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- 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

May 6, 2024
6:00 PM

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Finance Committee (Report)
 - b. Housing Affordability and Community Services Committee (Report)
 - c. Public Works Committee (Report)
 - d. Anacortes Arts Commission Appointment (Discussion/Action)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of April 22, 2024 (Action)
 - b. Approval of claims in the amount of \$1,376,749.87 (Action)
 - c. Resolution 3150: Setting the Date for a Public Hearing for the Vacation of Right of Way (Action)
 - d. Contract Award: Two Police Patrol Chevrolet Tahoes #24-137-ERR-001 (Action)
 - e. Contract Amendment: Dark Fiber Lease #20-172-FBR-001 with the City of Mount Vernon (Action)
6. **Public Hearings**
 - a. * Public Hearing for Amendment to the Community Development Block Grant (CDBG) 2023-2027 Consolidated Plan (Discussion)
 - b. * Public Hearing on Setting Water Use Efficiency Goal for 2024-2030

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.

(Discussion/Action)

7. **Other Business**

- a. * Habitat for Humanity Lease of City-Owned property on West 5th Street (Discussion)
- b. Contract Modification: Lead and Copper Rule Support and Gap Analysis #22-285-WTR-001 (Discussion/Action)
- c. Contract Award: 2024 Sanitary Sewer Line Rehabilitation #24-099-SEW-001 (Discussion/Action)
- d. Contract Award: Replacement Chevrolet Tahoe for Police K9 Unit #24-138-ERR-001 (Discussion/Action)
- e. Contract Award: Wastewater Treatment Plant (WWTP) Outfall Relocation - Permitting & Monitoring Services #20-032-SEW-014 (Discussion/Action)
- f. Resolution 3154: Lodging Tax Funding for Bier on the Pier Event (Discussion/Action)

8. **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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City Council Memo

TO: Anacortes City Council
FROM: Matt Miller, Mayor
DATE: May 6, 2024
RE: Anacortes Arts Commission Appointment

Summary Statement:

The following appointment to the Anacortes Arts Commission is being presented at the regular City Council meeting on May 6, 2024.

I appreciate the contributions of our volunteers and their willingness to serve our community. If you have any questions or feedback regarding this candidate, please contact me prior to the meeting.

- Kami Bratten –replacing Diane Marr (resignation submitted April 2024) for the remainder of her term through December 31, 2025.

Appointed by the Mayor Requiring Confirmation by City Council

Anacortes Arts Commission Appointment

- Kami Bratten –replacing Diane Marr (resignation submitted April 2024) for the remainder of her term through December 31, 2025.

Recommended Motion:

- I move that Kami Bratten be appointed to the Anacortes Arts Commission, replacing Diane Marr (resignation submitted April 2024) for the remainder of her term through December 31, 2025.0



Talent Bank Application for Public Involvement

Thank you for your interest in serving on a Board or Commission! The City keeps all applications on file for two years and reviews them whenever there is an opening. If you are not selected right away, remember that many people apply and that there are not always openings available.

What position(s) are you interested in being considered for? *

Check all that apply

- | | |
|--|---|
| ☐ Accessible Community Advisory Committee | ☒ Anacortes Arts Commission |
| ☐ Civil Service Commission | ☐ Forest Advisory Board |
| ☐ Historic Preservation Board | ☐ Housing Authority Board |
| ☐ Lodging Tax Advisory Committee | ☐ Library Board of Trustees |
| ☐ Museum Advisory Board | ☐ Parks and Recreation Board |
| ☐ Planning Commission | |

Applicant Information

First Name *

Kami

Last Name *

Bratten

Address *

City, State ZIP *

Anacortes

Alternative Phone Number

Email *

Please describe your reasons for wanting to volunteer with the City of Anacortes *

I'm the child of an artist from a family of musicians, and literary artist on my own. I love art of all varieties and want to live in a place that is filled with it. I'm happy to be a part of the effort required to make that happen.

Please summarize your job-related skills, specialized training, or volunteer experience*

My background is fundraising, where I led major gifts, corporate giving, and in-kind donation programs. Among other skills of organization and execution the most important skill it developed was the ability to effectively ask. This means finding the right person for a gift (be it one of time, money, or goods) and to find ways for them to connect emotionally with the gift.

I have volunteered for many years as a church youth group leader, mostly working with teenage girls, which required engaging otherwise busy and often uninterested individuals, and reining in and productively redirecting enthusiasm for impractical activities and projects.

List professional, trade, business, or civic associations and any offices held*

President of the Nonprofit Management Student Association

Member Nonprofit Leadership Alliance

List any additional information you would like us to consider*

Anacortes has a robust network of visual arts, and growing programming around music, all of which I love and would like to help cultivate. I would also love for there to be a broader activity around literary arts. I'm not sure how yet, but part of my desire to participate on the commission is to learn.

Attachments

Please attach a resume and/or other biographical information if you wish.

References

Please provide the name and contact information for two references who are knowledgeable about your qualifications and skills relative to volunteering at the City of Anacortes.

First Reference Name*

Jessica Guzik

Second Reference Name*

Trisha Read

Acknowledgements

My signature affirms that all information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature *

Kami Bratten

Date *

4/9/2024



Anacortes City Council

Municipal Building Council Chambers
904 Sixth Street

May 6, 2024
6:00 p.m.

PUBLIC COMMENT SIGN IN SHEET

Per Resolution 3141, citizens wishing to comment on items not on the agenda may do so on any matter specifically pertaining to the City of Anacortes under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (*) may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting. These rules are intended to promote an orderly system of holding a public hearing or meeting, to give every person who wishes to speak an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his or her right to free speech.

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

Name

Topic

✓ Mary LaFleur ✓	Council Activities
✓ Rose Mallon →	Habitat on West 5th
* Tan Sweeney →	5th Habit 50 ft with House
Suzanne Rehner ↘	"47" comments
TOM IV	UNITED NATIONS
2004 TOM ✓	HOUSING / TAX INCREASES / BONDS
ALAN HANSON ✓	WATER MICRO / PLAT
XU WUK	HABITAT
VICKY STASH	HABITAT
PAT BARRETT	HABITAT
GEORGE FLACC	HABIT
TOM HANNA	HABITAT
MIKE WARNER	HABIT

Continue on back of sheet as needed

Anacortes City Council Minutes - April 22, 2024

Call to Order

Mayor Matt Miller called to order the Anacortes City Council meeting of April 22, 2024 at 6:00 p.m. Councilmembers TJ Fantini, Ryan Walters, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall, and Amanda Hubik were present.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Executive Session

Potential litigation per RCW 42.30.110(1)(i) (30 minutes)

Mayor Miller announced that City Council and the City Attorney would convene in Executive Session per RCW 42.30.110 (i) for approximately 30 minutes to discuss potential litigation or litigation. The mayor advised that the regular meeting would then reconvene with no final action having been taken. Councilmembers TJ Fantini, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Amanda Hubik attended the executive session.

Mayor Miller reconvened the Anacortes City Council meeting at 6:56 p.m.

Announcements and Committee Reports

Mayor Miller announced the Arbor Day Tree Planting at 10am on Friday, April 26th at the 28th Street Playground, the Washington Park restroom ribbon cutting at 2pm, and thanked city staff and community members for their efforts in the Spring Cleanup Day and Earth Day street fair and parades. He then announced that the Skagit County Solid Waste Governance Board voted to recommend a rate increase to cover the cost of the new county contract with Waste Management, and reminded the public that ballots are due April 23rd for Proposition 1, the Skagit County Emergency Medical Services levy. Mayor Miller then announced that the Anacortes downtown arch would be reinstalled on Wednesday and that the City had recently published a [press release](#) regarding the proposed Habitat for Humanity project.

Arbor Day Proclamation

Mayor Miller read the Arbor Day Proclamation, proclaiming April 26, 2024, as Arbor Day in Anacortes.

Housing Affordability and Community Services Committee

Mr. Walters reported from the Housing Affordability and Community Services Committee meeting. The topics discussed included a revised potential site plan for the proposed Habitat for Humanity project on West 5th Street, announcing that the committee has agreed to reduce the number of cottages to three, increase the parking to unit ration to 2 parking spaces per unit, and that there are existing storm water deficiencies in the area that could require capital improvements. He concluded that the proposed project would be discussed at the regular meeting of the City Council on May 6th, and should the Council agree to move forward with the project, there could also be a pre-application neighborhood meeting where the public and Councilmembers could discuss the project with the developer.

Planning Committee

Ms. Moulton reported from the Planning Committee meeting held earlier in the evening. The topics discussed included RVs parked in industrial zones in areas not approved for habitation and the proposed Habitat for Humanity project on West 5th Street.

Fiber Committee

Mr. McDougall reported from the Fiber Committee meeting held April 18th. The topics discussed included subscriber count and market share, the Federal Communications Commission broadband consumer label

requirement, an update on the ongoing construction of the remaining service areas, and revisiting potential future service areas along the State Route 20 corridor in the 2025 budget planning process.

Public Comment

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

Public comment was given as follows:

Susan Guterbock of Anacortes addressed the proposed Habitat for Humanity project on West 5th Street, expressing support for the project and pointing out that multi-family affordable housing is present in communities large and small throughout the country, Habitat for Humanity project residents are good neighbors, undergo a thorough screening process, and families must secure their own mortgage loans that give them a stake in ownership.

Becky Mifflin of Anacortes addressed the Habitat for Humanity project. She asked how 8 on-site parking spaces could be accommodated when considering refuse receptacles and families that might have larger vehicles. She also pointed out that increased vehicle access from the alleyway on to Kansas Avenue poses an increased safety risk due to limited sight lines and the speed of traffic on Kansas Avenue. She asked the Council to authorize construction of two units, instead of the proposed five.

Xuhua Mu of Anacortes commented on affordable housing and transportation, citing that it is neither safe nor practical to ride bicycles as a primary means of transportation in dark and wet conditions. She continued by asking that the Council and city provide public education on the substantial changes made to development regulations from 2014-2019, the de-commoditization of the residential housing market and corresponding reduction in supply of affordable housing, the impact of development regulation changes on city infrastructure, the definition of affordable housing, and how Anacortes infrastructure would support increased density associated with an additional 3,000 housing units.

Linnea McCord of Anacortes commented on the links between the [World Economic Forum](#) and United Nations through the [International Council for Local Environmental Initiatives \(ICLEI\) - Local Governments for Sustainability](#) on addressing climate change through affordable housing. She then mentioned the Global Partnership for Local Investment between the World Economic Forum and United Nations-Habitat for advancing the 2030 Sustainable Development and New Urban Agenda. She then pointed out that certain CEOs of major corporations and investment firms that are involved in the World Economic Forum and mentioned that this group directly funds Habitat for Humanity through impact investment funds. She then commented that the CEO of Habitat for Humanity recently held a panel that addressed how to overcome community resistance to affordable housing, concluding that Habitat for Humanity is working to ensure that personal asset and property ownership will cease to exist.

Linda Martin of Anacortes commented on the proposed Habitat for Humanity project on West 5th Street, pointing out that the project puts the Council in a difficult position in trying to provide affordable housing and listen to the concerns of the community. She recommended that the project be put on hold to allow the Council to consider community impacts and find a way forward, review the cottage housing ordinance adopted in 2019 and possibly make cottage developments a conditional use process, and that the City Attorney review the proposed lease to ensure that it is not an illegal gift of public funds.

Kellee List of Anacortes commented on the proposed Habitat for Humanity project on West 5th Street, expressing support for Ms. Martin's suggested actions. She asked that the Council include garages and driveways so that the development fits into the neighborhood and that rules or covenants, conditions, and restrictions be included in the lease, suggesting that these measures would be in the interest of assisting the

development's residents better integrate with the existing neighborhood. She asked how the city would manage the property, and cautioned against rushing to complete this project, thereby negatively affecting other future affordable housing projects in the community.

Libby Lewis of Anacortes commented on the proposed Habitat for Humanity project on West 5th Street, expressing concern that the development is done right and in a quality manner so that it positively affects the residents of the development and the neighborhood, and encouraged adequate storage areas for vehicles and toys. She asked that the Council consider the overall idea of maintaining the sense of community that is characteristic of Anacortes, carefully consider the long-term effects of the development on the surrounding neighbors, and consult with the existing neighbors to ensure the highest quality of life for development residents and neighbors alike.

John Lewis of Anacortes asked about the notification standard for zoning changes to properties and neighborhoods, whether the city approached Habitat for Humanity or otherwise regarding the project, and whether Habitat for Humanity or the City proposed 5 units. He then expressed disagreement with the scope of the project and pointed out that other current Skagit County Habitat for Humanity projects are single-level single-family units with garages. He asked about the proposed Anacortes project and its compliance with Americans with Disabilities Act for access to the planned upper story, and if consideration had been given to developing another property within city limits that is owned by the Port of Anacortes, suggesting the downtown dog park as a viable alternative.

Consent Agenda

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

a. Minutes of April 15, 2024

b. Approval of claims in the amount of \$1,102,556.22

The following vouchers/checks were approved for payment:

EFT numbers: 109177 through 109224, total \$1,020,049.80

Check numbers: 109225 through 109242, total \$66,206.67

Wire transfer numbers: 345470 through 345924, total \$34,431.93

c. Special Event Application: Veterans Day Parade

d. Contract Award: Cargo Van for Parks and Recreation Department #24-134-ERR-001

e. Contract Award: Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan #24-093-TRN-001

Other Business

Request for Easement Relinquishment

City Attorney Darcy Swetnam presented the Cartwheel LLC request for the city to relinquish a utility easement on their property on parcel P31955, referring to a presentation that was added to the packet materials for the meeting. She outlined the options for the Council to declare the easement surplus and grant the relinquishment request, deny the request, or request additional information.

Discussion topics included:

- Ownership of the property.
- Location of the property.
- Location of development on the parcel.
- Does the easement continue through the property to the west?

- Easements extending 30th Street.
- Utility access for neighboring properties if they are developed without the easement.
- Transportation and water plans.

TJ FANTINI moved, seconded by AMANDA HUBIK, to relinquish the 25-foot waterline easement across Skagit County parcel P31955.

Vote: Ayes - ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Anacortes Museum Update

Museum Director Bret Lunsford presented an update on the Anacortes Museum current operations and future plans, referring to a presentation that was added to the packet materials for the meeting.

Discussion topics included:

- Carnegie Building storage and workshop.
- Importance of the museum to the community.
- Work of the museum with the schools.

2024 First Quarter Finance Update

Finance Director Steve Hoglund presented the 2024 First Quarter Finance Department update, referring to a slide presentation that was included in the packet materials for the meeting.

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

Discussion topics included:

- Reasons for the drop in real estate excise tax revenue.
- Real estate excise tax rates.
- Reasons for the reduction in lodging tax revenue.
- Delay in getting lodging tax to the City.

Ordinance 4077: 1st Quarter Budget Amendment

Finance Director Steve Hoglund introduced Ordinance 4077, detailing the affected programs that necessitated amending the 2024 budget, including Police Department training, including a Stormwater grant from the Department of Ecology, the donation of funds for Fire Department tools and equipment that were not procured in 2023, and reallocating salaries and benefits for personnel reorganization at the Museum.

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

Discussion topics included:

- Donations rather than rollover for Fire Department tools and equipment.
- Museum budget adjustment.

CAROLYN MOULTON moved, seconded by BRUCE MCDOUGALL, to approve Ordinance 4077 authorizing the first quarter budget amendment.

Anacortes City Council Minutes - April 22, 2024

Vote: Ayes - ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Contract Award – Wastewater Treatment Plant (WWTP) Outfall Relocation - Permitting & Monitoring Services #20-032-SEW-014

Public Works Director Andrew Rheume introduced contract #20-032-SEW-014 for the Wastewater Treatment Plant (WWTP) Outfall Relocation permitting and monitoring services with Widener and Associates, pointing out that the contract is reimbursable by the Federal Emergency Management Agency (FEMA).

Discussion topics included:

- Why two separate contracts for permitting, monitoring, and construction management?
- Archaeological monitoring.
- Period of performance through 2027.
- Depth of scope of work.
- Delay of the project if the contract is not approved at this meeting.

Contract Award: WWTP Outfall Relocation – Construction Management #20-032-SEW-015

Public Works Director Andrew Rheume introduced contract #20-032-SEW-014 for the Wastewater Treatment Plant (WWTP) Outfall Relocation construction management with HDR Engineering, Inc. The contract amount is based on a 400-day construction period, which is based on a worst-case scenario. This contract also reallocates funding from a previous contract with HDR to satisfy new FEMA rules for the competitive process in consultant selection.

Discussion topics included:

- Responsibility and liability for the overall project and with respect to possible damage to neighboring properties.
- Length of liability coverage post-construction.

CAROLYN MOULTON moved, seconded by BRUCE MCDUGALL, to authorize the mayor to sign contract #20-032-SEW-015 with HDR Engineering.

Vote: Ayes - ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Contract Award - Wastewater Treatment Plant (WWTP) Administration Building Addition - Design #24-139-SEW-001

Public Works Director Andrew Rheume, City Engineer Logan Lee, and Wastewater Treatment Plant Manager Brian Walker introduced contract #24-139-SEW-001 for the Wastewater Treatment Plant administration building addition design with Zervas Group Architects.

Discussion topics included:

- Total planned area of the project.
- Inclusion in the Capital Facilities Plan.
- Inclusion of re-roofing in the overall project.
- Bathrooms were installed in the incinerator building.
- Satisfying the administrative needs of the facility.

- Immediate need or not.
- Seismic considerations.
- Washington State credits for remodeling.
- Design options.
- Local architect versus a Bellingham firm.
- Expected cost of project and timing of construction.

BRUCE MCDOUGALL moved, seconded by AMANDA HUBIK, to authorize the mayor to sign contract #24-139-SEW-001 with Zervas Group Architects.

Vote: Ayes - ANTHONY YOUNG, RYAN WALTERS, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK, TJ FANTINI. Nays - CHRISTINE CLELAND-MCGRATH. Result: Passed

Adjournment

There being no further business, at approximately 9:05 p.m. the Anacortes City Council meeting of April 22, 2024 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 May 6, 2024 City Council meeting:

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

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346633	2/1/2024	63153867	ROBERT HALF INTERNATIONAL INC.	TEMPORARY STAFFING - FINANCE DEPARTMENT	\$ 1,415.20	finance
346184	2/6/2024	INUS225861	AXON ENTERPRISE, INC.	AXON AIR; BUNDLE, TRAINING, PRO ACCESS AND PILOT DATA	\$ 5,962.69	apd
346185	2/7/2024	INUS226371	AXON ENTERPRISE, INC.	AXON AIR - BASIC ACCESS LICENSE	\$ 2,350.08	apd
344251	2/8/2024	6560333258	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
346297	2/9/2024	P0001-93	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - JANUARY 2024	\$ 620.00	dwwtp
346020	2/13/2024	213038	BLADE CHEVROLET, INC	SERVICE FOR VEHICLE #176	\$ 268.26	dshop
346634	2/13/2024	63197852	ROBERT HALF INTERNATIONAL INC.	TEMPORARY STAFFING - FINANCE DEPARTMENT	\$ 2,830.40	finance
346016	2/16/2024	246551990	SURETY PEST CONTROL	DEPOT ARTS CENTER	\$ 121.85	parksc1
344789	2/28/2024	6560358402	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
344042	2/29/2024	3094961560	LEXISNEXIS	FEB ONLINE LEGAL SUBSCRIPTION	\$ 354.69	attorney
344931	2/29/2024	13979190	HACH COMPANY	OPERATING SUPPLIES	\$ 4,528.26	wwtpcc
345926	2/29/2024	59507	CITIES DIGITAL, INC.	LASERFICHE ANNUAL MAINTENANCE - DOCUSIGN, FORMS VIRUS SCAN, AND JIS INTEGRATION	\$ 2,284.80	legal
343448	3/1/2024	4832739S185	LEMAY MOBILE SHREDDING	APD AND COURT SECURE ON-SITE SHREDDING	\$ 36.54	apd
343442	3/1/2024	RECEIPTS	THRIFTY CLEANERS	UNIFORM CLEANING; FEB 2024	\$ 79.75	apd
343847	3/1/2024	1465255	GUARDIAN SECURITY SYSTEMS INC	CLOUD STORAGE/VIDEO FEED - SHOP 4/01-6/30/24	\$ 769.07	dshop
342905	3/1/2024	1465261	GUARDIAN SECURITY SYSTEMS INC	WTP FIRE SYSTEM 4/1-6/30/24	\$ 146.22	dwwtp
344045	3/1/2024	1465257	GUARDIAN SECURITY SYSTEMS INC	ALARM MONITORING - APD 4/1-6/30/24	\$ 201.42	finance
343439	3/1/2024	1465262	GUARDIAN SECURITY SYSTEMS INC	ALARM MONITORING - CITY HALL 4/1-6/30/24	\$ 186.70	finance
342919	3/1/2024	1465254	GUARDIAN SECURITY SYSTEMS INC	STA 1 4/1-36/30/24	\$ 201.42	medic
343560	3/1/2024	1465256	GUARDIAN SECURITY SYSTEMS INC	ALARM MONITORING - WT PRESTON 4/1-6/30/24	\$ 201.42	museum

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
343857	3/1/2024	1465258	GUARDIAN SECURITY SYSTEMS INC	ALARM MONITORING - INTERPRETIVE CTR 4/1-6/30/24	\$ 201.42	museum
343438	3/1/2024	1465260	GUARDIAN SECURITY SYSTEMS INC	ALARM MONITORING - MUSEUM 4/1-6/30/24	\$ 201.42	museum
342918	3/1/2024	1465259	GUARDIAN SECURITY SYSTEMS INC	ALARM MONITORING - FIDALGO CENTER 4/1-6/30/24	\$ 201.42	parksccl
346314	3/1/2024	601219	SKIDMORE PHARMACY INC.	PHARMACY COPAY, LEOFF 1 RETIREE - RODNEY DODGE	\$ 17.28	hr
343445	3/7/2024	6560347453	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
343836	3/7/2024	6560347447	ARAMARK	STA 2 MAT/MOP SERVICE: 3/7	\$ 16.31	medic
343431	3/7/2024	6560347448	ARAMARK	STA 1 MAT/MOP SERVICE: 3/7	\$ 23.32	medic
343768	3/7/2024	247796016	SURETY PEST CONTROL	CEMETERY MONTHLY PEST CONTROL	\$ 72.89	parksccl
343450	3/8/2024	WABUR242904	FASTENAL COMPANY	REPLACEMENT CARTRIDGES FOR BREATHING MASKS	\$ 163.10	dwt
345094	3/10/2024	80910026	INGRAM LIBRARY SERVICES, LLC	INGRAM ADULT BOOKS	\$ 3,874.08	libcc
343624	3/11/2024	364870	THE SUPPLY CACHE, SUPPLYCACHE.COM	WILDLAND BACKFIRE TORCHES	\$ 359.03	afdcc
343616	3/11/2024	20036	NARTEC, INC.	FIELD DRUG TESTS	\$ 257.84	apdcc
343613	3/11/2024	102038	WASHINGTON STATE BAR	WASHINGTON STATE BAR ASSOCIATION	\$ 799.91	attorneycc
343722	3/11/2024	247795477	SURETY PEST CONTROL	OPS PEST CONTROL	\$ 112.05	dshop
343618	3/11/2024	9132803739	ANACORTES CHAMBER OF COMMERCE	CHAMBER OF COMMERCE	\$ 22.00	execc
343617	3/11/2024	114-9153203-6993056	AMAZON.COM SERVICES, INC	IPAD CASE WITH KEYBOARD	\$ 227.38	infosyscc
343623	3/11/2024	81912126	ACCIS	ACCIS SPRING CONFERENCE REGISTRATION - CAUFIELD	\$ 450.00	infosyscc
343622	3/11/2024	2610	NIGP	MEMBERSHIP RENEWAL TO WASHINGTON STATE CHAPTER OF NIGP	\$ 40.00	legalcc
343426	3/11/2024	6560346730	ARAMARK	29-3 MAT/MOP SERVICE: 3/6	\$ 16.32	medic
343611	3/11/2024	D79936	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 76.11	parksccl
343625	3/11/2024	X14956	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 0.81	parksccl
343626	3/11/2024	X15058	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 138.84	parksccl
343627	3/11/2024	X15059	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 3.19	parksccl

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343621	3/11/2024	111-5867339-5925057	AMAZON.COM SERVICES, INC	REAR VIEW MIRROR- #423	\$ 46.31	shopcc
343620	3/11/2024	6560347459	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 91.87	shopcc
343615	3/11/2024	I01173/44	COASTAL FARM &	WORK UNIFORM	\$ 146.87	shopcc
343619	3/11/2024	2496079684	GRAINGER	PROTO PULLER PARTS	\$ 144.16	wtppcc
343717	3/11/2024	111-3826420-5267409	AMAZON.COM SERVICES, INC	PHONE SUPPLIES	\$ 6.52	wwtpcc
343628	3/11/2024	111-7605325-3661858	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 45.69	wwtpcc
343708	3/11/2024	4565557	GALCO INDUSTRIAL ELECTRICS	MAINTENANCE SUPPLIES	\$ 276.72	wwtpcc
343718	3/11/2024	6560349093	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 82.24	wwtpcc
343712	3/12/2024	027137065	GALLS, LLC.	UNIFORM SHIRT	\$ 70.50	afdcc
343709	3/12/2024	027243807	GALLS, LLC.	UNIFORM PANTS, SHIRT	\$ 220.64	afdcc
343711	3/12/2024	027243832	GALLS, LLC.	UNIFORM SHIRT	\$ 70.50	afdcc
343713	3/12/2024	027243833	GALLS, LLC.	UNIFORM SHIRT	\$ 74.42	afdcc
343710	3/12/2024	027243834	GALLS, LLC.	UNIFORM SHIRT, BELT	\$ 166.10	afdcc
343715	3/12/2024	112-9100834-6038631	AMAZON.COM SERVICES, INC	SCISSORS & BOX CUTTERS	\$ 22.83	afdcc
343714	3/12/2024	3/12/2024	WASHINGTON FIRE CHIEFS	CHIEFS' CONFERENCE REGISTRATION: 3 CHIEFS	\$ 1,875.00	afdcc
343775	3/12/2024	8255 9094 8736 4397	DISH	29-3: MARCH SERVICE	\$ 110.89	afdcc
343780	3/12/2024	1008520	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES COURT	\$ 13.71	courtcc
343692	3/12/2024	114-3162203-5005804	AMAZON.COM SERVICES, INC	IPADS AND SCREEN PROTECTORS	\$ 767.00	infosyscc
343703	3/12/2024	840-59800076-1-51752	UNITED STATES POSTAL SERVICE	POSTAGE FOR MAILING BOOK	\$ 5.32	libcc
343704	3/12/2024	X15271	SEBO'S DO-IT CENTER	BUILDING SUPPLIES	\$ 23.91	libcc
343719	3/12/2024	03/12/2024	WASHINGTON MUSEUM	MEMBERSHIP	\$ 75.00	museumcc
343707	3/12/2024	B49527/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 92.02	parksccl
343698	3/12/2024	INV-4225447	UNITED SITE SERVICES, INC	WA PARK PORTABLE RESTROOM 2/1/24-2/29/24	\$ 138.50	parksccl
343683	3/12/2024	X15141	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 13.85	parksccl
343706	3/12/2024	X15155	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 1.59	parksccl
343705	3/12/2024	X88988/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 9.78	parksccl
343702	3/12/2024	W1084566540	MERRELL	BOOT ALLOWANCE BUILDING INSPECTOR	\$ 152.32	plancc

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343691	3/12/2024	183760	A-1 MOBILE LOCK AND KEY, INC.	SUPPLIES FOR FACILITIES	\$ 909.57	pwfacc
343776	3/12/2024	353625	CARL'S MOWER AND SAW	PARTS FOR EQUIP #11991	\$ 4,264.96	shopcc
343695	3/12/2024	3986-298059	O'REILLY AUTO PARTS	PARTS FOR EQUIP #108	\$ 51.88	shopcc
343696	3/12/2024	3986-298179	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #108	\$ 325.51	shopcc
343697	3/12/2024	D80481	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 19.17	shopcc
343701	3/12/2024	1114552	FRONTIER BUILDING SUPPLY	SUPPLIES FOR WATER MAINTENANCE	\$ 61.89	wdistcc
343700	3/12/2024	X88829/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 11.26	wdistcc
343771	3/12/2024	CS736261	INSTRUMART LLC	ASHCROFT PRESSURE GAUGE X 4	\$ 1,087.48	wtpcc
343716	3/12/2024	111-1006065-7480505	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 17.24	wwtpcc
343785	3/13/2024	112-9340221-5337020	AMAZON.COM SERVICES, INC	3-HOLE PUNCH PAPER	\$ 66.05	afdcc
344260	3/13/2024	700000021	FAMILY CARE NETWORK PLLC	PRE-EMPLOYMENT MEDICAL - CHEESEBORO	\$ 332.00	apd
344258	3/13/2024	700000041	FAMILY CARE NETWORK PLLC	PRE-EMPLOYMENT MEDICAL - MONAGHAN	\$ 288.00	apd
344255	3/13/2024	700000054	FAMILY CARE NETWORK PLLC	PRE-EMPLOYMENT MEDICAL - BARRY	\$ 288.00	apd
344257	3/13/2024	700000062	FAMILY CARE NETWORK PLLC	PRE-EMPLOYMENT MEDICAL - HUTSELL	\$ 244.00	apd
343786	3/13/2024	1016769369	WASHINGTON STATE BAR	TRAINING WSBA-CRIMES AGAINST ANIMALS - NON REFUND TRANSACTION FEE	\$ 7.48	apdcc
343787	3/13/2024	1016769369	WASHINGTON STATE BAR	TRAINING WSBA-CRIMES AGAINST ANIMALS - ACO NYBO	\$ 299.20	apdcc
343769	3/13/2024	113-8432629-3690651	AMAZON.COM SERVICES, INC	LARGE EVIDENCE BAGS	\$ 21.71	apdcc
343781	3/13/2024	3925	WASHINGTON ASSOCIATION OF	WABO:UPDATED FIRE CODE AND SPRINKLER SYS MANUALS AFD	\$ 1,202.97	bldgcc
343827	3/13/2024	3926	WASHINGTON ASSOCIATION OF	BUILDING CODES UPDATED-	\$ 119.05	bldgcc
343777	3/13/2024	111-2298018-1804234	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 57.56	libcc
343835	3/13/2024	1008660	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 81.49	museumcc
344135	3/13/2024	111-8969425-2291467	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 18.63	museumcc
343779	3/13/2024	D80845	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 24.72	parksc1

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343778	3/13/2024	X15355	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 82.93	parksccl
343758	3/13/2024	X15454	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 26.65	parksccl
343774	3/13/2024	65261	GENIE ENGINEERING, LLC	TRAINING	\$ 1,494.00	pwfacccl
343784	3/13/2024	X15329	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 15.32	pwfacccl
343782	3/13/2024	1114938	FRONTIER BUILDING SUPPLY	SUPPLIES FOR STREET DEPT	\$ 244.58	shopcc
343783	3/13/2024	114-5544644-7485023	AMAZON.COM SERVICES, INC	SUPPLIES FOR SOLID WASTE	\$ 35.67	shopcc
343828	3/13/2024	320521	NAPA	PARTS FOR EQUIP #9911	\$ 630.93	shopcc
343829	3/13/2024	320527	NAPA	PARTS FOR EQUIP #25904	\$ 7.99	shopcc
343762	3/13/2024	3986-298270	O'REILLY AUTO PARTS	PARTS FOR EQUIP #866	\$ 12.23	shopcc
343763	3/13/2024	3986-298381	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #022	\$ 376.74	shopcc
343764	3/13/2024	3986-298421	O'REILLY AUTO PARTS	PARTS FOR EQUIP #25904	\$ 8.65	shopcc
343765	3/13/2024	3986-298450	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #517	\$ 4.80	shopcc
343766	3/13/2024	3986-298451	O'REILLY AUTO PARTS	PARTS FOR EQUIP #417	\$ 33.08	shopcc
343767	3/13/2024	3986-298460	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP STOCK	\$ 206.34	shopcc
343770	3/13/2024	X89166/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 7.39	wdistcc
343773	3/13/2024	114-8701332-1742661	AMAZON.COM SERVICES, INC	PRESENTATION POINTER	\$ 10.84	wtpcc
343925	3/14/2024	125763	ASSOCIATION OF WASHINGTON	ASSOCIATION OF WASHINGTON CITIES	\$ 30.00	admsrvcc
343834	3/14/2024	112-4184506-7879465	AMAZON.COM SERVICES, INC	COMPUTER CASE	\$ 82.68	afdcc
343833	3/14/2024	11325535	TELEFLEX LLC	5 BOXES EZ-IO NEEDLES	\$ 3,325.00	afdcc
343908	3/14/2024	125685	ASSOCIATION OF WASHINGTON	LABOR RELATIONS INSTITUTE CLASS	\$ 345.00	afdcc
343799	3/14/2024	6560351306	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
343824	3/14/2024	113-39192737300267	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE SUPPLIES	\$ 118.07	execc
343935	3/14/2024	198770	SHELL	FUEL - #054	\$ 53.14	fibercc
343936	3/14/2024	69479	HOLIDAY INN	HOTEL DURING CONFERENCE	\$ 378.03	fibercc
343952	3/14/2024	1008666	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 16.84	museumcc
343923	3/14/2024	INV-25545	IMAGE360	PARKS MAINTENANCE SIGNS	\$ 1,278.00	parksccl
343830	3/14/2024	X15577	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 52.89	parksccl
343826	3/14/2024	111-7164692-6904218	AMAZON.COM SERVICES, INC	PARTS FOR VEHICLE #515	\$ 13.05	shopcc
343825	3/14/2024	113-7182856-07098	AMAZON.COM SERVICES, INC	PEST CONTROL/OFFICE SUPPLIES	\$ 90.97	shopcc
343920	3/14/2024	24266593	PURCELL TIRE AND SERVICE CENTE	TIRE REPAIR FOR VEHICLE #517	\$ 71.89	shopcc

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343921	3/14/2024	24266594	PURCELL TIRE AND SERVICE CENTE	TIRES FOR STOCK	\$ 1,036.38	shopcc
343909	3/14/2024	26 2 79 36900	THE MARKET LLC	SUPPLIES FOR EQUIP #418	\$ 19.06	shopcc
343821	3/14/2024	3687-235080	O'REILLY AUTO PARTS	TOOLS FOR VEHICLE #517	\$ 8.69	shopcc
343823	3/14/2024	3986-298643	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #037	\$ 217.43	shopcc
343910	3/14/2024	7322232-00	TURF STAR WESTERN	PARTS FOR EQUIP #706	\$ 887.72	shopcc
343820	3/14/2024	228337	GREEN RIVER COMMUNITY COLLEGE	OPERATOR TRAINING - AV	\$ 375.00	wwtpcc
346311	3/14/2024	402671	BLYTHE MECHANICAL, INC	HVAC ANNUAL PREVENTIVE MAINTENANCE 2024 - OPERATIONS SHOP	\$ 4,294.00	pw1
343946	3/15/2024	14082	CONTERRA, INC	ROPE RESCUE CALIBRATION SEMINAR	\$ 979.20	afdcc
343950	3/15/2024	1ZTP5Y9203385664 45	UNITED PARCEL SERVICE, INC	SHIPPING: RETURN WRONG CHARGERS	\$ 41.55	afdcc
343937	3/15/2024	3860 0468 9423 0327	WALMART	PRINT LARGE FORMAT PICTURES	\$ 19.28	afdcc
343938	3/15/2024	SO383201	WITMER PUBLIC SAFETY GROUP INC	FLASHLIGHTS, SAFETY GLASSES	\$ 368.08	afdcc
344791	3/15/2024	DUES 2024-00409	WASHINGTON ASSOCIATION OF	ASSOCIATE DUES FOR 2024; CAPT FULLER	\$ 75.00	apd
344222	3/15/2024	WAANA154638	FASTENAL COMPANY	MAINTENANCE SUPPLIES - BIN STOCK	\$ 47.97	dwwtp
343932	3/15/2024	113-3919273-7300267	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE SUPPLIES	\$ 21.21	execc
343929	3/15/2024	114-0848572-7720235	AMAZON.COM SERVICES, INC	IPAD ITEMS	\$ 15.16	infosyscc
343928	3/15/2024	114-8449704-1174627	AMAZON.COM SERVICES, INC	IPAD CASES WITH KEYBOARDS	\$ 217.58	infosyscc
343943	3/15/2024	111-9111536-4337829	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES FOR WATER MAINTENANCE	\$ 204.52	pwfacc
343945	3/15/2024	114-0457003-8617050	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 15.22	pwfacc
343948	3/15/2024	D81567	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 4.89	pwfacc
343947	3/15/2024	SO22721877.001	KELLER SUPPLY COMPANY	SUPPLIES FOR FACILITIES	\$ 210.80	pwfacc
343916	3/15/2024	1827171	SUN SUPPLY, INC.	SUPPLIES FOR STREET DEPT	\$ 718.95	shopcc
343915	3/15/2024	328749	SKAGIT READYMIX	SUPPLIES FOR STREET DEPT	\$ 1,475.87	shopcc
343933	45366	247794627	SURETY PEST CONTROL	PEST CONTROL ACC 34798464 220	\$ 58.74	wtppcc
343934	3/15/2024	247796093	SURETY PEST CONTROL	PEST CONTROL ACC 34803357 6996 SAN JUAN HILL FIDALGO BOOSTER	\$ 60.92	wtppcc
343941	3/15/2024	375352991	LOWE'S BUSINESS ACCOUNT/GEMB	AIR HOSE, COUPLER	\$ 33.47	wtppcc
343949	45366	1116535	FRONTIER BUILDING SUPPLY	MAINTENANCE SUPPLIES - INCINERATOR	\$ 135.57	wwtpcc

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343927	3/15/2024	113-0761741-5483450	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 35.76	wwtpcc
344025	3/15/2024	114-4555299-2469007	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 149.55	wwtpcc
343926	3/15/2024	175686603	ULINE, INC.	OPERATING SUPPLIES	\$ 914.86	wwtpcc
343912	3/15/2024	X15797	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 76.70	wwtpcc
343913	3/15/2024	X15820	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 12.78	wwtpcc
343911	3/15/2024	X90141/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 50.70	wwtpcc
343919	3/16/2024	170654	CAP SANTE MARINE LTD	NON-ETHANOL GAS	\$ 4.30	afdcc
343939	3/16/2024	9920001974	STAPLES ADVANTAGE	COPY PAPER	\$ 1,210.25	apdcc
343930	3/16/2024	114-1229469-0285846	AMAZON.COM SERVICES, INC	IPAD CASE	\$ 25.89	infosyscc
343924	3/16/2024	113-0136261-4335435	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SAFETY SUPPLIES	\$ 71.32	parksccl
343942	3/16/2024	101748447	INTERNATIONAL CODE COUNCIL, INC	STUDY GUIDE AND EXAM EXPENSES: INTERNATIONAL CODE COUNCIL	\$ 309.00	plancc
343944	3/16/2024	111-5478361-2234629	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 45.91	pwfacc
343940	3/16/2024	B51789/1	ACE HARDWARE	MAINTENANCE SUPPLIES - INCINERATOR	\$ 137.96	wwtpcc
343951	3/17/2024	113-5949732-9226658	AMAZON.COM SERVICES, INC	14 LBS COFFEE	\$ 113.14	afdcc
343931	3/17/2024	114-0848572-7720235	AMAZON.COM SERVICES, INC	IPAD ITEMS AND OFFICE SUPPLIES	\$ 41.11	infosyscc
343918	3/17/2024	E0500RF5DS	MICROSOFT CORPORATION	AZURE DEVELOPER SUPPORT 2/16-3/15/24	\$ 29.00	infosyscc
343917	3/17/2024	E0500RF7IT	MICROSOFT CORPORATION	AZURE PAY-AS-YOU-GO 2/16-3/15/24	\$ 22.71	infosyscc
343914	3/17/2024	111-8788319-1330614	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 91.55	pwfacc
344024	3/18/2024	113-0858180-0839428	AMAZON.COM SERVICES, INC	LAMINATING POCKETS	\$ 35.89	afdcc
344023	3/18/2024	1273189	NATIONAL ACADEMY OF SPORTS, MEDICINE	NUTRITION COACH CLASS FOR 3 PEER FITNESS TRAINERS	\$ 3,261.21	afdcc
344009	3/18/2024	X16622	SEBO'S DO-IT CENTER	SMALL STORAGE BINS	\$ 25.14	afdcc
344223	3/18/2024	WAANA154679	FASTENAL COMPANY	MAINTENANCE SUPPLIES - BIN STOCK	\$ 198.78	dwwtp
344018	3/18/2024	240276	T-SHIRTS BY DESIGN	UNIFORMS	\$ 391.10	fibercc
343859	3/18/2024	6022948597	THE KIPLINGER LETTER	2024 SUBSCRIPTION RENEWAL 4/24-4/2025	\$ 134.91	finance
343802	3/18/2024	9920091437	STAPLES ADVANTAGE	OFFICE SUPPLIES-FINANCE	\$ 71.79	financecc

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344010	3/18/2024	INV00441874	PANTHEON SYSTEMS, INC	WEB HOSTING FEES FOR SAFEANDCLEANWATER.ORG 3/18/24-3/17/25	\$ 302.84	infosyscc
344022	3/18/2024	X16440	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 36.80	parksgcc1
344101	3/18/2024	593 93 22 8893	SAFEWAY INC	REC EVENT SUPPLIES	\$ 34.33	pkreccc
344013	3/18/2024	X16469	SEBO'S DO-IT CENTER	REC DEPT SUPPLIES	\$ 4.33	pkreccc
344117	3/18/2024	1009146	BAYSHORE OFFICE PRODUCTS INC	MARKERS, NOTEPADS, BATTERIES MISC OFFICE SUPPLIES PLANNING	\$ 78.19	plancc
344096	3/18/2024	1509474-IN	SUN SUPPLY, INC.	SUPPLIES FOR STREET DEPT	\$ 400.53	shopcc
344011	3/18/2024	3986-299300	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #204	\$ 11.41	shopcc
344012	3/18/2024	3986-299302	O'REILLY AUTO PARTS	SUPPLIES FOR EQUIP #715	\$ 50.00	shopcc
344020	3/18/2024	6560351311	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 91.87	shopcc
344019	3/18/2024	6560351312	ARAMARK	OPS: MAT CLEANING	\$ 79.43	shopcc
344106	3/18/2024	G23-8293082579129221	EBAY	PARTS FOR VEHICLE 204	\$ 294.97	shopcc
344015	3/18/2024	114-2299975-9067421	AMAZON.COM SERVICES, INC	BATTERIES	\$ 14.58	wtpcc
344016	3/18/2024	114-3491479-0541056	AMAZON.COM SERVICES, INC	HEADLAMPS	\$ 124.25	wtpcc
344014	3/18/2024	114-4743924-0124244	AMAZON.COM SERVICES, INC	BATTERIES	\$ 12.62	wtpcc
344017	3/18/2024	114-9521204-7293842	AMAZON.COM SERVICES, INC	BRADY LABEL CARTRIDGES	\$ 102.18	wtpcc
344412	3/18/2024	6560352645	ARAMARK	LAUNDRY SERVICES FOR WWTP	\$ 82.24	wwtpcc
344120	3/18/2024	WM62614809	HOME DEPOT	SMALL TOOLS	\$ 726.78	wwtpcc
344021	3/18/2024	X91559/1	ACE HARDWARE	MAINTENANCE SUPPLIES - INCINERATOR	\$ 299.55	wwtpcc
344131	3/19/2024	027274072	GALLS, LLC.	UNIFORM SHIRT	\$ 74.42	afdcc
344132	3/19/2024	027286964	GALLS, LLC.	UNIFORM SHIRT, PANTS	\$ 296.80	afdcc
344128	3/19/2024	027286977	GALLS, LLC.	UNIFORM SHIRT, PANTS, BELT	\$ 321.90	afdcc
344124	3/19/2024	027298580	GALLS, LLC.	UNIFORM SHIRT, FLEECE, BELT	\$ 285.38	afdcc
344127	3/19/2024	027328175	GALLS, LLC.	UNIFORM PANTS, SHIRT	\$ 313.32	afdcc
344133	3/19/2024	027328176	GALLS, LLC.	UNIFORM SHIRT, PANTS	\$ 389.48	afdcc
344125	3/19/2024	027328182	GALLS, LLC.	UNIFORM SHIRTS	\$ 243.47	afdcc
344123	3/19/2024	027328183	GALLS, LLC.	UNIFORM SHIRT	\$ 172.97	afdcc
344126	3/19/2024	027328184	GALLS, LLC.	UNIFORM SHIRT	\$ 172.97	afdcc

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344129	3/19/2024	027328185	GALLS, LLC.	UNIFORM SHIRT	\$ 172.97	afdcc
344130	3/19/2024	027328186	GALLS, LLC.	UNIFORM SHIRT	\$ 172.97	afdcc
344099	3/19/2024	3/19/24	MY TAILOR	UPDATE CLASS A UNIFORM	\$ 40.00	afdcc
344105	3/19/2024	5801 2191 6323 1780	WALMART	FRAMES FOR LARGE PRINTS	\$ 32.38	afdcc
344116	3/19/2024	0713 1233 9094 2403	WALGREENS	CAR FOB BATTERY	\$ 8.69	apdcc
344103	3/19/2024	662 6 270 102	COSTCO WHOLESALE CORPORATION	APD COFFEE	\$ 93.98	apdcc
344231	3/19/2024	247796378	SURETY PEST CONTROL	WWTP PEST CONTROL	\$ 204.53	dwntp
344435	3/19/2024	247796381	SURETY PEST CONTROL	HERITAGE CENTER PEST CONTROL	\$ 73.97	museum
344093	3/19/2024	D83896	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 44.13	museumcc
344118	3/19/2024	1117428	FRONTIER BUILDING SUPPLY	WA PARK PAY STATION KIOSK	\$ 260.82	parksc1
344091	3/19/2024	491328	HARBOR FREIGHT TOOLS	PARKS MAINTENANCE SUPPLIES	\$ 39.12	parksc1
344092	3/19/2024	491492	HARBOR FREIGHT TOOLS	PARKS MAINTENANCE SUPPLIES	\$ 19.56	parksc1
344113	3/19/2024	B53850/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 26.42	parksc1
344115	3/19/2024	SXP27259-88	WOOD'S LOGGING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 282.35	parksc1
344112	3/19/2024	X92221/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 29.35	parksc1
344102	3/19/2024	031924	THE DONUT HOUSE	REC EVENT SUPPLIES	\$ 31.13	pkrecc
344196	3/19/2024	9	JIMMY JOHNS	REC EVENT SUPPLIES	\$ 45.00	pkrecc
343960	3/19/2024	247795247	SURETY PEST CONTROL	LIBRARY PEST CONTROL 3/19/2024	\$ 106.61	publib
344206	3/19/2024	20-11324-97004	AV DEALS - PAYPAL	PARTS FOR EQUIP #423	\$ 160.95	shopcc
344218	3/19/2024	2004015	US BANK	LUNCH FOR PESTICIDE CLASS	\$ 21.22	shopcc
344109	3/19/2024	71086620249468327 032	PIERCE MANUFACTURING INC	TRAINING CLASS- CHASSIS ELECTRICAL - RYAN H	\$ 990.00	shopcc
344110	3/19/2024	71086634163562319 032	PIERCE MANUFACTURING INC	TRAINING CLASS- COMMAND ZONE SYSTEMS- RYAN H	\$ 1,320.00	shopcc
344107	3/19/2024	71086680188657210 307	PIERCE MANUFACTURING INC	TRAINING CLASS - CHASSIS ELECTRICAL - CARTER P	\$ 990.00	shopcc
344108	3/19/2024	71086688570062618 032	PIERCE MANUFACTURING INC	TRAINING CLASS - COMMAND ZONE SYSTEMS- CARTER P	\$ 1,320.00	shopcc
344094	3/19/2024	D83690	SEBO'S DO-IT CENTER	PARTS FOR VEHICLE #304	\$ 35.56	shopcc
344095	3/19/2024	X16660	SEBO'S DO-IT CENTER	PARTS FOR VEHICLE #304	\$ 10.23	shopcc
344209	3/19/2024	21772231	EWING IRRIGATION PRODUCTS, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 21.14	wdistcc

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344210	3/19/2024	8561 61 44703	HOME DEPOT	SUPPLIES FOR WATER MAINTENANCE	\$ 15.82	wdistcc
344098	3/19/2024	B53746/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 9.78	wdistcc
344100	3/19/2024	X16684	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 88.67	wdistcc
344111	3/19/2024	X92089/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 9.96	wdistcc
344134	3/19/2024	694592428	LOWE'S BUSINESS ACCOUNT/GEMB	SCREEN FOR TANK	\$ 65.26	wtpcc
344122	3/19/2024	D84011	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 21.74	wwtpcc
344199	3/20/2024	3/20/24	WALGREENS	USB-C CABLE	\$ 11.96	afdcc
344205	3/20/2024	SO385795	WITMER PUBLIC SAFETY GROUP INC	2 - FIRE BOOTS	\$ 1,340.09	afdcc
344187	3/20/2024	X92637/1	ACE HARDWARE	ACADEMY HAZMAT SUPPLIES: SHOVELS, OIL ABSORBENT PAD, DISH SOAP	\$ 110.83	afdcc
344188	3/20/2024	X92641/1	ACE HARDWARE	ACADEMY HAZMAT SUPPLIES: PLASTIC TUB	\$ 19.57	afdcc
344198	3/20/2024	X92971/1	ACE HARDWARE	SLIMPLUG	\$ 10.87	afdcc
344104	3/20/2024	111-2945726-6660261	AMAZON.COM SERVICES, INC	ZIP TIES	\$ 69.30	fibercc
344211	3/20/2024	111-7921534-6569010	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 15.77	libcc
344212	3/20/2024	111-7921534-6569010	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 56.04	libcc
344194	3/20/2024	113-4955381-3848265	AMAZON.COM SERVICES, INC	GRAPHIC NOVEL ADULT	\$ 13.38	libcc
344195	3/20/2024	CWQZT5DNAGH4M	WATERMARK BOOK COMPANY	TEEN BOOKS	\$ 36.98	libcc
344216	3/20/2024	W1611078	KAPLAN EARLY LEARNING COMPANY	CHILDREN'S SUPPLIES	\$ 41.01	libcc
344262	3/20/2024	6560354102	ARAMARK	STA 3 MAT/MOP SERVICE: 3/20	\$ 16.32	medic
344327	3/20/2024	247795647	SURETY PEST CONTROL	WA PARK PEST CONTROL	\$ 116.41	parksc1
344213	3/20/2024	X16939	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 70.34	parksc1
344214	3/20/2024	X17008	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 21.75	parksc1
344197	3/20/2024	23	CALICO CUPBOARD	REC EVENT SUPPLIES	\$ 80.00	pkreccc
344219	3/20/2024	1/A-223346	SUBWAY	LUNCH FOR PESTICIDE CLASS	\$ 18.69	shopcc
344215	3/20/2024	1118025	FRONTIER BUILDING SUPPLY	SUPPLIES FOR STREET DEPT	\$ 21.81	shopcc
344317	3/20/2024	24266701	PURCELL TIRE AND SERVICE CENTE	TIRE SERVICE FOR VEHICLE #515	\$ 41.49	shopcc

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344318	3/20/2024	24266715	PURCELL TIRE AND SERVICE CENTE	SUPPLIES FOR SHOP STOCK	\$ 1,093.55	shopcc
344314	3/20/2024	321103	NAPA	PARTS FOR VEHICLE #706	\$ 57.62	shopcc
344190	3/20/2024	3986-299757	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP STOCK	\$ 15.47	shopcc
344191	3/20/2024	3986-299769	O'REILLY AUTO PARTS	PARTS FOR EQUIP #11964	\$ 4.70	shopcc
344192	3/20/2024	3986-299771	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #204	\$ 47.83	shopcc
344193	3/20/2024	3986-299839	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #612	\$ 69.09	shopcc
344189	3/20/2024	3986-299874	O'REILLY AUTO PARTS	SUPPLIES FOR STREET DEPT	\$ 76.15	shopcc
344208	3/20/2024	hrxwl	US BANK	LODGING- CARTER P	\$ 134.47	shopcc
344207	3/20/2024	HRXWL2	US BANK	LODGING- RYAN H	\$ 134.47	shopcc
344184	3/20/2024	X17003	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #706	\$ 6.52	shopcc
344200	3/20/2024	151658	THE HOSE SHOP, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 128.06	wdistcc
344204	3/20/2024	6931-8	THE SHERWIN WILLIAMS CO	SUPPLIES FOR WATER MAINTENANCE	\$ 360.10	wdistcc
344185	3/20/2024	D84212	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 25.00	wdistcc
344203	3/20/2024	X16993	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 57.65	wdistcc
344217	3/20/2024	112-4813685-0267469	AMAZON.COM SERVICES, INC	SMALL TOOLS	\$ 25.47	wwtpcc
344201	3/20/2024	X92739/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 41.99	wwtpcc
346299	3/20/2024	P0002-71	QCC QUALITY CONTROLS CORP.	ON-CALL PROFESSIONAL SERVICES AT THE WTP - FEBRUARY 2024	\$ 3,480.00	dwtpp
344343	3/21/2024	34539	SIGNS BY TOMORROW	REPLACEMENT SAFE HAVEN FOR BABIES SIGN	\$ 120.52	afdcc
344387	3/21/2024	593 51 69 8851	SAFEWAY INC	WATER FOR REHAB	\$ 43.41	afdcc
344339	3/21/2024	X17130	SEBO'S DO-IT CENTER	SAW BLADE, PREMIX FUEL	\$ 116.37	afdcc
344336	3/21/2024	X17300	SEBO'S DO-IT CENTER	OUTDOOR EXTENSION CORD	\$ 41.33	afdcc
344253	3/21/2024	6560354848	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
344186	3/21/2024	71079696	STARBUCKS	COFFEE FOR CITIZENS ACADEMY CLASS	\$ 21.76	apdcc
344140	3/21/2024	ANA-1219073	ANACORTES AMERICAN	OPS 5/2024-2025	\$ 91.00	dshop
344202	3/21/2024	111-4906660-6829059	AMAZON.COM SERVICES, INC	RADIOS & DRILL BIT GUIDE	\$ 224.11	fibercc
344312	3/21/2024	D84725	SEBO'S DO-IT CENTER	CONDUIT FOR CUSTOMER INSTALL	\$ 15.16	fibercc
344330	3/21/2024	SO288636	SIGNAL GROUP	FUSES FOR FIBER'S NETWORK CORE RACKS	\$ 122.50	fibercc
344316	3/21/2024	82076005	ACCIS	SPRING CONFERENCE REGISTRATION - IT	\$ 900.00	infosyscc

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344338	3/21/2024	112-1777533-3017862	AMAZON.COM SERVICES, INC	AA BATTERIES, LAPTOP BAG	\$ 27.59	legalcc
344265	3/21/2024	6560354842	ARAMARK	STA 2 MAT/MOP SERVICE: 3/21	\$ 16.31	medic
344268	3/21/2024	6560354843	ARAMARK	STA 1 MAT/MOP SERVICE: 3/211	\$ 23.32	medic
344344	3/21/2024	945	UNITED STATES POSTAL SERVICE	POSTAGE	\$ 8.00	museumcc
344328	3/21/2024	0630DFC7-0063	SPYPOINT	PARKS SECURITY CAMERA 03/21-04/21/24	\$ 15.00	parksccl
344329	3/21/2024	0630DFC7-0064	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION	\$ 15.00	parksccl
344391	3/21/2024	42264	AFFORDABLE FUNERAL SUPPLY	CEMETERY SUPPLIES-VASES	\$ 74.64	parksccl
344331	3/21/2024	X17169	SEBO'S DO-IT CENTER	REC EVENT SUPPLIES	\$ 26.90	pkreccc
344342	3/21/2024	X17154	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 8.07	pwfacccl
344337	3/21/2024	111-8981753-7210669	AMAZON.COM SERVICES, INC	SUPPLIES FOR EQUIP #2931	\$ 96.34	shopcc
344340	3/21/2024	24-62549	ENVIRO-CLEAN EQUIPMENT INC	PARTS FOR VEHICLE #304	\$ 1,773.98	shopcc
344321	3/21/2024	3986-299951	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #131	\$ 84.54	shopcc
344322	3/21/2024	3986-299961	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #131	\$ 122.01	shopcc
344319	3/21/2024	3986-299975	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #131	\$ 53.90	shopcc
344323	3/21/2024	3986-299989	O'REILLY AUTO PARTS	PARTS FOR EQUIP #706	\$ 127.54	shopcc
344324	3/21/2024	3986-299996	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #162	\$ 78.31	shopcc
344320	3/21/2024	3986-300024	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #160	\$ 152.31	shopcc
344325	3/21/2024	3986-300051	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #160	\$ 22.83	shopcc
344326	3/21/2024	3986-300113	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #304	\$ 147.54	shopcc
344315	3/21/2024	1119023	FRONTIER BUILDING SUPPLY	SUPPLIES FOR WATER MAINTENANCE	\$ 10.44	wdistcc
344335	3/21/2024	X17100	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 4.78	wdistcc
344334	3/21/2024	X93030/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 17.15	wdistcc
344313	3/21/2024	43400124581	LES SCHWAB TIRE CENTERS	TIRE FOR WTP COLORADO 1055	\$ 160.99	wtpcc
344333	3/21/2024	24516923	GLOBAL INDUSTRIAL	OPERATING SUPPLIES - INCINERATOR	\$ 520.01	wwtpcc
344332	3/21/2024	D84876	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 21.91	wwtpcc
346648	3/21/2024	91392	GEOTEST SERVICES, INC	R AVENUE LONG-TERM IMPROVEMENT PROJECT - MATERIALS INSPECTION	\$ 16,633.50	pw1
344405	3/22/2024	111-9187134-8425843	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 54.13	libcc

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344407	3/22/2024	5195820	FRONTIER BUILDING SUPPLY	WA PARK MAINTENANCE SUPPLIES	\$ 537.74	parksccl
344394	3/22/2024	D85011	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 48.95	parksccl
344395	3/22/2024	X17355	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 32.06	parksccl
344409	3/22/2024	028718	ECONOMY FENCE CENTER	SUPPLIES FOR FACILITIES	\$ 6.05	pwfacccl
344385	3/22/2024	21047	THE PLUMBING GUYS, INC	SERVICE FOR FACILITIES	\$ 352.51	pwfacccl
344408	3/22/2024	8561 62 48751	HOME DEPOT	SUPPLIES FOR FACILITIES	\$ 12.25	pwfacccl
344396	3/22/2024	16190162	PACIFIC POWER BATTERIES	SUPPLIES FOR STREET DEPT	\$ 122.99	shopcc
344402	3/22/2024	260091295-00	TACOMA SCREW PRODUCTS, INC.	SUPPLIES FOR STREET DEPT	\$ 123.79	shopcc
344410	3/22/2024	329471	SMOKEY POINT CONCRETE INC	SUPPLIES FOR STREET DEPT	\$ 202.23	shopcc
344386	3/22/2024	329497	SMOKEY POINT CONCRETE INC	SUPPLIES FOR STREET DEPT	\$ 1,053.18	shopcc
344403	3/22/2024	41600512359	LES SCHWAB TIRE CENTERS	TIRES FOR VEHICLE #193	\$ 216.38	shopcc
344413	3/22/2024	100902078242740724	LOWE'S BUSINESS ACCOUNT/GEMB	PEGBORD	\$ 319.42	wtpcc
344582	3/22/2024	111-9256461-3517815	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 39.82	wwtpcc
344406	3/22/2024	X17485	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 25.55	wwtpcc
344411	3/22/2024	Y7E9W1V64	QUALITY IMPRINT	PROMOTIONAL MATERIALS	\$ 2,417.48	wwtpcc
345927	3/22/2024	72973	COMMERCIAL FIRE PROTECTION INC	SUPPLIES FOR FACILITIES	\$ 221.08	pwfac
344397	3/23/2024	113-6320620-7666618	AMAZON.COM SERVICES, INC	BED FRAME - STA 1 DORM	\$ 74.37	afdcc
344400	3/23/2024	027374983	GALLS, LLC.	UNIFORM SHIRTS; CAPT FULLER (SMART TEAM)	\$ 252.19	apdcc
344401	3/23/2024	027374984	GALLS, LLC.	UNIFORM - CAPTAIN BARS	\$ 9.40	apdcc
344398	3/23/2024	027374985	GALLS, LLC.	UNIFORM ITEMS; NEW HIRE GRANGER	\$ 708.72	apdcc
344399	3/23/2024	027404743	GALLS, LLC.	UNIFORM PANT; NEW HIRE MONAGHAN	\$ 61.88	apdcc
344415	3/23/2024	1011082038	PET PLACE MARKET	K9 T-BONE FOOD AND SUPPLIES	\$ 26.82	apdcc
344393	3/23/2024	000466043	GOPHER	REC PROGRAM SUPPLIES	\$ 135.20	pkrecccl
344414	3/24/2024	101754214	INTERNATIONAL CODE COUNCIL, INC	FIRE INSPECTOR: RECERT AND REINSTATEMENT	\$ 315.00	afdcc
344392	3/24/2024	112-6933870-9957849	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 184.96	parksccl
344484	3/24/2024	593 178 97 8824	SAFEWAY INC	MAINTENANCE SUPPLIES	\$ 39.15	wwtpcc
344483	3/25/2024	02498595	ROCKY BRANDS	UNIFORM BOOTS; OFC FABER	\$ 226.85	apdcc
344487	3/25/2024	1119925	FRONTIER BUILDING SUPPLY	EXPANSION JOINT MATERIAL	\$ 40.36	fibercc

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344549	3/25/2024	1009878	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 21.54	financecc
344581	3/25/2024	40820640	DEMCO, INC.	CHILDREN'S SUPPLIES	\$ 82.62	libcc
344264	3/25/2024	1-592165-50	DIAMOND RENTALS, INC.	CEMETERY PORTABLE RESTROOM 2/26-3/25/24	\$ 140.00	parks1
344267	3/25/2024	1-592167-50	DIAMOND RENTALS, INC.	TTP PORTABLE RESTROOMS 2/26/243/25/24	\$ 365.00	parks1
344491	3/25/2024	1120265	FRONTIER BUILDING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 19.92	parkscc1
344478	3/25/2024	7082706	DAKTRONICS, INC	PARKS BALLFIELD MAINTENANCE	\$ 413.44	parkscc1
344482	3/25/2024	308470252	BSN SPORTS, LLC	REC PROGRAM SUPPLIES	\$ 258.15	pkreccc
344490	3/25/2024	D2400674	MESA PRODUCTS, INC.	SUPPLIES FOR WATER MAINTENANCE	\$ 7,214.94	pwfaccc
344492	3/25/2024	D86587	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 43.78	pwfaccc
344488	3/25/2024	6560354853	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 91.87	shopcc
344480	3/25/2024	D86401	SEBO'S DO-IT CENTER	PARTS- #8005	\$ 36.82	shopcc
344486	3/25/2024	I06779/44	COASTAL ELECTRIC SUPPLY	WORK UNIFORM	\$ 139.25	wdistcc
344485	3/25/2024	114-13822918	UNITED SITE SERVICES, INC	INTAKE PORTA POTTY RENTAL - 2/22/24-3/21/24	\$ 118.09	wtpcc
344574	3/25/2024	325576	BEST WESTERN	HOTEL STAY OCEAN SHORES WETRC CONFERENCE - MARIO G	\$ 373.32	wtpcc
344553	3/25/2024	325578	BEST WESTERN	HOTEL STAY AT WETRC CONFERENCE - CAMELLIA MC	\$ 373.32	wtpcc
344555	3/25/2024	114-6461438- 1154646	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 64.79	wwtpcc
344648	3/25/2024	114-8187437- 6448222	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 148.02	wwtpcc
344493	3/25/2024	114-8442770- 7110634	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 17.40	wwtpcc
344647	3/25/2024	320889141	HACH COMPANY	LAB SUPPLIES	\$ 1,270.07	wwtpcc
344646	3/25/2024	3257539	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 255.04	wwtpcc
344583	3/25/2024	6560356187	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 82.24	wwtpcc
344479	3/25/2024	D86497	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 1.33	wwtpcc
344662	3/26/2024	1010001	BAYSHORE OFFICE PRODUCTS INC	MARKERS	\$ 14.69	afdcc
344761	3/26/2024	0637995-IN	SIRCHIE	EVIDENCE TAPE	\$ 415.68	apdcc
344569	3/26/2024	111-7812185- 8561018	AMAZON.COM SERVICES, INC	PRODUCTIVITY EQUIPMENT	\$ 117.64	fibercc
344566	3/26/2024	X18166	SEBO'S DO-IT CENTER	TOOLS & SUPPLIES	\$ 68.40	fibercc

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344554	3/26/2024	111-4892578-7757865	AMAZON.COM SERVICES, INC	CABLES	\$ 16.62	infosyscc
344550	3/26/2024	X18083	SEBO'S DO-IT CENTER	MAINTENANCE	\$ 55.43	museumcc
344551	3/26/2024	X18099	SEBO'S DO-IT CENTER	MAINTENANCE	\$ 14.13	museumcc
344563	3/26/2024	0630DFC7-0065	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION 3/26/24-4/26/24	\$ 15.00	parksccl
344481	3/26/2024	112-8941724-8635466	AMAZON.COM SERVICES, INC	PARKS SECURITY CAMERA PARTS	\$ 43.51	parksccl
344575	3/26/2024	D86964	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 9.59	parksccl
344552	3/26/2024	X18057	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 4.68	parksccl
344578	3/26/2024	X18067	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 59.67	parksccl
344577	3/26/2024	X95233/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 34.23	parksccl
344580	3/26/2024	X18167	SEBO'S DO-IT CENTER	PARTS- LIBRARY WALL	\$ 25.88	pwfacccl
344571	3/26/2024	113-7968206-3437816	AMAZON.COM SERVICES, INC	PART- #022	\$ 160.97	shopcc
344562	3/26/2024	3986-300921	O'REILLY AUTO PARTS	PARTS FOR EQUIP #2931	\$ 6.03	shopcc
344558	3/26/2024	3986-300923	O'REILLY AUTO PARTS	PART- #2931	\$ 4.28	shopcc
344559	3/26/2024	3986-300925	O'REILLY AUTO PARTS	SUPPLIES- SHOP	\$ 68.49	shopcc
344560	3/26/2024	3986-301005	O'REILLY AUTO PARTS	BELT #422	\$ 8.30	shopcc
344561	3/26/2024	3986-301017	O'REILLY AUTO PARTS	BRAKE PADS & ROTORS- #171	\$ 163.19	shopcc
344570	3/26/2024	49591	VAN'S EQUIPMENT CO	PART- #423	\$ 114.79	shopcc
344572	3/26/2024	0041396341-00	CENTRAL WELDING SUPPLY CO, INC	OPERATING SUPPLIES- WATER DEPT	\$ 146.77	wdistcc
344661	3/26/2024	1009989	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES- WATER DEPT	\$ 131.98	wdistcc
344573	3/26/2024	B57561/1	ACE HARDWARE	PVC PARTS- WATER DEPT	\$ 41.99	wdistcc
344568	3/26/2024	30661, 30662	NW WA SUBSECTION PNWS-AWWA	PNWS AWWA CONFERENCE REGISTRATION - SETH SCHUH, JOE SCHIBERT	\$ 1,000.00	wtppcc
344548	3/26/2024	03262024AV	US BANK	TRAVEL - MEAL REIMBURSEMENT - AV	\$ 20.88	wwtpcc
344564	3/26/2024	0719897-IN	NATIONAL SAFETY, INC	MAINTENANCE - SENSOR/CALIBRATION FOR WATER CREW	\$ 329.67	wwtpcc
344679	3/26/2024	22881761	ZORO TOOLS, INC	MAINTENANCE SUPPLIES	\$ 146.62	wwtpcc
344642	3/26/2024	260324015227	OCEAN SHORES RESORT	TRAVEL - HOTEL ROOM - AV	\$ 176.98	wwtpcc
344645	3/26/2024	432566	NSI LAB SOLUTIONS	LAB TESTING	\$ 312.00	wwtpcc

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346091	3/26/2024	9960200471	VERIZON WIRELESS	WTP SCADA 2/27-3/26/24	\$ 1,000.11	dwtp
344680	3/27/2024	113-2112749-3619445	AMAZON.COM SERVICES, INC	COPY PAPER	\$ 83.52	afdcc
344663	3/27/2024	14125	CONTERRA, INC	ROPE RESCUE CALIBRATION SEMINAR	\$ 979.20	afdcc
344682	3/27/2024	200241-Q4K9M	NATIONAL ACADEMY OF SPORTS, MEDICINE	NUTRITION COACH CERTIFICATION - CH	\$ 1,086.92	afdcc
344683	3/27/2024	200246-Z7J7R	NATIONAL ACADEMY OF SPORTS, MEDICINE	NUTRITION COACH CERTIFICATION - DG	\$ 1,086.92	afdcc
344681	3/27/2024	200250-DOX8K	NATIONAL ACADEMY OF SPORTS, MEDICINE	NUTRITION COACH CLASS (AB)	\$ 1,086.92	afdcc
344772	3/27/2024	CZUFOG	ALASKA AIRLINES	AIRFARE FOR FDIC (QO)	\$ 586.20	afdcc
344773	3/27/2024	CZUFOG	ALASKA AIRLINES	AIRFARE FOR FDIC (BYER)	\$ 586.20	afdcc
344774	3/27/2024	CZUFOG	ALASKA AIRLINES	AIRFARE FOR FDIC (DG)	\$ 586.20	afdcc
344660	3/27/2024	X18233	SEBO'S DO-IT CENTER	FASTENERS & ELECTRICAL TAPE	\$ 12.12	fibercc
344670	3/27/2024	36931342	MUNICIPAL RESEARCH &	TRAINING CLASS: UNDERSTANDING HOW TO PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT	\$ 40.00	legalcc
344671	3/27/2024	180	UNITED STATES POSTAL SERVICE	ILL MAILING POSTAGE	\$ 31.15	libcc
344675	3/27/2024	111-7983091-0195420	AMAZON.COM SERVICES, INC	CURATORIAL SUPPLIES	\$ 10.87	museumcc
344676	3/27/2024	1121509	FRONTIER BUILDING SUPPLY	WA PARK MAINTENANCE SUPPLIES	\$ 171.86	parksc1
344674	3/27/2024	5205515	FRONTIER BUILDING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 4.51	parksc1
344673	3/27/2024	D87172	SEBO'S DO-IT CENTER	WA PARK MAINTENANCE SUPPLIES	\$ 140.92	parksc1
344640	3/27/2024	X18274	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 25.57	parksc1
344641	3/27/2024	X18345	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 6.39	parksc1
344672	3/27/2024	X95674/1	ACE HARDWARE	WA PARK MAINTENANCE SUPPLIES	\$ 230.34	parksc1
344658	3/27/2024	12403276773B029336	THE UPS STORE	REC DEPT POSTAGE FOR EQUIP REPAIR	\$ 152.01	pkrecc
344579	3/27/2024	111-9946449-2290624	AMAZON.COM SERVICES, INC	DUSTERS	\$ 15.71	pwfacc
344678	3/27/2024	X18225	SEBO'S DO-IT CENTER	SUPPLIES- LIBRARY WALL	\$ 8.51	pwfacc
344666	3/27/2024	111-9759293-5524213	AMAZON.COM SERVICES, INC	PARTS- #1012	\$ 75.26	shopcc

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344665	3/27/2024	113-2735628-4929860	AMAZON.COM SERVICES, INC	PARTS- #022	\$ 19.57	shopcc
344650	3/27/2024	3986-301078	O'REILLY AUTO PARTS	BELT- #422	\$ 8.30	shopcc
344656	3/27/2024	3986-301079	O'REILLY AUTO PARTS	PARTS- #171	\$ 119.14	shopcc
344652	3/27/2024	3986-301083	O'REILLY AUTO PARTS	PARTS- SHOP	\$ 379.71	shopcc
344653	3/27/2024	3986-301099	O'REILLY AUTO PARTS	RADIATOR #171	\$ 238.39	shopcc
344655	3/27/2024	3986-301113	O'REILLY AUTO PARTS	PARTS #11967	\$ 4.70	shopcc
344657	3/27/2024	3986-301132	O'REILLY AUTO PARTS	PARTS-SHOP	\$ 229.46	shopcc
344746	3/27/2024	7302596-01	TURF STAR WESTERN	SUPPLIES FOR SHOP	\$ 26.65	shopcc
344685	3/27/2024	1121575	FRONTIER BUILDING SUPPLY	WEDGES- WATER DEPT	\$ 27.75	wdistcc
344669	3/27/2024	WAANA154938	FASTENAL COMPANY	PARTS- WATER DEPT	\$ 140.00	wdistcc
344664	3/27/2024	729835639	LOWE'S BUSINESS ACCOUNT/GEMB	GIBRALTER C17 INSTALL SUPPLIES	\$ 148.90	wtpcc
344643	3/27/2024	03272024AV	MCDONALDS CORP	TRAVEL - MEAL REIMBURSEMENT - AV	\$ 7.52	wwtpcc
344684	3/27/2024	114-1249676-0888237	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 89.08	wwtpcc
344875	3/28/2024	223297	FDIC INTERNATIONAL	CONFERENCE REGISTRATION: BYER, QO, DG	\$ 2,145.00	afdcc
344686	3/28/2024	000066	CLEAN AND CLIP	K9 T-BONE GROOMING	\$ 50.00	apdcc
344762	3/28/2024	114-1831151-9962636	AMAZON.COM SERVICES, INC	WATERPROOF MARKERS - PARKING ENF	\$ 59.92	apdcc
344871	3/28/2024	143150	STRONGER FAMILIES	TRAINING FEE; CHAPLAIN VANDEUSEN - WELLNESS TRAINING FOR APD/AFD	\$ 300.00	apdcc
344644	3/28/2024	71121396	STARBUCKS	CITIZENS ACADEMY COFFEE	\$ 21.76	apdcc
344764	3/28/2024	111-1774638-1708223	AMAZON.COM SERVICES, INC	HARD HAT	\$ 29.03	fibercc
344659	3/28/2024	114-2314770-2837059	AMAZON.COM SERVICES, INC	WEBCAM AND SMART NOTEBOOK	\$ 79.42	infosyscc
344771	3/28/2024	111-7788207-4194652	AMAZON.COM SERVICES, INC	CHILDREN'S OFFICE SUPPLIES	\$ 30.27	libcc
344769	3/28/2024	8710101	MAGNOLIA MARKET	MAGNOLIA MAGAZINE 2 YR SUBSCRIPTION	\$ 30.00	libcc
344770	3/28/2024	X18566	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 11.34	parksccl
344843	3/28/2024	1010140	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES FOR FACILITIES	\$ 589.20	pwfacc
344668	3/28/2024	111-7309535-3980204	AMAZON.COM SERVICES, INC	INVERTER #1012	\$ 101.92	shopcc
344667	3/28/2024	111-7871905-1777056	AMAZON.COM SERVICES, INC	PARTS- #422	\$ 93.63	shopcc
344677	3/28/2024	114-4548686-5093050	AMAZON.COM SERVICES, INC	VEHICLE FIRST AID KITS	\$ 26.07	shopcc

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344852	3/28/2024	24266867	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #517	\$ 193.88	shopcc
344853	3/28/2024	24266868	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #516	\$ 1,965.64	shopcc
344854	3/28/2024	24266869	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #515	\$ 135.67	shopcc
345083	3/28/2024	260091795-00	TACOMA SCREW PRODUCTS, INC.	SUPPLIES FOR SHOP	\$ 250.80	shopcc
344749	3/28/2024	300-10137009	ALL BATTERY SALES & SERVICE	SUPPLIES FOR SHOP STOCK	\$ 1,307.54	shopcc
344842	3/28/2024	321756	NAPA	PARTS FOR EQUIP #857	\$ 4.68	shopcc
344754	3/28/2024	3986-301308	O'REILLY AUTO PARTS	PARTS FOR EQUIP #821	\$ 3.82	shopcc
344755	3/28/2024	3986-301309	O'REILLY AUTO PARTS	PARTS FOR EQUIP #821	\$ 4.93	shopcc
344756	3/28/2024	3986-301322	O'REILLY AUTO PARTS	PARTS FOR EQUIP #426	\$ 18.28	shopcc
344757	3/28/2024	3986-301330	O'REILLY AUTO PARTS	PARTS FOR EQUIP #821	\$ 46.74	shopcc
344758	3/28/2024	3986-301341	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #608	\$ 179.39	shopcc
344759	3/28/2024	3986-301354	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #304	\$ 371.06	shopcc
344760	3/28/2024	3986-301363	O'REILLY AUTO PARTS	PARTS FOR EQUIP #90009	\$ 23.91	shopcc
344750	3/28/2024	3986-301398	O'REILLY AUTO PARTS	PARTS FOR EQUIP #2931	\$ 4.28	shopcc
344751	3/28/2024	3986-301399	O'REILLY AUTO PARTS	PARTS FOR EQUIP #2902	\$ 12.83	shopcc
344752	3/28/2024	3986-301421	O'REILLY AUTO PARTS	SUPPLIES FOR EQUIP #7913	\$ 36.45	shopcc
344753	3/28/2024	3986-301427	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #158	\$ 86.59	shopcc
344775	3/28/2024	X96216/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 120.04	wdistcc
344763	3/28/2024	30682, 30681	NW WA SUBSECTION PNWS-AWWA	CONFERENCE REGISTRATION - MIKE HENSON, JOE FERRIS	\$ 1,000.00	wtpcc
344766	3/28/2024	538731375	LOWE'S BUSINESS ACCOUNT/GEMB	GIBRALTER CL17 PARTS	\$ 47.28	wtpcc
344765	3/28/2024	5B00403	PLATT ELECTRIC SUPPLY INC	GIBRALTER CL17 PARTS	\$ 48.14	wtpcc
344851	3/28/2024	M4896	QUINALT BEACH RESORT & CASINO	HOTEL STAY DURING WETRC CONFERENCE - CRISTIAN HERNANDEZ	\$ 399.84	wtpcc
344743	3/28/2024	03/28/2024	DAIRY QUEEN (ALL)	PER DIEM MEAL - VEAL	\$ 16.01	wwtpcc
344744	3/28/2024	03282024AV	MCDONALDS CORP	TRAVEL - MEAL REIMBURSEMENT - AV	\$ 8.72	wwtpcc
344850	3/28/2024	3257644	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 261.64	wwtpcc
346174	3/28/2024	360-293-4900-0912865	ZIPLY FIBER	APD BAC LINE 3/28-4/27/24	\$ 99.10	apd
346088	3/28/2024	360-293-6427-0218975	ZIPLY FIBER	CITY HALL 911 3/28-4/27/24	\$ 92.68	finance
346090	3/28/2024	360-299-0973-1017915	ZIPLY FIBER	WWTP 3/28-4/27/24	\$ 510.67	dwwtp
346094	3/28/2024	360-299-3674-0214175	ZIPLY FIBER	OPS PHONE LINE: 3/28-4/27/24	\$ 83.18	dshop

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346172	3/28/2024	360-299-6615-0615165	ZIPLY FIBER	APD 911 LINE 3/28-4/27/24	\$ 86.58	apd
345871	3/28/2024	420000452763	PUGET SOUND ENERGY INC	POLE ATTACHMENT AGREEMENT FOR TOMMY THOMPSON TRAIL TRESTLE SECURITY CAMERA	\$ 3,588.71	parks1
344849	3/29/2024	3008873803	GODADDY.COM LLC	WILD CARD SSL CERTIFICATE FOR *.CITYOFANACORETES.ORG	\$ 899.98	infosyscc
344845	3/29/2024	X96744/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 20.33	parkscc1
344844	3/29/2024	B1006232-2	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES FOR FACILITIES	\$ 213.47	pwfaccc
344869	3/29/2024	111-9249249-5013052	AMAZON.COM SERVICES, INC	FIRE EXTINGUISHERS FOR STOCK	\$ 444.44	shopcc
344859	3/29/2024	3986-301520	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #158	\$ 105.41	shopcc
344856	3/29/2024	3986-301541	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 23.93	shopcc
344857	3/29/2024	3986-301581	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #608	\$ 13.36	shopcc
344858	3/29/2024	3986-301614	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #158	\$ 22.50	shopcc
344862	3/29/2024	247796094	SURETY PEST CONTROL	PEST CONTROL ACC 34803358 3802 MARINE HEIGHTS CASTILLEJA BOOSTER	\$ 58.74	wtpcc
344867	3/29/2024	453135910	LOWE'S BUSINESS ACCOUNT/GEMB	ELECTRIC COVER, UTILITY KNIFE	\$ 28.01	wtpcc
344868	3/29/2024	8561 06 47149	HOME DEPOT	GIBRALTER C17 SUPPLIES	\$ 29.55	wtpcc
344863	3/29/2024	9680,8954,1680,8954	UNIFIRST CORPORATION	WTP LAUNDRY - MARCH 2024	\$ 737.84	wtpcc
344847	3/29/2024	A240940	EKREM HARDWARE	CONNECTOR FOR LAB WASHER INSTALL	\$ 32.03	wtpcc
346309	3/29/2024	1200603822	HDR ENGINEERING, INC	WTP LEAD AND COPPER RULE (LCR) SAMPLING PLAN - 1/28/24-2/24/24	\$ 3,448.51	dwtpt
344872	3/30/2024	114-2434482-7925016	AMAZON.COM SERVICES, INC	VEHICLE FIRST AID KITS	\$ 15.99	shopcc
344873	3/30/2024	114-4548686-5093050	AMAZON.COM SERVICES, INC	VEHICLE FIRST AID KITS	\$ 30.15	shopcc
344877	3/30/2024	I08867/44	COASTAL FARM &	WORK UNIFORM	\$ 258.47	shopcc
344848	3/30/2024	233100934	LOWE'S BUSINESS ACCOUNT/GEMB	JIGSAW BLADES	\$ 11.95	wtpcc
344876	3/30/2024	114-7035687-7485847	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 71.44	wwtpcc
344846	3/30/2024	47848345	LOWE'S BUSINESS ACCOUNT/GEMB	MAINTENANCE SUPPLIES - INCINERATOR	\$ 56.50	wwtpcc

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344866	3/31/2024	111-0454040-5627413	AMAZON.COM SERVICES, INC	TOOLS & SUPPLIES	\$ 462.82	fibercc
345095	3/31/2024	81239762	INGRAM LIBRARY SERVICES, LLC	CHILDREN'S BOOKS	\$ 1,671.60	libcc
346644	3/31/2024	090087001-0324	KIMLEY-HORN AND ASSOCIATES, IN	PASS LAKE 10-INCH WATERMAIN REPLACEMENT PROJECT - DESIGN - THROUGH 3/31/24	\$ 34,646.56	pw1
344928	4/1/2024	078723	MY TAILOR	ADD STRIPES TO CLASS A	\$ 35.00	afdcc
344860	4/1/2024	113-2773795-7192208	AMAZON.COM SERVICES, INC	LARGE DRY ERASE CALENDARS FOR FTO SGT	\$ 24.45	apdcc
344936	4/1/2024	Google-2403	GOOGLE ANALYTICS	GOOGLE ADVERTISING - MARCH 2024	\$ 206.26	fibercc
345185	4/1/2024	138649	G12 COMMUNICATIONS	SIP TRUNKS 4/1-4/30/24	\$ 975.92	finance
344870	4/1/2024	113-2980627-5223468	AMAZON.COM SERVICES, INC	DELL TABLET SCREEN PROTECTORS - ORDERED FOR AFD	\$ 99.98	infosyscc
344943	4/1/2024	116713	ELECTRONIC DISTRIBUTING	COAX PREMADE CABLE	\$ 6.47	infosyscc
344929	4/1/2024	P10zmY8f	GOOGLE ANALYTICS	SAFE AND CLEAN WATER.COM	\$ 6.88	infosyscc
344941	4/1/2024	20917	JUSTICE WORKS, LLC	SUBSCRIPTION 3/1-3/31/24	\$ 60.00	pubdefcc
344945	4/1/2024	0041371195-00	CENTRAL WELDING SUPPLY CO, INC	PARTS FOR #90009	\$ 526.40	shopcc
344935	4/1/2024	102204	SWINOMISH CHEVRON	FUEL FOR #90013	\$ 28.65	shopcc
344942	4/1/2024	111-9249249-5013052	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP	\$ 504.84	shopcc
344932	4/1/2024	3986-302075	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #179	\$ 15.22	shopcc
344933	4/1/2024	3986-302104	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #179 & #173	\$ 23.91	shopcc
344939	4/1/2024	I08961/44	COASTAL FARM &	UNIFORM	\$ 52.21	shopcc
344865	4/1/2024	114-1718963-5545824	AMAZON.COM SERVICES, INC	OP TABLET CASE, BREAKROOM SUPPLIES	\$ 35.83	wtpcc
344864	4/1/2024	114-3784307-9394667	AMAZON.COM SERVICES, INC	CONSERVATION EDUCATION STICKERS	\$ 13.02	wtpcc
344938	4/1/2024	114-4419201-2293020	AMAZON.COM SERVICES, INC	CONSERVATION EDUCATIONAL COLORING BOOKS	\$ 58.45	wtpcc
344940	4/1/2024	5B21847	PLATT ELECTRIC SUPPLY INC	ZETA PARTS	\$ 79.71	wtpcc
344937	4/1/2024	INV-4385582	UNITED SITE SERVICES, INC	PORTA POTTY RENTAL PENN AVE 3/1/24-3/31/24	\$ 210.25	wtpcc
344948	4/1/2024	114-0613052-4694650	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 9.37	wwtpcc
344991	4/1/2024	13980805	HACH COMPANY	OPERATING SUPPLIES	\$ 953.09	wwtpcc
344934	4/1/2024	1Z3Y592X4283567424	UNITED PARCEL SERVICE, INC	SHIPMENT FOR EQUIPMENT REPAIR - INCINERATOR	\$ 400.53	wwtpcc

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345455	4/1/2024	6560359736	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 82.54	wwtpcc
346622	4/1/2024	002711412	STEWART, SHEA	REIMBURSEMENT FOR PALS CLASS	\$ 182.78	medic
346087	4/1/2024	04/01/2024	NORTHWEST PARKING EQUIPMENT	WA PARK PAY STATION MAINTENANCE 2ND QTR	\$ 734.40	parks1
345852	4/1/2024	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 3/1-4/2-2024	\$ 12.44	publib
346665	4/1/2024	300000290043	PUGET SOUND ENERGY INC	STREET LIGHTS: 1/31-2/28/24	\$ 7,229.42	dshop
346307	4/1/2024	386000156	US BANK NA - CUSTODY TREAS DIV	INVESTMENT FEES 3/1-3/31/24	\$ 56.00	finance
346302	4/1/2024	4/1/2024	ANACORTES FAMILY CENTER	SOCIAL WORKER AGREEMENT - APRIL 2024	\$ 5,000.00	apd
346659	4/1/2024	Cogent-240401	COGENT COMMUNICATIONS, LLC	DEDICATED INTERNET ACCESS, MAR 2024	\$ 3,713.76	fiber
344947	4/2/2024	113-0359212-8161040	AMAZON.COM SERVICES, INC	12 LBS COFFEE BEANS	\$ 70.14	afdcc
344946	4/2/2024	113-0446721-3289809	AMAZON.COM SERVICES, INC	10 LBS GROUND COFFEE	\$ 92.92	afdcc
345102	4/2/2024	325105	THRIFTY CLEANERS	JANUARY LAUNDRY	\$ 32.73	afdcc
345007	4/2/2024	4/2/24	NATIONAL TACTICAL OFFICERS ASS	RESCUE TASK FORCE INSTRUCTOR CERTIFICATION - JS	\$ 793.00	afdcc
345004	4/2/2024	INV250959505	ZOOM VIDEO COMMUNICATIONS INC.	COURT 4/2-5/1/24	\$ 17.40	courtcc
344930	4/2/2024	10740505724	DELL MARKETING LP	COMPUTER	\$ 1,074.93	infosyscc
345000	4/2/2024	ACT-00089607	UNITED SITE SERVICES, INC	PARKS PORTABLE RESTROOMS 3/1/24-3/31/24	\$ 547.56	parksc1
344998	4/2/2024	ACT-00089607	UNITED SITE SERVICES, INC	WA PARK PORTABLE RESTROOMS 3/1/24-3/31/24	\$ 297.80	parksc1
344999	4/2/2024	MC19241601	MAILCHIMP	REC DEPT NEWSLETTER SUBSCRIPTION	\$ 28.83	parksc1
345006	4/2/2024	0188-1021478	CED	SUPPLIES FOR FACILITIES	\$ 3.55	pwfacc
344944	4/2/2024	111-6433904-3251453	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 26.10	pwfacc
345003	4/2/2024	113-7449503-1508242	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 21.75	pwfacc
344988	4/2/2024	0720599-IN	NATIONAL SAFETY, INC	SAFETY GEAR	\$ 718.09	shopcc
345089	4/2/2024	130238	SWINOMISH CHEVRON	FUEL FOR RC MOWER	\$ 49.16	shopcc
345098	4/2/2024	322154	NAPA	PARTS FOR VEHICLE #304	\$ 62.10	shopcc
344995	4/2/2024	3986-302233	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #016	\$ 249.15	shopcc
344997	4/2/2024	3986-302275	O'REILLY AUTO PARTS	PARTS FOR EQUIP #877	\$ 35.12	shopcc
344994	4/2/2024	3986-302355	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #2005	\$ 4.80	shopcc

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345001	4/2/2024	6560358407	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 91.87	shopcc
345002	4/2/2024	6560358408	ARAMARK	OPS: MAT CLEANING	\$ 79.43	shopcc
345005	4/2/2024	X19750	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #6935	\$ 57.74	shopcc
344992	4/2/2024	114-1458622-5051420	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 48.90	wwtpcc
345109	4/2/2024	114-5612881-4072223	AMAZON.COM SERVICES, INC	PROMOTIONAL MATERIAL	\$ 34.79	wwtpcc
345110	4/2/2024	114-6659140-3954637	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 49.52	wwtpcc
345161	4/2/2024	114-7713841-0309837	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 93.90	wwtpcc
345009	4/2/2024	114-9626399-4506623	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 149.58	wwtpcc
344990	4/2/2024	6351049-0424-0001	MAGID GLOVE & SAFETY	SAFETY SUPPLIES	\$ 110.16	wwtpcc
346019	4/2/2024	8498 30 017 0319913	COMCAST	LIBRARY INTERNET ACCESS 4/9-5/8/24	\$ 185.22	fiber
345105	4/3/2024	027364008	GALLS, LLC.	UNIFORM SHIRT, PANTS	\$ 274.15	afdcc
345104	4/3/2024	027374971	GALLS, LLC.	UNIFORM NAMETAGS	\$ 38.19	afdcc
345103	4/3/2024	027461257	GALLS, LLC.	UNIFORM JACKET	\$ 188.99	afdcc
345106	4/3/2024	113-0359212-8161040	AMAZON.COM SERVICES, INC	12 LBS COFFEE BEANS	\$ 70.71	afdcc
345008	4/3/2024	113-5187994-0833035	AMAZON.COM SERVICES, INC	CERTIFICATE HOLDERS	\$ 35.89	afdcc
345101	4/3/2024	171186	PORT OF ANACORTES	FUEL - MARINE 29	\$ 34.39	afdcc
345179	4/3/2024	6938	WEST MARINE PRODUCTS, INC	HOSE FOR MARINE 29	\$ 35.89	afdcc
345181	4/3/2024	KSPNIO	ALASKA AIRLINES	AIRFARE: RESCUE TASK FORCE CERTIFICATION	\$ 281.20	afdcc
345159	4/3/2024	208 4 79 37761	THE MARKET LLC	CAKE FOR CITIZENS ACADEMY GRADUATION	\$ 45.99	apdcc
345090	4/3/2024	INV244347759	ZOOM VIDEO COMMUNICATIONS INC.	EXECUTIVE 03/03-04/02/24	\$ 60.92	execc
345091	4/3/2024	40030	ALTEC INDUSTRIES, INC	HARDWARE FOR AERIAL GUY LINES	\$ 602.72	fibercc
345093	4/3/2024	10371	NPELRA	PELRA LABOR REL MEMBERSHIP	\$ 168.75	hrcc
344989	4/3/2024	10740541364	DELL MARKETING LP	DELL LATITUDE FOR ENGINEERING	\$ 1,404.06	infosyscc
345082	4/3/2024	20240403	WASHINGTON ASSOCIATION OF	WAPRO SPRING CONF	\$ 65.00	legalcc
345315	4/3/2024	6560361182	ARAMARK	STA 3 MAT/MOP SERVICE: 4/3	\$ 16.32	medic
345111	4/3/2024	X19873	SEBO'S DO-IT CENTER	OFFICE SUPPLIES	\$ 17.38	museumcc

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345097	4/3/2024	D90155	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 81.01	parksccl
345178	4/3/2024	1010840	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 8.19	pwfacccl
345096	4/3/2024	X19849	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 35.28	pwfacccl
345099	4/3/2024	300-10137561	ALL BATTERY SALES & SERVICE	PARTS FOR EQUIP #1013	\$ 151.51	shopcc
345086	4/3/2024	3986-302455	O'REILLY AUTO PARTS	PARTS FOR EQUIP #867	\$ 14.63	shopcc
345087	4/3/2024	3986-302461	O'REILLY AUTO PARTS	PARTS FOR EQUIP #2003	\$ 15.41	shopcc
345088	4/3/2024	3986-302463	O'REILLY AUTO PARTS	SUPPLIES FOR EQUIP #867	\$ 19.55	shopcc
345084	4/3/2024	3986-302549	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #102	\$ 16.62	shopcc
345085	4/3/2024	3986-302572	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP STOCK	\$ 230.35	shopcc
345100	4/3/2024	VP-2CXVF8N5	VISTAPRINT	BUSINESS CARDS	\$ 26.09	shopcc
345092	4/3/2024	114-1904372-8093847	AMAZON.COM SERVICES, INC	LABEL TAPE REPLACEMENT	\$ 16.17	wtpcc
345174	4/3/2024	322389	NAPA	OPERATING SUPPLIES - INCINERATOR	\$ 42.21	wwtpcc
346676	4/3/2024	9336664566	GRAYBAR ELECTRIC COMPANY, INC	MICRO-DUCT COUPLERS	\$ 1,220.74	fiber
345108	4/4/2024	113-6867181-1525802	AMAZON.COM SERVICES, INC	REPLACEMENT PHONE CASE (SM)	\$ 32.63	afdcc
345182	4/4/2024	113-7701099-1958622	AMAZON.COM SERVICES, INC	2 REPLACEMENT SPILLMAN MONITORS	\$ 300.28	afdcc
345290	4/4/2024	43619	FDIC INTERNATIONAL	CLASSROOM COURSES (Q)	\$ 640.00	afdcc
345291	4/4/2024	458638	BELLAIR CHARTERS	TRANSPORT TO AIRPORT FOR FDIC (Q)	\$ 55.00	afdcc
345107	4/4/2024	K8173564542	US BANK	CAR RENTAL: RESCUE TASK FORCE CERTIFICATION	\$ 193.82	afdcc
345124	4/4/2024	6560361942	ARAMARK	APD NYLON MATS CLEANED	\$ 16.33	apd
345175	4/4/2024	027525976	GALLS, LLC.	UNIFORM VEST AND CARRIER; NEW HIRE MONAGHAN	\$ 1,251.58	apdcc
345165	4/4/2024	113-1652512-7347415	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES CERTIFICATE HOLDERS	\$ 21.53	apdcc
345166	4/4/2024	113-7423467-5947420	AMAZON.COM SERVICES, INC	DT MAT TAPE	\$ 17.40	apdcc
345238	4/4/2024	WAANA155180	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 71.37	dwwtp
345170	4/4/2024	9317750239	ANACORTES CHAMBER OF COMMERCE	STATE OF THE CITY LUNCHEON	\$ 110.00	execc
345171	4/4/2024	9318777039	ANACORTES CHAMBER OF COMMERCE	STATE OF THE CITY LUNCHEON	\$ 22.00	execc
345441	4/4/2024	111-4322922-0733857	AMAZON.COM SERVICES, INC	BANDING HARDWARE	\$ 57.17	fibercc
345442	4/4/2024	111-8822423-1585037	AMAZON.COM SERVICES, INC	ETHERNET ADAPTER	\$ 17.18	fibercc

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345176	4/4/2024	111-1982347-6644233	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 11.74	libcc
345317	4/4/2024	6560361936	ARAMARK	STA 2 MAT/MOP SERVICE: 4/4	\$ 16.31	medic
345318	4/4/2024	6560361937	ARAMARK	STA 1 MAT/MOP SERVICE: 4/4	\$ 23.32	medic
345177	4/4/2024	D90795	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 29.37	parksccl
345163	4/4/2024	INV-4393779	UNITED SITE SERVICES, INC	WA PARK FINAL RESTROOM SERVICE 3/1/24-3/21/24	\$ 355.96	parksccl
345164	4/4/2024	111-6409531-8905828	AMAZON.COM SERVICES, INC	REC DEPT OFFICE SUPPLIES	\$ 282.87	pkreccc
345158	4/4/2024	183865	A-1 MOBILE LOCK AND KEY, INC.	SUPPLIES FOR FACILITIES	\$ 206.72	pwfacc
345180	4/4/2024	8810382	JUDD & BLACK	SUPPLIES FOR FACILITIES	\$ 677.48	pwfacc
345169	4/4/2024	093556	SWINOMISH CHEVRON	FUEL	\$ 32.16	shopcc
345162	4/4/2024	3986-302739	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 94.39	shopcc
345168	4/4/2024	0720949-IN	NATIONAL SAFETY, INC	SAFETY SUPPLIES FOR OPERATIONS	\$ 411.63	wwtpcc
345293	4/4/2024	114-3049086-4485036	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 82.37	wwtpcc
345183	4/4/2024	114-4117448-5622638	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 82.63	wwtpcc
345275	4/4/2024	114-4379536-5502659	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 10.00	wwtpcc
345184	4/4/2024	114-4564940-4142608	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 86.93	wwtpcc
345160	4/4/2024	WEBFWS100504317	FRESH WATER SYSTEMS	LAB SUPPLIES	\$ 32.70	wwtpcc
346320	4/4/2024	1057	FIDALGO CLEANING	MUSEUM CLEANING 4/4-4/18/24	\$ 200.00	museum
346319	4/4/2024	1058	FIDALGO CLEANING	HERITAGE CENTER CLEANING 4/4-4/18/24	\$ 140.00	museum
345274	4/5/2024	D91475	SEBO'S DO-IT CENTER	FASTENERS	\$ 6.44	afdcc
345282	4/5/2024	113-0611948-9397021	AMAZON.COM SERVICES, INC	COFFEE SUPPLIES; HOT COCOA	\$ 14.00	apdcc
345281	4/5/2024	113-7971805-3314626	AMAZON.COM SERVICES, INC	PATROL POCKET NOTEBOOKS	\$ 31.02	apdcc
345167	4/5/2024	113-9061366-3598668	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES; CERTIFICATE PAPER	\$ 13.99	apdcc
345285	4/5/2024	2295729	ISSUU, INC.	ISSU ONLINE PUBLISHING	\$ 274.18	execc
345173	4/5/2024	9319939969	ANACORTES CHAMBER OF COMMERCE	STATE OF THE CITY LUNCHEON	\$ 22.00	execc

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345172	4/5/2024	9349851189	ANACORTES CHAMBER OF COMMERCE	STATE OF THE CITY LUNCHEON	\$ 22.00	execc
345271	4/5/2024	840-59800076-3-48721	UNITED STATES POSTAL SERVICE	POSTAGE	\$ 2.83	museumcc
345288	4/5/2024	1125487	FRONTIER BUILDING SUPPLY	SUPPLIES FOR STREET DEPT	\$ 94.01	shopcc
345289	4/5/2024	1125491	FRONTIER BUILDING SUPPLY	SUPPLIES FOR STREET DEPT	\$ 8.91	shopcc
345278	4/5/2024	3986-302864	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #189	\$ 17.78	shopcc
345279	4/5/2024	3986-302873	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #189	\$ 29.37	shopcc
345277	4/5/2024	3986-302969	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #517	\$ 49.26	shopcc
345273	4/5/2024	3687-240728	O'REILLY AUTO PARTS	WIPER BLADE	\$ 17.40	wtpcc
345272	4/5/2024	I10568/44	COASTAL FARM &	GLOVES	\$ 26.07	wtpcc
345284	4/5/2024	5164-1092-1-3bcd	PROFESSIONAL TRAINING	TRAINING - HW	\$ 510.00	wwtpcc
345295	4/6/2024	144328	PACKTRACK	K9 TRACKING SYSTEM; 2ND TRIAL MONTH 4/5-5/5/24	\$ 14.00	apdcc
345296	4/6/2024	199913	FIDALGO ANIMAL MEDICAL CENTER	K9 T-BONE MEDICATION	\$ 60.27	apdcc
345283	4/6/2024	662 8 309 102	COSTCO WHOLESALE CORPORATION	APD COFFEE PODS	\$ 147.96	apdcc
345286	4/6/2024	I11090/44	COASTAL FARM &	WORKBOOTS - J ROBERSON	\$ 148.00	fibercc
345280	4/6/2024	112-6705277-6561845	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 69.69	parksccl
345287	4/6/2024	593 176 55 8822	SAFEWAY INC	LAB SUPPLIES	\$ 6.99	wwtpcc
346177	4/6/2024	310551	ANACORTES ANIMAL HOSPITAL	BOARD & DISTRAINER; MARCH 2024	\$ 175.00	apd
345292	4/7/2024	113-9747996-1703428	AMAZON.COM SERVICES, INC	TABLE COVERING (ACADEMY)	\$ 20.66	afdcc
345427	4/8/2024	815143	MISTER T'S AWARDS &	ANNUAL AWARDS	\$ 421.54	afdcc
345444	4/8/2024	X21345	SEBO'S DO-IT CENTER	PARTS FOR SINK DRAIN REPAIR	\$ 10.64	afdcc
345446	4/8/2024	VP_OFNT69FK	VISTAPRINT	BUSINESS CARDS - OFC CHEESEBORO	\$ 26.09	apdcc
345453	4/8/2024	2144611462	STORMWATER ONE LLC	STORMWATER CREDENTIAL TRAINING BUILDING MANAGER	\$ 189.00	bldgcc
345439	4/8/2024	9345046449	ANACORTES CHAMBER OF COMMERCE	STATE OF THE CITY LUNCHEON	\$ 44.00	execc
345440	4/8/2024	B65630/1	ACE HARDWARE	SEALANT	\$ 25.44	fibercc
345449	4/8/2024	2024dues	AMERICAN PAYROLL ASSOCIATION	2024 PAYROLL ASSN DUES	\$ 299.00	financecc
345542	4/8/2024	300777928	KCDA PURCHASING COOPERATIVE	COPY PAPER FOR 2ND AND 3RD FLOORS	\$ 478.42	financecc
345431	4/8/2024	E0600RLW43	MICROSOFT CORPORATION	AZURE DISASTER AND RECOVERY 3/2-4/1/24	\$ 1,092.96	infosyscc

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345434	4/8/2024	FacebookAd 4-8-24	FACEBOOK	FACEBOOK AD JOB POSTING	\$ 25.00	libcc
345451	4/8/2024	154086138	CITY OF ANACORTES	PARKS BUILDING PERMIT-CEMETERY	\$ 87.55	parksccl
345452	4/8/2024	X01588/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 79.39	parksccl
345454	4/8/2024	X21287	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 28.78	parksccl
345435	4/8/2024	318681	BUFFALO GAMES, LLC	REC EVENT SUPPLIES	\$ 183.85	pkrecc
345438	4/8/2024	072653	SWINOMISH CHEVRON	FUEL	\$ 18.90	shopcc
345547	4/8/2024	322717	NAPA	PARTS FOR EQUIP #706	\$ 53.33	shopcc
345450	4/8/2024	3986-303414	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #191	\$ 9.79	shopcc
345445	4/8/2024	6560361948	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 91.87	shopcc
345429	4/8/2024	I12287/44	COASTAL FARM &	WORK UNIFORM	\$ 174.00	shopcc
345443	4/8/2024	X01343/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 144.61	wdistcc
345528	4/8/2024	260092637-00	TACOMA SCREW PRODUCTS, INC.	PRESSURE WASHER PARTS	\$ 6.66	wtpcc
345432	4/8/2024	111-7295460-9817805	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 83.17	wwtpcc
345437	4/8/2024	113-9501114-6187439	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 7.03	wwtpcc
345430	4/8/2024	X01399/1	ACE HARDWARE	SMALL TOOLS	\$ 19.57	wwtpcc
346186	4/8/2024	1082	FIDALGO CLEANING	APD CLEANING & SUPPLIES 4/8-4/21/24	\$ 875.00	apd
346316	4/8/2024	300000290035	PUGET SOUND ENERGY INC	MUSEUM 3/6-4/4/24	\$ 305.83	museum
345428	4/9/2024	02277	WASHINGTON STATE ASSOCIATION	2021 CODE UPDATE CLASS (ONLINE)	\$ 125.00	afdcc
345557	4/9/2024	113-7083824-9210664	AMAZON.COM SERVICES, INC	12 LBS COFFEE BEANS	\$ 70.14	afdcc
345448	4/9/2024	14301	LIFE TEK, INC	COURSE COMPLETION ECARD (PALS)	\$ 13.06	afdcc
345541	4/9/2024	027558952	GALLS, LLC.	UNIFORM EQUIP - NEW HIRE GRANGER	\$ 44.65	apdcc
346015	4/9/2024	4836591S185	LEMAY MOBILE SHREDDING	CONTAINER SHREDDING - CITY HALL	\$ 7.82	finance
345540	4/9/2024	662 3 7 3	COSTCO WHOLESALE CORPORATION	AGING MASTERY SUPPLIES	\$ 40.77	parksccl
345539	4/9/2024	701 897 67 24 2 69	FRED MEYER	AGING MASTERY SUPPLIES	\$ 10.00	parksccl
345549	4/9/2024	D92945	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 104.00	parksccl

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345551	4/9/2024	X01779/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 35.58	parksccl
345550	4/9/2024	X21401	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 107.19	parksccl
345552	4/9/2024	X21537	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 33.34	parksccl
345537	4/9/2024	X21648	SEBO'S DO-IT CENTER	REC DEPT SUPPLIES	\$ 8.78	pkreccc
345555	4/9/2024	X02180/1	ACE HARDWARE	WELLNESS COMMITTEE	\$ 18.49	pwfacccl
345556	4/9/2024	X21356	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 9.36	pwfacccl
345544	4/9/2024	111-0597492-8472241	AMAZON.COM SERVICES, INC	PARTS FOR EQUIP #1013	\$ 615.03	shopcc
345447	4/9/2024	111-7393392-2269845	AMAZON.COM SERVICES, INC	PARTS FOR EQUIP #1013	\$ 161.81	shopcc
345545	4/9/2024	113-5767265-0129019	AMAZON.COM SERVICES, INC	PARTS FOR EQUIP #6962	\$ 25.22	shopcc
345553	4/9/2024	300-10137939	ALL BATTERY SALES & SERVICE	PARTS FOR EQUIP #1013	\$ 401.32	shopcc
345536	4/9/2024	3986-303736	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #1012	\$ 19.56	shopcc
345543	4/9/2024	X01752/1	ACE HARDWARE	SUPPLIES FOR SHOP	\$ 35.44	shopcc
345554	4/9/2024	X21516	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #4002	\$ 20.23	shopcc
345527	4/9/2024	X21589	SEBO'S DO-IT CENTER	PARTS FOR VEHICLE #304	\$ 12.35	shopcc
345534	4/9/2024	13145832	LOWE'S BUSINESS ACCOUNT/GEMB	ASPHALT PATCH	\$ 15.21	wtpcc
345529	4/9/2024	52815	DALCO INC	PRESSURE WASHER PARTS	\$ 213.02	wtpcc
345530	4/9/2024	15-11417-91904	EBAY	LAB SUPPLIES	\$ 272.00	wwtpcc
345531	4/9/2024	WEBFWS100505751	FRESH WATER SYSTEMS	LAB SUPPLIES	\$ 105.68	wwtpcc
346315	4/9/2024	18023362	DEPARTMENT OF NATURAL	WILDLAND SUPPLIES: SHELTER, CHAPS,	\$ 670.01	medic
346631	4/9/2024	278	SKAGIT DOMESTIC VIOLENCE &	SKAGIT DVSAS; MARCH 2024	\$ 1,445.82	apd
345538	4/10/2024	113-6330961-0883452	AMAZON.COM SERVICES, INC	KEY TAGS FOR BUSINESS OFFICE	\$ 5.31	apdcc
345546	4/10/2024	111-2271030-1086600	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 45.53	libcc
346292	4/10/2024	24003-01	PNW CIVIL, INC.	O AVENUE ADA & SIDEWALK CONNECTIVITY	\$ 114,936.56	pw1
346022	4/10/2024	44234	SKAGIT PUBLISHING LLC	PUBLISH AA-499125	\$ 190.82	plan
346023	4/10/2024	44235	SKAGIT PUBLISHING LLC	PUBLISH AA-499138	\$ 138.04	plan
345849	4/11/2024	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 3/6-4/4/24	\$ 5,006.40	dwtpp
345884	4/11/2024	77043	UNDERWOOD & ASSOCIATES, LLC	LIBRARY TEEN AREA REMODEL: DESIGN	\$ 13,405.00	publib
346431	4/11/2024	8498 30 017 0464628	COMCAST	WA PARK INTERNET 4/21-5/20/24	\$ 113.16	parks1

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346432	4/11/2024	SO127399	THE PART WORKS, INC	PARKS MAINTENANCE SUPPLIES	\$ 75.62	parks1
346300	4/12/2024	1200612398	HDR ENGINEERING, INC	WASTEWATER TREATMENT PLANT OUTFALL - DESIGN - 2/25/24-3/30/24	\$ 15,251.90	pw1
346173	4/12/2024	42226	WESTERN SYSTEMS REFUSE &	SUPPLIES FOR STREET DEPT	\$ 406.66	dshop
346086	4/13/2024	266283	LAKESIDE INDUSTRIES, INC.	PARKS MAINTENANCE SUPPLIES	\$ 461.58	parks1
345925	4/15/2024	0031428-1	FERGUSON ENTERPRISES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 1,157.04	wdist
345855	4/15/2024	200000667101	PUGET SOUND ENERGY INC	LIBRARY 1220 10TH 3/7-4/5/2024	\$ 4,273.74	publib
346303	4/15/2024	2024-429	PUBLIC SAFETY TESTING, INC	PRE-EMPLOYMENT TESTING SERVICES FOR POLICE AND FIRE - MARCH 2024 ADD-ON TEST	\$ 33.00	hr
346180	4/15/2024	220013286491	PUGET SOUND ENERGY INC	APD 3/6-4/4/24	\$ 2,591.61	apd
346182	4/15/2024	8281871222	MOTOROLA SOLUTIONS INC	ACCESSORY KITS/WIRELESS FOR RADIOS (RESOLUTION 3145)	\$ 514.67	apd
346549	4/15/2024	PSO127755-1	SONSRAY MACHINERY, LLC	PARTS FOR EQUIP #8005	\$ 148.56	dshop
346545	4/15/2024	RE 41 JZ2219 L001	WASHINGTON STATE DEPARTMENT	HWY 20 LOCATE LOST VALVE- 5596 SR20	\$ 1,538.10	wdist
346645	4/16/2024	14517510	BROWN AND CALDWELL	WTP SEEQ ADVANCE ANALYTICS SUPPORT - 2/23/24-3/28/24	\$ 1,365.07	dwtpt
346636	4/16/2024	1790899037	CASCADE DENTAL, LLC	DENTAL SERVICES, I JOHNSON, LEOFF1 RETIREE	\$ 257.00	hr
346181	4/16/2024	42256	WESTERN SYSTEMS REFUSE &	SUPPLIES FOR STREET DEPT	\$ 194.86	dshop
346674	4/16/2024	9336836793	GRAYBAR ELECTRIC COMPANY, INC	INDOOR/OUTDOOR FIBER OPTIC CABLE	\$ 1,822.94	fiber
346553	4/16/2024	INV820977	DAY WIRELESS SYSTEMS INC	AFTER HOURS RADIO REPAIR CALLOUT (OPEN MIC	\$ 505.00	medic
346171	4/17/2024	0002044071	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCES	\$ 101.06	medic
346024	4/17/2024	1690279	WALTON BEVERAGE COMPANY, INC	OPS: BREAKROOM SUPPLIES	\$ 204.00	dshop
346293	4/17/2024	2347-3	MAKERS ARCHITECTURE	2025 PERIODIC COMPREHENSIVE PLAN UPDATE - MARCH 2024	\$ 8,158.38	plan
346103	4/17/2024	24-10331	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwtpt

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346162	4/17/2024	24-10356	EDGE ANALYTICAL, INC	WATER ANALYSIS - TRC NORTH	\$ 133.00	dwtp
346323	4/17/2024	2ND QTR 2024	SKAGIT COUNTY DISTRICT COURT	2ND QTR 2024 JUDICIAL SERVICES	\$ 24,478.25	court
345929	4/17/2024	47166	ZUMAR INDUSTRIES, INC.	SUPPLIES FOR STREETS	\$ 408.76	dshop
346025	4/17/2024	68479	WEIDNER FIRE	SUPPLIES FOR FACILITIES	\$ 358.39	pwfac
346675	4/17/2024	9336858413	GRAYBAR ELECTRIC COMPANY, INC	UTILITY POLE RISERS	\$ 3,167.80	fiber
346163	4/17/2024	MED0007	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT RAW	\$ 63.00	dwtp
346170	4/18/2024	038 200 0000 2	CASCADE NATURAL GAS CORP.	APD 3/19-4/17/24	\$ 1,723.29	apd
346029	4/18/2024	091-0700-00	BAERTSCHI, DENNIS	UB Refund Cst #051473	\$ 42.40	finance
346084	4/18/2024	12P48230	MOTOR TRUCKS, INC	PARTS FOR VEHICLE #515	\$ 68.76	dshop
346195	4/18/2024	14004734	HACH COMPANY	FLUORIDE ELECTRODE KIT	\$ 1,954.80	dwtp
346028	4/18/2024	150-2268-00	HOUSTON, ROBERT	UB Refund Cst #043871	\$ 164.80	finance
346197	4/18/2024	154 700 0000 9	CASCADE NATURAL GAS CORP.	LIBRARY 3/19-4/17/2024	\$ 1,387.40	publib
346191	4/18/2024	169 400 0000 9	CASCADE NATURAL GAS CORP.	STA 2: 3/19 - 4/17/24	\$ 140.18	medic
346317	4/18/2024	199 800 0000 4	CASCADE NATURAL GAS CORP.	703 R AVE 3/19-4/17/24	\$ 153.78	museum
346098	4/18/2024	260 037 3822 1	CASCADE NATURAL GAS CORP.	611 R AVENUE 3/19-4/17/24	\$ 185.91	parks1
346096	4/18/2024	304 713 4234 2	CASCADE NATURAL GAS CORP.	607 R AVE SERVICE DATES 3/19-4/17/24	\$ 13.83	parks1
346085	4/18/2024	357320	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 1,885.67	pwfac
346095	4/18/2024	440 400 0000 0	CASCADE NATURAL GAS CORP.	FIDALGO CENTER 3/19-4/17/24	\$ 515.67	parks1
346030	4/18/2024	500-7180-00	KREIDER CONSTRUCTION	UB Refund Cst #064769	\$ 155.91	finance
346099	4/18/2024	638 000 0000 0	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. #B, 3/19-4/17/24	\$ 31.51	parks1
346308	4/18/2024	6553710	NATIONAL OILWELL VARCO, O.P.	INCINERATOR MAINTENANCE SUPPLIES	\$ 71.04	dwwtp
346178	4/18/2024	674 400 0000 7	CASCADE NATURAL GAS CORP.	STA 1: 3/19 - 4/17/24	\$ 215.53	medic
346093	4/18/2024	710 300 0000 5	CASCADE NATURAL GAS CORP.	OPS: 3/19-4/17/24	\$ 873.68	dshop
346089	4/18/2024	795 700 0000 4	CASCADE NATURAL GAS CORP.	CITY HALL 3/19-4/17/24	\$ 1,178.71	finance
346318	4/18/2024	912 800 0000 0	CASCADE NATURAL GAS CORP.	MUSEUM 3/19-4/17/24	\$ 264.72	museum
346097	4/18/2024	917 600 0000 9	CASCADE NATURAL GAS CORP.	1915 13TH ST. 3/19-4/17/24	\$ 72.27	parks1
346092	4/18/2024	989 800 0000 8	CASCADE NATURAL GAS CORP.	WWTP 3/18-4/17/24	\$ 167.36	dwwtp
346017	4/18/2024	cpls	DEPARTMENT OF LICENSING	CPLS TO D.O.L.; MARCH 2024	\$ 438.00	apd
346194	4/18/2024	P0001-94	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - FEBRUARY 2024	\$ 200.00	dwwtp
346196	4/18/2024	P0001-95	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - MARCH 2024	\$ 4,045.00	dwwtp

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346102	4/19/2024	24-09245	EDGE ANALYTICAL, INC	WATER ANALYSIS - TOC PLANT	\$ 134.00	dwtp
346183	4/19/2024	24-10224	EDGE ANALYTICAL, INC	LAB TESTING MERCURY TESTING	\$ 114.75	dwtp
346641	4/19/2024	3953-22404104	FCS GROUP	WHOLESALE WATER RATE SUPPORT	\$ 1,557.50	finance
346423	4/19/2024	44389	SKAGIT PUBLISHING LLC	PUBLISH SVH-504391	\$ 53.80	dwtp
346426	4/19/2024	44390	SKAGIT PUBLISHING LLC	PUBLISH SVH-504397	\$ 53.80	dwtp
346100	4/19/2024	53299	NORTHWEST PLAYGROUND EQUIP INC	STORVIK PARK REPLACEMENT SWINGSET	\$ 13,868.41	parks1
346433	4/19/2024	538 000 0000 1	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. 3/19-4/17/24	\$ 13.00	parks1
346164	4/19/2024	MED0034	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT RAW	\$ 63.00	dwtp
346187	4/20/2024	00005W5A83164	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK EN	\$ 12.39	apd
346708	4/22/2024	1174255-1	FERGUSON ENTERPRISES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 2,993.15	dshop
346707	4/22/2024	1175261-1	FERGUSON ENTERPRISES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 2,182.90	dshop
346321	4/22/2024	1428559	LIFE ASSIST, INC	ADULT SENSORS, S-SCORT CONVERTER & SUCTION UNIT BATTERY	\$ 2,613.65	medic
346169	4/22/2024	15198858	PAPE MACHINERY INC.	PARTS FOR EQUIP #405	\$ 489.71	dshop
346626	4/22/2024	18717	WILSON ENGINEERING, LLC	WWTP PUMP STATION 16 RECONSTRUCTION - DESIGN - THROUGH 4/19/24	\$ 17,846.00	pw1
346294	4/22/2024	19663	TRANSPORTATION SOLUTIONS INC	PUBLIC RIGHT-OF-WAY ADA SELF-EVALUATION AND TRANSITION PLAN - 3/16/24 - 4/15/24	\$ 3,989.50	pw1
346179	4/22/2024	24-10193	EDGE ANALYTICAL, INC	LAB TESTING EFFLUENT METALS AND TOC QUARTERLY	\$ 247.35	dwtp
346548	4/22/2024	85322293	BOUND TREE MEDICAL, LLC	BP CUFF, STETHOSCOPE, INFRARED THERMOMETER, PULSE OXIMETER	\$ 236.37	medic
346165	4/22/2024	April-24	BYER, CHRISTOPHER	MILEAGE, UBER AND PORTION OF HOTEL FOR FDIC	\$ 688.59	medic
346192	4/22/2024	INV31734	SEAWESTERN, INC.	ASSORTED FIRE HOOKS	\$ 1,665.39	medic
346666	4/23/2024	1200614350	HDR ENGINEERING, INC	COMBINED SEWER OVERFLOW PUMP STATION DESIGN - 2/25/24-3/30/24	\$ 12,482.36	pw1

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346639	4/23/2024	1200614352	HDR ENGINEERING, INC	CITY ENGINEER ON CALL - WATER AND WASTEWATER - 02/25/24 - 03/30/24	\$ 1,138.46	pw1
346296	4/23/2024	19-175-FBR-0031	ROBINSON BROTHERS	RETAINAGE RELEASE	\$ 33,484.31	pw1
346306	4/23/2024	2024 LTAC Visitor	ANACORTES CHAMBER OF COMMERCE	1ST QUARTER PAYMENT VISITOR CENTER.LTAC FUNDING 2024	\$ 18,750.00	plan
346305	4/23/2024	2024 LTAC.EA.1	ANACORTES CHAMBER OF COMMERCE	1ST QUARTERLY INSTALLMENT TO EXPERIENCE ANACORTES LTAC FUNDING	\$ 40,428.55	plan
346647	4/23/2024	20253	MESA PRODUCTS, INC.	SOUTH MARCHES POINT ROAD DEEP WELL REPLACEMENT	\$ 80,789.38	dwtp
346550	4/23/2024	240433	T-SHIRTS BY DESIGN	INITIAL UNIFORM SET-UP - HONNOLL	\$ 552.70	medic
346313	4/23/2024	7370311349	CARDINAL HEALTH 110, INC.	PHARMA: ADENOSINE, ASPIRIN, NITROGLYCERIN	\$ 199.01	medic
346304	4/23/2024	LTAC 24 RaceWeek.2	WHIDBEY ISLAND RACE WEEK LLC	REIMBURSEMENT FOR EVENT EXPENDITURES LTAC FUNDING	\$ 5,773.94	plan
346310	4/23/2024	SI649504	DLT SOLUTIONS, LLC	AUTODESK SOFTWARE - 4/20/24-4/19/25	\$ 16,522.76	pw1
346425	4/24/2024	12P48535	MOTOR TRUCKS, INC	PARTS FOR VEHICLE #220	\$ 24.93	dshop
346551	4/24/2024	1429294	LIFE ASSIST, INC	SENSOR ELECTRODES, EYEWEAR, FORCEPS,	\$ 581.82	medic
346552	4/24/2024	1429446	LIFE ASSIST, INC	OXYGEN REGULATORS, BP CUFFS	\$ 227.21	medic
346656	4/24/2024	24-11298	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwtp
346660	4/24/2024	24-11312	EDGE ANALYTICAL, INC	WATER ANALYSIS - TCR SOUTH	\$ 133.00	dwtp
346424	4/24/2024	5069350322	RICOH USA, INC	S/N C86078711 LIBRARY FL1 STAFF COPIER 2/1-4/21/24	\$ 916.75	publib
346629	4/24/2024	547727	PROFORCE LAW ENFORCEMENT	FIREARMS; PISTOLS	\$ 1,478.98	apd
346628	4/24/2024	547729	PROFORCE LAW ENFORCEMENT	FIREARMS; RIFLES, LIGHTS AND GRIPS	\$ 7,637.62	apd
346437	4/24/2024	BINV0011356	GOBLE SAMPSON ASSOCIATES, INC	PUMP PARTS - DRAIN PLUGS, LEAK DETECTORS	\$ 2,277.54	dwtp
346372	4/24/2024	ReimbOliver	OLIVER, QBEN	REIMBURSE FOR HOTEL & UBER (FDIC)	\$ 2,332.89	medic
346638	4/25/2024	3448	AMERICAN PLANNING ASSOCIATION	JOB POSTING - PLANNING	\$ 125.00	hr

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346547	4/25/2024	357697	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 452.70	pwfac
346540	4/25/2024	52038702	UNIVAR USA INC	SODIUM HYDROXIDE	\$ 6,621.62	dwtpt
346642	4/25/2024	815399	MISTER T'S AWARDS &	NAMETAG - LIBRARY	\$ 27.15	hr
346637	4/25/2024	INV2816911	COPIERS NORTHWEST, INC	REPLACEMENT COPIER FOR LIBRARY - CANON DX C5840I	\$ 6,854.40	infosys
346546	4/25/2024	PSI- 37038	IVES TRAINING & COMPLIANCE	FORKLIFT TRAINER RE-CERTIFICATION ONLINE	\$ 2,760.00	dshop
346541	4/26/2024	1693058	WALTON BEVERAGE COMPANY, INC	BREAKROOM SUPPLIES	\$ 57.50	dwtpt
346436	4/26/2024	240457	T-SHIRTS BY DESIGN	UNIFORMS	\$ 1,258.82	pw1
346435	4/26/2024	240458	T-SHIRTS BY DESIGN	UNIFORMS	\$ 312.26	pw1
346544	4/26/2024	24094i	BEAVER EQUIPMENT, LLC	ROTORK MODOT FOR FILTER 6 FTW	\$ 1,286.37	dwtpt
346543	4/26/2024	55536	DEPARTMENT OF HEALTH	SANITARY SURVEY INSPECTION	\$ 1,530.00	dwtpt
346649	4/26/2024	92186	GEOTEST SERVICES, INC	R AVENUE LONG-TERM IMPROVEMENT PROJECT - MATERIALS INSPECTION	\$ 2,326.50	pw1
346539	4/26/2024	PWTF-258478	WASHINGTON STATE DEPARTMENT	CONTRACT PWTF-258478 WTP	\$ 46,493.06	finance
346538	4/26/2024	PWTFNT-246274	WASHINGTON STATE DEPARTMENT	CONTRACT PC12-951-072	\$ 536,842.11	finance
346630	4/27/2024	00005W5A83174	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 4-27-24	\$ 39.33	apd
346651	4/27/2024	2374	APERTURE EQ LLC	2024 CIVIL SERVICE PROMOTIONAL ASSESSMENT CENTERS	\$ 11,500.00	hr
346640	4/29/2024	10852415	NAVIA BENEFIT SOLUTIONS, INC	APRIL FLEXIBLE SPENDING PARTICIPANT FEE	\$ 163.40	hr
346671	4/29/2024	300000006951	PUGET SOUND ENERGY INC	STREET LIGHTS: 3/1-4/1/24	\$ 710.72	dshop
346662	4/29/2024	300000290043	PUGET SOUND ENERGY INC	STREET LIGHTS: 3/1-4/1/24	\$ 8,200.54	dshop
346669	4/29/2024	300000325005	PUGET SOUND ENERGY INC	STREET LIGHTS: 3/8-4/5/24	\$ 98.21	dshop
346670	4/29/2024	300000340004	PUGET SOUND ENERGY INC	STREET LIGHTS: 3/29-4/2/24	\$ 54.95	dshop
346624	4/29/2024	IN956094	NOANET	EDA EXPANSION DESIGN - APRIL 2024	\$ 2,106.00	fiber
346625	4/29/2024	IN956095	NOANET	EDA EXPANSION DESIGN - APRIL 2024	\$ 472.00	fiber
346652	4/30/2024	1693405	WALTON BEVERAGE COMPANY, INC	OPS: BREAKROOM SUPPLIES	\$ 132.00	dshop
346672	4/30/2024	1693406	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	\$ 115.00	finance
346653	4/30/2024	2024739	GATEWAY CONTROLS, INC	EMERGENCY GATE REPAIR	\$ 402.56	pwfac



City Council Agenda Bill

Meeting Date: May 6, 2024 **Agenda Item:** 5.c.

Agenda Item Title: Resolution 3150: Setting the Date for a Public Hearing for the Vacation of Right of Way

Staff Contact(s): DARCY SWETNAM

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

Item Summary: As part of its north basin redevelopment plan, the Port has requested the City to vacate a portion of the intersection of 9th and Market Streets. The attached resolution merely schedules the public hearing to consider the request but should not consider the merits of the application. As of the date of publication, the Port is verifying the availability of its consultants and the packet materials will be supplemented when the date is finalized. The City will provide all proper required notice of the public hearing.

Budget Impact:
N/A

Previous Action: N/A

Recommended Motion: I move we adopt resolution 3150 scheduling the public hearing on the Ports vacation request.

Alternative Actions: N/A

Attachments (listed in order presented):
1. 240506 - Res 3150 Port Vacation

RESOLUTION NO. 3150
A RESOLUTION FIXING A TIME WHEN A PETITION FOR VACATION
MAY BE HEARD AND DETERMINED BY THE CITY COUNCIL IN
SETTING A PUBLIC HEARING DATE.

WHEREAS, the Port of Anacortes has submitted an application for Framework Plan review, which includes a proposal for the realignment of Market Street, R Avenue, and 9th Street; and

WHEREAS, as part of this realignment, the Port desires to dedicate the portion of Market Street within its ownership to the City of Anacortes and to create a meaningful public open space; and

WHEREAS, as part of this realignment, the Port requests that the City vacate a portion of the street right-of-way at the intersection of R Avenue and 9th Street, as detailed in Section II and depicted on the map in Exhibit A; and

WHEREAS, a petition for the vacation of the below described property has been signed by the requisite number of abutting property owners and filed with the City Clerk of the City of Anacortes; and

WHEREAS, RCW 35.79.010 requires a time to be fixed for a public hearing on said matter; now, therefore,

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

Section I. That certain petition asking for the vacation of a portion of R Avenue and 9th Street described in Section II shall be heard and determined by the City Council and a public hearing shall be heard thereof on the 17th day of June 2024.

Section II. A portion of a street right of way at the intersection of R Avenue and 9th Street between tax parcels #P32881, #P32885, #P32886, #P32887. The street right of way is situated just north of Jim Rice Park and the abutting properties are owned by the Port of Anacortes.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY
OF ANACORTES on this ____ day of _____ 2024.

Matt Miller, Mayor

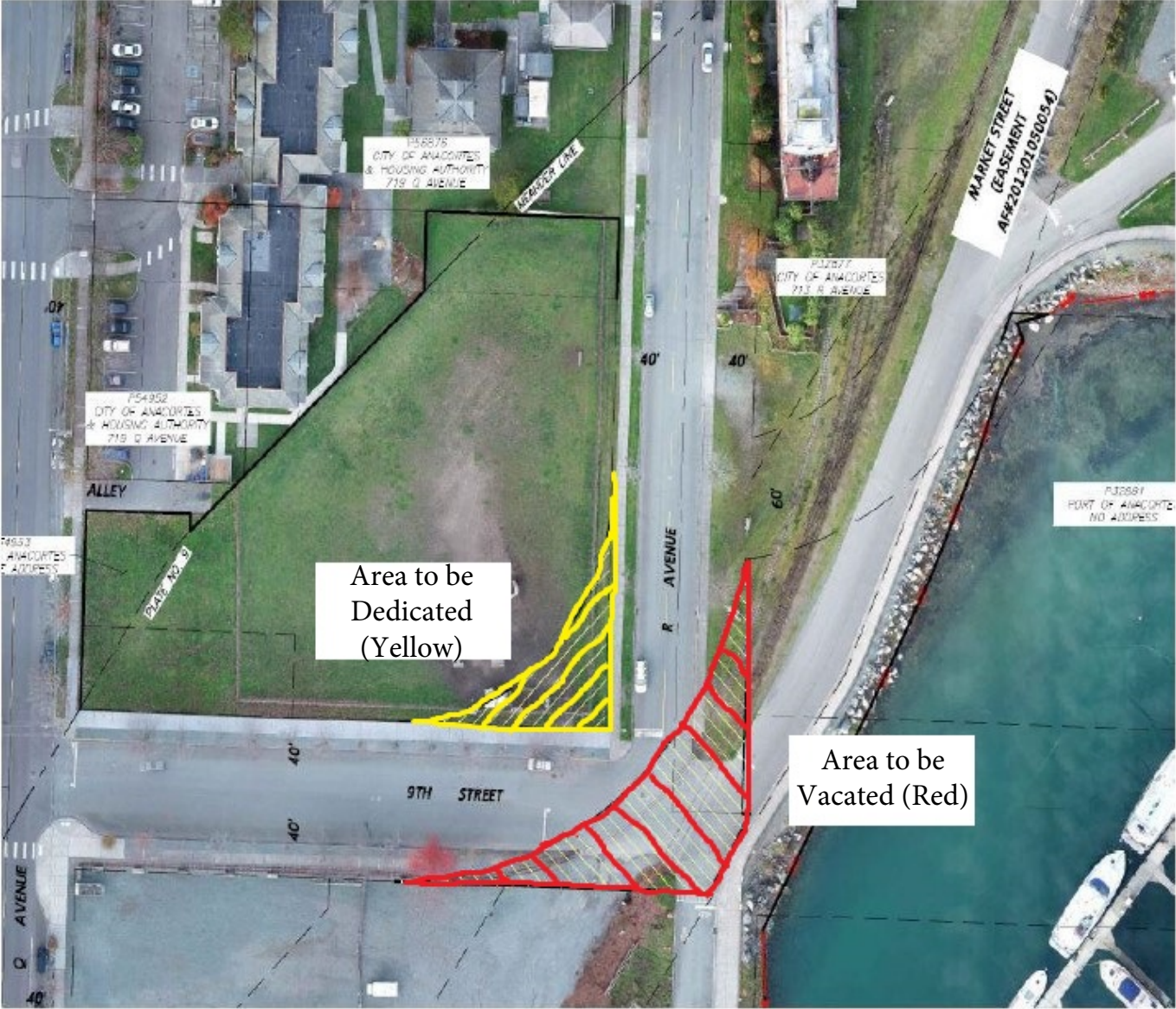
Approved as to form and legality:

Darcy Swetnam, WSBA #40530
City Attorney

ATTEST:

Steven D. Hoglund, City Clerk Treasurer

Exhibit A





City Council Agenda Bill

Meeting Date: May 6, 2024 **Agenda Item:** 5.d.

Agenda Item Title: Contract Award: Two Police Patrol Chevrolet Tahoes #24-137-ERR-001

Staff Contact(s): Andrew Rheume, WIL LUDEMANN

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Award
Andrew Rheume	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$143,011.68 to Bud Clary Chevrolet, Inc. for the purchase of 2 Chevrolet Tahoes for the Police Department. The contract piggybacks on Washington State contract [05916](#).

Background:

1. **History:** In anticipation of the 5 new Police officers we ordered 5 new Patrol Tahoes through PO #23-285-ERR-001. That order was cut by General Motors due to dealer allocation and these 2 will be the last units to fulfill the remainder of our need of 5 vehicles. The 2 will arrive and need to be upfit on site to prepare for Police use.
2. **Key Terms:**
 - o Each vehicle costs \$71,505.84, for a total contract price of \$143,011.68.
3. **Competitive Bidding:** The City has a cooperative purchasing agreement with the State of Washington and is procuring this purchase through Washington State contract 05916.

Budget Impact:

Vendor	Bud Clary Chevrolet, Inc.
Contract Amount	\$143,011.68
2024 Earmarked Funds	\$200,000 per Resolution
BARS #	001.310.594.21.64

Budget Amendment Required?	No
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Previous Action: [Resolution 3128](#) which authorized the Mayor to approve the order placement of up to 5 police vehicles was approved at the [August 7, 2023](#) Council meeting. At the [10/16/23](#) meeting, Council approved PO #[23-285-ERR-001](#) for the purchase of 5 cars for Levy Lid Lift Employees. After placing the order GM cut the order to 2, and then at a later date allocated one more.

Recommended Motion: I move that City Council authorize the Mayor to sign PO #24-137-ERR-001 with Bud Clary Chevrolet, Inc. in the amount of \$143,011.68 for the purchase of 2 Chevrolet Tahoes for the Police Department.

Alternative Actions: Not approve the contract.

Attachments (listed in order presented):

1. 24-137-ERR-001



City of Anacortes
Accounts Payable
PO Box 547
Anacortes, WA 98221

PURCHASE ORDER 24-137-ERR-001 TWO POLICE PATROL CHEVROLET TAHOES

VENDOR: BUD CLARY CHEVROLET, INC.
BECKY DAVIS
P O BOX 127
LONGVIEW, WA 98632

Date: May 6, 2024

Contact: WiL Ludemann
Department: Public Works Department
Equipment Rental
(360) 293-1921
ludemannw@cityofanacortes.org

Email: becky.davis@budclary.com
Phone: 360-423-1700

Item	Qty	DESCRIPTION	U/M	Unit Price	Amount
1	2	New/Unused 2024 CHEVROLET TAHOE POLICE PURSUIT VEHICLE- (CC10706)2WD 9C1, and accessories, as specified in Exhibit A. This Work is subject to: - Specifications, incorporated as Exhibit A, - Washington State Contract 05916 and related Amendments, incorporated as Exhibit B. The aforementioned Exhibits A and B are hereby incorporated by reference and made a part hereof.	EA	\$65,904.00	\$131,808.00
Sum Total					\$131,808.00
Sales Tax @ 8.5%					\$11,203.68
Total Price					\$143,011.68

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

BUD CLARY CHEVROLET, INC.

CITY OF ANACORTES

Matt Miller, Mayor

Date

Date

PO #24-137-ERR-001
EXHIBIT A

From: NOREPLY@des.wa.gov
To: Becky.davis@budclary.com
Cc: becky.davis@budclary.com; Wil Ludemann
Subject: Vehicle Purchase Request - 2024-4-244 - ANACORTES, CITY OF - 22901
Date: Monday, April 15, 2024 11:15:31 AM

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

This is **NOT** a purchase order.
You must contact the dealer to discuss the purchase and provide a purchase order number before the vehicle will be ordered.

Contract & Dealer Information

Contract #: 05916 - Motor Vehicles	
Dealer: Bud Clary Chevy	Dealer Contact: Becky Davis
	Dealer Phone: (360) 423-1700
	Dealer Email: Becky.davis@budclary.com

Organization Information

Organization: ANACORTES, CITY OF - 22901	Contact Email: ludemannw@cityofanacortes.org
Order Contact: wil ludemann	Organization Reference #: city of anacortes
Contact Phone: 360-293-1921	Quote #: 2024-4-244
Vehicle Location: ANACORTES	
Comments:	

Color Options

BLACK GBA - 2

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2024-0501-001	2024 CHEVROLET TAHOE POLICE PURSUIT VEHICLE-(CC10706)2WD 9C1:Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20 steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires,(V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)	2	\$52,445.00	\$104,890.00
2024-0501-003	2024 CHEVROLET TAHOE POLICE PURSUIT VEHICLE-(CK10706)4WD 9C1:Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20 steel wheels, Certified speedometer, SEO (5J3) Surveillance	2	\$3,200.00	\$6,400.00

Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires,(V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)

2024-0501-013	(BTV)Remote start	2	\$300.00	\$600.00
2024-0501-020	(5J1)Calibration, keyless remote panic button and exterior lights/horn disable (Requires (9C1) Police Vehicle.)	2	\$115.00	\$230.00
2024-0501-022	(6C7)Lighting, red and white front auxiliary dome Red and white auxiliary dome lamp is located on headliner between front row seats (red is LED, white is incandescent). The auxiliary lamp is wired independently from standard dome lamp (Requires (9C1) Police Vehicle.)	2	\$170.00	\$340.00
2024-0501-025	(6J3)Wiring, grille lamps and siren speakers (Requires (9C1) Police Vehicle.)	2	\$99.00	\$198.00
2024-0501-026	(6J4)Wiring, horn and siren circuit (Requires (9C1) Police Vehicle.)	2	\$55.00	\$110.00
2024-0501-027	(6J7)Flasher system, headlamp and taillamp, DRL compatible with control wire (Requires (9C1) Police Vehicle. Includes SEO (5J9) taillamp flasher calibration, Red/White and SEO (5LO) taillamp flasher calibration, Red/Red.)	2	\$50.00	\$100.00
2024-0501-032	(7X3)Spotlamp, left-hand Not available with SEO (7X2) left and right-hand spotlamps. Requires (9C1) Police Vehicle.)	2	\$800.00	\$1,600.00
2024-0501-033	(9G8)Headlamps, Daytime Running Lamps and automatic headlamp control delete deletes standard Daytime Running Lamps and automatic headlamp control features (Requires (9C1) Police Vehicle.)	2	\$50.00	\$100.00
2024-0501-036	(UN9)Radio Suppression Package, with ground straps (Requires (9C1) Police Vehicle.)	2	\$95.00	\$190.00
2024-0501-037	(UTQ)Theft-deterrent system content, disable, the alarm and horn become non-functional in an attempt of theft to the vehicle (Requires (9C1) Police Vehicle.)	2	\$50.00	\$100.00
2024-0501-038	(WX7)Wiring, auxiliary speaker. For upfitter connection to front door and windshield pillar speakers. (Requires (9C1) Police Vehicle.)	2	\$60.00	\$120.00
2024-0501-138	#10XL Horizontal Sliding Window Uncoated Polycarbonate XL Panel Partition	2	\$1,625.00	\$3,250.00
2024-0501-162	PB450L2 With WHELEN ION	2	\$1,415.00	\$2,830.00
2024-0501-173	PB5 Fender Wraps Aluminum PB300/400	2	\$835.00	\$1,670.00
2024-0501-188	Full REPLACEMENT Transport Seat TPO Plastic With Center Pull Seat Belts *INCLUDES REQUIRED: -#12VS Stationary Window Vinyl Coated Expanded Metal Cargo Partition *Seat Belt Retractors Pre-Installed to Save 30 Minutes of Install Time QK2023TAH21	2	\$3,175.00	\$6,350.00
2024-0501-222	Setina rear prisoner seat polymer/plexi glass partition. Separates back seat into 2 separate sections, requires prisoner seat to be installed (2K0035TAH21RPFR)	2	\$1,075.00	\$2,150.00

2024-0501-307 Mud guards, front and rear(DLR)(54433550/84938120)	2	\$290.00	\$580.00
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Request Totals

Total Vehicles:	2
Sub Total:	\$131,808.00
8.500 % Sales Tax:	\$11,203.68
Request Total:	\$143,011.68



City Council Agenda Bill

Meeting Date: May 6, 2024 **Agenda Item:** 5.e.

Agenda Item Title: Contract Amendment: Dark Fiber Lease #20-172-FBR-001 with the City of Mount Vernon

Staff Contact(s): Emily Schuh, JAMES LEMBERG

Approved for Submittal to Council by **Action Type**
TIFFANY MATSON Contract Modification
Emily Schuh

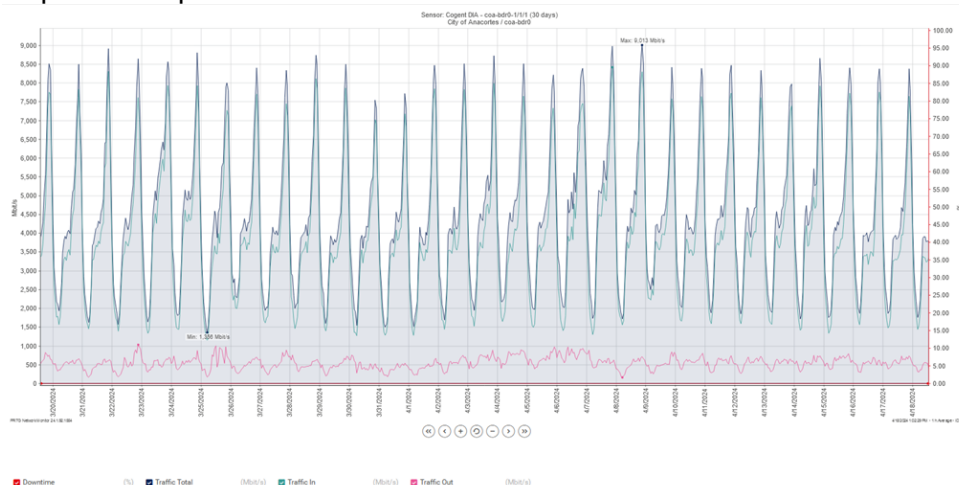
Item Summary:

City staff seeks City Council consent to amend the Dark Fiber Lease #20-172-FBR-001 with the City of Mount Vernon.

Background:

1. History:

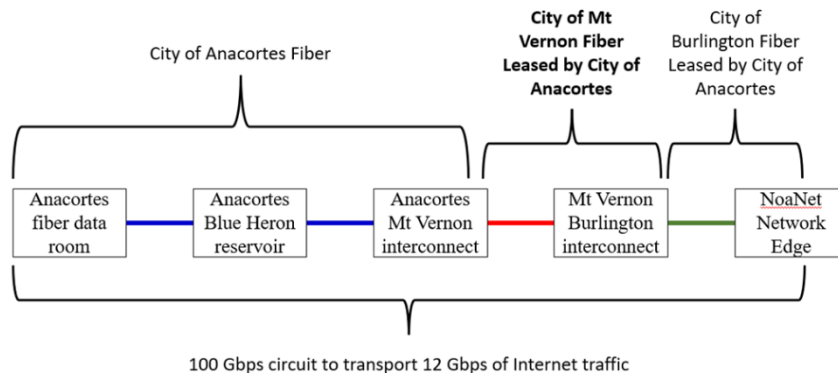
- The City's Fiber Division continues to place new Internet customers into service.
- The growing number of Internet customers results in a slow but steady increase in the volume of traffic sent to and received from the Internet.
- The City currently has a 10 gigabit per second (Gbps) connection to the Internet.
- Daily peak traffic levels of 8.5 to 9 Gbps occur each evening (see graphic below of download (aqua) & upload (red) traffic levels for period of March 20 – April 18) and will surpass 10 Gbps sooner or later.



- The Fiber Division is arranging to place into service a 12 Gbps connection to the Internet, provided by NoaNet (Contract 24-102-FBR-001, approved by Council at its March 11, 2024

meeting).

- The 12 Gbps Internet traffic capability requires a 100 Gbps interface.
- The optics for a 100 Gbps interface require two optical fibers; one sending, one receiving at



each end.

- This Amendment will add the second dark fiber that the 100 Gbps optics require (the Fiber Division will obtain a complementary dark fiber from the City of Burlington and in the near future bring a similar City of Burlington dark fiber lease agreement amendment for Council's consideration).

2. Key Terms:

- Term of this Agreement shall effective upon the Start Date and, if not terminated in accordance with other provisions of the Agreement, shall continue in effect.
- The City of Anacortes will pay the City of Mount Vernon an additional \$175.00 per month, for a total of \$525.00 per month.

Budget Impact:

Vendor	City of Mount Vernon
Original Contract Amount	\$350.00/month
Current Contract Amount	\$350.00/month
Change Per This Amendment	Additional \$175.00/month
Total After Amendment	\$525.00/month
Earmarked Funds	\$340,679.00
BARS #	001.260.532.10.41
Budget Amendment Required?	No
Start Date	Inception

End Date	none
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Previous Action: Council approved Contract [20-172-FBR-001](#) at its [September 8, 2020](#) meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign Amendment 1 to Contract 20-172-FBR-001.

Alternative Actions: Not approve the contract amendment.

Attachments (listed in order presented):

1. 20-172-FBR-001 Amendment 1

**AMENDMENT NO. 1
TO A DARK FIBER OPTIC LICENSE AGREEMENT
BETWEEN
THE CITY OF ANACORTES AND THE CITY OF MOUNT VERNON**

This amendment, entered into as of _____, by and between the City of Anacortes, a municipal corporation (“Customer”) and the City of Mount Vernon, a municipal corporation, (“City”), collectively referred to as “The Parties”.

RECITALS

- A. The Parties entered into a Dark Fiber License Agreement (Agreement) dated September 21st 2020 providing Customer certain fiber connectivity within the City’s Fiber System.
- B. The Parties desires to add additional connectivity and capacity to Customer.
- C. The Parties have negotiated in good faith the costs for the additional capacity as described in Exhibit A attached hereto and upon and subject to the terms and conditions set forth below.

NOW, THEREFORE, the parties hereby amend said Agreement, as follows:

- 1. Exhibit A.** That beginning on the date entered into this Amendment Exhibit A shall be amended to read as set forth in the attached Exhibit A incorporated herein.
- 2. All other terms and conditions of the original Agreement shall remain the same.**

IN WITNESS WHEREOF, the City and the Customer have executed this Amendment as of the date first above written.

City of Mount Vernon

City of Anacortes

Peter Donovan, Mayor

Matt Miller, Mayor

Becky Jensen, City Clerk

Steven D. Hoglund, City Clerk

Approved as to Form:

Approved as to Form:

Kevin Rogerson, City Attorney

Darcy Swetnam, City Attorney

EXHIBIT A

TO DARK FIBER OPTIC LEASE AGREEMENT BETWEEN THE CITY OF MOUNT VERNON AND CITY OF ANACORTES

LOCATIONS / WORK PROVIDED

Dark Fiber Provided: Single mode fiber optic connectivity between the main building located at the Customer site and City right of way below:

<u>From: City Right of Way</u>	<u>To: Customer</u>	<u>Customer Contact</u>	<u>Monthly Rental Cost</u>
Interconnect point between City of Anacortes fiber optic network and City of Mount Vernon fiber optic Network	Interconnect point between City of Mount Vernon fiber optic network and City of Burlington fiber optic network	Jim Lemberg City of Anacortes PO Box 547 Anacortes, WA 9221 ofc: 360-588-8360 E: jimml@cityofanacortes.org	\$175
Interconnect point between City of Anacortes fiber optic network and City of Mount Vernon fiber optic Network	Interconnect point between City of Mount Vernon fiber optic network and City of Burlington fiber optic network	Jim Lemberg City of Anacortes PO Box 547 Anacortes, WA 9221 ofc: 360-588-8360 E: jimml@cityofanacortes.org	\$175
Interconnect point between City of Anacortes fiber optic network and City of Mount Vernon fiber optic network	City of Mount Vernon 910 Cleveland Avenue, Mount Vernon, WA 98273	Jim Lemberg City of Anacortes PO Box 547 Anacortes, WA 9221 ofc: 360-588-8360 E: jimml@cityofanacortes.org	\$175

Non-Recurring Expenses: \$0

Other terms and conditions: Any additional building entry fees charged by the building owner or property management will be the responsibility of the Customer. Further, the Customer will be responsible for providing the City of Mount Vernon written permission for installation and building access.

Call Out Numbers For Loss of Continuity:

Network Operations After Hours On Call Number: 360-630-0369



City Council Agenda Bill

Meeting Date: May 6, 2024 **Agenda Item:** 6.a.

Agenda Item Title: Public Hearing for Amendment to the Community Development Block Grant (CDBG) 2023-2027 Consolidated Plan

Staff Contact(s): Stephanie Snyder, John Coleman

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

Stephanie Snyder
John Coleman

Discussion

Item Summary: The Consolidated Plan is the plan for the City's Community Development Block Grant (CDBG), a program administered by the U.S. Department of Housing and Urban Development (HUD). The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CDBG. The Consolidated Plan is drafted every 5 years and includes a yearly Action Plan to provide how CDBG funds will be used to help the City meet the community development needs of low-income residents as outlined in the Consolidated Plan.

The Anacortes 2023-2027 CDBG Consolidated Plan was approved by City Council on Feb 27th, 2023 and subsequently approved by HUD. The City intends to amend the five-year plan to include two amendments. Change 1: on page 3 add a bullet point in our objectives stating "Support efforts to expand opportunities for persons with disabilities." This change is necessary because it was not specifically mentioned in the original plan, but the city intends to use CDBG funds for projects that serve persons with disabilities.

Change 2: on page 44 add prior year resources from leftover funds from the 2021 and 2022 grant years. There was \$33,819 remaining from the 2021 CDBG funding, and \$17,649.58 remaining from the 2022 CDGB funding. The city intends to roll those funds into the 2023-2027 period to technically have access to the remaining 2021-2022 funds.

If approved by council, these amendments will be resubmitted to HUD via our consortium partners at Skagit County. This is the first of two required public hearings on the amendments to the 2023-2027 CDBG Consolidated Plan. The second hearing will be May 13, 2024.

Budget Impact:

This amendment will carry over the remainder of funds from the 2018-2022 Consolidated Plan period into the current 2023-2027 Consolidated Plan. This will allow spending of \$51,468.58 on two projects. Project 1 provides \$33,819 for the 24th Street and H Avenue Curb Cuts and Ramp installations to facilitate ADA access to the public transportation bus system. Project 2 provides \$17,649.58 for the exterior maintenance of the Anacortes Family Center Emergency Housing Shelter located at 1011 27th Street. The funds to be spent are from the 2021 & 2022 CDBG funds that are provided to the City of Anacortes to help pay for projects that meet specific HUD criteria; the proposed projects meet HUD's national objectives.

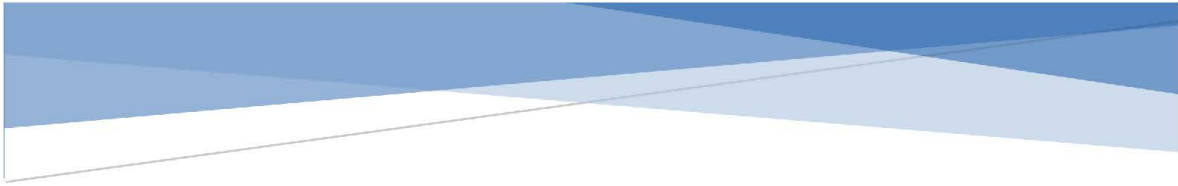
Previous Action:

Recommended Motion: None. A second public hearing is required.

Alternative Actions:

Attachments (listed in order presented):

1. Amendment to 2023-2027 Consolidated Plan



CITY OF ANACORTES DRAFT CDBG 2023- 2027 STRATEGIC PLAN & 2023 ACTION PLAN

Executive Summary

ES-05 Executive Summary – 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Consolidated Plan, the Strategic Plan and the annual Action Plan allow grantees to fund activities and organizations in the coming year(s). The Consolidated Plan is a plan of 3 to 5 years in length and describes community needs, resources, priorities and proposed activities to be undertaken under certain U.S. Department of Housing and Urban Development (HUD) programs such as the Community Development Block Grant (CDBG) and the HOME Investment Partnership (HOME). The Consolidated Plan consists of 5 main components: A description of the lead agency or entity responsible for overseeing the development of the Con Plan and a description of the process undertaken to develop the plan; a housing and homeless needs assessment; a housing market analysis; a Strategic Plan (3 to 5 years in length); and a 1 year Action Plan.

In 2015, the city became a member of the HOME Consortium consisting of Skagit, Whatcom & Island Counties, and includes existing entitlement cities such as Anacortes and Mount Vernon that receives CDBG. Skagit County is the lead in this Consortium and because of that, prepares the first 3 components of the Comprehensive Plan. The other entitlements prepare their own Strategic Plans and 1 year Action Plans to address the needs within their communities. The city is now developing its 2023-2027 Strategic Plan and 2023 Action Plan in conjunction with the overall Consolidated Plan being prepared by Skagit County.

A strategic plan sets forth program goals, specific objectives, annual goals, and benchmarks for measuring progress. This helps local governments and citizens keep track of results and learn what works. These Plans will provide the U.S. Department of Housing and Urban Development (HUD) with information on the intended uses of funds from the Community Development Block Grant (CDBG) program. The 2023 Action Plan will further the goals of the Strategic Plan and is the spending plan for the CDBG funds.

The city allocates the annual funding primarily to public and non-profit entities for projects consistent with HUD's CDBG goals and requirements. The CDBG program requires that each activity funded except for program administration and planning activities meet one of the three national objectives which are:

- Benefit to low- and moderate-income (LMI) persons;

- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency (referred to as urgent need)

The primary objective is the development of viable urban communities by providing decent housing, creating suitable living environments, and expanding economic opportunities. Based on these objectives, the City developed the following goals:

- Increase and preserve affordable housing for both renters and homeowners
- Provide supportive services to help individuals from becoming homeless
- Support efforts to reduce poverty
- Support efforts to connect low income individuals and families with accessible services
- Support efforts to expand economic opportunities for low income citizens.
- Support efforts to expand opportunities for persons with disabilities.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The goals of this plan include increasing and preserving the existing supply of affordable rental housing, funding supportive services to help individuals and families from becoming homeless and supporting efforts to reduce poverty, supporting efforts to connect low income individuals and families with accessible services and support efforts to expand economic opportunities for low income citizens.

The outcomes of these objectives will create a viable community of a diverse population where all can live and work in safe, suitable environments.

3. Evaluation of past performance

See past performance below:

- 2018-2021 - Public Services - homelessness/assist special needs populations - create suitable living environs, reducing poverty – 90 day shelter for families and single women along with supportive services for housing location, job search assist, healthy living training – approximately 726 individuals served during this 4 year period (2022 report is not yet available) – CDBG funding (4 years) - \$58,446.86, benefit for low to moderately low income individuals/families
- 2018 - Preservation – Housing Authority - create suitable living environments/preservation of rental housing – low income rental units rehabilitated - 2 households, 7 individuals total - \$65,000, benefit for low to moderately low income individuals/families
- 2019 Preservation – create suitable living environments/preservation of rental housing – essential appliances provided to 20 unit low income apartment complex -\$41,859, benefit for low to moderately low income individuals/families

- 2019 Removal of Architectural Barriers - create suitable living environments – sidewalk ramp replacements in key locations to provide access to services and entertainment for mobility impaired individuals within our community - \$45,222 replaced 6 ramps and improved intersections along O Avenue.
- 2019 Salvation Army Refrigeration Unit for Food Bank – homelessness/assist low income residents – installation of new refrigeration unit for Salvation Army Food Bank. Existing unit was no longer functioning. Very timely project in that the Covid pandemic hit at the same time and many within the community were suddenly without income and food was scarce. Served approximately 1988 individuals during first year - \$59,971.79 CDBG funds
- 2019/2020 CDBG-CV – Small Business Stabilization Grants – prepare, respond and prevent the spread of Covid – the city created a grant program to help 15 local small businesses retain approximately 75 employees and remain in business during the shutdown caused by the pandemic. \$68,183 in CV funding and utilized another \$100,000 in annual funding to fund this project.
- 2019/2020 CDBG-CV - Community Action Food Bank provides food and supplies to local food banks. The City provided \$8,183 to assist in distribution of food supplies to the Anacortes food banks. It was estimated that this helped increase food supplies to the local food banks by more than 10%.
- 2021 – Preservation – awarded approximately \$106,821 to the Housing Authority for a full roof replacement and the Harbor House 50 unit low income, disabled seniors apartment complex. This project provided suitable living conditions for the residents and helped retain low income housing stock within the community.
- 2022- Benefit to Low to Moderately Low Income Individuals – the City awarded the Anacortes Family Center \$85,444 to develop the early learning childhood center at The Landing, a 21 low income housing complex. The Early Learning facility is expected to serve approximately 50 children each year at minimal costs to the families living in the complex and other families in need this essential service.

In reviewing activities accomplished with its federal funding for the past 5 years, the City of Anacortes advanced its goals of improving conditions, creating better housing resources and opportunities, and assisting human service organizations in providing effective support services to priority low-income and homeless populations. The projects were selected based on consultation with local agencies and in response to the area's countywide Continuum of Care Plan.

4. Summary of citizen participation process and consultation process

In development of the Consolidated Plan/Strategic Plan and Action Plan, the City of Anacortes advertised 2 public hearings, February 6, 2023 and February 27, 2023. The public comment period was open from January 23, 2023 through February 21, 2023. The notices for the public comment period and public hearings were advertised in the Anacortes American. The notice for the 30 day comment period and meetings was published on January 4, 2023 and February 8, 2023. The funding award was announced in March. The allocation to the City of Anacortes for 2023 is \$104,537.

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

5. Summary of public comments

In the development of this plan, City staff participated in meetings with various organizations such as the Housing Affordability & Community Services Committee, the City Council Planning Committee, the Anacortes Community Health Council and the 2022/2023 Housing Action Plan. Overwhelmingly, the input emphasized the need for affordable housing and living wage jobs.

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

The City accepts all comments and input in the development of this Plan. The City provided public notice for every meeting, provided copies of the draft Con Plan/Action Plan on the City website and at City Hall, included links in all notices to the draft on the city website for public viewing. Comments received will be provided during the public hearings and will be included in this document.

The City did not receive any comments on the development of the Plan or the proposed projects.

7. Summary

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

The Process

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

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

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

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

Table 1– Responsible Agencies

Narrative

The Skagit County HOME Consortium is comprised of three counties – Skagit, Island, and Whatcom that contain 20 municipalities. The Consortium has been structured so that all three counties and 19 of the 20 municipalities within these counties are members. Skagit County has been designated as the lead entity and administrator for the Consortium.

The cities of Anacortes and Mount Vernon in Skagit County are participating CDBG entitlement jurisdictions that administer their own CDBG programs. The planning, development, and implementation of the CDBG program in Anacortes has been designated to the Planning, Community & Economic Development Department by the Mayor of Anacortes.

Consolidated Plan Public Contact Information

HOME Consortium Contact Information:

George Kosovich, Public Health Analyst
Manager, Community Services Division
Skagit County Dept. of Public Health & Community Services
700 S. Second Street, Room 301
Mount Vernon, WA 98273
360-416-1547
georgek@co.skagit.wa.us

CDBG City of Anacortes contact:

Joann Stewart
Program Coordinator
Planning, Community & Economic Development
904 6th Street, P.O. Box 547
Anacortes, WA 98221
360-293-1907; joanns@cityofanacortes.org

PR-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

1. Introduction

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

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

The City held 2 public hearings to obtain input from all citizens of the community. The first public hearing was held on February 6, 2023. This meeting opened the planning process for the development of the 2023/2027 Strategic Plan and the 2023 Action. The next meeting was held on February 27, 2023.

The City made inquiries to various organizations and individuals to obtain current information on pressing needs within the communities. In addition, City staff worked with various entities such as the Anacortes Community Health Council (comprised of representatives of churches, private organizations, social service agencies, city departments and community groups who provide support for Anacortes citizens), Skagit County Health Department, Community Action of Skagit County. Input was received from the Anacortes Housing Authority, the Anacortes Community Health Council, the Anacortes Family Center, and the Housing Affordability & Community Services Committee (HACS), as well as information provided during the development of the 2023 Housing Action Plan.

The Anacortes Community Health Council member agencies include:

- Anacortes Adventist Fellowship
- Anacortes Christian Church
- Anacortes Family Center
- Anacortes First Baptist Church
- Anacortes Housing Authority
- Anacortes Library
- Anacortes Lutheran Church
- Anacortes Police Department
- Anacortes School District
- Anacortes Senior Activity Center
- Anacortes United Methodist Church
- Anacortes Boys and Girls Club
- A Simple Gesture, Anacortes
- Celebration Lutheran Church

- Christ Episcopal Church
- Christ the King Community Church
- Community Action of Skagit County
- Didgwalic Wellness Center, Swinomish Indian Tribal Community
- Helping Hands Food Bank
- Island Hospital Chief of Chaplains
- Kiwanis Club of Anacortes
- Molina Healthcare
- Northwest Regional Council, Aging and Disability Resources.
- Pilgrim Congregational Church
- Skagit Connections
- Skagit Domestic Violence and Sexual Assault Services
- Skagit Friendship House
- Skagit Senior Information and Assistance
- Skagit Transit
- St. Vincent de Paul
- The Salvation Army
- Westminster Presbyterian Church/Dinner at the Brick.
- WIC Program

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

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

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

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

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2– Agencies, groups, organizations who participated

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

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in multi-agency meetings, one-on-one consultation with staff, board meetings, participated in various committees in which CASC provided input. Anticipate increased coordination of homeless activities and public services.
3	Agency/Group/Organization	Anacortes Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and board meetings; outcomes include city/HA working collaboratively to locate property to develop more housing units.
4	Agency/Group/Organization	Anacortes Family Center
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and group meetings; working closely with Family Center staff to determine funding, develop transitional housing and locating additional funding options to realize success.

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

The City made extensive outreach efforts through public meetings, one-on-one consultations, and public notices to elicit input from all agencies and service providers that work with individuals and families experiencing hardships due to lower incomes. This City did not refuse any input or consultations with any individuals or agencies.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Skagit County Public Health	The Strategic Plan has adopted the major strategies of the 5-year Homeless Housing Plan.
North/West Basin Concept Plan	Port of Anacortes	Create a better, coordinated strategy for public facilities improvements
2017 Affordable Housing Strategic Plan	City of Anacortes	Creating a coordinated strategy for the development of affordable homes and community services within the community
Skagit County Natural Hazards Mitigation Plan	Skagit County	Creating a coordinated strategy for the community in the event of a natural or manmade disaster
Fiber Optics Installation	City of Anacortes	Narrowing the digital divide - creating opportunities to help low income residents connect to broadband services
2023 Housing Action Plan	City of Anacortes	Develop strategies and implementing actions that promote greater housing diversity, affordability, and access to opportunities for residents of all income levels

Table 3– Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))

The City coordinated efforts with the County, the Port of Anacortes, Washington State Dept. of Commerce, Anacortes Housing Authority, the Anacortes Family Center and Anacortes Community Health Council to share concerns, determine the needs and routes to follow to address the needs.

Narrative

PR-15 Citizen Participation - 91.105, 91.115, 91.200(c) and 91.300(c)

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

In deciding the 2023 program year funding allocations and the development of the 2023-2027 Consolidated/Strategic Plan, the City of Anacortes conducted two public hearings (February 6, 2023 and February 27, 2023) and encouraged public comment in conjunction with the CDBG program. The notices for the public hearings were advertised in the Anacortes American. The notice for the 30 day comment period and meetings was published on January 4, 2023 and February 8, 2023. The public comment period began on January 23, 2023 and ended on February 21, 2023. No comments were submitted on the development of the plan or the proposed projects.

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

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	No comments were submitted on the development of this Plan or the proposed projects	In the development of this plan, City staff participated in meetings with various organizations such as the Anacortes Community Health Council and the Housing Affordability & Community Services (HACS) City Council Committee to obtain much citizen input from the 2023 Housing Action Plan and the HACS meetings. Overwhelmingly, the input from service providers and the citizens was the need for affordable housing and living wage jobs.	No comments were submitted.	

Table 4– Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

The 2021 Census for the City of Anacortes identified 4,972 people over the age of 65 living in Anacortes and 5,694 people between the ages of 62 and 65. With more than 50% of the population over 62, this will have a significant impact on the city. Housing to accommodate the elderly, increases in hospital services, pharmacies, public transportation to assist this population are just some of the services that will need to be increased to assist this population. With the current wait lists on practically every public and elder care housing provider, the needs Anacortes must address will be significant.

According to HUD 2019 estimates, over 50% of Anacortes households were housing cost burdened. Families who pay more than 30% of their income for housing are considered cost burdened and may have difficulty affording other necessities such as food, clothing, transportation, and medical care.

The Anacortes Housing Action Plan provides the city is expected to see demand for an additional 3,019 housing units through 2045, based on a projected annual growth rate of 1.4%. It is expected there will be a demand for 1,451 rental units and 1,561 ownership units. The ownership units will likely target higher income brackets than the rental units. Many units will need to be affordable to households earning under 80% of the Area Median Income (AMI), or \$68,900 for a family of four as of 2022. Currently, the Anacortes Housing Authority and Anacortes Family Center together provide 387 units to households earning under 80% of the AMI, and in some cases to households earning less than 50% of the AMI.[1]

If the PJ will establish a preference for a HOME TBRA activity for persons with a specific category of disabilities (e.g., persons with HIV/AIDS or chronic mental illness), describe their unmet need for housing and services needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2) (ii))

NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Anacortes most pressing public facility needs include a community resource center, boys & girls club/teen center, infant and child care centers for low income families, public showers for homeless. Much community input has presented the need for a centralized community center that can provide multiple services to the community at large. The Boys & Girls Club needs a facility closer to the schools and should be able to accommodate more young people and provide more activities than are able to be offered in the current location. Anacortes teens are sorely lacking a place to go after school that is safe and provides a positive atmosphere to foster learning and develop skills to help them become quality adults. Much community input has been expressed for these essential facilities.

In addition, broadband connectivity became a community priority in 2016 and the City moved forward with implementing broadband connections to the entire community. The City is currently installing fiber cable throughout the city which will be used to serve all businesses and residents at a reasonable rate, including reduced fees for lower income households.

How were these needs determined?

The HACS Committee meets weekly with citizens and community leaders involved in the lives of low income residents. The weekly meetings involve developing strategies to identify obstacles to lower income residents from achieving well balanced lives due to the lack of services and help determine gaps in available resources.

The Anacortes Community Health Council, comprised of representatives of churches, private organizations, social service agencies, city departments and community groups who provide support for low income Anacortes residents, meets monthly to discuss needs within the community. The individuals that form this group provide much input on the needs of the low income individuals and families living within the community.

The Anacortes Family Center is developing an early childhood learning center in their new mixed-use low-income apartment complex. The City provided CDBG funding to help assist in the development of the facility, expected to open in early 2023.

In addition, the Port of Anacortes is working on the North/West Basin Concept Plan as part of their Comprehensive Plan to obtain community input on the needs and desires to develop the marina and core downtown areas. The most predominant needs presented through these processes have been a community center and children/teen activity centers.

The City is currently working with Community Action of Skagit County, a full service provider for low income residents of the county, to support a local service center in Anacortes. Some of the services the

new center will provide low income residents are screening for eligibility and connection to programs and benefits such as Basic Food (SNAP), Homeless Coordinated Entry System, Working Families Tax Credit, care coordination, food and energy assistance.

Describe the jurisdiction's need for Public Improvements:

The HACS committee input, 2023 Housing Action Plan, and the Port of Anacortes's North and West Basin Concept Plan identified the following common elements for the City:

- Street repair throughout the city
- Sidewalk installation and repair
- South Commercial streetscape
- Maritime museum
- Pedestrian connectivity between Cap Sante Marina and downtown
- Boat launches for both non-motorized and motorized boats
- Waterfront events center
- Small boat center
- Increasing walkability throughout city
- Improve vehicular mobility throughout city
- Improved parking throughout city

How were these needs determined?

Through the HACS committee, the development of the 2023 Housing Action Plan, community outreach.

Describe the jurisdiction's need for Public Services:

The City provides the allowed 15% CDBG funding for public services to low income persons and households within the city. These funds are typically provided to an emergency family shelter to provide shelter and counseling to families and single women facing dire situations. The need for public services is growing and the CDBG, while beneficial, does not adequately provide enough support to help all in need.

How were these needs determined?

The needs are determined through stakeholder consultation, citizen participation and public comment.

Based on the needs analysis above, describe the State's needs in Colonias

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

MA-05

Low income housing units within Anacortes include Bayview, 46 units; Bayview Family Housing, 62 units; Harbor House, 49 1 bedroom senior and/or disabled units; Wilson Hotel, 25 studio and 1 bedroom apartments. The Housing Authority (HA) currently has a waitlist of 192 families. Other low income housing include Bayside 39 units; Harborview, 32 units, Anacortes Manor, 35 one bedroom units; and Silverwood, 34 units. Wait list information was not available for these locations. Both the Anacortes Housing Authority and the Anacortes Family Center have added additional low income housing units. The AFC built 22 new units, studio, 1 and 2 bedroom units and will open 21 new units in Spring 2023. The Housing Authority just completed 5 new townhomes, each consisting of 2 bedrooms and 1.5 bathrooms. They will be affordable to families who are at or below 60% of the Area Medium Income. Since 2018, the Housing Authority has added 12 new apartments/townhomes to its inventory.

Condition and Cost of Housing: According to HUD American Community Survey, approximately 455 homes in the area that are owner occupied have severe housing problems, including a lack of complete plumbing facilities. This report includes approximately 570 renter occupied homes lack complete plumbing facilities.[1]

Housing stock available to serve persons with disabilities and other special needs: 134 units for persons with disabilities, special needs and the elderly. Wait lists for every available room range from 6 months to 5 years. This creates an enormous burden on the individuals with disabilities as well as the organizations trying to serve this population.

Condition and needs of public and assisted housing: Many of the public housing units need repair. Most of the units managed by the HA were built in the early 1970's. The City has provided funding in the past to the HA to assist in upgrades in the living units but much work is still necessary.

Brief inventory of facilities, housing, and services that meet the needs of homeless persons: The Anacortes Community Health Council (ACHC), comprised of numerous member agencies, has developed an emergency support system within the community to accommodate families and individuals in dire need, particularly homeless families and individuals. The ACHC provides immediate vouchers for overnight stays in hotels within the City as does the Salvation Army. The Anacortes Family Center (AFC) serves homeless women and families. The AFC provides safe transitional housing along with job readiness skills to help establish a stabilized positive lifestyle for those in risk of becoming/remaining

homeless. There are 7 facilities that provide lunch & dinner services & food distribution within Anacortes.

MA-05 Part 2

Regulatory barriers to affordable housing: Zoning regulations within the City may be changed to allow more housing density including multi-family buildings in areas that currently do not allow such construction. The City is working on the development regulations and much discussion has centered on how to accommodate lower income households. The consensus is to change some of the zoning regulations to allow more density.

Significant characteristics of economy: The American Community Survey 2021 estimated 14,729 people over 16 years of age with 7,924 in the labor force. This amounts to approx 54% which is lower than the state and national average and is reflective of the large retiree population in Anacortes.

The top occupations according to the 2021 American Community Survey: Educational services, health care and social assistance (23.5%); Professional, Scientific, and Management, and Administrative and Waste Management Services (12.4%), and retail trade (11.1%)The highest wages are reported for management, construction, and production.

The top 4 industries employing residents: educational services, health care & social assistance, arts entertainment, recreation & accommodation, food services & manufacturing & retail trade.

MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f)

Introduction

Anacortes: The City of Anacortes, through the CDBG and other citywide programs, invests in low-income communities to help ensure equitable opportunities for good health, happiness, safety, self-reliance and connection with the entire community. Our investments in new developments are designed to create diverse economic opportunities, promote affordable housing, provide accessible connectivity with amenities and services and promote a healthy lifestyle. These opportunities provide lower income residents sustainability within the community.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	113	111	1	2	1
Arts, Entertainment, Accommodations	815	816	10	12	2
Construction	500	418	6	6	0
Education and Health Care Services	2,057	1,723	25	24	-1
Finance, Insurance, and Real Estate	356	296	4	4	0
Information	102	83	1	1	0
Manufacturing	1,018	851	12	12	0
Other Services	458	380	6	5	-1
Professional, Scientific, Management Services	886	743	11	10	-1
Public Administration	467	387	6	5	-1
Retail Trade	793	663	10	9	-1
Transportation and Warehousing	551	464	7	7	0
Wholesale Trade	187	155	2	2	0
Total	8,303	7,090	--	--	--

Table 5 - Business Activity

Data Source Comments:

Labor Force

Total Population in the Civilian Labor Force	6,383
Civilian Employed Population 16 years and over	7,090
Unemployment Rate	3.40
Unemployment Rate for Ages 16-24	20.21
Unemployment Rate for Ages 25-65	4.11

Table 6 - Labor Force

Data Source Comments:

Occupations by Sector		Number of People
Management, business and financial	2,886	
Farming, fisheries and forestry occupations	111	
Service	380	
Sales and office	1,305	
Construction, extraction, maintenance and repair	418	
Production, transportation and material moving	1,002	

Table 7 – Occupations by Sector

Alternate Data Source Name:

https://data.census.gov/profile/Anacortes_city,_Wa

Data Source Comments:

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	4,715	73%
30-59 Minutes	1,250	19%
60 or More Minutes	465	7%
Total	6,430	100%

Table 8 - Travel Time

Data Source: 2013-2017 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1,552	120	1,020
High school graduate (includes equivalency)	6,604	330	3,277
Some college or Associate's degree	11,256	937	4,370
Bachelor's degree or higher	9,211	428	3,497

Table 9 - Educational Attainment by Employment Status

Data Source Comments:

Educational Attainment by Age

	Age				
	18-24 yrs	25-34 yrs	35-44 yrs	45-65 yrs	65+ yrs
Less than 9th grade	8	16	30	35	60
9th to 12th grade, no diploma	110	95	60	150	165
High school graduate, GED, or alternative	435	380	425	955	875
Some college, no degree	250	440	405	1,220	1,125

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Associate's degree	55	155	145	520	255
Bachelor's degree	60	540	460	1,040	1,000
Graduate or professional degree	8	150	285	710	720

Table 10 - Educational Attainment by Age

Data Source: 2013-2017 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	26,980
High school graduate (includes equivalency)	31,745
Some college or Associate's degree	35,045
Bachelor's degree	54,270
Graduate or professional degree	66,695

Table 11 – Median Earnings in the Past 12 Months

Data Source: 2013-2017 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The major employment sectors within Anacortes are manufacturing with 21% of the jobs, arts, entertainment and accommodations with 17% of the jobs, and education/health care services and retail trade both with 14% of the jobs.

Describe the workforce and infrastructure needs of the business community:

The American Community Survey 2011-15 estimates there are 13,504 people over 16 years of age with 6,049 of those in the labor force. Approximately 2,000 residents work in Anacortes while approximately 4,173 residents have jobs outside of town. Approximately 3,935 workers commute into Anacortes from elsewhere for work every day.

Infrastructure needs of the business community include creating better connections between the locations where people come into the City to the businesses located throughout the City. This would include pedestrian connectivity between the marina and downtown, increasing walkability throughout the city, improving vehicular mobility throughout the city and improving parking throughout the city.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

The loss of many businesses and jobs during the Covid pandemic had a huge impact on Anacortes as it did in many areas of the United States. Many businesses were lost during that time. Economic development and sustainability are a major focus in our community and the City is working on ways to accommodate future and current businesses to encourage growth and provide living wage jobs.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

The Workforce Council identifies 22% of the jobs in the region may require a high school diploma or GED certificate; 34% of the jobs require a high school diploma and some vocational training or job-related course work; 29% of the jobs require training in vocational schools, related on-the-job experience, or an associate's degree; 11% of the jobs require a four-year bachelor's degree; and 5% of the jobs a require a bachelor's degree but may require graduate work.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Skagit Valley College's (SVC) Strategic Plan includes aligning educational programs with regional and state workforce and economic development strategies.

Skagit offers 37 two-year degree programs and 38 certificate programs which includes the regional marine industry with two-year degrees in Marine Electrical and Marine Mechanical Technician fields offered at the Anacortes Marine Technology Center. Other emphasis areas included Health Science, Human Services and Public Resources, and Business clusters. The college offers a Bachelor of Applied Science in Environmental Conservation and Applied Management. SVC continues to expand nursing and allied health, welding, and manufacturing, composites and marine technology programs. SVC partners with area school districts through the Northwest Career and Technical Academy and

hosts the Northwest Center of Excellence for Marine Manufacturing and Technology in Anacortes. The college has invested in making education possible for students less prepared for college-level work by using the highly successful I-BEST instructional programs to support students in 8 professional/technical programs. This program quickly teaches students literacy, work, and college-readiness skills so they can move through school and into living wage jobs faster.

Apprentice training: Training for apprentices is offered at Skagit Valley College. Examples of courses offered include: apprentice painter, workshop, carpentry, communications, and electrician programs.

One Stop Service Delivery System (WorkSource): The region's one-stop career development system (WorkSource Northwest) is a trusted source of employment and training services with locations in each county.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

The Economic Development Alliance of Skagit County (EDASC), in which Anacortes is a partner, maintains the Skagit County Economic Development Strategy Plan (CEDS).

Discussion

The various improvements to the City with development of more usable properties (Port plans and the MJB property expansion), as well as allowing changes within the zoning, creating more businesses and expansion which will add to job growth.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

Census tracts 9405001, 9406001 and 940700 include the largest portion of low to moderately low income families (43.48%, 50.85%, & 40.8% respectively). This is a concentration of homes that are located north of the Highway 20 Spur, the main motorized route into and out of Anacortes and the industrial waterfront and the east side of the downtown core area that is surrounded by industrial businesses. Many of the homes are older, with approximately 20% built prior to 1949 and over 75% built prior to 1980. Approximately 45% of the homes in these census tracts have 1 of 4 housing unit problem.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

Within the City of Anacortes are pockets of low income residences but most are concentrated in Census Tracts 940500, 940600, 940700 with an average of approximately 45% LMI households.

What are the characteristics of the market in these areas/neighborhoods?

In these Census Tracts, there are approximately 45% of households with a cost burden greater than 30%, approximately 18% with a severe cost burden greater than 50% and approximately 41% with 1 of 4 housing problems. Renter occupied housing amounts to approximately 60% of the households while owner occupied homes is approximately 40%.

In regard to resiliency, these tracts are not in areas more prone to damage from natural or manmade disasters than any other area of the city. The city is included in the Skagit County 2020 Multi-Jurisdictional Hazard Mitigation Plan. City personnel participate in emergency preparation planning on a routine basis. The city also has a squad of volunteers that will perform door to door outreach in the event of a disaster to assist those in need with evacuations or provide service to help the residents stay safe.

Are there any community assets in these areas/neighborhoods?

Low income housing is available in this neighborhood which provides some relief for the low income families. There are approximately 387 low income family units within the city and the major concentration of those are located in the Census Tract 940600. Unfortunately there is a multi-year waiting list for most of these units.

Census Tract 940600 also includes industrial, marine related businesses and commercial businesses with the potential for more commercial development. A major focus in the 2016 Comprehensive Plan was to develop more living wage jobs and businesses within this tract, as well as housing opportunities.

Strategies continue to help develop more opportunities for housing at all levels of income within the community.

Are there other strategic opportunities in any of these areas?

The Port of Anacortes North & West Basin Redevelopment plan promotes redevelopment of this area for community and economic benefit, the development of the waterfront by the MJB Properties will develop more housing and economic benefits to these areas as well as provide better connectivity for residents through the downtown core areas of businesses and housing.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

Spanning the digital divide in Anacortes is a priority. The City recently created the Access fiber internet service to improve the reliability and speed of internet services. Greater accessibility and faster speeds translated into improved business performance which can lead to creation of jobs, innovative business solutions and business expansion. The City is offering this service at a reduced rate to lower income families to help those families in their every day lives - economically, with education and with social support opportunities.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

The most obvious need for increased competition by having more than one broadband internet services is cost. More than one provider helps keep costs lower. Better service is typically provided when more than one service provider is available and better service areas exist with different provider. One provider may not be able to fully serve a particular area but another provider may.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

It is expected the impact from climate change on drought will be significant. In 2020, Skagit County and local jurisdictions prepared the 2020 Multi-Jurisdiction Hazard Mitigation Plan. The findings demonstrate increased temperature rise will exacerbate drought throughout the region and will have significant impact on the environment. Wildfires, lack of water for control and prevention of fires, water for crops and livestock and the reduction in jobs in those industries affected by lack of water resources, drinking water will create challenges and risks, to the population of Anacortes and the County. *Skagit County Hazard Mitigation Base Plan 2020*, www.skagitcounty.net/EmergencyManagement/Documents/2020HazMitPlan

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

Fires are the greatest risk to the vulnerable populations located in Anacortes, and anticipated higher temperatures would increase vulnerability to heat related illness and potential loss of life, especially for the very young and elderly populations.

See <https://www.skagitcounty.net/Departments/emergencymanagement/main.htm>

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The 2023-2027 Consolidated Plan provides an analysis of community needs and establishes priority objectives and long-range strategies to guide the allocation of housing and community development resources. The Plan is a collaborative process between the community's primary stakeholders and agencies to establish a unified vision for community development actions. The plan proposes strategies to implement the U.S. Department of Housing & Urban Development national objectives and the priorities to the City of Anacortes over the next three years, utilizing the grant resources provided through the Community Development Block Grant (CDBG) Program. The specific level of funding available and the uses of the funds are outlined in Annual Action Plans submitted to HUD each year. The following are specific objectives of HUD for the respective Programs:

Provide Decent Housing – assist homeless persons obtain affordable housing; assist persons at risk of becoming homeless; retain the affordable housing stock; increase the availability of affordable permanent housing, particularly to members of disadvantaged minorities; increase the supply of supportive housing; and provide affordable housing that is accessible to job opportunities.

Provide Suitable Living Environment – improve safety and livability of neighborhoods; eliminate blighting influences & the deterioration of property and facilities; increase access to quality public and private facilities and services; reduce the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods; restore and preserve properties of special historic, architectural, or aesthetic value; and conserve energy resources and use of renewable energy resources.

Expand Economic Opportunities – job creation & retention; establishment, stabilization and expansion of small businesses (including micro-businesses); the provision of public services concerned with employment; the provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan; availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices; access to capital and credit for development activities that promote the long-term economic and social viability of the community; and empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

Mission: In a spirit of cooperation, the City of Anacortes Block Grant Program works with low income housing providers and supportive services for individuals and families to provide safe & healthy housing and self-reliant living. We support agencies, nonprofits, and individuals to identify, address and fund long term solutions and projects that reduce homelessness, advance the availability of truly affordable

housing, and increase the social and economic vitality of neighborhoods and the individual. We work with all members of the community to make Anacortes socially, economically, and physically healthy by providing collaborative planning processes and responsive development services to achieve our community's desired future.

SP-10 Geographic Priorities - 91.415, 91.215(a)(1)

Geographic Area

Table 12 - Geographic Priority Areas

1	Area Name:	Tracts 940600 & 940500
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	Bounded on the east and north by Fidalgo Bay, Highway 20 on the south, a main arterial for freight and business access on the west side, and through the central business district on the northeast section.
	Include specific housing and commercial characteristics of this target area.	These tracts are located adjacent to and contain commerce, employment, recreation, and have great potential to draw more visitors due to the waterfront and plans for redevelopment. These neighborhoods are also home to several special needs and low-income housing.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	These tracts, in conjunction with the downtown business area and the industrial/manufacturing areas and located on the waterfront, have been a priority area for community and economic development. This was reinforced during multiple consultations with stakeholders throughout the planning process.
	Identify the needs in this target area.	This area has a high concentration of LMI households. Many homes were built prior to 1980 and deterioration may cause the loss of lower income homes, less housing creates a higher rate of housing costs. It is estimated that more than 45% of the people living in these tracts are 30% or more cost burdened.
	What are the opportunities for improvement in this target area?	The Comprehensive Plan and the 2023 Housing Action Plan present many strategic opportunities that are being considered, including updating infrastructure for better access to services.

Are there barriers to improvement in this target area?	Barriers include the industrial/commercial operations and close proximity to the waterfront and adequate funding. Property costs are exceedingly high in this jurisdiction. According to Redfin, 2022 showed the average sale price of a home in Anacortes was \$729,000 while the average home sale price for the US was \$388,000 (https://www.redfin.com/us-housing-market).
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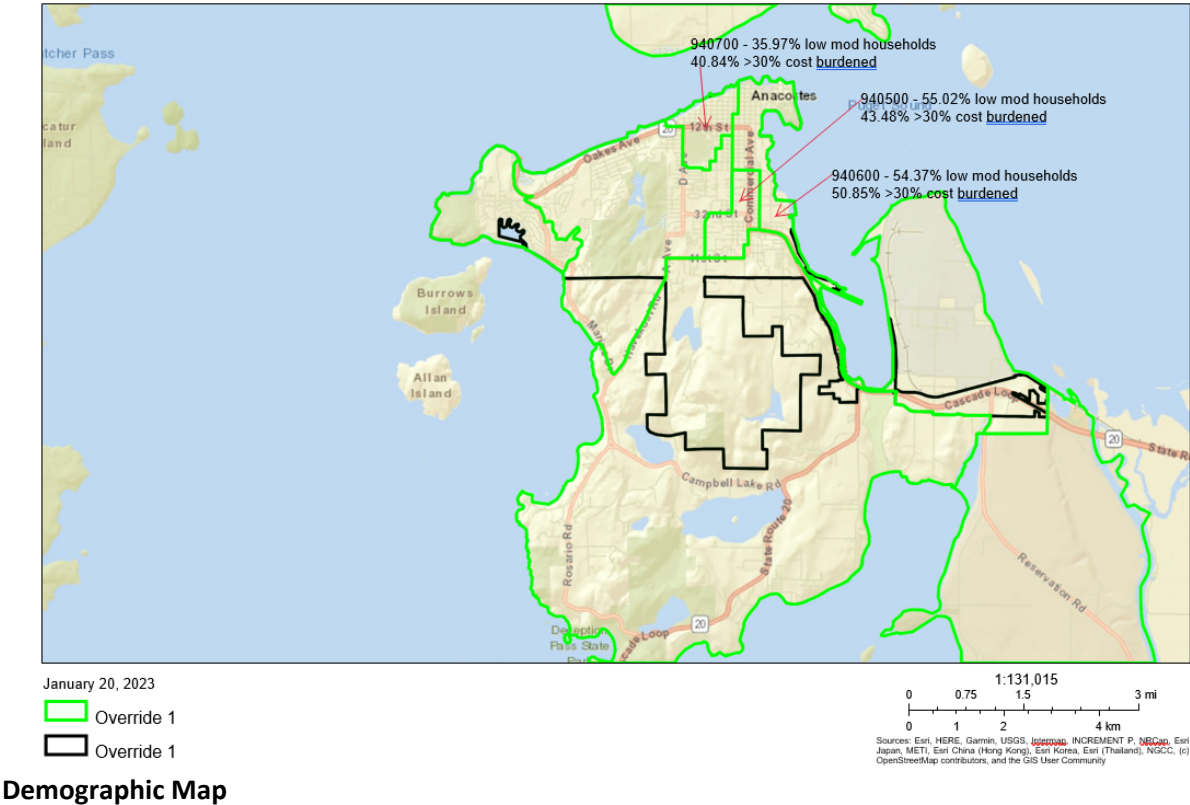
General Allocation Priorities

Describe the basis for allocating investments geographically within the state

While Anacortes has two census tracts (940500 and 940600) with the highest concentration of persons living below the poverty level, there are low income households interspersed throughout the City. The City establishes priorities for allocating resources and long-range strategies following a careful assessment of the needs and demographics of the community. A clear priority identified in the analysis is a response to the needs of low to moderately low income families and individuals within the City for safe and affordable housing and basic services such as medical, dental, child care and home energy assistance. Families and individuals in crisis situations need significant services and housing to be able to reach self-sufficiency. Included in this population are the homeless and others with special needs who are generally either priced out of housing or are unable to maintain stable housing. Improving conditions, creating new housing resources and opportunities, and reducing housing costs to affordable levels represent major means of responding to the needs of the targeted population. The strategies and objectives listed in the Strategic Plan reflect these priorities and outline activities designed to alleviate these needs.

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

CPD Maps - Consolidated Plan and Continuum of Care Planning Tool



SP-25 Priority Needs - 91.415, 91.215(a)(2)

Priority Needs

Table 13 – Priority Needs Summary

1	Priority Need Name	Homelessness/Assist Special Needs population
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Victims of Domestic Violence
	Geographic Areas Affected	Tracts 940600 & 940500
	Associated Goals	Homeless/Assist Special Needs Populations
	Description	Skagit County's 5 year Homeless Housing Plan was developed in 2019. The City adopts, by reference, Skagit County's Homeless Housing Plan, including its goals and strategies. Public services are needed to help individuals and families with special needs obtain help with basic needs, food, housing, employment, health, and other important services.

	Basis for Relative Priority	Preventing homelessness and assisting those that are homeless is a high priority within the community. Providing a safe and secure shelter to those in risk of becoming homeless and helping those to the path of permanent housing and employment is a priority goal for the City.
2	Priority Need Name	Housing Authority - Rehabilitation
	Priority Level	High
	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Individuals Families with Children Elderly Persons with Physical Disabilities Persons with Developmental Disabilities
	Geographic Areas Affected	Tracts 940600 & 940500
	Associated Goals	Preservation - Public Housing
	Description	The cost of rental and homeowner housing is beyond the reach of many Anacortes households who are homeless or struggling with a severe housing cost burden, putting their future tenancy at risk. The City anticipates supporting the Anacortes Housing Authority to help increase the number of affordable housing units. With the development of the Affordable Housing Strategic Plan, the City will work to implement development regulations to encourage the development/retention of affordable housing for both rental and homeownership opportunities. Preservation strategies are needed to maintain the stock of existing affordable housing resources. Anacortes is working with the Anacortes Housing Authority to rehabilitate housing units to maintain the existing stock of low income housing.

Basis for Relative Priority	Providing affordable homes for individuals and families in the community in which they work allows families to save money, keeps families close and provides for a greater dynamic in the community family.
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Narrative (Optional)

The level of need in a community is always greater than the limited resources available to help meet those needs. In earlier sections of the Consolidated Plan, information has been presented that helps compare the types and levels of need within our community to support setting priorities, goals and strategies.

The City uses these priorities and goals to form the basis for determining what types of housing and community development programs will be funded over the next five years. The City has identified the following general priorities (not in order) amongst different activities and needs.

SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c)(1,2)

Introduction

The city receives CDBG funding annually. In 2023, the city received approximately \$105,000 from CDBG. The city is also a member of the HOME Consortium that consists of Skagit County as the lead agency, Mount Vernon, Anacortes, Whatcom County and Island County. The HOME program receives approximately \$600,000 annually.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	104,537	0	051,468.58	104,537 156,005.58	0	Funds used for rehabilitation, public services

Table 14 - Anticipated Resources

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

The City of Anacortes, other local Skagit County jurisdictions and stakeholder organizations participated in the development of a county-wide housing affordability strategy that anticipates using local resources, including CDBG, to leverage significant additional local and nonlocal resources to meet the affordable housing needs of county residents, including those who live in Anacortes. That strategy includes participating in the multi-county HOME Investment Partnership Consortium.

Federal funds the City receives through the Community Development Block Grant (CDBG) are used to leverage other federal, state, local and private resources to meet housing and community development needs. While matching funds are not currently required for the City's CDBG program, the City anticipates that most major projects will be funded primarily through non-CDBG resources.

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

The City has identified core areas where infrastructure improvements are needed to allow easy access for all individuals and in particular, disabled residents and visitors. The work between City residents, the Port of Anacortes and the City on the North, West Basin Concept Plan, the 2023 Housing Action Plan, and the 2017 Affordable Housing Strategic Plan has identified areas throughout the core downtown that are being proposed for development of a central hub that will include residential development, retail, public services, restaurant, grocery and entertainment establishments that will be easily and safely accessible. The city also has property available that could be used as a bartering tool to aid in the development of affordable housing. The city is considering all possibilities to aid in the prevention of homelessness and create better living conditions for those in need.

Discussion

Through the development of the strategic plans developed by the City and other entities, a unique vision is coming together to create a cohesive, well-laid out community with affordable housing and pedestrian mobility key factors in determining the paths to the central hub as described above. Zoning regulations are being reviewed for changes that will allow greater density, multi-family mixed use development, and greater mobility which will help create more affordable living space within the central hub of downtown.

SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
Anacortes Housing Authority	Government	Public Housing	Jurisdiction
Community Action of Skagit County	Non-profit organizations	Homelessness Non-homeless special needs public services	Region
Anacortes Family Center	Subrecipient	Homelessness	Jurisdiction
Anacortes Community Health Council	Non-profit organizations	Homelessness Non-homeless special needs Planning neighborhood improvements public services	Jurisdiction
SKAGIT COUNTY	Government	Homelessness Public Housing neighborhood improvements public facilities public services	Region
City of Anacortes	Government	Economic Development Non-homeless special needs Planning neighborhood improvements public facilities public services	Jurisdiction

Table 15 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The City of Anacortes works with various public, private and non-profit agencies to carry out its consolidated plan. This includes Skagit County, Community Action of Skagit County, a major provider of

public services located in Mount Vernon, Washington (soon to have a location within Anacortes), the Anacortes Housing Authority, City staff, the Anacortes Community Health Council and the Anacortes Family Center. This is a collaborative process to provide housing and community development opportunities within the City.

The strength of the delivery system is based on the number of agencies and individuals willing and able to assist those in need. The gaps in delivering those services occur because of the volume of assistance requested an extreme lack of funding to accommodate those in need.

Unfortunately, despite the wide range of programs available, the services offered throughout the City are often insufficient in comparison to the need. Gaps in the housing and supportive services system in Anacortes can be seen in large part as a function of low paying jobs and historically fluctuating vacancy rates combined with accelerating housing costs and a growing population. Very-low, low-income and even moderate-income people are being priced out of the housing market. At the same time, they and special needs populations are competing for the same supply of affordable housing, which grows in cost as the demand increases.

Public service providers within Anacortes are few, with the majority of services being offered in the Mount Vernon/Burlington areas, approximately 20 miles away from Anacortes. Bus service is available but is not always feasible due to length of time it takes to make connections along the bus routes.

The City of Anacortes is partnering with the Community Action of Skagit County to open a service facility here in Anacortes. This facility will provide an array of public services to low to very low income individuals and families that would have to travel the 20 miles to Mount Vernon to access. When the facility is open, expected opening mid-March 2023, this population will have direct access to many of the services which will lessen the burden for this population.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement	X	X	
Mobile Clinics	X	X	
Other Street Outreach Services	X	X	

Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X	X	
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	X
HIV/AIDS	X		X
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X	X	
Other			
	X	X	

Table 16 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The community uses outreach services as the primary tool to engage people who are chronically homeless and unaccompanied youth. People who are chronically homeless are connected to permanent supportive housing; families with children to rapid rehousing; and unaccompanied youth to rapid rehousing and transitional housing. Outreach workers, assessment staff, and case managers all work with these populations to ensure that they are accessing mainstream services.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The main strength of the service delivery system is that it covers all the sub populations and types of services that are necessary to prevent and end homelessness. However, the main weakness is that there is not a sufficient amount of each type of service to meet the needs.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The strength of the delivery system is based on the number of agencies and individuals willing and able to assist those in need. The gaps in delivering those services occur because of the volume of assistance requested and the lack of funding to accommodate those in need. The Anacortes Community Health Council, which the City is a participating member, provides access to a network of service providers to quickly facilitate access to available services. This community service greatly increases the success of

providing those in need with the required services and helps to reduce the gaps to address priority needs.

SP-45 Goals - 91.415, 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeless/Assist Special Needs Populations	2023	2024	Homeless	Tracts 940600 & 940500	Homelessness/Assist Special Needs population	CDBG: \$15,680	Public service activities other than Low/Moderate Income Housing Benefit: 190 Persons Assisted
2	Preservation - Public Housing	2023	2024	Public Housing	Tracts 940600 & 940500	Housing Authority - Rehabilitation	CDBG: \$88,857	Rental units rehabilitated: 14 Household Housing Unit

Table 17 – Goals Summary

Goal Descriptions

1	Goal Name	Homeless/Assist Special Needs Populations
	Goal Description	Public Services - Homelessness/Assist special needs population
2	Goal Name	Preservation - Public Housing
	Goal Description	Rehabilitation of public housing

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

The City estimates that through Anacortes Family Center development of the transitional housing for low income individuals and families and the rehabilitation to preserve existing housing stock, approximately 300 low, low mod and moderate income households within the City will be provided with, or be able to remain in, affordable housing during the 5 years of this plan. The City expects to work with other entities to create

more affordable housing through zoning changes to increase single family zones to multi-family zones and make available incentives such as density bonuses to builders/developers.

SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

About one quarter (26%) of all pre-1980 Anacortes housing units were built before 1940, meaning they are at high risk of LBP hazards. There is not a significant difference between the age of owner-occupied and renter-occupied units.

How are the actions listed above integrated into housing policies and procedures?

The City will work with the Housing Authority and other service providers to educate families and individuals on the significant risks to people, especially children, living in homes contaminated with lead.

SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

Reducing the number of poverty level families will require a combination of short-term interventions and long-term strategies, implemented by a cohesive network of community partners. Anacortes has a growing number of low income residents with many elderly who rely primarily on Social Security for support. One goal of the City of Anacortes has been to implement the Housing Affordability & Community Services City Council Committee to identify and address the issues that keep families living in poverty within our community. The City is working on development regulations to coordinate the goals of the 2023 Housing Action Plan, 2017 Affordable Housing Strategic Plan and 2016 Comprehensive Plan for implementation. Some of the regulations currently being proposed include incentives for development of inclusionary zoning to create affordable living spaces either within a development or in another site, bonus density to increase floor space for reduced costs if affordable living spaces are developed as part of the project.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

City staff work together to meet the goals of this plan as well as the goals developed in the 2023 Housing Action Plan, the 2017 Affordable Housing Strategic Plan, and the 2016 Comprehensive Plan. The needs of the low income community that were determined through the public process of developing the these plans are incorporated into this document and if feasible, are addressed with the CDBG funding the City receives. The CDBG public services funding is allocated to the Anacortes Family Center which provides temporary housing for families and single women and also provides job search assistance, assistance with housing locations, and other support services as needed. This project helps families and individuals facing homelessness and assists in getting them back to safe and stable lives. The City will allocated funding to the Anacortes Housing Authority to rehabilitate existing low income housing to provide safe and reliable housing for the residents. As with all of the listed goals, programs and policies in this Plan, the City continues to coordinate with all jurisdictional, regional and statewide organizations and agencies through a regular communication process.

SP-80 Monitoring - 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City's CDBG program is audited by HUD and the State under the Single Audit Act on an as need basis based on risk assessments. This audit verifies that the City meets all statutory requirements and that information reported is correct and complete.

The City's Planning, Community & Economic Development Department is responsible for monitoring CDBG program sub-recipients. City staff monitors sub-recipients as needed to ensure all regulatory requirements are met and that the information reported is complete and accurate. The City has adopted subrecipient monitoring standards and procedures as described in Managing CDBG: A Guidebook for Grantees on Subrecipient Oversight.

Sub-recipients are monitored semi-annually from written reports submitted by the sub-recipient to the City. Monitoring of the CDBG program is consistent with program regulations. Monitoring consists of both desk and on-site reviews.

The City also conducts monitoring of its CDBG activities. CDBG monitoring depends on the activity. Construction or acquisition projects will be monitored as they progress in order to ensure compliance with specific federal requirements, including Davis-Bacon, Section 3, NEPA, and Uniform Relocation and Acquisition requirements.

Expected Resources

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

Introduction

The city receives CDBG funding annually. In 2023, the city received approximately \$105,000 from CDBG. The city is also a member of the HOME Consortium that consists of Skagit County as the lead agency, Mount Vernon, Anacortes, Whatcom County and Island County. The HOME program receives approximately \$600,000 annually.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	104,537	0	0	104,537	0	Funds used for rehabilitation, public services

Table 18 - Expected Resources – Priority Table

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

matching requirements will be satisfied

The City of Anacortes, other local Skagit County jurisdictions and stakeholder organizations participated in the development of a county-wide housing affordability strategy that anticipates using local resources, including CDBG, to leverage significant additional local and nonlocal resources to meet the affordable housing needs of county residents, including those who live in Anacortes. That strategy includes participating in the multi-county HOME Investment Partnership Consortium.

Federal funds the City receives through the Community Development Block Grant (CDBG) are used to leverage other federal, state, local and private resources to meet housing and community development needs. While matching funds are not currently required for the City's CDBG program, the City anticipates that most major projects will be funded primarily through non-CDBG resources.

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

The City has identified core areas where infrastructure improvements are needed to allow easy access for all individuals and in particular, disabled residents and visitors. The work between City residents, the Port of Anacortes and the City on the North, West Basin Concept Plan, the 2023 Housing Action Plan, and the 2017 Affordable Housing Strategic Plan has identified areas throughout the core downtown that are being proposed for development of a central hub that will include residential development, retail, public services, restaurant, grocery and entertainment establishments that will be easily and safely accessible. The city also has property available that could be used as a bartering tool to aid in the development of affordable housing. The city is considering all possibilities to aid in the prevention of homelessness and create better living conditions for those in need.

Discussion

Through the development of the strategic plans developed by the City and other entities, a unique vision is coming together to create a cohesive, well-laid out community with affordable housing and pedestrian mobility key factors in determining the paths to the central hub as described above. Zoning regulations are being reviewed for changes that will allow greater density, multi-family mixed use development, and greater mobility which will help create more affordable living space within the central hub of downtown.

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeless/Assist Special Needs Populations	2023	2024	Homeless	Tracts 940600 & 940500	Homelessness/Assist Special Needs population	CDBG: \$15,680	Public service activities other than Low/Moderate Income Housing Benefit: 190 Persons Assisted
2	Preservation - Public Housing	2023	2024	Public Housing	Tracts 940600 & 940500	Housing Authority - Rehabilitation	CDBG: \$88,857	Rental units rehabilitated: 14 Household Housing Unit

Table 19 – Goals Summary

Goal Descriptions

1	Goal Name	Homeless/Assist Special Needs Populations
	Goal Description	Public service activities other than low/mod income housing benefit. approx 190 individuals assisted annually.
2	Goal Name	Preservation - Public Housing
	Goal Description	14 unit (2 buildings) rehabilitation - reroof project

AP-35 Projects - 91.420, 91.220(d)

Introduction

The projects chosen are based on HUD criteria that the activity meet at least one of the national objectives (benefit to low and moderately low income persons, aid in the prevention or elimination of slums or blight, and meet a need having a particular urgency) and they meet the criteria established in the City's Strategic Plan. The City determined that the public services funding be provided to the Anacortes Family Shelter as the Center meets a need of particular urgency by assisting families and women who would otherwise end up living on the streets without this service.

#	Project Name
1	Anacortes Family Center Public Services
2	Anacortes Housing Authority Reroof Project

Table 20 – Project Information

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

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

Improving conditions, creating new housing resources and opportunities, retaining jobs, and reducing housing costs to affordable levels represent major means of responding to the needs of the targeted population. The strategies and objectives outlined in the 2023-2027 Strategic Plan reflect these priorities and outline activities designed to alleviate these needs.

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

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

AP-38 Project Summary

Project Summary Information

1	Project Name	Anacortes Family Center Public Services
	Target Area	Tracts 940600 & 940500
	Goals Supported	Homeless/Assist Special Needs Populations
	Needs Addressed	Homelessness/Assist Special Needs population
	Funding	CDBG: \$15,680
	Description	Anacortes Family Center - public services to provide temporary shelter (60-90 days) to single women and families with children with support to find permanent housing, work and safe, stable living environment
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
2	Planned Activities	The Center provides housing for 60-90 days and intensive case management and life skills education to assist the household with gaining the skills and resources needed to become fully self-sufficient. In 2021, the Center provided successful transition to stable living/working environments to approximately 76% of their clients, which amounted to approximately 122 individuals.
	Project Name	Anacortes Housing Authority Reroof Project
	Target Area	Tracts 940600 & 940500
	Goals Supported	Preservation - Public Housing

Needs Addressed	Housing Authority - Rehabilitation
Funding	CDBG: \$88,857
Description	Reroof of 14 unit public housing facility complex. Complex consists of 2 separate, adjacent units that house approximately 39 low income individuals
Target Date	
Estimate the number and type of families that will benefit from the proposed activities	
Location Description	
Planned Activities	Tear off of existing roof materials and replace with new roofing materials, including gutters and downspouts.

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

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

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

The current population of Anacortes is approximately 17,437 citizens (US 2021 Census). Anacortes has two areas with a concentration of moderately low to low income households, Census Tracts 940600 (50.85% LMI households) and 940500 (43.48% LMI households). The overall low, to moderately low, income households in Anacortes is approximately 39%.

While Anacortes has two census tracts (940600 & 940500) with the highest concentration of individuals living below the poverty level, there are smaller concentrations of low income households interspersed throughout the City. The City establishes priorities for allocating resources and long-range strategies following a careful assessment of the needs and demographics of the community. A clear priority identified in the analysis is a response to the needs of low to moderately low income families and individuals within the City for safe and affordable housing and basic services such as medical, dental and home energy assistance. Families and individuals in crisis situations need significant services and housing to be able to reach self-sufficiency. Included in this population are the homeless and others with special needs who are generally either priced out of housing or are unable to maintain stable housing.

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

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

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

Geographic Distribution

Target Area	Percentage of Funds
Tracts 940600 & 940500	100

Table 21 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Census Tracts 940600 and 940500 contain the highest concentration of low, to moderately low households.

Discussion

This is where a majority of the public housing complexes are located. The Housing Authority public housing and the Anacortes Family Center are located in these tracts. Also, many of the residents in these tracts are older and have been living in their homes for many, many years. Such families are low to moderately low income residents who do not necessarily have the funds to maintain an older home nor the ability to move to another location. It is vitally important to provide support to all of these residents in need to allow the aging residents to remain safely in their own homes and support those families struggling to reach self-sufficiency.

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

Introduction

Because the City of Anacortes's annual CDBG grant is minimal, it is difficult to use CDBG for many other purposes than those already identified. However, the City does intend to invest other resources and effort toward the following actions:

Actions planned to address obstacles to meeting underserved needs

The City will continue outreach to various community sectors to inform lenders, property managers, and the public about Fair Housing laws. The City includes many fair housing resources on the CDBG website for public access. The City recently completed the work on the 2023 Housing Action Plan which is intended to define strategies and implementing actions that promote greater housing diversity, affordability, and access to opportunity for residents of all income levels.

The purpose of this effort is to identify ways to encourage construction and preservation of both affordable and market-rate housing in a greater variety of types, densities, and cost levels. The priorities for the HAP were informed by a housing needs assessment, public engagement, discussion with the City Council and Planning Commission, and City staff.

Actions planned to foster and maintain affordable housing

The City will work in partnership with the Anacortes Housing Authority to secure the resources necessary to rehabilitate the various complexes, an important low-income housing resource in Anacortes. The City will also work with the Housing Authority to promote development of more complexes to accommodate the growing wait list for affordable housing.

The 2023 Housing Action Plan is intended to inform updates to the Anacortes Comprehensive Plan (most notably the Land Use and Housing elements) and guide implementation strategies such as development regulations, housing programs, and infrastructure spending priorities that will foster and maintain affordable housing.

Actions planned to reduce lead-based paint hazards

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

Actions planned to reduce the number of poverty-level families

The Public Services funding to the Anacortes Family Center provides intensive case management and life skills education to assist the household with gaining the skills and resources needed to become fully self-sufficient. The City is working on strategies developed in the 2023 Housing Action Plan, the 2017

Affordable Housing Strategic Plan and the 2016 Comprehensive Plan to reduce the number of poverty-level families. The consensus from the community in the development of the 2023 Housing Action Plan is that we need more housing options for those in lower income brackets. The City will work to make zoning changes and create building incentives to encourage the development of more affordable housing. The City is also working with partners to keep opportunities for new businesses and expansion of existing businesses to provide decent wage jobs within the community.

Actions planned to develop institutional structure

The City worked in partnership with adjacent and regional jurisdictions to create the regional HOME Consortium. The HOME Consortium will enhance the resource base for developing more affordable housing, and for addressing institutional barriers to creating more affordable housing.

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

The City supports the efforts of the Anacortes Community Health Council and participates regularly in their multi-agency meetings. Active participation in the Council improves the coordination of the City's Consolidated Plan goals and the efforts to reduce instability in the low income community.

Discussion

Funding continues to be the main obstacle to meeting underserved need. Obstacles include lack of sufficient financial resources to adequately address large projects such as permanent housing and shelters. Also, the limit on the public services prohibits the City from adequately providing a greater service to households in need of basic services.

Program Specific Requirements

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

Introduction

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. The 2023 Action Plan allocates all of the funds to projects that benefit the low to moderately low income households. The public services portion provides services and resources to the households in need while the remaining resources are directed to projects that provide safe and stable transitional and permanent housing for families and individuals in need.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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

Discussion

This Action Plan covers a one year period – July 1, 2023 through June 30, 2024. The entire funding allocated to the City of Anacortes through the CDBG will be provided to assist the low income population of the city. The City leaders have determined that, because the funding is such a minimal amount, distributing the full allocation to fund projects is a better use of the funds. No CDBG funds will be used for administration of the grant and projects.

Appendix - Alternate/Local Data Sources

1	Data Source Name https://data.census.gov/profile/Anacortes_city,_Wa
	List the name of the organization or individual who originated the data set. United States Census Bureau
	Provide a brief summary of the data set. 2021 ACS 5 Year Estimates Subject Tables S2405
	What was the purpose for developing this data set? More current than the automatically populated information which was 2013-2017 ACS
	Provide the year (and optionally month, or month and day) for when the data was collected. 2021 when documentation was collected
	Briefly describe the methodology for the data collection. Searching the US Census Bureau information
	Describe the total population from which the sample was taken. Total population of Anacortes, currently 17,437
	Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed. Survey created by the US Census Bureau and was used in this program to determine the numbers of individuals within the community who are low to moderately low income.



City Council Agenda Bill

Meeting Date: May 6, 2024 **Agenda Item:** 6.b.

Agenda Item Title: Public Hearing on Setting Water Use Efficiency Goal for 2024-2030

Staff Contact(s): Andrew Rheume, BRIAN MCDANIEL

Approved for Submittal to Council by **Action Type**
GREG FRANCIOCH Public Hearing
BRIAN MCDANIEL

Item Summary: Staff proposes the 2024-2030 Water Use Efficiency Goal, which is to decrease residential water consumption by 1,162,000 gallons per year for the six years during the goal period. The goal will be met by the following programs:

Incentive Measures	Annual Quantity	Annual Cost	Annual Estimated Gallons Saved
Low-flow Showerheads	100	\$1,000	230,000
Shower Timers	135	\$250	137,500
Toilet Leak-Detection Dye Tablets	50	\$750	NQ
Community Outreach	-	-	NQ
Water Leak Notification	-	-	262,500
Water Rate Structure	-	-	NQ
Consumption History	-	-	NQ
Irrigation Timer*/Appliance Rebate	70	\$7,000	532,000
Totals	-	\$9,000	1,162,000

Budget Impact:

\$9,000 per year for six years of goal to come from water maintenance and operations budgets.

Previous Action: Council approved current water conservation goals in June 2016. Washington State Department of Health requires the city to adopt new conservation goals with the Water System Plan.

Recommended Motion: Adopt 2024-2030 Water Use Efficiency Goal

Alternative Actions: None

Attachments (listed in order presented):

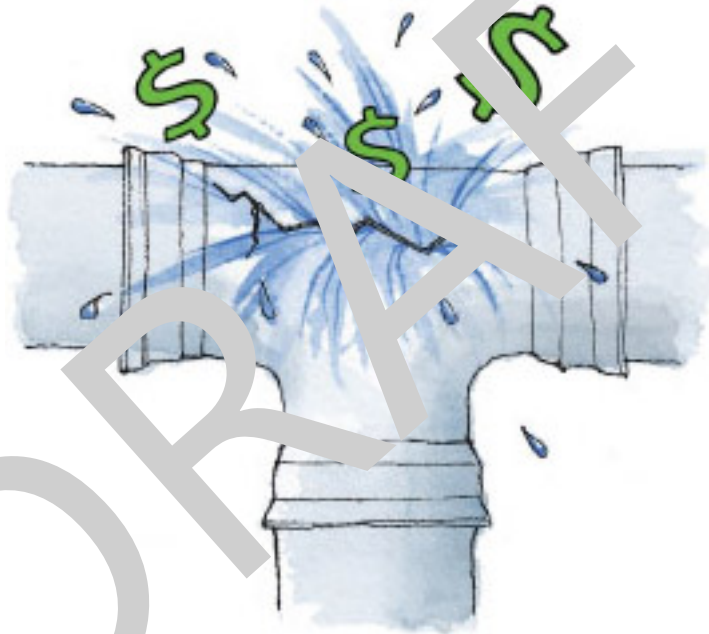
1. DRAFT City of Anacortes 2024-2030 Water Use Efficiency Program
2. PW WEU Presentation



City of Anacortes

2024-2030 Water Use Efficiency Program

WUE
Water Use Efficiency



Public water systems are required to establish water use efficiency programs under WAC 246-29-810 and goals under WAC 246-290-830. The goals must be included in the water system's plan, WAC 246-290-100. The "goals must be designed to enhance the efficient use of water by the water system's consumers."

WATER USE EFFICIENCY

Objective Overview

The Anacortes Water System Water Use Efficiency (WUE) Program aims to achieve the following objectives:

- Reduce overall water consumption by implementing a multi-faceted program that encourages and incentivizes water conservation practices within the community.
- Enhance long-term water supply reliability by proactively managing water resources and mitigating the strain on existing water sources. This will ensure a sustainable and secure water supply for future generations.
- Promote responsible water stewardship by fostering a culture of conservation among residents and businesses. The program will educate the community about the importance of water as a finite resource and empower them to make informed choices regarding water usage.

This program directly addresses the challenges of water scarcity and ensures the long-term sustainability of Anacortes' water supply. By promoting water conservation and responsible use, the program contributes significantly to the state's water resource management goals and fosters a culture of environmental stewardship.

Water Volume Monitoring

Source Metering

The City utilizes two source meters at the discharge points of the water treatment plant, located on both the north and south discharge lines. These meters undergo regular verification to ensure consistent accuracy. Monthly meter readings are conducted to monitor water flow.

Production meters installation dates:

- North line installed 12/2/2015.
- South line installed 08/21/2006.

Distribution Leakage

The City submits an annual Water Use Efficiency report to the State of Washington, which consistently demonstrates our distribution system leakage rate remains well below the 10% threshold that would trigger a mandatory Water Loss Control Action Plan.

Table 1 Historical Water Use Efficiency Reporting

Water Loss	2016	2017	2018	2019	2020	2021	2022	2023
Unaccounted %	6.8	6.1	4.7	5	3.7	7.9	6.3	1.4
3-Year Average %	3.5	4.5	5.9	5.3	4.5	5.5	6	5.2

Notes:

Percentages reported to Washington State Department of Health through annual Water Use Efficiency Report

2016 Water Use Efficiency Program

The City's previous WUE was adopted in 2016 following Washington State's 2007 Water Use Efficiency Rule. The goal was to decrease residential water consumption by 917,500 gallons per year for a six-year period.

Program Success

The City achieved and surpassed its ambitious water conservation goal by reducing residential water consumption by an impressive 1.2% annually during the past six years. This achievement is significantly greater than the initial target set in 2016, showcasing the effectiveness of the implemented measures.

Demand: Incentive Measures

Key factors contributing to the success of the 2016 Program include:

- An appliance rebate program: This program incentivized residents to upgrade to water-efficient appliances, promoting long-term water savings throughout the community.
- Water-efficient showerhead and shower timer distribution: Equipping residents with these tools empowered them to make conscious choices about their water usage in daily routines.
- Water conservation education: Presenting information about the City's WUE program to customers at schools, fairs, and community events conveyed the importance of water conservation and ways to achieve it.

Supply: Leak Detection

Beyond residential efforts, the City took action to reduce unaccounted-for water (water volumes supplied to the distribution system that were not reflected in customer billing volumes) by funding projects such as the Fiber-in-Pipe project, which is the foundation of a real-time leak detection system.

- The fiber-optic leak detection system embedded within the transmission main constantly monitors for even the slightest breaches, sending real-time alerts for immediate repair. This proactive approach minimizes water loss from both minor and major leaks.
- Additionally, the City established a distribution leak detection program, involving portable leak detection equipment, which regularly surveys the water distribution lines, identifying and addressing minor leaks before they escalate.

These combined efforts demonstrate the City's commitment to meticulous leak detection and repair, ensuring every drop of water is used efficiently.

2024 Water Use Efficiency Program

This WEU Program is a comprehensive strategy for ensuring the long-term sustainability of drinking water resources, reducing costs, protecting the environment, and promoting responsible water use within the City. The City adopted its Water Use Efficiency Goals using the public process on **May 6, 2024**.

Demand Reduction Goals

The primary goal is to decrease residential water consumption by 1,162,000 gallons per year. (Population of 18,000 equals reduction of an average of 65 gallons per person per year of consumption.)

Demand WUE Incentive Measures

The City's eight WUE incentive measures, detailed in Table 2, project annual water conservation. The City will track actual water use against these goals and adjust the incentive measures as needed to ensure achievement.

1. Showerhead Replacement.
2. Shower Timers.
3. Toilet Leak-Detection Dye Tablets.
4. Community Outreach: Educating customers about using water efficiently through annual Consumer Confidence Reports, City website and social media sites, and school programs.
5. Water Leak Notification to customers.
6. Water Rate Structure supporting water conservation. Consumers see a direct financial reward for conservation efforts.
7. Consumption History on customer bills.
8. Irrigation Timer/Appliance Rebate Program.

Table 2 WUE Incentive Measures and Savings

Incentive Measure	Annual Quantity	Estimated Gallons Saved Annually					
		2024	2025	2026	2027	2028	2029
Showerhead Replacement	100	230,000	230,000	230,000	230,000	230,000	230,000
Shower Timers	250	137,500	137,500	137,500	137,500	137,500	137,500
Toilet Leak-Detection Dye Tablets	50	NQ	NQ	NQ	NQ	NQ	NQ
Community Outreach	-	NQ	NQ	NQ	NQ	NQ	NQ
Water Leak Notification	-	262,500	511,875	748,781	973,842	1,187,650	1,390,768
Water Rate Structure	-	NQ	NQ	NQ	NQ	NQ	NQ
Consumption History	-	NQ	NQ	NQ	NQ	NQ	NQ
Irrigation Timer*/Appliance Rebate	70	532,000	532,000	532,000	532,000	532,000	532,000
Estimate Total Gallons Conserved		1,162,000	1,411,375	1,648,281	1,873,342	2,087,150	2,290,268
Cumulative Total		10,472,416					

Notes:

* Annual 7,600 gallons savings per controller

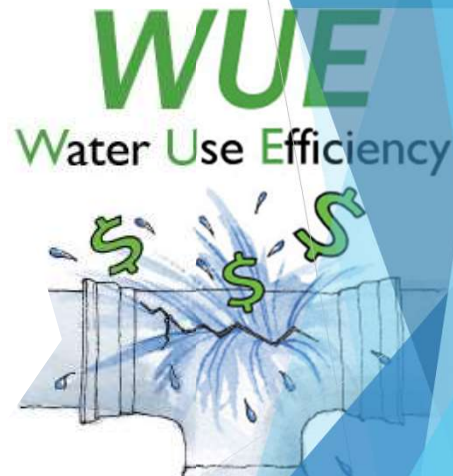
Supply Efficiency Goals

The City will continue its success in distribution leakage reduction to 10 percent or less of total water produced.

DRAFT

2024-2030 Water Use Efficiency Program and Goals

- ▶ Program required under WAC 246-290-810 Water use efficiency program
- ▶ Goals required under WAC 246-290-830 Water use efficiency goal setting
- ▶ Must be included in water system plan, WAC 246-290-100 Water system plan
- ▶ Steps in developing:
 - ▶ Evaluate current water conservation program
 - ▶ Establish WUE goals supporting program
 - ▶ Include one or more quantifiable goals
 - ▶ Identify measures to meet those goals
 - ▶ Set a method to evaluate effectiveness
 - ▶ Evaluate measures for cost-effectiveness
 - ▶ Project water savings from measures
 - ▶ Fund WUE measures
 - ▶ Educate community about benefits of conservation



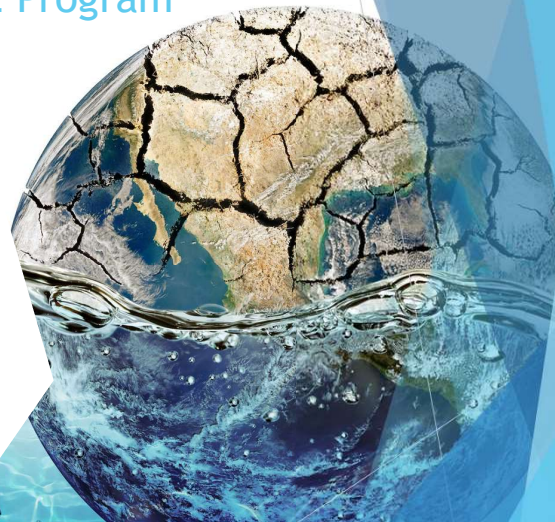
Water systems can help prevent potential health and sanitation risks to their customers by effectively planning and implementing water use efficiency (WUE) measures. This means fewer emergencies when water supplies are scarce, especially during summer months when it rains less, and user demands are high.

- Washington Department of Health

1

Anacortes Water System WUE Program

- ▶ Objectives:
 - ▶ Reduce overall water consumption by implementing a multi-faceted program to encourage conservation
 - ▶ Enhance long-term water supply reliability by proactively managing and mitigating the strain on existing water sources
 - ▶ Promote responsible water stewardship by fostering a culture of conservation among residents and businesses
- ▶ The program:
 - ▶ Contributes significantly to the state's water resource management goals
 - ▶ Fosters a culture of environmental stewardship



Water is a precious, limited resource. In the Pacific Northwest, drinking water for our growing population competes with other users that include agriculture, industry, recreation, and maintaining an adequate stream flow for fish. By working with public water systems to implement water use efficiency programs, we strive to ensure a safe and reliable supply of drinking water to meet current and future needs.

- Washington Department of Health

2

Evaluate Current WUE Program

- ▶ Council adopted 2016-2021 program in June 2016
 - ▶ Goal was to decrease residential water consumption by 917,500 gallons per year for six-year period
 - ▶ Goal was surpassed with 1.2% reduction in consumption each year of the program
- ▶ Demand Measures included:
 - ▶ Appliance rebate - \$50 for water-efficient washing machines, toilets and dishwashers
 - ▶ Water-efficient showerhead and shower timer distribution
 - ▶ Water conservation education
- ▶ Supply Measures included:
 - ▶ Leak detection using fiber-optic system embedded within the transmission main
 - ▶ Distribution leak detection program involving leak detection equipment

HDR

5. Conservation

This chapter has three purposes: (1) review Anacortes' compliance with State conservation planning requirements, (2) describe Anacortes' recent conservation program, and (3) describe a conservation program that Anacortes will implement from 2008 through 2014.

Conservation Requirements and Compliance Summary

Conservation requirements that must be addressed in water system plans are contained in the following sources:

• State of Washington Water Use Efficiency Rule (January 2007)

• Department of Health Water Use Efficiency Guidebook (January 2011)

Washington recently revised water conservation planning requirements in the Municipal Water Law. An outgrowth of that law is the Water Use Efficiency Rule, which was finalized in January 2007. The Rule has several requirements and associated compliance dates. Some of the requirements are associated with water conservation while other requirements are independent of the 6-year water system planning cycle. There are seven main categories of requirements: (1) meters, (2) data collection, (3) distribution system leakage, (4) goals, (5) efficiency program, (6) demand forecast, and (7) performance reports. Table 5-1 lists the requirements of the rule and shows their compliance with current requirements, and is well prepared to comply with the requirements.

3

Establish WUE goals supporting program

- ▶ Demand side: decrease residential water consumption by 1,162,000 gallons per year
 - ▶ Population of 18,000 equals reduction of an average 65 gallons per person per year
- ▶ Supply side: Reduce leakage to 10% or less of total water produced

4

Identify Measures to Meet Those Goals

Demand side

- ▶ Showerhead replacement
- ▶ Shower timers
- ▶ Toilet leak-detection dye tablets
- ▶ Community outreach
- ▶ Water leak notification
- ▶ Water rate structure
- ▶ Consumption history
- ▶ Irrigation timer/appliance rebate

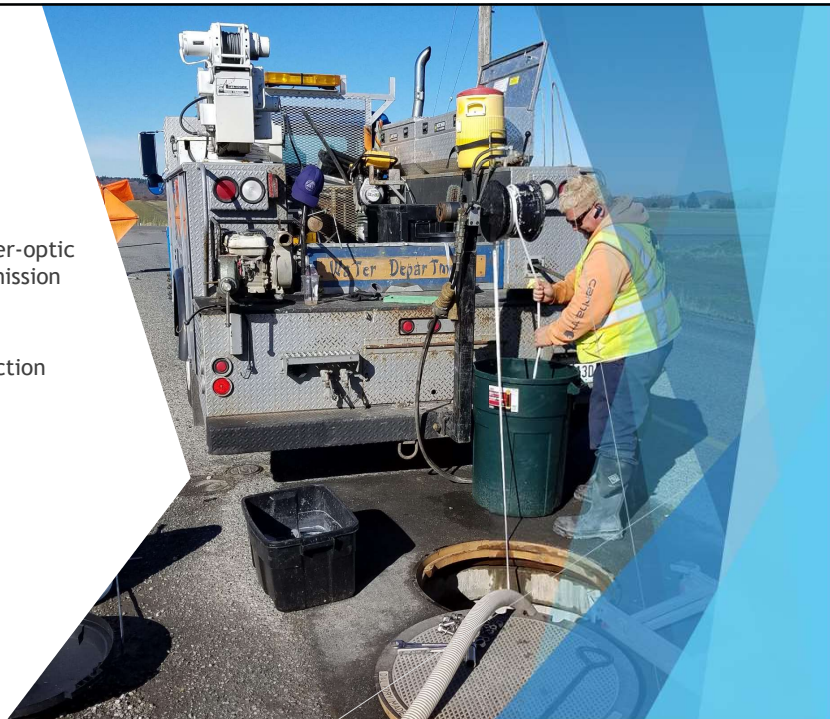


5

Identify Measures to Meet Those Goals

Supply side

- ▶ Continue leak detection using fiber-optic system embedded within the transmission main
- ▶ Strengthen distribution leak detection program involving leak detection equipment

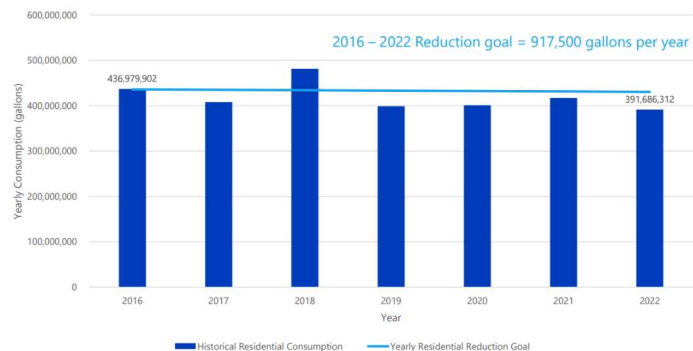


6

Set a Method to Evaluate Effectiveness

- City will track actual water use against the goals and adjust the incentive measures as needed to ensure achievement.

ERU Reduction goals from WUE Program



7

Evaluate Measures for Cost-Effectiveness

- Program is estimated to cost \$9,000 annually
 - \$2,000 - water efficiency products (water system employees to provide minimal labor needed to distribute at community events)
 - \$7,000 - irrigation timers/appliance rebates (water system employees to provide minimal labor needed to run rebate program)
 - \$0 - Community outreach (employees to provide by posting on social media; attending school, community events)
 - \$0 - Water leak notification (city owns equipment; finance, water distribution employees to provide notification)
- Water efficiency products
 - Showerheads, shower timers, and toilet leak-detection dye tablets
 - Vendor - [AM Conservation](#), also supplies water efficiency products to [Cascade Water Alliance](#)
 - Additional products could be purchased if program is expanded, such as hose timers and nozzles
 - City has supply of showerheads, shower timers and toilet leak-detection dye tablets left over from previous program to get going this year

				Quote
				#5058
				3/5/2024
Bill To	Ship To	TOTAL		
26983 City of Anacortes CIT1964 United States 843-971-1414	26983 City of Anacortes CIT1964 United States 843-971-1414	\$2,397.25		
Expires	Memo	Sales Rep	Shipping Method	
4/4/2024		Zach Pease	Best Way	
Quantity	Item	Rate	Amount	
20	EV3011-CP150-SB 1.5 gpm Single Function Showerhead with ShowerStart TSV	\$24.50	\$490.00	
50	N2820-V 2.0 GPM EARTH	\$5.65	\$282.50	
50	E2018-I HOSE TIMER, mechanical, 2hrs or manual, equipped for water pressure between 14-113psi	\$10.10	\$505.00	
24	36731-1B HOSE NOZZLE 7-SPRAY DELUXE BLUE	\$5.00	\$120.00	
135	SS010-S STOP IN TIME SHOWER TIMER GEN, RED	\$1.85	\$248.75	
3,000	N3140 Leak Detection Dye Tablets, 2 tablets per packet, English/ Spanish instructions on outer packet, 3000 packets per master carton	\$0.25	\$750.00	
			Subtotal	\$2,397.25
			Quoted Shipping Cost	\$0.00
			Tax (0%)	\$0.00

8

Project Water Saving

Incentive Measure	Annual Quantity	Cost \$9,000 Per year	Estimated Gallons Saved Annually					
			2024	2025	2026	2027	2028	2029
Showerhead Replacement	100	\$1,000	230,000	230,000	230,000	230,000	230,000	230,000
Shower Timers	135	\$250	137,500	137,500	137,500	137,500	137,500	137,500
Toilet Leak-Detection Dye Tablets	50	\$750	NQ	NQ	NQ	NQ	NQ	NQ
Community Outreach	-		NQ	NQ	NQ	NQ	NQ	NQ
Water Leak Notification	-		262,500	511,875	748,781	973,842	1,187,650	1,390,768
Water Rate Structure	-		NQ	NQ	NQ	NQ	NQ	NQ
Consumption History	-		NQ	NQ	NQ	NQ	NQ	NQ
Irrigation Timer*/ Appliance Rebate	70	\$7,000	532,000	532,000	532,000	532,000	532,000	532,000
Estimate Total Gallons Conserved			1,162,000	1,411,375	1,648,281	1,873,342	2,087,150	2,290,268
Cumulative Gallons Total	10,472,416							

9

Fund WUE Measures

- ▶ \$9,000 needed annually
- ▶ Fund through water rates
 - ▶ Maintenance and Operations Budgets



10

Educate Community about Benefits of Conservation

- ▶ Annual Consumer Confidence Reports
- ▶ Social media
 - ▶ Conservation page on City website
 - ▶ Public Works Facebook page
- ▶ School programs
 - ▶ Annual Public Works Open House
 - ▶ Science at Work at Island View Elementary
 - ▶ Etc.
- ▶ Community events
 - ▶ Anacortes Earth Day Celebration
 - ▶ Waterfront Festival
 - ▶ Etc.



11

Action Items

- ▶ Public Hearing scheduled with City Council Meeting
 - ▶ Provide copies of WUE Program proposal
 - ▶ Present the WUE Program in PowerPoint
 - ▶ Answer attendee and council questions
- ▶ Council adopts WUE goal for 2024 to 2030
- ▶ Add to Water System Plan

CHAPTER 4 WATER USE EFFICIENCY

4.1 Objective Overview

The Anacortes Water System Water Use Efficiency (WUE) Program aims to achieve the following objectives:

- Reduce overall water consumption by implementing a multi-faceted program that encourages and incentivizes water conservation practices within the community.
- Increase long-term water supply reliability by proactively managing water resources and mitigating the risk of existing water sources. This will ensure a sustainable and secure water supply for future generations.
- Promote responsible water stewardship by fostering a culture of conservation among residents and businesses. The program will educate the community about the importance of water as a finite resource and encourage them to make informed choices regarding water usage.
- Directly address the challenges of water scarcity and ensure the long-term sustainability of the water supply. By promoting water conservation and responsible use, the program contributes significantly to the state's water resource management goals and fosters a culture of water stewardship.

Water Volume Monitoring

Discharge Metering

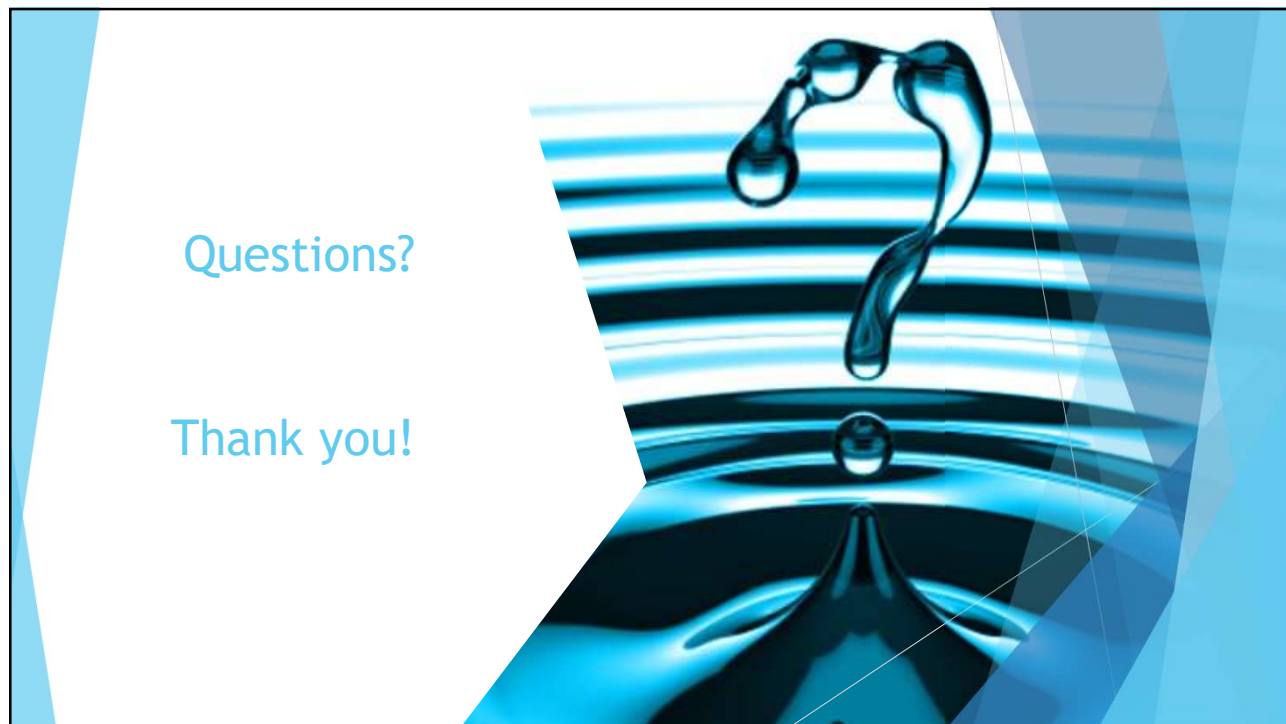
Install two source meters at the discharge points of the water treatment plant, located on the north and south discharge lines. These meters undergo regular verification to ensure consistent and accurate readings. Monthly meter readings are conducted to monitor water flow.

Discharge meters installation dates:
 North line installed 12/2/2015.
 South line installed 08/21/2006.

4.2 Distribution Leakage

The City submits an annual Water Use Efficiency report to the State of Washington, which demonstrates our distribution system leakage rate remains well below the 10% threshold, triggering a mandatory Water Loss Control Action Plan.

12





City Council Agenda Bill

Meeting Date: May 6, 2024 **Agenda Item:** 7.a.

Agenda Item Title: Habitat for Humanity Lease of City-Owned property on West 5th Street

Staff Contact(s): RYAN WALTERS, CAROLYN MOULTON, John Coleman

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

GREG FRANCIOCH

Discussion

RYAN WALTERS

CAROLYN MOULTON

Item Summary: The City and Habitat for Humanity of Skagit County are considering a proposal to lease city-owned land on West 5th Street to Habitat for Humanity. While the original proposal was to construct five cottage units, the City Council's Housing Affordability and Community Services Committee has recently recommended a change in the site plan to pursue only three cottages, as shown in the revised site plan sketch attachment.

This proposal evolved from discussions within the Housing Affordability and Community Services Committee and from the City's Housing Action Plan. Additionally, Skagit County's North Star Project is encouraging all local cities and the county to identify public property that could be made available for housing affordable to lower incomes to address the housing crisis. More information about the housing crisis is available in the current issue of A-Town Magazine at <https://anacorteswa.gov/743/>.

The current proposal is for the City to lease parcel P58211 to Habitat for Humanity of Skagit County at \$1.00 per year. Habitat would construct single-family cottages on the site consistent with the City's cottage-housing regulations, which allows an incremental increase in density while requiring private and common open space. Each of the single-family cottages would be owned by a family selected by Habitat. Families would own their own home, would obtain a mortgage from a bank, and the homeowner would earn equity in the dwelling as they paid down their mortgage. The City would maintain control over the project through the lease, which would require that Habitat manage and maintain the project as affordable for families making 80% or less of the Area Median Income (in 2024 the median family income is \$102,800 in Anacortes), and that they give preference to families who live or work in Anacortes. Subsequent transfers would also need to be to income-qualifying families, for perpetual affordability. The

lease could also address other concerns, e.g., landscaping and other site maintenance, and require Habitat to ensure the property maintains an orderly appearance.

The subject parcel (P58211) is vacant City-owned property on the north side of West 5th Street between Kansas and Minnesota Avenues, in the R2A zone. This parcel was purchased in 1999 for future use as a park; since then a different City parcel on the corner of West 6th and Minnesota (P107122) has been identified as a better neighborhood park location. Both parcels are zoned R2A and do not possess any special park zoning or designation, nor have they in the past.

The City has established a web page about the proposal at <https://www.anacorteswa.gov/1660/>.

Habitat for Humanity Executive Director Tina Tate will provide a brief presentation on the proposal. The public is invited to provide comments. Council is asked to provide feedback on the number of units and any other relevant aspects of the design. Council is not asked to approve the lease at this time. If the project moves forward, the future permit applicant (Habitat) would be required to hold a pre-application neighborhood meeting pursuant to [AMC 19.20.100](#).

Budget Impact:

Previous Action: The subject parcel is identified in the City's 2023 Housing Action Plan as an opportunity for affordable housing through a partnership with Habitat for Humanity.

Skagit Habitat previously made presentations on this project to the City Council on February 20, 2023, and December 12, 2022.

The City has not yet taken any formal action on this specific proposal. The City has not approved a lease of the land to Habitat for Humanity. Any lease will require City Council approval at a public meeting. Habitat for Humanity has not applied for any permits.

Recommended Motion: N/A

Alternative Actions:

Attachments (listed in order presented):

1. City of Anacortes Press Release_Habitat for Humanity Proposal 04.22.2024
2. Habitat for Humanity Pre Application Summary Notes_Meeting August 2023
3. Habitat for Humanity Draft Lease Proposal Presented February 22 2024
4. RCW 39.33.015_ Transfer, lease, disposal of public property for affordable housing_
5. AMC 19.41.040 Principal Uses Permitted in Residential Zones

6. AMC 19.43.01029 Cottage Housing
7. Original Habitat Site Plan
8. Proposed 3-Cottage Site Plan Sketch
9. Anacortes-Habitat Ground Lease DRAFT 2024-02-14
10. Street Elevation by Underwood
11. Anacortes City Council May 6. 2024
12. Public Comment - William Turner
13. Public Comment - Tanya Bigge
14. Public Comment - Tony Bigge
15. Public Comment - Vicki Stasch and Richard Shirk
16. Public Comment - Bonnie Lightner
17. Public Comment - Alberta Finley



APRIL 22, 2024

FOR IMMEDIATE RELEASE: HABITAT FOR HUMANITY PROPOSAL ON WEST 5TH STREET

PROJECT DETAILS/BACKGROUND

The City and Habitat for Humanity of Skagit County are considering a proposal to lease city-owned land on West 5th Street to Habitat for Humanity to construct five cottage units. The proposal evolved from a couple of council members communicating with Habitat for Humanity as part of the Housing Affordability and Community Services Committee (HACS). Through these discussions, it was proposed that the City would lease the ground to Habitat for Humanity of Skagit County at \$1.00 per year. Each of the single-family cottages would be owned by a family selected by Habitat, and the homeowner would earn equity in the dwelling as they paid down their mortgage. The City would maintain control over the project through the lease, which would require that Habitat manage and maintain the project as affordable for families making 80% or less of the Area Median Income (in 2024 the median family income is \$102,800 in Anacortes), and that they give preference to families who live or work in Anacortes. Future sales of homes on the property would be limited to families qualifying under the same terms.

The City has not yet taken any formal action on this proposal. The City has not approved a lease of the land to Habitat for Humanity. Any lease will require City Council approval at a public meeting. Habitat for Humanity has not applied for any permits. To help them better understand what the City will require to be done as part of the project, Habitat for Humanity had a pre-application meeting with staff on August 23, 2023 to determine what site improvements are necessary. The summary notes of this meeting may be found on the project website: <https://www.anacorteswa.gov/1660/Habitat-for-Humanity-Proposal>

The property – Skagit County Parcel #P58211 – is one contiguous ownership of five platted lots (lots 7-11 of Block 1009 of the Northern Pacific Addition to Anacortes). The property is 110' deep by 150' wide, totaling 16,500 square feet.

The zoning of the property is Residential Low Density 2A (R2A). Single family homes, duplexes, and cottage developments are permitted uses in the R2A zone – see Table 14.41.040 for the permitted and conditional uses in the R2A zone: <https://anacortes.municipal.codes/AMC/19.41.040>.



Table 19.41.040
Principal uses permitted in residential zones.

Principal Use	R1	R2	R2A	R3	R3A	R4	R4A	OT	Reference
RESIDENTIAL									
Household Living, as listed below									AMC 19.43.010(A)
Single-family	P	P	P	P	P	P	P	P	AMC 19.43.010(B)
Single-family, small lot				P	P	P	P		AMC 19.43.010(C)
Cottage housing		P	P	P	P	P	P		AMC 19.43.010(D)
Duplex		P	P	P	P	P	P	P	AMC 19.43.010(E)
Triplex				P	P	P	P		AMC 19.43.010(F)
Townhouse				P ^(x)	P	P	P		AMC 19.43.010(G) ^(x) AMC 19.43.010(G)(3)
Multifamily, 4 units				P	P	P	P		AMC 19.43.010(H) and (I)
Multifamily, 5 or more units						P	P		AMC 19.43.010(H) and (I)
Live-work									AMC 19.43.010(J)

For density calculations, half of the adjacent street and alley right of ways are included. The road right of way is 60' wide and the alley right of way is 16', so an additional 38' is added to the depth of the property. Thus, the area used to calculate density 148' deep by 150' wide, which is 22,200sf.

When calculating lot sizes for single-family and duplex lots in the R2A, the actual lot size (16,500) is used. When calculating how many cottage units can be on a lot, the gross acreage size is (22,200gsf) is divided by the maximum allowed density, which is six units per acre in the R2A zone. Due to the smaller relative size of cottage units, each cottage may be counted as one-half a dwelling unit for the purpose of calculating density. For example, a cluster of six cottages would be equivalent to three dwelling units (AMC 19.43.010(D)3(b)) [https://anacortes.municipal.codes/AMC/19.43.010\(D\)](https://anacortes.municipal.codes/AMC/19.43.010(D)).



The lot size and development intensity standards in the R2A allow single family houses on 6,000 square foot lots, duplexes on 9,000 sf lots and cottages based on six units per acre.

A 16,500sf lot (22,200 gross square feet) in the R2A can accommodate:

- two single family houses (6000 X 2 = 12,000sf); or
- one single family house and one duplex (6,000 + 9,000 = 15,000sf); or
- 6 cottages – lot (150'x110') + half street and alley ROW (38'x150') = 22,200 gross sf. 22,200gsf / 1 acre (43,560sf) = 0.509 x 6 = 3.05 = 3 DU x 2 = 6 cottages

FREQUENTLY ASKED QUESTIONS

What is a cottage unit? A cottage unit is a single-family home that is 1,200 square feet or less. Cottages are clustered with other similar units sharing a common open space. At least 400 square feet of common open space per cottage must be provided. Cottage housing was enabled in Anacortes, and in the R2A zone, by the City's 2019 zoning code update. Full details about cottage development are available in AMC 19.43.010(D): [https://anacortes.municipal.codes/AMC/19.43.010\(D\)](https://anacortes.municipal.codes/AMC/19.43.010(D)).

Can the city give land for affordable housing? Yes, [Section 39.33.015](#) of the Revised Code of Washington (RCW) specifically authorizes local government agencies – including cities – to transfer or lease surplus municipal property to public or private organizations for affordable housing, including permanently affordable homeownership as proposed by Habitat for Humanity. These transfers can be for no cost but must include a covenant that the property will continue to be used for affordable housing. This state law clarifies that these types of transfers are not gifts of public funds.

Why did the city purchase the property? The city Council approved the purchase of the property on November 1, 1999. The minutes from that meeting do not specify for what purpose the property was purchased and the Comprehensive Plan does not mention the property. However, it is understood that the property was purchased for potential use as a park. The city owns a similarly sized property at the corner of West 6th and Minnesota that is intended to be developed as a park.

What are the public notice requirements for this project? A public meeting will be scheduled for the proposal. That meeting will be informal and geared towards questions and answers between attendees and the developer.

There is not a formal public hearing required for a cottage development. Because cottage housing is a permitted use in the R2A zone, a cottage project is approved administratively by staff. Staff reviews the proposal for compliance with the detailed requirements and design standards in Title 19 of the Anacortes Municipal Code (<https://anacortes.municipal.codes/AMC/19>). The applicant must



demonstrate that the project meets these, and other city standards, before it is approved by staff. Title 19 AMC includes requirements for parking, landscaping, open space, site layout and many other details related to the proposed development.

What about parking? A minimum of 1.5 parking spaces per cottage unit are required on the site. There are 5 units proposed: $1.5 \times 5 = 7.5$, which is rounded up to eight on-site parking spaces required for the units. In addition, guest parking must be provided at a ratio of one space per 4 units, rounded to one required guest parking space. On-street parking areas within or directly adjacent to the development may be used to meet guest parking requirements. There is 150' of street frontage, which can accommodate 6 parallel on-street parking spaces (Public Works standards are for 23' long parking spaces).

How will stormwater be managed? In the pre-application meeting notes, the City identified deficiencies in the stormwater system in West 5th Street. The project will need to address this when designing the improvements to Kansas Avenue on West 5th Street. Stormwater will also have to be addressed where the alley is paved along the back side of the property to Kansas Avenue. Stormwater, including water quantity and quality will need to comply with the City of Anacortes Drainage Code Section 19.76 AMC. The project is encouraged to utilize Low Impact Development (LID) Techniques. The applicant will need to use the Applicability Ecology Stormwater Manual Flow Chart to determine storm water requirements. An early review indicates the project may trigger Minimum Requirements 1 through 9.

FOR MORE INFORMATION:

The Habitat for Humanity proposal will be on the May 6, 2024 City Council meeting agenda.

City Council Meeting

May 6, 2024

6:00 pm

City Hall, City Council Chambers – 904 6th Street, Anacortes, WA 98221

Project website: <https://www.anacorteswa.gov/1660/Habitat-for-Humanity-Proposal>

Questions?

Please contact the City of Anacortes Department of Planning, Community and Economic Development
John Coleman, Director

johnc@cityofanacortes.org



Planning, Community & Economic Development Department
904 6th Street - P.O. Box 547 - Anacortes, WA 98221
360-299-1984 - pced@cityofanacortes.org

August 25, 2023

RE: PRE-2023-0029 / Skagit Habitat for Humanity West 5th Cottages / July 25, 2023 @ 1:30pm

The comments below are provided after review by city staff of the materials provided in the submittal. City staff strive to provide a comprehensive review based on the information you provided and the codes and standards in place at the time of the review. Please note that these comments are preliminary in nature and are subject to change based on changed circumstances, changes in the proposal, changes in city policies and development regulations, and/or new information. The advice the city provides at pre-application meetings is not binding upon the city and does not prevent the city from enforcing all applicable regulations.

Project Description: Skagit Habitat for Humanity is conducting a feasibility study to determine lot requirements for five two-story 1,200sf cottage houses on West 5th Street between Minnesota Ave. and Kansas Avenue. The proposed project would utilize Parcel #58211, which is currently owned by the City of Anacortes. The site configuration includes common open and private spaces for the cottages and access from the alley between West 4th and West 5th.

Project Location: P58211 / 3600 W 5th Street

Applicant(s): Underwood & Associates, LLC / Mike Underwood mike@underwoodarchitecture.com

Owner(s): City of Anacortes

City Department Comments (received as of August 24, 2023):

Department	Comments
Public Works – Engineering Services Steve Lange, Senior Engineering Tech	<i>See comments attached to this document.</i>
Public Works & PCED – Stormwater Aaron Esterholt, Stormwater Inspector	<i>No written comments provided.</i>
PCED Department – Planning Division Grace Pollard, Senior Planner	<i>Final draft of the lease agreement between COA and SHH has not been settled. Comments were not provided on the lease agreement as a copy was not provided for review.</i> <i>See below for full comments from the Planning Division.</i>
PCED Department – Building Division Rob Frisinger, Deputy Building Official	<i>Building has no concerns.</i> <i>Building size, spacing, and location would not require fire sprinklers.</i> <i>Looks like a nice project.</i>
Operations & Facilities – Water Maintenance Terry Nemeth, Water Distribution Supervisor	<i>No written comments provided.</i>

Operations & Facilities – Solid Waste Shelly Jensen, Sanitation Supervisor	<i>During the preapplication meeting Shelly informed the applicant that the sanitation trucks do not travel down the alley but along the street. Individual containers will need to be brought to the street on pick-up days.</i>
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Planning, Community & Economic Development (PCED) Department Comments

Applicable Code Provisions	Staff Comments						
TITLE 19 UNIFIED DEVELOPMENT CODE							
DIVISION 2: PROCEDURES							
1. AMC 19.20 Application Procedures	It appears that the following land use permit applications and procedures may be required: - Land Use Permits: - Preliminary Unit-Lot Short Subdivision (Type 2) - Site Plan Review (Type 1) - Construction Permits: - Site Development Permit (Type 1) - Right-of-Way Permit (Type 1) - Building, mechanical, and plumbing permits (Type 1) - Electrical Permit from Labor & Industries (L&I) An application for a building permit or land division vests at the time a complete application is filed with the PCED Department, and all application fees are paid, consistent with RCW 19.27.095(1) and 58.17.033(1). Applications for site plans do not vest at the time a complete application is filed.						
2. AMC 19.22 Concurrency	To ensure that public facilities and services necessary to support development will be adequate to serve the development without decreasing service levels below adopted minimum standards Concurrency Tests on the below listed Concurrency Facilities and Services will be conducted in accordance with AMC 19.22. <table> <tr> <td>• Water</td><td>• Wastewater</td></tr> <tr> <td>• Stormwater</td><td>• Transportation</td></tr> <tr> <td>• Police</td><td>• Fire</td></tr> </table> If the available facility capacity of concurrency facilities is less than the capacity required to maintain the level of service standard for the impact from the development application, the concurrency test is not passed. Development is prohibited, and all applications therefor must be denied, if the development would cause the level of service on a concurrency facility or service to decline below adopted levels of service standards, unless the improvements or strategies to accommodate the new development are made concurrent with the development, subject to the provisions of AMC 19.22.050(C).	• Water	• Wastewater	• Stormwater	• Transportation	• Police	• Fire
• Water	• Wastewater						
• Stormwater	• Transportation						
• Police	• Fire						
3. AMC 19.28 Permit Revision and Expiration	Permits and approvals have the following initial terms until expiration and may be extended the number of times indicated for the length of extension indicated.						

	Permit Expiration. • Preliminary Plat Approval 5 years to submit for final plat; No extensions are allowed. • Site Plan Approval 18 months to apply for construction permits. One 18-month extension may be allowed. Approval of a site plan does not vest the site plan (AMC 19.30.050) • Site Development Permit 1 year to complete work. One 6-month extension may be allowed. • Building Permits 18 months to complete work. One 18-month extension may be allowed. An extension may be granted by the Director if the applicant has attempted in good faith to complete the proposed development activity necessary to meet the conditions of approval.
DIVISION 3: PERMITS	
4. AMC 19.30 Site Plan Reivew	Cottage developments are subject to site plan reivew and approval. An application must be submitted and all required information in the application submittal checklist must be provided. Review criteria can be found under subsection 19.30.040.
5. AMC 19.32 Land Division	Unit Lot Subdivisions are a land division type that creates individual sellable lots within a parent parcel and are used for cottage and townhouse type developments. Condominiums, pursuant to RCW 58.17.040(7) do not apply to this chapter. Preliminary approval constitutes authorization for the applicant to develop the required facilities and improvements, upon reivew and approval of construction drawings by the Public Works Department. All development must be subject to any conditions imposed by the city on the preliminary approval. If the intent is to subdivide the property into individual cottage unit lots an application for a unit-lot short plat shall be submitted for processes prior to submittal of any construction permits.

Continue to next page

DIVISION 4: ZONING AND LAND USES

6. [AMC 19.40 Zones](#)

The subject property is zoned Residential Low Density 2A (R2A). This designation provides for low density residential development in established neighborhoods. Use of this zone is appropriate for areas designated residential low density 2 in the comprehensive plan.



7. [AMC 19.41 Allowed Uses](#)

Refer to AMC 19.41 Table 19.41.040 for principal uses permitted in residential zones. Cottage Housing is a permitted use in the R2A zone.

8. [AMC 19.42 Form & Intensity Standards](#)

Per Table 19.42.020:

- Maximum density in the R2A zone = six (6) dwelling units per gross acre. (Gross acreage of a site includes half of the existing street right-of-way around the perimeter of the site.)
 $\text{Lot } (150' \times 110') + \text{half street ROW } (30' \times 150') = 21,000\text{gsf}$
 $21,000\text{gsf} / 1 \text{ acre} = 0.482 \times 6 = 2.89 = 3 \text{ DU} \times 2 = 6$
 (See density comments below under #9 *AMC 19.43 Residential Uses*)
- Maximum lot coverage percentage = 40%
- Minimum landscape area percentage = 20%
- Minimum setbacks:
 - Street = 20-feet
 - Rear = 20 feet
 - Interior Sides = 5-feet, 7.5-feet for upper floors

Submittal documents generally show compliance with these standards with notes provided on site plan.

9. [AMC 19.43 Residential Uses](#)

Due to the smaller relative size of cottage units, each cottage may be counted as one-half a dwelling unit for the purposes of calculating density.

Attached duplex cottages are not permitted in the R2A zone.

	The minimum setbacks set forth in Table 19.42.020 apply to the development frontage and external side and rear property lines of the entire cottage development. Individual cottages must be separated from other cottages by at least 10-feet. Cottages must be set back at least five feet from any internal pedestrian path. Cottages have a maximum building height of 25-feet. All parts of the roof above 18-feet must be pitched with a minimum roof slope of 6:12. Cottages must contain no more than 1,200 square feet gross floor area in total. Clear and obvious pedestrian access between the sidewalk and the building entry is required. All new dwellings must provide a covered pedestrian entry with minimum weather protection of three feet by three feet (a covered porch or recessed entry). Transparent windows and/or doors are required on at least eight percent of facades featuring primary entrance and facing streets and common open spaces. Common open space must be at least 400 square feet per cottage. Common open spaces must have no dimension less than 15-feet. Areas used to meet private open space requirements may not be double-counted as common open space. Common open space must have cottages abutting on at least two sides. At least 50 percent of the cottages in each cottage housing cluster must abut common open space. Cottages abutting the common open space must be oriented around and have the primary entrance facing the common open space. The minimum private open space adjacent to each cottage must be at least 200 square feet. The private open space must have no dimension less than 10-feet. The private open space must have direct access from the cottage via a door or porch. Cottage facades facing the common open space or common pathway must feature a roofed porch at least 70 square feet in size with a minimum dimension of seven feet on any side. This porch requirement does not count as private open space for the size or dimension requirements of this section. The private open space is encouraged to be located between the cottage and the common open space. Cottages sited between a street and the common open space are also subject to the 3'x3' entry requirements listed above. Parking and access lanes must be screened from adjacent residential uses by landscaping or architectural screens. For parking areas and access abutting residential uses, at least five feet of Type A, B, or C landscaping (see AMC 19.65.060) must be provided between the parking area and the abutting residential use.
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	<i>Submittal documents show general compliance with these standards with notes provided on site plan.</i>
10. AMC 19.47 Accessory Uses and Structures	The proposal did not include proposed accessory uses or structures. Regulations are applicable if proposed.
DIVISION 5: COMMUNITY DESIGN	
11. AMC 19.50 Introduction	The community design provisions in this division generally apply to the following development within the city: • All street improvements • All land divisions (see AMC 19.32) • All other development within the city where public improvements are required (see AMC 19.51.020).
12. AMC 19.51 Public Street Improvements Required	Construction or provision of public right-of-way improvements consistent with the requirements in this chapter and AMC Chapter 19.52, Public Street Design, is required as a condition of approval of the following development activities... - - Creation of any new dwelling units, except for accessory dwelling units. The pedestrian improvements along the property frontage of West 5th Street have not been evaluated at the time of this memo however, if the property has damaged, substandard, or non-conforming existing improvements within the adjacent right-of-way, the applicant must remove and replace the improvements in conjunction with development of the property. Replacement includes but is not limited to cracked curbs, gutters, landscape strips, sidewalks, storm drainage infrastructure, barrier free ramps at street intersections, nonconforming driveway accesses, and installation of street trees. Sidewalk Extended. Sidewalks or pedestrian facilities must be extended to connect to existing pedestrian facilities where practical and reasonable, as determined by the Public Works Director. See memo from Public Works Engineering.
13. AMC 19.52 Public Street Design	No street lighting required under this proposal. No monumentation required under this proposal.
14. AMC 19.53 Private Driveways and Access	Where a property abuts an alley, driveways must access from the alley. On-site Pedestrian Circulation. Sidewalks. Ramps and other accessibility features must be provided in accordance with the Americans with Disabilities Act of 1990 and the current ADA Standards for Accessible Design. Use of permeable pavements for sidewalks is required, when feasible.
15. AMC 19.54 Subdivision Design and Block Structure	Section does not appear to be applicable to this project.
DIVISION 6: PROJECT DESIGN	
16. AMC 19.64 Parking	Guest Parking Requirements. Guest parking is required for all residential developments in accordance with this subsection. Guest parking provided is

	above and beyond the minimum quantitative requirements elsewhere in this chapter. Housing Type: Cottage - Min. guest parking ratio: 1 per 4 units = 1 guest space. On-street parking areas within or directly adjacent to the development may be used to meet guest parking requirements. Housing Type: Cottage - Min. parking spaces required: 1.5 per unit = 7.5 = 8 spaces required on-site. See AMC 19.64.050 for parking space and aisle dimensions. When parking spaces located on a property are directly accessed from an alley, the alley right-of-way may be treated as the aisle per Table 19.64.050. Up to 33 percent of required non-accessible parking spaces may be designated as compact. The proposal shows 8 parking spaces, 2 of which are compact. <i>Submittal documents generally show compliance with these standards</i>
17. AMC 19.65 Landscaping	Minimum landscaped areas required in Table 19.42.020 consist of grade level or elevated planting beds featuring trees, shrubs, flowers, ferns, groundcover, lawn grass, and other vegetation. Landscaped area may include xeriscape elements. Landscape plan requirements can be found in AMC 19.65.040.
18. AMC 19.66 Fences, Walls, and Hedges	Standards for fences, walls, and hedges for residential zones can be found in AMC 19.66.030.
19. AMC 19.67 Signs	No signs were proposed. If a sign is requested it shall meet the standards and requirements of this chapter.
20. AMC 19.69 Standards, Generally	Chapter generally applies to all property within city limits.
DIVISION 7: ENVIRONMENT	
21. AMC 19.70 Critical Areas	The general locations of many critical areas in Anacortes are displayed on the city of Anacortes' critical areas maps however, regardless of whether a critical area is shown on the critical areas map, the actual presence or absence of the features defined in this code as critical areas will govern. It will be required of any future developer to provide the city with a completed Critical Area Identification Form (AMC 19.70.110) with their permit applications for development. If during the qualified professional's reconnaissance of the subject property it is found that critical areas are located on-site a full critical area report will be required.
22. AMC 19.76 Stormwater	Public records indicate that there is no direct storm line stubbed to this property. There is an existing pubic conveyance system along the westerly boundary line that conveys storm water runoff from the Public Alley Way to West 5th Street. No easement has been recorded for this utility.

	There is deficiencies identified in West 5th Street. The project will need to address this when designing the improvements to Kansas Avenue on West 5th Street. Due to the required paving of the public alley way, storm drainage improvements will be required. Stormwater, including water quantity and quality will need to comply with the City of Anacortes Drainage Code Section 19.76 – Stormwater. The project is encouraged to utilize Low Impact Development (LID) Techniques. This project is located in Drainage Basin G8 The applicant will need to use the Applicability Flow Chart to determine storm water requirements. An early review indicates the project may trigger Minimum Requirements 1 through 9. Minimum Requirements 1 through 9 are subject to 3rd Party review and is paid for by the applicant. The Storm Drainage Report format (dated August 2022) can be found on the City of Anacortes website. The report can be located in either Public Works sections of the website.
23. AMC 19.78 Clearing and Grading	
TITLE 18: ENVIRONMENTAL PROTECTION	
24. AMC 18.04 State Environmental Policy Act	Provided the project does not contain lands covered by water the proposal will qualify as categorically exempt from SEPA.
TITLE 16: TREE PRESERVATION	
25. AMC 16.50 Tree Preservation	
COMPREHENSIVE PLAN	
26. Table LU-1 Land use designations	Residential Low Density 2. Principal uses & density. Single-family detached dwellings are the predominant dwelling type. Other dwelling types, such as duplexes, accessory dwellings, and cottage housing may be allowed under certain circumstances. The permitted density is between 4 and 8 dwelling units per gross acre, depending upon the established development pattern and character of the area. (5 cottages / 0.482 gross acre = 10 DU per gross acre. Per AMC 19.43.xxx due to the smaller relative size of cottage units, each cottage may be counted as one-half a dwelling unit for the purposes of calculating density. 10 cottage dwelling units = 5 dwelling units per gross acre. The proposed density falls within the comprehensive plan density requirements.

FEES	
27. AMC 3.93 Impact Fees	Unified Fee Schedule Estimated Fees. Listed fees are current as of the date of this letter. All fees are subject to change, and it is the applicant's responsibility to obtain the most current fees when budgeting for a project. Land Use Permit Fees Utility connection fees Impact fees Building Permit Fees Public Works/Engineering Dept. Fees
OTHER NOTES	
<u>Applicant's project questions:</u> What are the stormwater requirements? Is it required to pave the alley full width? What are the fire suppression requirements? Has a critical areas investigation been done? What are the wetlands mitigation requirements? What will the city be responsible for versus the client?	

Sincerely,

Grace Pollard

Senior Planner

cc: John Coleman, PCED Director
 Libby Grage, Planning Manager
 Matt Randall, Interim City Engineer
 Steve Lange, Senior Engineering Tech
 Aaron Esterholt, Stormwater Inspector
 Cheri Gleichmann, Permit Services Coordinator

CITY OF ANACORTES
MUNICIPAL BUILDING CODE

1. SINGLE FAMILY DWELLING
2. COTTAGE HOUSING (19.43.010(D.1)): A SMALL SINGLE FAMILY DWELLING THAT IS CLUSTERED WITH OTHER SIMILAR UNITS SHARING A COMMON OPEN SPACE

1. SINGLE FAMILY DWELLING - 6,000 SQ. FT.
2. COTTAGE HOUSING - EXEMPT(19.43.010(D.3.A))

2. MINIMUM OF 3 COTTAGES WITH A MAXIMUM OF ~~12~~ 6
(19.43.010(D.3.C.I-II), 21.00gst / 1 acre = $0.482 \times 6 = 2.89 = 3$ DU
Each cottage may be counted as one-half a dwelling unit for the
purposes of calculating density. 3 = 6 max. cottage units.
MAXIMUM LOT COVERAGE (19.42.020):
1. 40 PERCENT

MAXIMUM HEIGHT (19.42.020):

1. SINGLE FAMILY DWELLINGS - 35 FEET
2. COTTAGES - 25 FEET. ALL PARTS OF THE ROOF ABOVE 18 FEET MUST BE PITCHED WITH A MINIMUM ROOF SLOPE OF 6:12 (19.43.010(D.3.e.ii))

INDIVIDUAL COTTAGES MUST BE SEPARATED FROM OTHER COTTAGES BY AT LEAST 10 FEET. COTTAGES MUST BE SET BACK AT LEAST 5 FEET FROM ANY INTERNAL PEDESTRIAN PATH. COTTAGES MUST BE SET BACK AT LEAST 10 FEET FROM ANY INTERNAL ACCESS LANES THAT PROVIDE ACCESS TO FOUR OR MORE COTTAGES. (19.43.010(D.3.D.I-IV)).

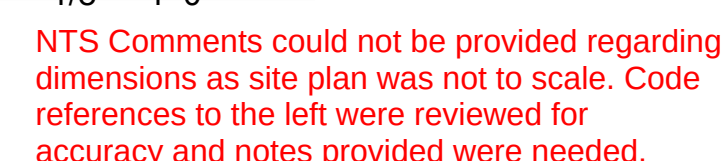
STREETS AND COMMON OPEN SPACES.
 "Open space" means that part of a property which is unobstructed by structures from the ground upward.

"Open space" means that part of a property which is unobstructed by structures from the ground upward

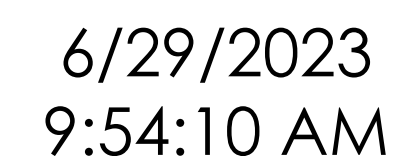
PRIVATE OPEN SPACE (19.43.010(D.3.k))

- 1. MINIMUM SIZE: ADJACENT 200 SQ FT PER COTTAGE**
- 2. MINIMUM DIMENSIONS: NO DIMENSION LESS THAN 10 FEET.**
- 3. ACCESS: MUST HAVE DIRECT ACCESS FROM THE COTTAGE VIA DOOR OR PORCH.**
- 4. PORCHES DO NOT COUNT AS PRIVATE OPEN SPACE FOR THE SIZE OR DIMENSION.**
- 5. PORCHES: COTTAGE FACADES FACING THE COMMON OPEN SPACE OR COMMON PATHWAY MUST FEATURE A ROOFED PORCH AT LEAST 70 FEET IN SIZE WITH A MINIMUM DIMENSION OF SEVEN FEET ON ANY SIDE. COTTAGES SITED BETWEEN A STREET AND THE COMMON SPACE ARE ALSO SUBJECT TO THE ENTRY REQUIREMENTS.**

FEASIBILITY STUDY FOR FIVE (5) - TWO STORY
1,200 SQ FT SINGLE FAMILY RESIDENCE
COTTAGES FOR SKAGIT HABITAT FOR HUMANITY.



③ VICINITY MAP
1/8" = 1'-0"





ANACORTES PUBLIC WORKS DEPARTMENT

Steven Lange, Senior Engineering Tech

P.O. BOX 547, ANACORTES, WA 98221

E-MAIL: stevel@cityofanacortes.org

PH(360) 299-1983

FAX(360) 293-1938

Development Review Memo (Public Works)

Date: August 23, 2023

To: Grace Pollard, Senior Planner

From: Steven Lange

Subject: DRG Meeting Re: Proposed Cottages @ P58211 West 5th Street (PRE-2023-0029)

cc: Tim Hohmann, John Coleman, Libby Grage, Justin Symonds

The Public Works Engineering Department completed a review of the submitted documents for the July 25, 2023 Development Review Meeting on the property referenced above. Below are the following comments and or recommendations.

See 11x17 City of Anacortes map, included.

Previous DRG Meeting:

- July 18, 2022 (PRE-2022-0029) – General Meeting

Zoning:

- This property is located within the R2A Zone.

Subdivision Type:

- Refer to the Planning Department

Critical Areas:

- Contact the Planning Department regarding Critical Areas requirements.
- During the previous general meeting, there was some discussion regarding potential wetlands on-site. The Planning Associate was to have a field visit to verify if there were any visible wetland vegetation. It is not determined if that visit ever took place as the Planning Associate left the position.

Permits:

- Right-of-Way Permit for work being performed Inside and Outside the Traveled Way. Contact Justin Symonds, Public Works Inspector, at 360.661.3547.
- Contact the City of Anacortes Planning Department for additional permitting requirements such as SEPA, Grade and Fill, Clear and Grading, Conditional Use, Building, etc.

City of Anacortes Development Standards:

- The current Development Standards can be found on-line at www.cityofanacortes.org. If the Engineer of Record needs any COA Standard Details in AutoCAD format, they can email me at stevel@cityofanacortes.org and request a CD. This CD will be mailed to a provided address.
- Please see the **attached** Required Submittal Checklist. This Checklist can be revised to fit the scope of the project. It is requested that the applicant meet with the assigned designated City Representative to establish the submittal criteria for the project.

Sewer:

- For additional Sewer information and design criteria, see the 2011 EDS Standards, Chapter 5 – Sanitary Sewer.
- There is sewer available for this project via an 8-inch PVC sanitary sewer conveyance system within the Public Alleyway, north of the property.
- Records indicate a 6-inch private side sewer is stubbed to this parcel. General location being the NE corner of the property.
- Project will need to extend a 6-inch minimum private side service to the property (per S1-10). In Anacortes, one 6-inch side service can have 3 residential connections.

Storm:

- For additional Storm information and design criteria, see the 2018 EDS Standards, Chapter 2 – Storm Drainage.
- Public records indicate that there is no direct storm line stubbed to this property.
- There is an existing public conveyance system along the westerly boundary line that conveys storm water runoff from the Public Alley Way to West 5th Street. No easement has been recorded for this utility.
- There is deficiencies identified in West 5th Street. The project will need to address this when designing the improvements to Kansas Avenue on West 5th Street.
- Due to the required paving of the Public Alley Way, storm drainage improvements will be required.
- Storm Water, including Water Quantity and Quality will need to comply with the City of Anacortes Drainage Code, Section 19.76 – Storm Water.
 - The project is encouraged to utilize Low Impact Development Techniques.
 - This project is located in Drainage Basin G8.

- The applicant will need to use the Applicability Flow Chart to determine storm water requirements. An early review indicates the project may trigger Minimum Requirements 1 through 9.
- Minimum Requirements 1 through 9 are subject to 3rd Party review and is paid for by the applicant.
- The Storm Drainage Report format (Dated August 2022) can be found on the City of Anacortes Website. The report can be located in either Public Works sections of the website. For the word version, please contact Steven Lange at stevel@cityofanacortes.org.

Traffic:

- Pedestrian facilities are not required across the frontage adjacent to the property.
- The pedestrian improvements along the property frontage of West 5th Street have not been evaluated at the time of this memo. See AMC 19.51.040 – Extent of Required Improvements, Section E.

“Replacement of damaged or substandard existing improvements. For properties that have existing improvements within the adjacent Right-of-Way, the applicant must remove and replace any damaged, substandard, or non-conforming improvements in conjunction with development of the property. Replacement includes, but not limited to, cracked curb, gutter, landscape strip, sidewalk, storm drainage infrastructure, barrier free ramps at street intersections, non-conforming driveway access an installation of street trees.”
- Provide a Traffic Control Plan (Current MUTCD Manual) prior to any construction taking place for approval by the City of Anacortes City Engineer. The plans shall take into consideration 15th Street, O Avenue and the Public Alleyway.
- Street Lighting – No Street Lighting required under this proposal.
- Monumentation – No Monumentation required under this proposal.

Street: (See also AMC 19.50 to AMC 19.54 – Community Design for additional info)

- For additional Street information and design criteria, see the 2018 EDS Standards, Chapter 3 – Street.
- Per AMC 19.24.100 - All improvements required shall be extended as necessary to provide a smooth transition with existing improvements both laterally across the street and longitudinally up and down the street for drainage, vehicular and pedestrian traffic.
- The project will access from the Public Alleyway, per AMC 19.51.040 – Extent of required improvements, Section C, Item 1 – the applicant must improve the alley abutting the subject property and extend to improvements to an existing improved public street.
- The project will be required to complete the improvements of West 5th Street to the Kanas Avenue. The improvements include, but not limited to, sidewalk, cement traffic curb and gutter, sidewalk ramp, asphalt paving, storm drainage work and all related appurtenances. This area is highlighted on the attached vicinity map.

AMC 19.51.020 – Applicability, Item F A change of use to a more intensive use of the property that will increase impact (as determined by the Director) to the transportation system, based on the Trip Generation Manual published by the Institute of Transportation Engineers (ITE) for the land use, or other source approved by the City.

- Pedestrian facilities are not required across the frontage adjacent to the property.
 - See discussion under “Traffic” above.
- Street Trees: See **attached** City Approved Street Tree list.
- Monumentation: See discussion under “Traffic” above.

Garbage and Recycle:

- Please contact Wil Ludemann or Shelly Jensen at 360.293.1921 if you have any questions while in the design phase.

Water:

- For additional Water information and design criteria, see the 2018 EDS Standards, Chapter 6 – Water.
- This property is served by a 6-inch DI water line along West 5th Street.
- Public Records indicate that no water services exists to the property.
- Contact Terry Nemeth of the Water Department to verify the water service size to feed 5 cottages. Terry can be reached at 360.661.3519.
- The nearest Fire Hydrant(s) (#427) is located at the corner of West 5th Street and Minnesota Avenue and (#433) is located at the corner of West 5th Street and Kansas Avenue.

Fire Coverage:

- City records indicate Fire Hydrant #427 has 83 PSI and Fire Hydrant #433 has 85 PSI.
- Contact Bill Harris, Fire Chief, at 360.293.1925 regarding fire coverage requirements for this project.
- The City of Anacortes does not have current Fire Flow Reports in this area. A 3rd party testing company will need to perform this task and provide reports at the submittal of the construction civil plans for review.

Utility Companies:

- All utilities are required to be underground.
- Provided for the applicant's convenience is a Utility Franchise Contact List of local contacts for each Utility Company (**See Attached**).

Fees:

- See the Planning and Building Department for fees related to building permits.
- Per AMC 15.24.010 this project is subject to Engineering Fees for Plan Review and Construction Inspection.
 - 0.5% = Plan Review. Based on the approved Estimated Construction amount.
 - 1.5% = Construction Inspection. Based on the approved Estimated Construction amount.
 - Engineering Plan Review and Construction Inspection Fee form (**See attached**).

Other:

- For Landscaping and Landscape requirements, see Planning Department.
- Mail Boxes (See Chapter 3 – Streets, Section STR-19): For Mailbox Locations, coordinate location, type and size with the Anacortes Post Master. The access and areas around the mailboxes need to meet ADA requirements.
- Encroachments (See Chapter 3 – Streets, Section STR-18.3): Prior to any placement of any barricades, material, earth, gravel, rock, debris or any other material or thing over, under or upon the Public Right-of-Way or easement, an Encroachment Agreement shall be obtain from the City of Anacortes.

See the Anacortes Municipal Code, Section 12.30 for additional information regarding the Encroachment Agreement and processes.

Contact Lenny Burkland at 360.293.1920 or via email at stevel@cityofanacortes.org regarding questions or to obtain an agreement application.

- Improvements shall be designed by a Professional Engineer, licensed in the State of Washington.
- Improvements are subject to a 2-year Maintenance Bond in the amount of 10% of the actual construction costs.
- Contractor shall be licensed by the State of Washington and hold a City of Anacortes Business License.

Thanks,



Steven Lange
Senior Engineering Technician

Enclosed



ANACORTES PUBLIC WORKS DEPARTMENT

Engineering and Development Services

Required Submittals

Construction Plan Submittal

N/A Need Submitted

(Check pertinent information for the following requirements)

☐ ☐ ☐

Pay Plan Review Fee per the Engineering Plan Review Fee and Construction Inspection Fee Form.

Complete Submittal, but not limited to:
☐ ☐ ☐

Engineers Estimate of Construction

☐ ☐ ☐

4 sets of black line prints of the Construction Plans

☐ ☐ ☐

2 sets of Clear/Grade/Fill Permit application applied for and paid

☐ ☐ ☐

4 sets of black line prints of the Landscape Plan

☐ ☐ ☐

2 copies of the Drainage Plan Minimum Requirement 1 through 9

☐ ☐ ☐

2 copies of the Drainage Plan Minimum Requirement 1 through 5

☐ ☐ ☐

2 copies of the Geotech Report

☐ ☐ ☐

2 copies of the Traffic Control Plan for approval

☐ ☐ ☐

2 copies of the NPDES Permit

☐ ☐ ☐

2 copies of the recorded survey

☐ ☐ ☐

2 copies of a Narrative as to how the construction plans conform to the Facts and Findings

☐ ☐ ☐

2 copies of Request for Deviation from the EDS Standards

☐ ☐ ☐

2 copies of the Fire Flow Test Report

☐ ☐ ☐

2 copies of the Water System Design Report

DOCUMENT TO BE RAISED TO
REFLECT THE SIZE OF THE PROJECT
(TYPICAL ALL PAGES)

City Project Manager

Page 1 of 4

08.23.23

Date

APPENDIX C: INSP-04

City Contact Number

Project Name

Construction Plan Approval:

N/A Need Submitted

(Check pertinent information for the following requirements)☐ ☐ ☐

Pay Construction Inspection Fee, per the Engineering Plan Review Fee and Construction Inspection Fee form.

☐ ☐ ☐

Full size sets of Plans for signatures, includes a sign-off from the Building

☐ ☐ ☐

3 sets of black line prints and 1 PDF version

Preconstruction:☐ ☐ ☐

No construction can begin until: (See Facts and Findings, if any)

☐ ☐ ☐

Clear/Grade/Fill has been applied, approved and paid for.

☐ ☐ ☐

Landscape Plan approved by Planning Commission or Planning Director, per the Facts and Findings.

☐ ☐ ☐**Schedule the preconstruction meeting. Information Required;**☐ ☐ ☐

1. Provide Liability Insurance with the City of Anacortes as additional insured in the amount of \$1,000,000.00, form CG2026 or similar.

☐ ☐ ☐

2. Provide copies of all flaggers' certifications

☐ ☐ ☐

3. Provide verification of General Contractors State License

☐ ☐ ☐

4. Provide verification of all Subcontractors State License

☐ ☐ ☐

5. Provide verification of the Subcontractors City of Anacortes Business License.

☐ ☐ ☐

6. Provide verification of General Contractors City of Anacortes Business License.

☐ ☐ ☐

7. Provide a contact list of Key people that will be working on this project, as well as the order of communication.

☐ ☐ ☐

8. Provide verification of the Erosion Control Supervisor Certification.

☐ ☐ ☐

9. Provide a Proctor and Sieve Analysis of Material Used. See the City of Anacortes Right-of-Way and Testing Practice. All material must be approved by the City of Anacortes Public Works Director

☐ ☐ ☐

10. Establish a weekly meeting (Tuesdays work good for PW's)

☐ ☐ ☐

11. Indicate special inspection agency and geo-engineer.

☐ ☐ ☐

All Erosion Control Measures installed and approved the Public Works Inspector or designated Representative.

☐ ☐ ☐

All Construction Fencing in place and approved by the Public Works Inspector or designated Representative.

☐ ☐ ☐

1 Copy of the Contractor's Spill Prevention Program

☐ ☐ ☐

Weekly Tool Box Safety Meeting Minutes

☐ ☐ ☐

Provide 1 copy of the PSE plans for Street Lighting approval.

Construction:

N/A	Need	Submitted	(Check pertinent information for the following requirements)
☐	☐	☐	Call for inspections. See the Preconstruction Agenda.
☐	☐	☐	Provide daily Compaction Testing. See the approved plans and Preconstruction Agenda.
☐	☐	☐	Call for Water Pressure Test. Contractor to provide pretest prior to calling for Inspection.
☐	☐	☐	Provide Water Sample to the Department of Health for testing.
☐	☐	☐	Provide Sewer Pressure Test. Contractor to provide pretest prior to calling for Inspection. A re-inspection fee will apply.
☐	☐	☐	Provided Erosion Control weekly/Monthly reports. See approved plans and EDS Standards.
☐	☐	☐	Provide daily on-site Geotech Inspections.
☐	☐	☐	Provide daily Geotech Reports.
☐	☐	☐	Video Inspection Request: Before a Television Inspection can be performed, all work has been inspected by the City of Anacortes and all items have been completed and the required information provided to the City of Anacortes:
☐	☐	☐	1. Photos of installation. Including all connections made. To be supplied to the Public Works Inspector.
☐	☐	☐	2. Trenches are backfilled and compacted to subgrade elevation.
☐	☐	☐	3. Proctor and Sieve Analysis of the trench backfill material are supplied to the Public Works Inspector.
☐	☐	☐	4. Compaction test reports for trench backfill are supplied to the Public Works Inspector.
☐	☐	☐	5. Manholes are installed and backfilled, per the plans and standard specification.
☐	☐	☐	6. Proper connections to the manholes.
☐	☐	☐	7. Manhole channels have been installed, per the plans and standard specifications.
☐	☐	☐	8. Lines have been flushed and cleaned.
☐	☐	☐	9. Every line segment has been air pressure tested and passed
☐	☐	☐	10. All work has been inspected and approved by the PW Inspector.

Once this work has been completed and verified by the Public Works Inspector, the Contractor can request a "Video Inspection Request" from the Public Works Inspector. The Public Works Inspector will process the request with the Operations Department for scheduling of the sewer line and storm line.

Before final acceptance of the sanitary sewer and storm drainage, the Contractor shall correct all deficiencies found during the Television Inspection. An additional inspection fee will apply.

Construction Acceptance:

N/A Need Submitted

(Check pertinent information for the following requirements)

Prior to calling for a Final Inspection by the COA Public Works:
☐ ☐ ☐

Contractor to complete and return to the Public Works Inspector, the Final Inspection Guidelines for Contractors Inspection Form. The Public Works Inspector will verify completion.

☐ ☐ ☐

Provide a set of As-builts to use as reference at the site walk.

☐ ☐ ☐

Schedule the site walk. Wednesday mornings from 9:00 am to Noon is the time that the City Departments have set aside for this activity.

☐ ☐ ☐

Provide As-builts for City review and approval. (1) copy in Mylar form and (1) copy in digital form in AutoCAD 2000 minimum.

☐ ☐ ☐

Complete Punch List items, if any.

☐ ☐ ☐

Construction Completion Report by the Engineer of Record

☐ ☐ ☐

Submit a formal request for a Performance Bond for minor work to be completed, if desired. The Performance Bond is the cost of construction x 150%.

☐ ☐ ☐

Provide a Performance Bond. Per the Anacortes Municipal Code, it is only valid for 1-year.

Provide, but not limited to:
☐ ☐ ☐

All compaction testing information.

☐ ☐ ☐

All Video information, Sanitary Sewer, Storm Drainage

☐ ☐ ☐

All photos of construction with identification of location and description.

☐ ☐ ☐

All geotechnical reports, including Final Report

☐ ☐ ☐

Verification of correction notice completion

☐ ☐ ☐

Water Pressure Test Reports

☐ ☐ ☐

Sewer Pressure Test Reports

☐ ☐ ☐

Asphalt Inspection Forms

☐ ☐ ☐

Fire Flow Test Report

☐ ☐ ☐
☐ ☐ ☐
Final Plat Approval: Back to the Planning Department
☐ ☐ ☐

Provide verification of Construction Cost. This is used to establish the 2-year Maintenance Bond. The Maintenance Bond is 10% of the Construction Cost.

☐ ☐ ☐

Provide a (2) year Maintenance Bond. If there is a Performance Bond in place, the (2) year Maintenance Bond does not take affect until the Performance Bond is completed and accepted by the City of Anacortes.

☐ ☐ ☐

Work with the Planning Department on requirements for Final Plat Approval.



**ANACORTES PUBLIC WORKS DEPARTMENT
ENGINEERING PLAN REVIEW FEE AND CONSTRUCTION FEES**

SITE INFORMATION AND PROJECT VALUE

OWNER: _____

SITE ADDRESS: _____

PROJECT DESCRIPTION: _____

PROJECT VALUE [PV]: \$ _____ (Page 3 of 3 Total Cost)

ENGINEERING PLAN REVIEW FEE

ENGINEERING PLAN REVIEW FEE (.005 of Project Value) \$ _____

TOTAL ENGINEERING REVIEW FEE \$ _____

DUE AT TIME OF SUBMITTAL OF PLANS FOR REVIEW

CONSTRUCTION INSPECTION FEE

CONSTRUCTION INSPECTION FEE BASE FEE \$ 500.00

CONSTRUCTION INSPECTION FEE (.015 of Project Value) \$ _____

CONSTRUCTION INSPECTION FEE SUBTOTAL \$ _____

REDUCTION * \$ _____

TOTAL CONSTRUCTION INSPECTION FEE \$ _____

DUE UPON CONSTRUCTION PLAN APPROVAL

* SUBJECT TO THE DIRECTOR OF ENGINEERING & DEVELOPMENT SERVICES APPROVAL, A 50% REDUCTION TO THE CONSTRUCTION INSPECTION FEE MAY BE ASSESSED IF THE DEVELOPER PROVIDES ON-SITE CONSTRUCTION INSPECTION AND CONSTRUCTION ENGINEERING THROUGH PRIVATE CONSULTANTS TO THE SAME STANDARD AS THAT OF THE CITY.

Plan Review Fee: \$ _____ + Construction Inspection Fee: \$ _____ = \$ _____



ANACORTES PUBLIC WORKS DEPARTMENT

ENGINEERING PLAN REVIEW FEE AND CONSTRUCTION FEES

ENGINEERING AND INSPECTION FEE WORKSHEET (DEVELOPER DEDICATED ASSETS)

Engineering Project No.	Project Location	
Project Name	Project Engineer	Developer

The Developer shall enter the quantities shown on the construction drawings to be submitted to the City for review. This document is used to maintain the City's inventory of Public Works infrastructure and determine the amount of Engineering & Inspection Fees due to the City.

	DESCRIPTION	UNITS	QUANTITY	Unit Cost	Total Cost		FEE AMOUNT
STORM SEWER	6"	L.F.		\$25.00			
	8"	L.F.		\$30.00			
	10"	L.F.		\$37.00			
	12"	L.F.		\$45.00			
	15"	L.F.					
	18"	L.F.					
	24"	L.F.					
	Other _____						
	Other _____						
	Catch Basin, Type I	EA		\$740.00			
	Catch Basin, Type II	EA		\$3500.00			
	Storm Manholes	EA		\$5000.00			
	Ponds	EA					
	Bioswales	EA					
	Vaults or other water quality measures	EA					
SANITARY SEWER	6"	L.F.		\$35.00			
	8"	L.F.		\$45.00			
	10"	L.F.					
	12"	L.F.					
	15"	L.F.					
	18"	L.F.					
	24"	L.F.					
	Other _____						
	Other _____						
	Sanitary Manholes 48"	EA		\$5000.00			
	Sanitary Manholes Other _____	EA					
	Lift Station	EA					



ANACORTES PUBLIC WORKS DEPARTMENT

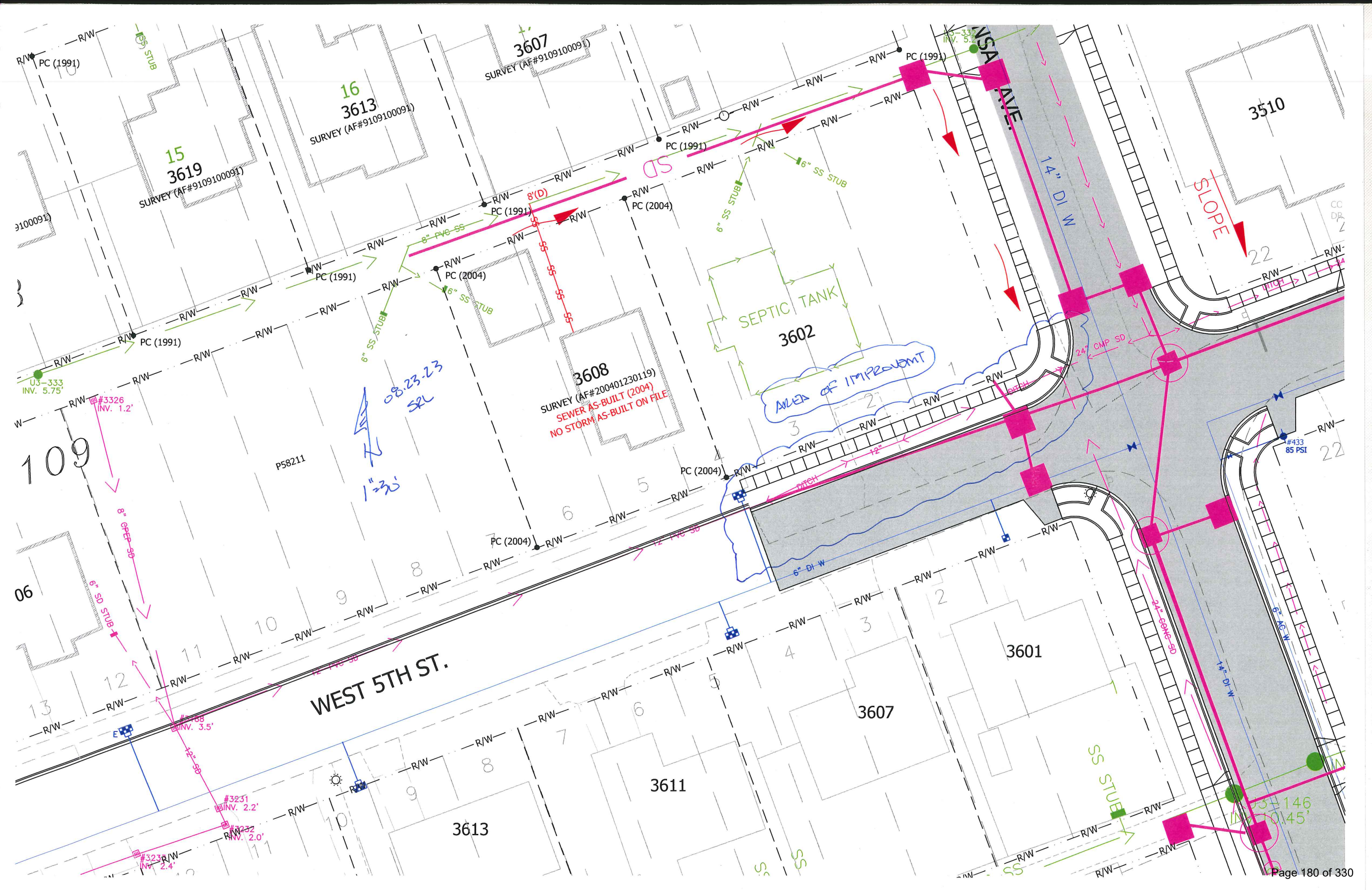
ENGINEERING PLAN REVIEW FEE AND CONSTRUCTION FEES

	DESCRIPTION	UNITS	QUANTITY	Unit Cost	Total Cost		FEE AMOUNT
WATER	4"	L.F.		\$45/\$55			
	6"	L.F.		\$55/\$75			
	8"	L.F.		\$55/\$75			
	12"	L.F.		\$65/\$80			
	16"	L.F.		\$75/\$90			
	Other _____	L.F.					
	Water Meter	EA		\$200.00			
	Fire Hydrant	EA		\$5000.00			
STREETS	Street Construction Length____ Width____	S.F.			(\$4) 2'x length (\$3) 24'x length (\$2.80) 20' x length		
	Street Lights	EA		\$3000.00			
	Street & Stop Signs	EA		\$200.00			
	Curb & Gutter	L.F.		\$14.00			
	Overlay, Asphalt	TON		\$100.00			
	Overlay, Concrete	S.Y.					
	Sidewalk	S.Y.		\$28.80			
	Wheelchair Ramps	S.Y.		\$36.00			
OTHER	Landscaping	S.Y.		\$27.00			
	Trails	S.F.					
	Stream Enhancement	S.F.					
	Other						
	Other						
	Temporary Erosion/Sediment Control **	Lump Sum		\$2000.00			
	Earthwork	C.Y.		\$15.00			
	Traffic Control			\$2000.00			
	Erosion Control			\$500.00			
	Utility Relocation/Adjustment	EA		\$275.00			
	TOTAL COSTS				\$		

** Temporary Erosion/Sediment Control includes: Clear and Grade, Fill and Grade, ESC Supervisor, and Silt Fencing.

UTILITY FRANCHISE CONTACT LIST, Updated January 26, 2022

- A. Comcast Cable
Casey Jones, New Construction
Cell: 425.508.7335
E-mail: casey_jones@cable.comcast.com
- B. Comcast Cable
Tri Huynh, Construction Maintenance
Cell: _
E-mail: tri_huynh@cable.comcast.com
- C. Cascade Natural Gas
Addam Sad, Manager
Office: 360.336.3866
Cell: 360.391.6093
E-mail: addam.sad@cngc.com
- D. Cascade Natural Gas
Jim Hobbs
Office: 360.336.3911
Cell: 360.941.4150
E-mail: James.hobbs@cngc.com
- E. PSE/Intolight
Lisa Kinney, Account Sales Manager
Office: (425) 516-5432
E-mail: Lisa.kinney@pse.com
- F. Puget Sound Energy
Jane Major, Municipal Construction Planner
Office: 360.766.5571
Cell: 360.791.2748
E-mail: jane.major@pse.com
- G. Ziplly Fiber
Michael Merrill, Construction
Office:
Cell: 615.719.0199
- H. Ziplly Fiber
Dennis Keller, Field Engineer
Office: 360.757.4530
Cell: 425.238.1078
E-mail: dennis.keller@ziplly.com
- I. Access Fiber
Jim Lemberg, Manager
Office: 360.5888360
Cell: 360.298.6895
E-mail: jiml@cityofanacortes.org



Document Title: **Ground Lease for Affordable Housing**

Grantor (Landlord): City of Anacortes,
a municipal corporation of the State of Washington,
PO Box 547, Anacortes WA 98221

Grantee (Tenant): Skagit Habitat for Humanity,
a Washington non-profit corporation,
1022 Riverside Dr, Mount Vernon, WA 98273

Legal Description: N P TO ANA LTS 7 TO 11 BLK 1109, fully described in Exhibit A

Parcel: P58211

Ground Lease

This Lease is executed between the Grantor (the “Landlord”) and Grantee (the “Tenant”) identified above (collectively “the Parties”) for the parcel identified above.

1 Background

- 1.1 Landlord is the owner of property located in the City of Anacortes, Washington, which is legally described in Section 2 below.
- 1.2 The Parties desire to enter into an agreement to lease the property for use as housing affordable to low-income persons.
- 1.3 This lease provides necessary support for the poor and infirm as authorized by the Washington State Constitution, Article VIII, Section 7.

2 Property.

- 2.1 The Property that is the subject of this Lease is legally described in Exhibit A and depicted on Exhibit B, which is attached hereto and incorporated herein by this reference (the “Property”).
- 2.2 Landlord demises and leases unto Tenant, and Tenant hereby accepts and leases from Landlord, the Property, on and subject to all the terms and conditions set forth in this Lease.

3 Term.

- 3.1 The term of this Lease is 100 years, commencing on the date of mutual execution (the “Effective Date”).
- 3.2 This Lease may be renewed for additional 100-year terms at any time prior to the expiration of the initial Term, through mutual agreement to amend this Lease. Renewal under the same terms is expressly envisioned by the Parties at the time of mutual acceptance of this Lease.

4 Condition of Property; Acceptance.

4.1 Representations. Landlord hereby represents and warrants to Tenant that:

- (a) Landlord has good and marketable fee simple title to the Property (including, without limitation, the improvements and fixtures thereon, if any);
- (b) Landlord has the authority to enter into this Lease;
- (c) except as set forth herein, there are no (i) rights of first refusal, (ii) rights of first offering, or (iii) options to lease, purchase or finance all or any portion of the Property;
- (d) the Property is zoned Residential (R2-A) and to the best knowledge of the Landlord is suitable for the Permitted Use (as defined in Section 7.1 below);
- (e) no off-site improvements are required to develop the Property consistent with the Permitted Use (sidewalk improvements abutting the Property, and alley improvements from the Property to the nearest street are excepted from this limitation); and
- (f) to the best knowledge of Landlord, the Property is not in violation of any federal, state or local law relating to Hazardous Material (as defined in Section 6.3 below).

4.2 Acceptance; Condition of Property. Tenant accepts the Property in its present condition "as is." Tenant acknowledges that it has had full opportunity to examine the Property and obtain knowledge of the physical condition of the Property, as well as, the state of its title, zoning, present uses, streets, sidewalks, parking areas, curbs and access thereto. Except as expressly set forth in this Lease, Landlord has no responsibility to make any improvements or repairs to the Property.

5 Improvements.

5.1 Landlord's Work. Landlord is not required to modify the Property or construct site improvements.

5.2 Tenant's Work.

- (a) Tenant agrees to improve the Property consistent with the Permitted Use, including related improvements in accordance with plans and specifications prepared and approved by Tenant through the ordinary permitting process of the City ("Tenant's Work"). The Parties entry into this Lease does not guarantee issuance of any permit. Tenant is responsible for all costs related to improvements, including but not limited to applicable connection fees, impact fees, and taxes.
- (b) "Improvements" includes any building, related surface and subsurface infrastructure, and all permanent structures placed on the Property.
- (c) Tenant agrees to commence construction of the Improvements within 1 year of the Effective Date and to diligently pursue such Improvements to completion.

- 5.3 Title to Improvements. The Improvements to be constructed on the Property will be the property of Tenant or Tenant's assignees. Upon the expiration or termination of this Lease the City will have the right to purchase the improvements at a value determined by a neutral third-party appraiser jointly agreed to by the Parties. If the City declines to purchase the Improvements, Tenant must remove the same within 120 days. Tenant's failure to remove the Improvements will be considered an abandonment with all right and title thereto vesting in and becoming property of the Landlord without further financial obligation between of the Parties.

6 Rent

- 6.1 Ground Rent. Provided this Lease is not terminated in accordance with the provisions of this Lease, Tenant must pay annual rent, without deduction, set-off, prior notice or demand, in the amount of \$1.00 ("Ground Rent"). Ground Rent is due and payable on the first day of each calendar year throughout the Term and any extension thereof. Ground Rent for any partial month may be apportioned pro rata based on the actual number of days elapsed. Ground Rent must be paid to Landlord at the address to which notices to Landlord are given.
- 6.2 Utility Charges. Tenant is responsible for all utilities and services provided to Tenant at the Property and agrees to pay, prior to delinquency, all charges for electricity, gas, water, sewage, and/or all other public and private services or charges used by or through Tenant at the Property, excluding any charges or services provided to or incurred by Landlord or its affiliates.
- 6.3 Real and Personal Property Taxes. Tenant must reimburse Landlord for payment of real property taxes and/or for actual costs of the leasehold excise tax defined by the Washington State Department of Revenue ("DOR"). The annual Ground Rent payment must include the leasehold excise tax. Tenant must pay, before delinquency, all personal property taxes assessed against its equipment, furniture, fixtures, inventory, and all of its other personal property on the Property.
- 6.4 Absolute Net Lease. It is the purpose and intent of Landlord and Tenant that the rent payable under this Section 6 is absolutely net to Landlord and this Lease will yield, absolutely net to Landlord, the rent specified and provided in this Section 5, and that Tenant will pay all costs, charges and expenses of every kind and nature whatsoever against the Property that may arise or become due during the term and that, except for the execution and delivery of this Lease, would or could have been payable by Landlord.

7 Use.

- 7.1 Permitted Use. Tenant may use and occupy the Property only as and for the activities described in this section (the "Permitted Use") and for no other purpose without Landlord's prior written consent. The "Permitted Use" is defined as:
- (a) construction of five dwellings and associated improvements, substantially consistent with the site plan shown in Exhibit B;

- (b) ownership and use of the dwellings by low-income households that meet the Income Limitation and Local Preference requirements of this section.
- 7.2 Income Limitation. In selecting households to whom ownership of the dwellings will be transferred, Tenant must request and verify household income and must not transfer to any household that, at the time of the transfer, **has annual household income in excess of 80% of the Area Median Income, adjusted for household size,** as set of the US Department of Housing and Urban Development for the Anacortes-Mount Vernon metro area.
- 7.3 Local Preference. In selecting households to whom the dwellings will be transferred, Tenant must give preference to households in which at least one adult:
- (a) Lives in Anacortes;
 - (b) Works in Anacortes; or
 - (c) Has children in Anacortes schools.
- 7.4 Non-discrimination. In selecting households to whom the dwellings will be transferred, Tenant may not discriminate on any basis enumerated in RCW 49.60.222(1) or violate any other applicable fair housing law.
- 7.5 Subsequent transfers. Household income for each dwelling may exceed the limitation in 7.2 during the period the household owns and occupies the dwelling, but Tenant must comply with 7.2 through 7.4 for any transfer of ownership of the dwelling.
- 7.6 Reporting. On January 1 of each year during the Term, Tenant will report to Landlord on the status of the Property, including:
- (a) A certification signed by an authorized representative of Tenant that the Landlord and all dwellings are in compliance with the terms of this lease;
 - (b) A statement of the total number of persons residing in each dwelling;
 - (c) **Whether ownership of the dwelling has changed since the last report, and if so, proof of eligibility in the form of the most-recent filed IRS tax return or an IRS Wage and Income transcript for each of the dwelling's household members.**
- 7.7 Compliance with Laws. Tenant must comply with all local, state, or federal laws, statutes, ordinances and governmental rules, regulations or requirements now in force or which may hereafter be in force with respect to the Tenant's use and occupancy of the Property.

- 7.8 Hazardous Materials. "Hazardous Material" means any matter (whether gaseous, liquid or solid) which is now or hereafter designated as a hazardous or toxic waste or substance under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 USC 9601, et seq., all as now or hereafter amended, or which may now or hereafter be regulated under any other federal, state, or local law, statute, ordinance or regulation pertaining to health, industrial hygiene or the environment, including, without limitation (i) any asbestos and/or asbestos containing materials (collectively "ACMs") regardless of whether such ACMs are in a friable or non-friable state, or (ii) any matter designated as a hazardous substance pursuant to Section 311 of the Federal Water Pollution Control Act (33 USC 1317), or (iii) any matter defined as a hazardous waste pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act, (42 USC 6901 et seq) pertaining to health or the environment. "Hazardous Material" does not include ordinary cleaning and maintenance products which are used with due care and in accordance with applicable law and the instructions of the manufacturer of such products in the reasonable and prudent conduct of the business conducted on the Property.
- (a) Tenant may not store, use, sell, release, generate or dispose of any Hazardous Materials in, on or about the Property without the prior written consent of Landlord.
 - (b) If, during the course of construction of Tenant's Work, Tenant discovers Hazardous Materials on or beneath the Property (other than Hazardous Materials introduced to the Property following the Effective Date of this Lease), Landlord and Tenant must determine the estimated cost of remediation in accordance with state and federal environmental laws. Landlord must pay the cost of remediation, monitoring and disposal.

8 Alterations.

- 8.1 Any alterations, additions or improvements to the Property or the Improvements thereon must be made at Tenant's sole cost and expense unless otherwise mutually agreed to in writing by the Parties. Tenant must secure any and all governmental permits, approvals or authorizations required in connection with any such work, and must hold Landlord harmless from any and all liability, costs, damages, expenses (including attorneys' fees) and any and all liens resulting therefrom.
- 8.2 All alterations, additions and improvements to the Property or Improvements immediately become affixed to the property; provided, however, as set forth in Section 9.3 below, Tenant's trade fixtures, furnishings, appliances and equipment remain the property of Tenant and do not become a part of the Property.

9 Maintenance of Premises.

- 9.1 Maintenance and Repair by Tenant. During the Term, Tenant must maintain the entirety of the Property (including its principal components) and other Improvements (including without limiting the generality of the foregoing the roof, foundation, water, sewer and gas connections, pipes and mains, plumbing, heating and ventilation, and electrical systems) in good operational condition for the conduct of Tenant's business at the Property, ordinary wear and tear, damage by eminent domain and damage or destruction of the Property excepted. All repair work must be done in a good and workmanlike manner. Tenant must not commit waste with respect to the Improvements or the Property.
- 9.2 Repairs by Landlord. Landlord is not responsible for maintaining, repairing, or restoring any part of the Property or Improvements.
- 9.3 Surrender of Property. Upon expiration or earlier termination of this Lease, Tenant must surrender the Property and all Improvements constructed thereon to Landlord as set forth in Section 5.3. Upon such termination, Tenant may remove all of Tenant's furniture, fixtures, equipment, trade fixtures, signs, inventory, and other personal property. Any of Tenant's personal property left on the Property by Tenant 90 days after termination of this Lease will conclusively be considered abandoned and Landlord will be entitled to use or dispose of it free of any interest of Tenant.

10 Liens.

- 10.1 Tenant must keep the Property free from any liens arising out of any work performed, materials furnished or obligations incurred by Tenant.
- 10.2 If any lien is filed against the Property as a result of action or inaction of Tenant, Tenant, upon demand, must release the Property from the lien by posting a bond in accordance with the terms of RCW 60.04.161, or posting other security in form and amount acceptable to Landlord.
- 10.3 Nothing in this covenant denies the right of Tenant to dispute any lien it deems improper.

11 Assignment and Subletting.

- 11.1 Tenant's Ability to Sublet. Tenant is authorized under this lease to sublease the property or any portion thereof to qualifying households as described in the Permitted Use. Tenant must include in its sublease provisions a requirement for compliance with this lease, including the Permitted Use. Tenant may charge a reasonable lease fee for such subleases.
- 11.2 No Assignment. This Lease may not be assigned by Tenant to any entity without permission of Landlord, which must authorize any assignment in its sole discretion.

- 11.3 Landlord's Right to Strict Application of this Section. Landlord is leasing this property to Tenant for the purpose of housing affordable to low-income households, and would not be permitted under state law or the state constitution to lease the property at this rate without requiring compliance with the income limitations described in the Permitted Use. Landlord therefore has the right to strict application of this section and hereby withholds consent for any sublease that is not strictly in compliance with this section and the Permitted Use.

12 Insurance and Indemnity.

- 12.1 Tenant's Insurance. Tenant, at its sole cost and expense, must obtain and maintain (or cause to be obtained and maintained) from and after the Effective Date and thereafter during the Term, comprehensive broad form commercial general liability insurance covering claims arising out of Tenant's operations, use and occupancy of the Property. Coverage must be maintained on an occurrence basis, covering premises and operations, products and completed operations, contractual liability, personal injury liability, bodily injury liability and property damage liability. At the beginning of the Term such insurance must have a combined single limit of not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Such insurance must: (a) name Landlord as an additional insured; (b) specifically insure Tenant's indemnity obligations; and (c) be primary to any liability insurance maintained by Landlord.
- 12.2 General Requirements. All insurance (and renewals thereof) required by this section must be issued by responsible insurance carriers authorized to do business in the State of Washington with an A. M. Best Rating of A-/VII or better. Each policy must expressly provide that it must not be cancelled or changed without at least 30 days' prior written notice to all parties insured or named therein. The insurance must include Landlord as an additional insured. Tenant and Leasehold Mortgagee are entitled to receive the property insurance proceeds allocable to the Improvements and Tenant's personal property. Landlord, no sooner than 5 years after the Effective Date, may modify the liability limits set forth in Section 12.1 to reasonably reflect market conditions.
- 12.3 Mutual Waiver of Subrogation. Notwithstanding any other provision of this Lease, Landlord and Tenant each hereby waives, releases and discharges the other, its agents and employees from all claims whatsoever arising out of loss, claim, expense, damage or destruction covered or required to be covered by insurance or covered by other casualty insurance it may carry (a "Loss"), notwithstanding that such Loss may have been caused by the other, its agents or employees. Landlord and Tenant each hereby agrees to look to its insurance coverage only upon such Loss. Landlord's policy or policies of insurance must contain a waiver of subrogation clause as to Tenant. Tenant's policy or policies of insurance must contain a waiver of subrogation clause as to Landlord.
- 12.4 Indemnification.

- (a) **Tenant Indemnification of Landlord.** Tenant, as of the Commencement Date, must indemnify, defend and hold harmless Landlord from and against all loss, cost, injury, damages, liability, suits, claims, judgments, reasonable attorney's fees, and liens of every kind and nature (collectively "Claims") that may occur or be claimed by, to or with respect to any persons, corporations, property or chattels on or about the Property resulting from any act done or omission or negligence by Tenant, its agents, employees, licensees, subtenants, invitees or by those claiming under Tenant (collectively "Tenant parties") or caused by or resulting from Tenant's use or possession of the Property or the condition of the Property, or Tenant's Work.
- (b) **Limitation on Indemnities.** In compliance with Revised Code of Washington ("RCW") 4.24.115 as in effect on the date of this Lease, all provisions of this Lease pursuant to which a party agrees to indemnify another party against liability for damages arising out of bodily injury to persons or damage to property ("Damages") in connection with the construction, alteration, repair, addition to, subtraction from, improvement to or maintenance of any improvement to the Property ("Indemnities") will be limited by the provisions of this paragraph. None of such Indemnities will apply to Damages caused by or resulting from acts or omissions or the sole negligence of the indemnitee, its agents, employees or contractors. To the extent that any such Damages are caused or result from the concurrent negligence of (a) the indemnitee or its agents, employees or contractors and (b) the indemnitor or its agents, employees or contractors, the Indemnities will apply only to the extent of the Indemnitor's negligence. If RCW 4.24.115 is hereafter amended to eliminate or modify the limitations on indemnities set forth therein, this paragraph will automatically and without further act by either party be deemed amended to remove any of the limitations contained herein that are no longer required by then-applicable law. Landlord and Tenant have specifically negotiated the waiver of and hereby specifically waive any provisions of any industrial insurance act, including Title 51 of the Revised Code of Washington, or any other employee benefit act which might otherwise operate to release or immunize it from its obligations under this Section.

13 Termination.

- 13.1 Prior to construction of the Permitted Use and transfer of dwellings to qualifying households, Tenant may terminate this lease, at its option, with 90 days' notice to Landlord.
- 13.2 **Default.** The occurrence of any one or more of the following events constitutes a default and breach of this Lease by Tenant.
 - (a) **Failure to Pay Rent.** The failure by Tenant to pay Ground Rent when due, where such failure continues for a period of seven days after written notice thereof by Landlord to Tenant.
 - (b) **Failure to Accomplish the Permitted Use.** The failure by Tenant to construct and accomplish the Permitted Use within the prescribed timeframe.

- (c) Failure to Perform. The failure by Tenant to observe or perform any of the covenants, conditions, or provisions of this Lease to be observed or performed by the Tenant, other than described in paragraph (a) above, where such failure continues for a period of 30 days after written notice thereof by Landlord to Tenant; provided, however, that if the nature of Tenant's default is such that more than 30 days are reasonably required for its cure, then Tenant may not be deemed to be in default if Tenant commences such cure within said 30 day period and thereafter diligently prosecutes such cure to completion.
- (d) Bankruptcy. The making by Tenant of any general assignment or general arrangement for the benefit of creditors; or by the filing by or against Tenant of a petition to have the Tenant adjudged a bankrupt, or a petition or reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against Tenant, the same is dismissed within 60 days of filing); or the appointment of a trustee or a receiver to take possession of substantially all of Tenant's assets located at the Property or of Tenant's interest in this Lease, where such seizure is not discharged in 60 days after appointment of said trustee or receiver, or the filing of the petition for the appointment of the same, whichever first occurs.

13.3 Landlord's Remedies in Default. Upon the occurrence of an event of default under this section 13, Landlord has any of the following rights and remedies:

- (a) To terminate this Lease and Tenant's right of possession of the Property by giving notice of such election to Tenant, in which event Tenant must immediately surrender possession thereof to Landlord.
- (b) To terminate Tenant's right of possession of the Property without terminating this Lease by giving notice of such election to Tenant, in which event (i) Tenant must immediately surrender possession thereof to Landlord, failing which Landlord may exercise the right of reentry, and (ii) Landlord must have the right to occupy the Property for and on account of Tenant and to collect any unpaid Rent and other charges which have or may thereafter become due and payable. If Landlord reenters the Property, such reentry or any action, in unlawful detainer or otherwise, to obtain possession of the Property will be deemed to be an election by Landlord to terminate this Lease, and Tenant's liability to pay Rent or other charges thereafter accruing.
- (c) To exercise the rights described above and thereafter elect to terminate this Lease and all of Tenant's rights in or to the Property by giving notice of such election to Tenant.

13.4 Legal Expenses. If either party is required to bring or maintain any action (including assertion of any counterclaim or cross-claim, or claim in a proceeding in bankruptcy, receivership or any other proceeding instituted by a party hereto or by others), or otherwise refers this Lease to an attorney for the enforcement of any of the covenants, terms or conditions of this Lease, the prevailing party in such action must, in addition to all other payments required herein, receive from the other, all the costs incurred by the prevailing party, including reasonable attorneys' fees, and such costs as determined by a court with jurisdiction.

- 13.5 Remedies Cumulative - Waiver. It is understood and agreed that the Landlord's remedies hereunder are cumulative and the Landlord's exercise of any right or remedy due to a default or breach by Tenant may not be deemed a waiver of, or to alter, affect or prejudice any right or remedy which Landlord may have under this Lease or by law.

14 Reconstruction.

- 14.1 In the event the Improvements on the Property are damaged by fire or other perils, Tenant must (i.e., using its reasonable best efforts to accomplish the work in question as soon as is reasonably possible) repair, restore and rebuild the same (or other structures more suitable to Tenant's then-intended use of the Property), and this Lease will remain in full force and effect. The proceeds of any insurance required to be maintained under Section 12 must be delivered to Tenant.
- 14.2 Notwithstanding the foregoing, in the event of a fire or other casualty occurring where there is: (a) damage to the Improvements in such an amount that the use and occupancy of the dwellings is materially impaired, such that Tenant determines in its sole discretion to abandon the Property; or (b) there is less than two years remaining in the Term of this Lease, Tenant has the right to terminate the Lease effective as of the date of fire or other casualty by written notice to Landlord. If Tenant elects to terminate this Lease under the preceding sentence, then Tenant must demolish and remove all debris from the Property within 120 days after Tenant's notice.

- 15 Holding Over.** Unless otherwise agreed to by Landlord in writing, any holding over by Tenant after the expiration of the lease term hereof, with or without Landlord's consent, will be construed to be a tenancy from month-to-month with the Ground Rent applicable to the last full month during the term immediately prior to such holdover period. Such holdover tenancy is subject to all of the terms and conditions set forth herein, to the extent not inconsistent with a month-to-month tenancy.

- 16 Quiet Enjoyment.** Tenant, upon fully complying with and promptly performing all of the terms, covenants, and conditions of this Lease, and upon the payment of all sums due hereunder, will have and quietly enjoy the Property for the lease term set forth herein.

17 Miscellaneous.

- 17.1 No Partnership, Joint Venture. Nothing contained in this Lease may be deemed or construed to create a partnership or joint venture as between Landlord and Tenant, or between Landlord and any other party; nor may Tenant be deemed the Landlord's agent. Landlord is not liable for the debts or obligations of Tenant or for any other party.

- 17.2 Successors or Assigns. All the terms, conditions, covenants and agreements of this Lease extend to and are binding upon the Landlord, Tenant and their respective heirs, administrators, executors, successors and assigns, and upon any person or persons coming into ownership or possession of any interest in the Property by operation of law or otherwise, subject at all times, however, to all provisions and restrictions elsewhere contained in this Lease respecting the assignment, transfer, encumbering, or subletting of all or any part of the Property or Tenant's interest in this Lease.
- 17.3 Partial Invalidity. If any term, covenant or condition of this Lease or the application thereof to any person or circumstance is, to any extent, invalid or unenforceable, the remainder of this Lease, or the application of such term, covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, may not be affected thereby and each term, covenant or condition of this Lease will be valid and be enforced to the fullest extent permitted by law.
- 17.4 Recording. Tenant may record this Lease or a Notice thereof without the prior written consent of the Landlord. If Tenant records a memorandum or "short form" of this Lease, it must be in a form customarily used for such purposes. Said memorandum or short form of this Lease must describe the Parties, the Property, the lease term and any other provisions reasonably required, must incorporate this Lease by reference and must specify that any inconsistency between the memorandum of lease and this Lease must be resolved in favor of this Lease.
- 17.5 Notices. Any notices required in accordance with any of the provisions herein must be delivered or mailed by registered or certified mail, postage prepaid and return receipt requested, to the addresses set forth on page 1 or at such other place as either party may in writing from time to time specify. Any such notice is deemed effective on the date of delivery or two business days after mailing. If there is more than one Tenant or Landlord, any notice required or permitted hereunder may be given by or to any one thereof, and have the same force and effect as if given by or to all thereof.
- 17.6 Time. Time is of the essence of this Lease and each and all of its provisions in which performance is a factor. All periods of time referred to herein include all Saturdays, Sundays and state or national holidays, unless the period of time specifies business days, provided that if the date or last date to perform any act or give any notice falls on a Saturday, Sunday or state or national holiday, such act or notice may be timely performed or given on the next succeeding day, which is not a Saturday, Sunday or state or national holiday.
- 17.7 Amendments. No provision of this Lease may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest. This Lease is not effective or binding on any party until fully executed by both parties hereto.

- 17.8 Force Majeure. This Lease and the obligations of either party hereunder, other than obligations to pay Rent or other sums of money, must be excused if such party is unable to fulfill any of its obligations hereunder or is delayed in doing so, if such inability or delay is caused by reason of strike, labor troubles, acts of God, or any other cause beyond the reasonable control of the obligated party; except that such excused performance will only be for that period of time that the cause of such inability or delay exists. This Lease and the obligations of either party hereunder must not be affected or impaired because the other party is unable to fulfill any of its obligations hereunder or is delayed in doing so, if such inability or delay is caused by reason of strike, labor troubles, acts of God, or any other cause beyond the reasonable control of the obligated party.
- 17.9 No Third-Party Rights. This Lease is intended for the benefit of the Parties and their respective successors and permitted assigns, and is not for the benefit of, nor may any provision hereof be enforced by, any other Person.
- 17.10 Choice of Law. This Lease is to be governed by the laws of the State of Washington.
- 17.11 Broker's Commission. Landlord and Tenant represent and warrant to one another that they have incurred no liabilities or claims for brokerage commissions or finder's fees in connection with the execution of this Lease, and that they have not dealt with and have no knowledge of any other real estate broker, agent or salesperson involved in any way with this Lease. Landlord and Tenant agree to indemnify, defend, and hold each other harmless from all such liabilities or claims (including, without limitation, attorneys' fees) arising out of any contractual or other obligation alleged to exist between the indemnifying party and any other real estate broker, agent or salesperson. Landlord specifically agrees to indemnify, defend, and hold Tenant harmless from and against any claim for a commission or finder's fee made by any person arising from or relating to this Lease.
- 17.12 Execution by Tenant and Landlord. No contractual or other rights exist or may be created between Landlord and Tenant until all parties hereto have executed this Lease and fully executed copies have been delivered to Landlord and Tenant.

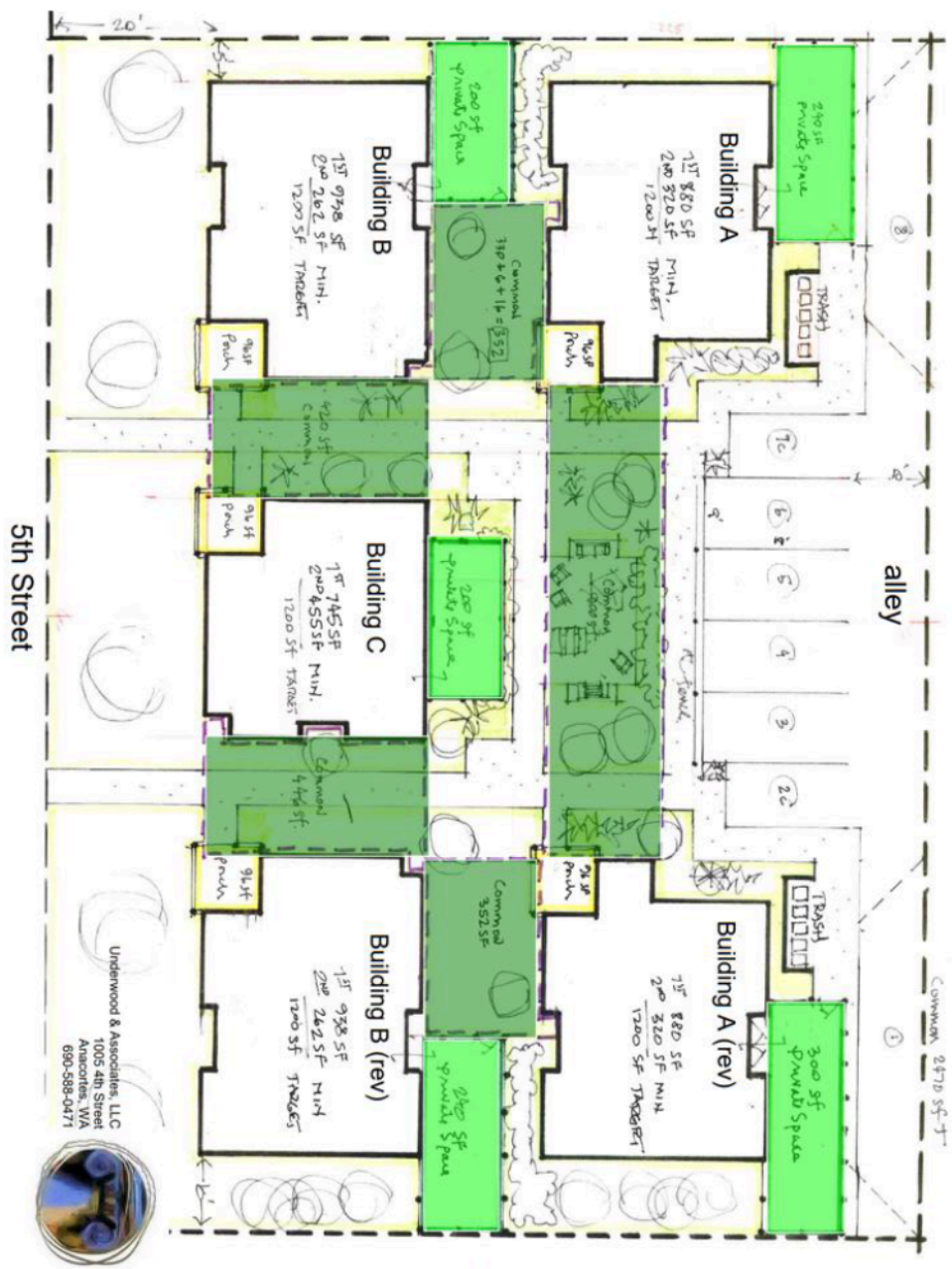
IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the Effective Date.

[Habitat signatures]

[City signature page]

Exhibit A Legal Description

Exhibit B Conceptual Site Plan



Transfer, lease, disposal of public property for affordable housing.

(1) Any state agency, municipality, or political subdivision, with authority to dispose of surplus public property, may transfer, lease, or otherwise dispose of such property for a public benefit purpose, consistent with and subject to this section. Any such transfer, lease, or other disposal may be made to a public, private, or nongovernmental body on any mutually agreeable terms and conditions, including a no cost transfer, subject to and consistent with this section. Consideration must include appraisal costs, debt service, all closing costs, and any other liabilities to the agency, municipality, or political subdivision. However, the property may not be so transferred, leased, or disposed of if such transfer, lease, or disposal would violate any bond covenant or encumber or impair any contract.

(2) A deed, lease, or other instrument transferring or conveying property pursuant to subsection (1) of this section must include:

(a) A covenant or other requirement that the property shall be used for the designated public benefit purpose; and

(b) Remedies that apply if the recipient of the property fails to use it for the designated public purpose or ceases to use it for such purpose.

(3) To implement the authority granted by this section, the governing body or legislative authority of a municipality or political subdivision must enact rules to regulate the disposition of property for public benefit purposes. Any transfer, lease, or other disposition of property authorized under this section must be consistent with existing locally adopted comprehensive plans as described in RCW 36.70A.070.

(4) This section is deemed to provide a discretionary alternative method for the doing of the things authorized herein, and shall not be construed as imposing any additional condition upon the exercise of any other powers vested in any state agency, municipality, or political subdivision.

(5) No transfer, lease, or other disposition of property for public benefit purposes made pursuant to any other provision of law prior to June 7, 2018, may be construed to be invalid solely because the parties thereto did not comply with the procedures of this section.

(6) The transfer at no cost, lease, or other disposal of surplus real property for public benefit purposes is deemed a lawful purpose of any state agency, municipality, or political subdivision, for which accounts are kept on an enterprise fund or equivalent basis, regardless of the primary purpose or function of such agency.

(7) This section does not apply to the sale or transfer of any state forestlands, any state lands or property granted to the state by the federal government for the purposes of common schools or education, or subject to a legal restriction that would be violated by compliance with this section.

(8) For purposes of this section:

(a) "Affordable housing" means:

(i) For rental housing, 30 percent of the household's monthly income for rent and utilities, other than telephone; or

(ii) For permanently affordable homeownership, 38 percent of the household's monthly income for mortgage principal, interest, property taxes, homeowner's insurance, homeowner's association fees, and land lease fees, as applicable. In addition, total household debt is no more than 45 percent of the monthly household income;

(b) "Public benefit" means affordable housing, which can be rental housing or permanently affordable homeownership for low-income and very low-income households as defined in RCW 43.63A.510, and related facilities that support the goals of affordable housing development in providing economic and social stability for low-income persons; and

(c) "Surplus public property" means excess real property that is not required for the needs of or the discharge of the responsibilities of the state agency, municipality, or political subdivision.

19.41.040 Principal uses permitted in residential zones.

Table 19.41.040 below provides the list of permitted principal uses in residential zones.

NOTE: Accessory uses are not shown in these principal use charts. See AMC Chapter [19.47](#), Accessory Uses and Structures, for applicable accessory use provisions.

Table 19.41.040
Principal uses permitted in residential zones.

Principal Use	R1	R2	R2A	R3	R3A	R4	R4A	OT	Reference
RESIDENTIAL									
Household Living, as listed below									AMC 19.43.010(A)
Single-family	P	P	P	P	P	P	P	P	AMC 19.43.010(B)
Single-family, small lot				P	P	P	P		AMC 19.43.010(C)
Cottage housing		P	P	P	P	P	P		AMC 19.43.010(D)
Duplex		P	P	P	P	P	P	P	AMC 19.43.010(E)
Triplex				P	P	P	P		AMC 19.43.010(F)
Townhouse				p ^(x)	P	P	P		AMC 19.43.010(G) (^x) AMC 19.43.010(G)(3)
Multifamily, 4 units				P	P	P	P		AMC 19.43.010(H) and (I)
Multifamily, 5 or more units						P	P		AMC 19.43.010(H) and (I)
Live-work									AMC 19.43.010(J)
Group Living, as listed below									AMC 19.43.020(A)
Adult family home	P	P	P	P	P	P	P	P	AMC 19.43.020(B)
Assisted living facility				C	C	P	C		AMC 19.43.020(C)
Nursing homes						C			AMC 19.43.020(D)
Rooming houses				C	C	P	P	C	AMC 19.43.020(E)
COMMERCIAL									

Table 19.41.040
Principal uses permitted in residential zones.

Principal Use	R1	R2	R2A	R3	R3A	R4	R4A	OT	Reference
Day Care, as listed below									AMC 19.44.010(A)
Day care I facilities	P	P	P	P	P	P	P	P	AMC 19.44.010(B)
Day care II facilities			C	C	C	P	C	C	AMC 19.44.010(B)
General-Service, except as listed below									AMC 19.44.020(A)
Public safety facility	C	C	C	C	C	C	C	C	AMC 19.44.020(E)
Medical, except as listed below				C ^(X)	C ^(X)				AMC 19.44.030(A) (X) AMC 19.44.030(B)
Hospital									19.44.030(C)
Office									AMC 19.44.040(A)
Overnight Lodging, except as listed below									AMC 19.44.050(A)
Bed and breakfast	C	C	C	C	C	P	P	C	AMC 19.44.050(B)
Parking	C ^(X)	C ^(X)	C ^(X)	C ^(X)	C ^(X)	C ^(X)	C ^(X)	C ^(X)	AMC 19.44.060(A) (X) AMC 19.44.060(B)
Passenger Terminal									AMC 19.44.070(A)
Personal Service, except as listed below									AMC 19.44.080(A)
Beauty salons						C	C		AMC 19.44.080(D)
Recreation, Indoor									AMC 19.44.090(A)
Recreation, Outdoor									AMC 19.44.100
Restaurant/Bar									AMC 19.44.110(A)
Retail Sales, except as listed below									AMC 19.44.120(A)
Neighborhood grocery store		C	C	C	C	C	C	C	AMC 19.44.120(E)
Vehicle Sales/Rental									AMC 19.44.130(A)
INDUSTRIAL									

Table 19.41.040
Principal uses permitted in residential zones.

Principal Use	R1	R2	R2A	R3	R3A	R4	R4A	OT	Reference
All industrial uses									AMC Chapter 19.45
PUBLIC, INSTITUTIONAL AND OPEN SPACE USES									
Agriculture, except as listed below	p ^(X)								AMC 19.46.010(A) (X) AMC 19.46.010(B)
Nurseries	C	C	C	C	C	C	C		AMC 19.46.010(E)
Civic, as listed below and based on gross floor area (GFA)									AMC 19.46.020(A) and (B)
<10,000 sq. ft. GFA		P	P	P	P	P	P	P	
10,000—20,000 sq. ft. GFA		C	C	C	C	C	C		
>20,000 sq. ft. GFA									
Special civic uses:									AMC 19.46.020(C)
Cemetery/columbarium									AMC 19.46.020(C)(1)
College, community college, or university									AMC 19.46.020(C)(2)
Community center				C	C	C	C		AMC 19.46.020(C)(3)
Museum									AMC 19.46.020(C)(4)
Private recreational, civic, social and/or cultural clubs				C	C	C	C		AMC 19.46.020(C)(5)
Schools, public or private	C	C	C	C	C	C	C	C	AMC 19.46.020(C)(6)
Parks, Plazas, Open Spaces, and Natural Areas	P	P	P	P	P	P	P	P	AMC 19.46.030
Utilities, as listed below									AMC 19.46.040
Utilities, major	C	C	C	C	C	C	C	C	AMC 19.46.040(A)
Utilities, minor	P	P	P	P	P	P	P	P	AMC 19.46.040(B)
Sustainable energy generation system									AMC 19.46.040(C)

Table 19.41.040
Principal uses permitted in residential zones.

Principal Use	R1	R2	R2A	R3	R3A	R4	R4A	OT	Reference
Wireless Telecommunications Towers and Antennas	See AMC Chapter 19.68 , Wireless Service Facilities								

(Ord. 4070 § 2 (Att. A), 2024; Ord. 4028 § 2 (Att. A), 2022; Ord. 3091 § 2, 2021; Ord. 3040 § 2 (Att. A), 2019)

The Anacortes Municipal Code is current through Ordinance 4074, passed March 4, 2024.

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

[City Website: www.cityofanacortes.org](http://www.cityofanacortes.org)

[City Telephone: \(360\) 293-1900](tel:(360)293-1900)

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19.43.010 Household living.

A. *Household Living Use Category.* Residential occupancy of a dwelling unit by a household. Household living includes the following uses:

1. Single-family.
2. Single-family, small lot.
3. Cottage housing.
4. Duplex.
5. Triplex.
6. Townhouse.
7. Multifamily, four or more units.
8. Live-work.

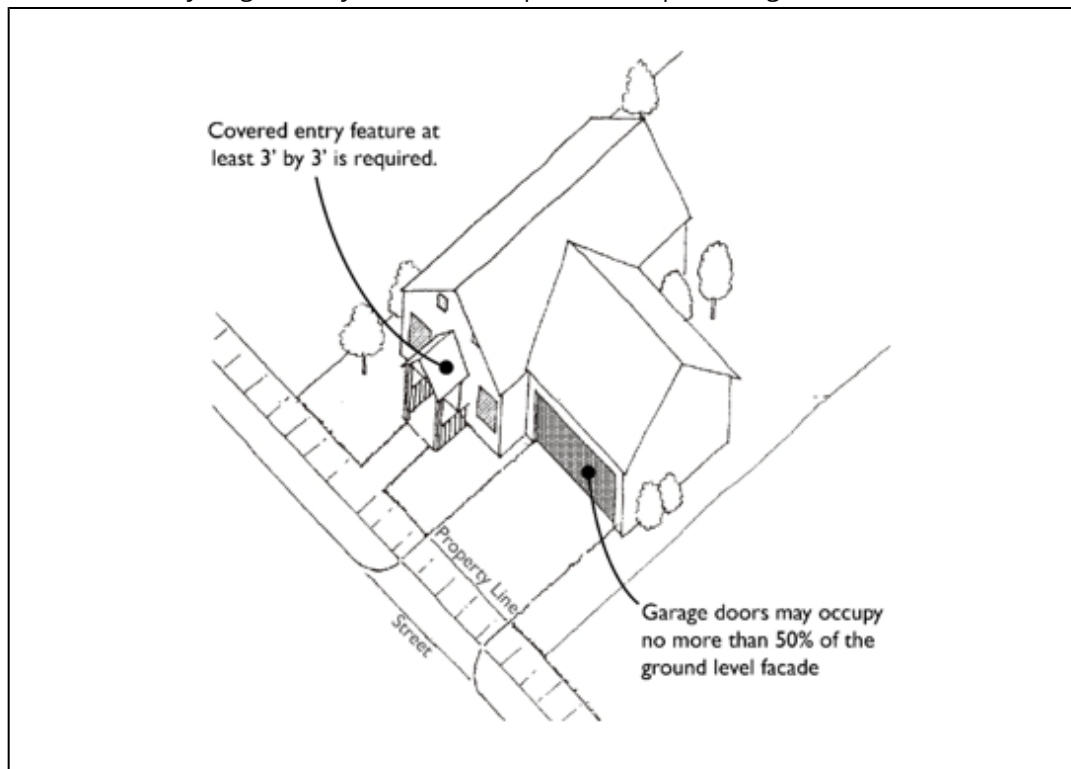
B. *Single-Family.*

1. *Definition.* A detached dwelling that is entirely surrounded by open space on the same lot, and which is designed for and occupied exclusively by one family and the household employees of the family, if any.
2. *District-Specific Standards.*
 - a. In the CBD and C zones, no new single-family residences may be constructed. Single-family uses are conditionally permitted in these zones if in an existing building that was a single-family residence at some time in its past.
 - b. In the LM1 zone, single-family uses are permitted only for existing platted lots. In no event will this allow a residential subdivision.
3. *Standards—Multiple Single-Family Dwellings on One Lot.* Two or more single-family dwellings may be built on the same lot, provided the applicable lot size standard (one dwelling unit/minimum lot area for single-family dwellings) is met. For example, if the minimum lot area for single-family dwellings is 7,500 square feet, two single-family dwellings could be built on a 15,000-square-foot lot. Applicants must demonstrate how the lot could be subdivided in the future consistent with the density and dimensional standards of this title.
4. *Driveway and Access Easement Standards.* See AMC [19.53.030](#).

C. *Single-Family, Small Lot.*

1. *Definition.* A detached single-family dwelling that is on a lot that has less than 5,000 square feet in net lot area.
2. *Purpose.*
 - a. To enhance the character of the street and neighborhood.
 - b. To maintain “eyes on the street” for safety to pedestrians and to create a more welcoming and interesting streetscape.
 - c. To de-emphasize garages and driveways as major visual elements along the street.
 - d. To provide usable open space for residents.
3. *Standards.* The following standards apply in addition to the general single-family standards in subsections [\(B\)\(2\)](#) and [\(B\)\(3\)](#) of this section.
 - a. *Entry Standards.*
 - i. Clear and obvious pedestrian access between the sidewalk (or the street if there is no sidewalk) and the building entry is required for new dwellings. The driveway may be used for pedestrian access.
 - ii. All new dwellings must provide a covered pedestrian entry with minimum weather protection of three feet by three feet (a covered porch or recessed entry).

Figure 19.43.010(C)(3)(a)
Key single-family—Small lot, duplex, and triplex design standards.



b. *Driveway Access and Garage Standards.*

- i. See AMC [19.53.030](#) for driveway and access easement standards.
- ii. Where the garage vehicle door(s) face the street, they may occupy no more than 50 percent of the ground level facade facing the street. Garage doors may exceed this limit up to a maximum of 65 percent of the ground level facade facing the street, provided at least two of the following design details are utilized:
 - (A) A decorative trellis over at least the entire width of the garage door(s).
 - (B) A window or windows are placed above the garage on a second story or attic wall.
 - (C) A balcony that extends out over the driveway.
 - (D) Utilizing all single-vehicle car doors as an alternative to wider garage doors suitable for two-car garages.
 - (E) Windows in the garage door.
 - (F) Decorative details on the garage door. Standard squares on a garage door will not qualify as a decorative detail.

Figure 19.43.010(C)(3)(b)(ii)
Garage design detail examples.



A decorative trellis over the garage door.



A balcony over the garage, single doors (instead of a wider double door), and windows above the garage on a second story.

iii. Garage doors must not be placed in front of the front face of the dwelling. Lots containing slopes of at least 10 percent are exempt from this standard. For the purposes of this standard, “dwelling” includes:

(A) The front projection of a covered entry or porch.

(B) Livable floor area within the dwelling as determined by the Director. For example, attic spaces, closet area or low ceiling height spaces located directly above a garage do not qualify as livable floor area.

Figure 19.43.010(C)(3)(b)(iii)
Street setback standards for individual/private garages on small single-family lots.



Figure 19.43.010(C)(3)(b)(iii)
Street setback standards for individual/private garages on small single-family lots.

These examples do not comply with the standard. On the left, there is a “dwelling” space above the garage but the garage extends out in front of it. On the right, the garage extends beyond the front door and living areas.

- c. *Standards for Minimum Usable Open Space for Small Alley-Loaded Lots.*
- i. All new alley-loaded small lot dwelling units must provide a contiguous open space to the side or rear of the dwelling with a minimum dimension of 15 feet on all sides.
 - ii. The open space(s) must be equivalent to 10 percent (minimum) of the lot area. For example, a 4,000-square-foot lot would require a contiguous open space of at least 400 square feet, or 20 feet by 20 feet in area.
 - iii. Covered but unenclosed decks and porches may be used as a part of the usable open space, provided they are a part of a space that meets the standards herein.
 - iv. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.
 - v. Drive aisles must not count in the calculations for usable open space.
 - vi. Additions must not create or increase any nonconformity with this standard.

Figure 19.43.010(C)(3)(c)
Examples of how to provide the minimum amount of usable open space.



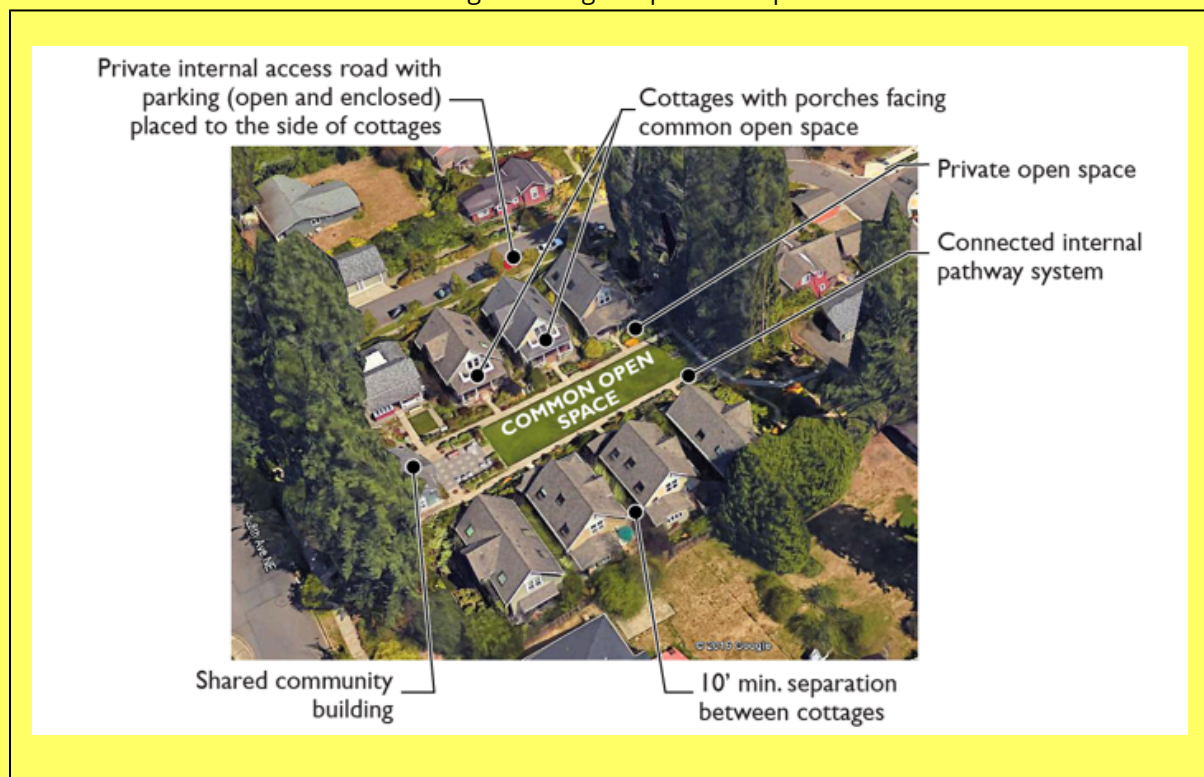
D. Cottage Housing.

1. *Definition.* A small single-family dwelling that is clustered with other similar units sharing a common open space.
2. *Purpose.*
 - a. Provide opportunities for creative, diverse and high-quality infill development that is compatible with existing neighborhoods.
 - b. Promote housing affordability and greater choice by encouraging smaller and more diverse home sizes in accordance with the Anacortes comprehensive plan.
 - c. Support compatibility with existing neighborhoods by promoting high-quality design.
 - d. Support more efficient use of urban residential land.
 - e. Enhance the character of the residential neighborhood.
 - f. Provide usable open space for residents.

Figure 19.43.010(D)(1)
Cottage housing development examples.



Figure 19.43.010(D)(2)
Cottage housing site plan example.



3. *Standards.*

- a. *Lot Size.* Cottages are exempt from minimum lot area and lot width circle standards, provided they comply with density and design standards herein.
- b. *Density.* Due to the smaller relative size of cottage units, each cottage may be counted as one-half a dwelling unit for the purpose of calculating density. For example, a cluster of six cottages would be equivalent to three dwelling units.
- c. *Minimum and Maximum Number of Cottages.*

- i. Cottage housing developments must contain a minimum of three cottages.
 - ii. Three to 12 cottage structures may make up a cluster. There is no limit on the number of clusters, provided all other standards are met.
 - iii. In the R3, R3A, R4, and R4A zones, attached duplex cottages are allowed.
- d. *Setbacks and Separation.*
 - i. The minimum setbacks set forth in Table 19.42.020 apply to the development frontage and external side and rear property lines of the entire cottage development.
 - ii. Individual cottages must be separated from other cottages by at least 10 feet. Permitted projections into required interior side setbacks in AMC [19.42.140](#) apply.
 - iii. Cottages must be set back at least five feet from any internal pedestrian path. Permitted projections into required street setbacks in AMC [19.42.140](#) apply.
 - iv. Cottages must be set back at least 10 feet from any internal access lanes that provide access to four or more cottages. For access lanes serving less than four cottages, at least five feet of separation is required between access lanes and cottages. Permitted projections into required street setbacks in AMC [19.42.140](#) apply for setbacks to internal access lanes.
- e. *Building Height.*
 - i. Cottages have a maximum building height of 25 feet. All parts of the roof above 18 feet must be pitched with a minimum roof slope of 6:12.
 - ii. Accessory structures in cottage housing developments are subject to the standards in AMC [19.47.020](#).
- f. *Cottage Size.* Cottages must contain no more than 1,200 square feet gross floor area in total, not including attached garages.
- g. *Entries.*
 - i. Clear and obvious pedestrian access between the sidewalk (or the street if there is no sidewalk) and the building entry is required for new dwellings.
 - ii. All new dwellings must provide a covered pedestrian entry with minimum weather protection of three feet by three feet (a covered porch or recessed entry).
- h. *Facade Transparency.* Transparent windows and/or doors are required on at least eight percent of facades featuring the primary entrance and facing streets and common open spaces. For corner lots, this standard is only applied to the elevation containing the primary entrance.
- i. *Common Open Space.*

- i. *Minimum Size.* Common open space must be at least 400 square feet per cottage.
- ii. *Minimum Dimensions.* Common open space must have no dimension less than 15 feet. Areas used to meet private open space requirements may not be double-counted as common open space.
- iii. *Elements.* Common open space may include a lawn, courtyard, plaza, garden, or other shared central open space and may not include parking areas. Common open space must be usable and may not include critical areas or critical area buffers, including steep slopes. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.
- iv. *Orientation.* Common open space must have cottages abutting on at least two sides. At least 50 percent of the cottages in each cottage housing cluster must abut common open space. Cottages abutting the common open space must be oriented around and have the primary entrance face the common open space.
- v. *Access.* Cottages must be within 100 feet walking distance of the common open space and feature a direct pedestrian connection to the common open space.
- j. *Shared Community Buildings.*
 - i. A shared community building may be integrated into the common open space area required in subsection [\(D\)\(3\)\(i\)](#) of this section but must not be included in the minimum common open space area calculations.
 - ii. *Nonresidential Use.* A shared community building may include uses such as, but not limited to, a multi-purpose entertainment space, recreation center, kitchen, library, storage space, workshop, or similar amenities that promote shared use and a sense of community. Commercial uses other than day care I (see AMC [19.44.010\(B\)\(2\)\(a\)](#)) are prohibited.
 - iii. *Residential Use.* A shared community building may contain one attached accessory dwelling unit (see AMC [19.47.030](#)).
 - iv. *Height.* Shared community buildings have a maximum building height of 25 feet. All parts of the roof above 18 feet must be pitched with a minimum roof slope of 6:12.
 - v. *Size.* Shared community buildings have a maximum ground floor footprint of 1,200 square feet.
 - vi. *Other Standards.* Except for the height and size exceptions identified in subsections [\(D\)\(3\)\(j\)\(iv\)](#) and [\(v\)](#) of this section, shared community buildings are subject to the accessory structure standards in AMC [19.47.020](#).
- k. *Private Open Space.*
 - i. *Minimum Size.* The minimum private open space adjacent to each cottage must be at least 200 square feet.

- ii. *Minimum Dimensions.* The private open space must have no dimension less than 10 feet.
 - iii. *Access.* The private open space must have direct access from the cottage via a door or porch.
 - iv. The required porch (see subsection [\(D\)\(3\)\(k\)\(v\)](#) of this section) does not count as private open space for the size or dimension requirements of this section. The private open space is encouraged to be located between the cottage and the common open space.
 - v. *Porches.* Cottage facades facing the common open space or common pathway must feature a roofed porch at least 70 square feet in size with a minimum dimension of seven feet on any side. Cottages sited between a street and the common open space are also subject to the entry requirements in subsection [\(D\)\(3\)\(g\)](#) of this section.
 - vi. Private open space must be usable and may not include critical areas or critical area buffers, including steep slopes.
- I. *Access and Parking.*
- i. Driveway and access requirements are in AMC Chapter [19.53](#).
 - ii. Off-street parking standards, including guest parking provisions, are set forth in AMC [19.64.030](#) and [19.64.040](#).
 - iii. Parking areas must be located to the side or rear of cottage clusters. Parking must not be located between the street and cottages nor between cottages and common open space.
 - iv. Parking and access lanes must be screened from adjacent residential uses by landscaping or architectural screens. For parking areas and access abutting residential uses, at least five feet of Type A, B, or C landscaping (see AMC [19.65.060](#)) must be provided between the parking area and the abutting residential use.
 - v. Parking is encouraged to be consolidated under cover. Uncovered parking must be located in clusters of not more than five adjoining spaces (except where adjacent to an alley). Driveway space in front of private garages is exempt from this provision.
 - vi. Garages with a footprint of up to 300 square feet may be attached to individual cottages, provided all other standards herein are met. Such garages do not count toward the size limit of cottages. Such garages must not be located adjacent to the common open spaces.

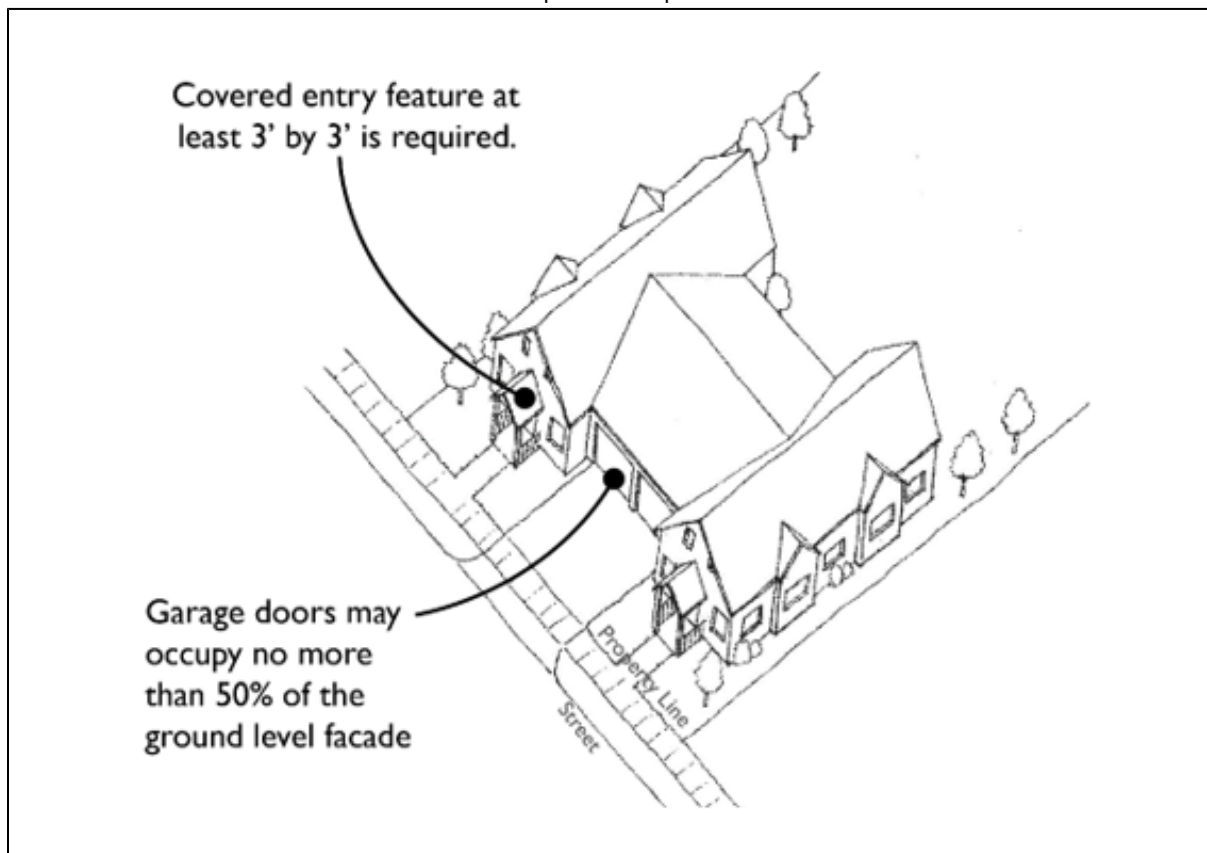
Departures to the garage/common open space standard will be considered, provided the combination of the common open space design, garage location and design, and landscaping/architectural design features helps to create a common open space that meets the purposes of the standards and the design mitigates the impact of the garages on the common open space.

- m. *Landscaping.* The minimum landscaped area requirements per Table 19.42.020 apply to the whole cottage development rather than for individual cottage dwellings.
- n. Accessory dwelling units are not permitted in cottage housing developments, except as provided in subsection [\(D\)\(3\)\(j\)](#) of this section.

E. *Duplex.*

1. *Definition.* A building that is entirely surrounded by open space on the same lot and contains two dwelling units.
2. *Standards.*
 - a. Duplexes are subject to the entry and driveway access and garage standards for single-family small lot (subsections [\(C\)\(3\)\(a\)](#) and [\(b\)](#) of this section). The entries for individual units may be grouped (with a shared path connecting grouped entries to the sidewalk) or separated (as illustrated in Figure 19.43.010(E)(2)(a)).

Figure 19.43.010(E)(2)(a)
Duplex example.

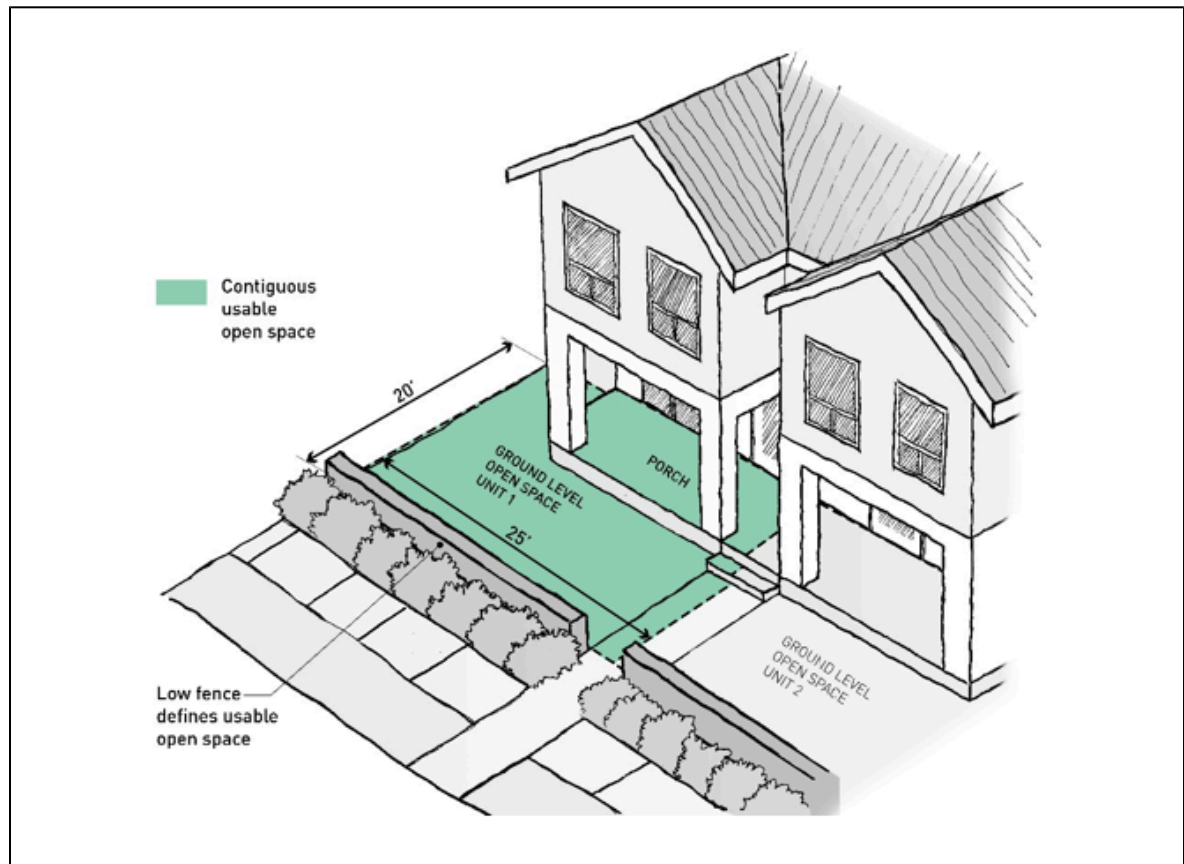


- b. See AMC [19.53.030](#) for general driveway and access easement standards. Separate driveways are permitted for each unit, provided each driveway is limited to 12 feet in width and meets driveway separation standards in AMC [19.53.030\(D\)](#).

c. *Standards for Minimum Usable Open Space.*

- i. All new duplex units must provide a contiguous open space with a minimum dimension of 15 feet on all sides.
- ii. The minimum collective size of usable open space is 10 percent of the lot area. For example, an 8,000-square-foot lot would require at least 800 square feet of usable open space, which could include separate 20-foot by 20-foot usable open spaces for each unit.
- iii. Where the usable open space is configured within the street setback, the open space must be defined with a fence or wall (meeting the standards of AMC Chapter [19.66](#)). See Figure 19.43.010(E)(2)(c) for an example.
- iv. Covered but unenclosed decks and porches may be used as a part of the usable open space, provided they are a part of a space that meets the standards herein.
- v. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.
- vi. Drive aisles must not count in the calculations for usable open space.
- vii. Additions must not create or increase any nonconformity with this standard.

Figure 19.43.010(E)(2)(c)
 Example of integrating a duplex's minimum usable open space into the street setback.



3. Multiple duplexes may be built on the same lot, provided the minimum lot size per duplex is met (see Table 19.42.020) and other standards above are met.

F. Triplex.

1. *Definition.* A building that is entirely surrounded by open space on the same lot and contains three dwelling units.

2. *Standards.*

a. Triplexes are subject to the entry and driveway access and garage standards for single-family small lot (subsections [\(C\)\(3\)\(a\)](#) and [\(b\)](#) of this section). The entries for individual units may be grouped (including a shared path connecting grouped entries to the sidewalk) or separated.

b. See AMC [19.53.030](#) for general driveway and access easement standards. Separate driveways are permitted for each unit, provided each driveway is limited to 12 feet in width and meets driveway separation standards in AMC [19.53.030\(D\)](#).

c. *Standards for Minimum Useable Open Space.*

- i. All new triplex units must provide a contiguous open space with a minimum dimension of 15 feet on all sides.
 - ii. The minimum collective size of usable open space is 10 percent of the lot area. For example, an 8,000-square-foot lot would require at least 800 square feet of usable open space, which could include separate 20-foot by 20-foot usable open spaces for each unit.
 - iii. Where the usable open space is configured within the street setback, the open space must be defined with a fence or wall (meeting the standards of AMC Chapter [19.66](#)). See Figure 19.43.010(E)(2)(c) for an example.
 - iv. Covered but unenclosed decks and porches may be used as a part of the usable open space, provided they are a part of a space that meets the standards herein.
 - v. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.
 - vi. Drive aisles must not count in the calculations for usable open space.
 - vii. Additions must not create or increase any nonconformity with this standard.
3. Multiple triplexes may be built on the same lot, provided the “additional lot size needed for additional dwelling unit beyond duplex, minimum,” per Table 19.42.020, is met.

G. *Townhouses.*

1. *Definition.* A dwelling unit in a row of at least three such units in which each unit has its own front access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more common walls.
2. *Purpose.*
 - a. To enhance the character of the street.
 - b. To maintain “eyes on the street” for safety to pedestrians and to create a more welcoming and interesting streetscape.
 - c. To de-emphasize garages and driveways as major visual elements along the street.
 - d. To provide usable open space for residents.
 - e. To reduce the apparent bulk and scale of large townhouse buildings.
 - f. To promote architectural variety that adds visual interest to the neighborhood.
3. *Zone-Specific Standards.*

- a. *R3 and R3A Zone Standards.* Townhouse structures with up to four attached units are permitted by right. Townhouse structures with more than four attached units are prohibited in the R3 and R3A zones.
 - b. *R4 and R4A Zone Standards.* Townhouse developments have the following form and intensity adjustments from Table 19.42.020:
 - i. Maximum lot coverage: 60 percent.
 - ii. Minimum landscaped area: 15 percent.
 - c. In the MMU zone east of Q Avenue, townhouses and other permitted residential uses within single-purpose buildings may cover up to 60 percent of the site area (parcel or contiguous parcels held under common ownership), provided they meet access, site and building design standards in this title. Associated parking, landscaping, open space, and other facilities accessory to the residential uses are included within the site area limitation. The maximum percentage may be increased through a framework development plan (AMC [19.61.180](#)).
 - d. *C Zone Standards.*
 - i. Townhouses that do not meet the standards for live-work dwellings that front on Commercial Avenue within the C zone are prohibited.
 - ii. Townhouses that do not meet the standards for live-work dwellings are prohibited within the C zone south of 41st Street.
4. *Setbacks.* The minimum setbacks set forth in Table 19.42.020 apply to development frontage and external side and rear setbacks of the entire townhouse development. See AMC [19.42.130\(C\)](#) for exemptions involving interior side setbacks for townhouses.
5. *Entries.*
- a. Clear and obvious pedestrian access between the sidewalk (or the street if there is no sidewalk) and the building entry is required for new dwellings.
 - b. All new dwellings must provide a covered pedestrian entry with minimum weather protection of three feet by three feet (a covered porch or recessed entry).
 - c. For townhouses where the primary pedestrian access to the dwelling is from an alley or private internal vehicular access, buildings must emphasize individual pedestrian entrances over private garages by using both of the following measures:
 - i. Enhance entries with a trellis, small porch, or other architectural features that provide cover for a person entering the unit and a transitional space between outside and inside the dwelling.
 - ii. Provide a planted area in front of each pedestrian entry of at least 20 square feet in area, with no dimension less than four feet.

Alternative designs will be considered, provided they meet the purpose of the standards.

Figure 19.43.010(G)(5)
Acceptable and unacceptable examples of garage/entry configurations.



The left example features a landscaped area and a trellis to highlight the entry. In the middle image, the balconies and landscaped areas de-emphasize the garage. In the right image, the lack of landscaping near the entries would not be allowed (where this is the primary pedestrian entry to the unit).

6. *Facade Transparency.* Transparent windows and/or doors are required on at least eight percent of facade area (all vertical surfaces of street-facing elevations). For corner lots, this standard is only applied to the elevation containing the dwelling entry.
7. *Private Garages Facing the Street—Maximum Garage Widths.*
 - a. Individual garages facing the street are not allowed for townhouse dwellings unless they are designed to meet driveway standards in AMC [19.53.030](#). Garages may be provided to the rear of the dwelling via alley access or shared driveway as depicted in Figure 19.43.010(G)(7).
 - b. Individual garages facing the street (where allowed) are limited to 12 feet in width.

Figure 19.43.010(G)(7)
Townhouse development examples using side/rear vehicular access.



Both examples show a driveway with private garages placed to the rear of units. In the left image, there is no alley and access is provided from the street. In the right image, access from an alley is available and access is provided from the alley.

8. *Access and Parking.*

- a. Off-street parking standards for townhouses are set forth in AMC [19.64.040](#) as a type of multifamily residential use (based on the number of bedrooms). Also see AMC [19.64.030\(B\)](#) for guest parking standards.
- b. See AMC [19.53.030](#) for driveway and access standards.
- c. *Internal Drive Aisle Standards.*
 - i. Must meet minimum widths and other standards such as turning radii of the city-adopted International Fire Code.
 - ii. Minimum building separation along uncovered internal drive aisles must be 24 feet. Projections into this minimum building separation standard are permitted for each building consistent with the interior side setback projections referenced in AMC [19.42.140](#). The purpose is to provide adequate vehicular turning radius, allow for landscaping elements on at least one side, and provide adequate light and air on both sides of the dwelling units and vehicle areas, which often function as usable open space for residents.
 - iii. See AMC [19.53.050](#) for other internal circulation requirements.

9. *Usable Open Space.* Townhouse dwelling units must provide open space at least equal to 10 percent of the gross floor area. The required open space may be provided by one or more of the following:

- a. Private ground level open space that is directly adjacent and accessible to dwelling units. Such space must have minimum dimensions of at least 12 feet on all sides and be configured to accommodate human activity such as outdoor eating, gardening, toddler play, etc. Street setbacks may be used to meet this standard, provided they are defined with a fence (meeting standards of AMC Chapter [19.66](#), Fences, Walls and Hedges).
- b. Balconies, roof decks or porches.
- c. Shared open space that meets the design requirements of AMC [19.62.040\(B\)\(2\)](#), provided such space is visible and directly accessible to townhouse dwelling units.
- d. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.

Individual private open spaces for one unit that exceed the open space standards may not be used to help meet the open space standards for other dwelling units. Shared open spaces that meet the standards of subsection [\(G\)\(9\)\(c\)](#) of this section, however, may be used to supplement private open spaces meeting subsections [\(G\)\(9\)\(a\)](#) and [\(b\)](#) of this section to help dwelling units meet the usable open space standards herein.

Figure 19.43.010(G)(9)
Examples of usable open space adjacent to townhouse units.

	
The townhouses above include private ground level open space (a) and balconies (b).	Private ground level open spaces.

Figure 19.43.010(G)(9)
Examples of usable open space adjacent to townhouse units.



Freedom Park qualifies as shared open space and may be used to help those townhouses adjacent to the space meet their minimum usable open space requirements.

10. *Building Design.*

- a. *Townhouse Articulation.* Townhouse buildings must comply with residential building articulation standards in AMC [19.63.040\(C\)](#), except that the articulation intervals must be no wider than the width of units in the building. Thus, if individual units are 15 feet wide, the building must include at least three articulation features for all facades facing a street, common or other shared open space, and common parking areas at intervals no greater than 15 feet.
- b. *Repetition with Variety.* See Figures 19.43.010(G)(10)(a) and (b). Townhouse developments must employ one or more of the following “repetition with variety” articulation guidelines:
 - i. Reversing the elevation of two out of four dwellings (see Figure 19.43.010(G)(10)(a)).
 - ii. Providing different building elevations for external (units on the end or corner of a building) townhouse units (versus internal units) by changing the roofline, articulation, windows, and/or building modulation patterns.
 - iii. Adding a different dwelling design or different scale of the same design, such as adding a one-story version of the basic dwelling design where two stories are typical (or a two-story design where three stories are typical).
 - iv. Other design treatments that add variety or provide special visual interest, such as different cladding materials, window sizes and groupings, roof slopes, porch designs, balconies, etc. While the variable use of color on buildings can be effective in reducing the perceived scale of the building and adding visual interest, color changes alone are not sufficient to meet the purpose of the standards.

Figure 19.43.010(G)(10)(a)
Acceptable townhouse configuration employing the repetition
with variety concept.

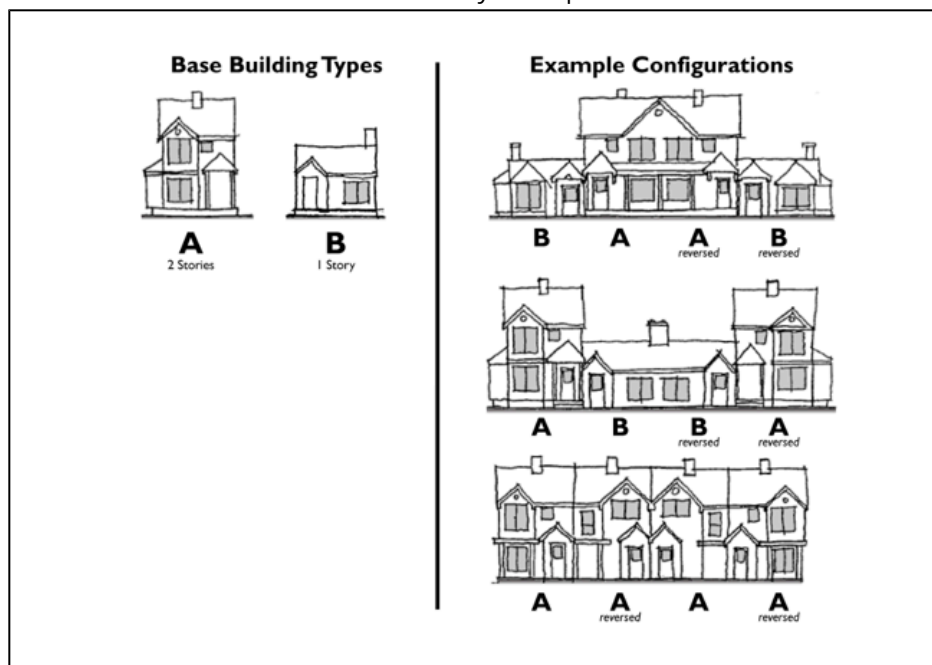


Figure 19.43.010(G)(10)(b)
Acceptable townhouse buildings integrating the “repetition with variety”
guidelines.



The internal units in the left image each have distinct, but identical, windows and roof forms. The outside unit is differentiated through the use of building materials, window design, unit size, and facade detailing. The internal and external units in the right example include reverse elevations.

H. *Multifamily.*

1. *Definition.* A building that contains four or more dwelling units. The term also includes any dwelling units that are within a mixed-use building.

2. *Standards.* Multifamily uses are subject to design provisions in Division [6](#) of this title, including block frontage standards, site planning, building design, and landscaping. See AMC [19.53.050](#) for internal circulation requirements.
3. *MMU Zone East of Q Avenue Standards.*
 - a. Multifamily dwellings are allowed on upper floors throughout the site.
 - b. Multifamily dwellings and other permitted residential uses within single-purpose residential buildings* may cover up to 60 percent of the site area (parcel or contiguous parcels held under common ownership), provided they meet access, site and building design standards in this title. Associated parking, landscaping, open space, and other facilities accessory to the residential uses are included within the site area limitation. The maximum percentage may be increased through a framework development plan (AMC [19.61.180](#)).

* Mixed-use buildings that meet the following criteria are not considered a single-purpose residential building:

 - i. At least 50 percent of the ground level building frontage is designed to accommodate nonresidential uses meeting the interior space requirements in subsections [\(H\)\(3\)\(b\)\(ii\)](#) and [\(iii\)](#) of this section.
 - ii. Spaces feature 13-foot-minimum floor-to-ceiling height.
 - iii. Spaces are at least 50 feet deep.
4. *CM Zone Standards.* Multifamily uses are conditionally permitted, provided it can be demonstrated that the use will not weaken the zone's tourist or marine-oriented purpose, nor diminish the marine values inherent in the zone, such as physical and visual access to waterways and shoreline. Multifamily units that are part of a mixed-use development incorporating commercial marine uses are permitted and single-purpose multifamily developments require a conditional use permit.
5. *MS Zone Standards.*
 - a. Multifamily dwellings are conditionally permitted west of Commercial Avenue and south of 2nd Street.
 - b. Residential units must be no larger than 800 square feet each and constructed within a mixed-use development.
6. *C Zone Standards.*
 - a. Single-purpose multifamily uses that front on Commercial Avenue within the C zone are prohibited.
 - b. Single-purpose multifamily uses are prohibited within the C zone south of 41st Street.

7. *R4 and R4A Zone Standards.* Multifamily developments have the following form and intensity adjustments from Table 19.42.020, provided at least 50 percent of all required parking is located within and/or below the structure:

- a. Maximum lot coverage: 75 percent.
- b. Minimum landscaped area: 15 percent.

I. *Multifamily, Restricted.*

1. *Definition.* A dwelling unit restricted to occupancy by a person or persons who satisfy one of the following requirements:

- a. Meet the minimum age in the definition of “housing for older persons” contained in Section 3607(b)(2) of the Federal Fair Housing Act, as amended.
- b. Their domestic partners and/or live-in caregivers are 55 years of age or older and/or disabled.
- c. Are disabled or handicapped regardless of age.

J. *Live-Work.*

1. *Definition.* A dwelling unit designed to accommodate a small commercial enterprise on the ground floor and a residential unit above and/or behind. A live-work unit may be designed as any type of household living dwelling unit.

2. *Standards.*

- a. Permitted nonresidential uses may be those that are permitted in the applicable zone or overlay designation as established by AMC Chapter [19.41](#), Allowed Uses.
- b. See standards in other subsections of this section for the applicable dwelling type the live-work use resides in.
- c. The nonresidential use may occupy up to 50 percent of the gross floor area of the live-work dwelling.
- d. The ground floor must be designed to accommodate nonresidential uses. This includes an area along the building frontage with:
 - i. Minimum floor-to-ceiling height: 13 feet.
 - ii. Minimum interior depth: 20 feet.
- e. The residential use and the nonresidential use are subject to the provisions of AMC Chapter [19.64](#), Parking.

Exception: Where nonresidential net floor area is less than 1,000 square feet and where on-street parking is available along the site's frontage, uses that require less than four spaces per 1,000 square feet of net floor area per Table 19.64.040 are exempt from additional off-street parking spaces. For uses in the subject table where "Director decision" is specified, the applicant must supply documentation per AMC [19.64.040\(B\)](#) that the actual parking demand for the proposed use is less than four spaces.

K. *Manufactured Home.*

1. *Definition.* See RCW [35.63.160](#).
2. *Standards.* A manufactured home may be placed on any lot where new single-family residences are allowed and must meet the following requirements:
 - a. The manufactured home must be new.
 - b. The manufactured home must be set upon and attached to a permanent foundation, as specified by the manufacturer, and the space from the bottom of the home to the ground must be enclosed by concrete or a permanent wall finished with standard residential materials, which can be either load-bearing or decorative.
 - c. The manufactured home must comply with applicable design standards for single-family development.
 - d. The manufactured home must comply with the state energy code.
 - e. The manufactured home otherwise meets all other requirements for a designated manufactured home as defined in RCW [35.63.160](#).

This section does not override any legally recorded covenants or deed restrictions of record. (Ord. 4070 § 2 (Att. A), 2024; Ord. 3040 § 2 (Att. A), 2019)

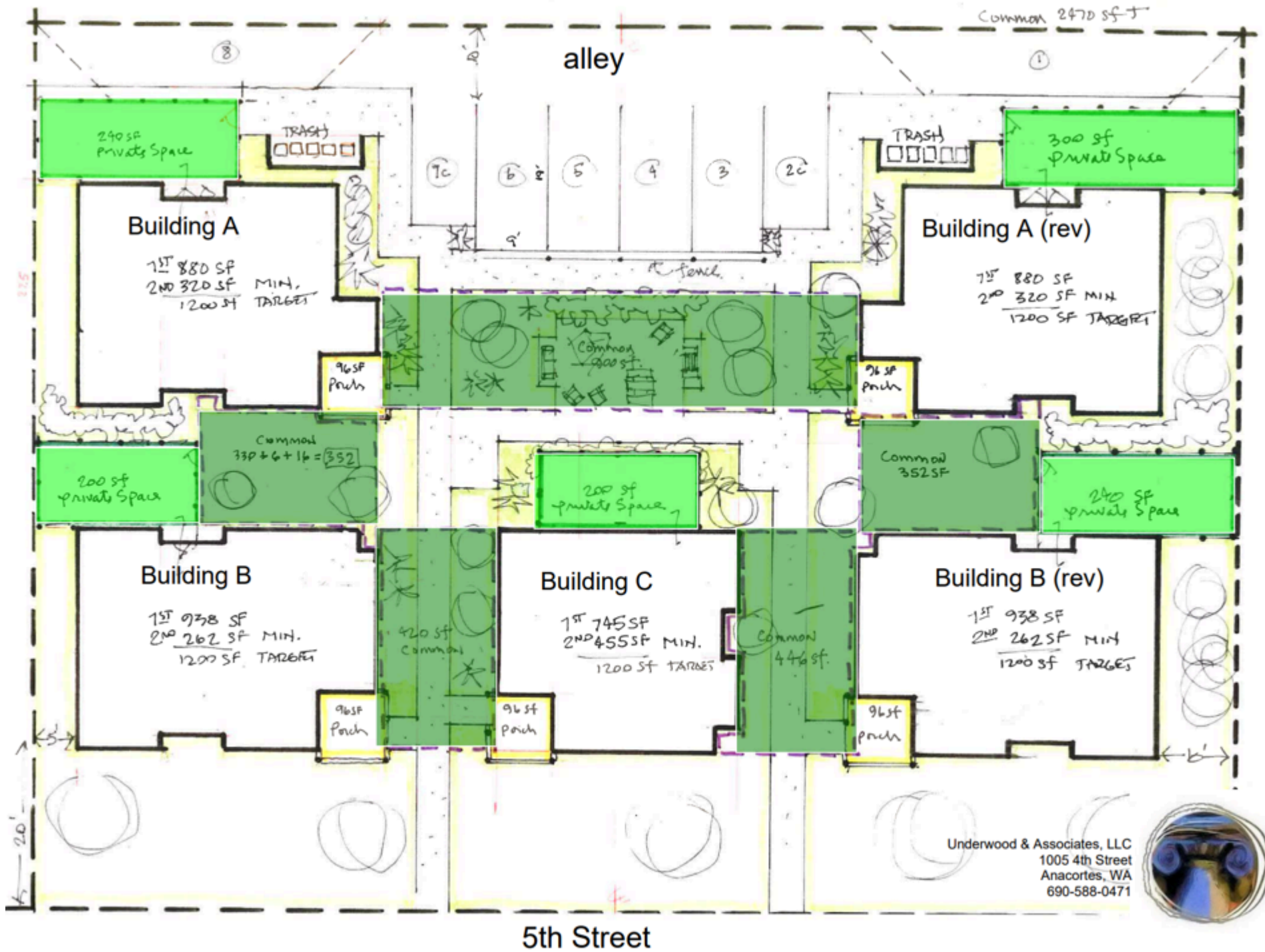
The Anacortes Municipal Code is current through Ordinance 4074, passed March 4, 2024.

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

[City Website: www.cityofanacortes.org](http://www.cityofanacortes.org)

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Underwood & Associates, LLC
 1005 4th Street
 Anacortes, WA
 690-588-0471



alley

Common 2470 SF

1

2

3

4

5

6

200 sf
private Space

Common
 $33p + 6 + 16 = 352$

200 sf
private Space

Common
352 SF

200 sf
private Space

420 sf
Common

Common
446 sf

96 sf
Porch

96 sf
porch

96 sf
porch

Underwood & Associates, LLC
1005 4th Street
Anacortes, WA
600-588-0471

5th Street

Document Title: **Ground Lease for Affordable Housing**

Grantor (Landlord): City of Anacortes,
a municipal corporation of the State of Washington,
PO Box 547, Anacortes WA 98221

Grantee (Tenant): Skagit Habitat for Humanity,
a Washington non-profit corporation,
1022 Riverside Dr, Mount Vernon, WA 98273

Legal Description: N P TO ANA LTS 7 TO 11 BLK 1109, fully described in Exhibit A

Parcel: P58211

Ground Lease

This Lease is executed between the Grantor (the “Landlord”) and Grantee (the “Tenant”) identified above (collectively “the Parties”) for the parcel identified above.

1 Background

- 1.1 Landlord is the owner of property located in the City of Anacortes, Washington, which is legally described in Section 2 below.
- 1.2 The Parties desire to enter into an agreement to lease the property for use as housing affordable to low-income persons.
- 1.3 This lease provides necessary support for the poor and infirm as authorized by the Washington State Constitution, Article VIII, Section 7.

2 Property.

- 2.1 The Property that is the subject of this Lease is legally described in Exhibit A and depicted on Exhibit B, which is attached hereto and incorporated herein by this reference (the "Property").
- 2.2 Landlord demises and leases unto Tenant, and Tenant hereby accepts and leases from Landlord, the Property, on and subject to all the terms and conditions set forth in this Lease.

3 Term.

- 3.1 The term of this Lease is 100 years, commencing on the date of mutual execution (the “Effective Date”).
- 3.2 This Lease may be renewed for additional 100-year terms at any time prior to the expiration of the initial Term, through mutual agreement to amend this Lease. Renewal under the same terms is expressly envisioned by the Parties at the time of mutual acceptance of this Lease.

4 Condition of Property; Acceptance.

4.1 Representations. Landlord hereby represents and warrants to Tenant that:

- (a) Landlord has good and marketable fee simple title to the Property (including, without limitation, the improvements and fixtures thereon, if any);
- (b) Landlord has the authority to enter into this Lease;
- (c) except as set forth herein, there are no (i) rights of first refusal, (ii) rights of first offering, or (iii) options to lease, purchase or finance all or any portion of the Property;
- (d) the Property is zoned Residential (R2-A) and to the best knowledge of the Landlord is suitable for the Permitted Use (as defined in Section 7.1 below);
- (e) no off-site improvements are required to develop the Property consistent with the Permitted Use (sidewalk improvements abutting the Property, and alley improvements from the Property to the nearest street are excepted from this limitation); and
- (f) to the best knowledge of Landlord, the Property is not in violation of any federal, state or local law relating to Hazardous Material (as defined in Section 6.3 below).

4.2 Acceptance; Condition of Property. Tenant accepts the Property in its present condition "as is." Tenant acknowledges that it has had full opportunity to examine the Property and obtain knowledge of the physical condition of the Property, as well as, the state of its title, zoning, present uses, streets, sidewalks, parking areas, curbs and access thereto. Except as expressly set forth in this Lease, Landlord has no responsibility to make any improvements or repairs to the Property.

5 Improvements.

5.1 Landlord's Work. Landlord is not required to modify the Property or construct site improvements.

5.2 Tenant's Work.

- (a) Tenant agrees to improve the Property consistent with the Permitted Use, including related improvements in accordance with plans and specifications prepared and approved by Tenant through the ordinary permitting process of the City ("Tenant's Work"). The Parties entry into this Lease does not guarantee issuance of any permit. Tenant is responsible for all costs related to improvements, including but not limited to applicable connection fees, impact fees, and taxes.
- (b) "Improvements" includes any building, related surface and subsurface infrastructure, and all permanent structures placed on the Property.
- (c) Tenant agrees to commence construction of the Improvements within 1 year of the Effective Date and to diligently pursue such Improvements to completion.

- 5.3 Title to Improvements. The Improvements to be constructed on the Property will be the property of Tenant or Tenant's assignees. Upon the expiration or termination of this Lease the City will have the right to purchase the improvements at a value determined by a neutral third-party appraiser jointly agreed to by the Parties. If the City declines to purchase the Improvements, Tenant must remove the same within 120 days. Tenant's failure to remove the Improvements will be considered an abandonment with all right and title thereto vesting in and becoming property of the Landlord without further financial obligation between of the Parties.

6 Rent

- 6.1 Ground Rent. Provided this Lease is not terminated in accordance with the provisions of this Lease, Tenant must pay annual rent, without deduction, set-off, prior notice or demand, in the amount of \$1.00 ("Ground Rent"). Ground Rent is due and payable on the first day of each calendar year throughout the Term and any extension thereof. Ground Rent for any partial month may be apportioned pro rata based on the actual number of days elapsed. Ground Rent must be paid to Landlord at the address to which notices to Landlord are given.
- 6.2 Utility Charges. Tenant is responsible for all utilities and services provided to Tenant at the Property and agrees to pay, prior to delinquency, all charges for electricity, gas, water, sewage, and/or all other public and private services or charges used by or through Tenant at the Property, excluding any charges or services provided to or incurred by Landlord or its affiliates.
- 6.3 Real and Personal Property Taxes. Tenant must reimburse Landlord for payment of real property taxes and/or for actual costs of the leasehold excise tax defined by the Washington State Department of Revenue ("DOR"). The annual Ground Rent payment must include the leasehold excise tax. Tenant must pay, before delinquency, all personal property taxes assessed against its equipment, furniture, fixtures, inventory, and all of its other personal property on the Property.
- 6.4 Absolute Net Lease. It is the purpose and intent of Landlord and Tenant that the rent payable under this Section 6 is absolutely net to Landlord and this Lease will yield, absolutely net to Landlord, the rent specified and provided in this Section 5, and that Tenant will pay all costs, charges and expenses of every kind and nature whatsoever against the Property that may arise or become due during the term and that, except for the execution and delivery of this Lease, would or could have been payable by Landlord.

7 Use.

- 7.1 Permitted Use. Tenant may use and occupy the Property only as and for the activities described in this section (the "Permitted Use") and for no other purpose without Landlord's prior written consent. The "Permitted Use" is defined as:
- (a) construction of five dwellings and associated improvements, substantially consistent with the site plan shown in Exhibit B;

- (b) ownership and use of the dwellings by low-income households that meet the Income Limitation and Local Preference requirements of this section.
- 7.2 Income Limitation. In selecting households to whom ownership of the dwellings will be transferred, Tenant must request and verify household income and must not transfer to any household that, at the time of the transfer, **has annual household income in excess of 80% of the Area Median Income, adjusted for household size,** as set of the US Department of Housing and Urban Development for the Anacortes-Mount Vernon metro area.
- 7.3 Local Preference. In selecting households to whom the dwellings will be transferred, Tenant must give preference to households in which at least one adult:
- (a) Lives in Anacortes;
 - (b) Works in Anacortes; or
 - (c) Has children in Anacortes schools.
- 7.4 Non-discrimination. In selecting households to whom the dwellings will be transferred, Tenant may not discriminate on any basis enumerated in RCW 49.60.222(1) or violate any other applicable fair housing law.
- 7.5 Subsequent transfers. Household income for each dwelling may exceed the limitation in 7.2 during the period the household owns and occupies the dwelling, but Tenant must comply with 7.2 through 7.4 for any transfer of ownership of the dwelling.
- 7.6 Reporting. On January 1 of each year during the Term, Tenant will report to Landlord on the status of the Property, including:
- (a) A certification signed by an authorized representative of Tenant that the Landlord and all dwellings are in compliance with the terms of this lease;
 - (b) A statement of the total number of persons residing in each dwelling;
 - (c) **Whether ownership of the dwelling has changed since the last report, and if so, proof of eligibility in the form of the most-recent filed IRS tax return or an IRS Wage and Income transcript for each of the dwelling's household members.**
- 7.7 Compliance with Laws. Tenant must comply with all local, state, or federal laws, statutes, ordinances and governmental rules, regulations or requirements now in force or which may hereafter be in force with respect to the Tenant's use and occupancy of the Property.

- 7.8 Hazardous Materials. "Hazardous Material" means any matter (whether gaseous, liquid or solid) which is now or hereafter designated as a hazardous or toxic waste or substance under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, 42 USC 9601, et seq., all as now or hereafter amended, or which may now or hereafter be regulated under any other federal, state, or local law, statute, ordinance or regulation pertaining to health, industrial hygiene or the environment, including, without limitation (i) any asbestos and/or asbestos containing materials (collectively "ACMs") regardless of whether such ACMs are in a friable or non-friable state, or (ii) any matter designated as a hazardous substance pursuant to Section 311 of the Federal Water Pollution Control Act (33 USC 1317), or (iii) any matter defined as a hazardous waste pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act, (42 USC 6901 et seq) pertaining to health or the environment. "Hazardous Material" does not include ordinary cleaning and maintenance products which are used with due care and in accordance with applicable law and the instructions of the manufacturer of such products in the reasonable and prudent conduct of the business conducted on the Property.
- (a) Tenant may not store, use, sell, release, generate or dispose of any Hazardous Materials in, on or about the Property without the prior written consent of Landlord.
 - (b) If, during the course of construction of Tenant's Work, Tenant discovers Hazardous Materials on or beneath the Property (other than Hazardous Materials introduced to the Property following the Effective Date of this Lease), Landlord and Tenant must determine the estimated cost of remediation in accordance with state and federal environmental laws. Landlord must pay the cost of remediation, monitoring and disposal.

8 Alterations.

- 8.1 Any alterations, additions or improvements to the Property or the Improvements thereon must be made at Tenant's sole cost and expense unless otherwise mutually agreed to in writing by the Parties. Tenant must secure any and all governmental permits, approvals or authorizations required in connection with any such work, and must hold Landlord harmless from any and all liability, costs, damages, expenses (including attorneys' fees) and any and all liens resulting therefrom.
- 8.2 All alterations, additions and improvements to the Property or Improvements immediately become affixed to the property; provided, however, as set forth in Section 9.3 below, Tenant's trade fixtures, furnishings, appliances and equipment remain the property of Tenant and do not become a part of the Property.

9 Maintenance of Premises.

- 9.1 Maintenance and Repair by Tenant. During the Term, Tenant must maintain the entirety of the Property (including its principal components) and other Improvements (including without limiting the generality of the foregoing the roof, foundation, water, sewer and gas connections, pipes and mains, plumbing, heating and ventilation, and electrical systems) in good operational condition for the conduct of Tenant's business at the Property, ordinary wear and tear, damage by eminent domain and damage or destruction of the Property excepted. All repair work must be done in a good and workmanlike manner. Tenant must not commit waste with respect to the Improvements or the Property.
- 9.2 Repairs by Landlord. Landlord is not responsible for maintaining, repairing, or restoring any part of the Property or Improvements.
- 9.3 Surrender of Property. Upon expiration or earlier termination of this Lease, Tenant must surrender the Property and all Improvements constructed thereon to Landlord as set forth in Section 5.3. Upon such termination, Tenant may remove all of Tenant's furniture, fixtures, equipment, trade fixtures, signs, inventory, and other personal property. Any of Tenant's personal property left on the Property by Tenant 90 days after termination of this Lease will conclusively be considered abandoned and Landlord will be entitled to use or dispose of it free of any interest of Tenant.

10 Liens.

- 10.1 Tenant must keep the Property free from any liens arising out of any work performed, materials furnished or obligations incurred by Tenant.
- 10.2 If any lien is filed against the Property as a result of action or inaction of Tenant, Tenant, upon demand, must release the Property from the lien by posting a bond in accordance with the terms of RCW 60.04.161, or posting other security in form and amount acceptable to Landlord.
- 10.3 Nothing in this covenant denies the right of Tenant to dispute any lien it deems improper.

11 Assignment and Subletting.

- 11.1 Tenant's Ability to Sublet. Tenant is authorized under this lease to sublease the property or any portion thereof to qualifying households as described in the Permitted Use. Tenant must include in its sublease provisions a requirement for compliance with this lease, including the Permitted Use. Tenant may charge a reasonable lease fee for such subleases.
- 11.2 No Assignment. This Lease may not be assigned by Tenant to any entity without permission of Landlord, which must authorize any assignment in its sole discretion.

- 11.3 Landlord's Right to Strict Application of this Section. Landlord is leasing this property to Tenant for the purpose of housing affordable to low-income households, and would not be permitted under state law or the state constitution to lease the property at this rate without requiring compliance with the income limitations described in the Permitted Use. Landlord therefore has the right to strict application of this section and hereby withholds consent for any sublease that is not strictly in compliance with this section and the Permitted Use.

12 Insurance and Indemnity.

- 12.1 Tenant's Insurance. Tenant, at its sole cost and expense, must obtain and maintain (or cause to be obtained and maintained) from and after the Effective Date and thereafter during the Term, comprehensive broad form commercial general liability insurance covering claims arising out of Tenant's operations, use and occupancy of the Property. Coverage must be maintained on an occurrence basis, covering premises and operations, products and completed operations, contractual liability, personal injury liability, bodily injury liability and property damage liability. At the beginning of the Term such insurance must have a combined single limit of not less than \$1,000,000 per occurrence and \$1,000,000 in the aggregate. Such insurance must: (a) name Landlord as an additional insured; (b) specifically insure Tenant's indemnity obligations; and (c) be primary to any liability insurance maintained by Landlord.
- 12.2 General Requirements. All insurance (and renewals thereof) required by this section must be issued by responsible insurance carriers authorized to do business in the State of Washington with an A. M. Best Rating of A-/VII or better. Each policy must expressly provide that it must not be cancelled or changed without at least 30 days' prior written notice to all parties insured or named therein. The insurance must include Landlord as an additional insured. Tenant and Leasehold Mortgagee are entitled to receive the property insurance proceeds allocable to the Improvements and Tenant's personal property. Landlord, no sooner than 5 years after the Effective Date, may modify the liability limits set forth in Section 12.1 to reasonably reflect market conditions.
- 12.3 Mutual Waiver of Subrogation. Notwithstanding any other provision of this Lease, Landlord and Tenant each hereby waives, releases and discharges the other, its agents and employees from all claims whatsoever arising out of loss, claim, expense, damage or destruction covered or required to be covered by insurance or covered by other casualty insurance it may carry (a "Loss"), notwithstanding that such Loss may have been caused by the other, its agents or employees. Landlord and Tenant each hereby agrees to look to its insurance coverage only upon such Loss. Landlord's policy or policies of insurance must contain a waiver of subrogation clause as to Tenant. Tenant's policy or policies of insurance must contain a waiver of subrogation clause as to Landlord.
- 12.4 Indemnification.

- (a) Tenant Indemnification of Landlord. Tenant, as of the Commencement Date, must indemnify, defend and hold harmless Landlord from and against all loss, cost, injury, damages, liability, suits, claims, judgments, reasonable attorney's fees, and liens of every kind and nature (collectively "Claims") that may occur or be claimed by, to or with respect to any persons, corporations, property or chattels on or about the Property resulting from any act done or omission or negligence by Tenant, its agents, employees, licensees, subtenants, invitees or by those claiming under Tenant (collectively "Tenant parties") or caused by or resulting from Tenant's use or possession of the Property or the condition of the Property, or Tenant's Work.
- (b) Limitation on Indemnities. In compliance with Revised Code of Washington ("RCW") 4.24.115 as in effect on the date of this Lease, all provisions of this Lease pursuant to which a party agrees to indemnify another party against liability for damages arising out of bodily injury to persons or damage to property ("Damages") in connection with the construction, alteration, repair, addition to, subtraction from, improvement to or maintenance of any improvement to the Property ("Indemnities") will be limited by the provisions of this paragraph. None of such Indemnities will apply to Damages caused by or resulting from acts or omissions or the sole negligence of the indemnitee, its agents, employees or contractors. To the extent that any such Damages are caused or result from the concurrent negligence of (a) the indemnitee or its agents, employees or contractors and (b) the indemnitor or its agents, employees or contractors, the Indemnities will apply only to the extent of the Indemnitor's negligence. If RCW 4.24.115 is hereafter amended to eliminate or modify the limitations on indemnities set forth therein, this paragraph will automatically and without further act by either party be deemed amended to remove any of the limitations contained herein that are no longer required by then-applicable law. Landlord and Tenant have specifically negotiated the waiver of and hereby specifically waive any provisions of any industrial insurance act, including Title 51 of the Revised Code of Washington, or any other employee benefit act which might otherwise operate to release or immunize it from its obligations under this Section.

13 Termination.

- 13.1 Prior to construction of the Permitted Use and transfer of dwellings to qualifying households, Tenant may terminate this lease, at its option, with 90 days' notice to Landlord.
- 13.2 Default. The occurrence of any one or more of the following events constitutes a default and breach of this Lease by Tenant.
 - (a) Failure to Pay Rent. The failure by Tenant to pay Ground Rent when due, where such failure continues for a period of seven days after written notice thereof by Landlord to Tenant.
 - (b) Failure to Accomplish the Permitted Use. The failure by Tenant to construct and accomplish the Permitted Use within the prescribed timeframe.

- (c) Failure to Perform. The failure by Tenant to observe or perform any of the covenants, conditions, or provisions of this Lease to be observed or performed by the Tenant, other than described in paragraph (a) above, where such failure continues for a period of 30 days after written notice thereof by Landlord to Tenant; provided, however, that if the nature of Tenant's default is such that more than 30 days are reasonably required for its cure, then Tenant may not be deemed to be in default if Tenant commences such cure within said 30 day period and thereafter diligently prosecutes such cure to completion.
- (d) Bankruptcy. The making by Tenant of any general assignment or general arrangement for the benefit of creditors; or by the filing by or against Tenant of a petition to have the Tenant adjudged a bankrupt, or a petition or reorganization or arrangement under any law relating to bankruptcy (unless, in the case of a petition filed against Tenant, the same is dismissed within 60 days of filing); or the appointment of a trustee or a receiver to take possession of substantially all of Tenant's assets located at the Property or of Tenant's interest in this Lease, where such seizure is not discharged in 60 days after appointment of said trustee or receiver, or the filing of the petition for the appointment of the same, whichever first occurs.

13.3 Landlord's Remedies in Default. Upon the occurrence of an event of default under this section 13, Landlord has any of the following rights and remedies:

- (a) To terminate this Lease and Tenant's right of possession of the Property by giving notice of such election to Tenant, in which event Tenant must immediately surrender possession thereof to Landlord.
- (b) To terminate Tenant's right of possession of the Property without terminating this Lease by giving notice of such election to Tenant, in which event (i) Tenant must immediately surrender possession thereof to Landlord, failing which Landlord may exercise the right of reentry, and (ii) Landlord must have the right to occupy the Property for and on account of Tenant and to collect any unpaid Rent and other charges which have or may thereafter become due and payable. If Landlord reenters the Property, such reentry or any action, in unlawful detainer or otherwise, to obtain possession of the Property will be deemed to be an election by Landlord to terminate this Lease, and Tenant's liability to pay Rent or other charges thereafter accruing.
- (c) To exercise the rights described above and thereafter elect to terminate this Lease and all of Tenant's rights in or to the Property by giving notice of such election to Tenant.

13.4 Legal Expenses. If either party is required to bring or maintain any action (including assertion of any counterclaim or cross-claim, or claim in a proceeding in bankruptcy, receivership or any other proceeding instituted by a party hereto or by others), or otherwise refers this Lease to an attorney for the enforcement of any of the covenants, terms or conditions of this Lease, the prevailing party in such action must, in addition to all other payments required herein, receive from the other, all the costs incurred by the prevailing party, including reasonable attorneys' fees, and such costs as determined by a court with jurisdiction.

- 13.5 Remedies Cumulative - Waiver. It is understood and agreed that the Landlord's remedies hereunder are cumulative and the Landlord's exercise of any right or remedy due to a default or breach by Tenant may not be deemed a waiver of, or to alter, affect or prejudice any right or remedy which Landlord may have under this Lease or by law.

14 Reconstruction.

- 14.1 In the event the Improvements on the Property are damaged by fire or other perils, Tenant must (i.e., using its reasonable best efforts to accomplish the work in question as soon as is reasonably possible) repair, restore and rebuild the same (or other structures more suitable to Tenant's then-intended use of the Property), and this Lease will remain in full force and effect. The proceeds of any insurance required to be maintained under Section 12 must be delivered to Tenant.
- 14.2 Notwithstanding the foregoing, in the event of a fire or other casualty occurring where there is: (a) damage to the Improvements in such an amount that the use and occupancy of the dwellings is materially impaired, such that Tenant determines in its sole discretion to abandon the Property; or (b) there is less than two years remaining in the Term of this Lease, Tenant has the right to terminate the Lease effective as of the date of fire or other casualty by written notice to Landlord. If Tenant elects to terminate this Lease under the preceding sentence, then Tenant must demolish and remove all debris from the Property within 120 days after Tenant's notice.

- 15 Holding Over.** Unless otherwise agreed to by Landlord in writing, any holding over by Tenant after the expiration of the lease term hereof, with or without Landlord's consent, will be construed to be a tenancy from month-to-month with the Ground Rent applicable to the last full month during the term immediately prior to such holdover period. Such holdover tenancy is subject to all of the terms and conditions set forth herein, to the extent not inconsistent with a month-to-month tenancy.

- 16 Quiet Enjoyment.** Tenant, upon fully complying with and promptly performing all of the terms, covenants, and conditions of this Lease, and upon the payment of all sums due hereunder, will have and quietly enjoy the Property for the lease term set forth herein.

17 Miscellaneous.

- 17.1 No Partnership, Joint Venture. Nothing contained in this Lease may be deemed or construed to create a partnership or joint venture as between Landlord and Tenant, or between Landlord and any other party; nor may Tenant be deemed the Landlord's agent. Landlord is not liable for the debts or obligations of Tenant or for any other party.

- 17.2 Successors or Assigns. All the terms, conditions, covenants and agreements of this Lease extend to and are binding upon the Landlord, Tenant and their respective heirs, administrators, executors, successors and assigns, and upon any person or persons coming into ownership or possession of any interest in the Property by operation of law or otherwise, subject at all times, however, to all provisions and restrictions elsewhere contained in this Lease respecting the assignment, transfer, encumbering, or subletting of all or any part of the Property or Tenant's interest in this Lease.
- 17.3 Partial Invalidity. If any term, covenant or condition of this Lease or the application thereof to any person or circumstance is, to any extent, invalid or unenforceable, the remainder of this Lease, or the application of such term, covenant or condition to persons or circumstances other than those as to which it is held invalid or unenforceable, may not be affected thereby and each term, covenant or condition of this Lease will be valid and be enforced to the fullest extent permitted by law.
- 17.4 Recording. Tenant may record this Lease or a Notice thereof without the prior written consent of the Landlord. If Tenant records a memorandum or "short form" of this Lease, it must be in a form customarily used for such purposes. Said memorandum or short form of this Lease must describe the Parties, the Property, the lease term and any other provisions reasonably required, must incorporate this Lease by reference and must specify that any inconsistency between the memorandum of lease and this Lease must be resolved in favor of this Lease.
- 17.5 Notices. Any notices required in accordance with any of the provisions herein must be delivered or mailed by registered or certified mail, postage prepaid and return receipt requested, to the addresses set forth on page 1 or at such other place as either party may in writing from time to time specify. Any such notice is deemed effective on the date of delivery or two business days after mailing. If there is more than one Tenant or Landlord, any notice required or permitted hereunder may be given by or to any one thereof, and have the same force and effect as if given by or to all thereof.
- 17.6 Time. Time is of the essence of this Lease and each and all of its provisions in which performance is a factor. All periods of time referred to herein include all Saturdays, Sundays and state or national holidays, unless the period of time specifies business days, provided that if the date or last date to perform any act or give any notice falls on a Saturday, Sunday or state or national holiday, such act or notice may be timely performed or given on the next succeeding day, which is not a Saturday, Sunday or state or national holiday.
- 17.7 Amendments. No provision of this Lease may be amended or added to except by an agreement in writing signed by the parties hereto or their respective successors in interest. This Lease is not effective or binding on any party until fully executed by both parties hereto.

- 17.8 Force Majeure. This Lease and the obligations of either party hereunder, other than obligations to pay Rent or other sums of money, must be excused if such party is unable to fulfill any of its obligations hereunder or is delayed in doing so, if such inability or delay is caused by reason of strike, labor troubles, acts of God, or any other cause beyond the reasonable control of the obligated party; except that such excused performance will only be for that period of time that the cause of such inability or delay exists. This Lease and the obligations of either party hereunder must not be affected or impaired because the other party is unable to fulfill any of its obligations hereunder or is delayed in doing so, if such inability or delay is caused by reason of strike, labor troubles, acts of God, or any other cause beyond the reasonable control of the obligated party.
- 17.9 No Third-Party Rights. This Lease is intended for the benefit of the Parties and their respective successors and permitted assigns, and is not for the benefit of, nor may any provision hereof be enforced by, any other Person.
- 17.10 Choice of Law. This Lease is to be governed by the laws of the State of Washington.
- 17.11 Broker's Commission. Landlord and Tenant represent and warrant to one another that they have incurred no liabilities or claims for brokerage commissions or finder's fees in connection with the execution of this Lease, and that they have not dealt with and have no knowledge of any other real estate broker, agent or salesperson involved in any way with this Lease. Landlord and Tenant agree to indemnify, defend, and hold each other harmless from all such liabilities or claims (including, without limitation, attorneys' fees) arising out of any contractual or other obligation alleged to exist between the indemnifying party and any other real estate broker, agent or salesperson. Landlord specifically agrees to indemnify, defend, and hold Tenant harmless from and against any claim for a commission or finder's fee made by any person arising from or relating to this Lease.
- 17.12 Execution by Tenant and Landlord. No contractual or other rights exist or may be created between Landlord and Tenant until all parties hereto have executed this Lease and fully executed copies have been delivered to Landlord and Tenant.

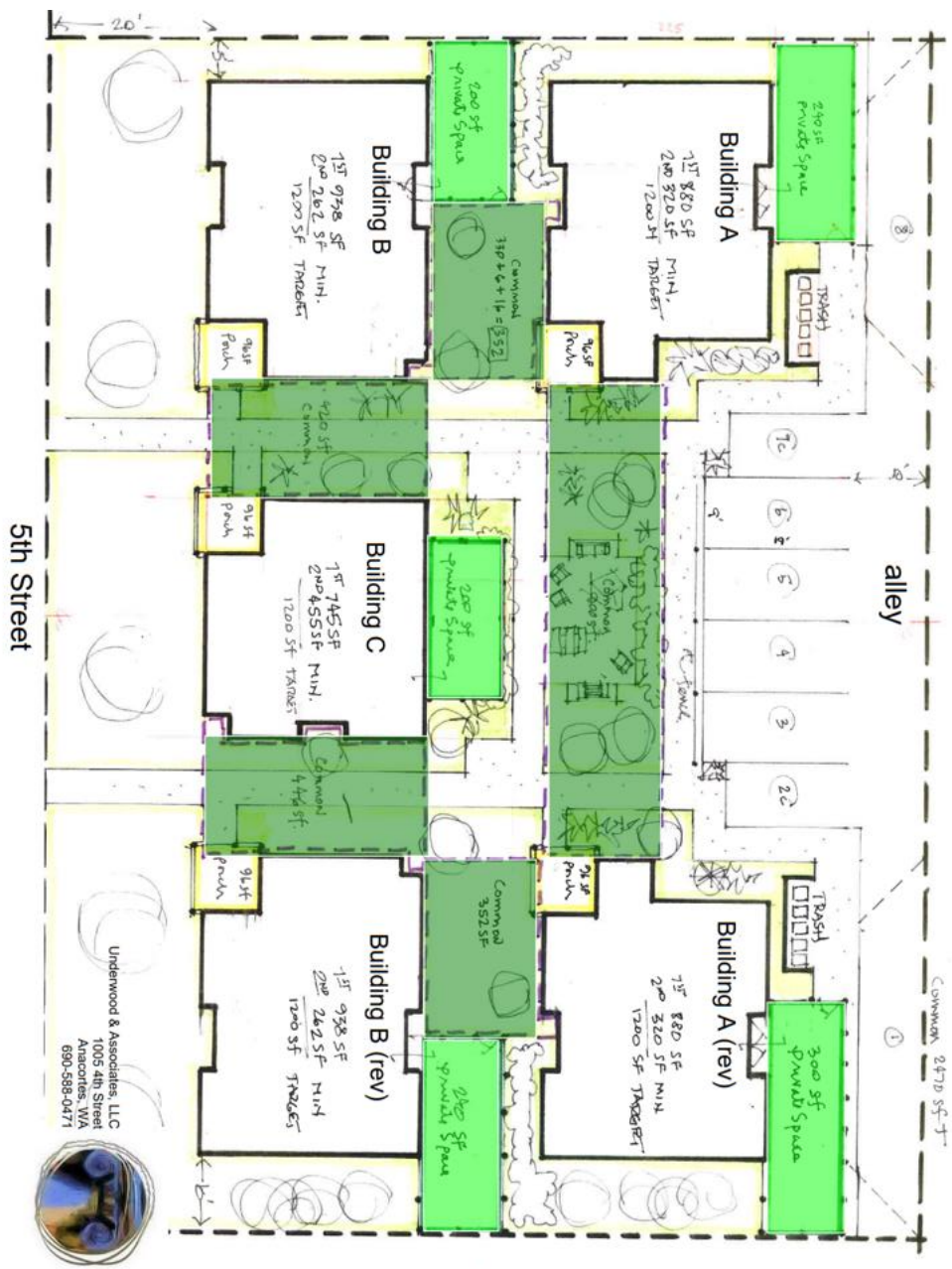
IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the Effective Date.

[Habitat signatures]

[City signature page]

Exhibit A Legal Description

Exhibit B Conceptual Site Plan







**every
one**

deserves a decent
place to live.

Skagit Habitat for Humanity

Anacortes City Council

May 6, 2024



**Skagit Habitat
for Humanity**
Building and
maintaining
affordable homes,
community and hope
since 1994.

The Need

- 1 in 7 families spend more than 50% of their income on housing ¹
- 46.2% of Skagit County renters are “moderately or severely cost burdened” and spending up to 49.9% of their gross income on housing ²
- “... empirical research has substantiated many links between housing quality and physical health, especially for children...” ³
- “There is no more effective way to rein in inflation than to expand the supply of affordable housing and increase housing affordability.” ⁴

1. Habitat for Humanity International research

2. <https://localhousingsolutions.org/housing-needs-assessment/>

3. Local Housing Policy: Why It Matters, by Claudi Aiken at the NYU Furman Center, 2023

4. Bloomberg article by Moody's Analytics Chief Economist Mark Zandi, 2023



We build **strength**, **stability** and **self-reliance** through **shelter**.



Skagit Habitat Homebuyer Dayse and her daughters



Homebuyer Program

Serving hard-working Skagit County families

- Low-income families at 60% of the area's median annual income or less
- Working and able to pay 33% of household income toward a mortgage
- In a house-burdened situation
- Anacortes resident or Working in Anacortes



We build **strength**, **stability** and **self-reliance** through **shelter**.



Skagit Habitat Homebuyer Katelyn and her family

Kendall Court Construction



Previously Built Homes



Built in 2016



Built in 2012

Previously Built Homes



Built in 2022



Built in 2018

Current Homeowners



Skagit Habitat Homebuyer Working to build her home



We build **strength**, **stability** and **self-reliance** through **shelter**.



Skagit Habitat Homebuyer Notification of acceptance

10

Current Homeowners





West 5th Street

Street View



5th Street view

Skagit Habitat for Humanity

5th Street Cottages

6-17-22

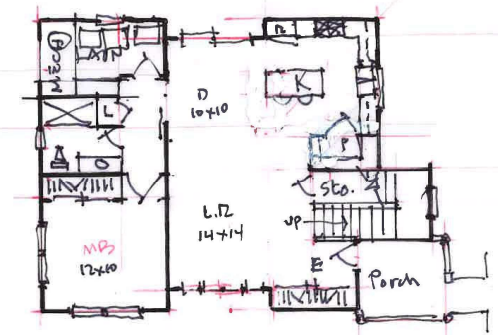
Underwood & Associates, LLC
1005 4th Street
Anacortes, WA
690-588-0471



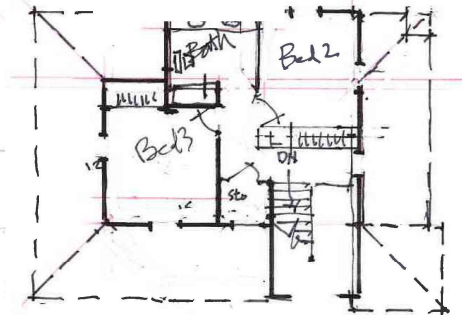
We build **strength**, **stability** and **self-reliance** through **shelter**.

Skagit Habitat for Humanity

6-15-22



main floor 880 sf



upper floor 320 sf

Underwood & Associates, LLC
1005 4th Street
Anacortes, WA
690-588-0471



Skagit Habitat Homebuyer Maricela and her son

Cottage Home Community



Thank you!



From: [William Turner](#)
To: [City Council](#); [CityClerk](#); [John Coleman](#)
Subject: Comment letter for May 7 City Council meeting for Habitat homes on West 5th
Date: Wednesday, May 1, 2024 4:05:47 PM

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

It is a great surprise and shock to me that the City planning issues associated with the lot on West 5th proposed for affordable housing are not clear. I was Vice President of Skagit Habitat for Humanity (SHFH) in 2018 when Habitat offered to develop this lot for affordable housing. The Planning Director at the time offered it to us for that purpose due to changes in State law designed to increase affordable housing. Then Covid happened!

So it has been over 5 years for City planning to determine the viability of that property on West 5th for affordable housing. In 2018 our City zoning would have only allowed 2-3 single family units. The Habitat model wanted the homes to blend into the neighborhood, as that lessened local opposition. In this case SHFH suggested 2 -1200 square foot homes and maybe an ADU. Habitat was all about being part of the neighborhood.

Now it is 2024 and City Council has yet to determine if there are wetlands, drainage issues, needs for sidewalks etc. and still it was brought forward for review by the public and Council. In the past the planning staff would have determined, at least, minimum need for mitigation or these issues BEFORE any public review. Neither the Council or public can make any recommendations without this information. No wonder the local neighbors are upset. It appears that the Council thinks it doesn't need comments by staff or the public.

I'm worried that this trend is getting stronger, and we are entering comment stage for 2025 Comprehensive Plan. I fully understand the need for affordable housing, and have constantly supported that. But most people in Anacortes care about their City and want to have a say. Certain City Council members have led me to believe that the Council believes their job is to make decisions for us, not with us. Too much trouble to listen. Another example of this is the new rules for Multi family housing and ADUs. The community has had little time to flesh this out. I hope the City is prepared to defend permitted uses under these new rules in areas that have never seen them next door.

I personally think the new State rules are necessary to increase housing units here. The City desperately needs small affordable units, but not at the expense of our citizens knowing how this will be implemented in their neighborhoods. That attitude will backfire. The citizens here deserves a planning staff that can and will bring important issues forward with their useful comments.

Bill Turner

Sent from my iPad

Tanya Bigge

I am not here to talk about the extensive application process or the 500 plus physical construction hours needed to become a home owner with a housing assist organization. What I would like to share with you is what it meant and means to a young family to work hard to build their own home.

In 1983, my husband and I were unable to qualify for a loan to purchase a home. We owned Anacortes Shoe Repair and made \$8,000/year. Being accepted into a housing assist program, gave us the chance to own a home where we could put down roots, raise a family, and create memories. We were objects of remarks from some community members about the quality of people it would allow into the neighborhood. I am here to tell you, the eight families involved, not only built each other's homes, but we created a neighborhood that became friends and whose children grew up together and are still friends. We had to balance work, child rearing, and home building. We constructed through rain and snow. We built our homes with determination and care for the investment into our future. We raised three children in our 1000 square foot home. Our children grew up to be participating members of the community. I

remember the first night we moved in; lying in bed with our two year old daughter and being so proud of what we had accomplished. Our son and his wife are now raising their daughter in the house. It is more than a house. It is a home that has been taken care of for 40 years, so family can continue to have a place to create memories.

At a time when cost of living is high and access to home ownership can be challenging, it is important to give families the opportunities like we were given.

Tanya Bigge
Tanya Bigge
2007 39th St.
Anacortes, WA
360-770-2503

I'm Tony Bigge and have been a resident of Anacortes for 43 years. I believe in the Habitat for Humanity Program. In 1983 we participated in the Skagit Self Help Housing program and helped construct eight modest rambler homes on Down Jones Way. These types of programs instill a sense of commitment and pride to know you helped build your own home. The rewards are a well-constructed home and a great neighborhood community. I learned those values during our project.

DAVID - TONY Bigge
2007 39th St.
Anacortes, WA 98221
360-770-1277

May 6, 2024 Public Comment

Thank you Council members and Mayor Miller for the opportunity to support a proposed Habitat for Humanity project in Anacortes on West 5th St.

I am a former board member and president of the Habitat chapter in central California and have participated as a volunteer there on a couple of builds. I welcome Habitat to our community. I also have helped Skagit Habitat board of directors develop its strategic plan which addresses the need to go beyond single family builds.

Anacortes desperately needs more affordable homes for our population and Habitat can help fill that need to build multi family homes or town houses in neighborhoods including my own should property become available.

This is what we know about Habitat nationally and internationally:

- 1) Families must meet income guidelines, have good credit, take home-ownership classes, and qualify and seek their own home mortgage. This is not a give a way program.
- 2) Families are from the community, living or working here already.
- 3) Families also work 500 hours on their homes or equivalent if they are disabled or cannot physically help.
- 4) Families find stability that allows their children to succeed educationally. They form community with their neighbors

I totally understand the hesitancy of some citizens, however, I believe that through sufficient education and discussion this can be resolved. Also as leaders of Anacortes I believe it is your duty to ensure we have the housing needed for the future.

Thank you for your service

Vicki Stasch and Richard Shirk

2003 39th St.

Anacortes Wa. 98221

Greg Francioch

From: Matt Miller
Sent: Monday, May 6, 2024 4:46 PM
To: CityClerk
Subject: Fwd: West 5th Street proposed Habitat homes

From: Bonnie Lightner <bonnjo@gmail.com>
Sent: Monday, May 6, 2024 4:45 PM
To: City Council <citycouncil@cityofanacortes.org>
Subject: Fwd: West 5th Street proposed Habitat homes

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

I ask that the City Council delay a vote on this project until more design work and research on the impact to the greater neighborhood can be properly completed.

* I understand there are no driveways planned and very limited parking in the alley. I don't know any working families who have only one car, so the cars would be parked in front of other homes on West 5th.

* I wrote to the City previously to point out the number of trash and recycle cans that would be on the street every Wednesday, further decreasing available parking places and adding a longer and noisier trash pickup route for the current residents of that block.

* Will there be any place for families to store their tools, trash and recycling cans, bicycles, strollers and the endless 'stuff' that all families acquire? I didn't see any plans for storage units for each home.

* I believe the number of homes has been decreased from five to three, but where are the design plans for the property with three homes? These need to include off-street parking, storage spaces or garages, private yards/play areas for each home, I believe that if the design plans truly include all that is necessary, it will show that the build should only include two homes.

* Traffic will be significantly increased on West 5th and the cross streets, Minnesota and Kansas. There are no sidewalks on most streets in the neighborhood, and folks who walk their dogs and their kids, and those who walk or jog for exercise, have to be continuously on guard for vehicles who share the roadway with pedestrians and families on bicycles. I frequently walk with my dog on West 5th, and I want to feel safe from increased traffic and cars parked on the street as we enjoy our life in the 'Wests'.

I plan to be watching the City Council meeting online.

Please don't take any action to approve this project until more design and a comprehensive review on its impact on the quality of life and safety of the current residents on West 5th and adjacent neighborhoods, which includes me on West 3rd.

Thank you.

Bonnie Lightner

3816 W 3rd Street, Anacortes

--

BonJoyful

--

BonJoyful

Dear Mayor Miller,

I support the city of Anacortes leasing land on west 5th to Habitat for Humanity.

The 5 cottages would add to affordable housing by supplying the workers in Anacortes with available homes. The families would enrich the community. The requirements required to live there would provide important services for our community.

Thank you

Sincerely, Alberta Finley

1210 17th 5B

Anacortes, Wa

360 201-2248

Alberta Finley

384
50



City Council Agenda Bill

Meeting Date: May 6, 2024 **Agenda Item:** 7.b.

Agenda Item Title: Contract Modification: Lead and Copper Rule Support and Gap Analysis #22-285-WTR-001

Staff Contact(s): Andrew Rheume, BRIAN MCDANIEL

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Modification
Andrew Rheume	

Item Summary: City staff seeks Council consent to issue a contract modification to HDR Engineering, Inc. in the amount of \$41,915.14, increasing the total contract price to \$223,245.14, in order to assist the City in strategic communications, a GIS attribute review, and an approach to building the Lead Service Line Inventory.

Background:

1. **Reason for Contract Change:** The City needed to add support to the public communications portion of the project and asked HDR for that additional support. Additionally, support to help the City properly set up the data tracking system in the GIS database that will help support the new regulations.
2. **History:** The Lead and Copper Rule (LCR) was published in 1991 by EPA and has since undergone a series of minor and short-term revisions, the last of which occurred in 2007. In January 2021, a comprehensive Lead and Copper Rule Revision (LCRR) was finalized. The new rule has requirements that will affect utilities in multiple ways, including new testing requirements, treatment requirements, service line identification/replacements, as well as public outreach/notification. The City has retained HDR to assist the City to conduct a Gap Analysis to assess the City's current LCR-related practices, identify city needs to achieve future LCRR compliance, and provide a prioritized implementation plan to achieve future compliance with LCRR schedule requirements.
3. **Key Terms:**
 - increase of \$41,915.14
 - extended period of performance through 12/31/2024
4. **Competitive Bidding:** Per RCW 39.80 this engineering consultant was selected from the City's MRSC Architectural, Landscape Architectural, and Engineering Service Roster to provide a proposal for this scope of work, after which a price

was negotiated.

Budget Impact:

Consultant	HDR Engineering, Inc.
Original Agreement Amount	\$94,100.00
Current Agreement Amount	\$181,330.00
Change Per This Modification	\$41,915.14
Total After Modification	\$223,245.14
Earmarked Funds	\$230,000 over multiple operating budgets
BARS #	401.730.534.10.41
Paid on Contract as of 4/25/24	\$82,689.01
Budget Amendment Required?	No
Start Date	Contract execution
End Date	12/31/2024

Previous Action: Contract [22-285-WTR-001](#) was approved at the [12/19/2022](#) Council meeting. [Modification 01](#) was approved at the [9/5/2023](#) Council meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with HDR Engineering, Inc. under Contract 22-285-WTR-001, in the amount of \$41,915.14 increasing the total contract price to \$223,245.14.

Alternative Actions: Not approve the modification.

Attachments (listed in order presented):

1. 22-285-WTR-001 Modification 02



Date May 6, 2024
Page 1 of 1 Page

Contract Title WTP Lead and Copper Rule (LCR) Sampling Plan Support and LCRR Gap Analysis
Consultant HDR Engineering, Inc.

BACKGROUND

This modification is issued in accordance with Article 22, Changes/Additional Work to add to the Scope of Work for the Consultant to assist the City in strategic communications, a GIS attribute review, and an approach to building the Lead Service Line Inventory. Accordingly, the contract price is increased by \$41,915.14 from \$181,330.00 to \$223,245.14, and the following changes are incorporated under this contract:

ARTICLE 1. Scope Of Work. The following third paragraph is added:

“The work as described above is hereby amended per Modification 02 to include the work required for the Consultant to assist the City in strategic communications, a GIS attribute review, and an approach to building the Lead Service Line Inventory. Work is detailed in Exhibit C, which is attached hereto and incorporated by reference.”

ARTICLE 3. Price and Payment Terms. The paragraph is revised to read:

“The services provided under this Agreement shall be on a time and materials basis not-to-exceed **Two Hundred Twenty-Three Thousand Two Hundred Forty-Five Dollars and Fourteen Cents (\$223,245.14)**. The per task estimates are detailed in Exhibits A, B, and C.”

ARTICLE 4. Period of Performance. The paragraph is revised to read:

“The period of performance under this Agreement is from inception through December 31, 2024.”

All other terms of the contract remain unchanged.

CITY OF ANACORTES

HDR ENGINEERING, INC.

By _____
Matt Miller, Mayor

By _____

Date _____

Date _____

Original Agreement Amount	<u>\$94,100.00</u>	Original Contract Completion Date	<u>12/31/2023</u>
Current Agreement Amount	<u>\$181,330.00</u>	Current Contract Completion Date	<u>6/30/2024</u>
Change Per this Modification	<u>\$41,915.14</u>	Net Change	<u>184 Days</u>
Total After Modification	<u>\$223,245.14</u>	Contract Completion Date After Change	<u>12/31/2024</u>

**AGREEMENT 22-285-WTR-001
EXHIBIT C**

**City of Anacortes, WA
Lead and Copper Rule (LCR) Sampling Plan Support
and
Lead and Copper Rule Revisions (LCRR)
Gap Analysis**

Amendment No. 2

March 2024



**929 108th Avenue NE
Suite 1300
Bellevue, WA 98004-4361
(425) 450-6200**



**929 108th Avenue NE
Suite 1300
Bellevue, WA 98004-4361
(425) 450-6200**

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EXHIBIT C

SCOPE OF SERVICES

Background

The Lead and Copper Rule (LCR) was published in 1991 by EPA and has since undergone a series of minor and short-term revisions, the last of which occurred in 2007. In January 2021, a comprehensive Lead and Copper Rule Revision (LCRR) was finalized. The new rule has requirements that will affect utilities in multiple ways, including new testing requirements, treatment requirements, service line identification/replacements, as well as public outreach/notification.

The City of Anacortes (City) has retained HDR to assist the City to conduct a Gap Analysis to assess the City's current LCR-related practices, identify City needs to achieve future LCRR compliance, and provide a prioritized implementation plan to achieve future compliance with LCRR schedule requirements. Additionally, this scope of services includes optional tasks for a lead and copper compliance sampling plan support.

Amendment No. 1

Through the Gap Analysis effort it has been identified that the City does not have documentation of treatment optimization for corrosion control. This translates to a heightened degree of uncertainty of how the Department of Health (DOH) will enforce LCRR requirements on the City. In a proactive effort the City would like to complete a corrosion control study for DOH review and approval. The City has requested HDR Engineering, Inc. (HDR) to prepare this report.

Amendment No. 2

The City has retained HDR to assist the City in strategic communications, a GIS attribute review, and an approach to building the Lead Service Line Inventory.

Scope of Services

Task 100 Project Management

Objective

Object of this task is not changed via this amendment.

HDR Services

1. The following services will be added to this task as part of this amendment:
 - A. Update the Project Management Plan to reflect the added scope and deliverables (Project Guide) outlining the project scope, team organization, schedule, and communications information.
 - B. Additional coordination and management of the project team to support extended project duration.

- C. Additional progress reports and invoicing to support extended project duration.
- D. Additional project management meetings to support extended project duration.

Client Responsibilities

- 1. Client responsibilities under this task are not changed by this amendment.

Assumptions

- 1. The project duration will be extended 6 months.
- 2. One project management meeting will be held every other month with 1 hour of project manager time will be required for each meeting preparation, attendance, follow-up, and notes.
- 3. Invoices will be HDR standard invoice format.
- 4. Expense backup will not be provided with invoices but will be available for review at HDR.

Deliverables

- 1. Monthly reports and invoices (one copy with invoice can be mailed or e-mailed PDF file)
- 2. Monthly project schedule and budget updates.
- 3. Project management meeting agenda and notes (e-mailed PDF files).

Task 200 LCRR Gap Analysis

The scope of services under this task have been completed with \$17,358.86 of budget remaining. This balance will be transferred to tasks added per this amendment.

Task 500 LCRR Communications Planning

Objective

Develop a communication plan catered to lead service line inventory that will be used to guide employee communication, customer awareness, and community education.

HDR Services

- 1. Conduct up to two communication workshops with the City of Anacortes (City) to inform a communication plan that will be developed to inform, educate, update, and collaborate with the public, critical internal and external stakeholders, translate technical content for public consumption, and identify engagement channels and the messages that will resonate with key audiences.
 - a. Workshop 1 – Initial Approach: Internal Communication & Audience Identification and branding.
 - b. Workshop 2 – Communication Plan & Draft Approach.
- 2. Develop draft and final communications plan.
- 3. Perform quality assurance and quality control of the communications plan.
- 4. Provide on call support related to communications plan implementation.

City Responsibilities

1. Review and provide comments, submitted as a consolidated review comment document.
2. Participate in workshop 1 and 2.
3. The City is responsible for implementing the communications plan.

Assumptions

1. Communications plan is centered around communicating to the public about the lead service inventory. Communications approach to the remainder of LCRR requirements are not included.
2. Communications workshop 1 will be held as a hybrid workshop with three HDR attendees in person and one virtual. The meeting will be two hours in duration with six hours budgeted for each in-person attendee and four hours budgeted for the virtual attendee for preparation, attendance, and follow up. HDR will prepare a meeting agenda distributed prior to the meeting and provide the City with meeting notes following the meeting.
3. Communications workshop 2 will be held as an in person workshop with three HDR attendees in person. The meeting will be two hours in duration with six hours budgeted for each in-person attendee and four hours budgeted for the virtual attendee for preparation, attendance, and follow up. HDR will prepare a meeting agenda distributed prior to the meeting and provide the City with meeting notes following the meeting.
4. Provide on-call support as requested City services related to communications plan implementation up to \$10,000.

HDR Deliverables

1. Workshops agenda and notes provided emailed in Word or PDF Format.
2. Draft and final communication plan digitally in PDF format.

Task 600 GIS Attribute Review

Objective

Conduct a review of City's GIS and recommend attributes to review as a part of the City's Lead Service Line Inventory.

HDR Services

1. HDR will request information from City to perform an initial data review.
2. Review City's existing GIS information.
3. Provide recommendations of information that the City should track and maintain in their GIS database beyond what is currently recorded in the form of a memo.
4. Prepare and submit a draft memorandum to the City.
5. Prepare and submit final memorandum to the City.
6. Following delivery of the draft TM, conduct review meeting with the City.

City Responsibilities

1. City is responsible for providing the requested data in a timely manner.
2. Review and provide comments to the initial memorandum, submitted as a consolidated review comment document.
3. Participate in review meeting.

Assumptions

1. Review meeting with the City will be a hybrid format and last one hour. The review meeting will include up to three HDR staff, two in person, one virtual. The meeting has five hours budgeted for each in-person attendee and three hours budgeted for the virtual attendee for preparation, attendance and follow up. HDR will prepare a meeting agenda distributed prior to the meeting and provide the City with meeting notes following the meeting.
2. Review of City's GIS information will be specific to attributes the City currently records. Detailed review of service line information and data gaps in terms of suitability for the Lead Service Line Inventory is not included.

HDR Deliverables

1. Revised draft report for City review (Word and PDF format)
2. Review meeting notes (PDF format)
3. Final report (PDF format)

Task 700 Approach to Building LSL Inventory

Objective

Develop a technical memorandum submitted to the DOH stating the City's assumptions in building a Lead and Copper Inventory.

HDR Services

1. Preparing a draft and final technical memorandum from the City to the DOH explaining the City's assumptions determining whether a service line is lead, nonlead, or unknown.
2. Following delivery of the draft TM, conduct review meeting with the City.

City Responsibilities

1. Review and provide comments to the initial memorandum, submitted as a consolidated review comment document.
2. Participate in review meeting.
3. Submit the memorandum to the Department of Health.

Assumptions

1. Review meeting with the City will be in-person and last one hour. The review meeting will include up to two HDR staff in person and one virtual. The meeting has five hours budgeted for in person attendees and three hours budgeted for the virtual attendee for preparation,

attendance and follow up. HDR will prepare a meeting agenda distributed prior to the meeting and provide the City with meeting notes following the meeting.

HDR Deliverables

1. Revised final report for City review (in Word and PDF format)
2. Review meeting notes (PDF format)
3. Final report (PDF format).

Schedule

Milestones	Date
Notice to Proceed	March 2024
Project Management	December 2024
LCRR Communications Planning	December 2024
GIS Attribute Review	April 2024
Approach to Building Inventory	April 2024

Estimated Fee for Professional Services

The estimated total contract amount to complete the professional services identified in this Scope of Services is \$59,276. Of this amount \$17,358.86 will be funded through budget transfers from the previously completed Task 200 and **\$41,917.14** additional will be required through this amendment. Expenses will be billed at a 5% Markup. This is summarized below:

Task	Estimated Task Cost
Task 100 – Project Management	\$6,965
Task 500 – LCRR Communications Planning	\$24,893
Task 600 – GIS Attribute Review	\$12,078
Task 700 – Approach to Building Inventory	\$15,340
SUBTOTAL	\$59,274
Budget Remaining Task 200	\$17,358.86
Additional Funds Required	\$41,915.14



City Council Agenda Bill

Meeting Date: May 6, 2024 **Agenda Item:** 7.c.

Agenda Item Title: Contract Award: 2024 Sanitary Sewer Line Rehabilitation #24-099-SEW-001

Staff Contact(s): Andrew Rheume

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Award
Andrew Rheume	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$910,278.46 to Iron Horse LLC to perform the 2024 Sanitary Sewer Line Rehabilitation Project. The work provided for this project will include installing 9,743 linear feet of UV cured in place pipe ("CIPP") into existing sewer mains in various size pipes. The project also includes grinding 18 protruding side services, reinstating 215 service connections, bypassing 3 abandoned manholes, sanitary sewer bypass pumping, traffic control, and property restoration.

Background:

1. History: This project is part of the city's ongoing Inflow and Infiltration (I&I) program. Several sections of the sanitary sewer lines in the "B, D, G, and E" sewer basins have been identified as deficient in regards to root and ground water infiltration, separated joints, and cracks in the pipe.

2. Key Terms:

- Total contract price of \$910,278.46 which includes \$73,625.46 in sales tax.
- Work is expected to take 180 working days after contractor is granted notice to proceed.

3. Competitive Bidding: On April 5, 2024 the City [solicited bids](#) for the subject project and received 4 responsive bids. The engineer's estimate for the project was \$936,000.00. Iron Horse LLC was determined to be the lowest responsible bidder. Bid results are provided as an attachment hereto.

Budget Impact:

Contractor	Iron Horse LLC
------------	----------------

Contract Amount	\$910,278.46
Earmarked Funds	\$1,500,000.00
BARS #	440.760.594.35.62
Budget Amendment Required?	No
Start Date	Notice to Proceed
End Date	180 calendar days

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 24-099-SEW-001 with Iron Horse LLC in the amount of \$910,278.46 for the 2024 Sanitary Sewer Line Rehabilitation Project.

Alternative Actions: Not approve the contract.

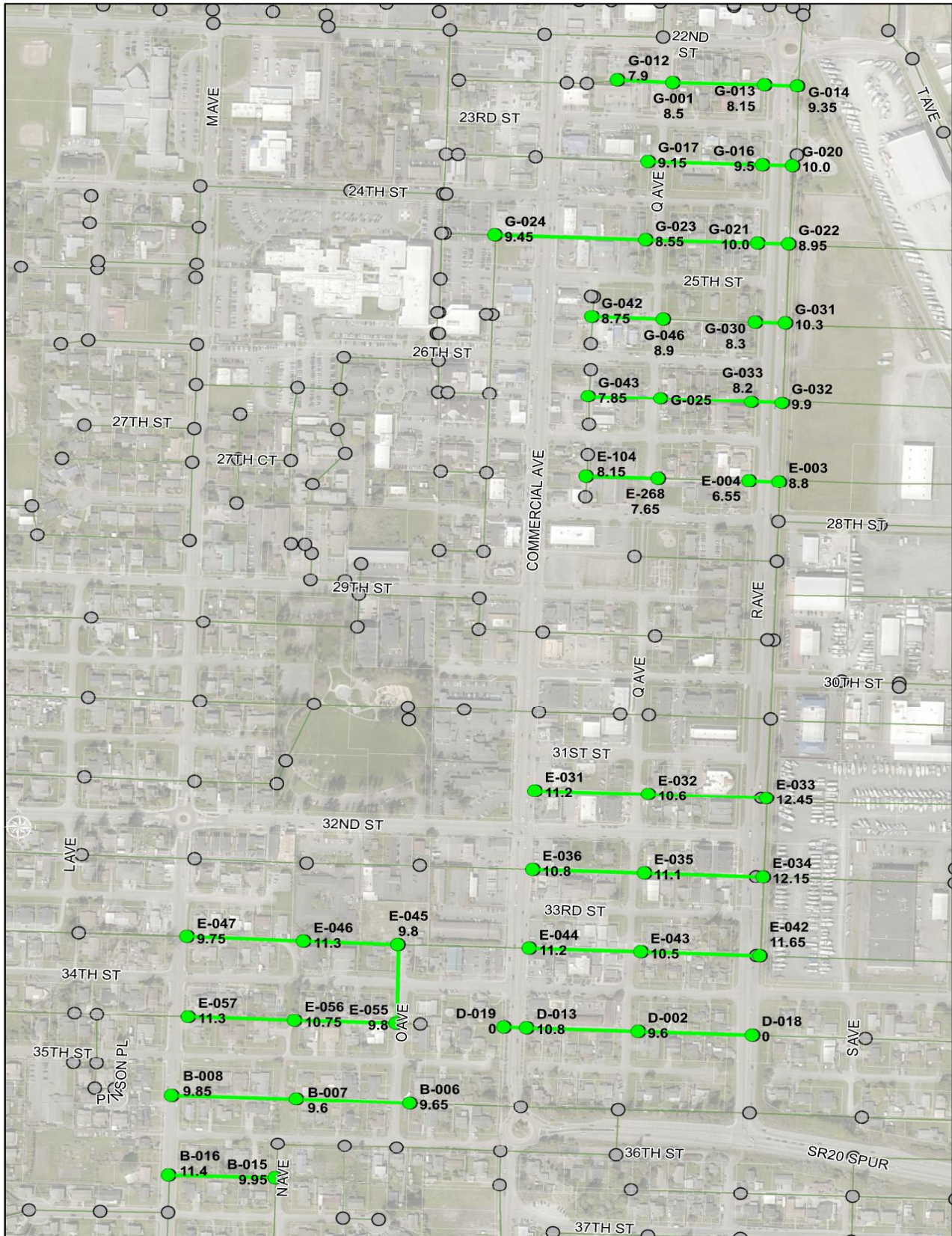
Attachments (listed in order presented):

1. Map
2. 24-099-SEW-001 Bid Tabulation
3. 24-099-SEW-001



City of Anacortes

2024 Sanitary Sewer Line Rehabilitation #24-099-SEW "B, D, E, & G" Basins



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

Prepared By: John Norris

ITEM NO.		ITEM DESCRIPTION	SPEC.	QTY	UNIT	Iron Horse LLC		Insituform Technologies, LLC		SAK Construction, LLC		Insta-Pipe Inc	
						UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Minor Changes	1-04.4(1)	1	MC		\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
2	Mobilization	1-09.9	1	LS		\$75,000.00	\$75,000.00	\$84,600.00	\$84,600.00	\$50,000.00	\$50,000.00	\$28,000.00	\$28,000.00
3	Temporary Traffic Control	1-10.5	1	LS		\$96,000.00	\$96,000.00	\$52,500.00	\$52,500.00	\$35,000.00	\$35,000.00	\$56,000.00	\$56,000.00
4	Erosion Control and Water Pollution Prevention	8-01.5	1	LS		\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$500.00	\$500.00	\$1,100.00	\$1,100.00
5	SPCC Plan	1-07.15(1)	1	LS		\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$1,100.00	\$1,100.00
6	CIPP-Sewer Main 8-Inch Diameter		8,269	LF		\$60.00	\$496,140.00	\$66.00	\$545,754.00	\$78.00	\$644,982.00	\$81.00	\$669,789.00
7	CIPP-Sewer Main 10-Inch Diameter		777	LF		\$64.00	\$49,728.00	\$76.00	\$59,052.00	\$85.00	\$66,045.00	\$85.00	\$66,045.00
8	CIPP-Sewer Main 12-Inch Diameter		355	LF		\$73.00	\$25,915.00	\$89.00	\$31,595.00	\$88.00	\$31,240.00	\$93.00	\$33,015.00
9	CIPP Storm Main 8-Inch Diameter		342	LF		\$60.00	\$20,520.00	\$66.00	\$22,572.00	\$78.00	\$26,676.00	\$81.00	\$27,702.00
10	Reinstating Service Connections		215	EA		\$150.00	\$32,250.00	\$133.00	\$28,595.00	\$205.00	\$44,075.00	\$690.00	\$148,350.00
11	Protruding Side Service Removal		18	EA		\$700.00	\$12,600.00	\$161.00	\$2,898.00	\$650.00	\$11,700.00	\$1,210.00	\$21,780.00
12	Sleeve Abadoned Manhole/Bypass		3	EA		\$4,500.00	\$13,500.00	\$150.00	\$450.00	\$500.00	\$1,500.00	\$4,000.00	\$12,000.00
						Sub Total	\$836,653.00		\$842,516.00		\$922,218.00		\$1,074,881.00
						Sales Tax	\$73,625.46		\$74,141.41		\$81,155.18		\$94,589.53
						Total Bid	\$910,278.46		\$916,657.41		\$1,003,373.18		\$1,169,470.53



This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and Iron Horse LLC a private contractor at PO Box 1472, Fairview, OR 97024 (herein after referred to as "Contractor").

WITNESSETH:

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

- I. **WORK.** The Contractor shall do all work and furnish all tools, materials, equipment, and transportation required for the **2024 SANITARY SEWER LINE REHABILITATION**, in accordance with and as described in the Invitation for Bid entitled the same, Project No. PW-24-099-SEW-001. Incorporated by reference, and made a part hereof, are the Invitation for Bid aforementioned, current edition of the Washington State Department of Transportation *Standard Specifications for Road, Bridge, and Municipal Construction M 41-10* and Amendments, except as modified by the Special Provisions included in this Invitation to Bid. Any changes to the work contracted herein shall be subject to contract modification signed by the Parties.

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

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

- II. **PRICE.** The Total Contract Price is **Nine Hundred Ten Thousand Two Hundred Seventy-Eight Dollars and Forty-Six Cents (\$910,278.46)**. The Contractor's bid schedule is incorporated by reference and attached hereto as Exhibit A.
- III. **TIME.** Unless otherwise stated in the Invitation for Bid, all physical construction activities shall be completed **One Hundred Eighty (180) calendar days** from the first working day following the Notice to Proceed. The Contractor shall supply the materials within the specified period of time after Notice to Proceed has been issued by the City.
- IV. **LIQUIDATED DAMAGES.** Under 1-08.9 of the current WSDOT *Standard Specifications for Road, Bridge, and Municipal Construction*, the City is entitled to liquidated damages for each and every calendar day said work remains uncompleted after expiration of the specified time. However, rather than using the Liquidated Damages Formula, the Contractor agrees to pay the City \$500.00 per day for each and every calendar day said work remains uncompleted. All other terms of WSDOT 1-08.9 remain unchanged.
- V. **INDEMNIFICATION/HOLD HARMLESS.** The Contractor shall defend, indemnify and hold the City, its appointed and elective officers, officials, employees and volunteers harmless from any and all claims, injuries, including death at any time resulting there from, damages, losses or suits including attorney fees, to the extent caused by negligent acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the

extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this Clause shall survive the expiration or termination of this Agreement.

VI. **INSURANCE.** The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise form or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors.

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

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

Owner:

City of Anacortes

Mayor

Date

Contractor:

Iron Horse LLC

Title

Date

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

Attention: City Clerk

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

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

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

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

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

The bidder further agrees, if awarded the contract, to begin work the working day following the date of the Notice to Proceed and to (a) achieve **Physical Completion within One Hundred Eighty (180) calendar days**, and (b) achieve **Contract Completion within Two Hundred Ten (210) calendar days** after the date of the Notice to Proceed.

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

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

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

**2024 SANITARY SEWER LINE REHABILITATION
ATTACHMENT C - BID PROPOSAL
24-099-SEW-001
PAGE 2 OF 5**

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

The work provided for this project will include all costs for materials, equipment, labor and related items to install 8,269 LF of UV cured CIPP into existing 8-inch diameter sewer main, 342 LF of UV cured CIPP into existing 8-inch diameter storm main, 777 LF of UV cured CIPP into existing 10-inch diameter sewer main, grinding 18 protruding side services, reinstating 215 service connections, bypassing 3 abandoned manholes, sanitary sewer bypass pumping, traffic control and devices, property restoration and other miscellaneous items in accordance with the attached Contract Plans, Contract Provisions, and the Standard Specifications.

The bid price shall include everything necessary for the prosecution and completion of the services as detailed in the specifications including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this bid. **The total base bid amount plus all options will be used for evaluation purposes in the determination of the lowest responsive and responsible bidder.**

CITY OF ANACORTES 2024 SANITARY SEWER LINE REHABILITATION PROJECT

ITEM NO.	QTY	UNIT OF MEASURE	ITEM DESCRIPTION	UNIT PRICE (Figures)	TOTAL AMOUNT (Figures)
1	1	MC	MINOR CHANGES 1-04.4(1)	\$10,000.00 Allowance	<u>\$10,000</u>
2	1	LS	MOBILIZATION 1-09.9	At \$ <u>75,000</u> Per Lump Sum	<u>\$75,000</u>
3	1	LS	TEMPORARY TRAFFIC CONTROL 1-10.5	At \$ <u>96,000</u> Per Lump Sum	<u>\$96,000</u>
4	1	LS	TEMPORARY EROSION/ WATER POLLUTION CONTROL 8-01.5	At \$ <u>3,000</u> Per Lump Sum	<u>\$3,000</u>
5	1	LS	SPCC PLAN 1-07.15(1)	At \$ <u>2,000</u> Per Lump Sum	<u>\$2,000</u>
8	8269	LF	CIPP-SEWER MAIN 8-INCH DIAMETER	At \$ <u>60</u> Per Linear Foot	<u>\$496,140</u>
9	777	LF	CIPP-SEWER MAIN 10-INCH DIAMETER	At \$ <u>64</u> Per Linear Foot	<u>\$49,728</u>

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

2024 SANITARY SEWER LINE REHABILITATION
ATTACHMENT C - BID PROPOSAL
24-099-SEW-001
PAGE 3 OF 5

ITEM NO.	QTY	UNIT OF MEASURE	ITEM DESCRIPTION	UNIT PRICE (Figures)	TOTAL AMOUNT (Figures)
9	355	LF	CIPP-SEWER MAIN 12-INCH DIAMETER	At \$ <u>73</u> Per Linear Foot	\$ <u>25,915</u>
10	342	LF	CIPP-STORM MAIN 8-INCH DIAMETER	At \$ <u>60</u> Per Linear Foot	\$ <u>20,520</u>
11	215	EA	REINSTATING SERVICE CONNECTIONS	At \$ <u>150</u> Per Each	\$ <u>32,250</u>
12	18	EA	PROTRUDING SIDE SERVICE REMOVAL	At \$ <u>700</u> Per Each	\$ <u>12,600</u>
13	3	EA	SLEEVE ABANDONED MANHOLE/BYPASS	At \$ <u>4,500</u> Per Each	\$ <u>13,500</u>
				SUBTOTAL	\$ <u>836,653.00</u>
				SALES TAX (8.8%)	\$ <u>73,625.46</u>
				TOTAL BID	\$ <u>910,278.46</u>

*Note Rule WAC 458-20-170 applies. Sales tax is separately priced and added to the base bid price.

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

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

n/a

Addendum _____, Initial _____

Addendum _____, Initial _____

Addendum _____, Initial _____

Addendum _____, Initial _____

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

BID DEPOSIT

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

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

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

NOTICE TO ALL BIDDERS

To report bid rigging activities call: **1-800-424-9071**. The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., Eastern time. Anyone with knowledge of possible bid rigging, Bidder collusion, or other fraudulent activities should use the "hotline" to report activities. The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially, and caller anonymity will be respected.

BIDDER CERTIFIES

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

Name of Bidder: Iron Horse LLC

Contact Name: Carlie Moore

Mailing Address: PO Box 1472

City, State, Zip: Fairview, OR 97024

Business Telephone: (503) 674-0980 Cell Phone: (503) 849-5942

Email Address: carliem@ironhorsellc.com

Contractor's State License No: IRONHHL833BF

UBI Number: 604-069-635

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

(Corporate Seal)

Iron Horse LLC, managing member
Name of Bidder Title

Date

4-17-24

Signature of Bidder

Carlie Moore

Print Name

Carlie Moore

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



City Council Agenda Bill

Meeting Date: May 6, 2024 **Agenda Item:** 7.d.

Agenda Item Title: Contract Award: Replacement Chevrolet Tahoe for Police K9 Unit #24-138-ERR-001

Staff Contact(s): Andrew Rheume, WIL LUDEMANN

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Award
Andrew Rheume	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$74,080.55 to Bud Clary Chevrolet, Inc. for the purchase of a replacement Tahoe for the Police K9 unit. The contract piggybacks on Washington State contract [05916](#).

Background:

1. **History:** This is a near-end-of-lifecycle replacement of our K9 Patrol vehicle. We have been experiencing vehicle issues with the current K9 car and having no back up for the K9 has been problematic. Police cars have been increasingly hard to get, so we would like to take this opportunity we found through our diligence of searching continually for canceled orders to replace our current K9 vehicle. It's about 6 months earlier than anticipated, but our K9 vehicle is also our highest used and most specific vehicle in the Police Department.
2. **Key Terms:**
 - The total contract price of \$74,080.55.
3. **Competitive Bidding:** The City has a cooperative purchasing agreement with the State of Washington and is procuring this purchase through Washington State contract 05916.

Budget Impact:

Vendor	Bud Clary Chevrolet, Inc.
Contract Amount	\$74,080.55
2024 Earmarked Funds	\$0. May fit into fleet capital

	replacement budget but may need a adjustment by year end.
BARS #	501.790.594.48.60
Budget Amendment Required?	Yes
Revenue Source?	ER Replacement fund. Fully funded replacement.

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign PO #24-138-ERR-001 with Bud Clary Chevrolet, Inc. in the amount of \$74,080.55 for the purchase of a replacement Chevrolet Tahoe for the Police K9 Unit.

Alternative Actions: Not approve the contract.

Attachments (listed in order presented):

1. 24-138-ERR-001



City of Anacortes
Accounts Payable
PO Box 547
Anacortes, WA 98221

PURCHASE ORDER 24-138-ERR-001

Replacement Chevrolet Tahoe for Police K9 Unit

VENDOR: BUD CLARY CHEVROLET, INC.
BECKY DAVIS
P O BOX 127
LONGVIEW, WA 98632

Date: May 6, 2024

Contact: WiL Ludemann
Department: Public Works Department
Equipment Rental
(360) 293-1921
ludemannw@cityofanacortes.org

Email: becky.davis@budclary.com
Phone: 360-423-1700

Item	Qty	DESCRIPTION	U/M	Unit Price	Amount
1	1	New/Unused 2024 CHEVROLET TAHOE POLICE PURSUIT VEHICLE- (CC10706)2WD 9C1, and accessories, as specified in Exhibit A. This Work is subject to: - Specifications, incorporated as Exhibit A, - Washington State Contract 05916 and related Amendments, incorporated as Exhibit B. The aforementioned Exhibits A and B are hereby incorporated by reference and made a part hereof.	EA	\$68,277.00	\$68,277.00
Sum Total					\$68,277.00
Sales Tax @ 8.5%					\$5,803.55
Total Price					\$74,080.55

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

BUD CLARY CHEVROLET, INC.

CITY OF ANACORTES

Matt Miller, Mayor

Date

Date

COA PO #24-138-ERR-001
EXHIBIT A

From: [Becky Davis](#)
To: [Wil Ludemann](#)
Subject: FW: Vehicle Quote - 2024-4-246 - ANACORTES, CITY OF - 22901
Date: Friday, April 12, 2024 11:43:34 AM
Attachments: ~WRD3827.jpg

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

From: NOREPLY@des.wa.gov <NOREPLY@des.wa.gov>
Sent: Friday, April 12, 2024 11:42 AM
To: Becky Davis <becky.davis@budclary.com>
Cc: descarsystem@des.wa.gov
Subject: Vehicle Quote - 2024-4-246 - ANACORTES, CITY OF - 22901

Vehicle Quote Number: 2024-4-246 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 05916	Dealer Contact: Becky Davis
Dealer: Bud Clary Chevy (W262)	Dealer Phone: (360) 423-1700

Organization Information

Organization: ANACORTES, CITY OF - 22901
Email: becky.davis@budclary.com
WA124-PER WIL AT ANACORTES ADD: K9 ULTIMATE II DRIVER SIDE DEPLOY K9-MAXI THIN FAN-10
Quote Notes: IN FAN ONLY K9-PREMIER SYSTEM ADD \$8248.00 TO SUBTOTAL (INCLUDES INSTALLATION)
SUBTOTAL \$68277.00 TAX \$5735.27 TOTAL \$74012.27
Vehicle Location: ANACORTES

Color Options & Qty

BLACK GBA - 1
Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2024-0501-001	2024 CHEVROLET TAHOE POLICE PURSUIT VEHICLE-(CC10706)2WD 9C1:Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection	1	\$52,445.00	\$52,445.00

	located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20 steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires,(V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)			
2024-0501-003	2024 CHEVROLET TAHOE POLICE PURSUIT VEHICLE-(CK10706)4WD 9C1:Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20 steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires,(V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only)	1	\$3,200.00	\$3,200.00
2024-0501-013	(BTV)Remote start	1	\$300.00	\$300.00
2024-0501-020	(5J1)Calibration, keyless remote panic button and exterior lights/horn disable (Requires 9C1) Police Vehicle.)	1	\$115.00	\$115.00
2024-0501-022	(6C7)Lighting, red and white front auxiliary dome Red and white auxiliary dome lamp is located on headliner between front row seats (red is LED, white is incandescent). The auxiliary lamp is wired independently from standard dome lamp (Requires 9C1) Police Vehicle.)	1	\$170.00	\$170.00
2024-0501-025	(6J3)Wiring, grille lamps and siren speakers (Requires 9C1) Police Vehicle.)	1	\$99.00	\$99.00
2024-0501-026	(6J4)Wiring, horn and siren circuit (Requires 9C1) Police Vehicle.)	1	\$55.00	\$55.00
2024-0501-027	(6J7)Flasher system, headlamp and taillamp, DRL compatible with control wire (Requires 9C1) Police Vehicle. Includes SEO (5J9) taillamp flasher calibration, Red/White and SEO (5LO) taillamp flasher calibration, Red/Red.)	1	\$50.00	\$50.00
2024-0501-032	(7X3)Spotlamp, left-hand Not available with SEO (7X2) left and right-hand spotlamps. Requires 9C1) Police Vehicle.)	1	\$800.00	\$800.00
2024-0501-033	(9G8)Headlamps, Daytime Running Lamps and automatic headlamp control delete deletes standard Daytime Running Lamps and automatic headlamp control features (Requires 9C1) Police Vehicle.)	1	\$50.00	\$50.00
2024-0501-036	(UN9)Radio Suppression Package, with ground straps (Requires 9C1) Police Vehicle.)	1	\$95.00	\$95.00
2024-0501-037	(UTQ)Theft-deterrent system content, disable, the alarm and horn become non-functional in an attempt of theft to the vehicle (Requires 9C1) Police Vehicle.)	1	\$50.00	\$50.00
2024-0501-038	(WX7)Wiring, auxiliary speaker. For upfitter connection to front door and windshield pillar speakers. (Requires 9C1) Police Vehicle.)	1	\$60.00	\$60.00
2024-0501-162	PB450L2 With WHELEN ION	1	\$1,415.00	\$1,415.00
2024-0501-173	PB5 Fender Wraps Aluminum PB300/400	1	\$835.00	\$835.00
2024-0501-307	Mud guards, front and rear(DLR)(54433550/84938120)	1	\$290.00	\$290.00

Quote Totals

	Total Vehicles:	1
	Sub Total:	\$60,029.00
	8.5 % Sales Tax:	\$5,102.47
	Quote Total:	\$65,131.47



City Council Agenda Bill

Meeting Date: May 6, 2024 **Agenda Item:** 7.e.

Agenda Item Title: Contract Award: Wastewater Treatment Plant (WWTP) Outfall Relocation - Permitting & Monitoring Services #20-032-SEW-014

Staff Contact(s): Andrew Rheume

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Contract Award
Andrew Rheume	

Item Summary: City staff seeks City Council approval to award a contract in the amount of \$446,786.80 to Widener and Associates to provide the City with environmental compliance support during construction to ensure all state and federal permit and funding conditions are being met for the Wastewater Treatment Plant Outfall Relocation Project.

Background:

1. **History:** A FEMA declared disaster occurred in 2019, causing damage to the existing Wastewater Treatment Plant ("WWTP") outfall. This project is necessary to create a new outfall for the WWTP.
2. **Key Terms:**
 - Contract is on a time and materials basis not-to-exceed \$446,786.80.
 - The period of performance is from inception through December 31, 2027.
3. **Competitive Bidding:** On January 17, 2024 the City issued a [Request for Qualifications](#) for the subject project and one response was received by the February 9, 2024 deadline. The City's evaluation committee reviewed and scored the response and selected to award a contract to Widener and Associates.

Budget Impact:

Consultant	Widener and Associates
Contract Amount	\$446,786.80
Earmarked Funds	\$19,500,000 – 2024 \$4,000,000 - 2025

BARS #	440.750.594.35.63
Budget Amendment Required?	No
Start Date	Inception
End Date	December 31, 2027

Previous Action: City Council has approved several contracts in regard to the outfall. Ranging in areas such as feasibility study, pre-design, permitting services, design, construction management, and now construction.

Recommended Motion: I move that City Council authorize the Mayor to sign contract 20-032-SEW-014 with Widener and Associates in the amount of \$446,786.80 to provide Wastewater Treatment Plant Outfall Relocation - Permitting & Monitoring Services.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 20-032-SEW-014



AGREEMENT #20-032-SEW-014

Between THE CITY OF ANACORTES AND WIDENER AND ASSOCIATES

WASTEWATER TREATMENT PLANT OUTFALL RELOCATION – PERMITTING & MONITORING SERVICES

This Agreement, hereinafter referred to as "Agreement", is made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Widener and Associates, hereinafter referred to as the "Consultant".

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

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

1. **Scope of Work.** Under this Agreement, the Consultant shall provide the City with environmental compliance support during construction to ensure all state and federal permit conditions are being met for the Wastewater Treatment Plant Outfall Relocation Project, as detailed in Exhibit A, which is attached hereto and incorporated by reference. All work shall be performed under the direction of Jeff Beltramini, or designee, hereinafter referred to as Project Manager.

2. **Price and Payment Terms.** The services provided under this Agreement shall be on a time and materials basis not-to-exceed **Four Hundred Forty-Six Thousand Seven Hundred Eighty-Six Dollars and Eighty Cents (\$446,786.80)**. The billable rates for services provided shall be in accordance with Exhibit B, which is attached hereto and incorporated by reference.

3. **Period of Performance.** The period of performance under this Agreement is from inception through December 31, 2027.

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

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

Consultant remains fully responsible for obligations, services, and functions performed by its subcontractor to the same extent as if such obligations, services, and functions were performed by Consultant's employees, and for purposes of the Agreement such work will be deemed work performed by Consultant. The Consultant shall give immediate written notice, reference Clause Notices, of any action or suit filed and prompt notice of any claim made against the Consultant by any subcontractor or vendor that, in the opinion of the Consultant, may result in litigation related in any way to this Agreement, with respect to which the Consultant may be entitled to reimbursement from the City.

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

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

6. **Invoicing.** All invoices shall include a cover page that states: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Manager Name, **Agreement Number**, Agreement Price, amount

requested per invoice and cumulative invoiced amount. Invoices shall include actual hours worked by Period, by Labor Category. The Consultant must invoice MONTHLY for quantities delivered during the invoice period, and no more frequently than monthly, and allow 30 calendar days from receipt of the invoice for payment. Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org. The City shall notify the Consultant within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Consultant shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

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

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

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

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

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

12. **General and Professional Liability Insurance.**

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

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

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

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

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

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

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

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

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

Verification of coverage shall include:

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

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

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

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

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

14. **Inspection.** The Project Manager shall have power to reject instruments of services which fail to comply with the requirements of this Agreement, but in case of dispute the Consultant may appeal to the City Attorney, whose decision shall be final. The Consultant shall comply with any and all orders and instructions given by the representative of the particular Department administering the Agreement in accordance with the terms of the Agreement. Nothing herein contained shall be taken to relieve the Consultant of their obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for their own methods and conduct during the period of performance.

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

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

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

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

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

20. Right to Terminate Agreement.

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

by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Consultant was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

B. Termination for Public Convenience: The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Consultant shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work through the date of termination. If the City exercises its option under this Paragraph, the City shall not be responsible for payment for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

21. **Changes/Additional Work**. The City may engage Consultant to perform services in addition to those listed in this Agreement, and Consultant will be entitled to additional compensation for authorized additional services or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Consultant to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

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

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

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

25. **Disputes**

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

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

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

D. Dispute Resolution: In the event of a dispute between the City and the Consultant arising of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Consultant to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute. In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall

mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties. If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

26. **Force Majeure.** Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials; acts of civil or military authority; freight embargoes; epidemics; pandemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or termination of its obligations due to force majeure shall give the other party prompt written notice of the impediment and its effect on the ability to perform, with such notice to be provided no more than two (2) working days after the force majeure event or reasonable discovery of the event's impact on performance. Failure to provide such notice shall preclude recovery under this provision. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Consultant shall have no recourse against the City.

27. **Compliance with Laws.** The Consultant in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, executive proclamations, all applicable Washington Dept. of Labor & Industries (L&I) and Occupational Safety & Health Administration (OSHA) safety standards, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. The Consultant specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

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

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

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

31. **Notices.** All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given and received (a) when personally delivered, or delivered by same-day courier; or (b) on the third business day after mailing by registered or certified mail, postage prepaid, return receipt requested; or (c) upon delivery when sent by prepaid overnight express delivery service (e.g., FedEx, UPS); or (d) when sent by email and upon the receipt by the sending party of written confirmation by the receiving party; provided, however, that an automated email confirmation of delivery or read receipt shall not constitute such confirmation. Notices shall be sent to the following addresses:

CITY:
City of Anacortes
Tiffany Matson
904 6th Street
PO Box 547
Anacortes, WA 98221
contracts@cityofanacortes.org

CONSULTANT:
Cowling & Company, LLC dba Widener & Associates
Ross Widener
1902 120th Pl. S.E. STE 202
Everett, WA 98208
ross@widener-enviro.com

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

CITY OF ANACORTES

WIDENER & ASSOCIATES

By _____

By _____

Date _____

Title _____

Date _____

APPENDIX A

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

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

APPENDIX E

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

Pertinent Non-Discrimination Authorities:

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

AGREEMENT 20-032-SEW-014

EXHIBIT A

ANACORTES WWTP OUTFALL RELOCATION CONSTRUCTION MONITORING & REPORTING SERVICES

Widener & Associates Scope of Work

The intent of this scope of work is to provide the City of Anacortes with environmental compliance support during construction to ensure all federal state and local permit conditions are being met for the Anacortes WWTP Outfall Relocation Project. The following tasks will be completed by Widener & Associates and their sub-consultants under this agreement:

TASK 1 - Section 106 Construction Monitoring, Assessment & Reporting

Congress passed the National Historic Preservation Act (NHPA) in 1966 (16 U.S.C. 470 et seq.). The law established a national policy for the protection of important historic buildings and archeological sites and outlined responsibilities for federal and state governments to preserve our nation's heritage. NHPA requires any agency issuing a federal permit or license, providing federal funds, or otherwise providing assistance or approval to comply with Section 106.

To ensure compliance with the project's Section 106 obligations which have been defined by a Memorandum of Agreement (MOA) between FEMA, DAHP, EMD, City of Anacortes along with the sovereign nation of the Samish Tribe. The MOA requires archaeological monitoring to be conducted during excavation of all upland soils. As described by the MOA the City's qualified consultant shall conduct *"archaeological monitoring and further site identification and evaluation efforts for the Undertaking's upland WWTP Outfall relocation, consistent with applicable DAHP survey standards or guidelines, as outlined and detailed in the project's Archaeological Work Plan For Site 45SK627 and Any Additional Eligible or Potentially Eligible Sites Identified During Monitoring, and the Monitoring and Inadvertent Discovery Plan (MIDP) – Cultural Resources, and provide interim notifications and reporting as prescribed within Section II Monitoring & Identification and Evaluations of the MOA."*

1.1 Onsite Excavation and Assessment

The MOA requires strict assessment protocol, documentation and reporting which is outlined in the project's Archaeological Work Plan. This plan outlines the following methods to be used during excavation:

The City's designated archaeologist will employ the following approach to assess and characterize subsurface deposits associated with the precontact shell midden, site 45SK627, near the terminus of the outfall on U Avenue. This approach will also be used as appropriate for sites that may be identified during archaeological monitoring. The archaeologist will excavate focused, provenience-controlled (limiting excavation to precise locations), subsurface testing using the following methods:

- Mechanically remove impervious surface and overlying sterile fill to allow for the determination of shell midden boundaries in the Area of Potential Effects (APE) at the terminus of U Avenue. Machine excavation would be employed to remove the asphalt,

then in 5–10-centimeter ([cm] 2-4 inch [in]) lifts. All machine excavation will stop when potential culture-bearing sediments are encountered. All overlying material will be removed under archaeological monitoring to the intact shell midden or deposits. Such indicators of a precontact cultural deposit would include, but perhaps not be limited to, non-sterile fill materials, soil coloration changes, shell, fire modified rock (FMR), or organic materials indicating other than sterile road fill or impervious surface material mixed with historic artifacts from site 45SK628 (previously determined ineligible for listing in the National Register of Historic Places [NRHP]).

- Hand tool excavation with shovels, trowels and other small tools would be used to outline and define intact archaeological deposits underlying the fill.
 - The area extent of deposits and depth will be mapped and characterized. Mixed historic/precontact deposits will be treated as disturbed. No artifacts from disturbed deposits will be curated unless they are diagnostic artifacts or objects that are significant or unique. All anthropogenic sediments, artifacts and material from disturbed deposits will be placed at the City's wastewater treatment plant for eventual permanent reburial on site after documentation as per Section 1.10.
 - Discrete areas of archaeological resources will be treated as intact and part of the larger site (or of another site, related or unrelated). Intact precontact deposits will be recorded as potentially NRHP eligible for listing under Criterion D.
 - Segregate and quantify all excavated sediments containing archaeological resources for screening through 1/8 steel mesh on a hanging tripod.
- If no further or only limited intact archeological deposits are uncovered resulting in site 45SK627 not meeting NRHP eligibility criteria no further excavation is warranted. However, on site monitoring of the remaining project excavation shall continue through visual inspection only.

1.2 Artifact Analysis

- Only well-preserved stable artifacts will be cleaned in the field. If an artifact is considered unstable and cleaning might pose damage, it will not be cleaned. If an item is stable enough to withstand gentle brushing to remove adhering soil, excess soil will be removed for better identification. No artifact or sample will be processed beyond simple cleaning for rudimentary identification and safekeeping. A running field catalog of all samples and artifacts will be maintained. The catalog will be updated as necessary during laboratory analysis.
- Catalog and photograph all artifacts for reporting.
- Bulk samples will be taken from 1/4 and 1/8 inch screen samples. Prior to processing, all samples will be catalogued and laid out on metal trays to air dry. All 1/4 and 1/8 inch bulk screen samples will be washed, dried, weighed, and quantified by volume. Analytic samples will be selected from intact layers. Resources identified in 1/4 and 1/8 inch samples will be sorted by material type (shellfish [pursuant to genus], bone, charcoal, FMR, rocks and unidentified shell), counted, and weighed. After sorting and quantifications, all resources will be placed into individual labeled bags.

- Shell analysis:
 - Shell from 10 cm³ bulk shell samples will be processed for data compilation and prepared for curation.
 - Invertebrate sampling will be taken from ¼ and ⅛ inch screened bulk samples. All ¼ and ⅛ inch bulk screen samples will be washed, dried, weighed, and quantified by volume. After processing, samples will be sorted to their genus level and separated by hinge, apex, base plate, and body fragments (as applicable). Invertebrate hinges will be quantified by Number of Individual Specimens Present (NISP) and Minimum Number of Individuals (MNI).
 - Following documentation, these artifacts will be bagged for temporary storage in the lab, until they are curated at the Burke Museum of Natural History and Culture.

- Lithic analysis:
 - Quantify and qualify all formed artifacts and tool remains for reporting and curation.
 - Standard analysis such as weight and measurements will be taken for all lithics. Lithics will be classified by type and raw material when feasible.
 - Following documentation, these artifacts will be bagged for temporary storage in the lab, until they are curated at the Burke Museum of Natural History and Culture.

- Faunal Analysis:
 - All fish, bird, and non-human mammal, remains will be identified to the finest taxonomic classification possible. When feasible the archaeologist will record individual element, size class, and any modifications. Bone fragments will be sized classed and weighed by unit and level/feature. Elements will be quantified using Number of Individual Specimens Present (NISP) and Minimum Number of Individuals (MNI).
 - Processing faunal remains includes cleaning and categorization into genus and species. If an element is stable enough to withstand gentle brushing to remove adhering soil, excess soil will be removed for better identification. Remains will be laid out on baker's sheets, covered with a cloth for protection, and placed on racks prior to photos and documentation.
 - All faunal remains will be examined by a Physical Anthropologist to verify that no human remains are present. If human remains are encountered in the lab the procedures outlined in Appendix E will be followed.
 - Following documentation, these artifacts will be bagged for temporary storage in the lab, until they are curated at the Burke Museum of Natural History and Culture.

- Historic artifact analysis:
 - Quantify and qualify all artifacts for reporting and curation.
 - Recordation of diagnostic historic artifacts will include measuring, photographing, weighing, and documenting specific attributes. These may include

- material type, object name, completeness, manufacturing method, date, manufacturer, and other characteristics specific to the artifact type.
 - Following documentation, these diagnostic artifacts will be bagged for temporary storage in the lab, until they are curated at the Burke Museum of Natural History and Culture.
 - Following documentation, non-diagnostic artifacts will be reburied at the site, or they may be saved for donation to the Anacortes Museum to use as presentation and/or teaching assemblage.
 - Submit a minimum of two (2) organic samples (such as charcoal from hearth features, whole marine shells, and non-human faunal material, if recovered from intact deposits) from precontact deposits for radiometric assay. If features are encountered, individual radiometric samples would be collected for dating by feature.
 - Samples that are not submitted for radiometric assay may be curated at the Burke Museum of Natural History and Culture, if it is believed that the sample could provide significant information to the chronology of site occupation.
 - Human remains will not be sampled or tested in any way during this project. If human remains are encountered the procedures outlined in Appendix E will be followed and they will be treated with the utmost respect.
- Prepare all archaeological materials recovered from intact deposits for curation at the Burke Museum of Natural History and Culture, University of Washington following their published standards.
 - All analyses will be written up and entered into the final report.
 - Only archival-quality materials will be used for specimens and records preparation and housing. This means:
 - All paper and cardboard products used are acid-free and lignin-free.
 - All plastic products used are inert polyethylene or polypropylene.

1.3 Reporting

Upon completion of site(s) assessment and or data recovery, the City will:

- Prepare a draft archaeological report documenting the field and laboratory methods and findings as well as provide further recommendations regarding NRHP eligibility for 45SK627 and any newly identified site(s). The City will provide this draft report to FEMA, DAHP, and the Samish Indian Nation within 120 days after the completion of the field, lab work, and analysis components of the project. Upon receipt of the draft report, FEMA, DAHP and the Samish Indian Nation will have up to 30 days to provide comments to the City. If no comments are provided the draft will be considered final. If comments are provided the City will provide FEMA, DAHP and the Samish Indian Nation with an updated final report within 30 days of comment receipt. An updated site form for 45SK627 and for any newly identified sites will be submitted to DAHP with the draft report.

- The City will prepare the report consistent with applicable DAHP standards and guidance.

Drayton Archaeology, the qualified sub-consultant, will work under Widener & Associates to complete all the Section 106 MOA field work, monitoring and reporting requirements. For additional information see attached Section 106 MOA for the project.

Deliverable(s)

- Daily Field Work Findings reports.
- Laboratory analysis of project findings.
- “End of work” update report of the results of monitoring and cursory findings.
- Draft and final archaeological report documenting the field and laboratory methods and findings as well as recommendation(s) for site NRHP eligibility.

TASK 2 - Construction Stormwater General Permit (CSWGP) Monitoring & Reporting

Stormwater runoff from the upland construction activities can carry muddy water, debris, and chemicals into local waterways. Sediments, chemicals, and debris can harm aquatic life and reduce water quality. The Department of Ecology requires regulated construction sites to get coverage under the Construction Stormwater General Permit (CSWGP). The requirements in this permit help control and reduce water pollution. Contractors of regulated construction sites are required to implement sediment, erosion, and pollution-prevention control measures which meet Ecology’s guidelines developed in the 2019 Stormwater Management Manual for Western Washington (SWMMWW).

2.1 SWPPP Inspections

To ensure compliance with Ecology’s SWMMWW Widener & Associates will conduct visual assessment of the site BMP’s as well as weekly site inspections and fill out site inspection forms which are filed in the project’s stormwater pollution prevention plan (SWPPP). During construction Widener & Associates will ensure the contractor’s pollution-prevention control measures better known as BMPs are installed properly and comply with the Ecology’s guidelines developed in the 2019 Stormwater Management Manual for Western Washington (SWMMWW). Completing the weekly SWPPP inspection reports which look at the functionality of the Contractor’s BMPs and the turbidity levels of stormwater runoff helps control and reduce water pollution from construction activities.

2.1 Contractor Coordination

Widener & Associates will coordinate with the contractor on their proposed work activities and what the appropriate BMPs will be for those activities. This coordination will ensure compliance with the CSWGP requirements and work activities are protected prior to any potential discharge. This work will also include coordinating the weekly SWPPP inspections and attending the weekly construction meetings.

2.2 Reporting

Under the CSWGP, Ecology requires weekly SWPPP inspections to be done and that all stormwater runoff sampling results for pH and turbidity be reported monthly under Ecology’s

Water Quality Permitting Portal website. Widener & Associates will be responsible for all CSWGP requirements for the project.

Deliverable(s)

- Weekly SWPPP Site Inspections
- Provide the Contractor corrections that need to be made to their BMPs.
- Reporting turbidity levels of stormwater runoff through Ecology's Water Quality Permitting Portal

TASK 3 - Marine Mammal Monitoring

Pursuant to section 7 of the Endangered Species Act of 1973 (ESA) (16 U.S.C. 1531 et seq.) consultations with NOAA's National Marine Fisheries Service (NMFS) for the City of Anacortes's Wastewater Treatment Plant Outfall Relocation Project required the development of a Marine Mammal Monitoring Plan.

3.1 Compliance with the Marine Mammal Monitoring Plan

The Marine Mammal Monitoring Plan dated July 7th, 2022, requires the project to implement the following measures during sheet pile driving to help prevent acoustic effects on ESA-listed marine mammals:

- The marine mammal observer(s) will be on site at all times during sheet pile driving. Each observer must meet a list of qualifications for marine mammal observers to be considered qualified or undergo training to meet the qualifications before the start of sheet pile driving.
- Monitor the area of potential sound effects for marine mammals during sheet pile driving.
- Use a hand-held or boat-mounted GPS device or rangefinder to verify the required monitoring distance from the project site.
- Scan the waters within the area of potential sound effects using binoculars (10X42 or similar) or spotting scopes (20-60 zoom or equivalent), and by making visual observations.
- If weather or sea conditions restrict the observer's ability to observe for ESA-listed species or become unsafe for the monitoring vessel(s) to operate, cease pile installation until conditions allow for monitoring to resume.
- Scan the waters for 30 minutes before and during all sheet pile driving. If ESA-listed marine mammals enter or are observed within the area of potential sound effects (2,000 meters) during or 20 minutes before pile driving, the observer(s) will immediately notify the on-site supervisor or inspector.
- If marine mammals are observed within 1,000 meters of pile driving, sheet pile driving cannot be initiated or temporarily cease until the animals have moved outside of the area of potential sound effects on their own.
- Conduct sheet pile driving activities only during daylight hours when observers can visually monitor marine mammals.
- Use a marine mammal observation sheet to record the species, date, and time of any marine mammal sightings. Record marine mammal behavior and any communication between the observer and the contractor during sheet pile driving.

3.2 Reporting

If any dead or dying marine mammal species are observed in the action area during construction, regardless of known cause:

- Record the species type (if known), date, time, and location of the observation.
- Take a photograph of the specimen.
- Immediately notify NOAA Fisheries.

Widener & Associates will be responsible for monitoring and documenting marine mammals during all in-water work construction activities in compliance with the project's Marine Mammal Monitoring plan.

Deliverable(s)

- Reporting of marine mammal presence during construction.
- Recording of species type, date, time, and location of dying or dead marine mammal species if observed.

TASK 4 - Water Quality Monitoring & Reporting

The City of Anacortes's Wastewater Treatment Plant Outfall Relocation Project prepared a Water Quality Monitoring and Protection Plan (WQMPP) to protect "Waters of the U.S." and document compliance during construction with the State water quality criteria described within Chapter 173A, Section 201A of the Washington Administrative Code (WAC), which have been approved by the Environmental Protection Agency (EPA), as required under Section 401 of the Clean Water Act (CWA).

4.1 Water Quality Monitoring Protocol

The project's Water Quality Monitoring and Protection Plan (WQMPP) requires the following activities to be performed during in-water work:

- Turbidity will be monitored within the Guemes Channel during all in-water construction activities. Turbidity monitoring will be conducted 30 – 60 minutes after the start of in water work. Background, compliance, and early detection locations will be sampled twice daily in the morning and afternoon during periods of in water work and at corresponding depth with monitoring site. If turbidity is detected at the early detection location, BMPs will be implemented and adapted to prevent further elevated turbidity. There will be no monitoring for pH as no concrete work is proposed.
- Visually monitor the clarity of the water within the one hundred fifty-foot radius as work occurs. If a visible change has occurred, samples should be taken at all points. If the samples at the early detection location are elevated (5 NTU over background of 10% background when background is more than 50 NTU), BMPs must be evaluated. If the samples exceed water quality standards at compliance locations, the contractor must stop the in-water, determine extent of the exceedance (plume chasing), and continue hourly monitoring until compliance is met. Turbidity must not be greater than 5 NTU over background or 10% over background if background is greater than 50 NTU at all sample locations. If necessary, work with the Project Manager and the Contractor to discuss additional procedural or physical BMPs to ensure compliance.

4.2 Water Quality Sampling

The following sampling procedures outlined in the project's Water Quality Monitoring and Protection Plan (WQMPP) will be used:

- Testing of background levels will occur outside of the area of mixing at three hundred feet from the area of in-water. Compliance will be tested at one hundred fifty feet from in-water work activities.
- Testing of samples will occur 30-60 minutes after in-water work has begun, dependent on work levels, to ensure compliance with area of mixing radius. Sampling location will be tested once in the morning and once in the afternoon when in-water work activities occur. Additional samples will be taken if a visual change in water quality is observed.
- Samples will be collected at various depths depending on sampling locations see Table 3 for water column sample depths.
- The collected water quality samples will be representative of the flow and characteristics of the water at the monitoring points.
- Sample bottles will be filled with water at the monitoring point at least once prior to collecting the sample to remove possible contaminants from the sampling container. The sample will be inverted to re-suspend material prior to turbidity testing.
- Samples will be collected using a bottle based on depth depicted in Table 3.
- Sample locations will not be a fixed location. Sample locations should be based on location of in-water work and direction of current.

4.3 Reporting

Turbidity analysis will be performed with a calibrated turbidity meter and recorded in Nephelometric Turbidity Units (NTUs). The sampling equipment to be used for turbidity monitoring will be a LaMotte Model 2020 (or equivalent) portable turbidimeter.

The equipment will be calibrated and maintained in accordance with the manufacturer's instructions and specified schedules. Additional calibrations will be performed immediately if data appears suspect. Visual monitoring for sheen indicating oil or grease as well as turbidity plumes will be done at the time of water quality sampling. Visual monitoring will also be done throughout the project, at the start of in-water activities, periodically during in-water work activity, and at the end of the in-water work activity each day.

All sample results will be submitted to Ecology and FEMA. If no exceedances occur, sample results will be submitted weekly. If sample results indicate an exceedance of water quality standards or if standards in this plan are not being met, contingency measures will be implemented as described in section 10. This will include immediate notification of Ecology and FEMA. Contact for the following agencies provided below:

Laura Inouye
Shorelands and Environmental Assistance Program
Washington State Department of Ecology
Lino461@ecy.wa.gov

Gerard Urbas
Public Assistance Program Manager
Emergency Management Division

Washington State Military Department
gary.urbas@mil.wa.gov

Widener & Associates will conduct in-water turbidity monitoring in accordance with the protocols and reporting requirements listed in the project's Water Quality Monitoring Plan. See attached Water Quality Monitoring Plan.

Deliverable(s)

- Calibrate and maintain the turbidity meter in accordance with the manufacturer's instructions and specified schedules.
- Taking daily water quality samples during in-water work.
- Reporting water quality sampling results to Ecology and Emergency Management Division Washington State Military Department weekly.

TASK 5 - Public Outreach Coordination

The WWTP Outfall Relocation will require trench excavation utilizing drill and blast methods (as the bedrock is shallow in some sections) in the existing Right of Way (ROW) of 3rd Street between T Avenue and U Avenue, and U Avenue from 3rd Street to approximately 2nd Street in the City of Anacortes. In accordance with the project's-controlled blasting technical memorandum pre and post blast surveys will be conducted for local residents.

5.1 Pre-blast Survey Coordination

Widener & Associates will engage and communicate with the public about the project's goals, progress, impacts, and will address any project questions or concerns that may arise from blasting or other contraction activity. This outreach will include updating the project's City webpage with the Contractor's schedule on a weekly basis. Assuming the project goes on for about 1 year, (52 weeks) Widener & Associates assumed the webpage write ups will take about 2 hours each week to be done and would include updating any prudent information such temporary utility shutdowns, detour route updates and project element updates such as status on the pocket park.

Before blasting begins "Right of Entry" agreements will need to be signed between the property owner and the contractor. This will allow the contractor's third-party survey team to gain access to individual properties to conduct pre-construction surveys of each property. Widener & Associates will collect and provide the contractor the contact information for residents who have reached out requesting a pre-blast survey. Compile a list of the residents requesting and who the contract requests to conduct pre-blast surveys for. Begin outreach to all residents on the pre-blast survey list notifying them of the survey details and working to schedule times for the survey which works for the residents and contractor. After blasting activities have completed, if the property owner feels damage has occurred, Widener & Associates and the project surveyors will follow up with the property owner to conduct a post-construction survey. Therefore, if any damage occurs, an appropriate estimate will be determined and submitted to the responsible party for payment and/or implementation of the repairs.

5.2 Temporary Relocation Coordination

Due to the WWTP Outfall Relocation project performing trench excavation and blasting along U Ave, a resident will be temporarily blocked from accessing their home during construction. As required by the Uniform Relocation Act this resident will need to be temporarily relocated from their home during construction. Widener & Associates will coordinate between the resident and the contractor regarding needs and relocation timeframes.

Deliverable(s)

- Pre-blasting survey list
- Project webpage updates

TASK 6 - Construction & Permit Amendments Documentation

This project is governed by a project funding agreement between the City of Anacortes and Emergency Management Division Washington State Military Department (EMD). This agreement sets forth contractual requirements that must be met in order for the City to seek reimbursement for the project. These requirements include construction documentation as well as compliance with the NEPA REC and SEPA CUP approvals.

6.1 Contract Amendment Documentation

Widener & Associates will coordinate with the EMD on all construction change orders the contractor requires for additional information to ensure the any proposed contract changes or interpretation of the contract meets the requirements of the project agreement between the City of Anacortes and the Emergency Management Division Washington State Military Department.

6.2 Permit Amendment Documentation

This work will also include permit modification documentation on proposed changes to the contractors' work as well as providing EMD and FEMA the necessary NEPA reevaluations if required by the proposed changes.

Deliverable(s)

- Project changes documentation and emails with EMD as required.
- NEPA updates and or reevaluations as required.
- Permit Modifications to Section 404, Section 401, HPA and ESA Consultations as required.

AGREEMENT 20-032-SEW-014
EXHIBIT B

Project Name		WWTP Outfall Construction Support Services		
Client		City of Anacortes - Jeff Beltramini		
Location		Anacortes, WA	Date	4/28/2024
Tasks		Project Management	Senior Biologist	Project Biologist
TASK 1 - Section 106 Construction Monitoring, Assessment & Reporting				
Daily Field Work Findings reports		2	0	0
Laboratory analysis of project findings.		2	0	0
“End of work” update report		24	8	0
Draft and Final archeological report		8	16	0
TASK 2 - Construction Stormwater General Permit (CSWGP) Monitoring & Reporting				
Weekly SWPPP Site Inspections		8	104	12
Contractor BMP Corrections		2	104	8
Documenting and Reporting Tubridity Levels		2	48	8
TASK 3 - Marine Mammal Monitoring				
Documenting dying or dead marine mammal species		0	4	8
Reporting Marine Mammal Presence		8	16	52
TASK 4 - Water Quality Monitoring & Reporting				
Calibrate and maintain the turbidity meter		0	0	34
Taking daily water quality samples		0	8	1360
Reporting water quality sampling results		2	52	68
TASK 5 - Public Outreach Coordination				
Pre-Blasting Survey List		16	72	16
Project Webpage Updates		4	104	16
TASK 6 - Construction & Permit Amendments Documentation				
Email & Documentation of project changes		52	40	8
NEPA Updates and/or reevaluations		26	30	80
Permit modifications to Section 404, Section 401, HPA and ESA Consultations		26	30	80
Total Hours		182	636	1750
Summary		Hours	Rate	Cost
Project Management		182	\$ 184.14	\$ 33,513.77
Senior Biologist		636	\$ 136.86	\$ 87,044.23
Project Biologist		1750	\$ 87.09	\$ 152,414.50
Total Labor				\$ 272,972.50
Outside Services				
Drayton Archeological Services				\$ 159,768.00
Tubridity Sampling Boat				\$ 5,336.30
Travel Expense				\$ 8,710.00
TOTAL ESTIMATED COST				\$ 446,786.80



City Council Agenda Bill

Meeting Date: May 6, 2024 **Agenda Item:** 7.f.

Agenda Item Title: Resolution 3154: Lodging Tax Funding for Bier on the Pier Event

Staff Contact(s): Stephanie Snyder, John Coleman

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

Stephanie Snyder

Motion

John Coleman

STEVE HOGLUND

DARCY SWETNAM

Item Summary: The Lodging Tax Committee has recommended allocating up to \$27,000 to the Chamber of Commerce toward costs for leasing an event tent to host Bier on the Pier this October. The name of the event is likely to change. The activity is scheduled for Oct 4-5th 2024.

Budget Impact:

\$27,000 Lodging Tax Funds

Previous Action:

Recommended Motion: I move to approve allocating up to \$27,000 of 2024 Lodging Tax Funds to the Chamber of Commerce for leasing a tent for the Bier on the Pier event.

Alternative Actions: Send issue back to LTAC for an alternate recommendation; or Disapprove

Attachments (listed in order presented):

1. Resolution 3154
2. Bier on the Pier Lodging Tax Funds Application 2024
3. BOP Tent

RESOLUTION 3154

A RESOLUTION AUTHORIZING DISTRIBUTION OF TOURISM PROMOTION FUNDS TO THE ANACORTES CHAMBER OF COMMERCE FOR THE PURPOSE OF UTILIZING A SPECIAL EVENTS TENT FOR A FESTIVAL IN OCTOBER, 2024.

WHEREAS, the below listed organizations have been selected by the City to undertake projects designed to advertise, publicize, or distribute information or undertake other activities specifically authorized by RCW 67.28.180 for the purpose of attracting visitors to the City of Anacortes; and

WHEREAS, the City of Anacortes wishes to provide certain monies to this organization, which monies have been collected or will be collected as part of the Motel/Hotel Tax; and

WHEREAS, the City of Anacortes Lodging Tax Advisory Committee recommends approval of the funding for project application.

NOW, THEREFORE, BE IT RESOLVED BY THE ANACORTES CITY COUNCIL to authorize the distribution of tourism promotion funds to the following organization, at the award amount listed below as the official act and deed of the City of Anacortes:

Project	Agency	Request amount	Award Amount
Tent Lease, Bier on the Pier	The Anacortes Chamber of Commerce	\$51,416.16	\$27,000

PASSED AND APPROVED by the City Council this 6th day of May, 2024.

CITY OF ANACORTES

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk/Treasurer

APPROVED AS TO FORM:

By: _____

Darcy Swetnam, WSBA# 40530 City Attorney



City of Anacortes 2024

Lodging Tax Funds Application

Background

Each year, the City of Anacortes solicits applications to fund projects that support and encourage tourism in the City. The funding source is the City's 4% tax on the furnishing of lodging within the City, called the "lodging tax."¹ Lodging tax revenue totals approximately \$350,000 annually. The average award is \$10,000 but typically varies from \$400 to \$123,000, and not all revenue is awarded each year. The City has a draft [Tourism Promotion Strategic Plan](#), which applicants are encouraged to read, that describes the City's priorities in allocation of lodging tax funds. For the 2023 funding cycle, the City is especially interested in new events that attract tourists during the early months of winter (October, November, December) and the late months of winter (January, February, March).

Application Requirements

Applications must be submitted on this application form. A separate application form is required for each project. Application forms that are not fully complete will not be accepted.

- For recurring events, applications **are due no later than 5 p.m. on Friday, September 30, 2023**, and will be considered during the fall for funding starting January 1 of the following year. All applicants are encouraged to submit their applications by this deadline.
- For first-time or one-time projects, applications may be submitted at any time. The City may require 90 or more days to review and fund such an application, and funding may not be available until the following calendar year.

Via email (preferred):

as a native PDF to
stephanies@cityofanacortes.org

In person:

Stephanie Snyder
City Hall
904 Sixth Street
Anacortes

Eligible Projects

State law directs and authorizes the City to spend lodging tax revenue on:

- (a) **tourism** marketing;
- (b) the marketing and operations of special events and festivals designed to attract tourists;
- (c) supporting the **operations** and capital expenditures of **tourism-related facilities** owned or operated by a municipality or a public facilities district; or
- (d) supporting the operations of **tourism-related facilities** owned or operated by nonprofit 501(c)(3) or (c)(6) organizations.²

"Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization

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

² RCW 67.28.1816.

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

“Tourism” means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.⁴

Reporting Requirements

In recent years, the Legislature has added new requirements for use of lodging tax revenue. Applications must include estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip:

- (i) away from their place of residence or business and staying overnight in paid accommodations;
- (ii) to a place fifty miles or more one way from their place of residence or business for the day or staying overnight; or
- (iii) from another country or state outside of their place of residence or their business.⁵

After using the lodging tax revenue, recipients must submit a report describing the actual numbers.⁶

Review of Applications

Consistent with state law, applications are reviewed by the City’s Lodging Tax Advisory Committee, which is appointed by the City Council and issues a recommendation on a funding amount to the City Council. The City Council can approve that amount, or a reduced amount.⁷ Awards are made via written contract. All contracts are reimbursement-based, i.e., the applicant must expend funds on approved items and then seek reimbursement under terms of the contract. No costs incurred prior to the execution of a contract can be reimbursed.

³ RCW 67.28.080.

⁴ RCW 67.28.080.

⁵ RCW 67.28.1816(2)(a).

⁶ RCW 67.28.1816(2)(c)(i).

⁷ RCW 67.28.1816(2)(b)(iii).

Application

Project Detail

Project name	Bier on the Pier Event Space
Date(s) of project	10/1/24-10/7/24
Amount of funding requested	\$51,416.16
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Chamber of Commerce
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-0534761
Contact name	Elizabeth Tyler
Mailing address	819 Commercial Avenue, Suite F, Anacortes, WA 98221
Email address	elizabeth@anacortes.org
Phone	(360) 293-7911

Project Questionnaire

Describe your project.

The Anacortes Chamber of Commerce is requesting funds for a structured tent to act as an event space for the annual Bier on the Pier festival which will be held on 10/4/24-10/5/24. Bier on the Pier is a highly recognized, well attended beer and cider festival during the shoulder season that supports Anacortes' economic development and local businesses. The Port's Transit Shed has been the home to Bier on the Pier for 12 years. However, in 2016, it was recognized by the City that an event space with similar characteristics would be needed. However, since then, no event space that can host a large scale event, such as Bier on the Pier, has been made available. With the closing of the Port's event space at the end of 2023, there are now no other event spaces within Anacortes central business district that has the requirements to host Bier on the Pier. The Chamber has done extensive research, visited every meeting facility and event space in town, and has done thorough outreach on potential new event spaces. After over a year of searching for a new event space, the Chamber has come to the conclusion that a temporary structured tent placed south of the Depot is the most viable and only option.

Bier on the Pier is an annual tradition that not only is proven to attract tourists and increase spent dollars in town before and after the event, it is also a tradition that has become a part of Anacortes' culture. Based on data collected from attendees after each annual event, Bier on the Pier attendees spend over \$180,000 in town each year. Bier on the Pier has also been the catalyst to form many valuable partnerships within our community, and it is an event the Chamber and its supporters feels we cannot go without. Having an event that does not live up to the reputation of the fun-filled weekend that Bier on the Pier historically has may have lasting consequences. There is a high level of competition within Washington State, with many other beer festivals on the surrounding

and same weekends as Bier on the Pier. However, attendees and breweries attend Anacortes Bier on the Pier annually as a result of high level planning and collaboration between several organizations within Anacortes. Specifically, breweries have many options of where to serve the same weekend that Bier on the Pier always occurs, yet they choose to participate in Bier on the Pier in Anacortes. We have continued to build on those relationships to keep the large list of vendors coming back. The vendors often bring their whole crew to work the festival and they are also a key demographic to cater to because they also bring revenue to downtown lodging businesses and restaurants. Keeping this reputation is extremely valuable for Anacortes tourism for years to come, and hosting Bier on the Pier on an elevated level is necessary. The Chamber is therefore proposing a rental for a large 50ftx148ft structured tent, complete with structured walls, doors, tables, lights, flooring, ceilings, ramps, and heaters to host the event. The tent would be set up at the Depot from 10/1/24-10/7/24.

Describe with specificity what aspects of your project you would spend the requested funds on.

An itemized plan of proposed spending avenues is included in the attached budget.

Promotion

Describe how you will promote your project to attract tourists.

The Anacortes Chamber of Commerce uses the approved Experience Anacortesmarketing plan to advertise local events including Bier on the Pier. We focus on promoting the shoulder season and specific events such as Bier on the Pier during the shoulder season to assist in garnering guests during the hospitality industry's down time, visitors traveling more than 50 miles, and we promote the event and island as a destination in and of itself encouraging visitors to stay and enjoy Anacortes. We utilize print, digital, TV and commercial, radio, and billboard advertising avenues to promote the event and staying in Anacortes.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Lodging establishments, restaurants, and businesses in town have business directory listings on anacortes.org, where visitors can utilize the directory to plan their visit. When the Chamber advertises Bier on the Pier we encourage people to use anacortes.org to find food, activities, and places to stay in town. Sponsors of the event are also advertised to attendees, and sponsors are often lodging establishments, restaurants, and businesses in town. Furthermore, newsletter announcements about the event are sent out to 16,000 email subscribers and past Bier on the Pier attendees, and each newsletter has links to plan visits to Anacortes using anacortes.org which features local lodging establishments, restaurants, and businesses.

Budget

Describe the overall budget for your project and entire budget costs.

Our total budget with city funding, chamber in-kind, and non-chamber in-kind value is \$102,365.16

What amount of that budget are you requesting from the city?

50%

What would you cut from your proposed project if your application is not fully funded?

If this application is not fully funded, the Chamber would not find it financially feasible nor physically feasible to host the annual Bier on the Pier event. Full funding is needed to accommodate a space for the festival.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2024	2023	2022	2021
Overall attendance	2000	1532	1797	N/A
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	400	307	216	N/A

	Estimate	Actuals		
	2024	2023	2022	2021
Number of people traveling from another country or state outside of their place of residence or their business	75	51	84	N/A
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	250	245	259	N/A
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	100	100	100	N/A
Number of attendees who did not pay for overnight lodging	1750	1287	1538	N/A

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Google Analytics and our other marketing agency dashboards track our web-based promotions in real time and allows us to see website visitors' behaviors as they interact with our content. Social media usage is steadily increasing, and we use Facebook and Instagram Insights to determine where our potential guests live and where they interact with us. We also collect information at the point of sale for ticketed events such as Bier on the Pier, such as location, how they heard about the event, and how much money was spent at local establishments while in town. When possible, we collaborate with event coordinators at other events, such as the Boat and Yacht Show, to collect data from guests who are willing to voluntarily share it with us. We also survey guests following events in order to collect data on how much time they spend in town, how much money they spend in town, and what other types of activities they engage in other than events.

Describe the prior success of your project in attracting tourists.

Since 2012, Bier on the Pier has been an event that has consistently grown in reputation and attendance. Tourists from farther and farther away continue to let us know they have heard about the event, and tourists continue to increasingly attend the event and stay in town. We've also seen an increase in the number of ticket pre-sales in general with Bier on the Pier selling out most years before the event.

Describe your target tourist audience (location, demographics, etc.)

We have created a multi-level marketing plan with campaigns targeted to affluent travelers and families who can spend two or more nights away from home, international travelers, and Washington travelers looking for a weekend getaway. Based on Google Analytics data, we target prospective guests in British Columbia and Washington State, as well as cities in the United States. We are continuing to expand our international reach with some of our most well-known partners, including the Cascade Loop Association, Experience WA, and Scenic WA. There has been an increase in travel among millennials and we are making concerted efforts to craft messages that speak to them through their preferred channels (mostly digital/social). To stay on track with DMO best practices for 2024, we're expanding our digital media content and focusing on story telling. This will include sponsored articles in The Seattle Times; commercials viewable via connected TV devices, and YouTube video ads. We also target other festival attendees and people who show an interest in beer and food.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

2024 Bier on the Pier Total Project Expenses
 Pacific Party Canopies Quote #: q11914
 2023 Bier on the Pier Advertising Report
 2023 Bier on the Pier Marketing Advertisement Example

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Elizabeth Tyler TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Elizabeth Tyler
Title	Marketing & Membership Director
Organization	Anacortes Chamber of Commerce

Chamber Bier on the Pier Expenses

	2024 Budget	2023 Actuals	2022 Actuals
EA Advertising*	N/A	N/A	N/A
Beer	\$ 10,100.00	\$ 10,081.00	\$ 9,737.00
Decorations	\$ 35.00	\$ 33.00	\$ 500.00
Entertainment	\$ 1,700.00	\$ 1,700.00	\$ 3,005.60
Glasses	\$ 1,900.00	\$ 1,886.00	\$ 6,207.35
Licensing	\$ 120.00	\$ 120.00	\$ 120.00
Merchandise	\$ 1,000.00	\$ 971.00	\$ -
Misc Supplies	\$ 500.00	\$ 500.00	\$ 1,113.38
Postage	\$ -	\$ -	\$ 12.35
Printing	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00
Security	\$ 650.00	\$ 648.00	\$ 269.25
Ticket Processing Fee	\$ 5,200.00	\$ 5,143.00	\$ 5,512.38
Ticket Processing Fee - Day of	\$ 100.00	\$ 100.00	\$ 112.53
COA - Dumpster	\$ 250.00	\$ 250.00	\$ 278.44
Pacific Party Canopy Inc.	\$ 7,300.00	\$ 7,051.00	\$ 7,604.24
Portapotties	\$ 2,300.00	\$ 2,282.00	\$ 3,380.00
Northsound Refrigeration	\$ 1,100.00	\$ 1,092.00	\$ 1,043.52
POA - Generator	\$ 750.00	\$ 750.00	\$ 636.74
Volunteer Snacks	\$ 100.00	\$ 100.00	\$ 60.00
Emcee	\$ 500.00	\$ 500.00	\$ 91.42
Sound Events	\$ 1,300.00	\$ 1,305.00	\$ 1,200.00
Management	\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
Volunteer In Kind Hours	\$ 2,544.00	\$ 1,942.40	\$ 1,942.40
Total	\$ 50,949.00	\$ 49,954.40	\$ 56,826.61

LTAC Bier on the Pier Expenses

Structured Tent	\$ 51,416.16	N/A	N/A
Total	\$ 51,416.16	N/A	N/A

2024 Total Project Expenses \$ 102,365.16

*Advertising is funded through the Experience Anacortes LTAC Grant which is attached separately.



455 PEASE RD
BURLINGTON, WA 98233
www.pacificpartycanopies.com
360-707-2115 Phone
360-707-0414 Fax

Status: Quote

Quote #: q11914

Event Beg: Fri 10/ 4/2024 8:00AM

Event End: Sat 10/ 5/2024 6:00PM

Operator: Jill Shipman

Terms: ON RECEIPT

Customer #: 1253

Anacortes Chamber of Commerce

Phone 360-293-7911

819 Commercial Ave

ANACORTES, WA 98221

Ordered By: Jessica Kiser 425 931-8553

Sales Rep: NONE

Delivery Tue 10/ 1/2024 9:00AM - 4:00PM

Jessica Kiser 425-931-8553

703 R Ave

ANACORTES, WA 98221

Pickup Mon 10/ 7/2024 9:00AM - 4:00PM

Jessica Kiser 425-931-8553

703 R Ave

ANACORTES, WA 98221

Qty	Items Rented	Each	Price
1	Structure Tent 50X148	\$11,620.00	\$11,620.00

Total for A-Tenting \$11,620.00

Qty	Items Rented	Each	Price
11	Sidewall, Structure White 5M	\$46.00	\$506.00
4	Sidewall, Structure White 5M Door	\$46.00	\$184.00
9	Sidewall, Structure Clear 5M	\$74.00	\$666.00

Total for B-Wall \$1,356.00

Qty	Items Rented	Each	Price
4	Door, 7.5' Double French Door	\$484.00	\$1,936.00

Total for C-Acc \$1,936.00

Qty	Items Rented	Each	Price
20	Table, 8' Banquet Set-up/break-down not included in rental fee	\$14.50	\$290.00
15	Table, 6' X 30" Banquet Set-up/break-down not included in rental fee	\$12.50	\$187.50
40	Table, 30" Round Cocktail Set-up/break-down not included in rental fee	\$15.50	\$620.00

Total for D-Table \$1,097.50

Qty	Items Rented	Each	Price
400	Light, Perimeter 1W Warm LED String Light to go around the tent	\$2.00	\$800.00
600	Lighting, Custom String (See Diagram) 10 run of lights to run between ceiling treatment	\$2.25	\$1,350.00

Total for H-Light \$2,150.00

Qty	Items Rented	Each	Price
12	Dura-Trac Flooring, 4' X 2'	\$20.00	\$240.00
444	Dura-Trac Flooring, 4' X 4'	\$39.00	\$17,316.00
2	Dura-Trac Ramp, F-Groove 4' X 2'	\$23.00	\$46.00
2	Dura-Trac Ramp, F-Slide 4' X 2'	\$23.00	\$46.00
2	Dura-Trac Ramp, M-Slide 4' X 2'	\$23.00	\$46.00
2	Dura-Trac Ramp, M-Tongue 4' X 2'	\$23.00	\$46.00

Total for I-Flooring \$17,740.00

Qty	Items Rented	Each	Price
4	Heater, Tent Propane 80K Includes: ducting, diffuser, thermostat.	\$100.00	\$400.00
8	Propane 25 Gal Filled Tank	\$112.00	\$896.00

Total for J-H&C \$1,296.00

Qty	Items Rented	Each	Price
1	PnD, Spreader 6'-10'	\$41.00	\$41.00

Total for J-P&D \$41.00

Qty	Items Rented	Each	Price
4	Fire Extinguisher	\$45.00	\$180.00
4	Sign, Exit Lighted W/Emergency Lights	\$38.00	\$152.00
4	Sign, No Smoking Plastic	\$6.25	\$25.00

Total for L-EE \$357.00

Qty	Items Rented	Each	Price
12	Labor, Miscellaneous ESTIMATE labor of installation of ceiling treatment	\$100.00	\$1,200.00
1	Tent Permit ESTIMATE	\$450.00	\$450.00
1	Electrical Permit ESTIMATE	\$450.00	\$450.00

Total for Y- Service \$2,100.00

Qty	Items Rented	Each	Price
1	Custom Ceiling Treatment 9 panels of 10ft wide with fullness running the 50ft length of the tent	\$6,000.00	\$6,000.00

Total for Y-Misc \$6,000.00

Qty	Items Rented	Each	Price
17	Delivery 1 Truck 3 People Structure Delivery	\$29.00	\$493.00
17	Delivery 1 Truck 1 Person Flooring Delivery	\$14.00	\$238.00
17	Delivery 1 Truck 1 Person Flooring Delivery	\$14.00	\$238.00
17	Delivery 1 Truck 2 people Rental Delivery	\$21.00	\$357.00
17	Delivery 1 Truck 1 Person Structure Delivery	\$14.00	\$238.00

Total for Z-Delivery \$1,564.00

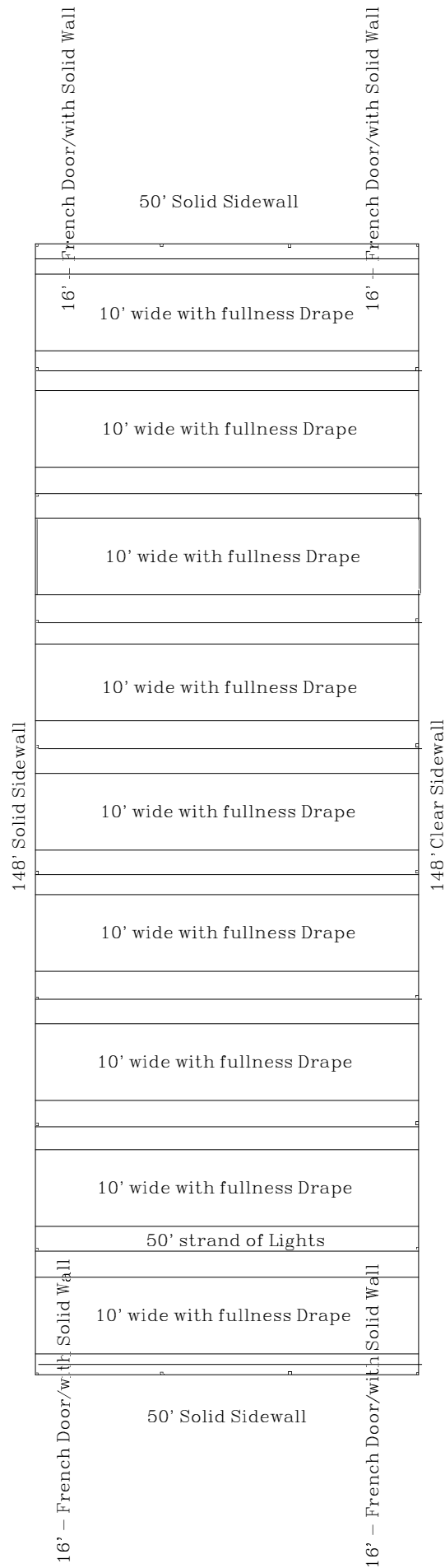
Quote valid for 30 days.

Signature: _____

Anacortes Chamber of Commerce

Rental:	\$43,593.50
Sales:	\$3,664.00
Subtotal:	\$47,257.50
ANACORTES:	\$4,158.66
Total:	\$51,416.16
Paid:	\$0.00
Amount Due:	\$51,416.16

City of Anacortes
50' x 148' Structure Tent
Sidewall Layout



2023 Bier on the Pier Advertising Report

[8,006 Views on Anacortes.org](#)

Seattle Times Article	\$ 4,000.00
425 Magazine/Online/E-Newsletter	\$ 2,395.00
Seattle Met Article	\$ 1,192.00
Facebook Boosts	\$ 1,000.00
Last Chance Productions Online	\$ 1,000.00
Bellingham Alive/E-Blast	\$ 795.00
Skagit Publishing Post Its	\$ 600.00
Highway 20 Billboard Slider	\$ 513.00
Clamdigger	\$ 500.00
Scenic WA Article	\$ -
Pride Journeys	\$ -
KAPS/KBRC Radio	\$ -
Total Advertising (partially grant funded)	\$ 11,995.00



BIER, CIDER, FOOD TRUCKS, LIVE MUSIC!
BIER ON THE PIER
OCTOBER 6 + 7, 2023

BIER ON THE PIER
ANACORTES.ORG/BIER

Peoples Bank



