 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 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Repairs & Maintenance | | | | | | 500 | | Office Equipment Maintenance |
| 401-730-534.10-48 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Repairs & Maintenance | | | | | | 10,000 | | Plant Pumps Outside Repair |
| 401-730-534.10-48 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Repairs & Maintenance | | | | | | 1,000 | | Sand & Gravel |
| 401-730-534.10-48 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Repairs & Maintenance | | | | | | 210,000 | | Preventive Maintenance & Repairs |
| 401-730-534.10-48 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Repairs & Maintenance | | | | | | 32,742 | | HVAC Maintenance and Service Agreements |
| 401-730-534.10-48 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Repairs & Maintenance | | | | | | 3,500 | | Overhead Cranes Annual Service |
| 401-730-534.10-48 | 401 | Water Fund | Water Treatment Plant | Water Treatment Plant | Repairs & Maintenance | | | | | | 140,000 | | Electrical gear maintenance |
| 401-730-534.20-10 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Salaries & Wages | 38,663 | 43,663 | 43,205 | 43,684 | 48,529 | | | WTP Intake |
| 401-730-534.20-12 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Overtime | 260 | 1,274 | 776 | 1,500 | 1,500 | | | Historical amount based on actuals |
| 401-730-534.20-20 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Personnel Benefits | 18,273 | 18,376 | 17,665 | 17,400 | 19,266 | | | |
| 401-730-534.20-31 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Office & Operating Su | 8,000 | 125 | 1,354 | 8,000 | 8,000 | | | |
| 401-730-534.20-31 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Office & Operating Supplies | | | | | | 3,500 | | Intake Pumps Repair & Maintenance |
| 401-730-534.20-31 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Office & Operating Supplies | | | | | | 3,500 | | Structure repairs |
| 401-730-534.20-31 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Office & Operating Supplies | | | | | | 1,000 | | General operation supplies |
| 401-730-534.20-35 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Small Tools & Minor E | 1,000 | 0 | 0 | 1,000 | 1,000 | | | |
| 401-730-534.20-35 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Small Tools & Minor Equipment | | | | | | 700 | | Intake Small Tools |
| 401-730-534.20-35 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Small Tools & Minor Equipment | | | | | | 300 | | Intake Minor Equipment |
| 401-730-534.20-40 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Interfund Services | 67,590 | 67,590 | 77,952 | 77,952 | 93,393 | | | |
| 401-730-534.20-41 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Professional Services | 20,500 | 874 | 7,079 | 1,000 | 1,000 | | | |
| 401-730-534.20-41 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Professional Services | | | | | | 1,000 | | Intake Porto-Potty Rental |
| 401-730-534.20-44 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 401-730-534.20-47 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Utility Services | 4,200 | 88,211 | 59,352 | 4,620 | 4,620 | | | |
| 401-730-534.20-47 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Utility Services | | | | | | 4,620 | | Intake Electricity |
| 401-730-534.20-48 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Repairs & Maintenanc | 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 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Repairs & Maintenance | | | | | | 15,000 | | Intake General Repairs & Maintenance, Generator Plugin |
| 401-730-534.20-48 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Repairs & Maintenance | | | | | | 20,000 | | Intake Dike Mowing, Building Maintenance |
| 401-730-534.20-48 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Repairs & Maintenance | | | | | | 10,500 | | SCADA Programming (QCC) |
| 401-730-534.20-48 | 401 | Water Fund | Water Treatment Plant | Intake Operations | Repairs & Maintenance | | | | | | 62,000 | | Backup generator manual transfer switch installation |
| 401-730-534.30-31 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Office & Operating Su | 54,000 | 62,174 | 59,047 | 54,000 | 59,000 | | | Boosters and Reservoir BARS - Fluoride chemical costs increased by 3.0 percent. |
| 401-730-534.30-31 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Office & Operating Supplies | | | | | | 25,000 | | Flouride |
| 401-730-534.30-31 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Office & Operating Supplies | | | | | | 5,000 | | Boosters Operating Supplies |
| 401-730-534.30-31 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Office & Operating Supplies | | | | | | 5,000 | | Boosters Lab Supplies |
| 401-730-534.30-31 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Office & Operating Supplies | | | | | | 4,000 | | Boosters Remove & Replace Instrumentation |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 401-730-534.30-31 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Office & Operating Supplies | | | | | | 5,000 | | Booster Facility Materials & Maintenance |
| 401-730-534.30-31 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Office & Operating Supplies | | | | | | 5,000 | | Booster Site Repairs |
| 401-730-534.30-31 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Office & Operating Supplies | | | | | | 10,000 | | Booster Tank Repairs & Maintenance |
| 401-730-534.30-35 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Small Tools & Minor E | 0 | 228 | 0 | 1,500 | 1,500 | | | |
| 401-730-534.30-35 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Small Tools & Minor Equipment | | | | | | 1,000 | | Boosters Small Tools |
| 401-730-534.30-35 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Small Tools & Minor Equipment | | | | | | 500 | | Boosters Minor Equipment |
| 401-730-534.30-40 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Interfund Services | 67,590 | 67,590 | 77,952 | 77,952 | 93,393 | | | |
| 401-730-534.30-41 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Professional Services | 41,300 | 5,714 | 19,378 | 34,800 | 34,800 | | | |
| 401-730-534.30-41 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Professional Services | | | | | | 10,000 | | Boosters SCADA Support |
| 401-730-534.30-41 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Professional Services | | | | | | 5,000 | | Fluoride Waste Disposal |
| 401-730-534.30-41 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Professional Services | | | | | | 3,000 | | Porto-Potty Rental - Pennsylvania Avenue - Rockridge Booster |
| 401-730-534.30-41 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Professional Services | | | | | | 3,000 | | Boosters Pest Control |
| 401-730-534.30-41 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Professional Services | | | | | | 13,800 | | Boosters General Professional Services |
| 401-730-534.30-47 | 401 | 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 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Utility Services | | | | | | 61,000 | | Booster Electricity |
| 401-730-534.30-48 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Repairs & Maintenanc | 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 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Repairs & Maintenance | | | | | | 5,000 | | Reservoir Cathodic Protection |
| 401-730-534.30-48 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Repairs & Maintenance | | | | | | 65,000 | | Reservoir Clean & Inspect |
| 401-730-534.30-48 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Repairs & Maintenance | | | | | | 5,000 | | Boosters Water Quality Outside Repairs |
| 401-730-534.30-48 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Repairs & Maintenance | | | | | | 5,000 | | Booster Pump Outside Repairs |
| 401-730-534.30-48 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Repairs & Maintenance | | | | | | 20,000 | | Outside Engineering support |
| 401-730-534.30-48 | 401 | Water Fund | Water Treatment Plant | Distribution Reservoirs | Repairs & Maintenance | | | | | | 10,000 | | Process Analyzers |
| 401-730-594.34-62-C | 401 | Water Fund | Water Treatment Plant | Water Utilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-534.13-10 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Salaries & Wages | 69,738 | 114,925 | 110,203 | 129,000 | 78,779 | | | Water Maintenance Administration BARS number - Removed seasonal costs to .62 |
| 401-740-534.13-10 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Salaries & Wages | | | | | | -78,779 | | Water Maintenance Administration BARS number - Removed seasonal costs to .62 |
| 401-740-534.13-10 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Salaries & Wages | | | | | | 78,779 | | |
| 401-740-534.13-20 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Personnel Benefits | 34,253 | 34,854 | 30,699 | 33,031 | 38,875 | | | |
| 401-740-534.13-31 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Office & Operating Su | 300 | 260 | 1,558 | 2,500 | 2,500 | | | |
| 401-740-534.13-31 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Office & Operating Supplies | | | | | | 1,000 | | 5Pens, Pencils, notebooks, paper - Increased based on prior two year actuals |
| 401-740-534.13-31 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Office & Operating Supplies | | | | | | 1,500 | | Public education programs for water conservation, Cross-connection Control, |
| 401-740-534.13-40 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Interfund Services | 30,892 | 30,892 | 28,912 | 28,865 | 67,619 | | | |
| 401-740-534.13-41 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Professional Services | 8,100 | 9,960 | 8,030 | 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 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Professional Services | | | | | | 5,000 | | Uniforms |
| 401-740-534.13-41 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Professional Services | | | | | | 800 | | CDL Physical |
| 401-740-534.13-41 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Professional Services | | | | | | 3,000 | | Locate Supplies |
| 401-740-534.13-41 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Professional Services | | | | | | 2,000 | | Utility Pipe Locator |
| 401-740-534.13-42 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Communication | 7,500 | 7,251 | 7,971 | 7,500 | 7,500 | | | Increased to $200.00 based on service price increase |
| 401-740-534.13-42 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Communication | | | | | | 7,500 | | |
| 401-740-534.13-43 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Travel & Training | 4,500 | 5,055 | 5,073 | 6,500 | 8,000 | | | Increased due to number of required certified staff requiring college education every three years |
| 401-740-534.13-43 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Travel & Training | | | | | | 1,000 | | FA/CPR/BBP classes |
| 401-740-534.13-43 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Travel & Training | | | | | | 7,000 | | Certification training |
| 401-740-534.13-44 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-534.13-46 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | 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 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Utility Services | 4,000 | 4,844 | 2,181 | 4,000 | 5,000 | | | Water's utility portion at operations |
| 401-740-534.13-47 | 401 | Water Fund | Water Maintenance | Water Maintenance Administ | Utility Services | | | | | | 5,000 | | |
| 401-740-534.61-10 | 401 | Water Fund | Water Maintenance | Water Transmission System | Salaries & Wages | 67,825 | 104,828 | 70,830 | 78,339 | 132,664 | | 52,436 | Water - Maintenance; New Senior Utility Engineer FTE request. |
| 401-740-534.61-10 | 401 | Water Fund | Water Maintenance | Water Transmission System | Salaries & Wages | 67,825 | 104,828 | 70,830 | 78,339 | 80,228 | | | Water Transmission Bars Numbers |
| 401-740-534.61-12 | 401 | Water Fund | Water Maintenance | Water Transmission System | Overtime | 0 | 256 | 382 | 0 | 300 | | | Historically $300.00 annually |
| 401-740-534.61-20 | 401 | Water Fund | Water Maintenance | Water Transmission System | Personnel Benefits | 29,589 | 30,188 | 27,569 | 28,060 | 50,651 | | 16,751 | New Senior Engineer FTE request |
| 401-740-534.61-20 | 401 | Water Fund | Water Maintenance | Water Transmission System | Personnel Benefits | 29,589 | 30,188 | 27,569 | 28,060 | 33,901 | | | |
| 401-740-534.61-31 | 401 | Water Fund | Water Maintenance | Water Transmission System | Office & Operating Su | 5,000 | 5,624 | 4,562 | 5,000 | 5,000 | | | |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 401-740-534.61-40 | 401 | Water Fund | Water Maintenance | Water Transmission System | Interfund Services | 18,282 | 18,282 | 19,606 | 19,606 | 21,784 | | | |
| 401-740-534.61-44 | 401 | Water Fund | Water Maintenance | Water Transmission System | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-534.61-46 | 401 | Water Fund | Water Maintenance | Water Transmission System | Insurance | 0 | 2,762 | 7,523 | 0 | 0 | | | |
| 401-740-534.61-47 | 401 | Water Fund | Water Maintenance | Water Transmission System | Utility Services | 4,000 | 3,516 | 2,618 | 4,000 | 4,500 | | | Electricity for rectifiers increased due to PSE increase 12 percent prediction |
| 401-740-534.61-48 | 401 | Water Fund | Water Maintenance | Water Transmission System | Repairs & Maintenanc | 35,000 | 12,515 | 52,077 | 125,000 | 135,000 | | | Increased $10,000 for rectifier cathodic protection initiation and startup services |
| 401-740-534.61-48 | 401 | Water Fund | Water Maintenance | Water Transmission System | Repairs & Maintenance | | | | | | 85,000 | | Repair and maintenance on transmission line |
| 401-740-534.61-48 | 401 | Water Fund | Water Maintenance | Water Transmission System | Repairs & Maintenance | | | | | | 50,000 | | Cathodic Protection |
| 401-740-534.62-10 | 401 | Water Fund | Water Maintenance | Water Distribution System | Salaries & Wages | 480,044 | 438,542 | 452,654 | 504,746 | 545,573 | | | Water Distribution System (Retail) |
| 401-740-534.62-12 | 401 | Water Fund | Water Maintenance | Water Distribution System | Overtime | 2,586 | 4,137 | 1,511 | 0 | 5,000 | | | Amount based on 2022 Actuals |
| 401-740-534.62-20 | 401 | Water Fund | Water Maintenance | Water Distribution System | Personnel Benefits | 208,979 | 213,138 | 190,608 | 193,961 | 209,916 | | | |
| 401-740-534.62-31 | 401 | Water Fund | Water Maintenance | Water Distribution System | Office & Operating Su | 126,000 | 127,021 | 51,984 | 128,000 | 157,000 | | | Increased $30,000 due to 20 percent increase in parts costs. |
| 401-740-534.62-31 | 401 | Water Fund | Water Maintenance | Water Distribution System | Office & Operating Supplies | | | | | | 100,000 | | Operating supplies |
| 401-740-534.62-31 | 401 | Water Fund | Water Maintenance | Water Distribution System | Office & Operating Supplies | | | | | | 25,000 | | Backflow software |
| 401-740-534.62-31 | 401 | Water Fund | Water Maintenance | Water Distribution System | Office & Operating Supplies | | | | | | 2,000 | | Repairs to city owned backflow assemblies |
| 401-740-534.62-31 | 401 | Water Fund | Water Maintenance | Water Distribution System | Office & Operating Supplies | | | | | | 25,000 | | O&M for mains/ARV/PRV |
| 401-740-534.62-31 | 401 | Water Fund | Water Maintenance | Water Distribution System | Office & Operating Supplies | | | | | | 5,000 | | safety gear/vests/boots/raingear/gloves/hearing protection |
| 401-740-534.62-35 | 401 | Water Fund | Water Maintenance | Water Distribution System | Small Tools & Minor E | 15,000 | 14,961 | 17,877 | 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 | 401 | Water Fund | Water Maintenance | Water Distribution System | Small Tools & Minor Equipment | | | | | | 15,000 | | Small tool replacement |
| 401-740-534.62-35 | 401 | Water Fund | Water Maintenance | Water Distribution System | Small Tools & Minor Equipment | | | | | | 10,000 | | Additional flushing equipment for UDF |
| 401-740-534.62-40 | 401 | Water Fund | Water Maintenance | Water Distribution System | Interfund Services | 120,491 | 120,491 | 128,687 | 128,687 | 147,427 | | | |
| 401-740-534.62-41 | 401 | 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 | 401 | Water Fund | Water Maintenance | Water Distribution System | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-534.62-47 | 401 | Water Fund | Water Maintenance | Water Distribution System | Utility Services | 4,000 | 452 | 375 | 6,000 | 6,000 | | | Electricity for meters/PRVs |
| 401-740-534.63-10 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Salaries & Wages | 29,491 | 81,441 | 63,041 | 32,791 | 167,048 | | | |
| 401-740-534.63-12 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Overtime | 0 | 179 | 13 | 0 | 200 | | | Based on actuals from 2022 |
| 401-740-534.63-20 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Personnel Benefits | 15,119 | 15,341 | 12,654 | 14,260 | 14,263 | | | |
| 401-740-534.63-31 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Office & Operating Su | 126,000 | 178,862 | 107,387 | 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 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Office & Operating Supplies | | | | | | 15,000 | | Debris removal |
| 401-740-534.63-31 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Office & Operating Supplies | | | | | | 500,000 | | Meter/register/radio replacements. Service renewals- Was in CFP and now in M&O per Heiko |
| 401-740-534.63-40 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Interfund Services | 74,727 | 74,727 | 79,607 | 79,607 | 92,895 | | | |
| 401-740-534.63-41 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Professional Services | 18,000 | 14,127 | 21,783 | 61,380 | 65,000 | | | Software support for meters, leak detection. |
| 401-740-534.63-41 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Professional Services | | | | | | 20,000 | | Sensus software as a service agreement |
| 401-740-534.63-41 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Professional Services | | | | | | 30,000 | | Engineering small projects |
| 401-740-534.63-41 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Professional Services | | | | | | 15,000 | | Meter calibrations, Sensus upgrades |
| 401-740-534.63-44 | 401 | Water Fund | Water Maintenance | In City Maintenance Of Servic | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-534.64-10 | 401 | Water Fund | Water Maintenance | Fire Hydrants Maintenance | Salaries & Wages | 27,360 | 14,587 | 19,510 | 28,758 | 31,556 | | | Fire Hydrant Maintenance |
| 401-740-534.64-10 | 401 | Water Fund | Water Maintenance | Fire Hydrants Maintenance | Salaries & Wages | | | | | | -31,556 | | Fire Hydrant Maintenance |
| 401-740-534.64-10 | 401 | Water Fund | Water Maintenance | Fire Hydrants Maintenance | Salaries & Wages | | | | | | 31,556 | | |
| 401-740-534.64-12 | 401 | Water Fund | Water Maintenance | Fire Hydrants Maintenance | Overtime | 0 | 588 | 7 | 0 | 600 | | | Budget based on historical actuals. |
| 401-740-534.64-20 | 401 | Water Fund | Water Maintenance | Fire Hydrants Maintenance | Personnel Benefits | 14,803 | 15,385 | 12,953 | 14,998 | 16,020 | | | |
| 401-740-534.64-31 | 401 | Water Fund | Water Maintenance | Fire Hydrants Maintenance | Office & Operating Su | 20,000 | 9,962 | 2,914 | 20,000 | 20,000 | | | Fire hydrant maintenance, replacement/repair |
| 401-740-534.64-40 | 401 | Water Fund | Water Maintenance | Fire Hydrants Maintenance | Interfund Services | 10,974 | 10,974 | 11,769 | 11,769 | 13,076 | | | |
| 401-740-534.64-44 | 401 | Water Fund | Water Maintenance | Fire Hydrants Maintenance | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-62-C | 401 | Water Fund | Water Maintenance | Water Utilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 401-740-594.34-63-C | 401 | Water Fund | Water Maintenance | Water Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-000-594.35-63-C | 440 | Sewer Fund | Non-Departmental | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-711-535.00-10 | 440 | Sewer Fund | Administration | Sewer Utilities | Salaries & Wages | 120,904 | 0 | 105,218 | 137,746 | 118,264 | | | PW Administration - Sewer |
| 440-711-535.00-20 | 440 | Sewer Fund | Administration | Sewer Utilities | Personnel Benefits | 51,718 | 0 | 38,042 | 54,943 | 52,624 | | | |
| 440-711-535.00-31 | 440 | Sewer Fund | Administration | Sewer Utilities | Office & Operating Sup | 0 | 0 | 2,763 | 500 | 3,000 | | | Admin Sewer Operating Supplies - evened out office and operating supplies across utilities |
| 440-711-535.00-40 | 440 | Sewer Fund | Administration | Sewer Utilities | Interfund Services | 115,984 | 0 | 107,335 | 113,984 | 139,944 | | | |
| 440-711-535.00-41 | 440 | Sewer Fund | Administration | Sewer Utilities | Professional Services | 0 | 0 | 87,759 | 43,475 | 40,000 | | | Utility Billing payment processing fees. |
| 440-711-535.00-41 | 440 | Sewer Fund | Administration | Sewer Utilities | Professional Services | | | | | | 40,000 | | |
| 440-711-535.00-44 | 440 | Sewer Fund | Administration | Sewer Utilities | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 440-711-535.00-46 | 440 | Sewer Fund | Administration | Sewer Utilities | Insurance | 369,562 | 0 | 295,633 | 295,483 | 324,759 | | | Prior year claims assessments |
| 440-711-535.14-41 | 440 | Sewer Fund | Administration | Administration | Professional Services | 0 | 10,724 | 12,525 | 10,000 | 10,000 | | | Audit Fees |
| 440-711-535.14-44 | 440 | Sewer Fund | Administration | Administration | Taxes & Operating Ass | 0 | 733,842 | 582,330 | 1,441,432 | 953,119 | | | 7% City Utility Tax, State PUT |
| 440-711-535.14-49 | 440 | 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 | 440 | Sewer Fund | Administration | Description pending | Debt Service Principal | 314,862 | 0 | 0 | 0 | 0 | | | |
| 440-711-592.35-80 | 440 | Sewer Fund | Administration | Sewer Utilities | Debt Service: Interest | 298,737 | 213,358 | 141,856 | 283,363 | 267,754 | | | Long term debt interest |
| 440-712-535.00-10 | 440 | Sewer Fund | Engineering Plans & Serv | Sewer Utilities | Salaries & Wages | 318,568 | 0 | 238,959 | 363,831 | 407,544 | | 26,218 | Engineering - Sewer |
| 440-712-535.00-12 | 440 | Sewer Fund | Engineering Plans & Serv | Sewer Utilities | Overtime | 5,024 | 0 | 4,097 | 5,000 | 5,000 | | | Engineering Sewer Overtime |
| 440-712-535.00-20 | 440 | Sewer Fund | Engineering Plans & Serv | Sewer Utilities | Personnel Benefits | 157,542 | 0 | 133,219 | 162,800 | 183,096 | | 8,375 | |
| 440-712-535.00-40 | 440 | Sewer Fund | Engineering Plans & Serv | Sewer Utilities | Interfund Services | 244,890 | 0 | 268,134 | 320,396 | 368,008 | | | |
| 440-712-535.00-41 | 440 | Sewer Fund | Engineering Plans & Serv | Sewer Utilities | Professional Services | 0 | 0 | 5,880 | 0 | 25,000 | | | Professional Engineer support/review, $100,000 split evenly into water, sewer , storm, general fund. |
| 440-712-535.00-42 | 440 | Sewer Fund | Engineering Plans & Serv | Sewer Utilities | Communication | 0 | 0 | 940 | 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 |
| 440-712-535.00-43 | 440 | Sewer Fund | Engineering Plans & Serv | Sewer Utilities | Travel & Training | 0 | 0 | 2,401 | 2,000 | 5,000 | | | Reallocation of travel and training evenly across utilities |
| 440-712-535.00-44 | 440 | Sewer Fund | Engineering Plans & Serv | Sewer Utilities | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-535.14-10 | 440 | Sewer Fund | Waste Water Treatment | Administration | Salaries & Wages | 201,486 | 250,707 | 202,579 | 229,650 | 237,397 | | | Sewer Treatment Plant |
| 440-750-535.14-12 | 440 | Sewer Fund | Waste Water Treatment | Administration | Overtime | 0 | 299 | 97 | 200 | 300 | | | |
| 440-750-535.14-20 | 440 | Sewer Fund | Waste Water Treatment | Administration | Personnel Benefits | 75,684 | 81,950 | 74,975 | 74,814 | 79,440 | | | |
| 440-750-535.14-31 | 440 | Sewer Fund | Waste Water Treatment | Administration | Office & Operating Sup | 4,200 | 3,423 | 3,308 | 12,200 | 13,000 | | | 6% inflation based on CPI |
| 440-750-535.14-41 | 440 | Sewer Fund | Waste Water Treatment | 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 | 440 | Sewer Fund | Waste Water Treatment | Administration | Professional Services | | | | | | 38,000 | | cartegraph license and implementation |
| 440-750-535.14-41 | 440 | Sewer Fund | Waste Water Treatment | Administration | Professional Services | | | | | | 6,000 | | Opengov |
| 440-750-535.14-41 | 440 | Sewer Fund | Waste Water Treatment | Administration | Professional Services | | | | | | 6,000 | | ArcGIS Support |
| 440-750-535.14-41 | 440 | Sewer Fund | Waste Water Treatment | Administration | Professional Services | | | | | | 58,000 | | Engineering services |
| 440-750-535.14-42 | 440 | Sewer Fund | Waste Water Treatment | Administration | Communication | 17,000 | 14,266 | 14,766 | 17,000 | 18,000 | | | 6% inflation based on CPI |
| 440-750-535.14-43 | 440 | Sewer Fund | Waste Water Treatment | Administration | Travel & Training | 7,500 | 4,115 | 20,790 | 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 | 440 | Sewer Fund | Waste Water Treatment | Administration | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-535.20-40 | 440 | Sewer Fund | Waste Water Treatment | Engineering | Interfund Services | 5,213 | 5,213 | 6,844 | 6,844 | 8,442 | | | |
| 440-750-535.80-10 | 440 | Sewer Fund | Waste Water Treatment | Ferry Terminal Pump Sta. Op. | Salaries & Wages | 9,314 | 3,605 | 9,159 | 10,180 | 10,940 | | | Ferry Pump Station |
| 440-750-535.80-12 | 440 | Sewer Fund | Waste Water Treatment | Ferry Terminal Pump Sta. Op. | Overtime | 347 | 1,524 | 1,038 | 500 | 1,500 | | | Based on 2022 actuals. |
| 440-750-535.80-20 | 440 | Sewer Fund | Waste Water Treatment | Ferry Terminal Pump Sta. Op. | Personnel Benefits | 4,144 | 4,489 | 4,213 | 4,405 | 4,687 | | | |
| 440-750-535.80-31 | 440 | Sewer Fund | Waste Water Treatment | Ferry Terminal Pump Sta. Op. | Office & Operating Sup | 7,000 | 4,839 | 76,330 | 7,000 | 7,500 | | | 6% inflation based on CPI |
| 440-750-535.80-32 | 440 | Sewer Fund | Waste Water Treatment | Ferry Terminal Pump Sta. Op. | Fuel Consumed | 600 | 0 | 546 | 600 | 700 | | | diesel |
| 440-750-535.80-44 | 440 | Sewer Fund | Waste Water Treatment | Ferry Terminal Pump Sta. Op. | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-535.80-47 | 440 | Sewer Fund | Waste Water Treatment | Ferry Terminal Pump Sta. Op. | Utility Services | 7,500 | 8,297 | 7,541 | 8,800 | 9,300 | | | gas, electricity, COA |
| 440-750-535.80-48 | 440 | Sewer Fund | Waste Water Treatment | Ferry Terminal Pump Sta. Op. | Repairs & Maintenanc | 1,000 | 266 | 1,616 | 1,000 | 1,100 | | | 6% inflation based on CPI |
| 440-750-535.81-10 | 440 | Sewer Fund | Waste Water Treatment | Sewage Pumping Expenses | Salaries & Wages | 74,062 | 66,155 | 62,117 | 82,829 | 88,568 | | | Sewer Pump Stations (except ferry pump station) |
| 440-750-535.81-12 | 440 | Sewer Fund | Waste Water Treatment | Sewage Pumping Expenses | Overtime | 4,592 | 2,756 | 4,940 | 4,500 | 5,000 | | | |
| 440-750-535.81-20 | 440 | Sewer Fund | Waste Water Treatment | Sewage Pumping Expenses | Personnel Benefits | 32,097 | 33,796 | 32,190 | 34,662 | 36,551 | | | |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 440-750-535.81-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Pumping Expenses | Office & Operating Sup | 350,000 | 107,013 | 227,281 | 362,000 | 384,000 | | | Proactive and reactive equipment replacement |
| 440-750-535.81-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Pumping Expenses | Office & Operating Supplies | | | | | | 252,000 | | emergent pump station part replacement |
| 440-750-535.81-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Pumping Expenses | Office & Operating Supplies | | | | | | 132,000 | | annual O&M |
| 440-750-535.81-32 | 440 | Sewer Fund | Waste Water Treatment | Sewage Pumping Expenses | Fuel Consumed | 3,000 | 0 | 3,261 | 3,000 | 3,200 | | | diesel |
| 440-750-535.81-40 | 440 | Sewer Fund | Waste Water Treatment | Sewage Pumping Expenses | Interfund Services | 44,313 | 44,313 | 58,176 | 58,176 | 71,755 | | | |
| 440-750-535.81-44 | 440 | Sewer Fund | Waste Water Treatment | Sewage Pumping Expenses | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-535.81-47 | 440 | Sewer Fund | Waste Water Treatment | Sewage Pumping Expenses | Utility Services | 75,000 | 82,197 | 63,208 | 87,400 | 92,600 | | | 12% increase based on Finance |
| 440-750-535.81-48 | 440 | Sewer Fund | Waste Water Treatment | Sewage Pumping Expenses | Repairs & Maintenanc | 140,000 | 60,371 | 64,073 | 140,000 | 148,000 | | | contracted services for pump rebuilds and control upgrades, |
| 440-750-535.83-10 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Salaries & Wages | 477,867 | 539,593 | 507,972 | 553,889 | 608,784 | | | Sewer Treatment Plant |
| 440-750-535.83-10 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Salaries & Wages | | | | | | -567,184 | | Sewer Treatment Plant |
| 440-750-535.83-10 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Salaries & Wages | | | | | | 41,600 | | Temporary Maintenance Position 1040 hours @ $40 |
| 440-750-535.83-10 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Salaries & Wages | | | | | | 567,184 | | estimate FTE wages |
| 440-750-535.83-12 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Overtime | 23,771 | 33,161 | 33,229 | 43,771 | 44,025 | | | |
| 440-750-535.83-20 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Personnel Benefits | 211,529 | 218,967 | 210,702 | 228,945 | 239,442 | | | |
| 440-750-535.83-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Office & Operating Sup | 325,000 | 281,374 | 503,618 | 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 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Office & Operating Supplies | | | | | | 130,000 | | O&M consumables |
| 440-750-535.83-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Office & Operating Supplies | | | | | | 25,000 | | sump pumps |
| 440-750-535.83-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Office & Operating Supplies | | | | | | 15,000 | | basin instrumentation |
| 440-750-535.83-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Office & Operating Supplies | | | | | | 40,000 | | gel coating odor control |
| 440-750-535.83-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Office & Operating Supplies | | | | | | 30,000 | | chemical sumps |
| 440-750-535.83-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Office & Operating Supplies | | | | | | 50,000 | | channel blowers |
| 440-750-535.83-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Office & Operating Supplies | | | | | | 20,000 | | paint and trim |
| 440-750-535.83-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Office & Operating Supplies | | | | | | 100,000 | | underdrain rehab |
| 440-750-535.83-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Office & Operating Supplies | | | | | | 15,000 | | scum pump/grinder |
| 440-750-535.83-31 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Office & Operating Supplies | | | | | | 160,000 | | bar screen replacement |
| 440-750-535.83-35 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Small Tools & Minor Ei | 2,500 | 2,202 | 4,041 | 2,500 | 2,700 | | | CPI-U |
| 440-750-535.83-40 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Interfund Services | 15,640 | 15,640 | 20,533 | 20,533 | 25,325 | | | |
| 440-750-535.83-41 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Professional Services | 30,000 | 59,396 | 41,296 | 30,000 | 31,800 | | | Brown Caldwell EOM, QCC integration |
| 440-750-535.83-44 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-535.83-47 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Utility Services | 250,000 | 336,631 | 248,946 | 298,000 | 334,000 | | | 12% increase based on Finance |
| 440-750-535.83-48 | 440 | Sewer Fund | Waste Water Treatment | Sewage Treatment Expenses | Repairs & Maintenanc | 68,000 | 200,294 | 358,161 | 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 | 440 | Sewer Fund | Waste Water Treatment | Laboratory Expenses | Salaries & Wages | 253,603 | 261,540 | 251,293 | 274,616 | 295,417 | | | Sewer Treatment Plant |
| 440-750-535.85-12 | 440 | Sewer Fund | Waste Water Treatment | Laboratory Expenses | Overtime | 3,262 | 2,654 | 3,751 | 3,262 | 7,425 | | | State certification of lab for additional parameters: COD, TKN, ORP |
| 440-750-535.85-20 | 440 | Sewer Fund | Waste Water Treatment | Laboratory Expenses | Personnel Benefits | 104,101 | 102,947 | 99,266 | 107,591 | 115,693 | | | Adj by Finance. Benefits paid with overtime adjustment |
| 440-750-535.85-31 | 440 | Sewer Fund | Waste Water Treatment | Laboratory Expenses | Office & Operating Sup | 56,500 | 51,929 | 36,570 | 39,000 | 41,000 | | | annual O&M, instrument and labware replacement, COD/TKN/ORP upgrades, refrigeration replacement |
| 440-750-535.85-41 | 440 | Sewer Fund | Waste Water Treatment | Laboratory Expenses | Professional Services | 19,000 | 11,610 | 12,555 | 19,000 | 20,000 | | | outside lab testing for NPDES, general permit, accreditation and PT studies. instrument repairs and calibrations. |
| 440-750-535.85-44 | 440 | Sewer Fund | Waste Water Treatment | Laboratory Expenses | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-535.85-48 | 440 | Sewer Fund | Waste Water Treatment | Laboratory Expenses | Repairs & Maintenanc | 850 | 898 | 1,118 | 850 | 1,000 | | | 6% inflation based on CPI |
| 440-750-535.89-10 | 440 | Sewer Fund | Waste Water Treatment | Solids Handling Expenses | Salaries & Wages | 219,616 | 223,008 | 209,881 | 238,874 | 256,239 | | | Sewer Treatment Plant - solids handling (incinerator) |
| 440-750-535.89-12 | 440 | Sewer Fund | Waste Water Treatment | Solids Handling Expenses | Overtime | 9,072 | 55,627 | 30,552 | 44,000 | 60,000 | | | |
| 440-750-535.89-20 | 440 | Sewer Fund | Waste Water Treatment | Solids Handling Expenses | Personnel Benefits | 96,463 | 118,906 | 101,543 | 108,370 | 108,236 | | | Benefits paid with overtime adjustment |
| 440-750-535.89-31 | 440 | Sewer Fund | Waste Water Treatment | Solids Handling Expenses | Office & Operating Sup | 284,500 | 122,983 | 323,496 | 212,000 | 280,000 | | | 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 |
| 440-750-535.89-32 | 440 | Sewer Fund | Waste Water Treatment | Solids Handling Expenses | Fuel Consumed | 22,000 | 29,750 | 17,433 | 32,274 | 34,000 | | | diesel |
| 440-750-535.89-41 | 440 | Sewer Fund | Waste Water Treatment | Solids Handling Expenses | Professional Services | 85,000 | 110,688 | 86,859 | 90,000 | 95,000 | | | Engineering, outside solids testing, source testing, RATA, CEMS integration |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 440-750-535.89-44 | 440 | Sewer Fund | Waste Water Treatment | Solids Handling Expenses | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-535.89-47 | 440 | Sewer Fund | Waste Water Treatment | 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 | 440 | Sewer Fund | Waste Water Treatment | Solids Handling Expenses | Repairs & Maintenanc | 280,000 | 363,432 | 60,134 | 382,000 | 405,000 | | | Aging incinerator, belt press and scrubber repair. Outside contracted repairs |
| 440-750-594.35-62-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-62-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-62-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-62-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-62-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-62-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-63-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-63-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-63-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-63-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-63-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-63-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-63-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-63-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-63-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-63-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-750-594.35-63-C | 440 | Sewer Fund | Waste Water Treatment | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-760-535.10-10 | 440 | Sewer Fund | Sewage Collection | Administration | Salaries & Wages | 48,411 | 52,700 | 49,329 | 55,581 | 56,601 | | | Sewer Collection - Admin |
| 440-760-535.10-20 | 440 | Sewer Fund | Sewage Collection | Administration | Personnel Benefits | 22,987 | 23,102 | 20,493 | 23,164 | 25,156 | | | |
| 440-760-535.10-31 | 440 | Sewer Fund | Sewage Collection | Administration | Office & Operating Su | 750 | 770 | 6,276 | 4,000 | 8,000 | | | Increased based on 2023 actuals. refining use of this number to be consumables, fittings, tools for jet trucks and camera van. |
| 440-760-535.10-40 | 440 | Sewer Fund | Sewage Collection | Administration | Interfund Services | 5,213 | 5,849 | 6,844 | 6,844 | 8,442 | | | |
| 440-760-535.10-41 | 440 | Sewer Fund | Sewage Collection | Administration | Professional Services | 6,000 | 5,118 | 6,134 | 6,000 | 11,500 | | | city uniforms, Laundry service, locate services, |
| 440-760-535.10-41 | 440 | Sewer Fund | Sewage Collection | Administration | Professional Services | | | | | | 3,000 | | Locate services |
| 440-760-535.10-41 | 440 | Sewer Fund | Sewage Collection | Administration | Professional Services | | | | | | 8,000 | | 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 | 440 | Sewer Fund | Sewage Collection | Administration | Professional Services | | | | | | 500 | | Laundry service |
| 440-760-535.10-42 | 440 | Sewer Fund | Sewage Collection | Administration | Communication | 8,000 | 6,342 | 5,541 | 8,000 | 8,000 | | | phones and ipads |
| 440-760-535.10-44 | 440 | Sewer Fund | Sewage Collection | Administration | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 440-760-535.20-10 | 440 | Sewer Fund | Sewage Collection | Engineering | Salaries & Wages | 224,691 | 71,610 | 95,404 | 246,416 | 265,638 | | | Sewer - Collection system maintenamce |
| 440-760-535.20-10 | 440 | Sewer Fund | Sewage Collection | Engineering | Salaries & Wages | 224,691 | 71,610 | 95,404 | 246,416 | 265,638 | | | Sewer Collection - Operations and Maintenance |
| 440-760-535.20-12 | 440 | Sewer Fund | Sewage Collection | Engineering | Overtime | 1,653 | 5,629 | 5,148 | 5,000 | 6,000 | | | emergency sewer repair OT based on prior years |
| 440-760-535.20-20 | 440 | Sewer Fund | Sewage Collection | Engineering | Personnel Benefits | 109,454 | 117,332 | 113,476 | 122,274 | 136,586 | | | |
| 440-760-535.20-20 | 440 | Sewer Fund | Sewage Collection | Engineering | Personnel Benefits | 109,454 | 117,332 | 113,476 | 122,274 | 136,586 | | | |
| 440-760-535.20-31 | 440 | Sewer Fund | Sewage Collection | Engineering | Office & Operating Su | 25,000 | 2,926 | 806 | 25,000 | 20,000 | | | sewer supplies and inventory parts (pipe, couplers, pipe patches). |
| 440-760-535.20-40 | 440 | Sewer Fund | Sewage Collection | Engineering | Interfund Services | 193,018 | 193,018 | 248,804 | 248,804 | 328,564 | | | ER&R increase due to new jetter truck. |
| 440-760-535.20-44 | 440 | Sewer Fund | Sewage Collection | Engineering | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 440-760-594.35-62-C | 440 | Sewer Fund | Sewage Collection | Sewer Utilities | Buildings & Structures | 0 | 0 | 0 | 0 | 0 | | | |
| 440-760-594.35-63-C | 440 | Sewer Fund | Sewage Collection | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 440-760-594.35-63-C | 440 | Sewer Fund | Sewage Collection | Sewer Utilities | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 445-711-531.00-10 | 445 | Storm Drainage Fun | Administration | Storm Drainage Utilities | Salaries & Wages | 55,548 | 0 | 59,152 | 65,291 | 66,885 | | | PW Administration - Storm |
| 445-711-531.00-20 | 445 | Storm Drainage Fun | Administration | Storm Drainage Utilities | Personnel Benefits | 26,460 | 0 | 25,311 | 26,636 | 31,516 | | | |
| 445-711-531.00-31 | 445 | Storm Drainage Fun | Administration | Storm Drainage Utilities | Office & Operating Su | 0 | 0 | 2,507 | 750 | 3,000 | | | Admin Storm Operating Supplies - evened out office and operating supplies across utilities |
| 445-711-531.00-41 | 445 | Storm Drainage Fun | Administration | Storm Drainage Utilities | Professional Services | 40,000 | 0 | 71,377 | 58,475 | 70,000 | | | Increases based upon 2023 Actuals. NPDES outreach & education, and Action plan monitoring; other Utility Billing payment processing fees. |
| 445-711-531.00-41 | 445 | Storm Drainage Fun | Administration | Storm Drainage Utilities | Professional Services | | | | | | 10,000 | | NPDES Permit Fee to DOE |
| 445-711-531.00-41 | 445 | Storm Drainage Fun | Administration | Storm Drainage Utilities | Professional Services | | | | | | 10,000 | | Stormwater Action plan monitoring |
| 445-711-531.00-41 | 445 | Storm Drainage Fun | Administration | Storm Drainage Utilities | Professional Services | | | | | | 20,000 | | Permit Mandated Education & Outreach - Skagit Conservation Dist. |
| 445-711-531.00-41 | 445 | Storm Drainage Fun | Administration | Storm Drainage Utilities | Professional Services | | | | | | 30,000 | | Utility Billing payment processing fees - Paymentus, OpenGov |
| 445-711-531.00-42 | 445 | Storm Drainage Fun | Administration | Storm Drainage Utilities | Communication | 1,000 | 0 | 1,673 | 1,000 | 1,000 | | | Postage |
| 445-711-531.00-44 | 445 | Storm Drainage Fun | Administration | Storm Drainage Utilities | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 445-711-531.00-46 | 445 | Storm Drainage Fun | Administration | Storm Drainage Utilities | Insurance | 0 | 0 | 17,084 | 0 | 19,994 | | | |
| 445-711-531.00-49 | 445 | Storm Drainage Fun | 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 | 445 | Storm Drainage Fun | Engineering Plans & Serv | Storm Drainage Utilities | Salaries & Wages | 282,915 | 0 | 327,849 | 320,819 | 342,351 | | 2,097 | Engineering - Storm |
| 445-712-531.00-12 | 445 | Storm Drainage Fun | Engineering Plans & Serv | Storm Drainage Utilities | Overtime | 6,851 | 0 | 5,472 | 14,000 | 14,000 | | | Engineering Storm Overtime |
| 445-712-531.00-20 | 445 | Storm Drainage Fun | Engineering Plans & Serv | Storm Drainage Utilities | Personnel Benefits | 139,356 | 0 | 133,423 | 202,820 | 159,160 | | 670 | |
| 445-712-531.00-41 | 445 | Storm Drainage Fun | Engineering Plans & Serv | 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 | 445 | Storm Drainage Fun | Engineering Plans & Serv | Storm Drainage Utilities | Communication | 0 | 0 | 840 | 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 |
| 445-712-531.00-43 | 445 | Storm Drainage Fun | Engineering Plans & Serv | Storm Drainage Utilities | Travel & Training | 1,000 | 0 | 503 | 2,000 | 5,000 | | | Engineering Storm Training evenly split across utilities |
| 445-712-531.00-44 | 445 | Storm Drainage Fun | Engineering Plans & Serv | Storm Drainage Utilities | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 445-720-531.67-10 | 445 | Storm Drainage Fun | Street Maint/Const Activ | Storm Drainage Utilities | Salaries & Wages | 63,147 | 59,711 | 59,165 | 68,124 | 77,307 | | | Storm - Construction |
| 445-720-531.67-12 | 445 | Storm Drainage Fun | Street Maint/Const Activ | Storm Drainage Utilities | Overtime | 690 | 1,699 | 4,743 | 0 | 0 | | | |
| 445-720-531.67-20 | 445 | Storm Drainage Fun | Street Maint/Const Activ | Storm Drainage Utilities | Personnel Benefits | 26,569 | 27,797 | 26,561 | 28,099 | 31,264 | | | |
| 445-720-531.67-40 | 445 | Storm Drainage Fun | Street Maint/Const Activ | Storm Drainage Utilities | Interfund Services | 54,019 | 54,019 | 61,011 | 61,011 | 89,594 | | | |
| 445-720-531.67-44 | 445 | Storm Drainage Fun | Street Maint/Const Activ | Storm Drainage Utilities | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 445-770-531.10-10 | 445 | Storm Drainage Fun | Storm Drainage System | Administration | Salaries & Wages | 29,706 | 44,238 | 31,662 | 34,631 | 34,829 | | | Storm - Admin |
| 445-770-531.10-20 | 445 | Storm Drainage Fun | Storm Drainage System | Administration | Personnel Benefits | 12,634 | 12,764 | 12,531 | 11,958 | 15,395 | | | |
| 445-770-531.10-41 | 445 | Storm Drainage Fun | 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 | 445 | Storm Drainage Fun | Storm Drainage System | Administration | Professional Services | | | | | | 14,125 | | GIS |
| 445-770-531.10-41 | 445 | Storm Drainage Fun | Storm Drainage System | Administration | Professional Services | | | | | | 21,000 | | Cartegraph |
| 445-770-531.10-41 | 445 | Storm Drainage Fun | Storm Drainage System | Administration | Professional Services | | | | | | 1,500 | | Cartegraph summer help |
| 445-770-531.10-44 | 445 | Storm Drainage Fun | Storm Drainage System | Administration | Taxes & Operating Ass | 117,101 | 174,850 | 156,003 | 0 | 193,663 | | | City Utility Tax, State PUT |
| 445-770-531.30-10 | 445 | Storm Drainage Fun | Storm Drainage System | Storm Drainage Maintenance | Salaries & Wages | 226,399 | 104,762 | 105,917 | 258,572 | 276,885 | | | Storm - collection system maintenance |
| 445-770-531.30-10 | 445 | Storm Drainage Fun | Storm Drainage System | Storm Drainage Maintenance | Salaries & Wages | 226,399 | 104,762 | 105,917 | 258,572 | 276,885 | | | Storm - Maintenance |
| 445-770-531.30-12 | 445 | Storm Drainage Fun | Storm Drainage System | Storm Drainage Maintenance | Overtime | 2,228 | 4,480 | 4,317 | 4,000 | 5,000 | | | Storm OT increased based on prior years |
| 445-770-531.30-20 | 445 | Storm Drainage Fun | Storm Drainage System | Storm Drainage Maintenance | Personnel Benefits | 99,578 | 107,872 | 104,671 | 104,604 | 115,716 | | | |
| 445-770-531.30-20 | 445 | Storm Drainage Fun | Storm Drainage System | Storm Drainage Maintenance | Personnel Benefits | 99,578 | 107,872 | 104,671 | 104,604 | 115,716 | | | |
| 445-770-531.30-40 | 445 | Storm Drainage Fun | Storm Drainage System | Storm Drainage Maintenance | Interfund Services | 81,757 | 91,094 | 97,632 | 109,995 | 102,196 | | | |
| 445-770-531.30-41 | 445 | Storm Drainage Fun | 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 | 445 | Storm Drainage Fun | Storm Drainage System | Storm Drainage Maintenance | Travel & Training | 3,500 | 1,273 | 2,837 | 3,500 | 2,000 | | | Storm water training decreased based on prior years |
| 445-770-531.30-44 | 445 | Storm Drainage Fun | Storm Drainage System | Storm Drainage Maintenance | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 445-770-531.30-48 | 445 | Storm Drainage Fun | Storm Drainage System | Storm Drainage Maintenance | Repairs & Maintenanc | 25,000 | 23,760 | 25,978 | 25,000 | 25,000 | | | emergent storm repair, maintenance and supplies. |
| 445-770-594.31-60 | 445 | Storm Drainage Fun | Storm Drainage System | Natural Resources | Capital Outlays | 250,000 | 0 | 19,368 | 0 | 0 | | | |
| 445-770-594.31-63-C | 445 | Storm Drainage Fun | Storm Drainage System | Natural Resources | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 450-780-537.10-10 | 450 | Sanitation Fund | Sanitation Services | Administration | Salaries & Wages | 207,317 | 206,028 | 191,633 | 233,044 | 218,843 | | | Sanitation - Admin |
| 450-780-537.10-20 | 450 | Sanitation Fund | Sanitation Services | Administration | Personnel Benefits | 100,967 | 91,734 | 80,674 | 105,662 | 101,761 | | | |
| 450-780-537.10-31 | 450 | Sanitation Fund | Sanitation Services | Administration | Office & Operating Su | 4,000 | 2,715 | 3,191 | 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 | 450 | Sanitation Fund | Sanitation Services | Administration | Interfund Services | 19,130 | 19,130 | 21,019 | 19,821 | 29,139 | | | |
| 450-780-537.10-41 | 450 | Sanitation Fund | Sanitation Services | Administration | Professional Services | 100,000 | 50,598 | 49,701 | 103,475 | 100,000 | | | Legal, Finance, Laserfiche, A AVE landfill, Processing, |
| 450-780-537.10-42 | 450 | Sanitation Fund | Sanitation Services | Administration | Communication | 4,000 | 3,479 | 5,449 | 4,000 | 5,000 | | | phones increase due to adding iPad for cartegraph |
| 450-780-537.10-43 | 450 | 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 | 450 | Sanitation Fund | Sanitation Services | Administration | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 450-780-537.10-46 | 450 | Sanitation Fund | Sanitation Services | Administration | Insurance | 27,956 | 28,837 | 30,432 | 0 | 0 | | | |
| 450-780-537.10-46 | 450 | Sanitation Fund | Sanitation Services | Administration | Insurance | | | | | | -35,778 | | |
| 450-780-537.10-46 | 450 | Sanitation Fund | Sanitation Services | Administration | Insurance | | | | | | 0 | | |
| 450-780-537.20-10 | 450 | Sanitation Fund | Sanitation Services | General Solid Waste Activities | Salaries & Wages | 519,961 | 513,320 | 458,775 | 585,274 | 597,908 | | | Sanitation - O&M |
| 450-780-537.20-12 | 450 | Sanitation Fund | Sanitation Services | General Solid Waste Activities | Overtime | 7,373 | 4,829 | 1,492 | 7,000 | 6,000 | | | free garbage days, double up day OT |
| 450-780-537.20-20 | 450 | Sanitation Fund | Sanitation Services | General Solid Waste Activities | Personnel Benefits | 260,994 | 276,747 | 247,591 | 286,243 | 299,022 | | | Finance Adj. Benefits paid with the OT adj |
| 450-780-537.20-31 | 450 | Sanitation Fund | Sanitation Services | General Solid Waste Activities | Office & Operating Su | 2,000 | 46,639 | 2,221 | 4,000 | 6,000 | | | Work supplies, PPE, workwear |
| 450-780-537.20-31 | 450 | Sanitation Fund | Sanitation Services | General Solid Waste Activities | Office & Operating Supplies | | | | | | 4,000 | | uniforms |
| 450-780-537.20-31 | 450 | Sanitation Fund | Sanitation Services | General Solid Waste Activities | Office & Operating Supplies | | | | | | 2,000 | | work supplies and PPE |
| 450-780-537.20-34 | 450 | Sanitation Fund | Sanitation Services | General Solid Waste Activities | Supplies Purchased for | 8,000 | 0 | 6,251 | 8,000 | 8,000 | | | Prepaid blue bags done by finance |
| 450-780-537.20-40 | 450 | Sanitation Fund | Sanitation Services | General Solid Waste Activities | Interfund Services | 900,753 | 979,609 | 766,019 | 798,736 | 878,753 | | | |

| Account String | Fund number | Fund number Nam | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 450-780-537.20-41 | 450 | Sanitation Fund | Sanitation Services | General Solid Waste Activities | Professional Services | 38,500 | 12,751 | 41,814 | 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 | 450 | Sanitation Fund | Sanitation Services | General Solid Waste Activities | Taxes & Operating Ass | 689,674 | 744,037 | 691,179 | 0 | 743,905 | | | City Utility Tax, State PUT |
| 450-780-537.20-47 | 450 | Sanitation Fund | Sanitation Services | General Solid Waste Activities | Utility Services | 2,563,500 | 2,644,150 | 2,539,625 | 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 | 450 | Sanitation Fund | Sanitation Services | Garbage/Solid Waste | Capital Outlays | 46,000 | 0 | 45,000 | 45,000 | 0 | | | |
| 450-780-594.37-64-C | 450 | Sanitation Fund | Sanitation Services | Garbage/Solid Waste | Machinery & Equipme | 0 | 0 | 0 | 0 | 0 | | | |
| 501-710-594.32-64-C | 501 | Equipment Rental F | Central Public Works | Facility Engineering | Machinery & Equipme | 0 | 0 | 0 | 0 | 0 | | | |
| 501-710-594.48-64-C | 501 | Equipment Rental F | Central Public Works | Motor Pool Vehicles/Public W | Machinery & Equipme | 0 | 0 | 0 | 0 | 0 | | | |
| 501-790-548.31-10 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Salaries & Wages | 48,462 | 53,976 | 47,828 | 56,588 | 54,565 | | | Operations Admin |
| 501-790-548.31-20 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Personnel Benefits | 22,980 | 23,073 | 20,447 | 22,406 | 26,647 | | | |
| 501-790-548.31-31 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Office & Operating Sup | 3,000 | 1,343 | 1,785 | 3,500 | 3,500 | | | Copier rental, paper and office supplies. |
| 501-790-548.31-35 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Small Tools & Minor Eq | 1,000 | 0 | 599 | 1,500 | 1,000 | | | Office Equipment front office |
| 501-790-548.31-40 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Interfund Services | 82,991 | 121,259 | 110,850 | 123,495 | 110,285 | | | |
| 501-790-548.31-41 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Professional Services | 30,500 | 24,225 | 10,799 | 53,475 | 40,000 | | | security system emergent repairs and upgrades, Ops Facility emergent repairs, maintenance and improvements. |
| 501-790-548.31-42 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Communication | 4,000 | 4,975 | 4,553 | 5,000 | 5,000 | | | Cell phones and ipads |
| 501-790-548.31-43 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Travel & Training | 1,000 | 0 | 2,130 | 2,500 | 4,500 | | | Admin Training, |
| 501-790-548.31-43 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Travel & Training | | | | | | 1,000 | | green fleet conference |
| 501-790-548.31-43 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Travel & Training | | | | | | 2,000 | | Fleet Admin and ops admin training |
| 501-790-548.31-43 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Travel & Training | | | | | | 1,500 | | Public Works Institute |
| 501-790-548.31-44 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Taxes & Operating Ass | 0 | 88 | 456 | 0 | 0 | | | |
| 501-790-548.31-47 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Utility Services | 29,300 | 24,136 | 22,876 | 32,000 | 31,000 | | | Estimated and inflated projected actuals by 12% per SH |
| 501-790-548.31-48 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Centralized Public Works Adm | Repairs & Maintenanc | 5,000 | 9,332 | 36,782 | 25,000 | 0 | | | repairs, maintenance and improvements. electrical in back yard. |
| 501-790-548.32-10 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Mechanical Shops | Salaries & Wages | 11,035 | 3,345 | 4,514 | 9,208 | 10,098 | | | Mechanical shop - partial salary |
| 501-790-548.32-12 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Mechanical Shops | Overtime | 0 | 76 | 46 | 0 | 0 | | | no planned OT for this number |
| 501-790-548.32-20 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Mechanical Shops | Personnel Benefits | 4,950 | 3,555 | 3,777 | 4,386 | 4,300 | | | |
| 501-790-548.32-31 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Mechanical Shops | Office & Operating Sup | 3,000 | 4,582 | 4,172 | 5,000 | 6,000 | | | Shop ppe, uniforms |
| 501-790-548.32-31 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Mechanical Shops | Office & Operating Supplies | | | | | | 3,000 | | shop PPE |
| 501-790-548.32-31 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Mechanical Shops | Office & Operating Supplies | | | | | | 3,000 | | Work wear/uniforms |
| 501-790-548.32-35 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Mechanical Shops | Small Tools & Minor Eq | 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 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Mechanical Shops | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 501-790-548.32-46 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Mechanical Shops | Insurance | 0 | 3,180 | 3,565 | 524 | 13,973 | | | |
| 501-790-548.32-48 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Mechanical Shops | Repairs & Maintenanc | 5,000 | 234 | 4,169 | 7,000 | 7,000 | | | Spill containment upgrades, shop repairs, maintenance and improvements |
| 501-790-548.61-10 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Administrat | Salaries & Wages | 31,320 | 27,185 | 25,343 | 37,245 | 41,211 | | | Manager/supervisor - partial salary |
| 501-790-548.61-12 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Administrat | Overtime | 0 | 554 | 278 | 250 | 250 | | | Emergency OT Mechanics |
| 501-790-548.61-20 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Administrat | Personnel Benefits | 14,893 | 15,257 | 16,806 | 19,768 | 18,702 | | | Finance Adj. Benefits paid with the OT adj |
| 501-790-548.61-31 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Administrat | Office & Operating Sup | 300 | 389 | 39 | 500 | 500 | | | shop offices supplies |
| 501-790-548.61-41 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Administrat | Professional Services | 2,500 | 2,142 | 2,747 | 2,500 | 3,500 | | | shop services, heater repairs, hoist repairs. |
| 501-790-548.61-42 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Administrat | Communication | 4,000 | 2,283 | 2,809 | 4,000 | 3,500 | | | shop computer and software |
| 501-790-548.61-43 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Administrat | 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 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Administrat | Travel & Training | | | | | | 3,000 | | new Hydro excavator/vactor factory training |
| 501-790-548.61-43 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Administrat | Travel & Training | | | | | | 3,000 | | new Ladder truck factory mechanic training |
| 501-790-548.61-43 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Administrat | Travel & Training | | | | | | 2,000 | | other emergent training, new mechanic training. |
| 501-790-548.61-44 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Administrat | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 501-790-548.62-10 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Salaries & Wages | 262,480 | 240,719 | 267,180 | 263,922 | 292,117 | | | |
| 501-790-548.62-12 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Overtime | 1,718 | 1,351 | 1,992 | 2,000 | 2,000 | | | mechanic Overtime, |
| 501-790-548.62-20 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Personnel Benefits | 124,681 | 107,317 | 119,464 | 140,613 | 132,848 | | | Finance Adj. Benefits paid with the OT adj |
| 501-790-548.62-31 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Office & Operating Sup | 700 | 344 | 818 | 1,250 | 1,500 | | | gloves, chemicals, ppe |
| 501-790-548.62-32 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Fuel Consumed | 400,000 | 452,528 | 354,879 | 500,000 | 430,000 | | | Fuel for all City vehicle and generators estimated actuals and inflated by 12% |
| 501-790-548.62-35 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Small Tools & Minor Eq | 6,000 | 5,281 | 4,472 | 8,000 | 6,000 | | | New ladder truck and hydro truck and garbage trucks may require new tools. |

| Account String | Fund number | Fund number Name | Department detail Name | Division Name | Account Name | 2022 Budget | 2022 Actuals | 2023 Actuals | 2023 Budget | 2024 Budget | 2024 Itemizations | 2024 Position Requests | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 501-790-548.62-41 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Professional Services | 7,500 | 19,372 | 4,756 | 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. Generator load testing etc |
| 501-790-548.62-41 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Professional Services | | | | | | 90,000 | | Generator load testing and servicing |
| 501-790-548.62-41 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Professional Services | | | | | | 40,000 | | all emergent contracted equipment repairs |
| 501-790-548.62-41 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Professional Services | | | | | | 2,000 | | Annual Boom truck cert |
| 501-790-548.62-44 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Taxes & Operating Ass | 0 | 0 | 0 | 0 | 0 | | | |
| 501-790-548.62-46 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Insurance | 0 | 65,369 | 76,486 | 0 | 0 | | | |
| 501-790-548.62-48 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Equipment Rental Operations | Repairs & Maintenanc | 325,000 | 380,957 | 419,906 | 350,000 | 300,000 | | | Split out $50k and shift to 62.41. all Equipment repair and maintenance parts, Tires, Oil, ETC. |
| 501-790-594.32-63-C | 501 | Equipment Rental F | Vehicle & Equipment Flee | Facility Engineering | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 501-790-594.32-63-C | 501 | Equipment Rental F | Vehicle & Equipment Flee | Facility Engineering | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 501-790-594.48-60 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Motor Pool Vehicles/Public W | Capital Outlays | 1,438,000 | 0 | 1,005,841 | 1,387,000 | 1,694,996 | | | Vehicles and Equipment ER Funded Replacements. |
| 501-790-594.48-60 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Motor Pool Vehicles/Public W | Capital Outlays | | | | | | 380,000 | | Replace 513 2015 Roll-off Truck for solid waste Ordered in 2022 |
| 501-790-594.48-60 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Motor Pool Vehicles/Public W | Capital Outlays | | | | | | 449,996 | | Replace 514 2016 Front load Garbage truck Ordered in 2022 |
| 501-790-594.48-60 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Motor Pool Vehicles/Public W | Capital Outlays | | | | | | 60,000 | | Replace #151 2002 Parks 3/4 Ton |
| 501-790-594.48-60 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Motor Pool Vehicles/Public W | Capital Outlays | | | | | | 60,000 | | Replace #154 2002 Parks 1/2 ton |
| 501-790-594.48-60 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Motor Pool Vehicles/Public W | Capital Outlays | | | | | | 120,000 | | Replace #706A Parks Wide Area Mower Ordered in 2023 |
| 501-790-594.48-60 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Motor Pool Vehicles/Public W | Capital Outlays | | | | | | 200,000 | | Replace 7915 Pump station 13 generator 60+ week leadtime. |
| 501-790-594.48-60 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Motor Pool Vehicles/Public W | Capital Outlays | | | | | | 175,000 | | Replace 7914 Pump station 14 generator. 60 + week leadtime. |
| 501-790-594.48-60 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Motor Pool Vehicles/Public W | Capital Outlays | | | | | | 200,000 | | Replace 7913 Pump station 15 generator 60 week lead time |
| 501-790-594.48-60 | 501 | Equipment Rental F | Vehicle & Equipment Flee | Motor Pool Vehicles/Public W | Capital Outlays | | | | | | 50,000 | | Replace #014 Police Admin car |
| 501-790-594.48-63-C | 501 | Equipment Rental F | Vehicle & Equipment Flee | Motor Pool Vehicles/Public W | Other Improvements | 0 | 0 | 0 | 0 | 0 | | | |
| 611-320-517.20-20 | 611 | Firemen's Pension F | Medic/Fire Department | Pension & Other Benefit Payn | Personnel Benefits | 31,257 | 38,024 | 27,512 | 0 | 25,000 | | | Retired Fire Medical |
| 611-320-522.10-41 | 611 | Firemen's Pension F | 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 2022 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*

| General Obligation Debt | Issue Date | Maturity Date | Interest Rate | Original Amount Issued | Redemptions to Date | Amount Outstanding 12/31/2023 |
|---|---|---|---|---|---|---|
| Limited Tax General Obligation Note, 2021 | 3/1/2021 | 1/31/2024 | 1.75% | $ 4,500,000 | $ - | $ 4,500,000 |

| Revenue Debt | Issue Date | Maturity Date | Interest Rate | Original Amount Issued | Redemptions to Date | Amount Outstanding 12/31/2023 |
|---|---|---|---|---|---|---|
| 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 | 0.50% | $ 1,000,000 | $ 729,167 | $ 270,833 |
| 2012 PWTF Loan | 6/14/2012 | 6/1/2031 | 0.50% | $ 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 |

DRAFT

**City of Anacortes Fund balance Policy**
**Ordinance Number 4003**

On December 13th 2021 City Council adopted Ordinance 4003 which repealed and updated ordiance 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, and 103. 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 ofthis 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.
3. Must be replenished within three years at a rate of at least one third of the outstanding balance per year.

| | | Expenses | | 17% Reserve Amount |
|---|---|---|---|---|
| **001 General Fund** | $ | 28,793,025 | $ | 4,894,814 |
| **101 Parks Fund** | $ | 2,598,360 | $ | 441,721 |
| **102 Cemetary** | $ | 299,855 | $ | 50,975 |
| **103 Library** | $ | 1,835,174 | $ | 311,980 |
| **Total:** | $ | 33,526,414 | | |
| **Required Reserve for 2024:** | | | $ | 5,699,490 |

## 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 |
|---|---|---|---|---|---|---|---|---|
| 401 Water | $ | 19,337,327 | $ | 7,546,080 | $ | 11,791,247 | $ | 1,179,125 |
| 440 Sewer | $ | 20,565,165 | $ | 262,179 | $ | 20,302,986 | $ | 2,030,299 |
| 445 Storm | $ | 2,288,880 | $ | 61,004 | $ | 2,227,876 | $ | 222,788 |
| 450 Solid Waste | $ | 6,775,331 | $ | - | $ | 6,775,331 | $ | 677,533 |

# CITY OF ANACORTES

## Organizational Charts for City Departments

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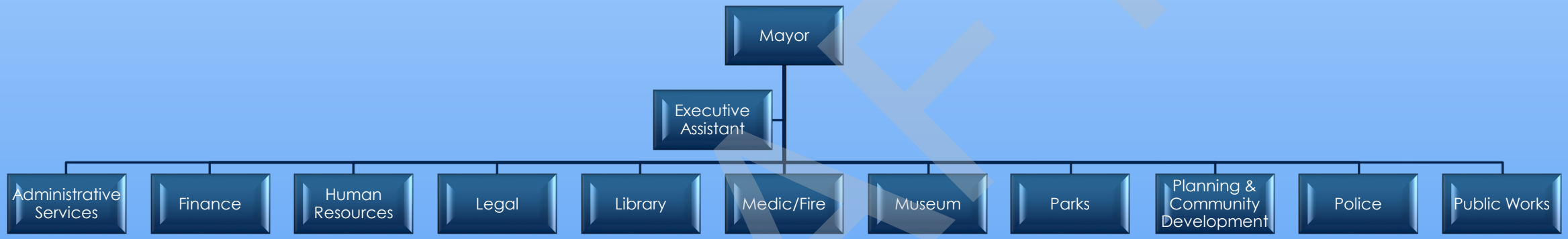
Mayor
Executive Assistant
Administrative Services
Finance
Human Resources
Legal
Library
Medic/Fire
Museum
Parks
Planning & Community Development
Police
Public Works

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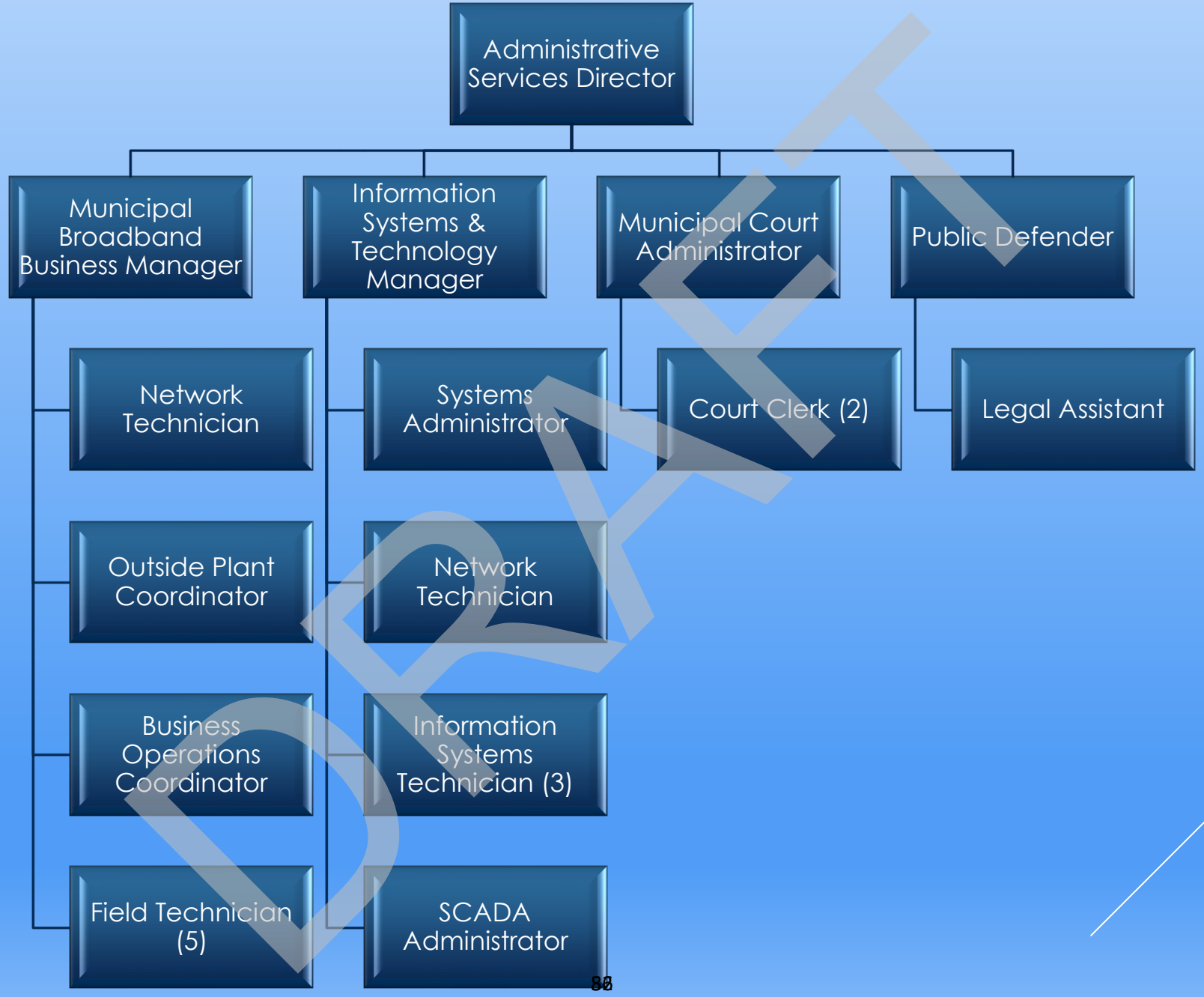
Administrative Services Director
Municipal Broadband Business Manager
Information Systems & Technology Manager
Municipal Court Administrator
Public Defender
Network Technician
Outside Plant Coordinator
Business Operations Coordinator
Field Technician (5)
Systems Administrator
Network Technician
Information Systems Technician (3)
SCADA Administrator
Court Clerk (2)
Legal Assistant

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City Attorney
Assistant City Clerk & ECM Analyst
Legal Assistant (2)
Contracts Administrator
Prosecuting Attorney

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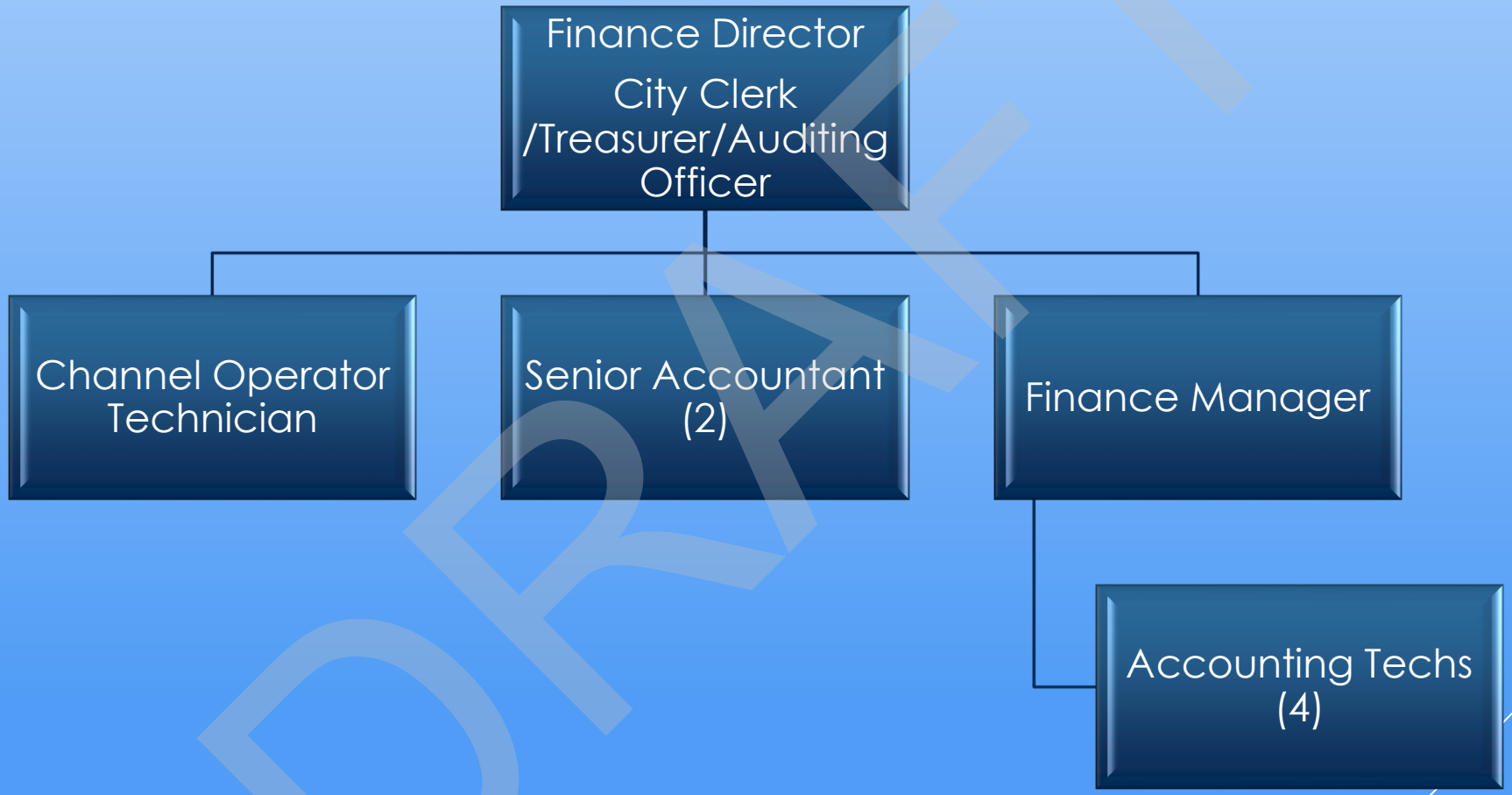
Finance Director
City Clerk /Treasurer/Auditing Officer
Channel Operator Technician
Senior Accountant (2)
Finance Manager
Accounting Techs (4)

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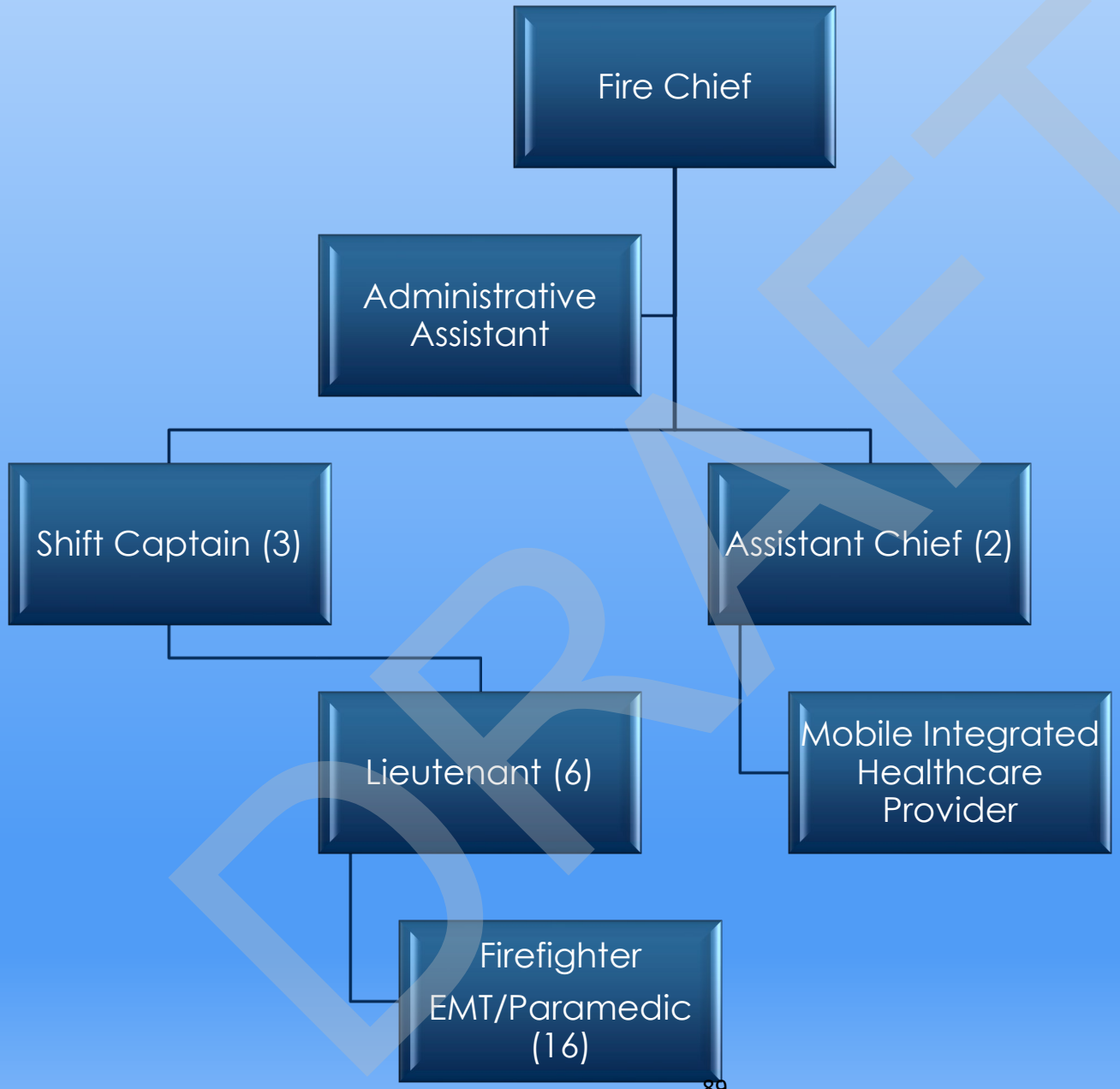
Fire Chief
Administrative Assistant
Shift Captain (3)
Assistant Chief (2)
Lieutenant (6)
Mobile Integrated Healthcare Provider
Firefighter EMT/Paramedic (16)

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Human Resources & Labor Relations Director

Human Resources Generalist

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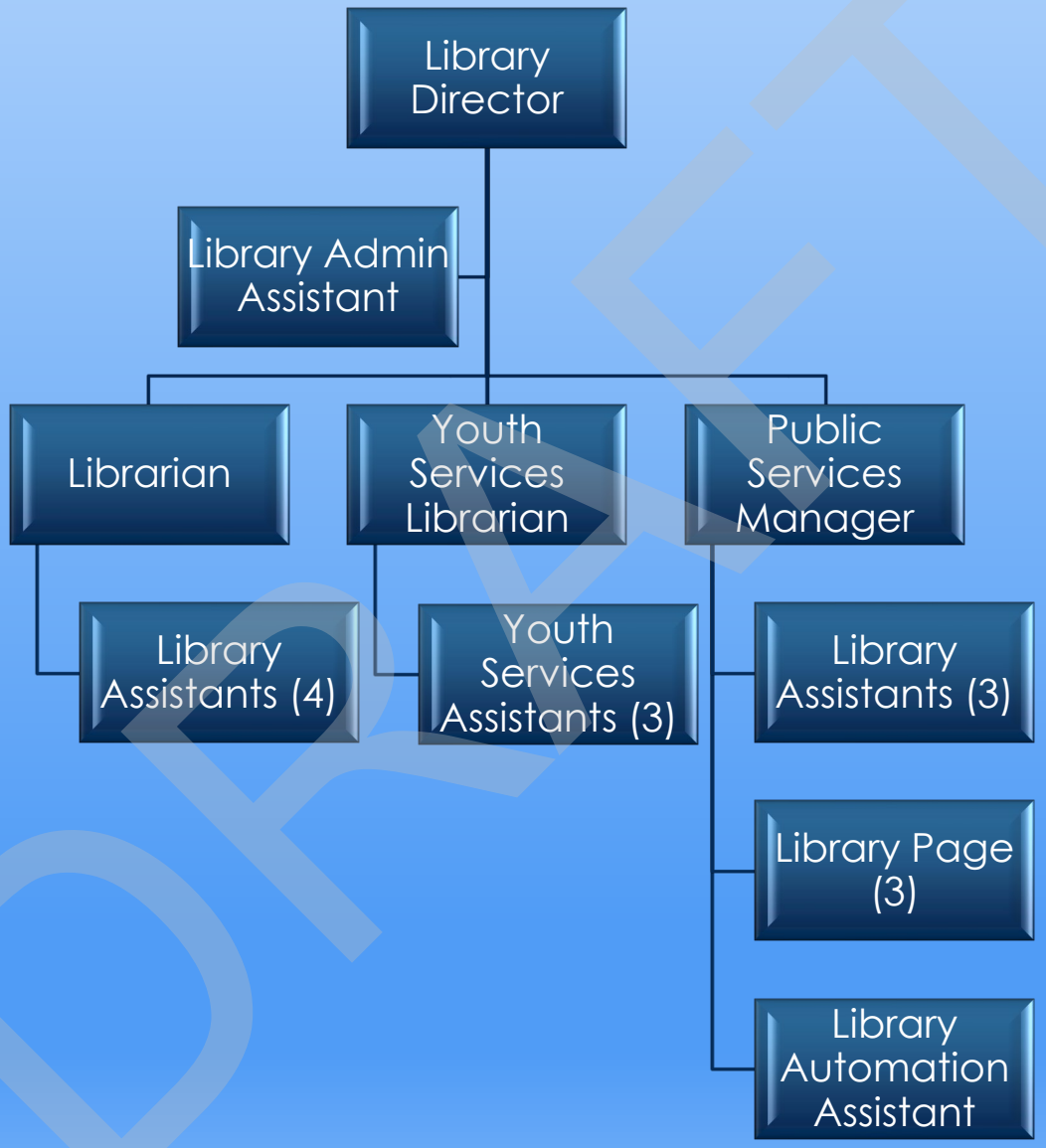
Library Director
Library Admin Assistant
Librarian
Youth Services Librarian
Public Services Manager
Library Assistants (4)
Youth Services Assistants (3)
Library Assistants (3)
Library Page (3)
Library Automation Assistant

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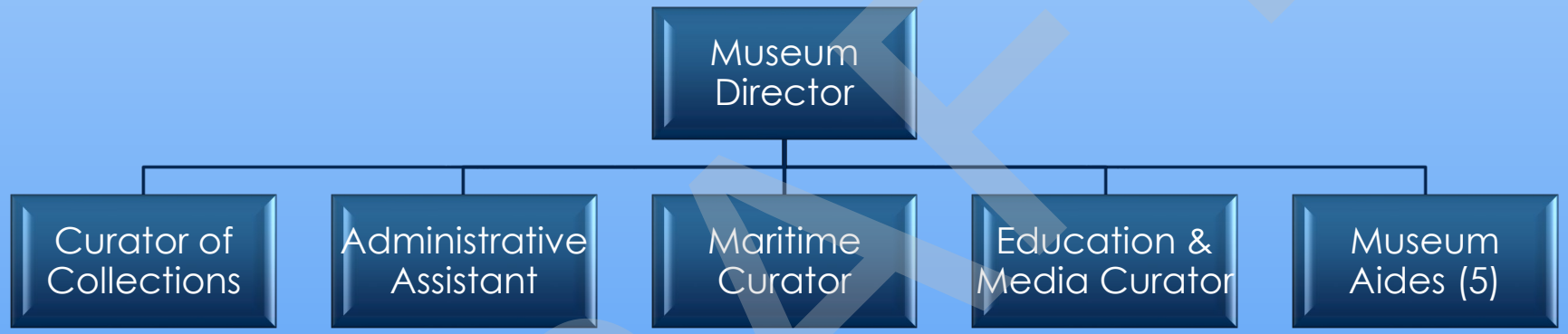
Museum Director
Curator of Collections
Administrative Assistant
Maritime Curator
Education & Media Curator
Museum Aides (5)

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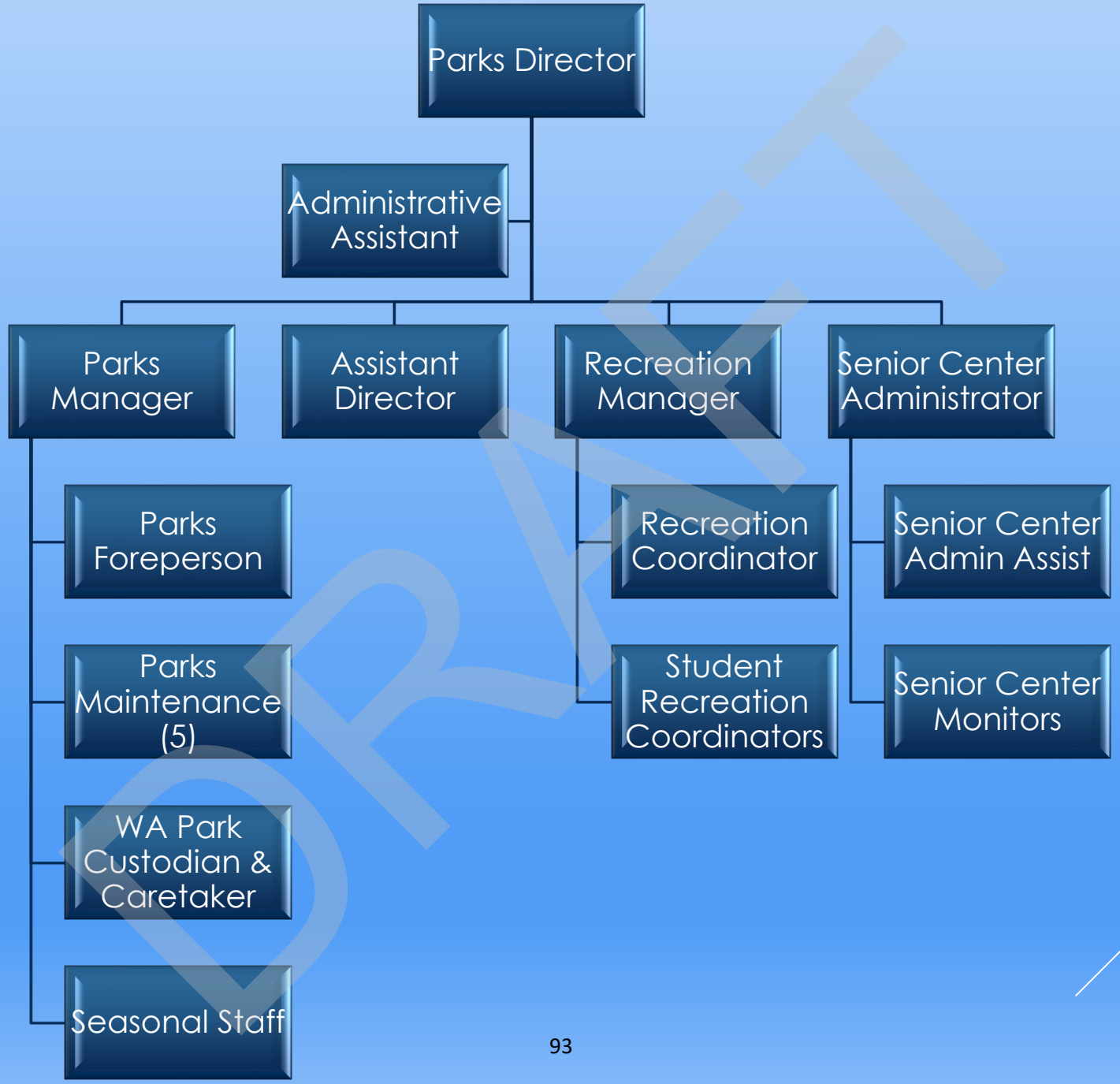
Parks Director
Administrative Assistant
Parks Manager
Assistant Director
Recreation Manager
Senior Center Administrator
Parks Foreperson
Parks Maintenance (5)
WA Park Custodian & Caretaker
Seasonal Staff
Recreation Coordinator
Student Recreation Coordinators
Senior Center Admin Assist
Senior Center Monitors

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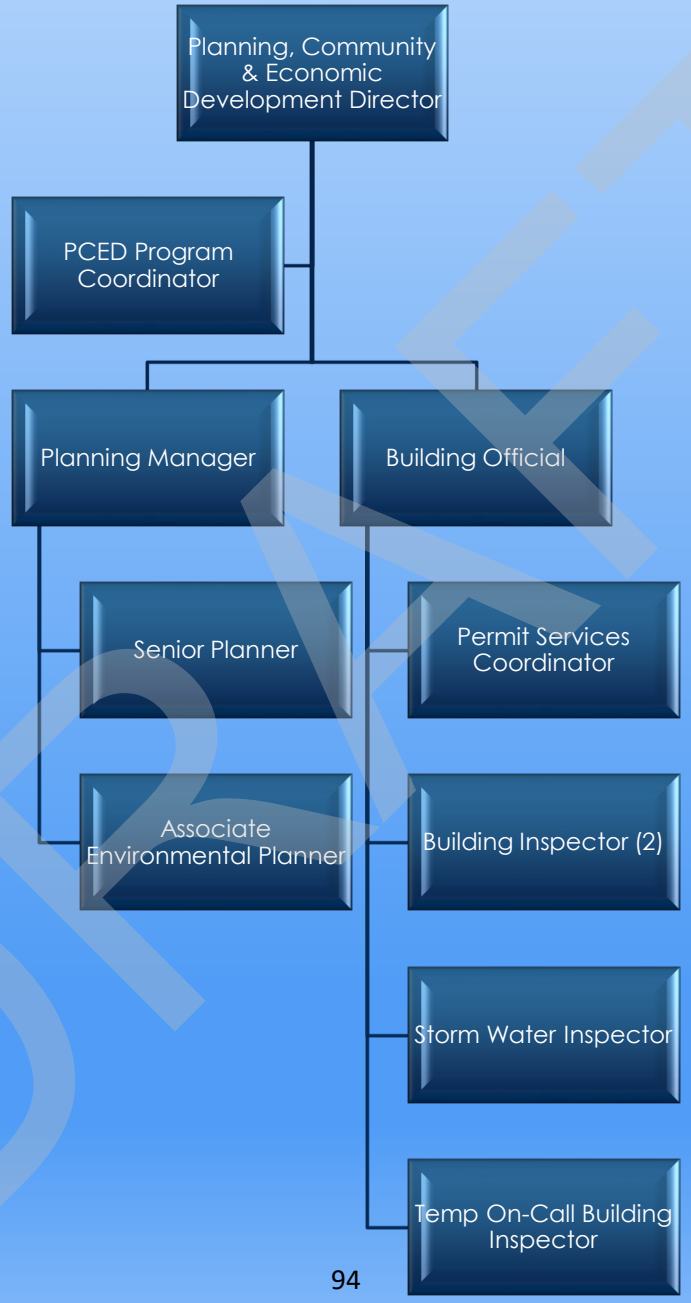
Planning, Community & Economic Development Director
PCED Program Coordinator
Planning Manager
Building Official
Senior Planner
Associate Environmental Planner
Permit Services Coordinator
Building Inspector (2)
Storm Water Inspector
Temp On-Call Building Inspector

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Chief of Police
Patrol Captain
Administrative Captain
Records Service Manager
Community Services Officer
Patrol Sergeants (3)
Police Officer K9 Unit
Community Services Officer
Detective Sergeant
Community Services Officer
Records Support Staff (4)
Patrol Corporals (3)
Detective Corporal
Patrol Officers (9)
Detective

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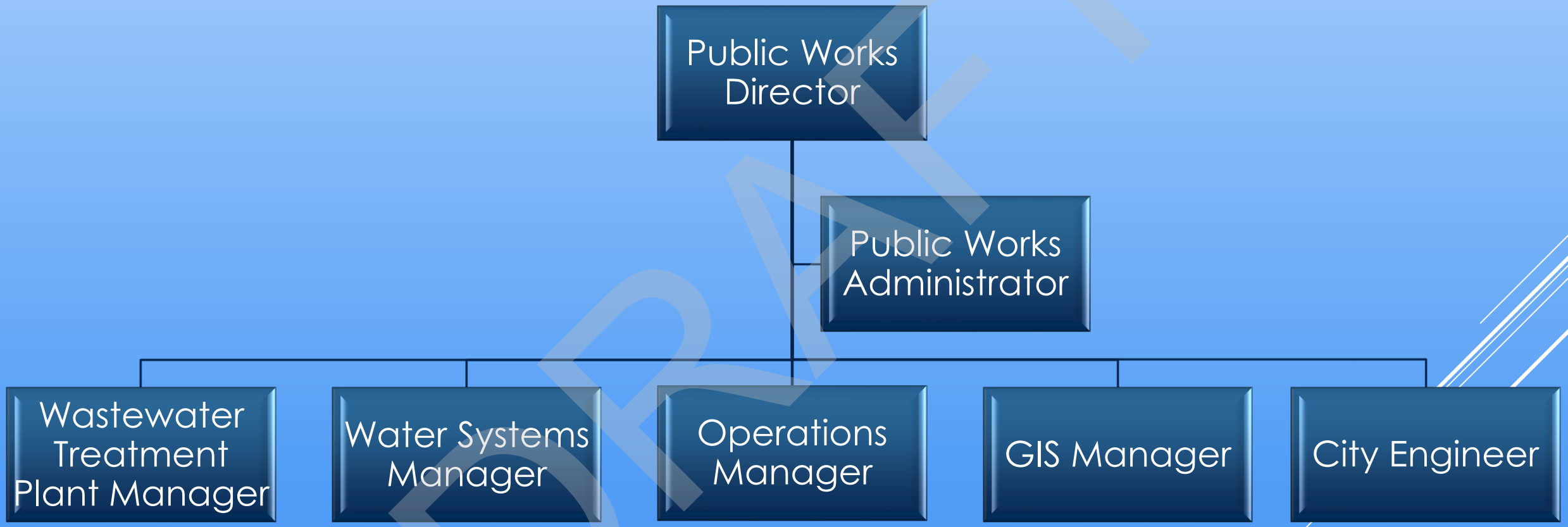
Public Works Director
Public Works Administrator
Wastewater Treatment Plant Manager
Water Systems Manager
Operations Manager
GIS Manager
City Engineer

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City Engineer
Stormwater Program Manager
Engineering Technician (5)
Stormwater Inspector

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GIS Manager

GIS Asset Coordinator

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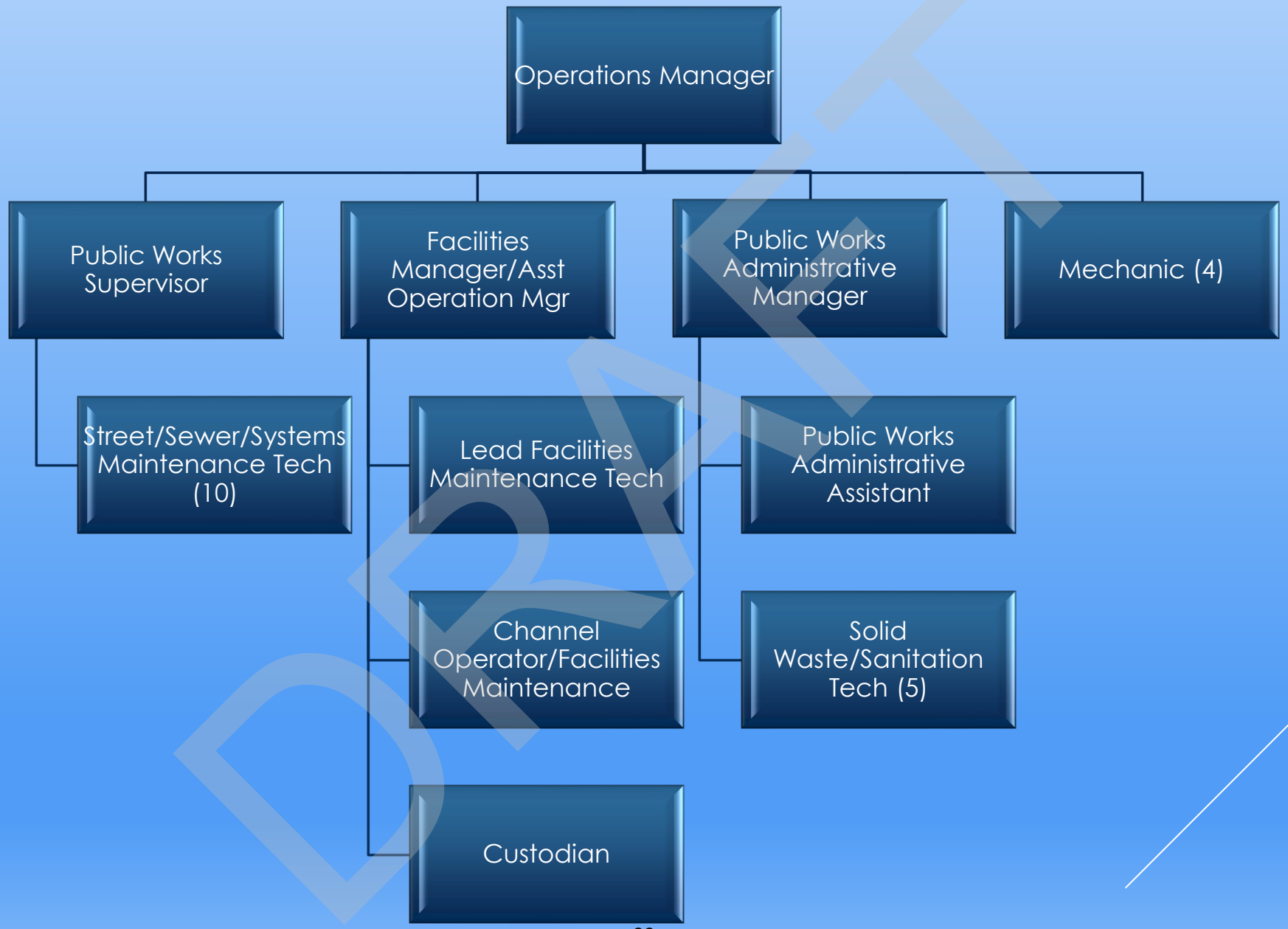
Operations Manager
Public Works Supervisor
Facilities Manager/Asst Operation Mgr
Public Works Administrative Manager
Mechanic (4)
Street/Sewer/Systems Maintenance Tech (10)
Lead Facilities Maintenance Tech
Public Works Administrative Assistant
Channel Operator/Facilities Maintenance
Solid Waste/Sanitation Tech (5)
Custodian

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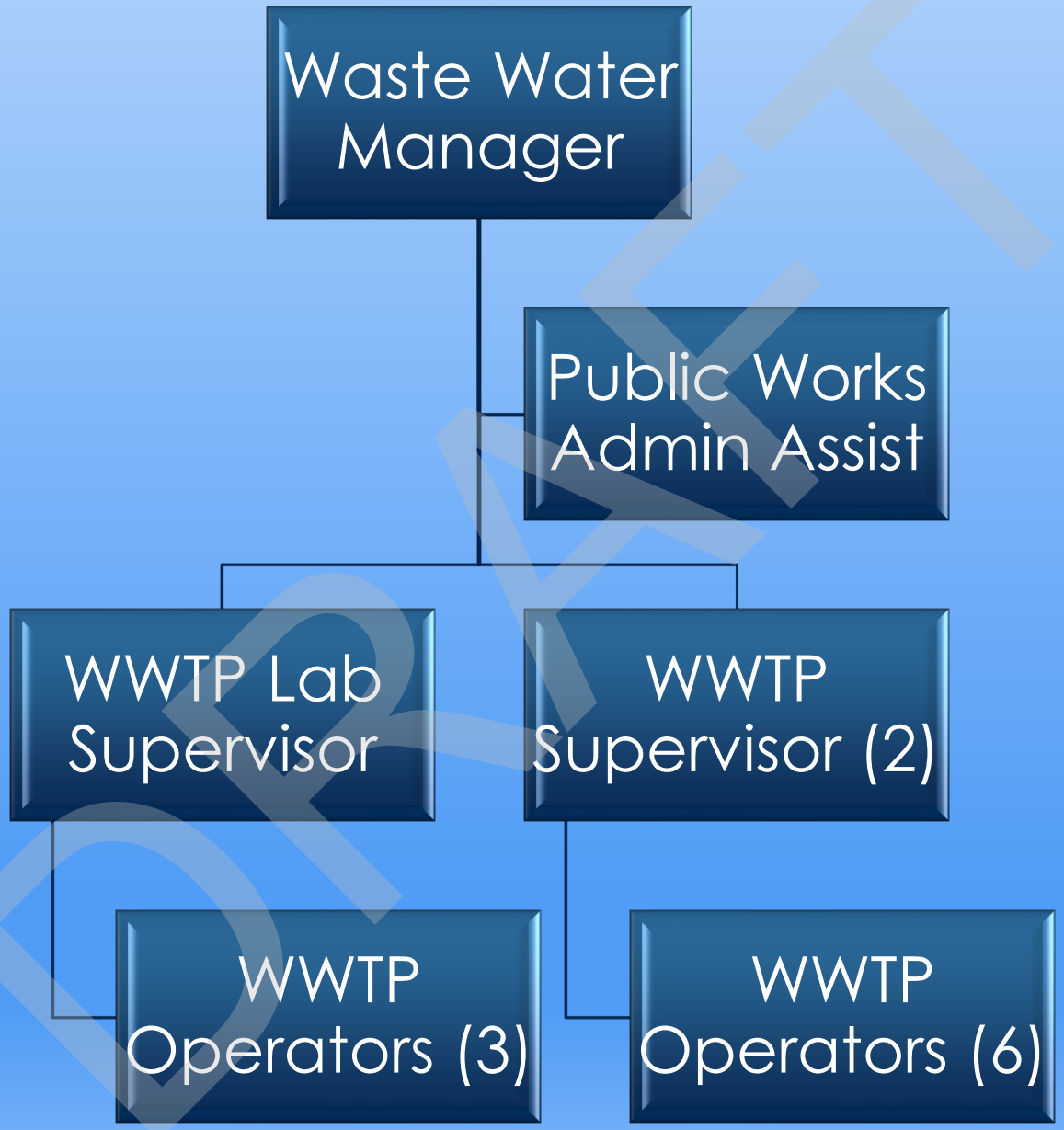
Waste Water Manager
Public Works Admin Assist
WWTP Lab Supervisor
WWTP Supervisor (2)
WWTP Operators (3)
WWTP Operators (6)

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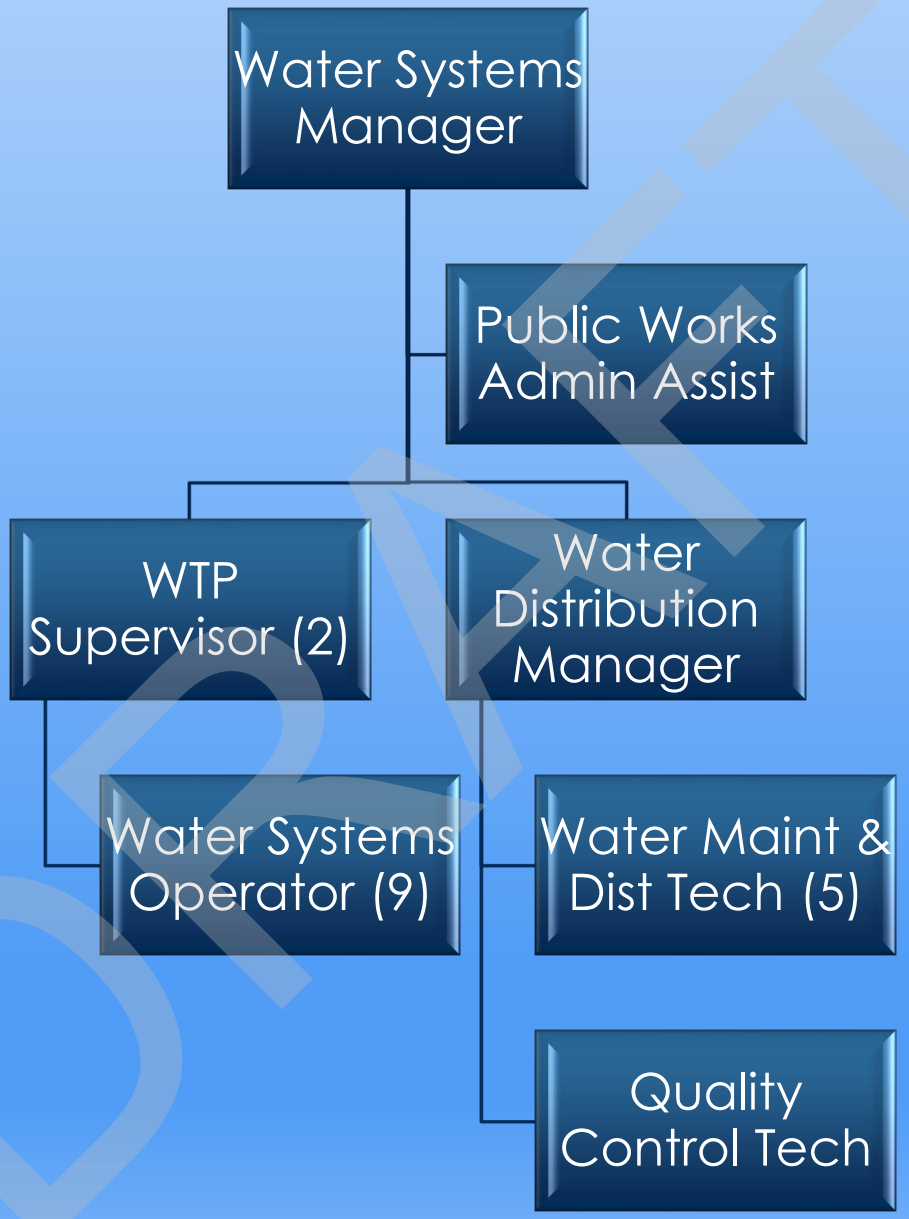
Water Systems Manager
Public Works Admin Assist
WTP Supervisor (2)
Water Distribution Manager
Water Systems Operator (9)
Water Maint & Dist Tech (5)
Quality Control Tech

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# 2024 Budget - FTE Count by Fund and Division

| Fund Description | Total Cost | Allocated FTE Count |
|---|---|---|
| ACFL Management Fund | $ 25,864 | 0.2 |
| Ambulance Service Fund | $ 3,481,706 | 23 |
| Arterial Street Construction | $ 143,655 | 1 |
| Equipment Rental Fund | $ 580,487 | 5 |
| General Fund | $ 13,367,125 | 115 |
| Grandview Cemetery Fund | $ 246,155 | 2 |
| Parks & Recreation Fund | $ 1,654,271 | 14 |
| Public Library Fund | $ 1,472,939 | 13 |
| Sanitation Fund | $ 1,217,533 | 9 |
| Sewer Fund | $ 3,250,710 | 25 |
| Storm Drainage Fund | $ 1,148,538 | 10 |
| Street Maintenance Fund | $ 682,800 | 5 |
| Washington Park Fund | $ 216,637 | 2 |
| Water Fund | $ 3,698,368 | 29 |
| | **$ 31,186,789** | **253** |

| Department Detail Description | Total Cost | Allocated FTE Count |
|---|---|---|
| Parks & Recreation | $ 1,896,772 | 16 |
| Water Maintenance | $ 1,084,159 | 8 |
| Street Maint/Const Activities | $ 594,818 | 4 |
| Executive | $ 227,058 | 1 |
| Sanitation Services | $ 1,217,533 | 9 |
| Public Library | $ 1,472,939 | 13 |
| Judicial | $ 658,356 | 5 |
| Water Treatment Plant | $ 1,852,905 | 14 |
| Human Resources | $ 360,463 | 2 |
| Cemetery | $ 246,155 | 2 |
| Sewage Collection | $ 483,982 | 5 |
| Municipal/Community Buildings | $ 244,226 | 2 |
| Administration | $ 619,839 | 5 |
| Fiber | $ 1,283,014 | 10 |
| Storm Drainage System | $ 442,824 | 5 |
| Medic/Fire Department | $ 4,764,452 | 39 |
| Police | $ 5,209,801 | 40 |
| Legislative | $ 213,482 | 8 |
| Museum Department | $ 478,899 | 5 |
| Waste Water Treatment Plant | $ 2,039,795 | 15 |
| Vehicle & Equipment Fleet | $ 580,487 | 5 |
| Finance Department | $ 795,731 | 5 |
| Legal Department | $ 533,415 | 4 |
| Engineering Plans & Services | $ 1,805,751 | 13 |
| Planning & Community Development | $ 1,225,696 | 9 |
| Information Systems | $ 854,237 | 6 |
| | **$ 31,186,789** | **253** |

**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 |

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# IAFF 1537

**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 |

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## 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 | | | |

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## 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 | | | |

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## 2024 Non Commissioned Police Guild Wage Schedule

| *2.5% COLA Adjustment to Wage Scale* | | Monthly Rate | 1.03 | | | | | | Hourly Rate | | | | | | | Annual Salary | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Position** | 3.0% between each step | **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 |

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**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 |

DRAFT

| | 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 |

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| | 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 |

DRAFT

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 | | | $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 3% base wage increase; 7 steps with 26.53% range;  4% between steps

DRAFT

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 | 35,623,190 |
| 101 | PARKS & RECREATION FUND | 2,653,360 |
| 102 | GRANDVIEW CEMETERY FUND | 319,855 |
| 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 | **109,439,038** |

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

# Budget presentation

**2024 City of Anacortes Budget**

**December 18th, 2023**

# Overview

- 2024 Budget: **$109,439,038**
- CFP Total: **$251,836,811**
- 2024 CFP: **$35,538,147**

# Summary changes

- CFP –
  - Removed Projects:
    - City Hall Siesmic Retrofit
    - Fiber HWY 20 Manufaturing Corridor
  - Updated project: Guemes Channel Trail
- Budget –
  - Corrected budget book
  - Updated ordinance to accomodate changes

# Corrections CFP

- Updated ordinance
  - The City of Anacortes Comprehensive Plan is hereby amended to adopt the 2024-2029 Capital Facilities Plan, attached as exhibit A.

# Corrections CFP

- Updated ‘Shannon Point Trail’
  - Removed reference to Guemes Channel Trail
- Updated GCT project
  - Removed ‘phases’ references
  - Added EIS language & ‘future years’
  - Changed to ‘Parks’ project

# Corrections Budget

- Page 81: Example should have read 2022 Bond, not 2020
- Page 82: PWTF Loans, .5%, not 50%
- Page 83: Updated table to show 2023 required reserves and removed decimal points. Corrected spelling, Cemetery
- Page 92: Corrected spelling, Museum Aides
- Page 111: ‘Includes 3% base wage increase’ vs 2%

# Thank you

**Philip Steffen**
**360-293-1903**
**steffenp@cityofanacortes.org**
**www.anacorteswa.gov**

# City Council Agenda Bill

**Meeting Date:** December 18, 2023 **Agenda Item:** 6.d.

**Agenda Item Title:** Resolution 3139: 2024 Legislative Priorities

**Staff Contact(s):** Emily Schuh

| **Approved for Submittal to Council by** | **Action Type** |
|---|---|
| GREG FRANCIOCH | Resolution |
| Emily Schuh | |
| STEVE HOGLUND | |
| DARCY SWETNAM | |

**Item Summary:** In preparation for the 2024 Washington State Legislative Session the City is establishing legislative priorities. Legislative priorities guide the Mayor and staff to ensure consistent messaging with legislators. The proposed priorities take into consideration concerns and requests of the City, Skagit County, and our partner organizations the Association of Washington Cities and the Washington Cities Insurance Authority. Council and staff feedback following the first review is incorporated.

**Budget Impact:**

**Previous Action:** The City Council reviewed draft legislative priorities at the November 27, 2023 meeting and provided feedback.

**Recommended Motion:** I move to approve Resolution 3139 approving the City's 2024 Legislative Priorities.

**Alternative Actions:**

**Attachments (listed in order presented):**

1. Legislative Priorities Presentation
2. Resolution 3139 Legislative Priorities 2024
3. 2024 Legislative Priorities
4. 2024 Legislative Priorities_Redline Version

# City of Anacortes Legislative Priorities Review

December 18, 2023

In 2024, the legislature will be in session from January 8, 2024 through March 7, 2024.

Anacortes Priorities Closely Align with Association of WA Cities Priorities, and also incorporate Skagit County & and WA Cities Insurance Authority Priorities.

# 2024 City Legislative Priorities

Strong cities make a great state. Cities are home to 65% of Washington's residents, drive the state's economy, and provide the most accessible form of government. Cities' success depends on adequate resources and local decision-making authority to best meet the needs of our residents.

**Washington's 281 cities ask the Legislature to partner with us and act on the following priorities:**

## Help recruit and retain police officers for public safety

Provide additional funding tools and resources for officer recruitment and retention to improve public safety. This includes updating the existing local option Public Safety Sales Tax to allow implementation by councilmanic authority and greater flexibility for using the funds to cover increased officer wages and related programs like behavioral health co-response teams.

Expand access to state-mandated training. In particular, continue increasing the number of classes for the Basic Law Enforcement Academy (BLEA) and expanding the new regional academies. Getting new officers on the street faster supports recruitment and retention, thus improving public safety outcomes in our communities.

## Revise the arbitrary property tax cap

Revise the arbitrary 1% property tax cap that has been in place for more than 20 years. Tie the tax to inflation and population growth factors with a new cap not to exceed 3%. This allows local elected officials to adjust the local property tax rate to better serve our communities and keep up with the costs of providing basic services like police, fire, streets, and valued community amenities like parks. The current 1% cap has created a structural deficit in cities' revenue and expenditure model, causing reliance on regressive revenues and artificially restricting the ability of property taxes to fund critical community needs.

## Continue investing in infrastructure

Continue strong state investments in infrastructure funding to support operations and maintenance of traditional and non-traditional infrastructure like drinking water, wastewater, and broadband. Expand funding options that support state and local transportation needs with emphasis on preservation and maintenance to prevent expensive replacement and repairs. Improve access to Climate Commitment Act funding, including direct distributions, for city priorities that support carbon reduction and climate resiliency.

## Provide behavioral health resources

Create greater access to behavioral health services to include substance use disorder treatment and dual diagnosis treatment facilities. Support continued state funding for cities to help communities establish alternative response programs like co-responder programs, diversion programs, and others that provide options beyond law enforcement to assist individuals experiencing behavioral health challenges.

**AWC's advocacy is guided by these core principles from our Statement of Policy:**

- Local decision-making authority
- Fiscal flexibility and sustainability
- Equal standing for cities
- Diversity, equity, and inclusion
- Strong Washington state partnerships
- Nonpartisan analysis and decision-making

Contact: **Candice Bock**
Government Relations Director
candiceb@awcnet.org

Association of Washington Cities • 1076 Franklin St SE, Olympia, WA 98501 • 1.800.562.8981 • wacities.org

AWC ASSOCIATION OF WASHINGTON CITIES

# Public Safety

**RECRUIT AND RETAIN POLICE OFFICERS**

***Provide*** funding tools and resources for officer recruitment and retention to improve public safety.

***Expand*** access to state-mandated training. Continue increasing the number of classes for the Basic Law Enforcement Academy (BLEA) and expanding local regional academies.

**VEHICULAR PURSUITS**

***Modify*** RCW 10.116.060 to enact a balancing test to authorize pursuits where the risk of the pursuit does not exceed the risk of the reason(s) for the pursuit – allowing law enforcement the enforceable authority needed to intervene when public safety is threatened. Pursuits are inherently dangerous however this law has not reduced the danger but rather has encouraged a certain criminal element to flee apprehension. This modification is not intended to allow pursuits for any reason or under any circumstance.

**JUVENILE ACCESS TO ATTORNEY**

***Modify*** RCW 13.40.740 to focus legal services provided to juvenile suspects, allowing juvenile victims or witnesses to engage with law enforcement freely.

***Modify*** RCW.13.40.740 to provide an exception to the consultation requirement where information being sought would lead law enforcement to others involved in an alleged crime or the recovery of evidence or property, and the information is provided within reasonable time of the alleged crime (i.e. 24 hours)

***Allow*** juveniles to provide an exculpatory statement.

***Recognize*** the role of parents/guardians when waving or asserting a juvenile's rights.

# REVISE THE PROPERTY TAX CAP

**Revise the property tax cap to tie it to inflation and population growth factors up to 3 %**

***Meet*** emerging service needs like affordable housing and behavioral health services that are limited by the current arbitrary 1% property tax limit.

***Allow*** local elected officials to adjust their local property tax rate to best serve their communities.

***Increase*** funding flexibility, support local decisions, and preserve critical city services.

# INVESTMENT IN INFRASTRUCTURE

- ***Continue*** strong state investments in infrastructure to support operations and maintenance of traditional and non-traditional infrastructure like drinking water, wastewater, and broadband.
- ***Expand*** funding options that support state and local transportation needs with emphasis on preservation and maintenance to prevent expensive replacement and repairs.
- ***Improve*** access to Climate Commitment Act funding, including direct distributions for city priorities that support carbon reduction and climate resiliency.
- ***Support*** the creation of a state-sponsored financing cooperative that focuses on low interest (less than market share) public infrastructure funding.
- **Invest** in wildfire planning for communities, such as Anacortes, with substantial urban forest lands.
- ***Invest*** in Washington State Ferries. language pending report due 12/15/23.

# INVESTMENT IN AFFORDABLE AND SUBSIDISED HOUSING

***Incentivize*** multifamily construction by allowing cities to exempt qualifying multifamily housing projects from state and local sales tax (a similar program for qualifying commercial office space already exists in RCW 82.14.532).

# CRISIS RELIEF STABILIZATION CENTER DIRECT FUNDING REQUEST $3M

***Fund*** an expanded Skagit County Crisis Stabilization Center adding a total of 48 beds to support the needs of Skagit County residents.

In 2023 the legislature generously supported an appropriation of $12.7 million. We are seeking an additional $3 million as follows:

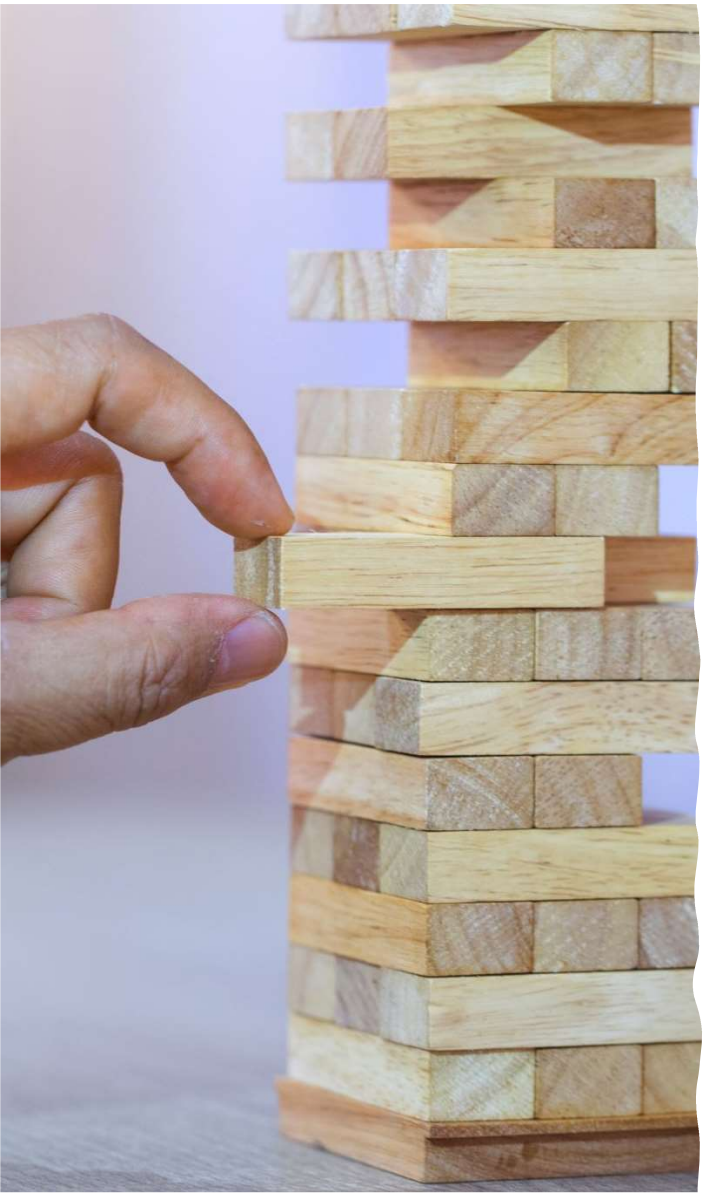
**$1.5 million for additional construction costs** this project will require an additional 1,500 square feet to meet DOH requirements and ensure the highest standards of accessibility for those with physical, mental, developmental, or neurological disabilities.

**$1.5 million for one-time start-up operating funds** to ensure the facility is fully staffed and able to operate immediately after construction.

## EXPAND AND SUPPORT BEHAVIORAL HEALTH RESOURCES

***Expand*** behavioral health services to include substance use disorder treatment and dual diagnosis treatment facilities.

***Support*** continued state funding for alternative response programs; mobile rapid response crisis team, co-responder teams, diversion programs, designated crisis responder, fire department mobile integrated health teams, community assistance referral and education services under RCW 35.21.930 and law enforcement personnel.



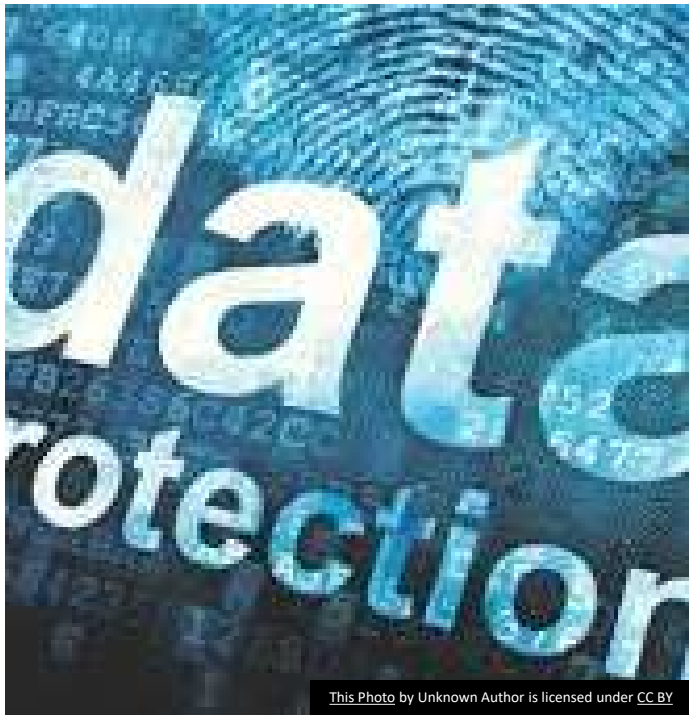
# LIABILITY

- ***Protect*** against liability expansion and policies that would drive additional claims and litigation, protecting our communities from lost coverage or significant cost increases impacting ability to provide valuable services, programs and needed maintenance. Risk pools are non-profits who share and prevent risks that occur in communities. The erosion of defenses and immunities to public entities have meant claims once dismissed are now costing millions of dollars exposure that are being passed down to risk pool members in additional assessments.
- ***Explore*** tort reforms that would reduce liability and related costs including caps on amount of damages that can be collected against public entities (already law in 33 states), reinstituting immunities and amending the law on joint and several liability.

# COMPREHENSIVE DATA PROTECTION PLAN

**Increased use of contracts with cloud and Software-as-Service (Saas) providers often involves personally identifiable information (PII), individual health information (IHI), and sensitive operating information. Ensuring the security and privacy of this information is paramount.**

***Enact*** a comprehensive data protection plan that includes Data Inventory and Classification, Data Security Policies, Data Governance Framework, Data Risk Assessment and Mitigation, and Compliance Management.



This Photo by Unknown Author is licensed under CC BY

# Discussion

## CITY OF ANACORTES LEGISLATIVE PRIORITIES 2024

### PUBLIC SAFETY

#### RECRUIT AND RETAIN POLICE OFFICERS

***Provide*** funding tools and resources for officer recruitment and retention to improve public safety.

***Expand*** access to state-mandated training. Continue increasing the number of classes for the Basic Law Enforcement Academy (BLEA) and expanding local regional academies.

#### VEHICULAR PURSUITS

***Modify*** RCW 10.116.060 to enact a balancing test to authorize pursuits where the risk of the pursuit does not exceed the risk of the reason(s) for the pursuit – allowing law enforcement the enforceable authority needed to intervene when public safety is threatened. Pursuits are inherently dangerous however this law has not reduced the danger but rather has encouraged a certain criminal element to flee apprehension. This modification is not intended to allow pursuits for any reason or under any circumstance.

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***Modify*** RCW 13.40.740 to provide an exception to the consultation requirement where information being sought would lead law enforcement to others involved in an alleged crime or the recovery of evidence or property, and the information is provided within reasonable time of the alleged crime (i.e. 24 hours)

***Allow*** juveniles to provide an exculpatory statement.

***Recognize*** the role of parents/guardians when waving or asserting a juvenile's rights.

***Prohibit*** telephonic attorneys from asserting or waiving a juvenile's rights without their consent.

### REVISE THE PROPERTY TAX CAP

**Revise the property tax cap to tie it to inflation and population growth factors up to 3 %**

***Meet*** emerging service needs like affordable housing and behavioral health services that are limited by the current arbitrary 1% property tax limit.

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***Improve*** access to Climate Commitment Act funding, including direct distributions for city priorities that support carbon reduction and climate resiliency.

***Support*** the creation of a state-sponsored financing cooperative that focuses on low interest (less than market share) public infrastructure funding.

Invest in wildfire planning for communities, such as Anacortes, with substantial urban forest lands.

***Invest*** in Washington State Ferries. *Fund an interisland and international passenger only ferry service until the regular ferry service resumes.* Passenger – only language pending study findings being released 12/15/23.

### INVESTMENT IN AFFORDABLE AND SUBSIDISED HOUSING

***Incentivize*** multifamily construction by allowing cities to exempt qualifying multifamily housing projects from state and local sales tax (a similar program for qualifying commercial office space already exists in RCW 82.14.532).

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***Enact*** a comprehensive data protection plan that includes Data Inventory and Classification, Data Security Policies, Data Governance Framework, Data Risk Assessment and Mitigation, and Compliance Management.

**RESOLUTION NO. 3139**

**A RESOLUTION OF THE CITY OF ANACORTES, WASHINGTON, APPROVING THE 2024 LEGISLATIVE PRIORITIES**

WHEREAS, during the 2024 Washington Legislative Session, the City Council desires to provide input to the Senators and Representatives who represent the City's constituents pertaining to the development of laws that will have a significant effect on the City's ability to provide a wide variety of services to its constituents; and

WHEREAS the 2024 Legislative Priorities are the documents that set forth the City Council's policy position on broad public policy areas that are of concern to the City: and

WHEREAS, during the 2024 Legislative Session, proposed legislation in other areas of concern to the City will be monitored and reviewed with City Council when appropriate: and

WHEREAS it is the intent of the City Council to take positions of support or opposition to proposed legislation impacting the City and to lobby the legislature based on these positions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, AS FOLLOWS:

1. The City's 2024 Legislative Priorities attached hereto and incorporated herein are hereby approved.
2. By adopting the 2024 Legislative Priorities, City Council may support or oppose proposed legislation consistent with these positions and direct staff to lobby on their behalf.

PASSED AND ADOPTED this ___ day of _____

CITY OF ANACORTES, WASHINGTON

By: _____
Matt Miller, Mayor

ATTEST:

By: _____
Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

By: _____
Darcy Swetnam, City Attorney

# CITY OF ANACORTES LEGISLATIVE PRIORITIES 2024

## PUBLIC SAFETY

### RECRUIT AND RETAIN POLICE OFFICERS

***Provide*** funding tools and resources for officer recruitment and retention to improve public safety.

***Expand*** access to state-mandated training. Continue increasing the number of classes for the Basic Law Enforcement Academy (BLEA) and expanding local regional academies.

### VEHICULAR PURSUITS

***Modify*** RCW 10.116.060 to enact a balancing test to authorize pursuits where the risk of the pursuit does not exceed the risk of the reason(s) for the pursuit – allowing law enforcement the enforceable authority needed to intervene when public safety is threatened. Pursuits are inherently dangerous however this law has not reduced the danger but rather has encouraged a certain criminal element to flee apprehension. This modification is not intended to allow pursuits for any reason or under any circumstance.

### JUVENILE ACCESS TO ATTORNEY

***Modify*** RCW 13.40.740 to focus legal services provided to juvenile suspects, allowing juvenile victims or witnesses to engage with law enforcement freely.

***Modify*** RCW.13.40.740 to provide an exception to the consultation requirement where information being sought would lead law enforcement to others involved in an alleged crime or the recovery of evidence or property, and the information is provided within reasonable time of the alleged crime (i.e. 24 hours)

***Allow*** juveniles to provide an exculpatory statement.

***Recognize*** the role of parents/guardians when waving or asserting a juvenile's rights.

***Prohibit*** telephonic attorneys from asserting or waiving a juvenile's rights without their consent.

## REVISE THE PROPERTY TAX CAP

**Revise the property tax cap to tie it to inflation and population growth factors up to 3 %**

***Meet*** emerging service needs like affordable housing and behavioral health services that are limited by the current arbitrary 1% property tax limit.

***Allow*** local elected officials to adjust their local property tax rate to best serve their communities.

***Increase*** funding flexibility, support local decisions, and preserve critical city services.

## INVESTMENT IN INFRASTRUCTURE

***Continue*** strong state investments in infrastructure to support operations and maintenance of traditional and non-traditional infrastructure like drinking water, wastewater, and broadband.

***Expand*** funding options that support state and local transportation needs with emphasis on preservation and maintenance to prevent expensive replacement and repairs.

***Improve*** access to Climate Commitment Act funding, including direct distributions for city priorities that support carbon reduction and climate resiliency.

***Support*** the creation of a state-sponsored financing cooperative that focuses on low interest (less than market share) public infrastructure funding.

***Invest*** in wildfire planning for communities, such as Anacortes, with substantial urban forest lands.

***Invest*** in Washington State Ferries. *Fund an interisland and international passenger only ferry service until the regular ferry service resumes.* Passenger – only language pending study findings being released 12/15/23.

## INVESTMENT IN AFFORDABLE AND SUBSIDISED HOUSING

***Incentivize*** multifamily construction by allowing cities to exempt qualifying multifamily housing projects from state and local sales tax (a similar program for qualifying commercial office space already exists in RCW 82.14.532).

## CRISIS RELIEF STABILIZATION CENTER - DIRECT FUNDING REQUEST $3M

***Fund*** an expanded Skagit County Crisis Stabilization Center adding a total of 48 beds to support the needs of Skagit County residents.

In 2023 the legislature generously supported an appropriation of $12.7 million. We are seeking an additional $3 million as follows:

**$1.5 million for additional construction costs** this project will require an additional 1,500 square feet to meet DOH requirements and ensure the highest standards of accessibility for those with physical, mental, developmental, or neurological disabilities.

**$1.5 million for one-time start-up operating funds** to ensure the facility is fully staffed and able to operate immediately after construction.

## EXPAND AND SUPPORT BEHAVIORAL HEALTH RESOURCES

***Expand*** behavioral health services to include substance use disorder treatment and dual diagnosis treatment facilities.

***Support*** continued state funding for alternative response programs; mobile rapid response crisis team, co-responder teams, diversion programs, designated crisis responder, fire department mobile integrated health teams, community assistance referral and education services under RCW 35.21.930 and law enforcement personnel.

## LIABILITY

***Protect*** against liability expansion and policies that would drive additional claims and litigation, protecting our communities from lost coverage or significant cost increases impacting ability to provide valuable services, programs and needed maintenance. Risk pools are non-profits who share and prevent risks that occur in communities. The erosion of defenses and immunities to public entities have meant claims once dismissed are now costing millions of dollars exposure that are being passed down to risk pool members in additional assessments.

***Explore*** tort reforms that would reduce liability and related costs including caps on amount of damages that can be collected against public entities (already law in 33 states), reinstituting immunities and amending the law on joint and several liability.

## COMPREHENSIVE DATA PROTECTION PLAN

**Increased use of contracts with cloud and Software-as-Service (Saas) providers often involves personally identifiable information (PII), individual health information (IHI), and sensitive operating information. Ensuring the security and privacy of this information is paramount.**

***Enact*** a comprehensive data protection plan that includes Data Inventory and Classification, Data Security Policies, Data Governance Framework, Data Risk Assessment and Mitigation, and Compliance Management.

# CITY OF ANACORTES LEGISLATIVE PRIORITIES 2024

## PUBLIC SAFETY

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***Allow*** juveniles to provide an exculpatory statement.

~~**Clarify** that juvenile victims and witnesses are not required to consult an attorney before cooperating with law enforcement.~~***Recognize*** the role of parents/guardians when waving or asserting a juvenile's rights.

***Prohibit*** telephonic attorneys from asserting or waiving a juvenile's rights without their consent.

## REVISE THE PROPERTY TAX CAP

**Revise the ~~arbitrary 1%~~ property tax cap** ~~that has been in place for more than 20 years. The current cap has created a structural deficit in cities' revenue and expenditure model, causing reliance on regressive revenues and artificially restricting the ability of property taxes~~ **to** ~~fund critical needs.~~

~~**Tie the tax**~~**tie it to inflation and population growth factors** ~~**with a new cap not**~~**up to** ~~**exceed**~~ **3**~~**%.** This allows~~ **%**

***Meet*** emerging service needs like affordable housing and behavioral health services that are limited by the current arbitrary 1% property tax limit.

***Allow*** local elected officials to adjust ~~the~~their local property tax rate ~~and keep up with the costs of providing basic services like police, fire, streets, and valued community amenities like parks.~~ to best serve their communities.

***Increase*** funding flexibility, support local decisions, and preserve critical city services.

## INVESTMENT IN INFRASTRUCTURE

***Continue*** strong state investments in infrastructure to support operations and maintenance of traditional and non-traditional infrastructure like drinking water, wastewater, and broadband.

***Expand*** funding options that support state and local transportation needs with emphasis on preservation and maintenance to prevent expensive replacement and repairs.

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***Explore*** ~~torte~~tort reforms that would reduce liability and related costs~~.~~ including caps on amount of damages that can be collected against public entities (already law in 33 states), reinstituting immunities and amending the law on joint and several liability.

## COMPREHENSIVE DATA PROTECTION PLAN

**Increased use of contracts with cloud and Software-as-Service (Saas) providers often involves personally identifiable information (PII), individual health information (IHI), and sensitive operating information. Ensuring the security and privacy of this information is paramount.**

***Enact*** a comprehensive data protection plan that includes Data Inventory and Classification, Data Security Policies, Data Governance Framework, Data Risk Assessment and Mitigation, and Compliance Management.

# City Council Agenda Bill

**Meeting Date:** December 18, 2023 **Agenda Item:** 6.e.

**Agenda Item Title:** Ben Root Skate Park Project Update

**Staff Contact(s):** JONN LUNSFORD

| **Approved for Submittal to Council by** | **Action Type** |
|---|---|
| GREG FRANCIOCH | Discussion |
| JONN LUNSFORD | |

**Item Summary:** The remodel of the Ben Root Skate Park has been a successful partnership between local skating advocates, cyclists, private donors and the City. Private funds have contributed over $1.15 million. The engineer's estimate for the build was approximately $1.2 million. Bids came in significantly higher than the estimate due to the unique nature of the construction. The contract we signed is for $1,512,320 leaving us in need of approximately $362,320 to cover the difference. Fundraising is still continuing. Staff is coming to City Council at this time to let them know of this deficit and answer any questions in preparation for a fourth quarter budget amendment.

**Budget Impact:**
In a future 4th quarter budget amendment staff requests that up to $362,320 be made available in city funds. The Finance Department will determine the source of funds from either REET, Parks Capital Reserves, or Parks and Recreation Reserves.

**Previous Action:** Review and Discussion at previous Parks and Recreation Council Sub-Committee.

**Recommended Motion:** No requested action at this time. The purpose of this agenda item is for discussion.

**Alternative Actions:** No action is requested at this time.

**Attachments (listed in order presented):**
1. Skate Park Presentation 12182023

# Ben Root Skate Park Update

Contract: $1,512,320

Fundraising: $1.15M

Goal to Reach: $362,320

# Thank you

# City Council Agenda Bill

**Meeting Date:** December 18, 2023 **Agenda Item:** 6.f.

**Agenda Item Title:** Interlocal Agreement #23-312-APD-001 for the Washington Traffic Safety Commission Traffic Safety Grant

**Staff Contact(s):** DAVE FLOYD, CHRIS FULLER

| **Approved for Submittal to Council by** | **Action Type** |
|---|---|
| GREG FRANCIOCH<br>TIFFANY MATSON | Contract Award |

**Item Summary:** City staff seeks approval to execute Interlocal Cooperative Agreement 23-312-APD-001 with Washington Traffic Safety Commission (WTSC), under which the City will receive reimbursement funds from the traffic safety grant 2024-HVE-5121-Region 11 Target Zero Task Force. WTSC reimburses the APD/City of Anacortes for the overtime costs of officers working statewide DUI, seat belt, distracted driving, motorcycle emphasis patrols.

**Key Terms:**

- This agreement provides for up to $65,000 reimbursement of straight time or overtime work split between all agencies within Region 11.
- The term shall be from execution through September 30, 2024.

**Budget Impact:**

**Previous Action:** N/A

**Recommended Motion:** I move that City Council authorize the Mayor to execute Interlocal Cooperative Agreement 23-312-APD-001 between the City of Anacortes and Washington Traffic Safety Commission.

**Alternative Actions:** Not approve the interlocal.

**Attachments (listed in order presented):**

1. 23-312-APD-001

WEMS
WASHINGTON TRAFFIC SAFETY COMMISSION ENTERPRISE MANAGEMENT SYSTEM

**INTERAGENCY AGREEMENT**

**BETWEEN THE**

**Washington Traffic Safety Commission**

**AND**

**City of Anacortes**

THIS AGREEMENT is made and entered into by and between the Washington Traffic Safety Commission, hereinafter referred to as "WTSC," and **City of Anacortes**, hereinafter referred to as "SUB-RECIPIENT."

NOW THEREFORE, in consideration of the authority provided to WTSC in RCW 43.59 and RCW 39.34, terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties mutually agree as follows:

**1. PURPOSE OF THE AGREEMENT:**

The purpose of this Agreement is to provide funding, provided by the United States Department of Transportation (USDOT) National Highway Traffic Safety Administration (NHTSA) and allowed under the Assistance Listings Catalog of Federal Domestic Assistance (CFDA) number 20.600 for traffic safety grant project **2024-HVE-5121-Region 11 Target Zero Task Force**, specifically to provide funding for the law enforcement agencies in WTSC Region **11** to conduct straight time or overtime enforcement activities (traffic safety emphasis patrols) as outlined in the Statement of Work (SOW), in support of Target Zero priorities. The Target Zero Manager (TZM) and/or the Law Enforcement Liaison (LEL) shall coordinate the SOW with the SUB-RECIPIENT with the goal of reducing traffic crashes.

Grant **2024-HVE-5121-Region 11 Target Zero Task Force** was awarded to the WTSC Region **11** to support collaborative efforts to conduct HVE activities. By signing this agreement, the SUB-RECIPIENT can seek reimbursement for straight time or overtime for approved law enforcement activity expenses incurred as a participant in the region's HVE grant.

**2. PERIOD OF PERFORMANCE**

The period of performance of this Agreement shall commence upon the date of execution by both parties, but not earlier than October 1, 2023, and remain in effect until September 30, 2024 unless terminated sooner, as provided herein.

**3. SCOPE OF WORK**

3.1.1 Problem ID and/or Opportunity

The main causes of serious injury and fatality collisions on Washington's roadways are driver impairment through drug and/or alcohol use, speeding, occupant restraint mis/nonuse, and distraction. Fatalities have increased almost 40 percent since 2019. Despite a very high seat belt use rate (greater than 90% for many years in a row), the number of unrestrained fatalities

and serious injuries have increased to the highest number since before 2010. Since 2019, unrestrained fatalities have increased over 40 percent Motorcyclists also represent a high number of injured and killed because of unsafe and poorly trained riders and the challenges vehicle drivers face in observing motorcycles on the road.

Washington has seen a drastic decrease in proactive enforcement of traffic laws. This decrease is due to a myriad of factors, include the COVID-19 pandemic, political actions to update laws that reduce an officer's ability to stop drivers,

This project will fund locally coordinated enforcement mobilizations to address impaired driving, distracted driving, seat belt safety, speeding, and motorcycle safety. Funding and events will be organized by local Target Zero Managers (TZMs) & the statewide Law Enforcement Liaison networks and their local Target Zero Task Force. These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination.

3.1.2 Project Purpose and Strategies

This project will fund High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols to prevent impaired driving, distracted driving, seat belt use, speeding, and motorcycle safety.

High Visibility Enforcement (HVE) and Traffic Safety Enforcement Program (TSEP) patrols are designed to create deterrence by increasing the expectation of a citation/fine/arrest. Officers may also remove high risk (impaired) drivers when encountered. So together, this countermeasure works by preventing dangerous driving behaviors and stopping those who still decide to engage in those behaviors.

Funding and events will be organized by local TZMs, LELs, and their local Target Zero Task Force. Task forces will use local data and professional judgement to determine enforcement priorities for their jurisdictions and will schedule and plan enforcement and outreach activities. Regional participation in the following National Campaigns is mandatory:

- Impaired driving enforcement during the Holiday DUI campaign (December 2023).
- Distracted driving enforcement during the Distracted Driving campaign (April 2024)
- Seat belt enforcement during the Click It or Ticket campaign (May 2024).
- Impaired driving enforcement during the Summer DUI campaign (August 2024).

These patrols will also be coordinated with the Washington State Patrol (WSP). Target Zero Managers will establish or strengthen relationships with key WSP district personnel to improve interagency coordination with the WSP.

3.1.3 Requirements for National Mobilizations and Traffic Safety Enforcement Program (TSEP)

1. HVE events will be data informed; based on crash data, anecdotal evidence, and the professional judgement of task force members. WTSC strongly believes in the expertise of local officers to understand the highest priority areas in their communities to focus their efforts.

2. The SUB-RECIPIENT will ensure that all officers participating in these patrols are BAC certified and have received and passed the SFST refresher training.

3. SUB-RECIPIENT will ensure all officers participating in Impaired Driving patrols have also received Advanced Roadside Impaired Driving Enforcement (ARIDE) training.

4. SUB-RECIPIENT shall ensure all participating personnel will use the WEMS system provided by the WTSC to record all activities in digital activity logs conducted by their commissioned officers pursuant to the HVE events. Participating officers will fill out all applicable fields of the digital activity log and use the comments field to provide details on irregularities, challenges or other details that would help explain what was encountered during their shift. SUB-RECIPIENT will also ensure all supervisors and fiscal staff have the ability to review and edit those activity logs.

5. Activity conducted outside of the quarterly task force operational plans will not be reimbursed.

3.1.4 Project Intent and Best Practice

1. SUB-RECIPIENT is encouraged to help their Region Task Force fulfill the requirement to participate in the four mandatory National Campaigns. (Holiday DUI campaign in December 2023, Distracted Driving campaign in April 2024, Click It or Ticket campaign in May 2024, and Summer DUI campaign in August 2024).

   NOTE: Agencies must participate in speed or impaired driving enforcement under this agreement to be eligible to receive funding under the WASPC equipment grant.

2. SUB-RECIPIENT is strongly encouraged to participate in their task force to plan and execute enforcement events.
3. Regional task force will be submitting quarterly operational plans and SUB-RECIPIENT is encouraged to participate to the fullest extent possible. Quarterly operational plans are due October 15, December 15, March 15, and June 15.
4. WTSC encourages participating officers to prioritize violations that directly contribute to the injury and death of road users, such as impaired driving, speeding, distracted driving, non-restraint, etc.
5. SUB-RECIPIENT should promote patrol events through all earned, owned and, if funded, paid media that is available so that the public is made aware of the event before, during, and after the enforcement takes place. It is best practice to translate messages as needed and invite local media involvement in the effort to reach communities in which HVE will occur.
6. SUB-RECIPIENT should strive to actively enforce traffic safety laws focused on collision causing behaviors in priority areas throughout the year outside of HVE events.
7. When participating in motorcycle patrols SUB-RECIPIENT should focus on the illegal and unsafe driving actions of all motor vehicles interacting with motorcycles. This includes speeding, failure to yield to a motorcycle, following too closely to a motorcycle, distracted driving, etc.
8. When participating in motorcycle patrols SUB-RECIPIENT should ensure that enforcement will focus on the illegal and unsafe driving actions of motorcycles that are known to cause serious and fatal crashes. This includes impaired driving, speeding, and following too closely.
9. Performance will be monitored by the regional TZM, LEL, and Task Force, as well as WTSC. WTSC reserves the right to designate specific officers as ineligible for cost reimbursement. This will occur if an officer is determined to not have not met the purpose/intent of this grant in multiple emphasis patrols.
10. Funds can be used to support the mentoring of officers in traffic enforcement. This can be focused on impaired driving, or general traffic enforcement.

    For DUI mentorship, WTSC has found it to be best practice to include a mix of instruction and practical experience. The mentor should be a DRE when possible, or a highly effective DUI emphasis patrol officer with a minimum of ARIDE training. Mentor/mentee activities will be pre-approved by the TZM or LEL after the mentee submits their interest.

11. Community outreach/collaboration: Funds can be used to pay for traffic safety focused community outreach and collaboration activities. The operational approach for regional community outreach and collaboration activities should be developed at the Task Force level and be approved by the WTSC. WTSC recommends that these activities include an opportunity for the audience to provide feedback on local traffic safety priorities and activities, which ideally will influence the region's plan for traffic safety programming.

In order to receive funding from this grant, agencies must participate with the regional traffic safety task force/coalition in the planning efforts for these activities.

WTSC also encourages all law enforcement agencies in Washington to utilize WTSC's data analysis resources, such as interactive dashboards and data from a statewide attitudinal survey, as well their regional Target Zero Manager to identify priorities for engaging with the community.

WTSC will provide tools for documenting community collaboration activities, such as the WEMS activity log.

### 3.1.5 NATIONAL AND STATE-WIDE MOBILIZATIONS

Not all agencies are required to participate in all of these, however the region has committed to participate as a region in all of these. Dates are tentative and may change when NHTSA publishes their FFY2024 mobilization calendar.

| **Mobilization** | **Dates** |
|---|---|
| Holiday DUI | December 13, 2023 – January 1, 2024 |
| U Drive. U Text. U Pay. | April 1 – 14, 2024 |
| Click It or Ticket | May 13 – June 2, 2024 |
| It's a Fine Line (optional if funded) | July 5 – 21, 2024 |
| DUI Drive Sober or Get Pulled Over | August 12 – September 4, 2024 |

### 3.2 PROJECT GOALS

Prevent traffic crashes to reduce traffic related deaths and serious injuries through active, visible, consistent, and targeted traffic law enforcement, law enforcement training, and community outreach. Law enforcement can have a profound effect on traffic safety and this project aims to increase participation to accomplish that.

### 3.3 COMPENSATION

3.3.1 The Compensation for the straight time or overtime work provided in accordance with this Agreement has been established under the terms of RCW 39.34. The cost of accomplishing the work described in the SOW will not exceed dollar total from amounts listed below. Payment for satisfactory performance shall not exceed this amount unless the WTSC and SUB-RECIPIENT mutually agree to a higher amount in a written Amendment to this Agreement executed by both the WTSC and SUB-RECIPIENT. Comp-time is not considered overtime and will not be approved for payment. All law enforcement agencies who are active members of the Region's traffic safety task force with a fully executed grant agreement are eligible to participate in this grant.

3.3.2 WTSC will reimburse for personnel straight time or overtime expenses at 150 percent of the officer's normal salary rate plus SUB-RECIPIENT's contributions to employee benefits, limited to the following:

- FICA
- Medicare
- Any portion of L&I that is paid by the employer (SUB-RECIPIENT)
- Retirement contributions paid by the employer (SUB-RECIPIENT) can be included if the contribution is based on a percentage of their hours worked.

Health insurance, or any other benefits not listed above, are not eligible for reimbursement.

The SUB-RECIPIENT will provide law enforcement officers with appropriate equipment (e.g., vehicles, radars, portable breath testers, etc.) to participate in the emphasis patrols.

3.3.3 Funding alterations are permitted as follows: Upon agreement by the regional TZM and all other parties impacted by a proposed budget alteration, the budget category amounts may be increased or decreased without amending this

agreement, so long as the total grant award amount does not increase. HVE grant funds should be managed collaboratively by the SUB-RECIPIENT and the TZM.

These alterations must be requested through email communication between the regional TZM and assigned WTSC Program Manager. This communication shall include details of the requested budget modifications and a description of why these changes are needed. The TZM will also send an updated quarterly Operations Plan to the WASPC representative monitoring the project if the budget modification will result in changes to the previously submitted plan.

3.3.4 These funds, designated for salaries and benefits, are intended to pay for the hourly straight time or overtime costs and proportional amounts of fringe benefits of commissioned staff pursuing the activities described in the statement of work. These funds may not be used for any other purpose for example any work required to maintain a law enforcement commission including recertification trainings like firearm qualification. This agreement is expressly designated to fund salaries and benefits. By signing this agreement, SUB-RECIPIENT agrees to supply all necessary equipment and vehicles needed to accomplish the work in the scope of work. WTSC is not responsible for any equipment that is lost, stolen, or destroyed in the execution of the scope of work.

3.3.5 Dispatch: WTSC will reimburse communications officers/dispatch personnel for work on this project providing SUB-RECIPIENT has received prior approval from their region's TZM. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

3.3.6 Transport Officers: WTSC will reimburse transport officers for their work on this project providing SUB-RECIPIENT has received approval from their regions TZM. The TZM will work with the regional LEL to determine if need is warranted for the type of HVE activity. This activity must be overtime and only the expenses listed in section 3.2 and its subsections will be reimbursed.

3.3.7 The law enforcement agency involved will not schedule individual officer overtime shifts for longer than eight hours. WTSC understands there may be instances when more than eight hours are billed due to DUI processing or other reasons and an explanation should be provided on the WEMS Officer Activity Log.

3.3.8 The law enforcement agency involved will ensure that any reserve officer for whom reimbursement is claimed has exceeded his/her normal weekly working hours when participating in an emphasis patrol and is authorized to be paid at the amount requested. Reserve officers may only be paid at the normal hourly rate and not at the 150 percent overtime rate.

3.4 PROJECT COSTS

The WTSC has awarded **$65,000.00** to the WTSC Region **11** Traffic Safety Task Force for the purpose of conducting coordinated HVE enforcement and community outreach/collaboration activities. The funding must be used for traffic safety purposes in the areas of impaired driving, distracted driving, occupant restraint use, speeding, and motorcycle safety. See the project in WEMS for an updated distribution of funding by specific emphasis area.

By signing this agreement, the SUB-RECIPIENT can seek reimbursement for approved straight time or overtime expenses incurred as a participant in this grant. Funds are expressly designated for staffing activities and may not be used for other expenses that may be incurred, such as vehicle damage, supply replacement, etc. All activity must be coordinated by the region's traffic safety task force and TZM to be eligible for reimbursement.

APPLICABLE STATE AND FEDERAL TERMS AND CONDITIONS:

**4. ACTIVITY REPORTS**

The SUB-RECIPIENT agrees to have all personnel who work HVE patrols submit a WEMS Officer Activity Log within 24 hours of the end of all shifts worked. These same logs will be associated with invoices as detailed in the “BILLING PROCEDURE” section. Use of the Officer Activity Log in the WTSC’s online grant management system, WEMS, is required. Supervisor review and accuracy certification will also be done in WEMS.

**5. ADVANCE PAYMENTS PROHIBITED**

No payments in advance of or in anticipation of goods or services to be provided under this Agreement shall be made by the WTSC.

**6. AGREEMENT ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the Parties in the form of a written request to amend this Agreement. Such amendments shall only be binding if they are in writing and signed by personnel authorized to bind each of the Parties. Changes to the budget, SUB-RECIPIENT’S Primary Contact, and WTSC Program Manager can be made through email communication and signatures are not required.

**7. ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the parties. 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.

**8. ASSIGNMENT**

The SUB-RECIPIENT may not assign the work to be provided under this Agreement, in whole or in part, without the express prior written consent of the WTSC, which consent shall not be unreasonably withheld. The SUB-RECIPIENT shall provide the WTSC a copy of all third-party contracts and agreements entered into for purposes of fulfilling the SOW. Such third-party contracts and agreements must follow applicable federal, state, and local law, including but not limited to procurement law, rules, and procedures. If any of the funds provided under this Agreement include funds from NHTSA, such third-party contracts and agreements must include the federal provisions set forth in this Agreement in sections 32 through 40.

**9. ATTORNEYS’ FEES**

In the event of litigation or other action brought to enforce the Agreement terms, each party agrees to bear its own attorney fees and costs.

**10. BILLING PROCEDURE**

All invoices for reimbursement of HVE activities will be done using the WTSC’s grant management system, WEMS. WEMS Officer Activity logs will be attached to invoices, directly linking the cost of the activity to the invoice. Because the activity, approval, and invoicing are all done within WEMS, no back up documentation is required in most cases.

Once submitted by the SUB-RECIPIENT, invoices are routed to the regional TZM for review and approval. The TZM will submit all approved invoices to the WTSC via WEMS within 10 days of receipt.

Payment to the SUB-RECIPIENT for approved and completed work will be made by warrant or account transfer by WTSC within 30 days of receipt of such properly documented invoices acceptable to WTSC. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 45 days after the expiration date of this Agreement. All invoices for goods received or services performed on or prior to June 30, 2024, **must be received by WTSC no later than August 10, 2024**. All invoices for goods received or services performed between July 1, 2024 and September 30, 2024, **must be received by WTSC no later than November 15, 2024.**

**11. CONFIDENTIALITY / SAFEGUARDING OF INFORMATION**

The SUB-RECIPIENT shall not use or disclose any information concerning the WTSC, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with prior written consent of the WTSC, or as may be required by law.

**12. COST PRINCIPLES**

Costs incurred under this Agreement shall adhere to provisions of 2 CFR Part 200 Subpart E.

**13. COVENANT AGAINST CONTINGENT FEES**

The SUB-RECIPIENT warrants that it has not paid, and agrees not to pay, any bonus, commission, brokerage, or contingent fee to solicit or secure this Agreement or to obtain approval of any application for federal financial assistance for this Agreement. The WTSC shall have the right, in the event of breach of this section by the SUB-RECIPIENT, to annul this Agreement without liability.

**14. DISPUTES**

14.1. Disputes arising in the performance of this Agreement, which are not resolved by agreement of the parties, shall be decided in writing by the WTSC Deputy Director or designee. This decision shall be final and conclusive, unless within 10 days from the date of the SUB-RECIPIENT's receipt of WTSC's written decision, the SUB-RECIPIENT furnishes a written appeal to the WTSC Director. The SUB-RECIPIENT's appeal shall be decided in writing by the Director or designee within 30 days of receipt of the appeal by the Director. The decision shall be binding upon the SUB-RECIPIENT and the SUB-RECIPIENT shall abide by the decision.

14.2. Performance During Dispute. Unless otherwise directed by WTSC, the SUB-RECIPIENT shall continue performance under this Agreement while matters in dispute are being resolved.

14.3 In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties hereto agree that any such action or proceedings shall be brought in the superior court situated in Thurston County, Washington.

**15. GOVERNANCE**

15.1. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

15.2. In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

15.2.1. Applicable federal and state statutes and rules
15.2.2. Terms and Conditions of this Agreement
15.2.3. Any Amendment executed under this Agreement
15.2.4. Any SOW executed under this Agreement
15.2.5. Any other provisions of the Agreement, including materials incorporated by reference

**16. INCOME**

Any income earned by the SUB-RECIPIENT from the conduct of the SOW (e.g., sale of publications, registration fees, or service charges) must be accounted for, reported to WTSC, and that income must be applied to project purposes or used to reduce project costs.

**17. INDEMNIFICATION**

17.1. To the fullest extent permitted by law, the SUB-RECIPIENT shall indemnify and hold harmless the WTSC, its officers, employees, and agents, and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs of whatsoever kind ("claims") brought against WTSC arising out of or in connection with this Agreement and/or the SUB-RECIPIENT's performance or failure to perform any aspect of the Agreement. This indemnity provision applies to all claims against WTSC, its officers, employees, and agents arising out of, in connection with, or incident to the acts or omissions of the SUB-RECIPIENT, its officers, employees, agents, contractors, and subcontractors. Provided, however, that nothing herein shall require the SUB-RECIPIENT to indemnify and hold harmless or defend the WTSC, its agents, employees, or officers to the extent that claims are caused by the negligent acts or omissions of the WTSC, its officers, employees or agents; and provided further that if such claims result from the concurrent negligence of (a) the SUB-RECIPIENT, its officers, employees, agents, contractors, or subcontractors, and (b) the WTSC, its officers, employees, or agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the SUB- RECIPIENT, its officers, employees, agents, contractors, or subcontractors.

17.2. The SUB-RECIPIENT agrees that its obligations under this Section extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents in the performance of this agreement. For this purpose, the SUB-RECIPIENT, **by mutual negotiation**, hereby waives with respect to WTSC only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions chapter 51.12 RCW.

17.3. The indemnification and hold harmless provision shall survive termination of this Agreement.

**18. INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**19. INSURANCE COVERAGE**

19.1. The SUB-RECIPIENT shall comply with the provisions of Title 51 RCW, Industrial Insurance, if required by law.

19.2. If the SUB-RECIPIENT is not required to maintain insurance in accordance with Title 51 RCW, prior to the start of any performance of work under this Agreement, the SUB-RECIPIENT shall provide WTSC with proof of insurance coverage (e.g., vehicle liability insurance, private property liability insurance, or commercial property liability insurance), as determined appropriate by WTSC, which protects the SUB-RECIPIENT and WTSC from risks associated with executing the SOW associated with this Agreement.

**20. LICENSING, ACCREDITATION, AND REGISTRATION**

The SUB-RECIPIENT shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements and standards necessary for the performance of this Agreement. The SUB-RECIPIENT shall complete registration with the Washington State Department of Revenue, if required, and be responsible for payment of all taxes due on payments made under this Agreement.

**21. RECORDS MAINTENANCE**

21.1. During the term of this Agreement and for six years thereafter, the SUB-RECIPIENT shall maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended in the performance of the services described herein. These records shall be subject to inspection, review, or audit by authorized personnel of the WTSC, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration. The Office of the State Auditor, federal

auditors, the WTSC, and any duly authorized representatives shall have full access and the right to examine any of these materials during this period.

21.2. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving them a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

**22. RIGHT OF INSPECTION**

The SUB-RECIPIENT shall provide right of access to its facilities to the WTSC or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Agreement. The SUB-RECIPIENT shall make available information necessary for WTSC to comply with the right to access, amend, and receive an accounting of disclosures of their Personal Information according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or any regulations enacted or revised pursuant to the HIPAA provisions and applicable provisions of Washington State law. The SUB-RECIPIENT shall upon request make available to the WTSC and the United States Secretary of the Department of Health and Human Services all internal policies and procedures, books, and records relating to the safeguarding, use, and disclosure of Personal Information obtained or used as a result of this Agreement.

**23. RIGHTS IN DATA**

23.1. WTSC and SUB-RECIPIENT agree that all data and work products (collectively called “Work Product”) pursuant to this Agreement shall be considered works made for hire under the U.S. Copyright Act, 17 USC §101 et seq., and shall be owned by the state of Washington. Work Product includes, but is not limited to, reports, documents, pamphlets, advertisement, books, magazines, surveys, studies, computer programs, films, tapes, sound reproductions, designs, plans, diagrams, drawings, software, and/or databases to the extent provided by law. Ownership includes the right to copyright, register the copyright, distribute, prepare derivative works, publicly perform, publicly display, and the ability to otherwise use and transfer these rights.

23.2. If for any reason the Work Product would not be considered a work made for hire under applicable law, the SUB-RECIPIENT assigns and transfers to WTSC the entire right, title, and interest in and to all rights in the Work Product and any registrations and copyright applications relating thereto and any renewals and extensions thereof.

23.3. The SUB-RECIPIENT may publish, at its own expense, the results of project activities without prior review by the WTSC, provided that any publications (written, visual, or sound) contain acknowledgment of the support provided by NHTSA and the WTSC. Any discovery or invention derived from work performed under this project shall be referred to the WTSC, who will determine through NHTSA whether patent protections will be sought, how any rights will be administered, and other actions required to protect the public interest.

**24. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the SOW under this Agreement, the WTSC may terminate the Agreement under the "TERMINATION FOR CONVENIENCE" clause, without the 30-day notice requirement. The Agreement is subject to renegotiation at the WTSC’s discretion under any new funding limitations or conditions.

**25. SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

**26. SITE SECURITY**

While on WTSC premises, the SUB-RECIPIENT, its agents, employees, or sub-contractors shall conform in all respects with all WTSC physical, fire, or other security policies and applicable regulations.

**27. TAXES**

All payments of payroll taxes, unemployment contributions, any other taxes, insurance, or other such expenses for the SUB-RECIPIENT or its staff shall be the sole responsibility of the SUB-RECIPIENT.

**28. TERMINATION FOR CAUSE**

If the SUB-RECIPIENT does not fulfill in a timely and proper manner its obligations under this Agreement or violates any of these terms and conditions, the WTSC will give the SUB-RECIPIENT written notice of such failure or violation, and may terminate this Agreement immediately. At the WTSC's discretion, the SUB-RECIPIENT may be given 15 days to correct the violation or failure. In the event that the SUB-RECIPIENT is given the opportunity to correct the violation and the violation is not corrected within the 15- day period, this Agreement may be terminated at the end of that period by written notice of the WTSC.

**29. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Agreement, either party may terminate this Agreement, without cause or reason, with 30 days written notice to the other party. If this Agreement is so terminated, the WTSC shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

**30. TREATMENT OF ASSETS**

30.1. Title to all property furnished by the WTSC shall remain property of the WTSC. Title to all property furnished by the SUB-RECIPIENT for the cost of which the SUB-RECIPIENT is entitled to be reimbursed as a direct item of cost under this Agreement shall pass to and vest in the WTSC upon delivery of such property by the SUB-RECIPIENT. Title to other property, the cost of which is reimbursable to the SUB-RECIPIENT under this Agreement, shall pass to and vest in the WTSC upon (i) issuance for use of such property in the performance of this Agreement, or (ii) commencement of use of such property in the performance of this Agreement, or (iii) reimbursement of the cost thereof by the WTSC in whole or in part, whichever first occurs.

30.2. Any property of the WTSC furnished to the SUB-RECIPIENT shall, unless otherwise provided herein or approved by the WTSC, be used only for the performance of this Agreement.

30.3. The SUB-RECIPIENT shall be responsible for any loss or damage to property of the WTSC which results from the negligence of the SUB-RECIPIENT or which results from the failure on the part of the SUB-RECIPIENT to maintain and administer that property in accordance with sound management practices.

30.4. If any WTSC property is lost, destroyed, or damaged, the SUB-RECIPIENT shall immediately notify the WTSC and shall take all reasonable steps to protect the property from further damage.

30.5. The SUB-RECIPIENT shall surrender to the WTSC all property of the WTSC upon completion, termination, or cancellation of this Agreement.

30.6. All reference to the SUB-RECIPIENT under this clause shall also include SUB-RECIPIENT's employees, agents, or sub- contractors.

**31. WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement.

APPLICABLE CERTIFICATIONS AND ASSURANCES FOR HIGHWAY SAFETY GRANTS (23 CFR PART 1300 APPENDIX A):

**32. BUY AMERICA ACT**

The SUB-RECIPIENT will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using federal funds. Buy America requires the SUB-RECIPIENT to purchase only steel, iron, and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use federal funds to purchase foreign produced items, the WTSC must submit a waiver request that provides an adequate basis and justification, and which is approved by the Secretary of Transportation.

**33. DEBARMENT AND SUSPENSION**

Instructions for Lower Tier Certification

33.1. By signing this Agreement, the SUB-RECIPIENT (hereinafter in this section referred to as the “lower tier participant”) is providing the certification set out below and agrees to comply with the requirements of 2 CFR part 180 and 23 CFR part 1200.

33.2. The certification in this section is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

33.3. The lower tier participant shall provide immediate written notice to the WTSC if at any time the lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

33.4. The terms covered transaction, civil judgement, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded, as used in this clause, are defined in 2 CFR parts 180 and 1200.

33.5. The lower tier participant agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by WTSC.

33.6. The lower tier participant further agrees by signing this Agreement that it will include the clause titled “Instructions for Lower Tier Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for

lower tier covered transactions, and will require lower tier participants to comply with 2 CFR part 180 and 23 CFR part 1200.

33.7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (https://www.sam.gov/).

33.8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

33.9. Except for transactions authorized under paragraph 33.5. of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

33.10. The lower tier participant certifies, by signing this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

33.11. Where the lower tier participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Agreement.

**34. THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

34.1. The SUB-RECIPIENT shall:

34.1.1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the SUB-RECIPIENT's workplace, and shall specify the actions that will be taken against employees for violation of such prohibition.

34.1.2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the SUB- RECIPIENT's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug violations occurring in the workplace.

34.1.3. Make it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph 34.1.1. of this section.

34.1.4. Notify the employee in the statement required by paragraph 34.1.1. of this section that, as a condition of employment under the grant, the employee will abide by the terms of the statement, notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction, and notify the WTSC within 10 days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

34.1.5. Take one of the following actions within 30 days of receiving notice under paragraph 34.1.3. of this section, with respect to any employee who is so convicted: take appropriate personnel action against such an employee, up to and including termination, and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

34.1.6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

**35. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)**

In accordance with FFATA, the SUB-RECIPIENT shall, upon request, provide WTSC the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received $25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

**36. FEDERAL LOBBYING**

36.1. The undersigned certifies, to the best of his or her knowledge and belief, that:

36.1.1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

36.1.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

36.1.3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grant, loans, and cooperative agreements), and that all sub- recipients shall certify and disclose accordingly.

36.2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

**37. NONDISCRIMINATION (Title VI, 42 U.S.C. § 2000d et seq.)**

37.1. During the performance of this Agreement, the SUB-RECIPIENT agrees:

37.1.1. To comply with all federal statutes and implementing regulations relating to nondiscrimination ("Federal

Nondiscrimination Authorities”). These include but are not limited to:

37.1.1.1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 78 stat. 252

37.1.1.2. 49 CFR part 21

37.1.1.3. 28 CFR section 50.3

37.1.1.4. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970

37.1.1.5. Federal-Aid Highway Act of 1973, (23 U.S.C. 324 et seq.)

37.1.1.6. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794 et seq.)

37.1.1.7. The Age Discrimination Act of 1975, as amended, (42 U.S.C. 6101 et seq.)

37.1.1.8. The Civil Rights Restoration Act of 1987

37.1.1.9. Titles II and III of the Americans with Disabilities Act (42 U.S.C. 12131-12189)

37.1.1.10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations

37.1.1.11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency

37.1.1.12. Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government

37.1.1.13. Executive Order 13988, Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation

37.1.2. Not to participate directly or indirectly in the discrimination prohibited by any federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR Part 21 and herein.

37.1.3. To keep and permit access to its books, records, accounts, other sources of information, and its facilities as required by the WTSC, USDOT, or NHTSA in a timely, complete, and accurate way. Additionally, the SUB-RECIPIENT must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance

37.1.4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding Agreement, the WTSC will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies, and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part.

37.1.5. In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the SUB-RECIPIENT hereby gives assurance that it will promptly take any measures necessary to ensure that: “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA”.

37.1.6. To insert this clause, including all paragraphs, in every sub-contract and sub-agreement and in every solicitation for a sub- contract or sub-agreement that receives federal funds under this program.

**38. POLITICAL ACTIVITY (HATCH ACT)**

The SUB-RECIPIENT will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.

## 39. PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

The SUB-RECIPIENT will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists. This Agreement does not include any aspects or elements of helmet usage or checkpoints, and so fully complies with this requirement.

## 40. STATE LOBBYING

None of the funds under this Agreement will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a state official whose salary is supported with NHTSA funds from engaging in direct communications with state or local legislative officials, in accordance with customary state practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

## 41. CERTIFICATION ON CONFLICT OF INTEREST

41.1. No employee, officer or agent of the SUB-RECIPIENT who is authorized in an official capacity to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward.

41.2. Based on this policy:

41.2.1. The SUB-RECIPIENT shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents. The code or standards shall provide that the SUB-RECIPIENT’s officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential sub-awardees, including contractors or parties to subcontracts and establish penalties, sanctions or other disciplinary actions for violations, as permitted by State or local law or regulation.

41.2.2. The SUB-RECIPIENT shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

41.3. No SUB-RECIPIENT, including its officers, employees or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities.

41.3.1. The SUB-RECIPIENT shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to WTSC. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.

## 42. DESIGNATED CONTACTS

The following named individuals will serve as designated contacts for each of the parties for all communications, notices, and reimbursements regarding this Agreement:

| The Contact for the SUB-RECIPIENT is: | The Target Zero Manager for Region 11 is: | The Contact for WTSC is: |
|---|---|---|
| **Capt. Chris Fuller**<br>**fullerc@cityofanacortes.org**<br>**360-299-1976** | **Carr Lanham**<br>**WTSC Contractor**<br>**clanham.wtsc@outlook.com** | Jerry Noviello<br>WTSC Program Manager<br>jnoviello@wtsc.wa.gov<br>360-725-9897 |

AUTHORITY TO SIGN

The undersigned acknowledge that they are authorized to execute this Agreement and bind their respective agencies or entities to the obligations set forth herein.

**IN WITNESS WHEREOF,** the parties have executed this Agreement.

**SUB-RECIPIENT:**

_____
Signature

Matt Miller
Printed Name

Mayor
Title

_____
Date

**WASHINGTON TRAFFIC SAFETY COMMISSION**

_____
Signature

_____
Printed Name

_____
Title

_____
Date

# Grant Requirements Acknowledgment Form for High Visibility Enforcement (HVE) Mobilizations

WEMS ID: 2024-HVE-5121-Region 11 Target Zero Task Force

Before beginning work on this grant project, the grantee Project Manager should thoroughly read and understand the terms of the Inter-agency Agreement (IAA). This Grant Requirements Acknowledgment Form provides an explanation of some key terms and highlights but is not comprehensive. If the Project Manager has questions after reviewing this document, please refer to the WTSC Grants Management Manual, or contact the WTSC Program Manager assigned to this grant.

When you, the grant Project Manager, agree to this document, you certify that you understand the grant requirements and agree to fully comply with the terms and conditions set forth in the Agreement/Contract, as well as additional federal requirements outlined in the Code of Federal Regulations for Federal Grants and Agreements, as referenced below.

If anything in this document conflicts with the Agreement/Contract, the Agreement/Contract takes precedence.

**Before you begin work, you must have:**

- A fully executed IAA or contract signed by both parties.
- Attested to the Grant Requirements Acknowledgment Form (this document).

***Work cannot begin before the start date on the IAA, or before the IAA is signed by all parties.*** **WTSC will only reimburse expenses incurred after the IAA is fully executed.**

**Select Contract Provisions:**

- **Statement of Work:** This summarizes the work to be done for this grant. If this changes significantly, the grantee will need to request a change in WEMS, and an IAA amendment may be required.
- **High Visibility Enforcement (HVE) Operational Requirements:** The specific HVE requirements listed in the Scope of Work are extremely important to the success of the high visibility enforcement strategy. ALL of these requirements must be followed.
- **WEMS Digital Activity Log:** WTSC requires all agencies participating in high visibility enforcement to use the WEMS system to document the activity of all participating officers. An officer cannot participate if they do not have a WEMS account and do not input their activities into the WEMS digital activity log.
- **Officer Training Requirements:** Any officer participating officer must document in WEMS that they have current qualifications for BAC and SFST.
- **Period of Performance:** All work must be completed, and goods and services must be received, during the period of performance on the IAA.

- **Compensation:**
  - Comp time is not an allowable expense for reimbursement on a high visibility enforcement (HVE) campaign contract or other OT (Overtime) patrol projects. The funding for these types of projects are for the actual activity of patrolling and comp time or any other type of leave will not be reimbursed.
  - All expenses must be incurred during the period of performance on the IAA.
  - Expenses cannot exceed the total amount of the agreement and must fall within the amounts of each budget category as listed in the IAA.
  - Funds may be moved, with prior approval and within certain limits, between planned budget categories. A formal request must be submitted to the Target Zero Manager.
- **Advance Payments Prohibited:** WTSC cannot pay for any costs prior to the work being completed or the goods being delivered.
- **Agreement Alterations and Amendments:** If your agency wants to seek an exception to any of the HVE operational requirements, you must submit an exception request to the WTSC's primary contact listed in the in Interagency Agreement.
- **Billing Procedure:** Your agency is required to utilize the Digital Activity Log in the WEMS system, supplied by the WTSC for all of your invoices. Your local TZM can give you training and support if you need assistance using this system.
- **Buy America Act:** For any manufactured goods over $5,000, the grantee must provide written certification that the goods, including IT software and hardware, were produced in the USA**.**
- **Cost Principles:** Grantee cannot use grant funds to replace routine and/or existing staff or expenditures. Must comply with 2 CFR Part 200 Subpart E.
- **Income:** Any income generated with this grant must be accounted for and applied to project purposes or used to reduce project costs.
- **Lobbying/Political Activity:** Because this grant uses federal funds, no work being funded by this grant can be used to lobby or otherwise influence state or federal officials, or support or oppose legislation; there is an allowance for "customary state practice."
- **Records Maintenance:** Maintain records pertaining to this agreement for 6 years after expiration

**Other Requirements:**

- **Promotional Item Purchase Restrictions:** No promotional items can be purchased with these grant funds.
- **Single Audit Requirements:** Required of an entity that expends $750,000 or more annually of federal funds, federal grants, or federal awards; usually performed annually.

By checking this box and typing your name below, you certify that you agree to fully comply with the terms and conditions set forth in the Agreement, as well as the requirements listed in this document. Typing your name below constitutes your electronic signature on this document.

☐ I Agree

Matt Miller, City of Anacortes, Mayor

(Date)

# City Council Agenda Bill

**Meeting Date:** December 18, 2023 **Agenda Item:** 6.g.

**Agenda Item Title:** Contract Modification: Anacortes Family Center Social Worker Agreement #23-113-APD-001

**Staff Contact(s):** DAVE FLOYD

| **Approved for Submittal to Council by** | **Action Type** |
|---|---|
| GREG FRANCIOCH<br>TIFFANY MATSON | Contract Modification |

**Item Summary:** City staff seeks Council consent to issue a contract modification to Anacortes Family Center in the amount of $60,000.00, increasing the total contract price to $110,000.00, in order to extend the social worker program through 2024.

Background:

1. Reason for Contract Change: The City and AFC would like to continue the program for an additional yearly term.
2. History: On 4/26/2021 the City and AFC entered into an agreement to develop a pilot program in order to provide assistance those contacted by City staff who are in need of homeless services, chemical dependency counseling or ongoing case support. The AFC is available 7 days a week to assist City staff in these areas. On 4/3/2023 the parties executed contract 23-113-APD-001 to extend the program through 12/31/23.
3. Key Terms: increase of $60,000.00, term extended through 12/31/24

**Budget Impact:**

| | |
|---|---|
| Contractor | Anacortes Family Center |
| Original Agreement Amount | $50,000.00 |
| Current Agreement Amount | $50,000.00 |
| Change Per This Modification | $60,000.00 |
| Total After Modification | $110,000.00 |

| | |
|---|---|
| Earmarked Funds | $60,000.00 |
| BARS # | 001.310.521.10.41 |
| Budget Amendment Required? | No |
| Start Date | 4/27/2023 |
| End Date | 12/31/24 |

**Previous Action:** Council approved contract 21-061-IDS-001 at the 3/22/2021 meeting. Modification 01 was approved at the 7/25/2022 meeting. Contract 23-113-APD-001 was approved at the 3/27/2023 City Council meeting.

**Recommended Motion:** I move that City Council authorize the Mayor to sign a contract modification with Anacortes Family Center under Contract 23-113-APD-001, in the amount of $60,000.00 increasing the total contract price to $110,000.00.

**Alternative Actions:** Not approve the modification.

**Attachments (listed in order presented):**

1. 23-113-APD-001 Mod 01
2. 2023 City Outreach Presentation

**Contract Number 23-113-APD-001**
**MODIFICATION 01**

**Date** December 18, 2023
**Page** 1 **of** 1 **Page**

**Contract Title** SOCIAL WORKER AGREEMENT
**Contractor** ANACORTES FAMILY CENTER (AFC)

**BACKGROUND**

The City and AFC entered into agreement #23-113-APD-001 on 4/3/2023 to continue the social services program and both parties desire to continue the program for an additional calendar year. Accordingly, the contract price is increased from $50,000.00 by $60,000.00 to $110,000.00, and the following changes are incorporated under this contract:

**ARTICLE 1.a.i.** The paragraph is revised to read:

> "The City will provide an annual stipend of $50,000 for 2023, and an annual stipend of $60,000 for 2024, to the AFC to respond to calls from the City to assist with people in crisis due to homelessness, chemical dependency, domestic violence or mental health issues. Payments for a portion of any calendar year will be prorated based on the duration of the program during that calendar year. The City will make equal monthly payments to the AFC for the annual stipend.

**ARTICLE 2. Term**. The paragraph is revised to read:

> "The term of this Agreement is from 4/27/2023-12/31/2024."

All other terms of the contract remain unchanged.

**CITY OF ANACORTES**

By _____
Matt Miller, Mayor

Date_____

**ANACORTES FAMILY CENTER**

By _____

Date_____

| | | | |
|---|---|---|---|
| Original Agreement Amount | $50,000.00 | Original Contract Completion Date | 12/31/2023 |
| Current Agreement Amount | $50,000.00 | Current Contract Completion Date | 12/31/2023 |
| Change Per this Modification | $60,000.00 | Net Change | 365 Days |
| Total After Modification | $110,000.00 | Contract Completion Date After Change | 12/31/2024 |

The Anacortes Family Center

Standing with the Silent!

# Review of Program

- **Partnership Between AFC/APD/City Parks/AFD**
  - Council response to call for embedded Social Worker within APD
  - First passed in late 2020
- **The City granted $50,000 to support AFC's Community Resource Manager**
  - Rationale:
    (1) An City paid social worker would be exorbitantly more expensive
    (2) There was already a deep and trusting relationship between the City/AFC & AFC/the Client
    (3) It eliminated additional levels that create barriers to access
    (4) We did not have the use of force issues present in other areas

# Purpose of Program

(1) To immediately address and serve anyone that was new to the community to divert them to more appropriate care
(2) To develop long-term relationships with service-resistant individuals
(3) To have boots-on-the-ground to identify needs and to connect services for those needs
(4) To ensure the City was compliant civilly after the “Boise” decision.

# Staff

## Nina Lundsten, Resource Manager

- Coordinates bringing resources into our community (Lifeline Connections, Coordinated Entry)
- Supports City-wide efforts (e.g. motel voucher)
- Supports all AFC-oriented programs (motel voucher, emergency shelter entry, etc.)
- Ensures clear communication within the network through managing the Community Health Council

*Now Funded through NorthSound!

## Ashley Wick, Care & Resource Coor.

- Leads the Co-Response Team with AFD, APD, Addiction Support and other social services
- Conducts weekly outreach events to find those on the street needing services to begin the provider-client relationship
- Supports clients that are ineligible for most of AFC's conventional services
- Provides Case Management to assist with ID's, housing apps, jobs, food, clothing, etc.

# Seeing Success

## We have TREMENDOUS results!

### November

- 20 outreach service days
- 58 meetings with clients
- 26 distinct clients served

✓ 3 Client Graduations! (Clients who have graduated to a better living situation than first contact)

• Male (November 19- Anacortes Family Center Shelter Program)
• Male (November 28- Piazza rental apartment in Mount Vernon, WA)
• Female (November 29- Bus/Airplane ticket home to Texas)

### August

- 23 outreach service days
- 81 meetings with clients
- 36 distinct clients served

✓ 6 Client Graduations!
• Female (August 1- Landing)
• Female (August 2- Landing)
• Male (August 3- Burlington 1st Steps)
• Male (August 3- Landing)
• Male (August 30- Cascade Landing)
• Male (August 31- Landing)

# Success Story

## Rickey's Story

- From a multi-generational Skagit County family. Dad grew up here and owned a fence building company
- Parents divorced and split – mom went to North Dakota and Dad stayed in Skagit
- Rickey bounced back and forth
  - Did not finish school
  - Became a victim of abuse
  - Introduced to alcohol early
- Rickey moved back to Washington and rented (in exchange for grounds-keeping) a basement from an older lady in Anacortes. When she died, the house was sold.
- Rickey fell into difficult times – even more complicated when he was diagnosed with a heart condition and diabetes
- Rickey rented a storage unit near Cap Sante and stayed in the storage unit on cold nights
- Manager found him and referred him to AFC
- Ashley & Nina worked together – and he's now living in Landing Apartments!

The Anacortes Family Center

# Questions?

# City Council Agenda Bill

**Meeting Date:** December 18, 2023 **Agenda Item:** 6.h.

**Agenda Item Title:** Contract Award: 2024 Anacortes Community Action Office & Care Specialist #24-008-PLN-001

**Staff Contact(s):** John Coleman

| **Approved for Submittal to Council by** | **Action Type** |
|---|---|
| GREG FRANCIOCH<br>TIFFANY MATSON | Contract Award |

**Item Summary:** City staff seeks City Council consent to award a contract in the amount of $60,000.00 to Community Action of Skagit County to continue to provide the services of the Anacortes Community Action Office & Care Specialist through 2024.

Background:

1. History: The City and Community Action began a pilot program in 2023 for Community Action to establish a satellite office and employ a care specialist in order to provide services to the Anacortes community. Due to the success of the program the parties would like to continue the program through 2024.
2. Key Terms:
    - Contract is for $60,000.00 to be paid in equal monthly payments.
    - Contract term is for 12 months.

**Budget Impact:**

| | |
|---|---|
| Contractor | Community Action of Skagit County |
| Contract Amount | $60,000.00 |
| Earmarked Funds | $60,000.00 in the proposed 2024 budget |
| BARS # | 001.240.565.10.41 |
| Budget Amendment Required? | No |
| Start Date | 01/01/2024 |

| | |
|---|---|
| End Date | 12/31/2024 |

**Previous Action:** Contract 23-041-IDS-001 to establish the program was approved at the January 9, 2023 City Council meeting.

**Recommended Motion:** I move that City Council authorize the Mayor to sign contract 24-008-PLN-001 with Community Action of Skagit County in the amount of $60,000.00 to continue to provide the services of the Anacortes Community Action Office & Care Specialist through 2024.

**Alternative Actions:**

**Attachments (listed in order presented):**

1. 24-008-PLN-001
2. Community Action Funding Request (10-10-23)

**AGREEMENT 24-008-PLN-001**
**Between**
**CITY OF ANACORTES**
**And**
**COMMUNITY ACTION OF SKAGIT COUNTY**

**2024 Anacortes Community Action Office & Care Specialist**

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and the Community Action of Skagit County, hereinafter referred to as the "Community Action", together referred to as "Parties".

**WHEREAS** the City and Community Action see value in Community Action services and accessibility in Anacortes community with a Community Action office in Anacortes that is staffed with a Care Specialist; and

**WHEREAS** Community Action has the capacity to include a care specialist with case management experience in its current services at a facility in Anacortes; and

**WHEREAS** Community Action has built a strong working relationship with the Anacortes Family Center and Anacortes Housing Authority and seeks way to fill gaps and augment the services available to provide additional services to the community; and

**WHEREAS** the Parties began a pilot program in 2023 and after evaluating its success in the community the Parties would like to continue the program.

**NOW, THEREFORE,** the Parties agree as follows:

1. **Satellite Office.**
    a. Community Action will continue to maintain the Anacortes satellite office to assist people with basic resources, information, and referrals. ("Satellite Office"). Community Action will continue to employ a Care Specialist at the Satellite Office, who will provide information and resources, screen for program and service eligibility, provide care coordination (case management) services, and facilitate online or in-person meetings with other agency programs and other service providers.
    b. The Satellite Office must be open to the public.
    c. Community Action Staff and consultants will be available at least Monday through Friday, 9:00 am - 3:00 pm during the Term of this Agreement, except during observed holidays and staff training days. There will be no after-hours emergency service. However, referrals to the Recovery Navigator Program can be made 24 hours a day to a voicemail or answering service. The management of the satellite office staff and facility will be provided by Community Action's Resource Center Manager, Dulce Vazquez-Cruz, DulceVC@communityactionskagit.org.
    d. Community Action will respond to City requests for assistance with individuals. Community Action staff will provide basic resources, information, and referrals to individuals about ways to extend income,

acquire food support, acquire energy assistance, and acquire transportation assistance ("Services").

e. Community Action will collaborate with other local agencies to identify and clarify roles and responsibilities in engaging with individuals who are unhoused and/or experiencing substance use disorders.
f. Community Action will install a sign at the Satellite Office in a conspicuous location that identifies that the Satellite Office staff are funded by the City.
g. Community Action will engage in marketing its services via the City's A-Town is Our Town publication, the Anacortes American, and other media to ensure city residents know about the location and the agency's available services.

2. **Payment.**
   a. The City will pay Community Action the sum of $60,000 to maintain and staff the Satellite Office and provide Services.
   b. The City will make equal monthly payments to Community Action beginning January 1, 2024.

3. **Reporting.**
   a. City will identify and prescribe metrics for data collection pursuant to this Agreement and will review and update those metrics throughout the Term of this Agreement based on what data best informs the Parties' assessment of the efficacy of the pilot program.
   b. Community Action will provide the City the data requested in the format prescribed by the City on a quarterly basis and will work cooperatively with the City to prepare quarterly reports to City Council described herein.
   c. The metrics must include at least:
      i. The number of unduplicated individuals and households served in Anacortes and specifically by the Anacortes office;
      ii. A breakdown of duplicated and unduplicated services;
      iii. Demographic breakdown of individuals served.
      iv. A data-based assessment of the expanded outreach under the pilot program; and
      v. Pre-pilot program data to allow evaluation of pilot program success.
   d. Community Action will present quarterly reports at regular City Council meetings. Such reports will include spreadsheets of the full sets of data collected pursuant to this Agreement and definitions of services.

4. **Term.** The term of this Agreement will be one calendar year commencing on January 1, 2024 through December 31, 2024.

5. **Indemnification:** The Parties shall defend, indemnify and hold each other and the indemnified party's officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, solely arising out of or solely resulting from the acts, errors or omissions of the indemnifying party in performance of this Agreement.

6. **Insurance:** Community Action shall procure and maintain a comprehensive general liability policy covering all claims for personal injury (including death) and property damage (including all real and personal property) arising out of this Agreement. The limits of liability shall not be less than Two Million Dollars ($2,000,000) for each occurrence and Two Million Dollars ($2,000,000) in the aggregate. Community Action shall provide the City with certificates of insurance. The policy of insurance required herein shall (i) be written as a primary policy; (ii) contain an express waiver of any right of subrogation by the insurance company against the City and the City's elected officials, employees or agents; and (iii) expressly provide that the insurance proceeds of any loss will be payable notwithstanding any act or negligence of the contractor which might otherwise result in a forfeiture of said insurance.

7. **No Joint Ventures:** The Parties acknowledge that no joint venture or partnership is created by this Agreement. No agent, employee or representative of Community Action shall be deemed to be an agent, employee or representative of the City for any purpose. Community Action shall be solely responsible for all acts of its agents, employees, representatives and subcontractors.

8. **Notices:** Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand delivered to the parties at their addresses as follows:

    a. To the City:
    City of Anacortes
    Attn: Darcy Swetnam, City Attorney
    PO Box 547, Anacortes, WA 98221

    b. To Community Action:
    Community Action of Skagit County
    Attn. Bill Henkel, Executive Director
    330 Pacific Pl, Mount Vernon, WA 98273

9. **Governing Law; Binding Effect:** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington applicable to contracts made and performed in such state without giving effect to the choice of law principles of such state that would require or permit the application of the laws of another jurisdiction.

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

11. **Counterparts:** This Agreement may be executed in one or more counterparts, including electronically through DocuSign, each of which shall be deemed to be an original copy of this Agreement, and all of which, when taken together, shall be deemed to constitute one and the same agreement.

IN WITNESS WHEREOF, the City and Community Action have executed this Agreement as of _____.

CITY OF ANACORTES:

By: _____
Matt Miller, Mayor

Dated: _____

Attest: _____
Steven D. Hoglund, Finance Director

Approved as to form and legality:

_____
Darcy Swetnam, City Attorney

COMMUNITY ACTION OF SKAGIT COUNTY:

By: _____
Bill Henkel, Executive Director

Dated: _____

**To: The City of Anacortes**
**From: Community Action of Skagit County**
**Date: October 10, 2023**

**Summary of Request:** Community Action of Skagit County requests $60,000 from the City of Anacortes to support the Anacortes Resource Center, specifically one FTE. This Center will open next week (the week of October 16th) and will substantially expand services and their accessibility and availability to Anacortes residents.

**The Need:** Three areas of need rise to the surface based on data and observation. First, the need of people living below the federal poverty line, whose incomes (fixed or earned) cannot support a secure living situation. The second need is specifically among the senior and disabled population living on fixed incomes. The third need is the growing number unhoused people on T Avenue and other areas of the city. Community Action's Street Outreach Team is working closely with Anacortes Family Center and law enforcement to address this population's needs.

**Scope of Work: C**ommunity Action's presence in Anacortes addresses all three of the needs stated above. A space in Anacortes will also result in the following benefits: An FTE who provides direct service (already in place); access to a private room for client intake and meetings (to be finished in October 2023); easier collaboration and communication with other partners in Anacortes (already in place).

- Direct Service & Care Coordination: provide care coordination (case management) for Anacortes residents needing wrap-around support and screen clients for eligibility for FCS/Care Coordination eligibility, Basic Food (SNAP), EITC/WFTC, and other benefits.
- Space to Meet: allow for in-person or remote client meetings with the care specialist, street outreach staff, employment specialist, or benefits specialist. We will set up a computer and monitor in a private space so that clients have easier access to those staff or with other telehealth providers as necessary.
- Collaboration: easier to collaborate and communicate with the city and local partners to ensure we are providing services that are filling gaps and augmenting or expanding existing services, not duplicating or competing.

**Location:** After learning that we would not be able to move into the space in the Anacortes Housing Authority's Olson Building, in late spring we began to look for other suitable options. We finally secured an office space at 819 Commercial Ave, with a lease that started in late August, and are outfitting it to be operational by the end of October 2023.

**Budget:** We request $60,000 from the City of Anacortes for an FTE and costs related to the running of the Anacortes Resource Center. As the budget below shows, if the City covers $60,000 of the costs, Community Action will be providing about $72,000 of funding to support the running of the center itself. What this budget does not yet show are the staff who will be providing services in Anacortes who are

covered by their own program budgets: .2 FTE of a WIC Nutrition Educator, Employment Specialist, Benefits Specialist, Energy Intake Specialist, Mobility and Senior Services Manager, and Street Outreach Specialist, which equals about 1.2 FTE at $66,000 salary and benefits. General & administrative expenses (G&A) cover finance, IT, and facilities support.

# 2024 Proposed Budget

| Anacortes | | City of Anacortes RC | Other Funding |
|---|---|---|---|
| **Revenue** | | | |
| Local Government Revenue | **132,000** | 74,520 | 57,480 |
| Revenue | **0** | | |
| Miscellaneous Revenue | **0** | | |
| **Total Revenue** | **132,000** | **74,520** | **57,480** |
| | | | |
| **Expenses** | | | |
| Salary & Wages | | | |
| Total Salaries and Wages | **62,405** | **41,637** | **20,768** |
| Total Fringe Benefits - General | **19,346** | **12,908** | **6,438** |
| **Total Salary and Benefits** | **81,751** | **54,545** | **27,206** |
| | | | |
| Supplies (Office) | **120** | | 120 |
| Supplies (Program) | **240** | | 240 |
| Telephone | **480** | | 480 |
| Postage, Shipping & Courier | **120** | | 120 |
| Utilities (Program Specific) | **2,400** | | 2,400 |
| Occupancy/Space Rent & Util | **26,400** | 13,200 | 13,200 |
| Printing & Photocopying | **600** | | 600 |
| Travel | **1,200** | | 1,200 |
| Conference Fees & Registration | | | |
| Professional Fees (Audit) | **600** | | 600 |
| Professional Fees (Legal) | | | |
| Professional Fees (Other) | | | |
| Advertising | | | |
| Dues, Fees & Licenses | **500** | | 500 |
| Equipment - noncapital | | | |
| Professional Liab. Insurance | **1,044** | | 1,044 |
| Direct Service Program Payments | **4,545** | | 4,545 |
| In-kind Expense | | | |
| | | | |
| **Total Other Expenses** | **38,249** | **13,200** | **25,049** |
| | | | |
| **TOTAL** | **120,000** | **67,745** | **52,255** |
| **G&A** | **12,000** | **6,775** | **5,225** |
| **TOTAL with G&A** | **132,000** | **74,520** | **57,480** |
| | | | |
| **Net Income (Loss)** | **0** | **0** | **0** |

**Reporting:** Community Action has a robust client services database that we use to track enrollments, services, expenditures, and outcomes. We have made three quarterly reports to the Anacortes City Council and will present a full report of demographics, services, and outcomes at the end of the year.