Anacortes City Council

Municipal Building Council Chambers
904 6th Street

October 14, 2019
6:00 p.m.

PRELIMINARY AGENDA

Packet Materials / Watch Meeting

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Announcements and Committee Reports**
   a. Mayor's Award of Merit: Tim Hohmann
   b. Finance Committee
   c. Planning Committee

4. **Public Comment**

5. **Consent Agenda (Action)**
   a. Minutes of October 7, 2019
   b. Approval of Claims in the amount of: $916,031.00
   c. Contract Award: Ray Auld Drive Paving #19-168-TRN-001

6. **Public Hearings**
   a. * Public Hearing: Ordinance 3049 vacating the west 150.1 feet of the alley in Block 3, Stewart's First Addition to the City of Anacortes (platted, unopened, alley running from Commercial Avenue to "Q" Avenue in block between 21st Street and 22nd Street) (Discussion/Possible Action)

7. **Other Business**
   a. Contract Award: WTP Controls Modifications Project – Phases 2 & 3 BAS Trains Controls Upgrade #19-031-WTR-003 (Action)
   b. * Resolution 2060: Resolution of Equality and Inclusion (Discussion/Possible Action)
   c. * Municipal Fiber Update (Discussion)
   d. * Ordinance 3051: Repealing Fees for Certain Administrative Land Use Actions and Resolution 2059: Updating Unified Fee Schedule to Add City Planning Fees and Implement a Credit Card Fee (Discussion/Possible Action)
   e. * Mid Biennial Budget Review (Discussion)

8. **Executive Session (20 Minutes)**
   a. Potential Litigation or Litigation per RCW 42.30.110 (i)

9. **Adjournment**

Per Resolution 2044, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (*) may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in, and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting.

The City of Anacortes encourages people with disabilities to participate in public meetings.
For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.

Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning October 21, 2019

Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

October 21, 2019
•Updated Sewer Rates and Updated General Facilities Charges (GFCs) for Water and Sewer (Discussion)
•Mid Biennial Budget Review (Discussion)
•Ordinance 3053: Regulating the Distribution of Single-use Carryout Bags by Retail Establishments (Discussion/Possible Action)
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October 28, 2019
•Contract Award: ONTs and Fiber Accessories #19-166-FBR-001 (Consent)
•Contract Award: Water Treatment Plant Filter Media #19-081-WTR-002 (Consent)
•Ordinance 3052: Updating AMC Chapter 12.50, Street and Alley Vacation (Discussion)
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October 30, 2019
Special Meeting: Shoreline Master Program Update Open House
****

November 4, 2019
•Public Hearing: Mid Biennial Budget Review (Discussion)
•Parks and Recreation Comprehensive Plan (Discussion)
•Waste Management Recycling Update (Discussion)
****

November 12, 2019
•Ordinance ____: 2019/2020 Budget Mid-biennial Review and Modification (Discussion/Possible Action)
•Resolution ____: Setting the City's Year 2020 Property Tax Regular Levy Increase (Action)
****

November 18, 2019
•Solid Waste Collection Schedule Review (Discussion)
****

November 25, 2019
****

December 2, 2019
****

December 9, 2019
****

Upcoming City Council Committee Meetings
The public is welcome to attend City Council Committee Meetings.
•Planning, Monday, Oct 14, 2019, 5:00 PM, Main Conference Room, City Hall
•Public Works, Monday, Oct 21, 2019, 5:00 PM, Main Conference Room, City Hall
•Finance, Wednesday, Oct 23, 2019, 5:00 PM, Main Conference Room, City Hall
•Planning, Monday, Oct 28, 2019, 5:00 PM, Main Conference Room, City Hall
•Public Works, Monday, Nov 4, 2019, 5:00 PM, Main Conference Room, City Hall
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September 5, 2019

Tim Hohmann
904 6th Ave
Anacortes, WA 98221

Dear Tim,

Congratulations Tim! You have been nominated to receive the Mayor's Award of Merit. You have embodied what we want the Engineering Department at the City of Anacortes to be; respectful, knowledgeable, self-starting, and results oriented. Your supervisor and co-workers commend your steadfastness and commitment to your work.

Residents in the community have spoken out in appreciation. You continuously go above and beyond in explaining the complexities of the City's process and you take the time to inform citizens of what is going on in their neighborhoods. This has fostered trust and respect within the community and that is to be applauded.

You have shown outstanding professionalism in your work. It is clear that you are courteous and knowledgeable regarding the issues at hand and you have proven to be a hard worker. Your opinions are highly valued and you are respectfully listened to by City staff as well as contractors. This is in large part due to your professionalism and friendly attitude. You have been polite and kind in your work and I commend you. It is for these reasons that I am pleased to select you as a Mayor's Award of Merit recipient.

Please reach out to Alexandra Holden to find a day when you would be able to attend a City Council meeting to receive your award. I encourage you to invite your family, friends, and co-workers to the presentation. The award of merit includes a $75.00 gift certificate to a local restaurant of your choice. Please let Alexandra know at which Anacortes restaurant you would like to celebrate your recognition. Additionally, your name will be added to the plaque that hangs in City Hall for all to see!

Sincerely,

Laurie M. Gere, Mayor
City of Anacortes

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

CITY OF ANACORTES

Anacortes City Council

Municipal Building Council Chambers
904 Sixth Street

October 14, 2019
6:00 p.m.

PUBLIC COMMENT SIGN IN SHEET

Per Resolution 2044, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (*) may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting. These rules are intended to promote an orderly system of holding a public hearing or meeting, to give every person who wishes to speak an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his or her right to free speech.

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

	Name	Topic
1815-1823 ✓	Ellen	5 Story Building
	Terry Kyllo	Res. 2060
1811-1814 ✓	DOUG THURBER	HIGH RISE
1822-1823 ✓	Patty Carp	5 story "affordable"
1824-26 ✓	Siggi Jensen 1019	5 Story Building
1827-1829 ✓	KARL ESSIG 2314 20th	
1830-1835 ✓	MIKE PEARL 1617 O' Ave	5 STORY BUILDING
1836 1840 ✓	SHERRY KIDD	(INTIMIDATING BEHEMOTH)
1848- ✓	MARY JO	
	MIKE PEARL	PARK VACAX

Continue on back of sheet as needed

Mayor Laurie Gere called to order the Anacortes City Council meeting of October 7, 2019 at 6:00 p.m. Councilmembers Eric Johnson, Anthony Young, Ryan Walters, Brad Adams, Carolyn Moulton and Bruce McDougall were present. Councilmember Matt Miller was absent.

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Proclamation of Childhood Cancer Awareness Month: Mayor Gere read a statement proclaiming September to be Childhood Cancer Awareness Month in Anacortes and encouraging all citizens to support this cause which impacts children and their families in Anacortes and in communities across the country.

Finance Committee: Mr. Walters reported from the special committee meeting the prior Tuesday. He said the committee discussed the potential sales tax for affordable housing and proposed updates to General Facilities Charges. Mr. Walters indicated that the committee suggested additional discussion on both topics.

Port/City Liaison Committee: Mr. Johnson reported from the committee meeting on October 1, 2019. He said EDASC CEO John Sternlicht of EDASC reported on a recent regional delegation to Norway to foster business development by Norwegian companies in Washington State. Mr. Johnson said the committee also received staff updates on the Port's northwest basin redevelopment plan and a range of potential development projects around town. Mayor Gere added that the Port was looking at shipping additional products over Pier 1 besides petroleum coke.

Public Safety Committee: Mr. Johnson reported from the committee meeting the prior Tuesday at which the police and fire chiefs reported on staffing in their departments. The committee was also briefed on recent 911 changes to implement closest unit dispatch. Mr. Johnson added that the committee discussed with the police and fire chiefs enforcement and education for Ordinance 3050 which would be considered later on the agenda.

Mayor Gere announced that she and councilmembers Carolyn Moulton, Ryan Walters, and Brad Adams would be facilitating a community meeting on Tuesday, October 8, 2019 from 6:30 p.m. to 8:00 p.m. at the Anacortes Senior Activity Center. The mayor said the meeting would be a discussion of the Comprehensive Plan, Land Use Development Regulations, and how those recent developments had set up the permitting framework for the proposed project at 18th Street and O Avenue.

Housing Affordability & Community Services: Ms. Moulton reported from the committee meeting the prior Thursday. She said the group focused on the ongoing lack of a cold weather shelter for the upcoming winter. The committee also discussed developing a Human Services Advisory Commission as part of the Human Services Strategic Plan and updates underway to the Affordable Housing Strategic Plan.

Public Comment

Mike Pearl thanked the mayor for setting up the community meeting on October 8 regarding the proposed multifamily residential project at 18th Street and O Avenue. Mr. Pearl expressed some concern about adequate notice to the neighborhood. Mayor Gere encouraged Mr. Pearl to help spread the word to his neighbors, noting that the meeting was posted on the city website. Mr. Pearl acknowledged the development regulations adopted over the summer but said neighbors were not expecting this sort of development in a single-family neighborhood.

Consent Agenda

Mr. Johnson moved, seconded by Mr. Adams, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

a. Minutes of September 23, 2019
b. Approval of Claims in the amount of: $1,083,013.23
c. Contract Modification: Sewer Cost of Service and Rate Design Study #18-099-SEW-001
d. Street Fair Application: Anacortes High School Homecoming Parade
e. Contract Approval: PSE Pole Attachment Agreement #19-165-FBR-001
f. Memorandum of Agreement: Anacortes Museum Foundation #19-167-MUS-001

> The following vouchers/checks were approved for payment:
> EFT numbers: 94757 through 94827, total $807,608.27
> Check numbers: 94756 and 94828 through 94873, total $330,842.57
> Wire transfer numbers: 256323 through 256926, total $2,687.82

OTHER BUSINESS

Ordinance 3050: Adopting New AMC Chapter 8.10 Regarding City Parks and the Anacortes Community Forest Lands

Mr. Walters continued invited discussion of this ordinance following its introduction at City Council's September 23, 2019 meeting. Mr. Walters listed the few minor changes that had been made since that meeting as outlined in the agenda bill. Councilmembers discussed other infractions that were not addressed in the ordinance, including dogs off leash, and agreed that separate future discussion on some of those items was appropriate.

Mr. Johnson moved, seconded by Mr. Young, to approve Ordinance 3050 as presented. Mr. Adams thanked Mr. Walters and Ms. Moulton for spearheading the legislation.

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

Douglas Thurber suggested that signs posted at ACFL trailheads group the lesser infractions together and the larger ones regarding fire danger together.

Vote: Ayes – Young, Walters, Adams, Moulton, McDougall and Johnson. Motion carried.

Ordinance 3051: Repealing Fees for Certain Administrative Land Use Actions and Resolution 2059: Updating Unified Fee Schedule to Add City Planning Fees and Implement a Credit Card Fee

Finance Director Steve Hoglund introduced draft Ordinance 3051 to remove Chapter 3.03, Fees for Administrative Actions, from the Anacortes Municipal Code, and draft Resolution 2059 to update the Unified Fee Schedule (UFS) to incorporate updated fees for administrative land use actions and for accepting credit card payments. Mr. Hoglund presented the rationale for the proposed changes, referring to his slide presentation which was included in the packet materials for the meeting. He recommended approval of the ordinance and resolution, noting one extraneous line in the UFS regarding rezones that would be removed prior to execution of Resolution 2059.

Mr. Johnson asked for more detail on the changes to the planning review fees. Mr. Walters noted that the proposed new fees had been reviewed by both the Finance and Planning Committees. Planning Manager Libby Grage distributed a comparison of the current and proposed fees which was added to the packet materials for the meeting. Ms. Grage explained that the fees were based on average staff time required to process various types of administrative actions and actual burdened labor costs for Planning Department staff. She responded to questions from Mayor Gere and councilmembers about comparable fees in other jurisdictions and frequency of fee revisions. Mr. Hoglund responded to councilmember questions about the city's costs to accept credit card payments.

Mr. Walters suggested lowering the fee to file a Type 1 or Type 2 appeal from $500 to $200. He also proposed lowering the fee for proposing text amendments to the Comprehensive Plan to a nominal fee, such as $50. Mr. McDougall asked that the UFS be corrected to reflect that the monthly WiFi fee for Fiber only applied to customers who selected that optional service.

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

Brian Wetcher, 814 26th Street, questioned charging the public a fee to propose a comprehensive plan amendment and argued that doing so impeded first amendment participation in the legislative process. Mr. Wetcher also clarified with Mr. Walters that all comprehensive plan amendment proposals submitted under the regular annual process were forwarded to Council for decision on docketing, not subject to staff discretion. Mr. Wetcher emphasized that indigent people need to be able to submit comprehensive plan amendments. He strongly urged not charging any fees to submit comprehensive plan amendment proposals because that would limit freedom of speech.

Mr. McDougall agreed with Mr. Wetcher that the fee to introduce comprehensive plan amendments should be nominal or eliminated and agreed with Mr. Walters that the fee for Type 1 and Type 2 appeals should be set at $200 rather than $500 as proposed.

Mayor Gere concluded that the proposed ordinance and resolution would come back to Council for second reading and further consideration at its next regular meeting.

Updated Sewer Rates and Updated General Facilities Charges (GFCs) for Water and Sewer

Mr. Hoglund invited Council to continue discussion of water and sewer general facilities charges (GFCs), referring to his slide presentation in the packet materials for the meeting. He summarized the September 3, 2019 presentation by FCS Group to City Council on this topic. After considerable discussion, the mayor and councilmembers asked to see the methodology and calculations behind the FCS recommendations for GFC revisions. Mayor Gere also asked that the planned CSO project be addressed in the GFC calculations.

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

Mayor Gere concluded that discussion of this topic would continue at a future meeting.

There being no further business, at approximately 7:25 p.m. the Anacortes City Council meeting of October 7, 2019 was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the October 14, 2019 City Council meeting:

Download this file in OpenDocument spreadsheet format.

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
257138	6/13/2019	INV-8240	MACLEOD RECKORD PLLC	GUEMES TRAIL DESIGN - PHASE 6 - 5/14/19	$ 225.40	pw1
257056	6/13/2019	114514	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	$ 175.00	finance
257058	6/27/2019	114579	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	$ 122.50	finance
257078	7/22/2019	49084	ROBINSON BROTHERS	FIBER BUILD - PHASE 3 - THROUGH 7/20/19	$ 125,750.68	pw1
257007	8/1/2019	117515	VENTEK INTERNATIONAL	JULY SERVER HOSTING & CELLULAR	$ 135.00	parks1
257079	8/5/2019	49144	ROBINSON BROTHERS	FIBER BUILD - PHASE 3 - THROUGH 7/31/19	$ 82,764.18	pw1
257080	8/16/2019	49214	ROBINSON BROTHERS	FIBER BUILD - PHASE 3 - THROUGH 8/16/19	$ 36,027.53	pw1
255258	8/23/2019	H87368	FRONTIER BUILDING SUPPLY	OFFICE REMODEL TRIM	$ 127.76	pwfaccc
255333	8/26/2019	113-0875478-7118626	AMAZON.COM SERVICES, INC	ADAPTER PLATES FOR DELL MONITORS	$ 43.46	afdcc
255362	8/26/2019	820814	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 7.53	plancc
255364	8/26/2019	820813	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 40.56	plancc
255326	8/26/2019	57074	CEDAR CREEK LUMBER	3RD FLOOR CEDAR WALL	$ 158.26	pwfaccc
255331	8/26/2019	662 11 359 80	COSTCO WHOLESALE CORPORATION	APD COFFEE PODS	$ 127.96	apdcc
255330	8/26/2019	WAANA118824	FASTENAL COMPANY	DOUBLE ROW CUP	$ 76.08	parkscc1
255335	8/26/2019	578513	IDEAL RENT-ALL	WALK BEHIND FLAIL MOWER RENTAL	$ 461.97	wdistcc
255328	8/26/2019	E07008YBO7	MICROSOFT CORPORATION	AZURE PAY-AS-YOU-GO 6/16-7/22/19	$ 28.74	infosyscc
255332	8/26/2019	E86955	SEBO'S DO-IT CENTER	HEAVY DUTY SPRAYER- SOLID WASTE	$ 42.60	shopcc
255334	8/26/2019	E87192	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- STREET DEPT	$ 136.81	shopcc
255327	8/26/2019	238	SMART FOODSERVICE	BREAKROOM SUPPLIES	$ 2.98	financecc
255464	8/26/2019	5091992-104831	WALMART	YOGA SUPPLIES	$ 107.10	parkscc1
255324	8/26/2019	FKNCPQ5T653	WSAMA	WSAMA 2019 FALL CONFERENCE	$ 244.40	execc
255329	8/27/2019	2380879	AUTODESK, INC.	AUTOMAP RENEWAL TO AUGUST 2020	$ 1,750.07	infosyscc
255399	8/27/2019	820942	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 5.80	museumcc
255404	8/27/2019	821045	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - FIBER	$ 6.69	fibercc
255416	8/27/2019	820987	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 8.28	museumcc
255366	8/27/2019	355206021	EJ USA, INC	SURVEY MONUMENT CASE LIDS. PICKED UP.	$ 278.76	pwfaccc
255361	8/27/2019	H87842	FRONTIER BUILDING SUPPLY	CEMENT MIX/HEX NUTS	$ 31.37	parkscc1
255365	8/27/2019	H88134	FRONTIER BUILDING SUPPLY	4X8 WAFER SHEATING OSB	$ 8.46	shopcc
255359	8/27/2019	E0500904YL	MICROSOFT CORPORATION	AZURE PAY-AS-YOU-GO	$ 29.00	infosyscc
255398	8/27/2019	001-444222	PISTON SERVICE OF ANACORTES	FEELER GUAGE SET AND BLADES	$ 41.40	wwtpcc
255358	8/27/2019	E87515	SEBO'S DO-IT CENTER	WATCH BATTERIES	$ 10.85	shopcc
255360	8/27/2019	E87557	SEBO'S DO-IT CENTER	STRIPING PAINT/RUBBER LEG TIPS	$ 21.90	parkscc1
255403	8/27/2019	7165-2	SHERWIN WILLIAMS	FIELD MARKING PAINT	$ 633.07	parkscc1

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
255357	8/27/2019	50102360	THE SEMINAR GROUP	WATER CODE SEMINAR	$ 1,290.10	attorneycc
255412	8/28/2019	91193496	ARAMARK	WORK BOOTS FOR LZ	$ 139.11	wwtpcc
255410	8/28/2019	000013	CLEAN AND CLIP	K9 T-BONE GROOMING	$ 50.00	apdcc
255406	8/28/2019	H88555	FRONTIER BUILDING SUPPLY	REBAR FOR SOCCER GOALS	$ 47.65	parkscc1
255454	8/28/2019	8563 02 85247	HOME DEPOT	AFD STATION 3	$ 327.73	pwfaccc
255405	8/28/2019	11799	HOW IT WORKS, INC	MARKETING MATERIALS - FIBER	$ 176.45	fibercc
255401	8/28/2019	89992	LANCER SALES USA, INC	LAB SUPPLIES	$ 1,037.53	wwtpcc
255400	8/28/2019	MYT190828-6361-28124	MYTHICSOFT LTD	SOFTWARE	$ 59.95	infosyscc
255461	8/28/2019	3207	PNCWA	PNCWA CONFERENCE 9/8	$ 650.00	wwtpcc
255408	8/28/2019	636	PROFESSIONAL TRAINING	REGULATORY COMPLIANCE WORKSHOP - CHAD S 11/14	$ 220.00	wtpcc
255455	8/28/2019	1472 45 172 5808	SAFEWAY INC	ICE FOR SHIPPING WATER SAMPLES	$ 5.98	wtpcc
255414	8/28/2019	E88232	SEBO'S DO-IT CENTER	CHICKEN WIRE FENCING	$ 9.34	pwfaccc
255415	8/28/2019	E88354	SEBO'S DO-IT CENTER	EXTENSION CORD (2921)	$ 76.08	afdcc
255407	8/28/2019	1ZEE30T70113510446	UNITED PARCEL SERVICE, INC	WATER SAMPLES SHIPPED TO ESPRI	$ 270.03	wtpcc
255457	8/28/2019	3685462501	US BANK	TRAINING HOTEL STAY AND PARKING; CIT CONF - SGT PRUIETT 8/25	$ 1,051.86	apdcc
255409	8/29/2019	113-9211900-7878603	AMAZON.COM SERVICES, INC	AUDIO STEREO CABLE EXTENSION	$ 9.77	apdcc
255411	8/29/2019	112-9970411-5285056	AMAZON.COM SERVICES, INC	HARD DRIVE	$ 767.38	infosyscc
255413	8/29/2019	111-3453781-7654637	AMAZON.COM SERVICES, INC	BULB	$ 13.38	wwtpcc
255462	8/29/2019	111-1336994-1793058	AMAZON.COM SERVICES, INC	BULB	$ 13.70	wwtpcc
255713	8/29/2019	821064	BAYSHORE OFFICE PRODUCTS INC	COAT HOOK, PEN	$ 15.34	pwfaccc
255465	8/29/2019	E/4905967	CHEVRON AND TEXACO UNIVERSAL	FUEL FOR MISC. EQUIP	$ 7.04	wdistcc
255402	8/29/2019	APOPFE57A3BF	INTERNATIONAL CODE COUNCIL,INC	ICC MEMBERSHIP	$ 105.00	bldgcc
255690	8/29/2019	371258312-001	OFFICE DEPOT, INC.	OPERATING SUPPLIES	$ 380.34	financecc
255688	8/29/2019	001-444492	PISTON SERVICE OF ANACORTES	BATTERY	$ 27.18	wwtpcc
255718	8/29/2019	001-444484	PISTON SERVICE OF ANACORTES	OIL MIX BOTTLES- WATER DEPT	$ 12.29	wdistcc
255458	8/29/2019	E88645	SEBO'S DO-IT CENTER	ABS CEMENT- WATER DEPT	$ 4.25	wdistcc
255466	8/29/2019	E88665	SEBO'S DO-IT CENTER	SAW BLADES	$ 24.99	wdistcc
255459	8/29/2019	50102383	THE SEMINAR GROUP	THE SEMINAR GROUP- WA WATER CODE CLASS	$ 729.00	pwfaccc
255456	8/29/2019	001405	UNITED PARCEL SERVICE, INC	SHIPPING (PPE REPAIR)	$ 10.55	afdcc
255704	8/30/2019	E89558	ACE HARDWARE	SEPTAGE GRINDER REPAIR	$ 44.06	wwtpcc
255463	8/30/2019	111-6908422-2048266	AMAZON.COM SERVICES, INC	LAMINATE AND SAFETY GLASSES	$ 20.12	wwtpcc

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
255694	8/30/2019	112-4363212-6957007	AMAZON.COM SERVICES, INC	EARPLUGS	$ 23.91	wwtpcc
255707	8/30/2019	114-7110282-8418621	AMAZON.COM SERVICES, INC	BATTERY- WATER DEPT	$ 248.29	pwfaccc
255698	8/30/2019	4349-7284-2492-2837	AMERICAN WATER WORKS	AWWA CHLORINE CLASS - ZACH R 8/19	$ 50.00	wtpcc
255716	8/30/2019	91195482-1	ARAMARK	WORK BOOTS FOR WAYNE DAVIS	$ 102.16	wwtpcc
255691	8/30/2019	29581	AUTO TECH RESCUE	INSTRUMENT CLUSTER REPAIR- VEH #009	$ 100.00	shopcc
255708	8/30/2019	821438	BAYSHORE OFFICE PRODUCTS INC	BAYSHORE OFFICE PRODUCTS-LEGISLATIVE FOLDERS	$ 10.80	pwfaccc
255693	8/30/2019	900618462	EN POINTE TECHNOLOGIES	OPERATING SYSTEM FOR FIBER SERVERS	$ 2,324.72	infosyscc
255714	8/30/2019	4333956	EPIC SPORTS	WHISTLES	$ 64.06	parkscc1
255709	8/30/2019	93691329	ESRI INC	10 ESRI GIS USER LICENSES	$ 857.36	pwfaccc
255689	8/30/2019	WAANA118982	FASTENAL COMPANY	OPERATING SUPPLIES- WATER DEPT	$ 24.17	wdistcc
255703	8/30/2019	109004	JOTTO	4" UTILITY BOX/FACEPLATE MOUNT- #040A, #041A, #042A	$ 223.69	shopcc
255710	8/30/2019	588757	NATIONAL FIRE PROTECTION	PUB-ED MATERIALS FOR OPEN HOUSE	$ 167.45	afdcc
255721	8/30/2019	E89480	SEBO'S DO-IT CENTER	GFCI OUTLET	$ 21.29	shopcc
255460	8/30/2019	01dkfd52a4xrytxr48q	SNOHOMISH FIRE DISTRICT 4	REGISTRATION: SUBURBAN FIREFIGHTER: WALSH, BYER, LUCAS	$ 1,050.00	afdcc
255699	8/30/2019	6033	UNITED PARCEL SERVICE, INC	WATER SAMPLE SHIP TO ESPRI	$ 270.03	wtpcc
255695	8/31/2019	114-6164961-0104261	AMAZON.COM SERVICES, INC	CHILDREN'S BOOK	$ 33.15	libcc
255700	8/31/2019	2217	UNITED PARCEL SERVICE, INC	WATER SAMPLES TO ESPRI	$ 355.05	wtpcc
255717	9/1/2019	D53088/1	ACE HARDWARE	CO MONITER FOR INCINERATOR CONTROL ROO,	$ 24.45	wwtpcc
255696	9/1/2019	114-6899406-5097039	AMAZON.COM SERVICES, INC	ADULT BOOKS	$ 108.12	libcc
255697	9/1/2019	114-6899406-5097039	AMAZON.COM SERVICES, INC	ADULT BOOKS	$ 731.05	libcc
257081	9/1/2019	14	CURTIS EMERGENCY SERVICES LLC, RICHARD	EMERGENCY MANAGEMENT SERVICES - SEPTEMBER 2019	$ 2,083.38	medic
255692	9/1/2019	1925	THRIFTY CLEANERS	AFD AUGUST ADMINISTRATIVE UNIFORM CLEANING	$ 96.66	afdcc
255711	9/1/2019	478749822	THRIVE COMMUNITY FITNESS	VOLUNTEER MEMBERSHIP FOR SEPTEMBER	$ 21.69	afdcc
255712	9/1/2019	478749821	THRIVE COMMUNITY FITNESS	2 MEMBERSHIPS (SEPTEMBER)	$ 43.38	afdcc
255701	9/1/2019	00261735013591	UNITED PARCEL SERVICE, INC	WATER SAMPLE SHIP TO ESPRI PACKAGING CHARGE	$ 12.98	wtpcc
255551	9/2/2019	113-9948363-4484245	AMAZON.COM SERVICES, INC	4 EMERGENCY WEATHER SOLAR POWERED RADIOS	$ 95.24	afdcc
255552	9/2/2019	114-3426236-0941867	AMAZON.COM SERVICES, INC	ADULT BOOKS	$ 16.28	libcc

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255705	9/2/2019	111-7819097-6057807	AMAZON.COM SERVICES, INC	OFFIC E SUPPLIES	$ 22.50	libcc
255706	9/2/2019	111-6159525-2686623	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 19.56	libcc
255587	9/3/2019	112-4402059-9593058	AMAZON.COM SERVICES, INC	SAFETY GLASSES	$ 17.66	wwtpcc
255588	9/3/2019	114-7966872-6529807	AMAZON.COM SERVICES, INC	ADULT BOOKS	$ 31.52	libcc
255754	9/3/2019	821506	BAYSHORE OFFICE PRODUCTS INC	FIBER OFFICE SUPPLIES	$ 18.64	fibercc
255755	9/3/2019	820659	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 144.73	pwfaccc
255636	9/3/2019	0188-504064	CONSOLIDATED ELECTRICAL	FACILITY TOOLS	$ 94.18	pwfaccc
255589	9/3/2019	119010	FASTENAL COMPANY	STAINLESS STEEL FASTENERS	$ 42.20	wdistcc
256975	9/3/2019	N431544	KAMAN INDUSTRIAL TECHNOLOGIES	RADIAL BALL BEARING	$ 124.21	dwwtp
255590	9/3/2019	P8N6KSH7TK6	MUNICIPAL RESEARCH &	WEBINAR HANDLING SENSITIVE PRA REQUESTS; INGRAM	$ 35.00	apdcc
255586	9/3/2019	96467	PORT OF ANACORTES	FUEL - #387	$ 80.40	pkreccc
255591	9/3/2019	WAFCJ SEP19	WASHINGTON FOUNDATION	PUB DEF CLE	$ 210.00	finance
257296	9/3/2019	102958801-0006875	WAVE	DIRECT INTERNET ACCESS (DIA) SERVICE - LIBRARY 09/01-09/30/19	$ 1,469.82	finance
255638	9/4/2019	114-1279167-1098643	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES - ENGR	$ 1,376.12	financecc
255649	9/4/2019	111-2940474-3743400	AMAZON.COM SERVICES, INC	PAPER TOWELS	$ 93.06	wwtpcc
255647	9/4/2019	GL904273	BRITE FURNITURE, OFFICEFURNITURE.COM	CATALOG TABLES	$ 606.55	libcc
255648	9/4/2019	WAANA119036	FASTENAL COMPANY	SHOVELS- FIBER	$ 279.63	pwfaccc
255637	9/4/2019	H90132	FRONTIER BUILDING SUPPLY	FINANCE/FIBER REMODEL	$ 20.11	pwfaccc
255646	9/4/2019	16632650	LOWE'S BUSINESS ACCOUNT/GEMB	WOOD STAKES, ORANGE TAPE	$ 13.54	wtpcc
255762	9/4/2019	478094	MY TAILOR	PATCHES/NAMETAGS ON CLASS B UNIFORMS	$ 80.50	afdcc
255640	9/4/2019	2462	NARTEC, INC.	DRUG TEST KITS; HEROIN AND METH	$ 379.39	apdcc
255788	9/4/2019	373972275-001	OFFICE DEPOT, INC.	OPERATING SUPPLIES - WTP	$ 76.07	financecc
255639	9/4/2019	9308478	RYAN HERCO PRODUCTS CORP	TUBING	$ 67.06	wwtpcc
255643	9/4/2019	E92341	SEBO'S DO-IT CENTER	CAP/NIPPLE/TAPE	$ 7.64	parkscc1
255644	9/4/2019	E92386	SEBO'S DO-IT CENTER	PUTTY/GASKET	$ 10.21	parkscc1
255651	9/4/2019	E92039	SEBO'S DO-IT CENTER	BATTERIES	$ 23.54	shopcc
255795	9/4/2019	313445	SHELL	FUEL FOR CANS #90006	$ 9.86	wdistcc
255645	9/4/2019	9455 3776 5406 0800	WALMART	COUPLERS, DRAIN PLUGS, BATTERIES	$ 25.95	wtpcc
255650	9/5/2019	111-5694750-7947454	AMAZON.COM SERVICES, INC	TRASH BAGS	$ 34.08	wwtpcc

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255796	9/5/2019	114-4629586-2871430	AMAZON.COM SERVICES, INC	ALUM ASPHALT LUTE RAKE	$ 216.08	pwfaccc
255797	9/5/2019	2470653606429	AMTRAK	PNCWA CONFERENCE TRANSPORTATION	$ 44.00	wwtpcc
255867	9/5/2019	821926	BAYSHORE OFFICE PRODUCTS INC	SHARPIES FOR TEAM SHIRTS	$ 25.17	parkscc1
255869	9/5/2019	821948	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 48.75	museumcc
255870	9/5/2019	821949	BAYSHORE OFFICE PRODUCTS INC	CURATORIAL SUPPLIES	$ 32.45	museumcc
255786	9/5/2019	7843252	COMMUNITY ACTION OF SKAGIT CTY	SPIRIT OF HOPE TICKET	$ 40.00	execc
255787	9/5/2019	667 200 93 2788147	FRED MEYER	SAFETY WORK BOOTS CALEB R	$ 81.53	wtpcc
255791	9/5/2019	RM08161904	NORTHWEST PLAYGROUND EQUIP INC	DM1800 SOCCER GOAL SET, ALUMINUM FINISH - SET OF 2	$ 3,383.92	pkreccc
255790	9/5/2019	0203109-IN	NURNBERG SCIENTIFIC	LAB SUPPLIES	$ 289.46	wwtpcc
255789	9/5/2019	373661480-001	OFFICE DEPOT, INC.	OPERATING SUPPLIES - ASAC	$ 76.08	financecc
255792	9/5/2019	E92578	SEBO'S DO-IT CENTER	EDGER BLADE	$ 16.17	parkscc1
255793	9/5/2019	E92835	SEBO'S DO-IT CENTER	PVC PIPE	$ 22.73	pwfaccc
255794	9/5/2019	E92631	SEBO'S DO-IT CENTER	LUBRICANT/FASTENERS	$ 25.53	parkscc1
255798	9/5/2019	035	UNITED STATES POSTAL SERVICE	POSTAGE	$ 1.60	museumcc
255864	9/5/2019	09/05/2019	US BANK	PARKING FOR ESO CLASS	$ 17.00	afdcc
255856	9/6/2019	D55708/1	ACE HARDWARE	WIRE BRUSHES	$ 36.18	parkscc1
255850	9/6/2019	15295437	ACME TOOLS	DEWALT RECIPROCATING SAW & BATTERY	$ 379.00	shopcc
255851	9/6/2019	111-4811649-8958660	AMAZON.COM SERVICES, INC	KEYBOARD	$ 32.54	infosyscc
255871	9/6/2019	821950	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 40.85	museumcc
255860	9/6/2019	TRFORD015657	NEWMAN SIGNS, INC	STOP SIGNS	$ 671.64	shopcc
255857	9/6/2019	R0009710	PAINTER'S ALLEY	COLOR SAMPLES	$ 8.36	parkscc1
255862	9/6/2019	96689	PORT OF ANACORTES	FUEL FOR #90013 SMALL EQUIP	$ 69.78	parkscc1
255863	9/6/2019	96751	PORT OF ANACORTES	FUEL FOR SMALL EQUIP #90013	$ 53.84	parkscc1
255868	9/6/2019	593 52 131 8852	SAFEWAY INC	PROGRAM SUPPLIES	$ 40.21	parkscc1
255858	9/6/2019	902329	SKAGIT COUNTY SOLID WASTE FUND	DISPOSAL OF WASTE / WATER DEPT	$ 20.10	wdistcc
255866	9/6/2019	496397	THE MAILBOX	RETURN SHIPPING / CIRCUIT BOARD SCHOOL ZONE SIGN	$ 22.73	shopcc
255859	9/6/2019	00L34-H5A61-910	VISTAPRINT	Inf:PUBLISHING/PRINTING-VISTAPR*VISTAPRINT.COM	$ 31.51	plancc
255852	9/7/2019	111-8393068-5566618	AMAZON.COM SERVICES, INC	LAPTOP	$ 1,304.35	infosyscc
255853	9/7/2019	111-2613188-7697030	AMAZON.COM SERVICES, INC	KEYBOARD	$ 65.21	infosyscc
255854	9/7/2019	112-2600606-8409049	AMAZON.COM SERVICES, INC	HAND CLEANER	$ 92.00	wwtpcc
255865	9/7/2019	41866	US BANK	WA PROFESSIONAL LICENSE-SHJARBACK	$ 116.00	pwfaccc
255855	9/8/2019	114-3426236-0941867	AMAZON.COM SERVICES, INC	ADULT BOOKS	$ 16.26	libcc

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255861	9/8/2019	112-2487609-6605822	AMAZON.COM SERVICES, INC	PLASTIC TAG LABELS	$ 21.42	shopcc
255872	9/8/2019	E94533	SEBO'S DO-IT CENTER	CLEANING SUPPLIES	$ 20.61	museumcc
255956	9/9/2019	D57544/1	ACE HARDWARE	PVC CAPS	$ 16.39	parkscc1
255953	9/9/2019	111-0000000-0000000	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 8.69	financecc
255999	9/9/2019	822170	BAYSHORE OFFICE PRODUCTS INC	MARKERS	$ 19.94	wtpcc
255998	9/9/2019	980-2-7759-894742-19	OFFICE DEPOT, INC.	BATTERIES	$ 27.53	wtpcc
255958	9/9/2019	09/09/2019	POLICE BIKE STORE	PATROL BIKE TOOL BAG	$ 69.94	apdcc
255954	9/9/2019	E95099	SEBO'S DO-IT CENTER	SPRAY PAINT	$ 7.02	parkscc1
255955	9/9/2019	E95215	SEBO'S DO-IT CENTER	SPRAY PAINT	$ 18.09	parkscc1
255993	9/9/2019	220000021170	SKAGIT CYCLE CENTER	PATROL BIKE TUBES	$ 47.76	apdcc
256016	9/9/2019	5046SB000786	US BANK	CIVIL SERVICE CONFERENCE TRAVEL EXPENSES	$ 129.31	hrcc1
255995	9/10/2019	D57885/1	ACE HARDWARE	MOSSOUT	$ 66.48	wtpcc
255957	9/10/2019	113-0105873-7640236	AMAZON.COM SERVICES, INC	PATROL BIKE REPAIR BAG AND, PUMP, PATCH AND MAINTENANCE KIT	$ 21.62	apdcc
255994	9/10/2019	114-7592896-0532259	AMAZON.COM SERVICES, INC	CPU FAN	$ 46.46	infosyscc
256000	9/10/2019	113-4518394-7111400	AMAZON.COM SERVICES, INC	K9 T-BONE FOOD (2 MONTHS)	$ 119.52	apdcc
256001	9/10/2019	113-2504666-7827443	AMAZON.COM SERVICES, INC	UNIFORM BOOTS; OFC FABER	$ 199.38	apdcc
256004	9/10/2019	112-4062122-7226665	AMAZON.COM SERVICES, INC	OFFICE CHAIRS	$ 630.44	shopcc
256008	9/10/2019	111-3460400-9130610	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 6.25	libcc
256009	9/10/2019	111-2579628-1045825	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 46.73	libcc
256013	9/10/2019	111-2065435-5031461	AMAZON.COM SERVICES, INC	BULK SUPPLIES	$ 15.09	wwtpcc
256062	9/10/2019	822390	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 11.44	plancc
256070	9/10/2019	822434	BAYSHORE OFFICE PRODUCTS INC	SOLAR STORY BOARD FOR ENERGY FAIR	$ 47.90	pwfaccc
256071	9/10/2019	822301	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 43.72	museumcc
256002	9/10/2019	BBY01-805642572249	BEST BUY STORES, L.P.	FLAT SCREEN	$ 325.49	infosyscc
256011	9/10/2019	205194-5	BIRCH EQUIPMENT CO., INC	FORKLIFT RENTAL- WATER DEPT	$ 222.56	wdistcc
256007	9/10/2019	52541	CLEAR SOLUTIONS, INC	OFFICE SUPPLIES	$ 126.25	libcc
255991	9/10/2019	H91933	FRONTIER BUILDING SUPPLY	FINANCE ROOM REMODEL	$ 115.70	pwfaccc
256006	9/10/2019	H92000	FRONTIER BUILDING SUPPLY	DRILL BITS	$ 9.96	wdistcc
255996	9/10/2019	11863	HOW IT WORKS, INC	MARKETING MATERIALS - FIBER	$ 178.14	fibercc

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256003	9/10/2019	0383	PUBLIC FLEET MANAGERS ASSOC	MEMBERSHIP DUES	$ 123.90	shopcc
255992	9/10/2019	E95601	SEBO'S DO-IT CENTER	KEYS/ KEY CAPS	$ 5.60	pkreccc
255997	9/10/2019	E95573	SEBO'S DO-IT CENTER	GRAY SPRAY PAINT	$ 18.23	shopcc
256015	9/10/2019	E95621	SEBO'S DO-IT CENTER	FLOOR ENAMEL / PAINT SUPPLIES	$ 62.38	shopcc
256068	9/11/2019	D58437/1	ACE HARDWARE	CANOPY AND STAPLES	$ 70.09	wwtpcc
256005	9/11/2019	112-2242910-7253047	AMAZON.COM SERVICES, INC	TORCH HOLDER MAGNET	$ 35.70	shopcc
256010	9/11/2019	111-3460400-9130610	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 5.26	libcc
256014	9/11/2019	111-6817976-4894621	AMAZON.COM SERVICES, INC	BULK SUPPLIES	$ 34.51	wwtpcc
256057	9/11/2019	112-6544338-1502658	AMAZON.COM SERVICES, INC	EXECUTIVE OPERATING SUPPLIES	$ 28.08	financecc
256058	9/11/2019	112-7725340-2380234	AMAZON.COM SERVICES, INC	SAFETY GLASSES (NO LOCAL VENDOR)	$ 23.74	wwtpcc
256063	9/11/2019	112-4642370-7661825	AMAZON.COM SERVICES, INC	WELDING CABINET	$ 88.04	shopcc
256116	9/11/2019	822563	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - FIBER	$ 298.38	fibercc
256064	9/11/2019	J99081	COASTAL FARM &	SAFETY GEAR	$ 173.90	wtpcc
256110	9/11/2019	52677841	DOUBLETREE INN	HOTEL STAY FOR PNCWA CONFERENCE	$ 621.60	wwtpcc
256055	9/11/2019	H92242	FRONTIER BUILDING SUPPLY	FINANCE REMODEL PROJECT	$ 41.84	pwfaccc
256056	9/11/2019	H92247	FRONTIER BUILDING SUPPLY	FACILITY TOOLS	$ 17.37	pwfaccc
256122	9/11/2019	W842144481	HOME DEPOT	IRRIGATION PARTS	$ 233.32	parkscc1
256012	9/11/2019	100757572	INTERNATIONAL CODE COUNCIL,INC	FIRE INSPECTOR 1 EXAM (BYER)	$ 215.00	afdcc
256065	9/11/2019	16213697	LOWE'S BUSINESS ACCOUNT/GEMB	DRILL BIT, PLASTIC WRAP	$ 94.94	wtpcc
256061	9/11/2019	1828110	NUSHOE, INC.	REPAIR STRUCTURE FIRE BOOTS	$ 110.00	afdcc
256126	9/11/2019	160038	RED LION HOTEL	RED LION HOTEL- S. PARRETT	$ 318.84	shopcc
256228	9/11/2019	593 8 188 7635	SAFEWAY INC	ITEMS FOR AGING MASTER PROGRAM	$ 28.36	admsrvcc
256059	9/11/2019	E95983	SEBO'S DO-IT CENTER	TWINE/CABLE TIES	$ 42.58	parkscc1
256067	9/11/2019	E96074	SEBO'S DO-IT CENTER	PVC CUTTERS & BLADES	$ 250.15	pwfaccc
256069	9/11/2019	E96036	SEBO'S DO-IT CENTER	TIRE PUMP AND STAPLE GUN	$ 50.05	wwtpcc
255990	9/11/2019	Subscription	THE WALL STREET JOURNAL	SUBSCRIPTION WALL-ST-JOURNAL	$ 134.97	execc
256060	9/11/2019	060340-183	US BANK	TRAIN TO TRAINING - JEFF M	$ 10.00	wtpcc
256127	9/11/2019	44750327	US BANK	PNCWA CONFERENCE HOTEL ROOM FOR STEVE DOEBLER	$ 848.60	wwtpcc
256120	9/12/2019	D58929/1	ACE HARDWARE	PAINTING MATERIALS	$ 31.85	wwtpcc
256018	9/12/2019	INV105149	BOULDER BIBS	RACING BIBS - ART DASH	$ 171.75	parks1
256114	9/12/2019	300515	COAST WENATCHEE CENTER HOTEL	COAST WENATCHEE CENTER HOTEL, DAN MARTIN	$ 318.84	shopcc
256124	9/12/2019	807271517	COSTCO WHOLESALE CORPORATION	IPAD FOR FIRE SAFETY INSPECTIONS	$ 358.70	afdcc
256125	9/12/2019	807230702	COSTCO WHOLESALE CORPORATION	2 IPADS FOR FIRE SAFETY INSPECTIONS	$ 717.40	afdcc

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256970	9/12/2019	2020-WAG643002	DEPARTMENT OF ECOLOGY	2020 WTP WATER QUALITY PROGRAM PERMIT - 1ST OF 2 PAYMENTS	$ 1,876.00	dwtp
256121	9/12/2019	9312119236	GRAYBAR ELECTRIC COMPANY, INC	O RINGS	$ 5.59	pwfaccc
256066	9/12/2019	2000068466	LAERDAL MEDICAL	PALS INSTRUCTOR PACKET	$ 173.21	afdcc
256115	9/12/2019	24372453	NAPA	LOCK OUT KIT/DOOR UNLOCK KIT	$ 108.68	apdcc
256117	9/12/2019	3986-440267	O'REILLY AUTO PARTS	FUSE ASSORTMENT	$ 11.39	wdistcc
256118	9/12/2019	X092043	PLATT ELECTRIC SUPPLY INC	CONDUIT, ETC FOR SCADA UPGRADE	$ 40.81	wtpcc
256119	9/12/2019	X095089	PLATT ELECTRIC SUPPLY INC	CONDUIT, ETC FOR SCADA UPGRADE	$ 28.83	wtpcc
256915	9/12/2019	ReimbRollo	ROLLO, JAMES	HOTEL STAY LACEY - WCIA SUPERVISOR BOOT CAMP - CALEB R	$ 142.84	dwtp
256213	9/12/2019	593 5 9 6848	SAFEWAY INC	CUPS, NAPKINS & SILVERWARE - RETIREMENT OFC LIDDLE	$ 46.46	apdcc
256111	9/12/2019	E96504	SEBO'S DO-IT CENTER	FINANCE ROOM REMODEL	$ 90.36	pwfaccc
256112	9/12/2019	E96761	SEBO'S DO-IT CENTER	FIBERGLASS RAKE	$ 27.69	parkscc1
257064	9/12/2019	1305014	SURETY PEST CONTROL	OPS: MONTHLY PEST MAINTENANCE	$ 65.22	dshop
256123	9/12/2019	00000036	THE STORE	ENERGY FAIR	$ 63.50	pwfaccc
256212	9/12/2019	9/12/2019	US BANK	PARKING	$ 1.75	museumcc
256209	9/13/2019	D59446/1	ACE HARDWARE	DISHWASHER DOOR SEAL	$ 18.57	wwtpcc
256210	9/13/2019	D59750/1	ACE HARDWARE	PARTS TO REPAIR PS 10 SUMP PUMP	$ 44.95	wwtpcc
256215	9/13/2019	D59454/1	ACE HARDWARE	RATCHET 1/4 DR	$ 32.27	wdistcc
256201	9/13/2019	60304	COMMERCIAL FIRE PROTECTION INC	FIRE EXTINGUISHERS	$ 362.54	pwfaccc
256207	9/13/2019	H93265	FRONTIER BUILDING SUPPLY	NUTS AND BOLTS BUILDING	$ 22.06	parkscc1
256203	9/13/2019	55397510	LOWE'S BUSINESS ACCOUNT/GEMB	FINANCE REMODEL PROJECT	$ 39.25	pwfaccc
256202	9/13/2019	X106487	PLATT ELECTRIC SUPPLY INC	FACILITY TOOLS	$ 46.76	pwfaccc
256211	9/13/2019	593 8 233 5911	SAFEWAY INC	ICE FOR THE LAB	$ 35.88	wwtpcc
256217	9/13/2019	593 52 91 8852	SAFEWAY INC	BALLOONS FOR ENERGY FAIR	$ 46.16	pwfaccc
256204	9/13/2019	E96954	SEBO'S DO-IT CENTER	DEPOT - TOILET REPAIR PARTS	$ 21.29	pwfaccc
256218	9/13/2019	2222611	STARBUCKS	ENERGY FAIR VENDORS	$ 39.02	pwfaccc
256200	9/13/2019	parkingSeattle	US BANK	PARKING FEE	$ 14.71	parkscc1
256199	9/14/2019	D60120/1	ACE HARDWARE	MAINTENANCE SUPPLIES	$ 29.33	wwtpcc
256214	9/14/2019	111-3898081-1778654	AMAZON.COM SERVICES, INC	JUVENILE BOOKS	$ 18.03	libcc
256216	9/14/2019	112-4654883-5193041	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 40.14	libcc
256219	9/14/2019	111-7917702-0701065	AMAZON.COM SERVICES, INC	3 PROTECTIVE CASES FOR INSPECTION IPADS	$ 69.86	afdcc
256220	9/14/2019	111-7193606-8740255	AMAZON.COM SERVICES, INC	BULK SUPPLIES	$ 68.01	wwtpcc
256221	9/14/2019	593 3 104 5587	SAFEWAY INC	STUDENT RECREATION STAFF SUPPLIES	$ 10.48	pkreccc
256208	9/14/2019	608882	SKAGIT COUNTY PUBLIC HEALTH	SKAGIT COUNTY HOUSING SUMMIT OCT 15 2019	$ 12.20	plancc

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256206	9/15/2019	114-3426236-0941867	AMAZON.COM SERVICES, INC	AUDIO CD	$ 12.91	libcc
256298	9/16/2019	18658571	4IMPRINT, INC	PRIZES FOR MT ERIE ROAD AND TRAIL RUN	$ 427.40	pkreccc
256303	9/16/2019	112-4654883-5193041	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 37.18	libcc
256308	9/16/2019	111-1524058-6830654	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 10.86	wwtpcc
256358	9/16/2019	0188-504405	CONSOLIDATED ELECTRICAL	90D PVC ELL, CONDUIT CLG, 45D PVC ELL	$ 66.34	pwfaccc
256304	9/16/2019	8540	CONTERRA, INC	6 IV WRAPS	$ 212.52	afdcc
256306	9/16/2019	H93666	FRONTIER BUILDING SUPPLY	DOUGLAS FIR-ACFL TABLE	$ 10.57	parkscc1
256299	9/16/2019	X119125	PLATT ELECTRIC SUPPLY INC	PUNCH KIT	$ 107.35	wtpcc
256305	9/16/2019	E98812	SEBO'S DO-IT CENTER	PAINT BRUSHES, PICK UP TOOLS	$ 31.04	pwfaccc
257087	9/16/2019	1302637	SURETY PEST CONTROL	STA 2: SEPTEMBER SERVICE	$ 44.57	medic
256348	9/16/2019	12345	US BANK	AWARD OF MERIT GIFT CARD	$ 150.00	execc
256301	9/16/2019	19091342119295 PRKS	WASHINGTON STATE DEPARTMENT	SERVICE FEE - LICENSE RENEWAL TOTTENHAM	$ 0.99	parkscc1
256302	9/16/2019	19091342119295	WASHINGTON STATE DEPARTMENT	PESTICIDE LICENSE RENEWAL - TOTTENHAM	$ 33.00	parkscc1
256359	9/17/2019	D61455/1	ACE HARDWARE	BULK FASTENERS FOR VEH #704	$ 17.33	shopcc
256300	9/17/2019	113-1677391-8073804	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 16.29	shopcc
256353	9/17/2019	111-6256294-3933008	AMAZON.COM SERVICES, INC	MICROSOFT SURFACE PRO 6 AND ACCESSORIES	$ 1,266.83	infosyscc
256422	9/17/2019	112-6106310-3253838	AMAZON.COM SERVICES, INC	LED BULKHEAD LIGHT FIXTURE FOR FIRE DEPT	$ 44.95	pwfaccc
256414	9/17/2019	823040	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - FIBER	$ 150.16	fibercc
256415	9/17/2019	823182	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - FIBER	$ 613.07	fibercc
256354	9/17/2019	1056785	CHALLENGER TEAMWEAR	EXTRA COUNTY SOCCER JERSEY	$ 51.64	pkreccc
256350	9/17/2019	9/17/2019	COLUMBIA MARITIME MUSEUM	TRAVEL	$ 14.00	museumcc
256352	9/17/2019	3622200	DULTMEIER SALES, LLC	OPERATING SUPPLIES WA PARK	$ 309.91	financecc
256349	9/17/2019	13138140	ETA INTERNATIONAL	FIBER CERTIFICATION	$ 25.00	wdistcc
256360	9/17/2019	H93939	FRONTIER BUILDING SUPPLY	CONCRETE MIX-ACFL	$ 14.38	parkscc1
257225	9/17/2019	19411.06-1	GRAY & OSBORNE INC	ON-CALL STORMWATER ENGINEERING SERVICES CONSULTANT: GRANDVIEW CEMETERY EXPANSION	$ 429.07	plan
256307	9/17/2019	0126949	LANDS' END, INC.	5 UNIFORM SHIRTS	$ 133.55	afdcc
256419	9/17/2019	16148963	PACIFIC POWER BATTERIES	APD UPS BATTERIES	$ 306.01	infosyscc
256355	9/17/2019	3039	RAINBOW RACING SYSTEM	MT ERIE RUN RACE SUPPLIES	$ 171.46	pkreccc
256418	9/17/2019	593 6 3 4246	SAFEWAY INC	RETIREMENT CAKE; OFC LIDDLE 42+ YEARS OF SVC	$ 63.99	apdcc
256356	9/17/2019	E99266	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- WATER DEPT	$ 36.24	wdistcc

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256357	9/18/2019	112-8948496-3850646	AMAZON.COM SERVICES, INC	OFFICE CHAIR CASTERS	$ 58.68	shopcc
256361	9/18/2019	113-5192873-5217023	AMAZON.COM SERVICES, INC	COFFEE SWEETENER	$ 4.79	afdcc
256362	9/18/2019	111-4414838-4076255	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 39.05	wwtpcc
256363	9/18/2019	111-5905945-5302613	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	$ 12.13	wwtpcc
256364	9/18/2019	111-7976436-9817000	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 17.34	wwtpcc
256417	9/18/2019	1815-2796-3998-5533	AMERICAN WATER WORKS	AWWA CHLORINE CLASS - RYAN ZOLLARS	$ 70.00	wtpcc
256537	9/18/2019	822751	BAYSHORE OFFICE PRODUCTS INC	OPERATING SUPPLIES - FINANCE	$ 173.92	financecc
256543	9/18/2019	823298	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - FIBER	$ 68.09	fibercc
256544	9/18/2019	822017	BAYSHORE OFFICE PRODUCTS INC	OFFICE FURNITURE	$ 1,746.92	pwfaccc
256545	9/18/2019	822019	BAYSHORE OFFICE PRODUCTS INC	OFFICE FURNITURE	$ 1,257.12	pwfaccc
256549	9/18/2019	823206	BAYSHORE OFFICE PRODUCTS INC	PAPER 11 X 17	$ 13.84	shopcc
256410	9/18/2019	306393	BIKESPOT	BIKE TUNE, TUBES & CHAIN	$ 105.44	parkscc1
256535	9/18/2019	206009-5	BIRCH EQUIPMENT CO., INC	LIBRARY GENERATOR RENTAL	$ 349.44	pwfaccc
256912	9/18/2019	169 400 0000 9	CASCADE NATURAL GAS CORP.	STA 2: 8/21 - 9/17/19	$ 21.20	medic
256421	9/18/2019	A02381	COASTAL FARM &	WORK BOOTS & RAIN BOOTS- RYAN Z	$ 265.21	pwfaccc
256416	9/18/2019	0188-504478	CONSOLIDATED ELECTRICAL	LIBRARY LIGHTS AND BALLAST	$ 349.57	pwfaccc
256412	9/18/2019	012461	CUTTING EDGE TRAINING	TRAINING REG FEE; FORCE RESPONSE LIABILITY PREVENTION	$ 357.00	apdcc
256420	9/18/2019	12831232	LOWE'S BUSINESS ACCOUNT/GEMB	PAINT FOR YARD PUMPS	$ 84.50	wtpcc
256413	9/18/2019	E99832	SEBO'S DO-IT CENTER	CHAINSAW BLADE	$ 23.42	wtpcc
256553	9/18/2019	30200184	THE MARKET LLC	ITEMS FOR AGING MASTER PROGRAM	$ 16.08	admsrvcc
256538	9/19/2019	112-8502131-1680215	AMAZON.COM SERVICES, INC	FINANCE OPERATING SUPPLIES	$ 19.56	financecc
256551	9/19/2019	112-2721151-0907449	AMAZON.COM SERVICES, INC	TOOL	$ 192.93	financecc
256554	9/19/2019	113-1761984-7465811	AMAZON.COM SERVICES, INC	SUGAR	$ 10.98	afdcc
256487	9/19/2019	823387	BAYSHORE OFFICE PRODUCTS INC	FACILITY - OFFICE FURNITURE	$ 348.38	pwfaccc
256540	9/19/2019	69013	ELECTRO-CHEMICAL DEVICES, INC	PROCESS PH ELECTRODE	$ 374.92	wwtpcc
256548	9/19/2019	H94833	FRONTIER BUILDING SUPPLY	JET SET	$ 162.97	wdistcc
256539	9/19/2019	41592472606	ITWATCHDOGS	WWTP TEMPERATURE SENSOR	$ 343.62	infosyscc
256534	9/19/2019	36320110	LIFELINE	MEDICAL SERVICES & HEALTH-PHILIPS LIFELINE - MEAD	$ 55.12	hrcc1
256550	9/19/2019	080229	NASRO	REG FEE; SRO DOTZAUER - ADOLESCENT MENTAL HEALTH TRAINING	$ 225.00	apdcc
256541	9/19/2019	R0009828	PAINTER'S ALLEY	PAINT - STORVIK VANDALISM	$ 34.77	parkscc1

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256542	9/19/2019	F00316	SEBO'S DO-IT CENTER	SOCCER FIELD SUPPLIES	$ 48.69	parkscc1
256546	9/19/2019	F00658	SEBO'S DO-IT CENTER	PAINT PRIMER	$ 4.89	parkscc1
256480	9/19/2019	2220248	SHELL	FUEL FOR VEH #187	$ 30.22	shopcc
256481	9/19/2019	217315	SHELL	FUEL FOR #187	$ 59.93	shopcc
256547	9/19/2019	1000019072	VALVES AND INSTRUMENTS	ASHCROFT PRESSURE GAUGE X 2	$ 278.63	wtpcc
256483	9/19/2019	24601558	WASHINGTON STATE FERRIES	FERRY FARE	$ 50.30	libcc
256494	9/20/2019	D63053/1	ACE HARDWARE	FIBER: BUSHINGS, ADAPTERS, CONNECTORS	$ 24.53	wdistcc
256502	9/20/2019	D63103/1	ACE HARDWARE	TAPE AND WIRE WHEEL	$ 32.25	wwtpcc
256552	9/20/2019	113-0616012-7980252	AMAZON.COM SERVICES, INC	AAA BATTERIES	$ 20.64	shopcc
256485	9/20/2019	823484	BAYSHORE OFFICE PRODUCTS INC	CPU MOUNTS	$ 201.10	infosyscc
256503	9/20/2019	823386	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 27.56	pwfaccc
256504	9/20/2019	823515	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 103.78	wwtpcc
256499	9/20/2019	96482582	DEPARTMENT OF LICENSING	VEH 187 LICENSING FEES	$ 64.00	shopcc
257089	9/20/2019	3102-21909050	FCS GROUP	SOLID WASTE COLLECTION ANALYSIS	$ 1,950.00	pw1
256497	9/20/2019	24 76 3 204408	FRED MEYER	DVD	$ 37.98	infosyscc
256486	9/20/2019	1362416985	GRAINGER	ADJUSTABLE RELIEF VALVES X 3	$ 154.34	wtpcc
256506	9/20/2019	309993 A	HAMPTON INN/SUITES	WAPERLA CONFERENCE TRAVEL - V. BRONSEMA - HAMPTON INN & SUITES	$ 301.64	hrcc1
256501	9/20/2019	1792043744	HB JAEGER	WIRE, BOXES, LIDS	$ 904.23	pwfaccc
256492	9/20/2019	380706668-001	OFFICE DEPOT, INC.	STORAGE CLIPBOARDS X 2	$ 54.23	wtpcc
257016	9/20/2019	10169	PACIFIC NORTHWEST FIREWOOD	FIREWOOD BUNDLES FOR RESALE	$ 1,275.00	parks1
256600	9/20/2019	001-446398	PISTON SERVICE OF ANACORTES	AEROSL FILM	$ 11.90	shopcc
256505	9/20/2019	593 51 395 8851	SAFEWAY INC	SOCCER SUPPLIES	$ 17.73	pkreccc
256490	9/20/2019	F00894	SEBO'S DO-IT CENTER	BIKERACK	$ 17.39	parkscc1
256491	9/20/2019	F00909	SEBO'S DO-IT CENTER	HAMMER BIT	$ 20.23	parkscc1
256962	9/20/2019	APD Q4 19	SKAGIT 911	4TH INSTALLMENT 2019; SKAGIT 911 AGENCY USER FEE	$ 47,914.00	apd
256482	9/20/2019	9/20/19	SNOHOMISH FIRE DISTRICT 4	SUBURBAN FIREFIGHTER CLASS	$ 350.00	afdcc
257019	9/20/2019	18234	SUNLAND BARK & TOPSOILS	FINE BARK - CEMETERY	$ 269.03	parks1
256493	9/20/2019	3405	UNITED PARCEL SERVICE, INC	SHIPPING PARTICLE COUNTER TO AMERICAN WATER	$ 80.61	wtpcc
256496	9/20/2019	46	VILLAGE PIZZA	OYSTER RUN - FOOD FOR PATROL	$ 106.79	apdcc
256484	9/20/2019	342	WEST MARINE PRODUCTS, INC	SAILING PROGRAM SUPPLIES	$ 6.37	pkreccc
256500	9/21/2019	256513325	CABELA'S MKTG & BRAND MGT INC	SEAT COVERS FOR VEH #187	$ 242.40	shopcc
256495	9/21/2019	A05510	COASTAL FARM &	COVERALLS	$ 139.11	wdistcc
256488	9/21/2019	8563 02 85437	HOME DEPOT	FACILITY TOOL	$ 307.15	pwfaccc
256478	9/21/2019	981142531	NORTHERN SAFETY CO INC	DISPOSABLE NITRILE GLOVES	$ 98.91	shopcc
256489	9/21/2019	PLA2020-Vogel	US BANK	PLA 2020 CONFERENCE	$ 305.00	libcc

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256498	9/21/2019	001899179	WHOLE FOODS MARKET	JUVENILE BOOKS	$ 22.76	libcc
256597	9/22/2019	593 6 28 4291	SAFEWAY INC	OYSTER RUN - ICE FOR COOLER FOR PATROL ON DUTY	$ 11.96	apdcc
256598	9/22/2019	593 6 27 4291	SAFEWAY INC	OYSTER RUN - DRINKS AND SNACKS FOR PATROL ON DUTY	$ 42.10	apdcc
256599	9/23/2019	A06339	COASTAL FARM &	WORK BOOTS - JD	$ 124.99	wwtpcc
256592	9/23/2019	1069449099	EVENTBRITE.COM	BLUE FORUM: R&D PATHWAYS FOR MARITIME ENERGY	$ 90.03	execc
256479	9/23/2019	E060093QNT	MICROSOFT CORPORATION	AZURE GOVERNMENT PAY-AS-YOU-GO 8/2-9/1/19	$ 556.27	infosyscc
256973	9/23/2019	X176243	PLATT ELECTRIC SUPPLY INC	ELECTRICAL SUPPLIES FOR COMMUNICATIONS PROJECT	$ 638.31	dwwtp
256594	9/23/2019	085226	PORT OF ANACORTES	FUEL	$ 18.32	pkreccc
256593	9/23/2019	F02241	SEBO'S DO-IT CENTER	PARTS FOR #11971	$ 51.52	shopcc
256595	9/23/2019	F02377	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	$ 20.19	pwfaccc
256601	9/23/2019	F02330	SEBO'S DO-IT CENTER	MULT PURPOSE CEMENT, ELBOW, CAP, BLADE	$ 119.18	pwfaccc
256591	9/23/2019	001920	TRACYS	THIRD FLOOR CONFERENCE ROOM FURNITURE	$ 2,535.97	execc
256596	9/23/2019	12345	US BANK	PER DIEM MEAL	$ 28.38	plancc
257068	9/24/2019	639394	SAN DIEGO POLICE EQUIP CO INC	TRAINING AMMO	$ 1,995.32	apd
256967	9/25/2019	331 0482366	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	$ 127.84	dwtp
257104	9/25/2019	114-9175065	UNITED SITE SERVICES, INC	INTAKE PORTA POTTI	$ 22.98	dwtp
256896	9/25/2019	019898	USA BLUE BOOK	FLUORIDE REAGENT X 8	$ 372.60	dwtp
257228	9/26/2019	SOP49922	CPS HR CONSULTING	POLICE CIVIL SERVCIE TEST, RECORDS STAFF	$ 552.20	hr
257017	9/26/2019	2020-DSSK030705	DEPARTMENT OF ECOLOGY	WHISTLE LAKE DAM SAFETY FEE	$ 1,208.00	parks1
257018	9/26/2019	2020-DSSK030282	DEPARTMENT OF ECOLOGY	CRANBERRY LAKE DAM SAFETY FEE	$ 1,208.00	parks1
257211	9/26/2019	5005165569	FERRELLGAS, LP	SEPTEMBER PROPANE INVOICE - AUTOGAS ACCOUNT	$ 409.62	finance
256899	9/26/2019	021191	USA BLUE BOOK	TRIS HYDROXYMETHYL AMINO-METHANE	$ 89.88	dwtp
257103	9/26/2019	9838960349	VERIZON WIRELESS	WTP SCADA MODEM 8/27/19-9/26	$ 511.26	dwtp
257086	9/27/2019	0160439	GEOENGINEERS, INC.	ON-CALL ENVIRONMENTAL SERVICES CONSULTANT - GRANDVIEW CEMETERY IMPROVEMENTS	$ 5,995.48	parks1
257088	9/27/2019	0160438	GEOENGINEERS, INC.	ON-CALL ENVIRONMENTAL SERVICES CONSULTANT - A AVE LANDFILL BIKE SKILLS COURSE	$ 8,517.21	parks1
256908	9/27/2019	ReimbGonzalez	GONZALEZ, MARIO	PER DIEM AT LEADERSHIP SYMPOSIUM YAKIMA - MARIO G	$ 75.00	dwtp
257105	9/27/2019	11657878	HACH COMPANY	CALCIUM STANDARD SOLUTION	$ 43.12	dwtp
257106	9/27/2019	11657336	HACH COMPANY	QUALITY CONTROL HARDNESS STANDARD	$ 79.26	dwtp

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257208	9/27/2019	220015149234	PUGET SOUND ENERGY INC	8147 S MARCH POINT RD ST LIGHTS: 08/29-09/27/19	$ 25.32	dshop
256903	9/27/2019	ReimbRollo	ROLLO, JAMES	PER DIEM AT LEADERSHIP SYMPOSIUM YAKIMA-JAMES R	$ 75.00	dwtp
256904	9/27/2019	ReimbSiedlik	SIEDLIK, RICHARD	PER DIEM AT LEADERSHIP SYMPOSIUM YAKIMA - CHAD S	$ 75.00	dwtp
256905	9/27/2019	ReimbVanWyck	VAN WYCK, SETH	PER DIEM AT LEADERSHIP SYMPOSIUM YAKIMA - SETH VW	$ 75.00	dwtp
257006	9/28/2019	360-293-3725-0501135	FRONTIER COMMUNICATIONS	DEPOT 9/28-10/27/19	$ 62.74	parks1
256961	9/30/2019	300-10063025	ALL BATTERY SALES & SERVICE	DISPOSABLE GLOVES (NITRILE SIZE L, XL AND M)	$ 281.53	apd
257062	9/30/2019	102659	LAKESIDE INDUSTRIES, INC.	RAILROAD BALLAST - STREET DEPT	$ 101.43	dshop
257063	9/30/2019	102658	LAKESIDE INDUSTRIES, INC.	5/8" & 3/4" ROCK SALES- STREET DEPT	$ 187.23	dshop
257223	9/30/2019	41600331724	LES SCHWAB TIRE CENTERS	FLAT TIRE REPAIR- VEH #709	$ 21.74	dshop
257091	9/30/2019	0919	NELSON, BONNIE	AGING MASTERY PROGRAM ADMINISTRATION - SEPTEMBER 2019	$ 500.00	admsrv
257145	9/30/2019	IN932861	NOANET	PILOT PROJECT - FIBER NETWORK OPS, GIS, AND ENGINEERING SUPPORT - SEPT 2019	$ 10,860.00	fiber
257218	9/30/2019	IN932860	NOANET	PHASE 3 - FIBER NETWORK OPS, GIS, AND ENGINEERING SUPPORT - SEPT 2019	$ 7,060.00	pw1
257219	9/30/2019	IN932862	NOANET	PER DIEM FOR PHASE 3 OPS, GIS, AND ENGINEERING SUPPORT - SEPT 2019	$ 246.00	pw1
257215	9/30/2019	7986	PETDATA, INC	PETDATA LICENSING FEES SEPTEMBER	$ 127.10	finance
257102	9/30/2019	300000340004	PUGET SOUND ENERGY INC	STREET LIGHTS: 08/29- 9/27/19	$ 65.34	dshop
257150	9/30/2019	300000290043	PUGET SOUND ENERGY INC	STREET LIGHTS: 08/1- 08/30/19	$ 16,736.88	dshop
257209	9/30/2019	300000325005	PUGET SOUND ENERGY INC	STREET LIGHTS: 08/7- 09/6/19	$ 75.07	dshop
257210	9/30/2019	300000006951	PUGET SOUND ENERGY INC	STREET LIGHTS: 08/29- 09/27/19	$ 116.25	dshop
257146	9/30/2019	1342	SKAGIT CONSERVATION DISTRICT	NPDES II OUTREACH & EDUCATION - SEPTEMBER 2019	$ 2,067.05	pw1
256902	9/30/2019	912616	SKAGIT COUNTY SOLID WASTE FUND	WTP DUMP RUN .032 TN	$ 32.16	dwtp
257240	9/30/2019	0173	SKAGIT COUNTY SOLID WASTE FUND	SEPTEMBER TONNAGE HAULED	$ 84,248.74	dshop
257239	9/30/2019	601217-0	SKIDMORE PHARMACY INC.	PHARM. COPAY, LEOFF1 RETIREE	$ 29.00	hr
257055	9/30/2019	INV00549842	SMARSH, INC	ARCHIVING PLATFORM 6/30-9/1/19	$ 194.36	infosys
257096	9/30/2019	0117757-IN	SWS EQUIPMENT	PARTS- VEH #511	$ 312.40	dshop
257004	9/30/2019	114-9226084	UNITED SITE SERVICES, INC	Portable toilet rental - Edwards Way	$ 94.22	parks1
257008	9/30/2019	114-9225733	UNITED SITE SERVICES, INC	Portable toilet rental - Ace of Hearts	$ 63.86	parks1
257010	9/30/2019	114-9225922	UNITED SITE SERVICES, INC	Portable toilet rental - WA Pk - Loop 2	$ 133.24	parks1
257011	9/30/2019	114-9225726	UNITED SITE SERVICES, INC	Portable toilet rental - WA Pk Loop #1	$ 119.13	parks1
257012	9/30/2019	114-9226249	UNITED SITE SERVICES, INC	LOWER BEACH RESTROOM RENTAL & SERVICE -	$ 165.46	parks1

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257013	9/30/2019	114-9221286	UNITED SITE SERVICES, INC	PORTABLE TOILET RENTAL & SERVICE - WA	$ 165.46	parks1
257014	9/30/2019	114-9217400	UNITED SITE SERVICES, INC	PORTABLE TOILET RENTAL @ ISLAND VIEW	$ 82.73	parks1
257142	9/30/2019	114-9226311	UNITED SITE SERVICES, INC	PENNSYLVANIA AVE PORTA POTTI 9/1-9/30/19	$ 151.09	dwtp
257109	9/30/2019	KT581492	UNIVAR USA INC	SODIUM FLUORIDE	$ 1,900.00	dwtp
257060	9/30/2019	9090125	UTILITIES UNDERGROUND LOCATION	SEPTEMBER LOCATES	$ 198.66	dshop
257135	10/1/2019	258233	ANACORTES ANIMAL HOSPITAL	BOARD & DISTRAINER; SEPTEMBER 2019	$ 487.50	apd
257085	10/1/2019	4664570	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	$ 10.68	medic
256965	10/1/2019	19-37375	EDGE ANALYTICAL, INC	BACT ANALYSIS FINISHED	$ 15.00	dwtp
256966	10/1/2019	19-37379	EDGE ANALYTICAL, INC	TCR ANALYSIS BOOSTERS	$ 165.00	dwtp
257234	10/1/2019	1255576864	GRAY, MATTHEW	DENTAL SERVICES, LEOFF1 RETIREE,	$ 208.00	hr
256963	10/1/2019	99013485432018	HARTFORD FIRE INSURANCE CO	WTP FLOOD INSURANCE POWER SUBSTATION	$ 7,783.00	finance
256964	10/1/2019	99013485392018	HARTFORD FIRE INSURANCE CO	WTP FLOOD INSURANCE INTAKE STATION	$ 8,137.00	finance
257214	10/1/2019	PDCOV-SEP19	JULIE C. WALTERS	PUB DEF COVERAGE	$ 620.50	court
257003	10/1/2019	3640	NW CLEANERS	LTAC HEART OF ANACORTES CLEAN/MAINT	$ 550.00	plan
256978	10/1/2019	5057691580	RICOH USA, INC	S/N C86086497 PUB DEF COPIES 7/1-9/30/19	$ 32.07	finance
256979	10/1/2019	5057691089	RICOH USA, INC	CITY WIDE 7/1-9/30/19	$ 313.28	finance
256980	10/1/2019	5057691432	RICOH USA, INC	S/N C86152062 HR COPIES 9/1-9/30/19	$ 14.50	finance
257069	10/1/2019	5057691647	RICOH USA, INC	S/N C86138599 APD FRONT OFFICE COPIES (9/1/19-9/30/19)	$ 32.56	apd
257072	10/1/2019	34684	THRIFTY CLEANERS	UNIFORM CLEANING; SEPTEMBER 2019	$ 30.43	apd
256958	10/1/2019	331 0483291	UNIFIRST CORPORATION	WATER CREW LAUNDRY	$ 59.39	wdist
257067	10/1/2019	POB 410	UNITED STATES POSTAL SERVICE	PO BOX 410 1 YR RENEWAL	$ 356.00	finance
256959	10/1/2019	10353177	VEAL, JANET	REGISTRANT REFUND - JANICE VEAL	$ 60.00	pkrec
257009	10/1/2019	118509	VENTEK INTERNATIONAL	SEPT SERVER HOSTING & CELLULAR	$ 135.00	parks1
257247	10/1/2019	1390886-0043-8	WASTE MANAGEMENT	SEPTEMBER 2019 CONTRACTED SERVICES	$ 112,273.37	finance
256982	10/1/2019	102853701-0006935	WAVE	FIBER LEASE WTP TO CITY HALL 10/1-10/31/19	$ 320.12	finance
257295	10/1/2019	102958801-0006935	WAVE	DIRECT INTERNET ACCESS (DIA) SERVICE - LIBRARY 10/1-10/31/19	$ 1,469.82	finance
257097	10/2/2019	300-10063189	ALL BATTERY SALES & SERVICE	GLOVES & WIPER FLUID- SHOP INVENTORY	$ 236.97	dshop
257134	10/2/2019	ReimbBrunk	BRUNK, ISAAC	PER DIEM AT PB TRAINING - ISAAC B	$ 96.00	dwtp
257149	10/2/2019	8498 30 017 0319913	COMCAST	LIBRARY INTERNET ACCESS 10/9-11/8/19	$ 182.16	finance
257143	10/2/2019	NV190028	CRALEY GROUP LIMITED	FIBER OPTIC TELEMETRY HPDE FITTINGS AND MICRO DUCT PURCHASE	$ 70,443.00	pw1
257084	10/2/2019	1171	DRIFTWOOD CONSTRUCTION, LLC	FIRE STATION 3 UPGRADES - CONSTRUCTION - SEPTEMBER 2019	$ 70,905.01	medic

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257066	10/2/2019	013860385	GALLS, LLC.	UNIFORM SHIRT; CORP LEETZ	$ 66.94	apd
257233	10/2/2019	1255576864	GRAY, MATTHEW	DENTAL SERVICES, LEOFF1 RETIREE	$ 175.00	hr
257071	10/2/2019	MV221432	MOTOR TRUCKS, INC	MIRROR- VEH #603	$ 32.83	dshop
257095	10/2/2019	X236908	PLATT ELECTRIC SUPPLY INC	HIT 61459-12 12S SM IN/OUT	$ 444.75	wdist
257111	10/2/2019	ReimbRossi	ROSSI, JAMES	PER DIEM AT PB TRAINING - JAMES R	$ 96.00	dwtp
257112	10/2/2019	ReimbSiedlik	SIEDLIK, RICHARD	PER DIEM AT PB TRAINING - CHAD S	$ 96.00	dwtp
257206	10/2/2019	1183521	SKAGIT PUBLISHING LLC	PUBLISH AA-1950320 AA-1950391	$ 239.54	finance
256968	10/2/2019	331 0483456	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	$ 86.06	dwtp
256790	10/2/2019	KT581801	UNIVAR USA INC	SODIUM BISULFITE	$ 1,803.46	dwwtp
256960	10/2/2019	I20002130	WASHINGTON STATE PATROL	BACKGROUND CHECKS; SEPTEMBER 2019	$ 92.75	apd
257005	10/2/2019	I20001665	WASHINGTON STATE PATROL	BACKGROUND CHECKS FOR REC LEAGUE COACHES	$ 165.00	parks1
257070	10/3/2019	1991442588	ARAMARK	APD NYLON MATS CLEANED	$ 16.31	apd
257074	10/3/2019	1991442597	ARAMARK	OPS: MAT CLEANING 10/03/19	$ 41.63	dshop
257077	10/3/2019	1991442596	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	$ 64.67	finance
257107	10/3/2019	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP GAS 8/29-10/1/19	$ 452.32	dwtp
257108	10/3/2019	19-36349	EDGE ANALYTICAL, INC	BACT ANALYSIS RAW	$ 49.00	dwtp
257207	10/3/2019	0802099	FERGUSON ENTERPRISES, INC	MXU'S	$ 942.94	wdist
257092	10/3/2019	1200219881	HDR ENGINEERING, INC	SANITARY SEWER STORAGE STUDY - 9/1/19-9/28/19	$ 29,502.84	pw1
256974	10/3/2019	R301583	KAMAN INDUSTRIAL TECHNOLOGIES	BALL BEARINGS	$ 867.80	dwwtp
257093	10/3/2019	001-447511	PISTON SERVICE OF ANACORTES	SUPER GLUE- #220	$ 1.64	dshop
257015	10/3/2019	347028	REECE, STORMIE	DEPOT CLEANING SEPT 2019	$ 792.00	parks1
256972	10/3/2019	CL94926	REISNER DISTRIBUTOR INC	VEHICLE FUEL - SEPT	$ 19,805.42	finance
257113	10/3/2019	ReimbRossi	ROSSI, JAMES	RED LION HOTEL STAY AT PB TRAINING - JAMES R	$ 107.64	dwtp
256981	10/3/2019	111113	WALTON BEVERAGE COMPANY, INC	WWTP BREAKROOM SUPPLIES	$ 35.00	dwwtp
257059	10/3/2019	111114	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	$ 210.00	finance
257061	10/3/2019	111116	WALTON BEVERAGE COMPANY, INC	OPS BREAKROOM SUPPLIES	$ 140.00	dshop
257082	10/3/2019	111112	WALTON BEVERAGE COMPANY, INC	AFD BREAKROOM SUPPLIES	$ 105.00	medic
257099	10/3/2019	111120	WALTON BEVERAGE COMPANY, INC	WTP BREAKROOM SUPPLIES	$ 108.00	dwtp
257094	10/4/2019	L270506	CORE & MAIN LP	TAP SLEEVE	$ 1,326.07	wdist
257224	10/4/2019	E19073P	ELEMENTAL AIR, LLC	WWTP COMPLIANCE TEST TO RESET OPERATING LIMITS	$ 11,469.60	dwwtp
257139	10/4/2019	INV-8391	MACLEOD RECKORD PLLC	GUEMES CHANNEL TRAIL 30% DESIGN - PHASE II - THROUGH 10/4/19	$ 805.32	pw1
257141	10/4/2019	INV-8392	MACLEOD RECKORD PLLC	GUEMES TRAIL DESIGN - PHASE 6 - THROUGH 10/4/19	$ 1,285.59	pw1
257098	10/4/2019	MV221667	MOTOR TRUCKS, INC	POCKET DOOR- VEH #603	$ 106.77	dshop
257083	10/4/2019	166977	OASYS INC	PLOTTER CHARGE BASE AND CONTRACT 10/9-11/8/19	$ 96.96	pw1

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
257147	10/4/2019	71780B-X	UNDERWOOD & ASSOCIATES, LLC	WWTP RESTROOM UPGRADE - DESIGN	$ 130.00	dwwtp
257136	10/5/2019	00005W5A83409	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 10-5-19	$ 9.77	apd
257137	10/7/2019	1991446353	ARAMARK	LAUNDRY SERVICE	$ 76.31	dwwtp
257101	10/7/2019	92746067	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE	$ 4,911.12	dwtp
257144	10/7/2019	1200220594	HDR ENGINEERING, INC	WTP CHLORINE CONVERSION PROJECT 9/1/19-9/28/19	$ 5,707.15	dwtp
257220	10/7/2019	001-447822	PISTON SERVICE OF ANACORTES	TIRE PRESSURE SENSOR- VEH #139A	$ 76.22	dshop
257222	10/7/2019	001-447792	PISTON SERVICE OF ANACORTES	TAILGATE CABLE- #151	$ 14.36	dshop
257205	10/8/2019	5003871	ANACORTES AMERICAN	OPERATIONS YEARLY SUBSCRIPTION 10/24/19-10/22/20	$ 58.00	dshop
257241	10/8/2019	101412	ASSOCIATION OF WASHINGTON	OCTOBER, SUPPLEMENTAL LIFE INSURANCE	$ 547.10	hr
257227	10/8/2019	October 2019	KORTERUD, WAYNE D	INDIGENT SCREENING FEE	$ 375.00	court
257236	10/8/2019	SEPT 2019	KORTERUD, WAYNE D	INDIGENT SCREENING FOR SEPTEMBER 2019	$ 375.00	court
257217	10/8/2019	BLD-2019-0325	LANG CUSTOM CONCRETE & CONSTRU	REFUND FOR WRONG SIZE WATER METER -	$ 1,137.56	finance
257229	10/8/2019	4659346	LANGUAGE LINE SERVICES	TELEPHONE INTERPRETER SERVICES FOR COURT ROOM	$ 5.92	court
257243	10/8/2019	1952473	MOTOR TRUCKS, INC	MIRROR KIT- VEH #151	$ 215.18	dshop
257230	10/8/2019	29280	PACIFIC SECURITY	SECURITY DETAIL FOR COURT DAYS	$ 796.25	court
257246	10/8/2019	Petty Cash	PETTY CASH FUND	PETTY CASH ENDING OCT 1, 2019	$ 146.00	finance
257221	10/8/2019	001-447866	PISTON SERVICE OF ANACORTES	DISC PADS- #151	$ 42.92	dshop
257216	10/8/2019	639498	SAN DIEGO POLICE EQUIP CO INC	TRAINING AMMO	$ 850.02	apd
257235	10/8/2019	601218-0	SKIDMORE PHARMACY INC.	PHARM. COPAY, LEOFF1 RETIREE	$ 18.10	hr
257293	10/9/2019	20191276	SYSTEMS DESIGN WEST, LLC	AMBULANCE BILLING SEPTEMBER	$ 3,776.85	finance
257292	10/9/2019	386000156	US BANK NA - CUSTODY TREAS DIV	INVESTMENT FEES 9/1/2019-9/30/2019	$ 67.00	finance
257294	10/9/2019	COURT & BUILDING FEE	WASHINGTON STATE TREASURER	3RD QTR COURT & BLDG FEES 2019	$ 38,343.73	finance
257245	10/20/2019	19-132-FAC-0011	VECA ELECTRIC & TECHNOLOGIES	RETAINAGE RELEASE	$ 1,566.02	pw1

Total **$916,031.00**

City Council Contract Agenda Bill

Meeting Date: 10/14/2019 **Agenda Item**: 5c

Subject: Contract Award - Ray Auld Drive Paving #19-168-TRN-001

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by:
Darcy Swetnam, City Attorney

Action Type: Contract Award

Summary Statement: City staff seeks City Council consent to award a contract in the amount of $57,154.00 to Lakeside Industries, Inc. to perform the Ray Auld Drive Paving project. The project provides for the materials, equipment and labor to pave Ray Auld Drive, Anacortes, WA 98221. Work includes preparation, pre-level, paving, and traffic control.

Background:

1. History: Ray Auld Drive is a city street connecting Heart Lake Road to Erie Mountain Drive. The Parks Department approached Engineering about repaving Ray Auld Drive. The Parks Department receives consistent citizen complaints regarding their experience of pavement condition of Ray Auld Drive while accessing Erie Mountain Drive and surrounding ACFL trailheads. Ray Auld Drive is in poor condition with a PCI rating of 5. Different options for upgrading the surface of Ray Auld Drive were considered including removing the existing pavement and turning it into a gravel road. However, this would trigger regular annual maintenance and possible stormwater treatment requirements to pave the road in the future. Repaving the roadway at this time will not require stormwater upgrades. It was determined that pre-leveling the road and repaving would provide an adequate surface for the projected traffic on this roadway.
2. Key Terms:
   - Total contract price of $57,154.00.
   - The Contractor will complete all work by December 31, 2019.
3. Competitive Bidding: In accordance with competitive bid requirements set forth under RCW 35.23.352 the project cost is under the competitive requirements for a multiple craft project and thus the Project Manager evaluated contractors and chose to contract with Lakeside Industries, Inc., Inc.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract 19-168-TRN-001 with Lakeside Industries, Inc. in the amount of $57,154.00 to perform the Ray Auld Drive Paving project.

Alternative Actions: Cancel the project

Attachments: Contract 19-168-TRN-001, Map

Contractor	Lakeside Industries, Inc.
Contract Amount	$57,154.00
Earmarked Funds	$1,800,000.00
BARS #	104.720.542.30.41
Budget Amendment Required?	No
Start Date	Notice to Proceed
End Date	12/31/19

CONTRACT 19-168-TRN-001
AGREEMENT WITH
Lakeside Industries, Inc.

This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and Lakeside Industries, Inc., a private contractor at PO Box 729, Anacortes, WA 98221 (herein after referred to as "Contractor").

PROJECT

Ray Auld Drive Paving

1. **Scope of Work:** Contractor shall furnish all materials, equipment, labor, and related items necessary to pave Ray Auld Drive, Anacortes, WA 98221. Work includes preparation, pre-level, paving, and traffic control. Work is subject to the 2018 City of Anacortes Engineering Standards, which is hereby incorporated by reference and made a part hereof.

2. **Contract Price:** The Contractor will perform the scope of work above for a firm fixed price of **Fifty-Seven Thousand One Hundred Fifty-Four Dollars ($57,154.00).** Payment terms are as follows:

Item #	Description	Estimated Quantity	Unit	Unit Price	Total Price
01	Mobilization	1	LS	$4,100.00	$4,100.00
02	Grind Butt Joints & Sweep For Overlay	1	LS	$11,200.00	$11,200.00
03	Traffic Control	-	-	-	-
04	Place 1" HMA Cl. 1/2" Prelevel / 17,280 S.F Place 2" HMA Cl. 1/2" Overlay / 17,280 S.F	340.00	TON	$123.10	$41,854.00
				Total	$57,154.00

*Rule 171 Applies To All Items

This includes all labor and materials for the project. Before any payment is made by the City of Anacortes of sums under this contract, the contractor must provide a copy of the statement of *Intent to Pay Prevailing Wage* approved by the Department of Labor and Industries. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the contactor will be retained.

3. **Bonds:** Pursuant to RCW 39.08.010, the Contractor shall provide the City a performance bond and payment bond for the full contract amount to be in effect as detailed in the incorporated General Provisions. The City may at its option release the bonds once all the conditions of RCW 39.08.010-1a have been discharged.

4. **Time of Completion:** The Contractor shall complete the work by December 31, 2019.

5. **Job Safety:** Contractor shall comply with all Department Labor & Industries and City of Anacortes safety standards.

6. **Contract Requirements:** Contractor must have a contractor license number, insurance, and City of Anacortes business license. **Prevailing Wage Law Applies**. Forms Needed: 1) Proof of Insurance with Additional Insured Endorsement (see General Provisions); 2) Intent to Pay Prevailing Wage; 3) Affidavit of Wages Paid; 4) Performance Bond; 5) Payment Bond; 6) Certification of Compliance with Wage Payment Statutes.

7. **Contract Documents:** The attached General Provisions and 2018 City of Anacortes Engineering Standards are included in this Contract Agreement.

The Owner and Contractor each binds 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.

In Witness Whereof, all portions of the Contract Agreement have been signed or identified by the Owner and Contractor.

Owner:
City of Anacortes

____
Mayor

____
Date

Contractor:
Lakeside Industries, Inc.

____
Signature

____
Printed Name

____
Date

____
Contractor License #

1. Delivery. Advance coordination of the work shall be made with the Project Manager Tim Hohmann (360) 588-8068.

2. WASHINGTON STATE PREVAILING WAGES

Washington State Prevailing Wages apply to all Work. The Contractor and any of its Subcontractors are required to pay their laborers and mechanics minimum wage in compliance with Washington State Prevailing Wage Laws. Before any payment is made by the City of Anacortes of any sums under this contract, the contractor and each subcontractor must provide the City with a copy of the statement of *Intent to Pay Prevailing Wages* approved by the Washington State Department of Labor and Industries (L&I). Following contract completion, the City will not release any funds retained, according to the provisions of RCW 60.28.010, until the contractor and each subcontractor has provided the City a copy of the *Affidavit of Wages Paid* approved by L&I. L&I provides the wage forms. Payment by the contractor or subcontractor of any fees are incidental to the project and all costs shall be included in other pay items of the project.

For contracts in excess of $10,000, the contractor must post in a conspicuous place at the job site, a copy of the statement of *Intent to Pay Prevailing Wages* approved by L&I and the address and phone number of the Industrial Statistician where complaints or inquires may be made. The City will refer any dispute regarding the prevailing rate of wage to L&I for arbitration.

The State of Washington prevailing wage rates applicable for this public works project, which is located in Skagit County, may be found at the following website address of the Department of Labor and Industries: https://fortress.wa.gov/lni/wagelookup/prvwagelookup.aspx. The prevailing wage schedule in effect for the work under the contract will be the one in effect upon the date of execution of the contract. A copy of the applicable prevailing wage rates are also available for viewing at the office of the Owner, located at 904 6th Street, Anacortes, WA. Upon request, the Owner will mail a hard copy of the applicable prevailing wages for this project.

3. Performance and Payment Bonds. The City is required by RCW 39.08.010, with limited exceptions, to obtain both a Performance and a Payment bond for each public works project. The City requires separate Performance and Payment bonds for 100% of the contract amount furnished on bond forms standardized by the City Attorney's office. The bonds must meet the following provisions:

- Be for the full amount of the project, including tax.
- Name City of Anacortes as the obligee.
- List the correct Project Name and Project Number.
- Be signed by both the surety (the Attorney in Fact) and the Contractor.
- Be issued by a surety authorized to do business in the State of Washington (listed on the Insurance Commissioners website) and which meets the AM Best Rating required in the Contract Documents. If no requirement exists, a minimum of AM Best Rating A-7 or better will be required.

Release of Bonds
Bonds will not be released until the project has been completed and finally accepted.

Performance Bonds – Performance Bonds will be released at the end of the warranty period or six months after the date of final acceptance, whichever is later. The City may at its option release the bond once all the conditions of RCW 39.08.010-1a have been discharged.

Payment Bonds – Payment Bonds will be released either 45 days after final acceptance of the project or upon receipt of releases from the Department of Revenue, Department of Employment Security and the Department of Labor and Industries, whichever is later. Release is contingent on the fact that no claims against the bond have been filed prior to the 45 day mark. If claims have been filed against the bond, it will not be released until the claims have been resolved.

Exceptions – On projects $150,000 and under, the Contractor can, in lieu of providing a performance and payment bond, request to have the City withhold 10% of monies earned on the project for a period of 30 days after final acceptance of the completed work or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens filed under Chapter 60.28 RCW, whichever is later. This exception is dependent on pre-approval by the City Attorney, and the City reserves the right to reject requests to waive the bond requirements.

4. Retainage. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the Contractor will be retained. The Contractor may elect to execute a Retainage Bond. The bond must be furnished on a bond form standardized by the City Attorney's office and issued by a surety currently authorized by the State Insurance Commissioner to do business in Washington State. Retainage will be released **45 days after final acceptance**, provided that the following has occurred:

1) All liens placed against the project have been released. For projects over $35,000, releases from the Department of Labor and Industries, Department of Employment Security and the Department of Revenue will also be required.
2) Affidavits of Wages paid for the final correct contract amount are approved and on file for the Contractor and any subcontractors.

3) Worker's Compensation Premiums for the Contractor and any subcontractors are current.

Note: If the City has approved the Contractor's request to waive the bond requirements, the City will withhold a total of 10% of the monies earned for a period of 30 days after final acceptance of the completed work or until receipt of all necessary releases from the Department of Revenue and the Department of Labor and Industries and settlement of any liens filed under Chapter 60.28 RCW, whichever is later.

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

(1) of the acceptability of any subcontract terms or conditions;
(2) of the allowability of any cost under this contract, or
(3) to relieve the Contractor of any responsibility for performing this Contract.

As required by RCW 39.06.020, the Contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify responsibility criteria for each of its subcontractors. Verification is to include that, at the time of subcontract execution, each subcontractor meets the responsibility criteria listed in RCW 39.04.350(1) and additionally - if applicable - possesses an electrical contractor license or an elevator contractor license. This verification requirement, as well as the responsibility criteria, must be included in every public works contract and subcontract of every tier. The Contractor shall give immediate written notice of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this contract, with respect to which the Contractor may be entitled to reimbursement from the City.

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

7. Invoicing. All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Contract Title, Agreement Number and Price, or Amended Price. The Contractor must invoice **MONTHLY** for quantities delivered during the invoice period. 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. Contractors may complete a City furnished ACH/EFT form to receive electronic payments directly to their financial institution. The City shall notify the Contractor within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Contractor shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

8. Withholding Payment. In the event the City determines that the Contractor 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 Contractor 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 Contractor to terminate or damages, provided that the City promptly gives notice in writing to the Contractor 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 Public Works Director set forth in such notice to the Contractor 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 Contractor 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 Public Works Director 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 Contractor, (3) to set off any amount so paid or incurred from amounts due to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Contractor by reason of good faith withholding by the City under this clause.

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

10. Inspection.

A. **Of the Work**

All materials furnished and work done shall be subject to inspection. The City Project Manager administering the Contract shall at all times have access to the work wherever it is in progress or being performed, and the Contractor shall provide proper facilities for such access and inspection. Such inspection shall not relieve the Contractor of the responsibility of performing the work correctly, utilizing the best labor and materials in strict accordance with the Specifications of the Contract. All material or work approved and later found to be defective shall be replaced without cost to the City.

B. **Project Manager's Authority**
The Project Manager shall have power to reject materials or workmanship which do not fulfill the requirements of these Specifications, but in case of dispute the Contractor may appeal to the City Attorney whose decision shall be final. The Contract shall be carried out under the general control of the representative of the City administering the Contract, who may exercise such control over the conduct of the work as may be necessary, in his or her opinion, to safeguard the interest of the City. The Contractor shall comply with any and all orders and instructions given by the representative of the particular Department administering the Contract in accordance with the terms of the Contract. Nothing herein contained, however, shall be taken to relieve the Contractor of his/her obligations or responsibilities under the Contract.

11. New and Unused. All units, equipment, parts and material shall be new, unused, manufacturer's current model year and in current production. All materials shall have physical and chemical properties to withstand the intended purpose. Equipment design shall have sufficient excess capacity for durability and safety.

12. Warranty. The Contractor shall return to the project and repair or replace all defects in workmanship and material discovered within one year after Final Acceptance of the Work, including any necessary labor and materials. The Contractor shall start work to remedy any such defects within 7 calendar days of receiving City’s written notice of a defect, and shall complete such work within the time stated in the City’s notice. In case of an emergency, where damage may result from delay or where loss of services may result, such corrections may be made by the City’s own forces or another contractor, in which case the cost of corrections shall be paid by the Contractor. In the event the Contractor does not accomplish corrections within the time specified, the work will be otherwise accomplished and the cost of same shall be paid by the Contractor. When corrections of defects are made, the Contractor shall then be responsible for correcting all defects in workmanship and materials in the corrected work for one year after acceptance of the corrections by City. In addition, the Contractor shall obtain and submit to the City any necessary documentation to secure any extended manufacturer’s warranty and warranty terms. This guarantee is supplemental to and does not limit or affect the requirements that the Contractor’s work comply with the requirements of the Contract or any other legal rights or remedies of the City.

13. Defense and Indemnity Agreement. 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.

14. Insurance.
A.**Insurance Term:** The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor’s work through the term of the contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

B. **No Limitation:** The 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.

C. **Minimum Scope of Insurance:** The Contactor’s required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. **The City of Anacortes and its officers, elected officials, employees, agents, and volunteers shall be named as an additional insured** under the Contractor’s Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements

providing at least as broad coverage.

3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

D. **Minimum Amounts of Insurance:** The Contractor 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 $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products-completed operations aggregate limit.

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

F. **Other Insurance Provision:** The Contractor'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 Contractor's insurance and shall not contribute with it.

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

H. **Verification of Coverage:** The Contractor 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 Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

I. **Subcontractors' Insurance:** The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

J. **Notice of Cancellation:** The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

K. **Failure to Maintain Insurance:** Failure on the part of the Contractor 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 Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

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

16. Registered or Licensed Contractor. The City is prohibited by RCW 39.06.010 from executing an Agreement with a Contractor who is not registered or licensed as required by the laws of the state. In addition, a City of Anacortes business license is required for any business working inside the city limits whose annual value of products, gross proceeds of sales, or gross income of the business in the city is more than $2,000. Business licenses can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.

17. Discrimination Prohibited. During the performance of this Agreement, the Contractor and subcontractors shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of age, sex, race, creed, religion, color, national origin, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, gender identity, or any other classification protected under federal, state, or local law. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of services under this Agreement. Contractor agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity and Nondiscrimination statutes and regulations.

18. <u>Contractor is an Independent Contractor</u>. The parties intend that an independent Contractor relationship will be created by this Agreement. No agent, employee or representative of the Contractor shall be deemed to be an agent, employee or representative of the City for any purpose. Contractor shall be solely responsible for all acts of its agents, employees, representatives and Sub-Contractors during the performance of this Agreement.

19. <u>No Third Party Beneficiary Rights</u>. 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. <u>The City's Right to Terminate Agreement.</u>
A. **Termination for Default:** If the Contractor 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 Contractor 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 Contractor shall not be entitled to receive any further payments under the Agreement until the Scope of Services under this Agreement 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 Contractor. The Contractor 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 Contractor 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 Contractor shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work through the date of termination. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

21. <u>Changes/Additional Work</u>. The City may engage Contractor to perform services in addition to those listed in this Agreement, and Contractor 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 Contractor 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. <u>Non-waiver</u>. 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. <u>Covenant Against Contingent Fees</u>. The Contractor warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, 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.

24. <u>Disputes</u>
A. **General:** Differences between the Contractor 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 Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the City, or (2) the happening of any event or occurrence, unless the Contractor 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 Contractor 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. Contractor 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 Contractor 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 Contractor 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 Contractor arising out of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Contractor 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.

25. Force Majeure. Definition: Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement if and to the extent that such party's performance of this Agreement is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and could not have been avoided by exercising reasonable diligence. Force majeure shall include acts of God, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. Notification: If either party is delayed by force majeure, said party shall provide written notification within forty-eight (48) hours. The notification shall provide evidence of the force majeure to the satisfaction of the other party. 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 Contractor shall have no recourse against the City.

26. 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.

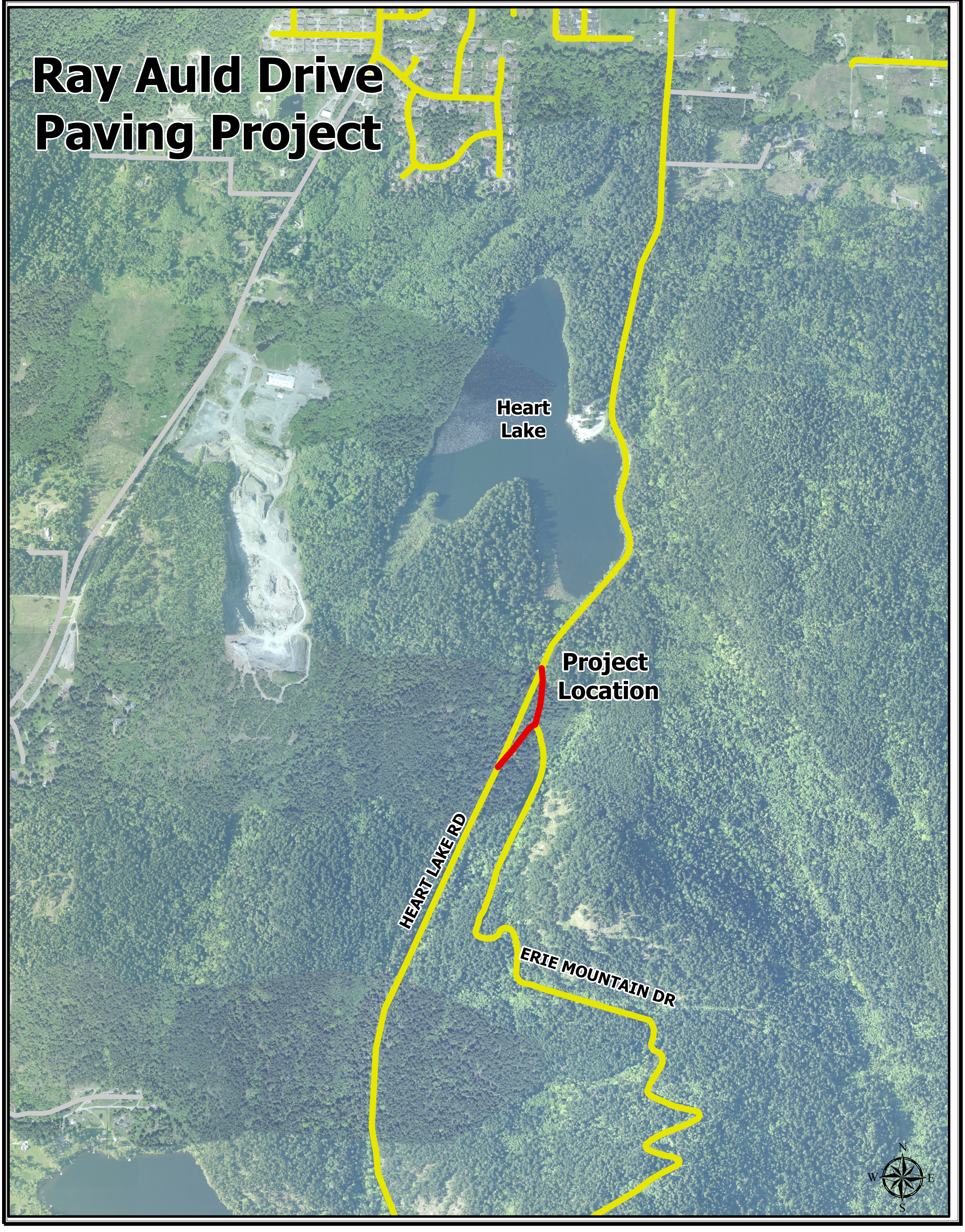
27. Compliance with Laws. The Contractor in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. Contractor will follow all applicable laws and requirements for excavation and disposal of material.

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. Survival of Contract Termination. The provisions of the following paragraphs, the provisions of the non collusion affidavit, and the liability of the Contractor for default during the term of the Contract shall survive, notwithstanding the termination or invalidity of this Contract for any reason: Taxes; Warranty; The City's Right to Terminate Contract; Governing Law; Defense & Indemnity Agreement; Disputes.

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

CITY:	CONTRACTOR:
City of Anacortes Tiffany Matson 904 6th Street PO Box 547 Anacortes, WA 98221	Lakeside Industries, Inc., Justin Blouin PO Box 729 Anacortes, WA 98221


Ray Auld Drive
Paving Project
Heart
Lake
Project
Location
HEART LAKE RD
ERIE MOUNTAIN DR
N
E
S
W

Pickett Pocket Park Public Hearing

October 14, 2019

Proposed Public Process

» Step One: Pickett Pocket Park Agreement: The Agreement lays out all the transactions and binds all the parties to follow through on each of the steps laid out below

» Step Two: Vacation Process: Resolution 2057
  - Required by RCW 35.79.010 to set public hearing by Resolution
  - Date: September 23, 2019

» Step Three: Vacation Process: Public Hearing
  - Required by RCW 35.79.030 and AMC 12.50.070 to hold public hearing and adopt vacation by ordinance
  - Date: October 14, 2019
  - If approved, ordinance vacating right-of-way is recorded with Skagit County Auditor

Location: 2100 Block of Commercial Avenue.

City Council Agenda Bill

Meeting Date: 10/14/2019 **Agenda Item**: 6a

Subject: Ordinance 3049, vacating the west 150 feet of right-of-way of the alley in Block 3, Stewart's First Addition to the City of Anacortes, Washington

Staff Contact: Jonn Lunsford

Approved for Submittal to Council by	
x	Laurie Gere, Mayor
x	Steve Hoglund, Finance Director
x	Darcy Swetnam, City Attorney

Action Type	
x	Ordinance No. 3049
	Code Revision?
	Resolution
	Contract
	Public Hearing
	Staff Report

Summary Statement: Staff recommends adoption of Ordinance 3049, which vacates the west 150 feet of the unopened right-of-way on the east side of the 2100 block of Commercial Avenue pursuant to the Pickett Pocket Park Agreement for construction of a public park.

Background: City Council approved the Pickett Pocket Park Agreement on September 16, 2019, between the City and property owners abutting the above-described unopened right-of-way. The Agreement dictated that the City would initiate a Petition for Vacation of the unopened right-of-way area within 10 days of the Agreement. The first step in the vacation process was the adoption of Resolution 2057, which scheduled a public hearing for October 14, 2019 on the Petition. Upon closure of the public hearing, staff recommends approval of the attached ordinance.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	
Revenue Source	

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: Parks and Recreation sub-Committee has discussed the process at previous meetings.

Competing Viewpoints Considered: N/A

Recommended Motion: I move we adopt Ordinance 3049, vacating the west 150 feet of the alley in Block 3, Stewart's First Addition to the City of Anacortes.

Alternative Actions: N/A

Attachments (listed in order presented): Proposed Ordinance 3049

RETURN TO:
City of Anacortes
P.O. Box 547
Anacortes, WA 98221

ORDINANCE NO. 3049

AN ORDINANCE VACATING A RIGHT-OF-WAY OF THE WEST 150 FEET OF THE ALLEY IN BLOCK 3, STEWART'S FIRST ADDITION TO THE CITY OF ANACORTES, WASHINGTON

WHEREAS, the City of Anacortes desires to construct a small pocket park, to be named the Pickett Pocket Park, in the unopened right-of-way between 2119 and 2101 Commercial Avenue for the benefit of the neighboring property owners and the public to honor former City Councilmember Erica Pickett; and

WHEREAS, at the September 16, 2019 City Council meeting, Council approved adoption of the Pickett Pocket Park Agreement between the City and surrounding property owners providing the process for vacating the herein described right-of-way, quitclaiming the vacated area to the City, and then City construction and maintenance of the park; and

WHEREAS, at the September 23, 2019 City Council meeting a resolution was passed to set a hearing date for October 14, 2019, to consider a petition to vacate right-of-way (ROW) consisting of the west 150.1 feet of the alley in Block 3, Stewart's First Addition to the City of Anacortes, Washington; and

WHEREAS, per AMC Chapter 12.50 Street and Alley Vacation the City Council, by motion, elected to forgo review by the board of Adjustments (AMC 12.50.060(F)); and

WHEREAS, AMC Chapter 12.50.130(B) provides that where a vacation has been initiated by the City, the owners of property abutting the area to be vacated shall not be required to pay compensation for the area to be vacated; and

WHEREAS, the vacated property described herein is not required for the needs of the City as right-of-way; and

WHEREAS, the City Council held a public hearing on said proposal on October 14, 2019, and agreed to approve the proposal as set-forth below; now, therefore

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ANACORTES, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The following described right-of-way on streets and alleys located in the City of Anacortes should be and are hereby vacated:

The west 150 feet of the alley in Block 3, "Stewart's First Addition to the City of Anacortes, Washington", as per Plat Recorded in Volume 2 of Plats, Page 14, Records of Skagit County; more particularly described in Record of Survey Recorded in Skagit County Auditor's File number 201110250019, Records of Skagit County, Washington.

Situate in the County of Skagit, State of Washington.

SECTION 2. No compensation is required for the vacated area.

SECTION 3. Effective Date: This ordinance shall take effect five days after execution.

PASSED AND APPROVED this 14th day of October, 2019.

CITY OF ANACORTES:

BY: ___________________________
Laurie Gere, Mayor

ATTEST:

____
Steve D. Hoglund, City Clerk Treasurer

APPROVED AS TO FORM:

____
Darcy J. Swetnam, WSBA #40530
City Attorney

Anacortes Water Treatment Plant

Controls Modifications Project - Phases 2 and 3

BAS Trains Controls, Electrical Scope

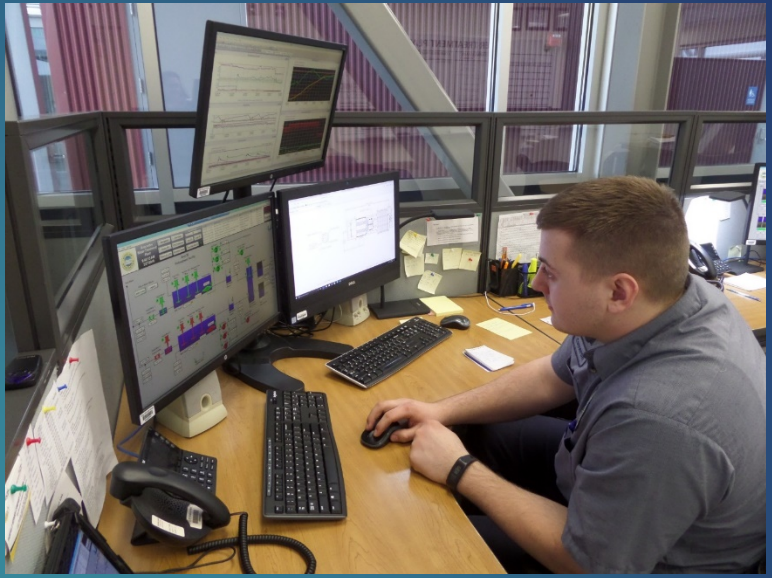
Quality Controls Corporation (QCC)

#19-031-WTR-003

$163,145

Controls Modifications Project - Objective

- Improve reliability at the water treatment plant by reprogramming the automated control system to allow for more flexible operation and manual operator intervention



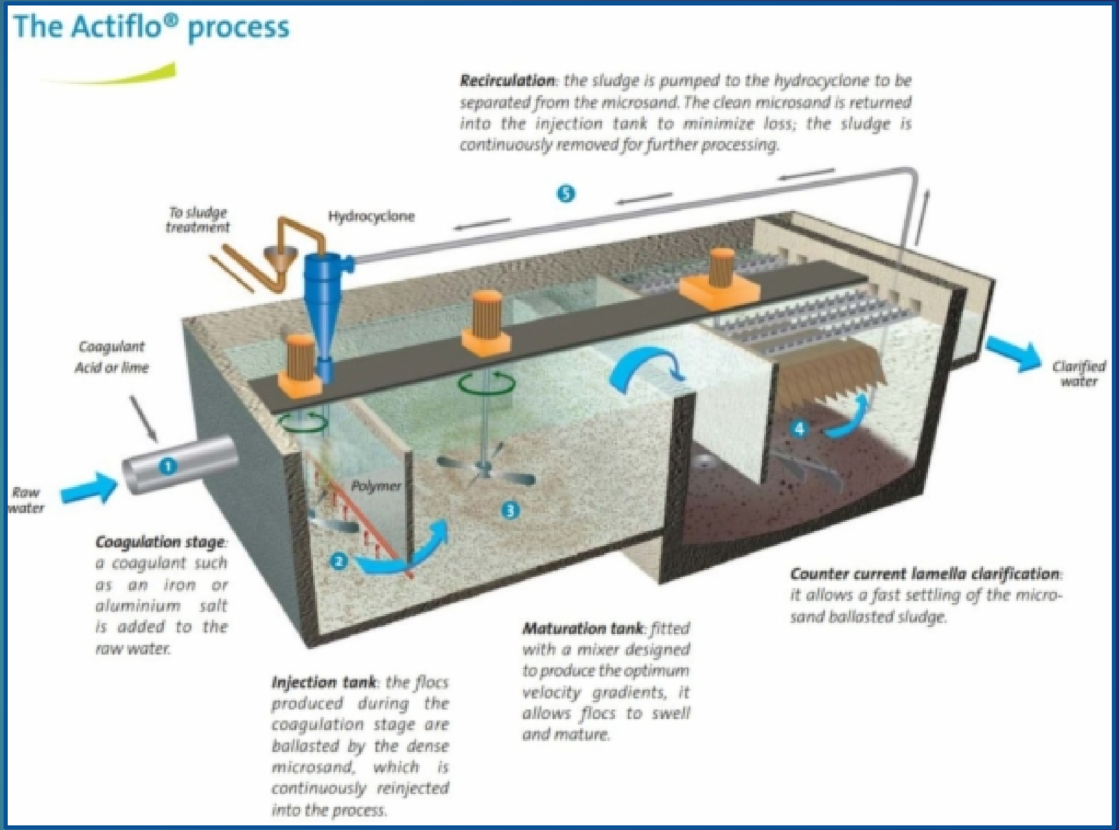
- The systems in need of reliability improvements to ensure consistent and dependable operations are:
  - Actiflo Ballasted Sedimentation System (BAS)
  - Motor Control Networks
  - Manual Filter Controls

Controls Modifications Project - Background

- The plant has an extensive instrumentation and control network, allowing all treatment process to be controlled automatically and manually
- Monitoring through the Supervisory Communication and Data Acquistion (SCADA) system is critical to operations
- Instances have occurred during the past five years, while the new plant has been in service, that have exposed criticle vulnerabilities in the essential treatment processes
- For example, the entire BAS process can shut down due to losing a device in the automated control system even if the device can be run manually

Ballasted Sedimentation - Actiflo

- The Ballaster Sedimentation is a critical component in the treatment of water at the plant
- The Actiflo System combines coagulant and other chemicals to cause small particles to flocculate together into larger ones
- The larger particles settle and are pumped out while the water goes to the filtering system to catch any remaining turbidity



Controls Modifications Project - Background

- The DeviceNet automated control system, which was installed at the start of the new plant, is no longer a recommended technology
- Staff recommended replacing it with industrial ethernet, which was completed in phase 1 of the project by Quality Controls Corporation (QCC)
  - allows monitoring and control directly with each motor controller
  - eliminates the vulnerability of the protocal converters
- Also completed in phase 1 by HDR Engineering
  - support of control and communications modifications
  - management and adminstration
  - revised control loop descriptions for the BAS
- Costs of project to date are $160,129.72

Controls Modifications Project – Phases 2 and 3

- Phases 2 and 3 will include:
  - BAS trains 1 and 2 control upgrades
  - Electrical scope
  - Staff also recommended the Varible-Frequency Drives (VFD) for critical equipment at the plant be replaced with Allen-Bradley automation products to ensure:
    - Seamless and consistent communication with the network
    - Integration with the control system
- Additional phases may be brought to council after a project evaluation
  - Phase 4 – Train 1 motor control network upgrade
  - Phase 5 – Train 2 motor control network upgrade
  - Phase 6 – Filter control feasibility study

Questions?

Controls Modifications Project - Phases 2 and 3
BAS Trains Controls, Electrical Scope
Quality Controls Corporation (QCC)
#19-031-WTR-003
$163,145

City Council Contract Agenda Bill

Meeting Date: 10/14/2019 **Agenda Item**: 7a

Subject: Contract Award – WTP Controls Modifications Project – Phases 2 & 3 BAS Trains Controls Upgrade 19-031-WTR-003

Staff Contact: Fred Buckenmeyer

Approved for Submittal to Council by: Darcy Swetnam, City Attorney	**Action Type:** Contract Award

Summary Statement: City staff seeks City Council consent to award a contract in the amount of $163,145.00 to Quality Controls Corporation to perform Phases 2 & 3 BAS Trains Controls Upgrade of the Water Treatment Plant Controls Modifications Project. This is the second and third of a possible six phases in the Water Plant System Reliability Upgrade project. Phase 1, which included design and installation of a plant wide industrial Ethernet network, has been completed.

The project will be evaluated with the possibility of bringing additional phases to council:
- Phase 4 – Train 1 Motor Control Network Upgrade
- Phase 5 – Train 2 Motor Control Network Upgrade
- Phase 6 - Filter Controls Feasibility Study

Background:

1. History: Over the last five years since the plant was brought online, there have been several instances that have exposed critical vulnerabilities in the plant's essential treatment processes. The following systems were identified as areas in need of reliability improvements to ensure consistent and dependable operation:
   - Actiflo Ballasted Sedimentation System (BAS)
   - Motor Control Networks
   - Manual Filter Controls

Due to the stringent nature of control strategy, losing a device from the automated control system can shut down the entire Ballasted Sedimentation System (BAS) process even if the failed device can still be run manually. In order to improve reliability, it has been determined the system should be further investigated and reprogrammed to allow for more flexible operation and manual operator intervention.

Reliable network communication to the motor control equipment is imperative to the plant's operation and while DeviceNet was a common network protocol at the time of installation, it is no longer a recommended technology. Removing the DeviceNet networks and replacing them with industrial ethernet will allow for monitoring and control directly with each motor controller and eliminate the vulnerability of the protocol converters. It is also recommended that the VFDs for the critical equipment in the plant be replaced with Allen-Bradley products to ensure seamless and consistent communication with the network and integration with the control system.

2. Key Terms:
   - Contract is on a time and materials basis not-to-exceed $163,145.00.
   - The work performed under this Agreement shall be completed within six (6) months from the date of contract execution.

3. Competitive Bidding: Quality Controls Corporation was designated sole source for PLC and SCADA system development and maintenance at the WTP via Resolution 1930 at the 10/5/15 Council meeting.

Previous Council/Committee Action: Contracts 19-031-WTR-001 to HDR for engineering, and 19-031-WTR-002 to QCC for Phase 1 of the project were awarded at the 3/11/19 Council meeting.

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 19-031-WTR-003 with Quality Controls Corporation in the amount of $163,145.00 to perform the WTP Controls Modifications Project – Phases 2 & 3 BAS Trains Controls Upgrade.

Alternative Actions: Not award the contract, risk continued loss of communications and control at the WTP.

Attachments: Contract 19-031-WTR-003

Contractor	Quality Controls Corporation
Contract Amount	$163,145.00
Earmarked Funds	$400,000.00
BARS #	401.000.594.34.63
Budget Amendment Required?	No
Start Date	Inception
End Date	6 months

CONTRACT 19-031-WTR-003
Between
THE CITY OF ANACORTES
AND
QUALITY CONTROLS CORPORATION

WTP Controls Modifications Project – Phases 2 & 3 BAS Trains Controls Upgrade

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Quality Controls Corporation, hereinafter referred to as the "Consultant";

WHEREAS, the City requires professional services of the Consultant;

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

1. **Scope of Work**. Under this Agreement, the Consultant shall provide professional services necessary for the completion of Phases 2 & 3 BAS Trains Controls Upgrade for the WTP Controls Modifications Project. The work is detailed in Exhibit A, which is hereby incorporated by reference and made a part hereof. In addition, the Consultant shall provide Cat6 network cable and connectors for Phase 1 and O&M Manuals. Work shall be performed under the direction of the Project Manager, Jeff Marrs, who may be reached at (360) 428-1598 or email jeffm@cityofanacortes.org.

2. **Price.** The work performed under this Agreement shall be performed on a time and materials basis not-to-exceed **One Hundred Sixty-Three Thousand One Hundred Forty-Five Dollars ($163,145.00).**

3. **Time of Completion.** The work performed under this Agreement shall be completed within six (6) months from the date of contract execution.

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

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

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

5. **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 at least **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.

6. **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.

7. **Defense and Indemnity Agreement.** Consultant shall defend, indemnify and hold the Public Entity, 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 Public Entity.

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 Public Entity, 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.

8. **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. 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. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

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

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

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

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

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

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

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

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

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

12. **Discrimination Prohibited.** During the performance of this Agreement, the Consultant and subConsultants shall not discriminate in violation of any applicable federal, state and/or local law or regulation on the basis of age, sex, race, creed, religion, color, national origin, marital status, disability, honorably discharged veteran or military status, pregnancy, sexual orientation, gender identity, or any other classification protected under federal, state, or local law. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of services under this Agreement. Consultant agrees to comply with the applicable provisions of State and Federal Equal Employment Opportunity and Nondiscrimination statutes and regulations.

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

14. **The City's 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. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

15. **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.
16. **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.

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

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

19. **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.

20. **Force Majeure.** Definition: Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement if and to the extent that such party's performance of this Agreement is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and could not have been avoided by exercising reasonable diligence. Force majeure shall include acts of God, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. Notification: If either party is delayed by force majeure, said party shall provide written notification within forty-eight (48) hours. The notification shall provide evidence of the force majeure to the satisfaction of the other party. 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.

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

22. **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.

23. **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.

24. **Survival of Agreement Termination**. The articles relating to Defense and Indemnity Agreement, Ownership and Use of Documents, 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.

25. **Notices**. Notices to the City of Anacortes shall be sent to the following address:

CITY:	CONSULTANT:
City of Anacortes Tiffany Matson 904 6th Street PO Box 547 Anacortes, WA 98221	Quality Controls Corporation James Cross 5015 208th Street, SW, Suite 1-B Lynnwood, WA 98036

Receipt of any notice shall be deemed effective three days after deposit of written notice in the U.S. mails, with proper postage and properly addressed.

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to be bound accordingly;

CITY OF ANACORTES	QUALITY CONTROLS CORPORATION
By ______________________________	By ______________________________
Laurie Gere, Mayor	Signature
Date ____________________________	______________________________
	Printed Name
	Title ____________________________
	Date____________________________

Phase 2 Scope of Work – BAS Train 1 Controls Upgrade

1. QCC investigates the existing Kruger BAS programs and process control narratives to identify system vulnerabilities.

2. QCC reprograms the BAS Train 1 control system to only include critical process interlocks and allow for more flexible operator control.

3. QCC makes the following modifications to existing MCC-2910:
    - Replace Maturation Tank Mixer 15HP Eaton SVX9000 VFD with AB PF753 VFD
    - Replace QTY (4) Eaton C441L DeviceNet Communication Modules with Eaton C441R Ethernet/IP Communication Modules
        - In-Line Mixer Starter
        - Coagulation Tank Mixer Starter
        - Injection Tank Mixer Starter
        - QTY (1) Spare Starter
    - Replace all DeviceNet Cabling with Ethernet Cable
    - Remove 1788-CN2DN DeviceNet / ControlNet Converter

4. QCC makes the following modifications to existing MCC-2930 (network segment 1):
    - Replace Sludge Scraper 3HP Eaton SVX9000 VFD with AB Powerflex series drive
    - Replace QTY (4) Eaton C441L DeviceNet Communication Modules with Eaton C441R Ethernet/IP Communication Modules
        - Settled Water Mixer Starter
        - Sand Pump 1 Starter
        - Sand Pump 2 Starter
        - Sand Pump 3 Starter
    - Replace all DeviceNet Cabling with Ethernet Cable
    - Remove 1788-CN2DN DeviceNet / ControlNet Converter

5. QCC provides all PLC, SCADA, Operator Interface, and network device programming and configuration required to convert all BAS Train 1 equipment to the new ethernet network.

Phase 3 Scope of Work – BAS Train 2 Controls Upgrade

1. QCC reprograms the BAS Train 2 control system to only include critical process interlocks and allow for more flexible operator control.

2. QCC makes the following modifications to existing MCC-2920:
    - Replace Maturation Tank Mixer 15HP Eaton SVX9000 VFD with AB Powerflex series drive
    - Replace QTY (4) Eaton C441L DeviceNet Communication Modules with Eaton C441R Ethernet/IP Communication Modules
        - In-Line Mixer Starter
        - Coagulation Tank Mixer Starter
        - Injection Tank Mixer Starter
        - QTY (1) Spare Starter
    - Replace all DeviceNet Cabling with Ethernet Cable
    - Remove 1788-CN2DN DeviceNet / ControlNet Converter

3. QCC makes the following modifications to existing MCC-2930 (network segment 2):
    - Replace Sludge Scraper 3HP Eaton SVX9000 VFD with AB Powerflex series drive
    - Replace QTY (5) Eaton C441L DeviceNet Communication Modules with Eaton C441R Ethernet/IP Communication Modules
        - Sand Pump 4 Starter
        - Sand Pump 5 Starter
        - Sand Pump 6 Starter
        - Plant Water Pump 1 Starter
        - QTY (1) Spare Starter
    - Replace all DeviceNet Cabling with Ethernet Cable
    - Remove 1788-CN2DN DeviceNet / ControlNet Converter

Clarifications and Exclusions

1. The DeviceNet Network currently monitors the trip status of all breakers in the motor control centers. This information is not used in the control system and is not essential to the operation of the plant. This proposal does ***NOT*** include breaker monitoring over the ethernet network. This functionality could be added in the future if desired.

2. All motor sizing was determined from project bid documents and the Eaton MCC Drawing Package MSE0004903 dated 1/13/2012. Please confirm starter sizing for all equipment included in this proposal.

3. At this time it is unclear if the existing GE 369 Multilin Motor protection relays for the High Service pumps can be upgraded to communicate on the ethernet network. This proposal assumes that they can be modified by the manufacturer to communicate native Ethernet IP. If they cannot and must be replaced in order to communicate on the ethernet network, an alternative Allen-Bradley product would be investigated further and quoted at a later date.

4. QCC does ***NOT*** provide UL field inspection or recertification of the existing equipment modified on this project. QCC can provide these services for an additional fee if required by the local authority having jurisdiction.

4. QCC provides process control system cutover planning and coordination for all phases included in this proposal.

5. QCC provides all PLC, SCADA, Operator Interface, and network device programming and configuration services required for all phases included in this proposal.

6. QCC supplies field start-up, commissioning, and training as required for all phases included in this proposal.

7. QCC provides CAD-based drawings, Bill of Materials, and Operation and Maintenance manuals as required for all equipment included in this proposal.

City Council Agenda Bill

Meeting Date: 10/14/2019 **Agenda Item**: 7b

Subject: Resolution of Equality and Inclusion

Staff Contact: Darcy Swetnam

Approved for Submittal to Council by	
	Laurie Gere, Mayor
	Steve Hoglund, Finance Director
X	Darcy Swetnam, City Attorney

Action Type	
	Ordinance No.
	Code Revision?
X	Resolution No. 2060
	Contract
	Public Hearing
	Staff Report

Summary Statement: The City Council and Mayor are committed to maintaining Anacortes as a welcoming, safe, and just community for everyone to live in, work in, and visit. The City Council and Mayor declare it to be the policy of the City that our City is accessible and open to everyone, to vigorously oppose all acts of intolerance, bullying and hatred, and to provide equal access to our local government to all persons in our City.

Background: There has been a rise in hate crimes and intimidation across the country in the past several years. Reverend Terry Kyllo has worked to promote tolerance and understanding among people of different cultural and religious backgrounds. He provided examples of resolutions passed by cities in several states to Councilmembers Young, McDougall, and Moulton for their review. They in turn used elements from those resolutions to create one that they believe reflects the City's commitment to being accessible, open, and welcoming to all.

Budget Impact	
Amount Budgeted	N/A
Budget Account (BARS)	
Proposed Expenditure	N/A
Budget Amendment Required?	
Revenue Source	

Proposed Contract	
Contractor	N/A
Amount	
Start Date	
End Date	

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: That it's not important to champion equality and inclusion of all citizens and visitors.

Recommended Motion: I move to approve Resolution 2060, a Resolution of Equality and Inclusion that affirms the City's commitment to being accessible, open, and welcoming to all.

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

Attachments (listed in order presented): Resolution 2060 – Resolution of Equality and Inclusion

CITY OF ANACORTES
Anacortes, Washington

RESOLUTION 2060

A RESOLUTION OF THE CITY OF ANACORTES WASHINGTON DECLARING A POLICY AGAINST HATRED, INTOLERANCE, UNLAWFUL DISCRIMINATION, BULLYING AND RELATED ACTS AND SUPPORTING THE CITY'S GOAL OF BEING AN ACCESSIBLE, OPEN AND WELCOMING CITY TO ALL

WHEREAS, as City Council and Mayor of the City of Anacortes, we declare it to be the policy of the City to recognize and respect the rights, liberties, safety, dignity and well-being of everyone in our community, equally. This includes all who live in, work in, and visit our wonderful city. As elected officials, we recognize the following principles as fundamental and true to the values, unity and hospitality found throughout the Anacortes community:

- We understand that every person should be measured by the content of their character. The unalienable rights to life, liberty, and pursuit of happiness belong to all people, equally. We expect all individuals to be treated fairly and to be allowed to live their lives with dignity, free from mistreatment and targeting. While free speech is protected under the First Amendment, we will speak out against and discourage hate speech as contrary to our values.

- We firmly reject and condemn all acts of racism, hatred, harassment, intimidation, and other forms of bullying, regardless of motive –whether based on race, ethnicity, national origin, immigration status, gender, gender identity, sexual orientation, age, mental or physical ability, economic status, housing status, social status, system of belief, practice of faith, group affiliation, or political persuasion.

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

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

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

The City Council and Mayor are committed to maintaining Anacortes as a welcoming, safe, and just community for everyone to live in, work in, and visit. The City Council and Mayor declare it to be the policy of the City that our City is accessible and open to everyone, to vigorously oppose all acts of intolerance, bullying and hatred toward anyone, and to provide equal access to our local government to all persons in our City.

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

CITY OF ANACORTES

____

Laurie Gere, Mayor

ATTEST:

____

Steve Hoglund, City Clerk

APPROVED AS TO FORM:

____

Darcy Swetnam, City Attorney

City of Anacortes' Municipal Fiber Network

October 2019


OCTOBER 2019
UPDATE

Agenda

- Customer Sign-ups Update
- Financial Update
- Outside Plant Update
- Active Network Update
- Personnel Update
- Miscellaneous

CUSTOMER SIGN-UPs

Through Early October 2019

CENTRAL BUSINESS DISTRICT

16 small business pre-orders

4 serious inquiries from enterprise-class entities

OTHER SITES

3 serious inquiries from enterprise-class entities

CUSTOMER SIGN-UPs

Order Process

BACK-END FOUNDATION

Master Service Agreement authorized

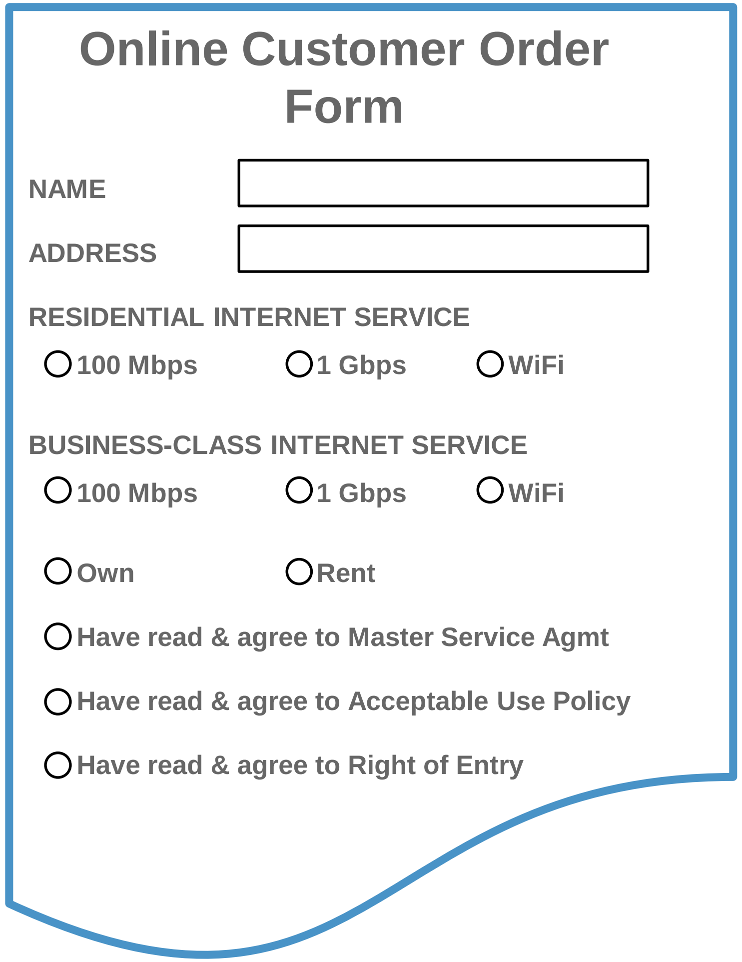
Acceptable Use Agreement completed

Right of Entry Agreement completed

FRONT-END FORM

Completed

NOW ACCEPTING ORDERS



CUSTOMER SIGN-UPs

Online Order Forms – Business Customer

Business Customer Order Form

Save Progress

New Business Customer Order Form

Billing Information

Business Name*

Service Address*

Billing Address (if different)

City* | State* | Zip Code*

Anacortes | WA | 98221

Contact Information

Contact Name* | Email Address*

Phone Number* | Fax Number

Service Bandwidth/Speed*

-- Select One --

Please select the bandwidth option you'd like to order.

Managed WIFI Option*

-- Select One --

Please select if you'd like us to provide and manage a WIFI router, or if you'd like to provide your own.

Installation Fee*

☐ I understand there is a $100 installation fee that will be on my first bill.

Are you the Property Owner?*

○ Yes

○ No

*Note: If you are not the property owner, we may not install fiber internet until we receive authorization from the property owner, which we will request on your behalf.

Right of Entry Agreement

Right of Entry

Link to Right of Entry Agreement

Right of Entry Agreement

☐ By checking this box I state that I am the property owner or am authorized by the property owner to execute the Right of Entry and Easement Agreement, and that I agree to the Right of Entry & Easement

*Note: If you are not the property owner, we may not install fiber internet until we receive authorization from the property owner, which we will request on your behalf.

Master Service Agreement

Master Service Agreement

Link to MSA

Accept Master Service Agreement Terms and Conditions*

☐ By checking this box I state that I am at least 18 years of age, that I have read and agree to the Master Service Agreement, and agree to the Acceptable Use Policy.

Acceptable Use Policy

Acceptable Use Policy

Link to AUP

12 Month Contract

☐ By checking this box I state that I have the right to make a decision about the property's internet service connection, and that I accept the 12 month contract term as stipulated in the T&C.

☑ Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

* Indicates a required field

CUSTOMER SIGN-UPs

Online Order Forms – Residential Customer

Resident Customer Order Form

Save Progress

New Customer Order Form

Customer Name*

Phone Number*

Email Address*

Service Address*

Billing Address (if different from service address)

City*
Anacortes

State*
WA

Zip Code*
98221

Service Bandwidth/Speed*

-- Select One --

Please select the bandwidth option you'd like to order.

Managed WIFI Option*

-- Select One --

Please select if you'd like us to provide and manage a WIFI router, or if you'd like to provide your own.

Installation Fee*

☐ I understand there will be a $100 installation fee that will be on my first bill.

Are You the Property Owner*

○ Yes

○ No

*Note: If you are not the property owner, we may not install fiber internet until we receive authorization from the property owner, which we will request on your behalf.

Right of Entry Agreement

Right of Entry

Link to Right of Entry Agreement

Right of Entry

☐ By checking this box I state that I am the property owner or am authorized by the property owner to execute the Right of Entry and Easement Agreement, and that I agree to the Right of Entry & Easement

*Note: If you are not the property owner, we may not install fiber internet until we receive authorization from the property owner, which we will request on your behalf.

Master Service Agreement

Master Service Agreement

Link to MSA

Acceptable Use Policy

Acceptable Use Policy

Link to AUP

Accept Master Service Agreement and Accecptable Use Policy*

☐ By checking this box I state that I am at least 18 years of age, that I have read and agree to the Master Service Agreement, and that I have read and agree to the Acceptable Use Policy.

☑ Receive an email copy of this form.

Email address

This field is not part of the form submission.

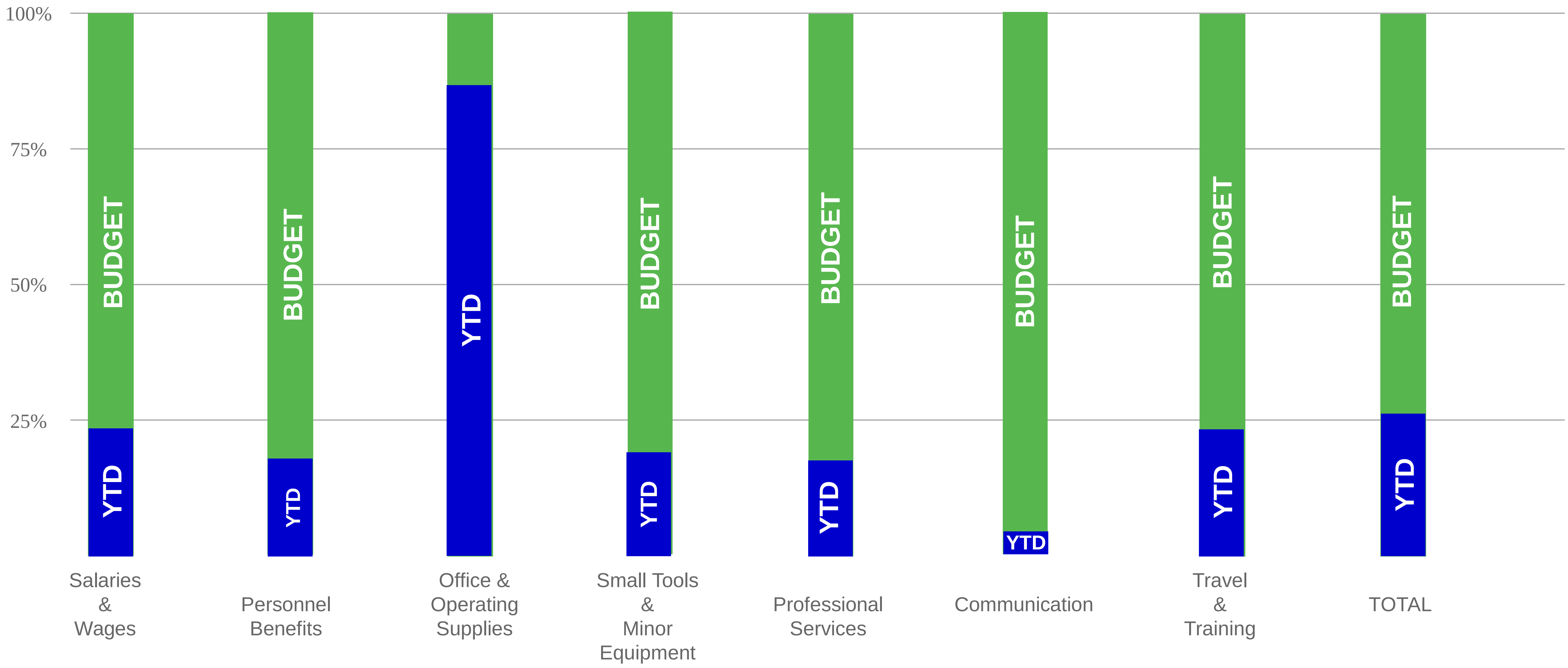
Submit

* Indicates a required field

FINANCIAL UPDATE

Expenditures

Through September 30, 2019 (75% of budget year)



FINANCIAL UPDATE

Expenditures

Through September 30, 2019 (75% of budget year)

Account		Budget	September	YTD	YTD % of Budget
001.260.532.10.10	Salaries & Wages	320,275	24,876	73,288	22.88%
001.260.532.10.20	Personnel Benefits	138,409	6,256	23,366	16.88%
001.260.532.10.31	Office & Operating Supplies	50,000	5,613	42,053	84.11%
001.260.532.10.35	Small Tools & Minor Equipment	50,000	3,152	8,872	17.74%
001.260.532.10.40	Interfund Services	0	33,522	33,619	n/a
001.260.532.10.41	Professional Services	980,000	18,813	163,674	16.70%
001.260.532.10.42	Communication	10,000	81	394	3.94%
001.260.532.10.43	Travel & Training	10,000	96	2,385	23.85%
001.260.594.32.64	Capital – Machinery & Equipment	0	17,023	59,285	n/a
Total Expenditures		1,558,684	109,431	406,935	26.11%

FINANCIAL UPDATE

BARS 001.260.532.10.41 Professional Services

Through September 30, 2019

ITEM	AMOUNT	ITEM	AMOUNT
CBD construction	70,592.99	Network equipment	2,324.72
Fiber & Finance office remodel	35,060.41	Engineering consultant	1,413.65
NoaNet support	28,809.62	Regulatory	1,050.00
IPv4 addresses	20,480.00	Network operations	54.40
Upstream Internet fees	3,887.81	TOTAL	163,673.60

FINANCIAL UPDATE

Net Cashflow

Through September 30, 2019

	Current Period	Year to Date	From Project Start
Revenues	0	0	0
Expenditures	109,431	406,935	432,679
Net Cashflow in (out)	(109,431)	(406,935)	(432,679)

OUTSIDE PLANT STATUS

Through Early October 2019

	Engineered	ITB Issued	Material Ordered	Material On-hand	Deployed
PILOT, CBD					
Library to MST	√	√	√	√	√
MST to Customer					
PILOT, Old Town					
Library to MST	√	in prep	in prep		
MST to Customer		in prep	in prep		
PILOT, M Avenue					
Library to MST	√	in prep	in prep		
MST to Customer		in prep	in prep		
AD HOC CUSTOMERS					
Anacortes Public Library	√	n/a	√	√	√
Barrett Financial	√	n/a	√	√	75%
Anacortes Printing	√	n/a	√	√	75%

ACTIVE NETWORK STATUS

Through Early October 2019

	Specified	Ordered	Deployed	Configured
GPON Optical Line Terminal	√	√	√	10%
Core Layer 3 Router	√	√	√	75%
Application Servers	√	√	√	√
Console Server	√	√	√	*in-process*
Customer Premise Equipment				
Residential Internet	√	ITB released		
Business class Internet	√	ITB released		
Dedicated Internet Access				
Ethernet circuits				

PERSONNEL UPDATE

Through Early October 2019

BUSINESS ASSISTANT

Processes customer orders

OSP COORDINATOR

Manages installation contractors

NETWORK TECHNICIAN

Oversees active network

FIBER NOW FULLY STAFFED

NO ADDITIONAL HIRES DURING PILOTS

PACE OF PROGRESS INCREASING

MISCELLANEOUS

Through Early October 2019

CITY LIBRARY NOW ONLINE

1 Gbps as of September 3

Migrating from ad hoc technical solution to Nokia core equipment on Oct 15

Will run usage reports & adjust bandwidth to match usage

CUSTOMER PREMISE INSTALLATION

Preparing Invitation To Bid

Will release ITB to contractors on Small Works Roster

AUXILIARY NETWORK EQUIPMENT

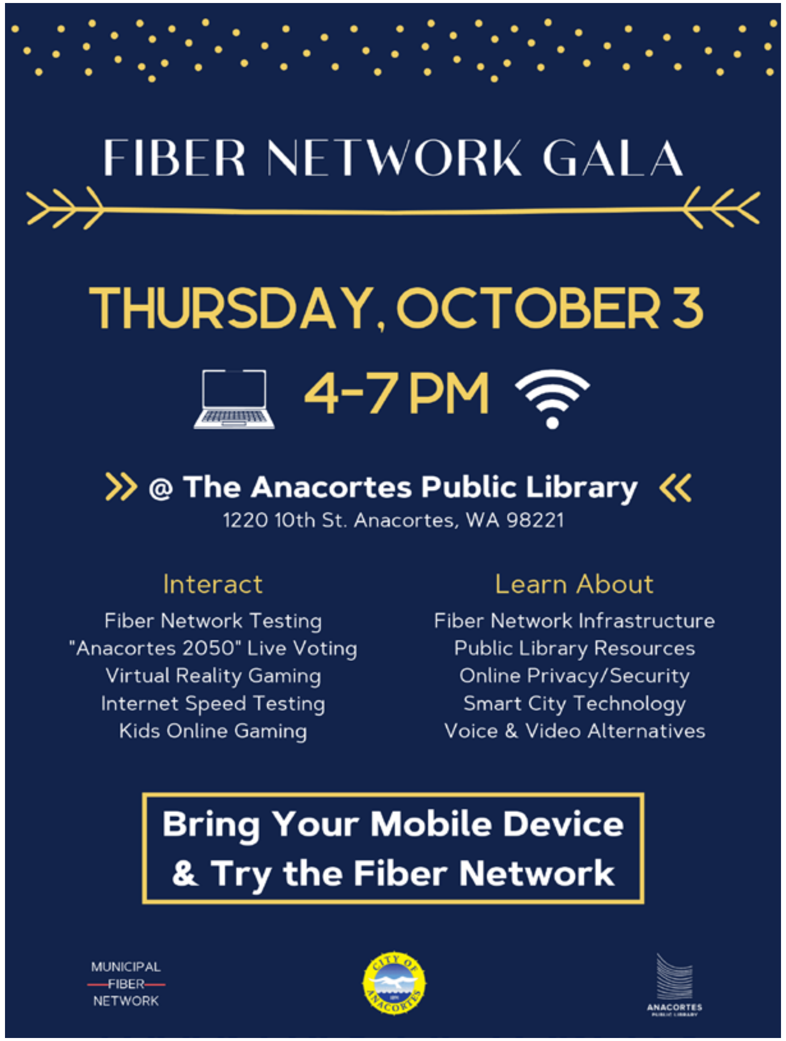
Application servers racked up & configured

Secure console server racked up, being configured

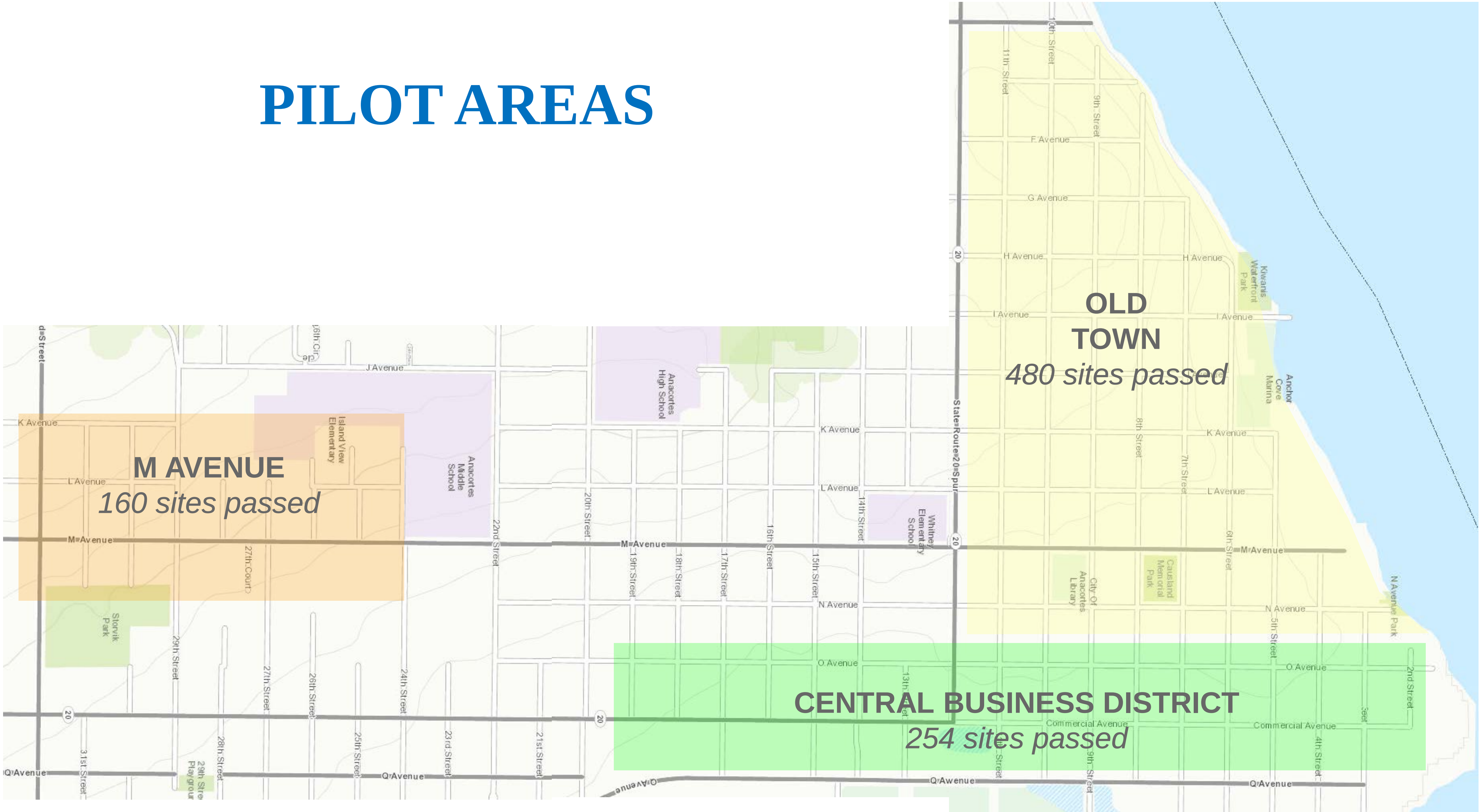
NAT64 appliance identified

MISCELLANEOUS

Through Early October 2019



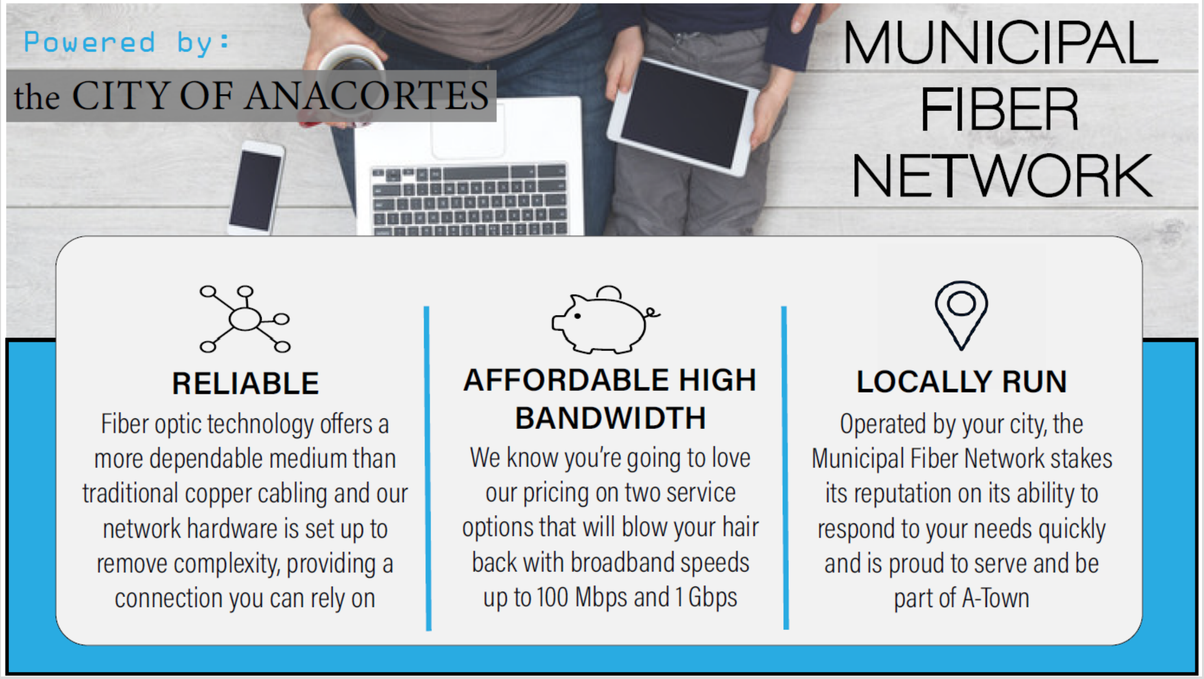
PILOT AREAS

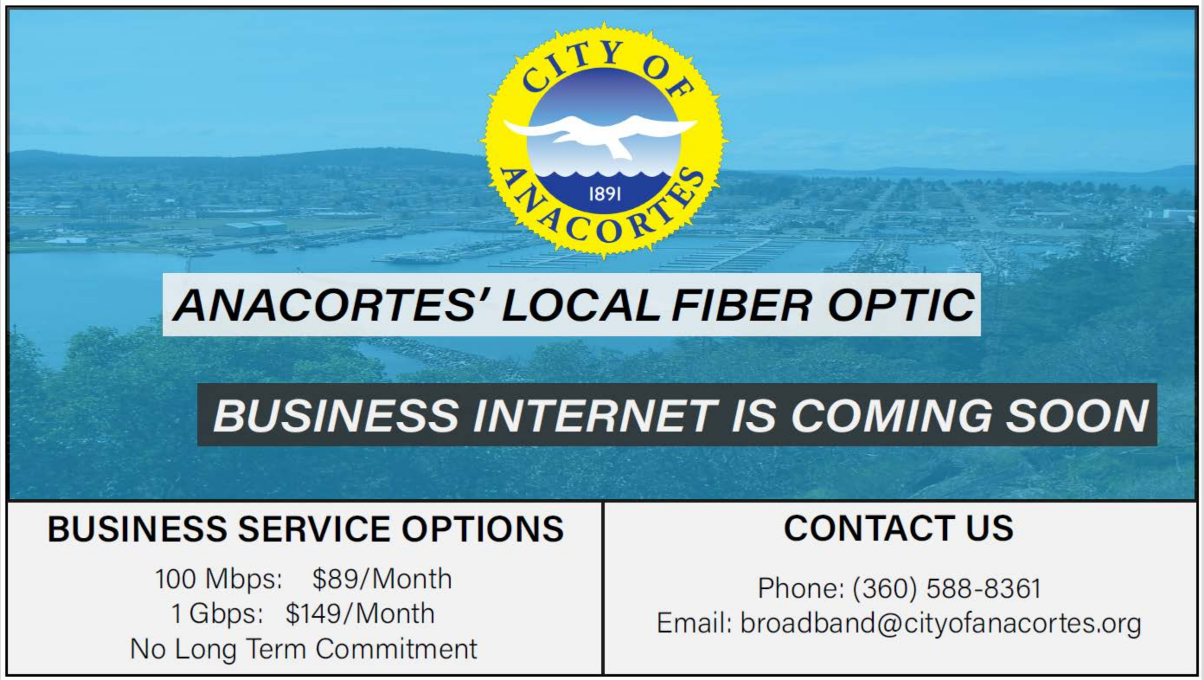

OLD
TOWN
480 sites passed
M AVENUE
160 sites passed
CENTRAL BUSINESS DISTRICT
254 sites passed

MARKETING

Central Business District

First, A Postcard





MARKETING

Central Business District

General Info

Dear Anacortes Business

BUSINESS CLASS FIBER INTERNET IS HERE!

The City of Anacortes is excited to announce the arrival of the Municipal Fiber Network to the central business district. We've been working tirelessly to bring the future of internet technology to your business and to provide **network reliability, affordable high bandwidth,** and **excellent local service** to all of Anacortes, and we're starting with you.

Over the next few weeks, **we will begin taking orders** for businesses within the central business district, with installations to follow by early October. Now's the time to prepare to make the switch and never look back. We're sure you'll experience a new level of productivity with the blazing speeds of the Anacortes Municipal Fiber Network.

VOIP BUSINESS PHONE ALTERNATIVE SERVICES

Interested in our fiber Internet but concerned about losing your bundled business phone service? We've though of that, and put together a list of available Voice over Internet Protocol (VoIP) services. Look them up to find out which is best for your businesses needs. Ask about porting your old number in so you never miss a call.

Grasshopper	Nextiva
Vonage	Jive
RingCentral	8X8
Ooma	Mighty Call
1-VoIP	VoIPLY

BUSINESS SERVICE PLANS

100 Mbps	$89/Month
1 Gbps	$149/Month

One Time Installation Fee: $100

Managed WIFI Router + $10/Month

OUR PROMISES

NETWORK RELIABILITY

AFFORDABLE HIGH BANDWIDTH

EXCELLENT LOCAL SERVICE

CITY OF ANACORTES 1891

ANACORTES WASHINGTON

MUNICIPAL FIBER NETWORK

City of Anacortes | 904 Sixth Street, Anacortes, WA 98221 | 360-588-8361 |broadband@CityOfAnacortes.org | www.anacorteswa.gov

Ordering Info

Dear Anacortes Business,

We're Now Taking Orders!

Anacortes is bringing the future of Internet technology to your business' front door. Our municipal fiber optic Internet service is rolling out now, and you're in our priority service area. **Order service now** and become one of our first installations in **early October**!

Cut the copper cord and join your city's own Internet service. Our fiber optic network harnesses the speed of light to provide you with faster Internet and better service at a lower price. Make the call that will make your business future-proof with the City of Anacortes Municipal Fiber Network. We are an eary to work with, no nonsense Internet Service Provider, and we're here to help your business thrive locally and across the globe.

MUNICIPAL FIBER NETWORK

ORDER/CONTACT INFO

Visit: www.anacorteswa.gov/984/Anacortes-Municipal-Fiber/order

Call: (360) 588-8361

Email: broadband@cityofanacortes.org

BUSINESS SERVICE PLANS

100 Mbps	$89/Month
1 Gbps	$149/Month

One Time Installation Fee: $100

OUR PROMISES

Network Reliability

Affordable High Bandwidth

Excellent Local Service

CITY OF ANACORTES 1891

ANACORTES WASHINGTON

MUNICIPAL FIBER NETWORK

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How To Unbundle

MUNICIPAL FIBER NETWORK

VIDEO & VOICE ALTERNATIVES

UNBUNDLE YOURSELF!

Many cable and internet providers "bundle" services together to make it a little more difficult for you to free yourself from their grasp. We focus all our energy on providing the best internet service for the lowest price, but we understand that you may need help in order to unbundle. That's why we've done some research on alternatives.

VIDEO SERVICES

Finding the right video provider is often the most daunting part of unbundling. Thankfully, the demand for cable replacement has led to an explosion of streaming services that provide on-demand only service and/or live television. Start your search to find the service or combination of services that meet your video entertainment needs below.

ON-DEMAND ONLY SERVICE	LIVE TELEVISION SERVICE
NETFLIX	YOUTUBE TV
HULU	HULU LIVE
PRIME VIDEO	SLING TV
HBO NOW	PHILO
DISNEY+	FUBOTV

STREAMING DEVICES

Once you cut the cable, you'll likely need to connect your TV to the internet to access your new streaming service(s). Using a streaming device will connect any TV with an HDMI port to the internet, and allow you to stream away. You just have a choose from a simple and affordable HDMI stick/dongle or a fancier set top device. Take a look at these options:

SET TOP DEVICE	STREAMING STICK
APPLE TV	AMAZON FIRE STICK
AMAZON FIRE TV CUBE	GOOGLE CHROMECAST
ROKU ULTRA SET TOP	ROKU STREAMING STICK

VOICE SERVICES

If you have a need to keep your landline, you may want to join the millions of people switching to Voice Over Internet Protocol or VoIP. This utilizes your internet connection to provide a voice service to your home or business phone. This service is very affordable, has many options for providers, and often boasts extra features and functions you wouldn't get with a traditional phone service.

VOIP PROVIDERS

OOMA	GRASSHOPPER	1-VOIP
NEXTIVA	MITEL	VOIPLY
VONAGE	MIGHTY CALL	VOIPOL
RINGCENTRAL	JIVE	8X8
8X8	PHONE POWER	PANTERRA

VOIP VS LANDLINE

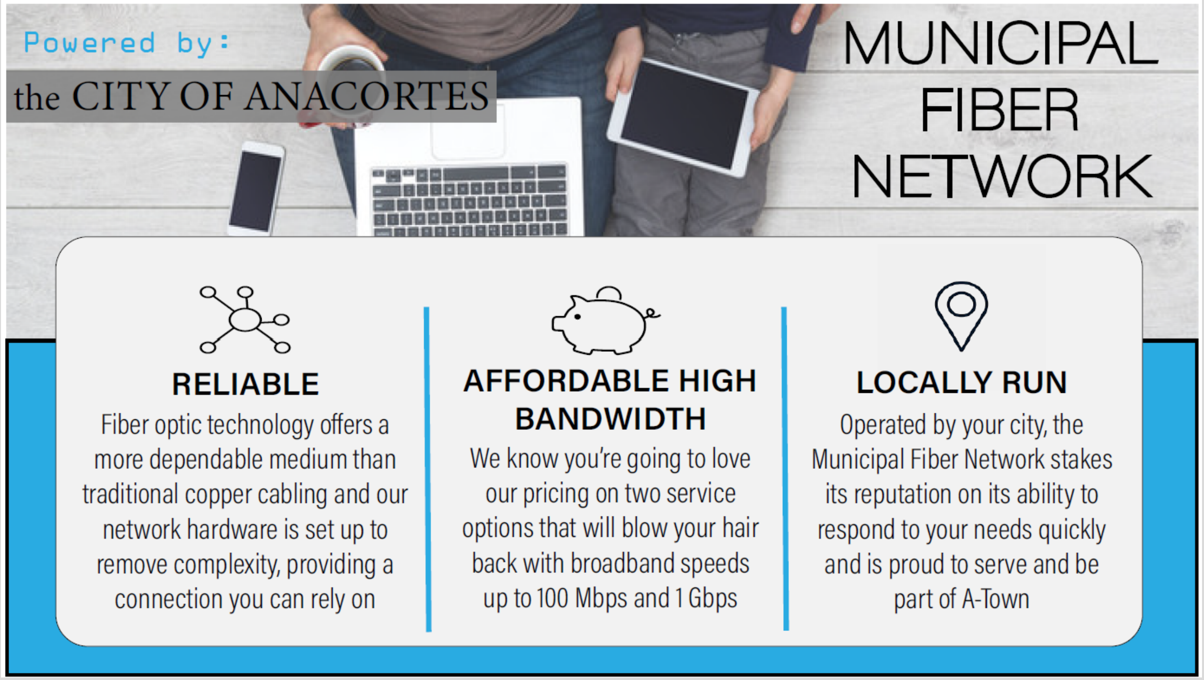
VoIP phone services are generally more affordable than traditional landline providers, and come with unlimited domestic calling standard instead of pay-per-minute plans. This is because they utilize your internet connection, rather than the old copper infrastructure of phone-specific wiring. These services also often come with advanced features not available through the old guard like call recording, call groups, and voicemail to email to name a few. VoIP has 911 access, and with a solid internet connection, provides excellent audio performance and reliability.

LANDLINE ADVANTAGES	VOIP ADVANTAGES
WORKS IN POWER OUTAGE	MORE AFFORDABLE
	MORE FEATURES
	UNLIMITED DOMESTIC

CONTACT: BROADBAND@CITYOFANACORTES.ORG

MARKETING

Old Town & M Avenue
First, A Postcard



MARKETING

Branding

A-Town Access

City Council Agenda Bill

Meeting Date: 10/14/2019 **Agenda Item**: 7d

Subject: Implementation of credit card fee of 1.5%, and removal of Administration (Planning) Fees out of AMC Section 3.03 and incorporation of said fees into the Unified Fee Schedule (UFS).

Staff Contact: Steve Hoglund, Don Measamer

Approved for Submittal to Council by	
x	Laurie Gere, Mayor
x	Steve Hoglund, Finance Director

Action Type	
x	Ordinance No. 3051
Yes	Code Revision?
x	Resolution No. 2059
	Contract
	Public Hearing
	Staff Report

Summary Statement: The attached Ordinance 3051 removes the Planning related fees, titled Administrative fees, from the City Code. Attached Resolution 2059 incorporates those fees onto the Unified Fee Schedule (UFS). Additionally the resolution updates the UFS to authorize a 1.5% credit card fee.

Background: The city has been moving fees out of City code and onto the UFS wherever possible. The Administration (Planning) fees haven't been modified since 2006 so an update was performed and it made sense to move them to the UFS since an ordinance was required to update them. The City has never charged a credit card fee before, always considering it a cost of doing business, however the use of credit cards is becoming more prevalent with credit card use increasing an average of 30% year over year the past 5 years for a total of $1.3M in payments made with credit cards in 2019. The attached Resolution 2050 has been revised to reflect changes to Land Use Application Fees for Type 1 or Type 2 Appeals and for Comprehensive Plan text amendments as requested by councilmembers on October 7, 2019.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	
Revenue Source	

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: Planning Committee and Finance Committee reviews; City Council review and revision at October 7, 2019 regular meeting.

Competing Viewpoints Considered: Increasing Planning fees could be a barrier to future construction in Anacortes. Implementing a credit card fee will make some city bill payers unhappy.

Recommended Motion: I move to adopt Ordinance 3051 and Resolution 2050 (moving administrative fees from city code to the Unified Fee Schedule, and authorizing a 1.5% credit card fee).

Alternative Actions: Do not approve the proposed ordinance and/or resolution

Attachments (listed in order presented): Ordinance 3051, Resolution 2059 including updated Unified Fee Schedule.

Ordinance No. 3051
An Ordinance Repealing Fees for Certain Administrative Land Use Actions

Whereas, the City is authorized by RCW 82.02.020 to collect reasonable fees from an applicant for a permit or other governmental approval to cover the cost to the city of processing applications, inspecting and reviewing plans, or preparing detailed statements required by 43.21C RCW; and

Whereas, the Anacortes Municipal Code (AMC) Chapter 3.03 provides the current schedule of fees charged for processing land use permit applications and certain legislative actions; and

Whereas, AMC Section 18.04.310 provides the fee for the preparation of a SEPA threshold determination; and

Whereas, the City Council desires to adopt by resolution into the Unified Fee Schedule a revised schedule of fees for permit applications and appeals.

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

Section 1. Ordinance 2703 entitled "An ordinance repealing Ordinance 2337 and revising the fee schedule for the City of Anacortes for applications for certain administrative actions constituting Chapter 3.03 of the Official Code" is hereby repealed.

Section 2. The Anacortes Municipal Code is amended as described in Attachment A.

Section 3. Consistent with RCW 35A.12.130, this ordinance takes effect five days after publication.

PASSED and APPROVED this ____ day of ________________, 2019.

CITY OF ANACORTES:

____
Laurie Gere, Mayor

Attest:

____
Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

____

Darcy James Swetnam, City Attorney

Attachment A

AMC Title, 3 Revenue and Finance

Chapter 3.03, *Fees for Administrative Actions*, is repealed.

AMC Title 18, Environmental Protection

Section 18.04.310, *Fees*, is amended as follows:

18.04.310 Fees.

~~(WAC 173-806-200) The city must require the following fees for its activities in accordance with the provisions of this chapter:~~

A. *Threshold Determination.* Threshold determination fees are established in the Unified Fee Schedule, adopted by resolution.

~~For every environmental checklist the city will review when it is lead agency, the city must collect a fee of four hundred dollars from the proponent of the proposal prior to undertaking the threshold determination. This amount is to cover two hours of staff time and publication and distribution costs. The time periods provided by this chapter for making a threshold determination must not begin to run until payment of the fee. Additionally, when the city completes its environmental review, the city may charge and collect a reasonable fee from any applicant to cover costs incurred by the city in preparing the threshold determination. The city must charge fees for the coordination and supervision of the threshold determination preparation in the sum equal to staff time expended on the project (at fifty dollars per hour plus one hundred percent of that amount to compensate for support staff time and expenses) as supported by time sheets. The responsible official must advise the applicant(s) of the projected costs for the threshold determination prior to actual preparation; the applicant must post bond or otherwise ensure payment of such costs.~~

B. *Environmental Impact Statement.*

1. When the city is lead agency for a proposal requiring an EIS and the responsible official determines that the EIS must be prepared by employees of the city, the city may charge and collect a reasonable fee from any applicant to cover costs incurred by the city in preparing the EIS. The responsible official must advise the applicant(s) of the projected costs for the EIS prior to actual preparation; the applicant must post bond or otherwise ensure payment of such costs.

2. The responsible official may determine that the city will contract directly with a consultant for preparation of an EIS, or a portion of the EIS, for activities initiated by some persons or entity other

than the city and may bill such costs and expenses directly to the applicant. The city may require the applicant to post bond or otherwise ensure payment of such costs. Such consultants must be selected by mutual agreement of the city and applicant after an informal call for proposals.

3. If a proposal is modified so that an EIS is no longer required, the responsible official must refund any fees collected under subsection (B)(1) or (B)(2) of this section which remain after incurred costs are paid.

~~C. The city may collect a reasonable fee from an applicant to cover the cost of meeting the public notice requirements of this chapter relating to the applicant's proposal as set forth in subsection A of this section.~~

~~D~~C. The city must not collect a fee for performing its duties as a consulted agency.

~~E. The city may charge any person for copies of any document prepared under this chapter, and for mailing the document, in a manner provided by Chapter 42.17 RCW. (Ord. 2704 § 1, 2005; Ord. 2471 § 1, 1998)~~

RESOLUTION NO. 2059

A RESOLUTION UPDATING THE UNIFIED FEE SCHEDULE TO ADD CITY PLANNING FEES AND IMPLEMENT A CREDIT CARD FEE

WHEREAS, the City is authorized by RCW 82.02.020 to collect reasonable fees from an applicant for a permit or other governmental approval to cover the cost to the city of processing applications, inspecting and reviewing plans, or preparing detailed statements required by 43.21C RCW; and

WHEREAS, the City Council desires to adopt by resolution into the Unified Fee Schedule a revised schedule of fees for permit applications and appeals; and

WHEREAS, the City building and planning fees are not inclusive of the costs to accept credit card payments; and

WHEREAS, the City would like to collect fees to cover all costs incurred.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Anacortes, Washington, that:

Section 1.

1. Attachment A hereto is hereby adopted, incorporating planning fees, a credit card fee, and replacing the previously adopted version.
2. In addition to the rates set forth in attachment A there shall be charged an additional amount equal to the amount of any tax levy, if applicable, and such amount shall be part of the total bill payable by the customer.

PASSED and APPROVED on this _____ day of October, 2019.

AYES____ NAYS_____ ABSENT_____

CITY OF ANACORTES:

BY: ______________________________
LAURIE M. GERE, MAYOR

ATTEST: APPROVED AS TO FORM:

____
Steven D. Hoglund
City Clerk Treasurer

____
Darcy J. Swetnam, WSBA # 40530
City Attorney

Unified Fee Schedule

As adopted by:

Resolution 2059, October 14th 2019

Index:

General Provisions applicable to all City fees and charges

Unless otherwise noted

	Rates Effective 11/1/2019
City ACH Autopay and Paperless Billing Discount*	$ 2.00
This does not include autopay thru Paymentus or a bank bill pay service. Only direct debit from a checking or savings account setup thru the City directly.	
Credit Card Fee	1.50%
Fee is applied to the total purchase if using a credit card. This is less than the average cost to accept this payment type.	
Service Fee	$ 75.00
Charged to all accounts and services if unpaid after 'shut-off' deadline.	

FIBER

Fiber internet service will be billed monthly.

For customers who own the property where internet service is provided, internet will be billed on the same bill as other utilities provided at the same address. Customers who do not own the property at which service is provided will be billed on a separate bill.

City of Anacortes Fiber Internet

Service	Long Term Contract Required	Monthly Price	Monthly Increment for WIFI	Installation Charge
Residential, 100 Mbps	No	$ 39	$ 10	$ 100
Residential, 1 Gbps	No	$ 69	$ 10	$ 100
Business, 100 Mbps	Yes	$ 89	$ 10	$ 100
Business, 1 Gbps	Yes	$ 149	$ 10	$ 100

Services Yet To Be Priced

Dedicated Internet Access
IPv4 addresses
Ethernet circuits (point-to-point, point-to-multipoint)
Dark fiber

WATER

Regular water rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U) for the previous October.

Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U), October 2017-October 2018 *3.080%*

Residential and Commercial Rates changed for 2019 based on FCS Rate Study not CPI. See study materials for information.
2019 rates inclusive of 'Effect of City Utility Tax' which was previously separated out on bills and statements.

Water Residential and Commercial Charges

Monthly Fixed Charge

	Rates Effective 1/1/2018				Rates Effective 1/1/2019		
Meter Size (Inches)	**Residential**	**Commercial**	**Multi-Family**	Equival	**Residential**	**Commercial**	**Multi-Family**
5/8 × ¾ & ¾	$ 17.92	$ 26.92	$ 20.03	1	$ 19.86	$ 29.83	$ 22.20
1	$ 29.94	$ 44.94	$ 33.45	2	$ 33.19	$ 49.81	$ 37.07
1½	$ 59.69	$ 89.62	$ 66.70	3	$ 66.16	$ 99.34	$ 73.93
2	$ 95.55	$ 143.47	$ 106.77	5	$ 105.91	$ 159.02	$ 118.34
3		$ 286.93	$ 213.54	11		$ 318.03	$ 236.68
4		$ 448.43	$ 333.73	17		$ 497.04	$ 369.90
6		$ 897.13	$ 667.65	33		$ 994.37	$ 740.01
8		$ 1,435.46	$ 1,068.28			$ 1,591.04	$ 1,184.07

Monthly Consumption Charge

	Residential	**Commercial**	**Multi-Family**	**Residential**	**Commercial**	**Multi-Family**
All consumption per cubic foot (CF)	$ 0.019900	$ 0.029900	$ 0.022300	$ 0.022057	$ 0.033141	$ 0.024717
All consumption per gallon*	$ 0.002660	$ 0.003997	$ 0.002981	$ 0.002949	$ 0.004430	$ 0.003304

*Utility meters and billing system operate using cubic feet, some rounding may occur when reviewing billed amounts in gallon format.
~Base rates and consumption rates are subject to a 50% surcharge for out of City limits service

Water General Facilities Charges~

Meter Size (Inches)	**GFC In-City** (2018)	**Including taxes & fees** (2018)	**GFC In-City** (2019)	**Including taxes & fees** (2019)
5/8 × ¾ & ¾	$ 2,703.69	$ 4,135.82	$ 2,786.97	$ 4,254.08
1	$ 3,649.99	$ 5,233.98	$ 3,762.42	$ 5,391.64
1½	$ 7,299.96	$ 9,469.68	$ 7,524.82	$ 9,779.31
2	$ 11,679.94	$ 14,552.54	$ 12,039.71	$ 15,044.54
3	$ 23,359.88	$ 28,106.83	$ 24,079.42	$ 29,085.13
4	$ 36,499.82	$ 43,355.42	$ 37,624.11	$ 44,880.81
6	$ 72,999.64	$ 85,712.59	$ 75,248.22	$ 88,757.69
8	$ 116,799.41	$ 136,541.17	$ 120,397.14	$ 141,409.92
10	$ 167,899.15	$ 195,841.19	$ 173,070.88	$ 202,837.53

~ GFC Rate includes meter installation fees. If installation costs exceed current installation fee, additional fees will be assessed.
~ Outside City Limits rate is 1.5x the In-City rate.

Water Agriculture Irrigation*

		Effective 4/1/2019
Agriculture Meter (double check)	$ 364.84	$ 404.38
Agriculture Consumption Rate*	$ 238.79 Per Million Gallons	$ 961.51 Per Million Gallons

*Agriculture water charged for variable rate only, fixed costs of water system not included.

~As of April 1, 2019, all customers will pay $961.51 per million gallons of water used.
As of April 1, 2020, all customers will pay $1684.22 per million gallons of water used.

As of April 1, 2021, all customers will pay the full wholesale rate in place at that time charged to regional customers of the Anacortes water system.
~Per Council Resolution 2012

Water Additional Fees

Meter Installation Fee, up to 1"	$	886.03		$	1,003.94	
Meter Installation Fee deposit, greater than 1"	$	998.25	towards install cost	$	1,029.00	towards install cost
Standpipe Water Charges	$	0.029900	Per Cubic Foot	$	0.033141	Per Cubic Foot
Construction Meter Charges*	$	50.00		$	56.61	
Flat fee up to 60 days, up to 1000CF, billed at standpipe rate after CF cap.						
Water service fee*	$	75.00		$	75.00	
After hours additional water service fee*	$	75.00		$	75.00	
City ACH Autopay and Paperless Billing Discount*				$	2.00	

This does not include autopay thru Paymentus or a bank bill pay service. Only direct debit from a checking or savings account setup thru the City directly.

*Not subject to CPI adjustments

ALL RATES ARE SUBJECT TO CHANGE BASED ON CITY COUNCIL DECISIONS

SEWER

Regular sewer rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U) for the previous October.

Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U), October 2017-October 2018 3.080%

2019 rates inclusive of 'Effect of City Utility Tax' which was previously separated out on bills and statements.

*Based on the sewer rate study, to fund needed infrastructure sewer rates will increase 4% effective 3/1/2019.

7% increases effective January 1st 2020, 2021, 2022, 2023, 2024 with a review in November 2020, 2022, 2024.

Sewer Residential and Commercial Charges

***Rates Effective 3/1/2019**

Monthly Fixed Charge

Meter Size (Inches)	Residential	Commercial
5/8 × ¾ & ¾	$ 38.91	$ 38.91
1	$ 54.50	$ 54.50
1½	$ 70.04	$ 70.04
2		$ 112.87
3		$ 428.10
4		$ 544.86
6		$ 817.29

Monthly Consumption Charge

	Residential	Commercial
SIC 1 consumption per cubic foot	$ 0.02770	$ 0.02770
SIC 1 consumption per gallon*	$ 0.00370	$ 0.00370
SIC 2 consumption per cubic foot		$ 0.03459
SIC 2 consumption per gallon*		$ 0.00463
SIC 3 consumption per cubic foot		$ 0.06733
SIC 3 consumption per gallon*		$ 0.08996
SIC 4 consumption per cubic foot		$ 0.01095
SIC 4 consumption per gallon*		$ 0.00147
SIC 4: BOD per pound		$ 1.45241

SIC 4: TSS per pound	$	0.88622

*Utility meters and billing system operate using cubic feet, some rounding may occur when reviewing billed amounts in gallon format.

Septic Waste Dump Fee

Yearly Discharge Card	$	55.91
Per Gallon Fee		
Waste Generated on Fidalgo Island	$	0.1118
Waste Generated off Fidalgo Island	$	0.1342

Sewer General Facilities Charges

Type	**GFC In-City**	**Including taxes & fees**
Singe Family	$ 9,090.50	$ 9,774.74
Duplex	$ 18,181.01	$ 19,549.47

SOLID WASTE

Regular solid waste rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U) for the previous October.

Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U), October 2017-October 2018

2019 rates inclusive of 'Effect of City Utility Tax' which was previously separated out on bills and statements.

These rates do not include the State Refuse Tax of 3.6%

Effective 6/1/2019 Skagit County has increased the solid waste tonnage fee by 9%.

This increases the cost of solid waste services provided by City of Anacortes by 3%.

Rates effective 6/1/2019

Solid Waste Residential Rates, includes structures with more than one living unit

Contents	Monthly Rate	Additional Totes
Organics Tote	$13.76	$13.76
Recyclables Tote	$11.26	$11.26
Refuse Tote	$9.02	n/a
Refuse Tote	$16.75	$16.75

Solid Waste Commercial Rates

Contents	Monthly Rate	Additional Totes
Organics Tote - Restaurants only	$19.43	$19.43
Recyclables Tote	n/a	n/a
Refuse Tote	$9.02	n/a
Refuse Tote	$16.75	$16.75
Refuse Tote	$46.38	$46.38

Recycling Container Rates - Residential

Container Size	Monthly Rate	Extra Collections
1 Cubic Yard	$31.27	$18.76
2 Cubic Yard	$56.28	$25.02
3 Cubic Yard	$87.55	$31.27
6 Cubic Yard	$112.57	$37.52
8 Cubic Yard	$162.60	$50.03

Refuse Drop Box Rental Rates PERMANENT - Commercial

Container Size	Monthly Rate, for rented box only	Delivery Fee	Tonnage Fee Per Ton*	Haul Fee Compactor Box	Haul Fee Non Compactor Box
10 Cubic Yard	$128.83	$96.62	At Cost plus $1.00/ton	$238.33	$212.57
30 Cubic Yard	$128.83	$96.62	At Cost plus $1.00/ton	$238.33	$212.57

*Not subject to CPI adjustments

Refuse Drop Box Rental Rates TEMPORARY - Prepayment Required

Container Size	Delivery, Removal & 7 Days	Haul Fee Non Compactor Box	Tonnage Fee Per Ton*	Daily Rate, Starting 8th Day	Pre-Pay amount, includes all tax
10 Cubic Yard	$347.84	$212.57	At Cost plus $1.00/ton	$19.32	$360.36
30 Cubic Yard	$347.84	$212.57	At Cost plus $1.00/ton	$19.32	$360.36

*No subject to CPI adjustments

Refuse Container Rates PERMANENT - Commercial

Container Size	Monthly Rate	Extra Collections
1.5 Cubic Yard	$122.39	$32.21
2 Cubic Yard	$148.15	$38.65
3 Cubic Yard	$212.57	$51.53
6 Cubic Yard	$418.69	$109.50
8 Cubic Yard	$560.40	$141.71

Refuse Container Rates TEMPORARY - Prepayment required

Container Size	Delivery, Removal & 7 Days	Daily Rate, Starting 8th Day	Extra Collections	Pre-Pay amount, includes tax
1.5 Cubic Yard	$122.39	$3.86	$70.86	$126.79
2 Cubic Yard	$141.71	$5.15	$83.74	$146.81
3 Cubic Yard	$167.48	$7.09	$103.06	$173.51
6 Cubic Yard	$238.33	$12.88	$167.48	$246.91
8 Cubic Yard	$289.86	$19.32	$212.57	$300.30

Solid Waste Additional Fees

Description	Per Unit
Additional Organics Dump	$6.25
City Garbage Bags	$5.15
City Garbage Bags - Retail Outlet Price	$4.83
Non-Refrigerated Appliance	$32.21
Organics Tote Cleaning Fee	$12.51
Refrigerated Appliance	$45.09
Refuse Overtime Call-Out, Per Hour	$68.79
Replacement Tote Due To Negligence	At Cost plus $10.42
Special Haul Per Cubic Yard	$45.09
Refuse Return Trip	$31.27
Organics Return Trip	$10.00
Recycling Return Trip	$10.00

STORM

Effective 1/1/2018 until 12/31/2022, the monthly fixed rate charge for storm residential and commercial charges will not be subject to CPI adjustments. Rate changes are as indicated below.
Regular storm rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bremerton-All
Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U), October 2016-October *3.080%*
All rates now inclusive of 'Effect of City Utility Tax' which was previously separated out on bills and statements.

Storm Residential and Commercial Charges

	Rates Effective 1/1/2019	Rates Effective 1/1/2020	Rates Effective 1/1/2021	Rates Effective 1/1/2022
Monthly Fixed Charge				
Single Family Residential (flat fee)	$ 10.22	$ 11.29	$ 12.37	$ 13.44
Commercial per ERU per Month	$ 10.22	$ 11.29	$ 12.37	$ 13.44
One ERU is 3,600 square feet of impervious area				

Effective 1/1/2019 until 12/31/2022 HM and LM1 zones rate reduction will decrease by 5% per year. Effective 1/1/2023 until 12/31/2028 this rate reduction will decrease by 10% per year. Effective 1/1/2029 all storm charges for properties located in the HM or LM1 zones will be charged the current charges without any reductions. The minimum billed will be 100% of 1 ERU.

Monthly Fixed Charge (HM and LM1 Zones)	Rates Effective 1/1/2019	Rates Effective 1/1/2020	Rates Effective 1/1/2021	Rates Effective 1/1/2022
% of current rate	15%	20%	25%	30%
Single Family Residential (flat fee)	$ 1.53	$ 2.26	$ 3.09	$ 4.03
Commercial per ERU per Month	$ 1.53	$ 2.26	$ 3.09	$ 4.03

Monthly Fixed Charge (HM and LM1 Zones)	Rates Effective 1/1/2025	Rates Effective 1/1/2026	Rates Effective 1/1/2027	Rates Effective 1/1/2028
% of current rate	60%	70%	80%	90%

Storm General Facilities Charges

Type; Residential and Commercial				
Per ERU, minimum of 1 ERU	$ 1,531.42	$ 1,577.36	$ 1,624.68	$ 1,674.72
Including Tax	$ 1,646.69	$ 1,696.09	$ 1,746.97	$ 1,800.78

Explanation of Charges

Single-Family Properties: Residential properties are charged a flat rate per month, and are considered 1 ERU.
This rate was set based on aerial photo surveys which show that the average amount of impervious surface on a single-family parcel in Anacortes is approximately 3,600 square feet.

Commercial and Multi-Family Properties: Commercial properties are assessed a charge based on the actual amount of impervious surface area they contain (buildings, parking lots, etc.)(minimum of 1 ERU).

One ERU is equal to 3,600 square feet (ft2) of impervious surface.
Commercial Storm Water Fee = # ERU x Commercial per ERU per Month fee
Sample Calculation
A property has 10,000 ft^2 of impervious surface (parking lots, walkways, rooftops, etc.), so the storm water fee would be:
10,000 ft2 /3,600 ft2 = 2.78 ERU
2.78 ERU X $9.68 per month per ERU = $26.91 per month

IMPACT FEES

Unless otherwise determined, regular impact fees are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U) for the previous October.

Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U), October 2017-October 2018 *3.080%*

Transportation impact fee rates are increased annually by the treasurer using the Engineering News Record Construction Index (CCI) as a basis for the increase.

Engineering News Record Construction Index (CCI), October 2017-October 2018 *3.384%*

Park Impact Fee Rate Schedule

Rates Effective 1/1/2019

Land Uses	Unit of Measure	Rate	
Single family	Dwelling	$615.00	*Park Impact Fee adopted via Ord. 2474*
Multi-family, per dwelling unit	Dwelling	$615.00	*Rate Basis: Park & Recreation Impact Fee Study/Report dated Oct. 19, 1998*

Fire Impact Fee Rate Schedule

Rates Effective 4/22/2019

Fire Impact fees updated via Ord 3030

Rate Basis: Fire Impact Fee Study/Report dated 12/5/18

Land Uses	Unit of Measure	Rate
Residential		
All commercial & residential structures with 3+ stories	Gross floor area above 2nd story	
Single family	Dwelling	$447.11
Multi-family, per dwelling unit	Dwelling	$378.92
Commercial		
Commercial 1 *Land uses (NAICS)*		
Wholesale/retail trade (42, 44-45)	Per 1,000 sq. ft.	$1,283.07
Warehousing (49)		
Information (51)		
Finance & Insurance (52)		
Real Estate and Rental & Leasing (53)		
Professional, Scientific, & Technical Services (54)		
Food Services & Drinking Places (722)		
Commercial 2 *Land uses (NAICS)*		
Manufacturing (31-33)	Per 1,000 sq. ft.	$10.56
Commercial 3 *Land uses (NAICS)*		
Transportation (48)		

Health Care and Social Assistance (62)	Per 1,000 sq. ft.	$2,151.36
Arts, Recreation & Entertainment (71)		
Accommodation (721)		
Religious Organizations (8131)		
Commercial 4 *Land uses (NAICS)*		
Educational Services (61)	Per 1,000 sq. ft.	$407.68
Public Administration (92)		

Transportation Impact Fee Rate Schedule

Rates Effective 1/1/2019

Land Uses	Unit of Measure*	Rate
Cost per New P.M. Trip Generated		**$2,730.77**
Residential		
Single family (detached)	Dwelling	$ 2,730.77
Apartment (rental, low/med/high rise)	Dwelling	$ 1,693.08
Low-Rise Apartment (rental, 1-2 levels)	Dwelling	$ 1,583.85
Mid-Rise Apartment (rental, 3-10 levels)	Dwelling	$ 1,065.00
High-rise (rental, more than 10 levels)	Dwelling	$ 955.77
Residential condominium/townhouse (ownership units) with at least 1 other owned unit in structure)	Dwelling	$ 1,420.00
Low-rise res. condo/townhome	Dwelling	$ 2,130.00
High-Rise Residential Condo/Townhome	Dwelling	$ 1,037.69
Mobile Home	Dwelling	$ 1,611.16
Commercial - Services		
Bank (drive-in)	sq. ft. / GFA	$ 66.36
Day Care	sq. ft. / GFA	$ 33.26
Hotel/Motel	room	$ 1,638.46
Gasoline/Service Station	fueling position	$ 37,875.83
Gasoline/Service Station w/ Convenience Mart	fueling position	$ 36,892.75
Quick Lubrication Vehicle Stop	servicing position	$ 14,172.71
Marina	berth	$ 518.85
Institutional		
Elementary School	student	$ 409.62
Middle School	student	$ 436.92
High School	student	$ 355.00
Church	sq. ft. / GFA	$ 1.50

Transportation Impact fee rate adopted via Ord. 3011

Rate Basis: 2016 Comprehensive Plan Transportation Element

Notes:

1. Transportation impact fee rates are increased annually by the treasurer using the Engineering News Record Construction Index (CCI) as a basis for the increase.

2. P.M. peak hour trips are determined by using the latest version of the ITE Trip Generation Manual published by the Institute of Transportation Engineers (ITE) for the land use(s) that are the subject of the permit. PM peak hour is the sixty minute period between 4:00 p.m. and 6:00 p.m. with the greatest sum of traffic volumes on a roadway segment or passing through the area of a transportation improvement project. Other trip generation rate sources approved by the City may be used where ITE data are based on a limited survey base or where there may be special trip generating characteristics of the proposal.

3. If the land use does not fit into any of the categories specified in the land use table in the ITE Trip Generation Manual, the City Engineer may use the most directly comparable type of land use.

Review Fee for independent fee calculation: $500 + additional staff time spent in the review and cost of consultant services if the City deems these services to be necessary.

Hospital	sq. ft. / GFA	$ 2.54
Assisted Living, Nursing Home, Group Home	bed	$ 791.92
Industrial		
Light Industry/Manufacturing/Industrial Park	sq. ft. / GFA	$ 2.65
Warehousing/Storage	sq. ft. / GFA	$ 0.87
Mini Warehouse	sq. ft. / GFA	$ 0.71
		$ -
Restaurant		$ -
Restaurant	sq. ft. / GFA	$ 20.45
Fast Food Restaurant (w/ drivethrough)	sq. ft. / GFA	$ 89.16
Coffee/Donut Shop with Drive-Through Window	sq. ft. / GFA	$ 116.88
Coffee/Donut Shop without Drive-Through Window	sq. ft. / GFA	$ 111.28
Commercial - Retail		
Specialty Retail Center (small strip shopping center)	sq. ft. / GFA	$ 7.40
Apparel Store	sq. ft. / GFA	$ 10.46
Automobile Sales	sq. ft. / GFA	$ 7.15
Auto Parts Sales	sq. ft. / GFA	$ 16.33
Supermarket	sq. ft. / GFA	$ 25.89
Convenience Market (open 24 hrs)	sq. ft. / GFA	$ 143.12
Furniture Store	sq. ft. / GFA	$ 1.23
Nursery/Garden Center	sq. ft. / GFA	$ 18.95
Pharmacy/Drugstore (w/ drivethrough)	sq. ft. / GFA	$ 27.06
Hardware/Building Materials Store	sq. ft. / GFA	$ 12.26
Discount Merchandise Store (Free Standing)	sq. ft. / GFA	$ 13.60
Commercial - Office		
General office building (multiple tenants)	sq. ft. / GFA	$ 4.07
Single tenant office building	sq. ft. / GFA	$ 4.75
Medical/Dental Office Building	sq. ft. / GFA	$ 9.75

*For uses with a standard of measure in square feet, trip rate is given as trips per 1,000 square feet, and impact fee is dollars per square foot.

Engineering and development fees

Unless otherwise determined, regular engineering and development fees are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U) for the previous October.

Seattle-Tacoma-Bremerton-All Urban Wage Earners (CPI-U), October 2017-October 2018 *3.080%*

Originally Adopted by ordinance 2266

	Rates Effective 1/1/2019
Application for encroachment agreement	$ 100.00
Application for utility extension	$ 100.00
Application for street improvement waiver	$ 100.00
Application for curb cut permit	$ 50.00
Application for street cut/R.O.W. permit	
Inside traveled way	$ 50.00
Outside traveled way	$ 20.00
Engineering plan reviews	0.5% approved engineering estimate for all public works improvements
Construction inspection	$ 500.00 plus
	1.5% approved engineering estimate for all public works improvements, with a reduction of up to 50% of the percentage fee approvable by the director of engineering and development services when he/she finds that the developer provides on-site construction inspection and construction engineering through private consultants to the same standard as that of the city
Reinspection fees for curb cuts, street cuts and sewer connections	additional one-half of the original permit fee
Sewer inspection fee	$ 50.00
Monitoring clearing and grading permitted activity	$ 100.00 plus $ 25.00 per acre

Planning, Community & Economic Development Department

Land Use Application Fees

Permit Type	Rates effective 1/1/2020	Notes
Accessory dwelling unit (ADU)	$120.00	
Annexation	$1,870.00	For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
Appeals*		
Appeal of Type 1 or Type 2 Decision to the Hearing Examiner	$200.00	
Appeal of Type 3-HE or Type 3-PC Decision to City Council	$200.00	
Appeal of administrative order per AMC 20.20.100 to Hearing Examiner	$200.00	*if an appellant prevails on their appeal, the City will reimburse the appeal fee paid by appellant.
Boundary line adjustment (BLA)	$240.00	
Comprehensive Plan amendment:		
Map Designation Amendment Petition Submittal	$960.00	
If Docketed	$1,870.00	must be paid within 14 days of Ord. setting docket
Conditional use permit		
Administrative	$850.00	
Home occupation permit	$150.00	
Quasi-Judicial	$1,870.00	
Critical Areas		
Review	$240.00	
Special/conditional use/Alteration	$1,630.00	
Demolition Permit	$60.00	
Development Agreement	$1,570.00	For projects requiring more than 20 hours of staff time the applicant will be billed at hourly rate
Essential Public Facilities (CUP)	$1,570.00	For projects requiring more than 20 hours of staff time the applicant will be billed at hourly rate
Extension of permit term	$120.00	
Fence permit	$15.00	

Planning, Community & Economic Development Department

Land Use Application Fees

Permit Type	Rates effective 1/1/2020	Notes
Floodplain development permit	$120.00	
Framework development plan	$1,570.00	For projects requiring more than 20 hours of staff time the applicant will be billed at hourly rate
Land Divisions		
Amendment	see minor modification	
Short subdivision (up to 9 lots)		
Preliminary	$1,090.00	
Final short plat (w/ site imps)	$480.00	
Final short plat (w/out site imps)	$240.00	
Long subdivision		
Preliminary	$1,870.00	
Final long plat	$600.00	
Binding site plan		
Preliminary		
<10 lots	$1,090.00	
10+ lots	$1,870.00	
Final BSP (w/ site imps)	$480.00	
Final BSP (w/out site imps)	$240.00	
Unit lot subdivision	same as site plan + short /long plat	
Preapplication		
General info	$0.00	
Pre-submittal	$240.00	credited to formal application fee if applied w/in 6 months
Revision to permit		
Minor	$300.00	
Major	new app fee	
Rezone - site specific, authorized by Comp. Plan	$1,870.00	
SEPA		
Threshold determination	$480.00	
EIS	actual cost of preparation	

Planning, Community & Economic Development Department

Land Use Application Fees

Permit Type	Rates effective 1/1/2020	Notes
Appeal	see Appeals, above	
Shoreline Permits		
Exemption	$240.00	
Shoreline substantial development permit -SDP / CUP/ VAR		
Type 3-PC (SDP, CUP, VAR)	$1,630.00	+ $300 per additional CUP/VAR
Type 4-CC (SDP, CUP, VAR)	$1,870.00	+ $300 per additional CUP/VAR
Site Plan & Design Review		
Sign permit review	$60.00	added to building permit fee
SFR, duplex site plan/design standards	$60.00	added to building permit fee
Cottage, Townhouse /MF up to 10 Units or up to 12,000 SF nonres. GFA or up to 20,000sf of nonresidential site improvements	$360.00	
Cottage, Townhouse/ MF more than 10 Units or >12,000sf non-residential GFA or >20,000sf non-residential site improvements	$1,090.00	
Stormwater Review	0.08 / sq. ft. of new or replaced hard surface; $150 per lot for subdivisions	For more than 2 reviews, applicant will be billed at hourly rate.
Stormwater management manual exception	$1,090.00	
Vacation of right-of-way	$480.00	plus actual cost of appraisal
Variance		
Level 1	$730.00	
Level 2	$1,330.00	plus actual cost of HE; $1,000 HE pre-payment
Wireless Service Facilities		
Wireless Service Facility Permit	$240.00	per facility
Wireless Conditional Use Permit	$1,330.00	plus $120 per facility plus actual cost of HE;$1,000 HE pre-payment

Planning, Community & Economic Development Department

Land Use Application Fees

Permit Type	Rates effective 1/1/2020	Notes
Master ROW use agreement	$1,500.00	
Eligible facilities determination	$120.00	
Other Planning Dept. Reviews		
Hourly rate for Planning Review	$60.00	per hour
Additional plan review requested by changes, additions, or revisions to plans after 2 reviews have been completed.	Hourly Rate	per hour
Planning review for activities not specifically listed above, as determined by the Director	Hourly Rate	per hour
Other Fees		
Consultant/3rd Party Review Fees	Actual Cost	3rd party reviews may be required for certain reports/project types (involving critical areas, shorelines, stormwater, wireless services, etc.)
Additional notice publication costs necessitated by changes, additions, or revisions to an application.	Actual Cost	

City Council Agenda Bill

Meeting Date: 10/14/2019 **Agenda Item**: 7e

Subject: 2020 Mid biennial budget review

Staff Contact: Steve Hoglund

Approved for Submittal to Council by	
	Laurie Gere, Mayor
	Steve Hoglund, Finance Director
	Darcy Swetnam, City Attorney

Action Type	
	Ordinance No. 3032
	Code Revision?
	Resolution No.
	Contract
	Public Hearing
x	Staff Report

Summary Statement: The mid biennial review process will update certain categories of revenue and expenditure streams, and certain departmental budgets.

Background: State law requires a mid biennial budget update be conducted before year end. The attached PowerPoint summarizes the review and changes that have occurred to date.

Budget Impact	
Amount Budgeted	
Budget Account (BARS)	
Proposed Expenditure	
Budget Amendment Required?	
Revenue Source	

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: 2019 / 2020 budget adopted by Ordinance 3032 on December 3, 2018.

Competing Viewpoints Considered: N/A

Recommended Motion: N/A

Attachments (listed in order presented): PowerPoint outlining changes to adopted 2020 budget.

2019 / 2020 Budget

Mid Biennial Review

Background

- Year end will mark the midpoint of the 2019 / 2020 biennial budget, and RCW 35A.34.130 requires a “Mid-biennial review and modification” be performed.
- No sooner than 8 months into the first year, and no later than the end of the first year of the biennium.

Remaining Schedule

- Tonight start the mid biennial review process
- October 17th, continued review, answer questions, if needed.
- November 4th Public Hearing on the budget and revenue sources, including the 1% property tax increase.
- November 12th resolution to increase Property tax 1%
- November 12th ordinance adopting mid biennial update
- November 30th deadline for getting property tax resolution due to the County
- December 31st deadline for adopting budget

2019 / 2020 Budget

Revenue Update Between Adopted and MBR

- All significant revenue streams were reviewed:
  - Property tax updated with current tax rolls, 1% increase assumed.
  - Sales tax remain consistent with original budget, projecting a 2.5% increase.
  - Utility tax collected on private utilities are decreasing, while public are increasing.
    - Overall Utility tax adjusted slightly lower.
  - Interfund collections of Administrative Overhead adjusted slightly lower.
  - State shared revenue slightly higher.
  - Overall, General Fund revenues are up 1% higher than originally adopted 2020 budget.
    - Excluding use of cash reserves.

2019 / 2020 Mid Biennial Review

Expenditure Update Between Adopted and MBR

- The Finance Department updated the following for all departments:
  - Employee expenditure streams
  - Property Insurance costs
  - Interfund costs (ERR and DIS)

- The Departments reviewed their budgets and made adjustments where necessary.

Employee costs:
- Updated Salaries: City wide budget decrease of $91,341, or -.6%
- Benefits: City wide budget decrease $76,088, or -1%

Equipment costs:
- Insurance: City wide budget decrease $212,703, or -33%
- Interfund: City wide budget increase of $449,640, or 9%

2019 / 2020 Mid Biennial Review

General Fund Departments' Expenditures

Fund/Department			2019 Actuals (Jan - Jul)	2019 Amended Budget	Biennial Review	2020 Budget	Biennial Changes	As a %
001	General Fund							
	110	LEGISLATIVE	165,762	255,083	312,030	310,720	1,311	0.4%
	120	EXECUTIVE	101,178	200,071	209,510	209,706	-196	-0.1%
	130	JUDICIAL	404,862	733,731	772,693	730,170	42,523	5.8%
	210	FINANCE DEPARTMENT	359,347	729,913	737,935	752,549	-14,613	-1.9%
	220	INFORMATION SYSTEMS	675,190	939,386	1,160,686	952,505	208,180	21.9%
	230	HUMAN RESOURCES	337,487	669,703	559,809	699,425	-139,617	-20.0%
	260	FIBER	174,800	1,558,684	1,798,178	1,578,912	219,266	13.9%
	240	PLANNING & COMMUNITY DEVELOP	891,139	1,579,171	1,709,725	1,478,956	230,769	15.6%
	250	LEGAL	245,112	458,538	470,413	473,470	-3,057	-0.6%
	310	POLICE DEPARTMENT	3,355,837	6,228,298	6,391,661	6,435,580	-43,919	-0.7%
	320	MEDIC/FIRE DEPARTMENT	1,397,089	2,580,252	2,576,282	2,545,422	30,859	1.2%
	450	MUSEUM DEPARTMENT	189,740	369,067	385,251	381,260	3,991	1.0%
	712	ADMINISTRATION/ENGINEERING	59,402	100,690	102,496	105,060	-2,564	-2.4%
	713	MUNICIPAL/COMMUNITY BUILDINGS	453,016	1,118,318	725,441	779,712	-54,271	-7.0%
	714	RESOURCE CONSERVATION	29,771	58,487	36,386	34,335	2,051	6.0%
001		**Subtotal General Fund**	**8,839,729**	**17,579,393**	**17,948,495**	**17,467,782**	**480,713**	2.8%

Departments with material changes:

- 220 Info Sys
- 230 HR
- 260 Fiber
- 240 Planning
- 713 Facilities

Details of departmental changes on next slide

2019 / 2020 Mid Biennial Review

General Fund Departments' Expenditures

Departments with material changes:

- 220 Info Sys
  - Major changes: Office 365: $39,000;
  - Hyper convergence server cluster: $150,000 (partially offset by replacement costs)
- 230 HR
  - Fiber department payroll wasn't initially implemented in the accounting system. For 2020 Fiber payroll moved out of HR.
- 260 Fiber
  - Budget year 2020 staff included in department 260. Unspent budget authority from 2019 rolled to budget year 2020.
- 240 Planning
  - Professional services budgeted for shoreline master plan; subarea planning and downtown parking; and South Commercial Avenue planning that was unspent in 2019 is being rolled to budget year 2020.
- 713 Facilities
  - Anacortes Senior Activity Center (ASAC) moved out from the Facilities department to the Park and Recreation fund.
    - Associated property tax shifted out of General Fund to Parks and Rec to pay for the new ASAC division.
    - Repair and maintenance budget updated from $136K to $384.5K

2019 / 2020 Mid Biennial Review

Other Funds Expenditures

		2019 Actuals (Jan - Jul)	2019 Amended Budget	Biennial Review	2020 Budget	Biennial Changes	As a %	
101	PARKS & RECREATION FUND	960,692	1,785,734	2,199,753	1,814,217	385,536	21.3%	101
102	GRANDVIEW CEMETERY FUND	126,986	262,661	271,209	271,172	37	0.0%	102
103	PUBLIC LIBRARY FUND	834,204	1,576,030	1,540,457	1,574,210	(33,753)	-2.1%	103
104	STREET MAINTENANCE FUND	865,915	2,952,088	3,024,953	2,969,439	55,514	1.9%	104
105	ARTERIAL STREET CONSTRUCTION	117,726	530,860	508,650	1,678,105	(1,169,455)	-69.7%	105
106	ANACORTES TBD#1	0	1,136,431	1,164,826	1,164,845	(19)	0.0%	106
107	WASHINGTON PARK FUND	190,034	311,048	292,876	318,718	(25,843)	-8.1%	107
108	PARKS CAPITAL IMPROVEMENT	57,073	2,870,000	750,000	5,525,000	(4,775,000)	-86.4%	108
110	AMBULANCE SERVICE FUND	1,902,057	3,937,631	3,917,995	3,835,580	82,415	2.1%	110
112	DEVELOPMENT IMPACT FEE	0	160,000	250,000	1,100,000	(850,000)	-77.3%	112
113	ACFL MANAGEMENT FUND	32,638	36,279	51,046	36,949	14,097	38.2%	113
135	TOURISM FUND	112,844	325,676	353,492	325,744	27,749	8.5%	135
200	DEBT SERVICE	9,600	502,200	-	-	-		200
335	REET	0	1,323,445	1,355,951	1,032,805	323,146	31.3%	335
401	WATER FUND	7,829,088	15,907,141	39,470,912	16,873,126	22,597,786	133.9%	401
440	SEWER FUND	3,306,643	7,275,869	7,060,543	6,740,643	319,900	4.7%	440
445	STORM DRAINAGE FUND	860,378	1,479,033	1,919,959	1,519,995	399,965	26.3%	445
450	SANITATION FUND	2,272,135	3,709,078	3,760,829	3,680,913	79,916	2.2%	450
501	EQUIPMENT RENTAL FUND	774,317	2,517,893	1,986,126	2,000,221	(14,095)	-0.7%	501
611	FIREMEN'S PENSION FUND	20,957	29,264	29,467	29,264	203	0.7%	611
	Total	**29,113,015**	**48,628,360**	**69,909,045**	**52,490,946**	**17,418,098**		

Funds with material changes:

- 101 Parks and Rec
    - ASAC Transition from General fund to Parks

2019 / 2020 Mid Biennial Review

Other Funds Expenditures

		2019 Actuals (Jan - Jul)	2019 Amended Budget	Biennial Review	2020 Budget	Biennial Changes	As a %	
101	PARKS & RECREATION FUND	960,692	1,785,734	2,199,753	1,814,217	385,536	21.3%	101
102	GRANDVIEW CEMETERY FUND	126,986	262,661	271,209	271,172	37	0.0%	102
103	PUBLIC LIBRARY FUND	834,204	1,576,030	1,540,457	1,574,210	(33,753)	-2.1%	103
104	STREET MAINTENANCE FUND	865,915	2,952,088	3,024,953	2,969,439	55,514	1.9%	104
105	ARTERIAL STREET CONSTRUCTION	117,726	530,860	508,650	1,678,105	(1,169,455)	-69.7%	105
106	ANACORTES TBD#1	0	1,136,431	1,164,826	1,164,845	(19)	0.0%	106
107	WASHINGTON PARK FUND	190,034	311,048	292,876	318,718	(25,843)	-8.1%	107
108	PARKS CAPITAL IMPROVEMENT	57,073	2,870,000	750,000	5,525,000	(4,775,000)	-86.4%	108
110	AMBULANCE SERVICE FUND	1,902,057	3,937,631	3,917,995	3,835,580	82,415	2.1%	110
112	DEVELOPMENT IMPACT FEE	0	160,000	250,000	1,100,000	(850,000)	-77.3%	112
113	ACFL MANAGEMENT FUND	32,638	36,279	51,046	36,949	14,097	38.2%	113
135	TOURISM FUND	112,844	325,676	353,492	325,744	27,749	8.5%	135
200	DEBT SERVICE	9,600	502,200	-	-	-		200
335	REET	0	1,323,445	1,355,951	1,032,805	323,146	31.3%	335
401	WATER FUND	7,829,088	15,907,141	39,470,912	16,873,126	22,597,786	133.9%	401
440	SEWER FUND	3,306,643	7,275,869	7,060,543	6,740,643	319,900	4.7%	440
445	STORM DRAINAGE FUND	860,378	1,479,033	1,919,959	1,519,995	399,965	26.3%	445
450	SANITATION FUND	2,272,135	3,709,078	3,760,829	3,680,913	79,916	2.2%	450
501	EQUIPMENT RENTAL FUND	774,317	2,517,893	1,986,126	2,000,221	(14,095)	-0.7%	501
611	FIREMEN'S PENSION FUND	20,957	29,264	29,467	29,264	203	0.7%	611
	Total	**29,113,015**	**48,628,360**	**69,909,045**	**52,490,946**	**17,418,098**		

Funds with material changes:

- 401 Water
  - Capital budget adjusted to match CFP
  - Bond issue anticipated to support CFP
- 445 Storm
  - Anticipated legal charges related to Soundkeepers lawsuit

2019 / 2020 Mid Biennial Review

Proposed Year End Budget Adjustments

The EDEN budgeting system provides challenges in operation of a 2 year budget

- As Council has noted numerous times, the City's 2 year budget, is 2, 1 year budgets.
  - Departments don't have the flexibility of a 2 year bucket of budget.
  - Year end monitoring is still required.
  - "Rollover" budget amendments have still been used to move unspent budget from year 1 to year 2 of the biennial period.

- To provide a truer 2 year budget, we are proposing a year end budget amendment to automatically true up 2019 budgets against the 2020 budget.
  - It would move unspent 2019 budget to the same 2020 bars number.
  - Likewise, overspent 2019 budget would be removed from the 2020 bars number.
  - For non payroll related bars numbers only.

- 260
  - 0

2019 / 2020 Mid Biennial Review

Proposed Year End Budget Adjustments

An example of the proposed automatic budget adjustment for unspent budget may look like the following:

		2019			
		Actual	**Total**	**Detailed**	
	Planning Department	**Expenditures**	**Budget**	**Budget**	**Description of Detailed Budget**
001.240.558.70.41	Professional Services			**15,000**	South Commercail Ave
				77,000	SubArea Planning/ Downtown Study
		10,030	**92,000**		
	Actual expenses		**10,030**		
	Budget left at year end:		**81,970**		
		2020			
	Planning Department		**Original**	**Detailed**	
001.240.558.70.41	Professional Services		**Budget**	**Budget**	
				70,000	SubArea Planning/ Downtown Study
			70,000		
	Unspent 2019 Budget		**81,970**		
	Updated 2020 Budget		**151,970**		

This budget adjustment would be automatic.

2019 / 2020 Mid Biennial Review

Proposed Year End Budget Adjustments

An example of the proposed automatic budget adjustment for overspent budget may look like the following:

			2019		
		Actual	Total	Detailed	
	Fiber Department	Expenditures	Budget	Budget	Description of Detailed Budget
001.260.532.10.31	Office & Operating Supplies			50,000	Rent & Setting up an office setting
		56,350	50,000		
	Actual expenses		56,350		
	Budget left at year end:		(6,350)		

			2020		
	Fiber Department		Original	Detailed	
001.260.532.10.31	Office & Operating Supplies		Budget	Budget	
				50,000	Rent & Setting up an office setting
			50,000		
	Unspent 2019 Budget		(6,350)		
	Updated 2020 Budget		43,650		

This budget adjustment would be automatic.

Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning October 21, 2019

Subjects listed below have been tentatively suggested for consideration by the Anacortes City Council on the dates indicated. Items may be added to, removed from or rearranged on this list. Routine business such as approval of minutes and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

October 21, 2019

•Updated Sewer Rates and Updated General Facilities Charges (GFCs) for Water and Sewer (Discussion)
•Mid Biennial Budget Review (Discussion)
•Ordinance 3053: Regulating the Distribution of Single-use Carryout Bags by Retail Establishments (Discussion/Possible Action)

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October 28, 2019

•Contract Award: ONTs and Fiber Accessories #19-166-FBR-001 (Consent)
•Contract Award: Water Treatment Plant Filter Media #19-081-WTR-002 (Consent)
•Ordinance 3052: Updating AMC Chapter 12.50, Street and Alley Vacation (Discussion)

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October 30, 2019

Special Meeting: Shoreline Master Program Update Open House

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November 4, 2019

•Public Hearing: Mid Biennial Budget Review (Discussion)
•Parks and Recreation Comprehensive Plan (Discussion)
•Waste Management Recycling Update (Discussion)

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November 12, 2019

•Ordinance ____: 2019/2020 Budget Mid-biennial Review and Modification (Discussion/Possible Action)
•Resolution ____: Setting the City's Year 2020 Property Tax Regular Levy Increase (Action)

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November 18, 2019

•Solid Waste Collection Schedule Review (Discussion)

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November 25, 2019

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December 2, 2019

****

December 9, 2019

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Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

•Planning, Monday, Oct 14, 2019, 5:00 PM, Main Conference Room, City Hall
•Public Works, Monday, Oct 21, 2019, 5:00 PM, Main Conference Room, City Hall
•Finance, Wednesday, Oct 23, 2019, 5:00 PM, Main Conference Room, City Hall
•Planning, Monday, Oct 28, 2019, 5:00 PM, Main Conference Room, City Hall
•Public Works, Monday, Nov 4, 2019, 5:00 PM, Main Conference Room, City Hall

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