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



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

May 27, 2025
6:00 PM

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Fiber Committee (Report)
 - b. Finance Committee (Report)
 - c. Planning Committee (Report)
 - d. Museum Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of May 19, 2025 (Action)
 - b. Approval of claims in the amount of \$1,945,447.03 (Action)
 - c. Special Event: Anacortes High School and Cap Sante High School Graduation Parade 2025 (Action)
 - d. Special Event: 4th of July Celebration (Action)
6. **Other Business**
 - a. Contract Award: Enterprise Resource Planning Software and Implementation Services #23-254-IDS-002 (Discussion/Action)
 - b. Contract Award: Public Defense Services 2025–2028 #25-148-DEF-001 (Discussion/Action)
7. **Adjournment**

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

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

The City of Anacortes is committed to making public meetings available and accessible to all members of the community. For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.

TJ Fantini

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Mayor Miller and Members of the Anacortes City Council

904 6th Street

Anacortes, WA 98221

May 27, 2025

Subject: Request for Governance Reforms at June Council Retreat – Transparency, Fairness, and Efficiency

Dear Mayor Miller and Council Members,

As we approach the June council retreat, I urge you to prioritize critical updates to our City Council procedures to **enhance transparency, fairness, and public trust** in our local government. The current structure has served us well, and with growing civic engagement and evolving best practices, now is the time to modernize our governance.

Specifically, I request that the following reforms be added to the retreat agenda for discussion and eventual action:

1. Replace Small Committees with a Committee-of-the-Whole Structure

The current small committee system limits full council engagement and can obscure decision-making. I propose fully transitioning to a Committee-of-the-Whole model, where all council members participate in discussions as one body. A Committee-of-the-Whole approach would:

- **Enhance Transparency** – All council members would participate in discussions, ensuring decisions are made in full view of the public rather than in fragmented, less visible committees.
- **Improve Collaboration** – Every council member would have equal access to information and deliberation, reducing silos and fostering more informed, unified decisions.
- **Increase Efficiency** – Eliminating redundant committee meetings streamlines governance, saving time for both council members and city staff.

- **Strengthen Public Trust** – Residents deserve to see their elected officials working together as a full body, not just in select subgroups where key recommendations may be made without full council input.

Exceptions: Some committees, like the Lodging Tax Advisory Committee (mandated by state law), would remain intact due to their required structure. However, all other standing committees (e.g., Finance, Planning, Public Safety, Public Works, HACCS, etc) would be absorbed into the Committee-of-the-Whole.

2. Adopt a Strong Code of Ethics for All Elected Officials

A formal Code of Ethics is essential to maintaining public confidence. It should:

- **Set Clear Standards** – Define expectations for conduct, conflicts of interest, and accountability.
- **Increase Public Confidence** – Residents deserve assurance that decisions are made ethically, not for personal or political gain.
- **Align with Best Practices** – Most well-run municipalities have such codes to prevent misconduct and maintain integrity.
- **Require Recusals** for conflicts of interest (financial, familial, or personal).
- **Prohibit Retaliation** against staff or residents who voice dissent.
- **Mandate Annual Ethics Training** to reinforce accountability.

3. Strengthen Public Comment & Meeting Accessibility

Recent updates (Resolution 3141) were a good start, but we can go further by:

- **Guaranteeing Equal Time** (e.g., 2-3 minutes per speaker) and clear rules for handling disruptions.
- **Formalizing Virtual Participation** to ensure all residents, including those with disabilities or scheduling conflicts—can engage.

4. Enhance Voting & Agenda-Setting Practices

- **Roll-Call Votes for Key Decisions** – Ensure every member’s position is recorded publicly.
- **Fairer Agenda Access** – Allow any two councilmembers (not three) to add items without mayoral override, fostering inclusivity.

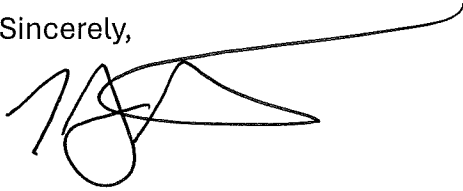
These reforms align with best practices in open government and address resident concerns about fairness and accountability. They are not about undermining existing work but about strengthening trust in our local democracy. Residents deserve to see their elected officials working together transparently, with clear rules that promote fairness.

Next Steps

I respectfully ask that these items be added to the June retreat agenda for robust discussion and a clear action plan. By working together on these improvements, we can ensure Anacortes remains a leader in open and effective governance. Our community deserves a government that is as collaborative, transparent, and forward-thinking as the people it serves.

Thank you for your leadership and consideration. I'm happy to discuss these ideas further or provide additional details.

Sincerely,

A handwritten signature in black ink, appearing to be 'TJ Fantini', with a long horizontal flourish extending to the right.

TJ Fantini

Anacortes City Council Member, Ward 3

Anacortes City Council Minutes - May 19, 2025

Call to Order

Mayor Matt Miller called to order the May 19, 2025, Anacortes City Council meeting at 6:00 p.m. Councilmembers TJ Fantini, Ryan Walters, Bruce McDougall and Amanda Hubik were present. Councilmembers Carolyn Moulton, Anthony Young, and Christine Cleland-McGrath were absent.

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

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller announced that the Guemes Island auto ferry is still out of service and is estimated to return to service on Friday, June 6th. He then announced that today is the 134th anniversary of the incorporation of the City of Anacortes, that this week is National Public Works Week, that city offices will be closed, and solid waste collection delayed until Tuesday, May 27th, in observance of Memorial Day, and asked that everyone take a moment to recognize the true meaning of the holiday.

Public Works Committee

Mayor Miller announced that the Public Works Committee meeting scheduled for earlier in the evening was cancelled.

Parks and Recreation Committee

Ms. Hubik reported from the Parks and Recreation Committee meeting held May 15th. The topics discussed included a seasonal hiring update with all openings filled for summer, a Washington Park campground update with all weekends fully booked, possible grant funding for the estimated \$1.2-\$2.4 million repair of the boardwalk at Ship Harbor in coordination with the Port of Anacortes and the Samish Nation, green burials at the cemetery, summer recreation programs are open for registration and filling up quickly, opening recreation league programs to local business sponsorships, an update on upcoming recreation activities, the community discussion of the West 6th Street park, and the coming June 2nd presentation to the Council regarding restrooms at the Ben Root Skate Park.

Economic Development Committee

Ms. Hubik reported from the Economic Development Committee meeting held May 13th. The topics discussed included a wrap-up of the review of the report from Western Washington University and finding next steps for implementation of recommendations.

Housing Authority Board Appointment

Mayor Miller announced the appointment of Xuhua Mu to the Housing Authority Board to replace Jim English, who resigned his position effective April 24th, and that Ms. Mu would serve the remainder of Mr. English's term through December 31, 2025.

Public Comment

Mayor Miller invited the public to comment on any item not on the agenda. No one present wished to address the Council on any topic not already on the agenda.

Consent Agenda

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

- a. Minutes of May 12, 2025
- b. Approval of claims in the amount of \$301,907.56

The following vouchers/checks were approved for payment:

EFT numbers: 112511 through 112547, total \$139,612.34

Check numbers: 112548 through 112573, total \$135,680.62

Wire transfer numbers: 369439 through 369553, total \$26,614.60

Other Business

Anacortes Senior Activity Center Community Needs Assessment Report

Senior Activity Center Administrator Karl Wolfswinkel thanked the community members and stakeholders involved in the assessment effort and introduced Project Manager Maddie Immell and Lead Analyst Stella Streufert of Berk Consulting, who delivered a report on the Community Needs Assessment, referring to a slide presentation that was added to the packet materials for the meeting. Mayor Miller thanked Ms. Immell and Ms. Streufert for their presentation and acknowledged the support of the Anacortes Senior Center Foundation for making the assessment possible.

Discussion topics included:

- Report recommendations are already known to the Council.
 - Are there more specific next steps coming up in the final report?
- Targeted marketing to bring in groups that have not been participating.
- Anacortes Senior Center Foundation is a great resource in a difficult fiscal environment.
- Better check-in process to provide improved data quality to refine services.
- Number of respondents to the surveys: 317 in the written survey offered at the Senior Center and 881 for the needs assessment.
 - Equates to approximately 1 in 20 seniors in the community.
- Housing cost-burdened seniors
 - No data to track who is in community assisted housing and how to overcome barriers to participation for those community members.
 - Targeted outreach and resource navigation.
 - Senior Center members who reside in those facilities distribute the monthly newsletter to fellow residents.
 - Transportation is a barrier to participation.
- Comparison with other municipalities that have done similar assessments.
 - Anacortes seniors are more well off than others.
 - The number of programs and support systems is more significant than in other communities.
- Activities that occur outside the Senior Center
 - Travel programs in the past but were reduced due to COVID.
 - Working with Oak Harbor to cooperate on in-region travel programs.
 - Regular hikes in the Anacortes Community Forest Lands with Friends of the Forest.
 - Birding outings.
- How do other communities get around the stigma surrounding the term 'senior'?
 - Ongoing national conversation about renaming it a community center for older adults.
 - Re-branding could divert attention away from those searching for it online.
 - Partnering with other organizations to increase awareness of programs and resources.
- Comprehensive Plan goals, objectives and policies
 - Running out of physical space in the building
 - Ongoing reorganization of current office space to provide more space for activities.
 - Additional 900-1000 square feet of space off the great room - 5-7 year time horizon for decision.
 - Including the forecast for increased population in the Comp Plan update to inform

- possible capital expansion.
- Renting space outside the existing facility.

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

Sharon Watson of Anacortes commented on the challenges associated with transportation, additional space, and how to get all community members of all income levels to activities and resources.

Kirk Kennedy of Anacortes thanked the people of Anacortes for their generosity to the Anacortes Senior Center Foundation.

Xuhua Mu of Anacortes asked about the comparative age distribution profile of the survey audience versus actual demographics, and if we know what is working well currently, what is not working well, and opportunities for improvement? She also asked if the survey included needs by age bracket.

Ms. Immell responded that the survey results were not statistically valid, which would require surveying a representative number of individuals and weighing responses accordingly. She added that the final survey results would be shared with the Anacortes Senior Activity Center staff and would answer some of Ms. Mu's questions.

Contract Award: Frontload Solid Waste Truck Replacement #25-145-ERR-001

Operations Manager WiL Ludemann introduced proposed contract #25-145-ERR-001 for the purchase of a frontload solid waste truck from Western Peterbilt, Inc., which he reported is a normal replacement that would be funded from replacement funds.

Discussion topics included:

- How much more is the purchase price than the last truck purchased, and when was the last purchase?
 - Approximately 3 years ago and \$30k more.

TJ Fantini moved, seconded by Amanda Hubik, to authorize the mayor to execute contract #25-145-ERR-001 for the purchase of a frontload solid waste truck for the purchase price of \$490,490.58 from Western Peterbilt, Inc.

Vote: Ayes - Ryan Walters, Bruce McDougall, Amanda Hubik, TJ Fantini. Nays - None. Abstentions - None. Result: Passed

Contract Modification: FEMA Coordination for FEMA-4635-DR (November 2021) 24-043-ENG-001

Public Works Director Andrew Rheume introduced proposed contract modification #24-043-ENG-001 with Widener and Associates to provide for the completion of the required procedures and documentation for Federal Emergency Management Agency funding for the Whistle Lake Trail, Guemes Channel Trail, sandbagging, the Levee Road Dike and Water Treatment Plant Sinkhole.

Amanda Hubik moved, seconded by Bruce McDougall, to authorize the mayor to execute the modification to contract #24-043-ENG-001 with Widener and Associates for \$27,349.40, bringing the total contract price to \$86,717.80.

Vote: Ayes - Ryan Walters, Bruce McDougall, Amanda Hubik, TJ Fantini. Nays - None. Abstentions - None. Result: Passed

Contract Modification: FEMA Coordination - January 2022 Event FEMA-4650-DR #22-250-ENG-001

Public Works Director Andrew Rheume introduced proposed contract modification #22-250-ENG-001 with Widener and Associates for the addition of the U Avenue shoreline repair project, which was damaged during the 2022 disaster and is coincidentally where the new wastewater treatment plant outfall enters the Guemes

Channel. He added that the state permit for the outfall requires that the shoreline be restored and public access be made available, and that FEMA has re-categorized it as a permanent repair project, which increased the contract price.

Discussion topics included:

- Purpose of the consultant contract.
 - Help the city with the administrative process of accessing federal funding.
 - Funding for alternative projects is more difficult to procure than for required projects.
 - Worth the effort and cost to have consultant support.
- FEMA reversed previous approval of this repair as an alternative project.

Bruce McDougall moved, seconded by Amanda Hubik, to authorize the mayor to sign the modification to contract #22-250-ENG-001 with Widener and Associates for \$20,484.95, bringing the total contract price to \$55,791.35.

Vote: Ayes - Ryan Walters, Bruce McDougall, Amanda Hubik, TJ Fantini. Nays - None. Abstentions - None.
Result: Passed

Interlocal to Remove City of Anacortes from Interlocal COA #25-085-DEF-001

Administrative Services Director Emily Schuh introduced the proposed amendment to interlocal agreement #25-085-DEF-001 with the cities of Sedro-Woolley, Mount Vernon and Burlington for shared indigent defense services, that would allow the City of Anacortes to withdraw from the agreement and pursue contract negotiations with a firm that specifically addressed the needs of the City of Anacortes in a proposal that was recently submitted in a response to a joint request for qualifications.

Discussion topics included:

- Assuming there are multiple responses to the Request for Qualifications, why choose this firm over other options?
 - The firm Performs similar work for jurisdictions on Whidbey Island.
 - Good meeting with the public defender and court staff.
 - A contract with the responding firm is imminent.
 - Other parties are supportive of Anacortes withdrawing from the agreement.
 - Why did the firm not want to work with other parties in the interlocal?
 - Lack of capacity to handle the caseload of all four parties.
 - Mountain Law is the current contractor for work at the Skagit Justice Center.
 - The firm under consideration would take over that responsibility for Anacortes.

TJ Fantini moved, seconded by Bruce McDougall, to authorize the mayor to execute amendment 1 to interlocal agreement #25-085-DEF-001 with the cities of Sedro-Woolley, Mount Vernon and Burlington for shared indigent defense services.

Vote: Ayes - Ryan Walters, Bruce McDougall, Amanda Hubik, TJ Fantini. Nays - None. Abstentions - None.
Result: Passed

Adjournment

There being no further business, at approximately 7:06 p.m. the Anacortes City Council meeting of May 19, 2025, was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the May 27, 2025 City Council meeting:

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

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
369930	3/10/2025	INV0037685	UGSI CHEMICAL FEED, INC.	WWTP CHEMICAL FEED PUMP L4S-1200-8.0P-I3 DEMONSTRATION	\$ 2,600.00	dwwtp
368992	3/13/2025	6560535806	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.32	apd
369941	3/14/2025	P0001-105	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - JANUARY 2025	\$ 672.00	dwwtp
369942	3/14/2025	P0001-106	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - PS4 & PS17 MATERIALS	\$ 5,692.35	dwwtp
369943	3/14/2025	P0001-108	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - SPARE CONTROL LOGIX PLC POWER SUPPLY	\$ 1,572.53	dwwtp
367748	3/27/2025	SO-17433-V2	RAPIDMADE INC	SHIPPING FEE	\$ 32.64	wwtpcc
366728	3/28/2025	260116525-01	TACOMA SCREW PRODUCTS, INC.	PARTS #90009	\$ 184.39	dshop
368009	3/31/2025	113-4240486-9167455	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 39.70	wwtpcc
367587	4/3/2025	6560546469	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.32	apd
367958	4/7/2025	5989605	FRONTIER BUILDING SUPPLY	MAINTENANCE SUPPLIES	\$ 686.94	wwtpcc
367766	4/7/2025	6560547781	VESTIS SERVICES LLC	LAUNDRY SERVICES FOR WWTP	\$ 57.69	wwtpcc
367752	4/9/2025	019364861	EWING IRRIGATION PRODUCTS, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 51.98	wdistcc
367804	4/9/2025	111-1306639-5209042	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 302.33	wwtpcc
367757	4/9/2025	24275128	PURCELL TIRE AND SERVICE CENTE	TIRE REPAIR FOR VEHICLE #514	\$ 7.25	shopcc
367601	4/9/2025	34801497	SURETY PEST CONTROL	OPS MONTHLY PEST CONTROL	\$ 126.21	dshop
367819	4/9/2025	35244794	AV DEALS - PAYPAL	PART FOR #69005	\$ 3,779.70	shopcc
367754	4/9/2025	8561 61 27708	HOME DEPOT	SUPPLIES FOR WATER MAINTENANCE	\$ 64.43	wdistcc
367753	4/9/2025	U2516012380	ICONIX WATERWORKS INC	SUPPLIES FOR WATER MAINTENANCE	\$ 136.91	wdistcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
369940	4/10/2025	P0001-109	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - MARCH 2025	\$ 10,110.50	dwwtp
367750	4/10/2025	0755305-IN	NATIONAL SAFETY, INC	SAFETY SUPPLIES	\$ 177.21	wwtpcc
367762	4/10/2025	10030536022	SUPERBREAKERS	SERVICE FOR FACILITIES	\$ 111.09	pwfacc
367761	4/10/2025	112-1826740-6130641	AMAZON.COM SERVICES, INC	LAPTOP BATTERY REPLACEMENT PART	\$ 34.52	infosyscc
367747	4/10/2025	113-0928744-6758608	AMAZON.COM SERVICES, INC	SUPPLIES FOR #90009	\$ 19.68	shopcc
367820	4/10/2025	24275170	PURCELL TIRE AND SERVICE CENTE	SUPPLIES FOR SHOP	\$ 1,548.64	shopcc
367751	4/10/2025	317	ANACORTES CHAMBER OF COMMERCE	CHAMBER OF COMMERCE STATE OF THE SCHOOL DISTRICT	\$ 25.00	execc
367756	4/10/2025	3571	ANACORTES PRINTING & SIGNS	PROPERTY FORMS AND LEAVE REQUESTS	\$ 1,270.24	apdcc
367759	4/10/2025	3986-373999	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #022	\$ 26.09	shopcc
367760	4/10/2025	3986-374016	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #022	\$ 167.55	shopcc
367583	4/10/2025	4882849S185	LEMAY MOBILE SHREDDING	PUBLIC SAFETY BUILDING ON-SITE SHREDDING	\$ 39.46	apd
367608	4/10/2025	5009204641	FERRELLGAS, LP	MARCH PROPANE INVOICE - AUTOGAS ACCOUNT	\$ 52.79	finance
367764	4/10/2025	6560546466	VESTIS SERVICES LLC	STA 2 MAT/MOP SERVICE: 4/2	\$ 16.32	afdcc
367765	4/10/2025	6560546467	VESTIS SERVICES LLC	STA 1 MAT/MOP SERVICE: 4/2	\$ 20.02	afdcc
367710	4/10/2025	6560549987	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.32	apd
367745	4/10/2025	71904396	STARBUCKS	CITIZENS ACADEMY COFFEE	\$ 21.76	apdcc
367811	4/10/2025	8255 9094 8736 4397	DISH NETWORK CORP	STA 3: APRIL SERVICE	\$ 117.89	afdcc
367763	4/10/2025	B90622/4	ACE HARDWARE	HARDWARE STORES-STANWOOD ACE HARDWARE	\$ 25.77	plancc
367755	4/10/2025	D72237/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 12.46	wdistcc
367746	4/10/2025	INV00678231	USA BLUE BOOK	LAB SUPPLIES	\$ 78.52	wtpcc
367743	4/10/2025	X61555	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 217.59	shopcc
367744	4/10/2025	X61558	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 47.06	shopcc
367749	4/10/2025	X61653	SEBO'S DO-IT CENTER	PART FOR EQUIP #2926	\$ 21.75	shopcc
367805	4/11/2025	00059317700422504 111	SAFEWAY INC	REC PROGRAM SUPPLIES	\$ 52.97	parksccl
367799	4/11/2025	1051678	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES FOR FACILITIES	\$ 1,453.31	pwfacc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
367800	4/11/2025	1051964	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES FOR FACILITIES	\$ 618.58	pwfacc
367803	4/11/2025	1053087	BAYSHORE OFFICE PRODUCTS INC	PENS & POST-IT NOTES	\$ 10.41	fibercc
367823	4/11/2025	108376 Z 99	US BANK	ADULT BOOKS	\$ 114.13	libcc
367807	4/11/2025	111-5459201-4690606	AMAZON.COM SERVICES, INC	OPTICAL POWER METER	\$ 29.85	fibercc
367808	4/11/2025	111-7144935-7977057	AMAZON.COM SERVICES, INC	DISPOSABLE SHOP TOWELS	\$ 89.60	fibercc
369111	4/11/2025	112-1142034-5869825	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 14.24	wwtpcc
367981	4/11/2025	112-1862303-0934637	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 34.76	wwtpcc
367907	4/11/2025	112-9682541-4545848	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 54.73	wwtpcc
367802	4/11/2025	113-5967549-9484220	AMAZON.COM SERVICES, INC	PARTS FOR SHOP STOCK	\$ 178.38	shopcc
367821	4/11/2025	25070i	BEAVER EQUIPMENT, LLC	ROTORK ACTUATOR	\$ 9,835.90	wtppcc
367825	4/11/2025	4704	DOLLAMUR LP	MAT FOR PT TRAINING	\$ 1,541.07	apdcc
367806	4/11/2025	5SE32296D949159	FBI NCCA	ANNUAL MEMBERSHIP; CHIEF FLOYD	\$ 50.00	apdcc
367816	4/11/2025	6560549993	VESTIS SERVICES LLC	OPS & PARKS LAUNDRY SERVICE	\$ 75.26	shopcc
367815	4/11/2025	6560549994	VESTIS SERVICES LLC	OPS MAT CLEANING	\$ 52.77	shopcc
367824	4/11/2025	C100352792626	US BANK	LODGING; BASIC MARINE TRAINING; MICHAEL AND MOWRFR	\$ 754.30	apdcc
367810	4/11/2025	D72971/1	ACE HARDWARE	SUPPLIES FOR STREET DEPT	\$ 69.54	shopcc
367809	4/11/2025	F52104	SEBO'S DO-IT CENTER	NITRILE GLOVES	\$ 10.85	pwfacc
367828	4/11/2025	F52396	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 2.43	parkscc1
367817	4/11/2025	VP_TC08ZK5K	VISTAPRINT	BUSINESS CARDS; SGT CLIFFORD	\$ 22.83	apdcc
367827	4/11/2025	X61706	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 4.25	pwfacc
367813	4/12/2025	019497	GROCERY OUTLET	SUPPLIES FOR AGING MASTERY	\$ 10.98	parkscc1
367814	4/12/2025	66220824708	COSTCO WHOLESALE CORPORATION	SUPPLIES FOR AGING MASTERY	\$ 17.89	parkscc1
367826	4/12/2025	F53143	SEBO'S DO-IT CENTER	PROPANE (29-1)	\$ 7.83	afdcc
369911	4/13/2025	2501431	EBSCO INFORMATION SERVICES	EBSCO THE WEEK SUBSCRIPTION PRICE ADJUSTMENT	\$ 35.91	publib

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
367801	4/13/2025	113-5225822-8194638	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 157.12	shopcc
367812	4/13/2025	X62141	SEBO'S DO-IT CENTER	HOOKS (29-1)	\$ 14.13	afdcc
367899	4/14/2025	#W2608765	NORTHWEST RIVER SUPPLIES	INFLATABLE PFDS	\$ 620.00	afdcc
367964	4/14/2025	00059300301332504141	SAFEWAY INC	SUPPLIES FOR AGING MASTERY	\$ 5.73	parksccl
367896	4/14/2025	071189	TARGET	TOWELS FOR ALL STATIONS	\$ 106.53	afdcc
367980	4/14/2025	112-0048915-3541074	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 12.91	wwtpcc
367956	4/14/2025	113-1004603-2222642	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 55.38	wwtpcc
367957	4/14/2025	113-4980251-7438657	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 63.46	wwtpcc
367909	4/14/2025	16013509	PAPE MACHINERY INC.	OPERATING SUPPLIES- #710	\$ 166.91	wtpcc
367900	4/14/2025	200125166	FBI-LEEDA INC	TRAINING REGISTRATION FEE; MASTER PIO - LINDQUIST	\$ 795.00	apdcc
367906	4/14/2025	33099401	DEERE & COMPANY	WA PARK MOWER BLADES	\$ 235.79	parksccl
367902	4/14/2025	3986-374673	O'REILLY AUTO PARTS	PART FOR VEHICLE #102	\$ 3.84	shopcc
367901	4/14/2025	3986-374705	O'REILLY AUTO PARTS	PART FOR EQUIP #102	\$ 33.46	shopcc
367903	4/14/2025	3986-374832	O'REILLY AUTO PARTS	PARTS FOR EQUIP #422	\$ 4.70	shopcc
368099	4/14/2025	6560551311	VESTIS SERVICES LLC	LAUNDRY SERVICE FOR WWTP	\$ 48.36	wwtpcc
367893	4/14/2025	ch_2RDuAwOaiKbG3VYI	ANACORTES CHAMBER OF COMMERCE	CHAMBER OF COMMERCE LUNCHEON STATE OF THE SCHOOL DISTRICT	\$ 25.00	execc
367890	4/14/2025	D74834/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 14.68	parksccl
367897	4/14/2025	D75062/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 1.95	wdistcc
367905	4/14/2025	D75166/1	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 0.32	pwfacc
367891	4/14/2025	LA25-00019	CITY OF ANACORTES	SUPPLIES FOR WATER MAINTENANCE	\$ 247.20	wdistcc
367898	4/14/2025	X62167	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 22.76	shopcc
367950	4/15/2025	057	UNITED STATES POSTAL SERVICE	POSTAGE	\$ 2.04	museumcc
367965	4/15/2025	1001067252	GALLS, LLC.	UNIFORM PULLOVERS; PRUIETT, MOWRER, THOMAS AND DEBARGE	\$ 618.36	apdcc
368010	4/15/2025	11	TASHA LEE'S TABLE	MEETING PCED DIRECTOR W DOWNTOWN ANACORTES ALLIANCE	\$ 29.07	plancc

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367977	4/15/2025	112-1793912-5398639	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 282.86	wwtpcc
368733	4/15/2025	1129378826-1037015	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 192.99	wwtpcc
367952	4/15/2025	113-6177050-6933820	AMAZON.COM SERVICES, INC	PARTS FOR SHOP	\$ 387.58	shopcc
367949	4/15/2025	113-7239628-5589065	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 76.15	shopcc
367904	4/15/2025	11721	HORIZON DATASYS CORPORATION	REBOOT RESTORE FOR PUBLIC COMPUTERS	\$ 495.04	libcc
367970	4/15/2025	1546637752	GRAINGER	PART FOR #90009	\$ 2,772.37	shopcc
367959	4/15/2025	22525926446	WORK OUTFITTERS	WORK BOOTS	\$ 231.20	fibercc
367979	4/15/2025	2500124	T-SHIRTS BY DESIGN	UNIFORM HATS	\$ 123.59	afdcc
367955	4/15/2025	27214	IMAGE360	PARKS TRESTLE SIGN	\$ 255.28	parkscc1
367978	4/15/2025	2960	PETEK PH D, THOMAS C	PSYCH: HALPIN	\$ 465.00	afdcc
367967	4/15/2025	3986-374901	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #143	\$ 24.15	shopcc
367968	4/15/2025	3986-374984	O'REILLY AUTO PARTS	PART FOR VEHICLE #3007	\$ 4.80	shopcc
367969	4/15/2025	3986-375036	O'REILLY AUTO PARTS	PART FOR VEHICLE #023	\$ 140.21	shopcc
367975	4/15/2025	50019105	INTERSTATE BATTERIES	PARTS FOR #220,159,036,3006,033,175, & 211	\$ 1,933.97	shopcc
367966	4/15/2025	5846	PUBLIC SAFETY PSYCHOLOGICAL	PRE-EMPLOYMENT PSYCH EVAL; KASPERBAUER-MCCOOL	\$ 480.00	apdcc
368020	4/15/2025	766	WEST MARINE PRODUCTS, INC	MAINTENANCE SUPPLIES	\$ 53.30	wwtpcc
367972	4/15/2025	86884481	INGRAM LIBRARY SERVICES, LLC	INGRAM CHILDREN'S BOOKS	\$ 1,832.50	libcc
367971	4/15/2025	87350471	INGRAM LIBRARY SERVICES, LLC	INGRAM ADULT BOOKS	\$ 4,231.29	libcc
367962	4/15/2025	AWCGrant-026304	GERE-A-DELI	WELLNESS COMMITTEE INCENTIVE - CHARGE WILL BE REIMBURSED WITH AWC MINI GRANT	\$ 50.00	hrcc
368011	4/15/2025	AWCGrant-088705	ADRIFT	WELLNESS COMMITTEE INCENTIVE - CHARGE WILL BE REIMBURSED WITH AWC MINI GRANT	\$ 50.00	hrcc
367961	4/15/2025	AWCGrant-198336	PELICAN BAY BOOKS	WELLNESS COMMITTEE INCENTIVE - CHARGE WILL BE REIMBURSED WITH AWC MINI GRANT	\$ 50.00	hrcc
367963	4/15/2025	AWCGrant-jbty	COSMIC VEGGIES, DRINK YOUR VEGGIES LLC	WELLNESS COMMITTEE INCENTIVE - CHARGE WILL BE REIMBURSED WITH AWC MINI GRANT	\$ 50.00	hrcc
367951	4/15/2025	D75588/1	ACE HARDWARE	SUPPLIES FOR VEHICLE #612	\$ 53.85	shopcc

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367973	4/15/2025	D75745/1	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 7.39	pwfacc
367960	4/15/2025	F54144	SEBO'S DO-IT CENTER	SUPPLIES FOR STEET DEPT	\$ 6.39	shopcc
367974	4/15/2025	F54398	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 23.49	pwfacc
367976	4/15/2025	X62443	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 33.64	shopcc
368081	4/16/2025	00062948	SAFEWAY INC	REHAB: WATER	\$ 45.57	afdcc
368079	4/16/2025	0039	THE STORE	REC EVENT SUPPLIES	\$ 51.50	pkrecc
368084	4/16/2025	006144	THE STORE	MAYOR DIRECTOR RETREAT 2025	\$ 224.96	execc
368006	4/16/2025	062703	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 30.43	museumcc
367954	4/16/2025	10810191329	DELL MARKETING LP	DELL LAPTOP FOR PLANNING DEPARTMENT.	\$ 1,268.96	infosyscc
368012	4/16/2025	111-4161130-3129054	AMAZON.COM SERVICES, INC	SUPPLIES FOR SOLID WASTE	\$ 97.91	shopcc
368019	4/16/2025	200125165	FBI-LEEDA INC	TRAINING FEE; FBI LEEDA - MASTER PIO; SGT CLIFFORD	\$ 795.00	apdcc
368014	4/16/2025	41600557190	LES SCHWAB TIRE CENTERS	SERVICE FOR VEHICLE #192	\$ 113.11	wdistcc
368017	4/16/2025	637439	MY TAILOR	PATCH ON JACKET	\$ 5.00	afdcc
368197	4/16/2025	911761	ROCKFISH GRILL	REEC EVENT SUPPLIES	\$ 82.96	pkrecc
368018	4/16/2025	D76171/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 52.86	pwfacc
368013	4/16/2025	PSI00349427	WOOD'S LOGGING SUPPLY	PART FOR EQUIP #90011	\$ 126.38	shopcc
367953	4/16/2025	R03780765	TEAMVIEWER	REMOTE ACCESS SOFTWARE 4/16/25-4/15/2026	\$ 3,001.57	infosyscc
368015	4/16/2025	US2441718	UBIQUITI INC	(20) CAMERAS (11) NETWORK SWITCHES	\$ 4,753.05	infosyscc
368007	4/16/2025	X62767	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 28.98	wdistcc
368016	4/16/2025	X62849	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 35.15	parkscc1
368206	4/17/2025	047780	THE STORE	MAYOR DIRECTOR RETREAT 2025	\$ 18.13	execc
368192	4/17/2025	06-12973-32675	EBAY	CONSOLE CABLES FOR NTWK SWITCHES	\$ 233.90	fibercc
368228	4/17/2025	077683	ANIMAL SURGICAL & ORTHOPEDIC	K9 ZEKE - ORTHOPEDIC APPT	\$ 225.00	apdcc
368186	4/17/2025	100196B	ABP INTERNATIONAL, INC	PURE ACCESS CLOUD 51-100 LICENSE RENEWAL	\$ 1,499.40	infosyscc
368482	4/17/2025	1053458	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 397.71	courtcc
368208	4/17/2025	10653479	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 17.80	pwfacc
368075	4/17/2025	111-1530171-6822603	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 117.40	pwfacc

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368094	4/17/2025	112-6857606-4435418	AMAZON.COM SERVICES, INC	DELL LAPTOP CHARGER 100W - MAYOR'S LAPTOP	\$ 64.63	infosyscc
368201	4/17/2025	113-0582144-8229841	AMAZON.COM SERVICES, INC	SMALL TOOL	\$ 261.11	wwtpcc
368008	4/17/2025	113-0811494-8404200	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 258.76	parkscc1
368312	4/17/2025	113-4126461-6301866	AMAZON.COM SERVICES, INC	SMALL TOOLS - PRESSURE WASHER	\$ 1,523.19	wwtpcc
368095	4/17/2025	13873	NORTHWEST SERVICES LLC	SUPPLIES FOR EQUIP #7933	\$ 544.00	shopcc
368080	4/17/2025	19	WHIDBEY COFFEE	REC EVENT SUPPLIES	\$ 36.00	pkreccc
368243	4/17/2025	266517102	SURETY PEST CONTROL	LIBRARY PEST CONTROL APRIL 2025	\$ 122.94	publib
368097	4/17/2025	3140	WATER ENVIRONMENT FEDERATION	TRAINING - RESIDUALS, BIOSOLIDS AND INNOVATIONS IN TREATMENT TECHNOLOGY	\$ 1,025.00	wwtpcc
368092	4/17/2025	3909	NIGP	ANNUAL MEMBERSHIP TO WA CHAPTER OF NIGP	\$ 40.00	legalcc
368090	4/17/2025	3986-375455	O'REILLY AUTO PARTS	PART FOR VEHICLE #612	\$ 109.12	shopcc
368089	4/17/2025	3986-375459	O'REILLY AUTO PARTS	PART FOR VEHICLE #612	\$ 68.27	shopcc
368091	4/17/2025	3986-375479	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #017	\$ 449.19	shopcc
368044	4/17/2025	6560553580	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.32	apd
368205	4/17/2025	656550	STARBUCKS	MAYOR DIRECTOR RETREAT 2025	\$ 43.52	execc
368217	4/17/2025	66326626	BOUND TREE MEDICAL, LLC	BACKBOARD/SPLIT LITTER	\$ 1,637.44	afdcc
368086	4/17/2025	AWCGrant - 4005688	FRED MEYER	WELLNESS COMMITTEE INCENTIVE - CHARGE WILL BE REIMBURSED WITH AWC MINI GRANT	\$ 38.19	hrcc
368087	4/17/2025	AWCGrant-025082	DOLLAR TREE STORES	WELLNESS COMMITTEE INCENTIVE - CHARGE WILL BE REIMBURSED WITH AWC MINI GRANT	\$ 24.48	hrcc
368085	4/17/2025	AWCGrant-999999503	FRED MEYER	WELLNESS COMMITTEE INCENTIVE - CHARGE WILL BE REIMBURSED WITH AWC MINI GRANT	\$ 7.64	hrcc
368076	4/17/2025	E0500VZK70	MICROSOFT CORPORATION	AZURE DEVELOPER SUPPORT 3/16-4/15/25	\$ 29.00	infosyscc
368096	4/17/2025	F229590	SCELZI ENTERPRISES INC	PARTS FOR VEHICLE #1001	\$ 89.10	shopcc
368083	4/17/2025	X62959	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 106.61	wwtpcc
368093	4/17/2025	X63099	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 14.91	pwfacc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
368180	4/18/2025	04/18/2025	WASHINGTON FIRE CHIEFS	REGISTRATION: WA FIRE CHIEFS CONFERENCE	\$ 625.00	afdcc
368223	4/18/2025	050057	COSTCO WHOLESALE CORPORATION	SUPPLIES FOR FREE CLEAN UP DAY	\$ 31.75	shopcc
368325	4/18/2025	112-6833954-2673802	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES AND MAINTENANCE	\$ 235.35	wwtpcc
368227	4/18/2025	112-9456516-2422633	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 34.01	wwtpcc
368202	4/18/2025	113-0895948-4773015	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 54.93	wwtpcc
368078	4/18/2025	113-1680723-2343457	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 214.44	parkscc1
368200	4/18/2025	113-7272258-1552250	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 216.49	wwtpcc
368216	4/18/2025	1283673	FRONTIER BUILDING SUPPLY	OPERATING SUPPLIES	\$ 397.92	wwtpcc
368218	4/18/2025	16198283	PACIFIC POWER BATTERIES	SUPPLIES FOR FACILITIES	\$ 9.38	pwfacc
368183	4/18/2025	20297508	STELLA-JONES CORPORATION	SUPPLIES FOR WATER MAINTENANCE	\$ 11,144.60	wdistcc
368194	4/18/2025	2166	EATON BROTHERS CEMETERY SUPPLY	CEMETERY SUPPLIES	\$ 188.78	parkscc1
368212	4/18/2025	24275359	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #513	\$ 423.12	shopcc
368211	4/18/2025	24275364	PURCELL TIRE AND SERVICE CENTE	SERVICE FOR VEHICLE #513	\$ 71.89	shopcc
368191	4/18/2025	3714809558	GODADDY.COM LLC	DOMAIN NAME RENEWAL FOR: SAFEANCLEANWATER.ORG	\$ 118.24	infosyscc
368210	4/18/2025	3986-375570	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #017	\$ 387.39	shopcc
368209	4/18/2025	3986-375609	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #017	\$ 14.13	shopcc
368221	4/18/2025	41109432	HOLIDAY INN	LODGING; WEST POINT TRAINING WEEK 1 (BUFFUM AND SCHEFFERS)	\$ 626.10	apdcc
368229	4/18/2025	413956	TRACTOR SUPPLY CO	K9 ZEKE - FOOD	\$ 65.27	apdcc
368219	4/18/2025	4200865	SKAGIT VALLEY POLARIS KAWASAKI	PART FOR EQUIP #838	\$ 87.03	pwfacc
368195	4/18/2025	5065	FRIGID FLUID COMPANY	CEMETERY REPLACEMENT SUPPLIES	\$ 356.69	parkscc1
368187	4/18/2025	621059	CABLESANDKITS.COM	(QTY 5) HP ARUBA 2930F POE 24 PORT SWITCHES	\$ 5,276.75	infosyscc
368222	4/18/2025	878349	KARMART	PART FOR VEHICLE #205	\$ 102.99	shopcc
368188	4/18/2025	90103-1595464599	US BANK	PARKING FEES AT AJAX R US - SEATTLE	\$ 73.31	infosyscc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
368190	4/18/2025	97248963	US BANK	SPRING ACCIS CONFERENCE HOTEL STAY FOR JOSE CERVANTES	\$ 629.84	infosyscc
368189	4/18/2025	97248980	US BANK	SPRING ACCIS CONFERENCE HOTEL STAY FOR TYLER EPLY	\$ 629.84	infosyscc
368204	4/18/2025	97248994	US BANK	SPRING ACCIS CONFERENCE HOTEL STAY FOR JAY ELIZONDO	\$ 629.84	infosyscc
368220	4/18/2025	D77675/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 9.78	parkscc1
368077	4/18/2025	E0500VZ8K9	MICROSOFT CORPORATION	AZURE: PAY AS YOU GO 3/16-4/15/25	\$ 25.89	infosyscc
368193	4/18/2025	F55470	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 54.35	shopcc
368198	4/18/2025	X63225	SEBO'S DO-IT CENTER	REC DEPT SUPPLIES	\$ 2.02	pkreccc
368226	4/18/2025	X63321	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 34.09	parkscc1
368178	4/18/2025	X65781	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 73.54	parkscc1
368196	4/18/2025	X66125	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 7.03	shopcc
368224	4/18/2025	044694	THE DONUT HOUSE	SUPPLIES FOR FREE CLEAN UP DAY	\$ 71.59	shopcc
368179	4/19/2025	111-0966267-2309026	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 26.67	financecc
368214	4/19/2025	111-6936004-8664235	AMAZON.COM SERVICES, INC	PART FOR VEHICLE #2010	\$ 488.51	shopcc
368213	4/19/2025	111-7694183-2643416	AMAZON.COM SERVICES, INC	PARTS FOR VEHICLE #2010	\$ 56.34	shopcc
368207	4/19/2025	111-9580540-0488257	AMAZON.COM SERVICES, INC	FIBER FAULT LOCATOR & FIBER ADAPTER	\$ 75.73	fibercc
368203	4/19/2025	113-4756660-5537039	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 13.59	wwtpcc
368199	4/19/2025	510900009915	COSTCO WHOLESALE CORPORATION	APD COFFEE	\$ 149.34	apdcc
368185	4/19/2025	51093991007066013	TARGET	WASTE BASKETS, TOILET BRUSHES, GIFT CARD	\$ 83.45	afdcc
368182	4/20/2025	X93111	SEBO'S DO-IT CENTER	PAINT BRUSHES	\$ 13.03	afdcc
369728	4/21/2025	937	BLUE COW CARWASH	Q1 2025 WASHES	\$ 1,080.00	dshop
368309	4/21/2025	0141-0	THE SHERWIN WILLIAMS CO	SUPPLIES FOR STREET DEPT	\$ 105.51	shopcc
368215	4/21/2025	111-6603969-7313836	AMAZON.COM SERVICES, INC	PARTS FOR VEHICLE #2010	\$ 630.35	shopcc
368491	4/21/2025	112-7232852-387807	AMAZON.COM SERVICES, INC	MAINTENANCE AND OFFICE SUPPLIES	\$ 109.44	wwtpcc

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368181	4/21/2025	113-6574750-1036262	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 107.68	shopcc
368316	4/21/2025	114-7635725-4529061	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 110.07	wwtpcc
368405	4/21/2025	16198327	PACIFIC POWER BATTERIES	OPERATING SUPPLIES- CITY HALL	\$ 129.15	pwfacc
368311	4/21/2025	162554	THE HOSE SHOP, INC	SUPPLIES FOR SEWER DEPT	\$ 50.09	shopcc
368308	4/21/2025	189166	PORT OF ANACORTES	NON-ETHANOL GAS	\$ 10.13	afdcc
368323	4/21/2025	191869242	ULINE, INC.	SMALL TOOLS	\$ 235.44	wwtpcc
368263	4/21/2025	266517852	SURETY PEST CONTROL	PEST CONTROL- 6996 SAN JUAN HILL LN FIDALGO BOOSTER	\$ 66.37	dwt
368306	4/21/2025	2976	WATER ENVIRONMENT FEDERATION	TRAVEL - RESIDUALS & BIOSOLIDS CONFERENCE 2025	\$ 1,025.00	wwtpcc
368305	4/21/2025	368339	MAILLIARD'S LANDING NURSERY	ARBOR DAY TREE	\$ 191.48	parksc1
368547	4/21/2025	6560554793	VESTIS SERVICES LLC	LAUNDRY SERVICE FOR WWTP	\$ 45.97	wwtpcc
368321	4/21/2025	810040421250900	SWINOMISH MARKET CASINO	NON-ETHANOL GAS	\$ 32.54	wwtpcc
368406	4/21/2025	85615279237	HOME DEPOT	OPERATING SUPPLIES- PARKS	\$ 43.45	pwfacc
368313	4/21/2025	D79530/1	ACE HARDWARE	SMALL TOOLS	\$ 199.35	wwtpcc
368314	4/21/2025	D79531/1	ACE HARDWARE	LAB SUPPLIES	\$ 25.44	wwtpcc
368315	4/21/2025	D79583/1	ACE HARDWARE	SMALL TOOLS	\$ 81.23	wwtpcc
368302	4/21/2025	D79968/1	ACE HARDWARE	WORK GLOVES	\$ 23.48	fibercc
368401	4/21/2025	EUSP2474190305	ALASKA AIRLINES	AIR FARE INSURANCE	\$ 35.00	afdcc
368303	4/21/2025	F56992	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 67.93	parksc1
368310	4/21/2025	F57111	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 17.88	shopcc
368322	4/21/2025	F57162	SEBO'S DO-IT CENTER	MEAT GRINDER FOR TRAINING	\$ 54.39	afdcc
368304	4/21/2025	RWO-20250421-7135	RHOMAR	SUPPLIES FOR STREET DEPT	\$ 469.24	shopcc
368318	4/21/2025	SO590353	WITMER PUBLIC SAFETY GROUP INC	2 PAIRS FIRE BOOTS	\$ 1,118.69	afdcc
368402	4/21/2025	WN14657841	HOME DEPOT	OPERATING SUPPLIES	\$ 683.82	wwtpcc
368466	4/22/2025	0554814079	HONEY BUCKET	MT ERIE PORTABLE RESTROOM	\$ 290.50	parksc1
368123	4/22/2025	1-592167-35	DIAMOND RENTALS, INC.	CEMETERY PORTABLE RESTROOMS (3/24/25-4/21/25)	\$ 140.00	park1

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368122	4/22/2025	1-592167-64	DIAMOND RENTALS, INC.	TTP PORTABLE RESTROOMS (3/24/25-4/221/25)	\$ 365.00	parks1
368317	4/22/2025	111-0595010-6633009A	AMAZON.COM SERVICES, INC	PVC CUTTER	\$ 199.24	fibercc
368531	4/22/2025	111-9759811-2849069	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 10.86	wwtpcc
368403	4/22/2025	111-9778235-3487419	AMAZON.COM SERVICES, INC	DAMAGED BOOK STAMP REPLACEMENT	\$ 26.66	libcc
368319	4/22/2025	113-1363977-4393004	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 6.52	shopcc
368396	4/22/2025	113-3610503-0737059	AMAZON.COM SERVICES, INC	FIRE EXTINGUISHERS- #90009	\$ 344.88	shopcc
368394	4/22/2025	113-5097225-4773856	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 47.82	shopcc
368307	4/22/2025	114-3043857-30298451	AMAZON.COM SERVICES, INC	LAPTOP CASE FOR PLANNING DEPARTMENT	\$ 23.93	infosyscc
368324	4/22/2025	114-4579361-1726644	AMAZON.COM SERVICES, INC	STREAMLIGHT CHARGING RACK	\$ 45.29	afdcc
368412	4/22/2025	114-9208898-2752243	AMAZON.COM SERVICES, INC	EAR PLUGS	\$ 26.06	afdcc
368492	4/22/2025	2035	FIDALGO ANIMAL MEDICAL CENTER	K9 ZEKE - MEDICATION	\$ 142.85	apdcc
368467	4/22/2025	266517467	SURETY PEST CONTROL	WA PARK PEST CONTROL	\$ 137.09	parksc1
368468	4/22/2025	266517802	SURETY PEST CONTROL	CEMETERY PEST CONTROL	\$ 81.60	parksc1
368493	4/22/2025	354430	NAPA	MAINTENANCE SUPPLIES	\$ 152.27	wwtpcc
368413	4/22/2025	535254615	LOWE'S BUSINESS ACCOUNT/GEMB	OPERATING SUPPLIES- INTAKE & CHEM BUILDING	\$ 16.71	wtpcc
368400	4/22/2025	6560553586	VESTIS SERVICES LLC	OPS & PARKS LAUNDRY SERVICE	\$ 74.17	shopcc
368485	4/22/2025	910025026599251127	WEST MARINE PRODUCTS, INC	PARTS- #205A	\$ 35.40	shopcc
368398	4/22/2025	916924	NORTH HARBOR DIESEL & YACHT	SERVICE FOR EQUIP #2003	\$ 3,397.84	shopcc
368397	4/22/2025	97045073/97045061	SAFETY KLEEN CORP, C/O EMERALD SERVICES INC.	WASTE OIL RECYCLE	\$ 310.77	shopcc
368320	4/22/2025	April 21, 2025	UBER	UBER FROM AIRPORT TO HOTEL	\$ 48.91	afdcc
368407	4/22/2025	D80398/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 7.79	parksc1
368399	4/22/2025	F57384	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 23.49	parksc1
368395	4/22/2025	WEB251642	ZOLL MEDICAL CORPORATION	ACCUVENT CABLES	\$ 659.22	afdcc

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368391	4/22/2025	X96975	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 73.76	parksc1
368392	4/22/2025	X98867	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 87.03	parksc1
368411	4/22/2025	X99977	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- STREET DEPT	\$ 65.02	shopcc
368535	4/23/2025	00059300400842504231	SAFEWAY INC	SUPPLIES FOR AGING MASTERY CLASS	\$ 21.00	parksc1
368474	4/23/2025	0188-1027582	CED	SUPPLIES FOR WATER MAINTENANCE	\$ 178.57	wdistcc
368530	4/23/2025	04232025 Corrin Hamb	IDEXX DISTRIBUTION, INC	LAB SUPPLIES	\$ 3,394.04	wwtpcc
368534	4/23/2025	10007363012	US BANK	TRAVEL & TRAINING PLANNING DEPT FUEL -SHELL OIL	\$ 46.85	plancc
368473	4/23/2025	111-0595010-6633009B	AMAZON.COM SERVICES, INC	LANDSCAPE EDGER	\$ 152.30	fibercc
368632	4/23/2025	111-1335241-6411426	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 161.56	wwtpcc
368471	4/23/2025	111-2697040-9201818	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES- WATER	\$ 389.98	wdistcc
368404	4/23/2025	111-3594195-2107451	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES CHILDREN'S	\$ 15.22	libcc
368479	4/23/2025	111-4782555-7989827	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 276.26	pwfacc
368393	4/23/2025	111-7077414-8668201	AMAZON.COM SERVICES, INC	SPARE DROP CORDS- FIRE	\$ 211.97	pwfacc
368794	4/23/2025	111-7337924-2904264	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 263.94	wwtpcc
368472	4/23/2025	111-8616795-5793000	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES- WATER	\$ 3,072.63	wdistcc
368478	4/23/2025	114-6224779-7117861	AMAZON.COM SERVICES, INC	UBIQUITI UNIFI PROTECT VIEW PORT (QTY 3)	\$ 926.94	infosyscc
368461	4/23/2025	114-7695000-5704264	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 54.35	pwfacc
368475	4/23/2025	1285376	FRONTIER BUILDING SUPPLY	SUPPLIES FOR WATER MAINTENANCE	\$ 71.30	wdistcc
368494	4/23/2025	1506-0088	CODE 3	TRAINING - DOG FIGHTING INVESTIGATIONS; ACO NYBO	\$ 25.50	apdcc
368470	4/23/2025	192013003	ULINE, INC.	OPERATING SUPPLIES	\$ 917.55	wwtpcc
368464	4/23/2025	2193350735	CMC RESCUE, INC	RESCUE QUICK LINKS	\$ 70.18	afdcc
368476	4/23/2025	3986-376604	O'REILLY AUTO PARTS	PARTS- #176	\$ 107.43	shopcc
368462	4/23/2025	4187133	ZOLL MEDICAL CORPORATION	12 LEAD CABLES	\$ 346.29	afdcc

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368489	4/23/2025	7617559	UNITED STATES PLASTIC CORP	MAINTENANCE SUPPLIES	\$ 100.23	wwtpcc
368533	4/23/2025	824738	US BANK	CAMPBELLS LODGE-PLANNING COM	\$ 422.22	plancc
368488	4/23/2025	8333-5	THE SHERWIN WILLIAMS CO	SUPPLIES FOR STREET DEPT	\$ 70.24	shopcc
368469	4/23/2025	D81106/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 8.80	parksccl
368544	4/23/2025	IELNBN	ALASKA AIRLINES	TRAVEL - FLIGHT CHANGE	\$ 201.36	wwtpcc
368463	4/23/2025	INV00672483	USA BLUE BOOK	LAB SUPPLIES- BLUE HERON	\$ 226.64	wtpcc
368487	4/23/2025	MS0270063271	ANACORTES CHAMBER OF COMMERCE	STORM WATER TABLE FOR WATERFRONT FESTIVAL	\$ 15.00	pwfaccc
368465	4/23/2025	SO3692380	USA BLUE BOOK	LAB SUPPLIES	\$ 148.70	wwtpcc
368490	4/23/2025	SWRP626783	AEROPARKING	TRAVEL PARKING - SD & BW	\$ 235.00	wwtpcc
368410	4/23/2025	T125406	ELECTRICAL.COM	OPERATING SUPPLIES- CEMETERY	\$ 159.98	pwfaccc
368484	4/23/2025	T29031	SEBO'S DO-IT CENTER	FASTENERS	\$ 3.18	afdcc
368486	4/23/2025	T29045	SEBO'S DO-IT CENTER	PARTS- #176	\$ 51.64	shopcc
368480	4/23/2025	T29120	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 6.97	pwfaccc
368483	4/23/2025	T29179	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 21.31	parksccl
368477	4/23/2025	US2484819	UBIQUITI INC	UNIIFI WIFI ACCESS POINTS (QTY 6)	\$ 1,312.89	infosyscc
369937	4/24/2025	09P1233	ENVIRO-CLEAN EQUIPMENT INC	STREET SWEEPER RENTAL - 4/24/25-5/24/25	\$ 12,166.00	pw1
368638	4/24/2025	1053935	BAYSHORE OFFICE PRODUCTS INC	INDEX DIVIDERS	\$ 9.70	afdcc
368532	4/24/2025	113-4641565-8555431	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES; POCKET NOTEBOOKS	\$ 46.74	apdcc
368644	4/24/2025	24275569	PURCELL TIRE AND SERVICE CENTE	TIRE FOR VEHICLE #516	\$ 116.42	shopcc
368645	4/24/2025	24275570	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #514	\$ 320.14	shopcc
368646	4/24/2025	24275571	PURCELL TIRE AND SERVICE CENTE	TIRES FOR SHOP STOCK	\$ 576.44	shopcc
368628	4/24/2025	354674	NAPA	PART FOR VEHICLE #008	\$ 175.11	shopcc
368539	4/24/2025	3986-376754	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP STOCK	\$ 106.33	shopcc
368538	4/24/2025	3986-376779	O'REILLY AUTO PARTS	PART FOR VEHICLE #043	\$ 99.85	shopcc
368537	4/24/2025	3986-376872	O'REILLY AUTO PARTS	PART FOR VEHICLE #043	\$ 43.51	shopcc
368540	4/24/2025	51919754	MUNICIPAL RESEARCH & THE SUPPLY CACHE, SUPPLYCACHE.COM	ONLINE TRAINING CLASS - PERSONAL SERVICES PROCUREMENT	\$ 40.00	legalcc
368543	4/24/2025	578699	SUPPLYCACHE.COM	CREW TIME REPORT FOR WILDLAND FIRE	\$ 62.37	afdcc
368581	4/24/2025	6560557482	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.32	apd

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368529	4/24/2025	HP1332638976	HOTMART	ONLINE EQUIPMENT TRAINING	\$ 216.39	fibercc
368541	4/24/2025	I25353	SEBO'S DO-IT CENTER	ELECTRICAL BOXES	\$ 17.36	infosyscc
368527	4/24/2025	T29299	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 45.80	parksc1
368548	4/24/2025	T29381	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 8.41	shopcc
368546	4/24/2025	T29403	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 48.95	wwtpcc
369932	4/25/2025	1200713419	HDR ENGINEERING, INC	WASTEWATER TREATMENT PLANT OUTFALL - CONSTRUCTION MANAGEMENT - 2/23/25-3/29/25	\$ 118,671.38	pw1
368660	4/25/2025	200012505505	PUGET SOUND ENERGY INC	WTP 2/1-3/31/25	\$ 174,703.88	dwtp
368643	4/25/2025	0000152889	AMERICAN PUBLIC WORKS	PW MANAGEMENT PRACTICE MANUAL	\$ 113.00	pwfaccc
368642	4/25/2025	031110513	GALLS, LLC.	UNIFORM PANTS; CORP WILSON	\$ 77.68	apdcc
368635	4/25/2025	10007363012	US BANK	TRAVEL & TRAINING PLANNING DEPT FUEL COST	\$ 22.08	plancc
368641	4/25/2025	101067252	GALLS, LLC.	UNIFORM VEST/CARRIER; DEBARGE AND THOMAS	\$ 2,559.58	apdcc
368654	4/25/2025	111-0903349- 6127426	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 25.84	shopcc
368542	4/25/2025	111-3594195- 2107451	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES CHILDREN'S	\$ 13.23	libcc
368631	4/25/2025	111-7194359- 7282638	AMAZON.COM SERVICES, INC	SAFETY GLASSES	\$ 189.19	wwtpcc
368528	4/25/2025	113-2346878- 6978606	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 70.45	shopcc
368636	4/25/2025	25480979	HOLIDAY INN	LODGING; CJTC EVIDENCE TRAINING; BERLEUE	\$ 868.75	apdcc
368661	4/25/2025	266516554	SURETY PEST CONTROL	PEST CONTROL- A AVE BOOSTER/2205 37TH ST	\$ 64.19	dwtp
368664	4/25/2025	266517853	SURETY PEST CONTROL	PEST CONTROL: CASTILLEJA BLUFF PUMPHOUSE/3802 MARINE HEIGHTS WAY	\$ 65.28	dwtp
368663	4/25/2025	266517854	SURETY PEST CONTROL	PEST CONTROL: ROCKRIDGE BOOSTER/ 2102 PENNSYLVANIA AVE	\$ 65.28	dwtp
368647	4/25/2025	3986-376977	O'REILLY AUTO PARTS	PART FOR VEHICLE #043	\$ 99.85	shopcc
368655	4/25/2025	F58768	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 17.05	pwfaccc
368656	4/25/2025	F58790	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 72.87	parksc1

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368657	4/25/2025	F59138	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 2.22	parksc1
368637	4/25/2025	FS250425497682	FS.COM, INC.	FIBER OPTIC PATCH CORDS	\$ 97.92	fibercc
368793	4/25/2025	SA20096	CORE & MAIN LP	LAB SUPPLIES	\$ 205.74	wwtpcc
369572	4/26/2025	6112053955	VERIZON WIRELESS	WTP SCADA 3/27-4/26/25	\$ 901.88	dwtpp
368650	4/26/2025	0272103715524	ALASKA AIRLINES	BAG FEE (ESO)	\$ 35.00	afdcc
368629	4/26/2025	13-12996-98324	EBAY	THERMAL RECEIPT PRINTER WITH PAPER CUTTER	\$ 228.37	infosyscc
368651	4/26/2025	14044	MARRIOTT	ACCOMMODATION: ESO CONFERENCE	\$ 1,733.55	afdcc
368640	4/26/2025	160612	ASSOCIATION OF WASHINGTON	LRI, LABOR RELATIONS CONFERENCE 2025	\$ 550.00	hrcc
368648	4/26/2025	April 26, 2025	UBER	HOTEL TO AIRPORT (ESO)	\$ 37.20	afdcc
368627	4/27/2025	112-9707691-3921024	AMAZON.COM SERVICES, INC	VACUUM CLEANER (29-3), BINDER, BROOM HOLDERS, BINDER POCKETS	\$ 134.59	afdcc
368653	4/27/2025	3084116635	ADOBE SYSTEMS INCORPORATED	ADOBE LIBRARY SUBSCRIPTION 2	\$ 32.64	libcc
368652	4/27/2025	3084189149	ADOBE SYSTEMS INCORPORATED	ADOBE LIBRARY SUBSCRIPTION JV	\$ 32.64	libcc
368634	4/27/2025	511700002773	COSTCO WHOLESALE CORPORATION	APD COFFEE PODS	\$ 131.96	apdcc
369314	4/27/2025	87830733	INGRAM LIBRARY SERVICES, LLC	INGRAM ADULT BOOKS	\$ 4,466.39	libcc
368639	4/27/2025	SO593305	WITMER PUBLIC SAFETY GROUP INC	3 WILDLAND HELMETS	\$ 255.49	afdcc
369681	4/28/2025	110250026607	EJ USA, INC	SUPPLIES FOR STORM DEPT	\$ 939.58	dshop
368725	4/28/2025	003514698133113	HARBOR FREIGHT TOOLS	SMALL TOOLS	\$ 42.41	wwtpcc
368734	4/28/2025	112-5915974-5510650	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 16.64	wwtpcc
368813	4/28/2025	112-7546994-4084215	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 65.03	wwtpcc
368815	4/28/2025	112-9331037-9162604	AMAZON.COM SERVICES, INC	EVENT SUPPLIES	\$ 55.99	wwtpcc
368732	4/28/2025	14157990	WILBUR-ELLIS COMPANY, LLC	SUPPLIES FOR STREET DEPT	\$ 822.65	shopcc
368806	4/28/2025	16198485	PACIFIC POWER BATTERIES	SUPPLIES FOR FACILITIES	\$ 297.35	pwfacc
368735	4/28/2025	2230710	HEALTH & SAFETY INSTITUTE	INSTRUCTOR REAUTHORIZATION: MV, JB, JB, DG, RB, TL	\$ 90.00	afdcc
368715	4/28/2025	260122405-00	TACOMA SCREW PRODUCTS, INC.	SUPPLIES FOR SHOP	\$ 738.37	shopcc

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368716	4/28/2025	260123080-00	TACOMA SCREW PRODUCTS, INC.	SUPPLIES FOR SHOP	\$ 376.21	shopcc
368721	4/28/2025	6560557487	VESTIS SERVICES LLC	OPS MAT CLEANING	\$ 52.77	shopcc
368720	4/28/2025	6560557494	VESTIS SERVICES LLC	OPS & PARKS LAUNDRY SERVICE	\$ 74.17	shopcc
368948	4/28/2025	6560559078	VESTIS SERVICES LLC	LAUNDRY SERVICE WOR WWTP	\$ 44.36	wwtpcc
368722	4/28/2025	C31180	COASTAL FARM &	UNIFORM- KENT B	\$ 154.17	wtpcc
368731	4/28/2025	D84814/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 2.59	pwfacc
368719	4/28/2025	D85211/1	ACE HARDWARE	SUPPLIES FOR STREET DEPT	\$ 33.57	shopcc
368727	4/28/2025	D85222/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 48.85	pwfacc
368717	4/28/2025	F60176	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 95.95	shopcc
368723	4/28/2025	ODWK00610129	FEDEX	SHIPPING: LAB INSTRUMENT BACK TO HACK FOR SERVICE	\$ 137.36	wtpcc
368724	4/28/2025	ODWK00610163	FEDEX	BOX FOR SHIPPING	\$ 16.29	wtpcc
368729	4/28/2025	T30344	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 10.41	parksc1
368718	4/28/2025	T30365	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 13.85	wwtpcc
368809	4/28/2025	U2516015395	ICONIX WATERWORKS INC	OPERATING SUPPLIES -PROJECT # 23-013-FBR-002	\$ 96.52	pwfacc
368799	4/29/2025	002166	KELLER SUPPLY COMPANY	SUPPLIES FOR WATER MAINTENANCE	\$ 3,153.52	wdistcc
368857	4/29/2025	00771920	TELEDYNE ISCO INC	TRAINING - INSTRUMENTATION	\$ 900.00	wwtpcc
368801	4/29/2025	013807	GROCERY OUTLET	SUPPLIES FOR AGING MASTERY	\$ 19.97	parksc1
368792	4/29/2025	055662	MY TAILOR	HEM PANTS	\$ 20.00	afdcc
368728	4/29/2025	111-7370193-360741	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 152.20	pwfacc
368791	4/29/2025	113-9670697-592425	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 212.12	shopcc
368814	4/29/2025	114-4413670-448343	AMAZON.COM SERVICES, INC	SUPPLIES FOR WILDLAND TABLE TOP EXERCISES	\$ 39.41	afdcc
368796	4/29/2025	114-7277281-422986	AMAZON.COM SERVICES, INC	REC PROGRAM SUPPLIES	\$ 23.93	parksc1
368797	4/29/2025	114-9557034-070340	AMAZON.COM SERVICES, INC	USB TYPE A TO TYPE C CABLE FOR WWTP IPAD DEPLOYMENT	\$ 22.80	infosyscc
368795	4/29/2025	1287839	FRONTIER BUILDING SUPPLY	SUPPLIES FOR STREET DEPT	\$ 173.39	shopcc
368812	4/29/2025	1288330	FRONTIER BUILDING SUPPLY	SUPPLIES FOR STORM DEPT	\$ 112.02	shopcc
368591	4/29/2025	266518088	SURETY PEST CONTROL	PEST CONTROL AT WWTP	\$ 221.95	dwwtp
368863	4/29/2025	355094	NAPA	SUPPLIES FOR WATER MAINTENANCE	\$ 17.30	wdistcc
368798	4/29/2025	44877	ALTEC INDUSTRIES, INC	CABLE LASHING WIRE	\$ 182.47	fibercc

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368808	4/29/2025	50019284	INTERSTATE BATTERIES	PARTS FOR VEH #043 & #205	\$ 760.35	shopcc
368802	4/29/2025	6F90547	PLATT ELECTRIC SUPPLY INC	PARTS	\$ 9.77	wtpcc
368862	4/29/2025	8561 87 10956	HOME DEPOT	SUPPLIES FOR WATER MAINTENANCE	\$ 40.18	wdistcc
368800	4/29/2025	CR748667	FERGUSON ENTERPRISES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 153.01	wdistcc
368811	4/29/2025	F60771	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 8.08	pwfacc
368804	4/29/2025	SHU10214131	SHURE	SHURE GLXD2+/SM58 WIRELESS MICROPHONES	\$ 975.94	infosyscc
368810	4/29/2025	T30498	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 1.06	pwfacc
368807	4/29/2025	T30594	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 7.61	parksc1
368869	4/29/2025	U2516015480	ICONIX WATERWORKS INC	SUPPLIES FOR WATER MAINTENANCE	\$ 158.70	wdistcc
369938	4/30/2025	1796	WIDENER & ASSOCIATES	COMBINED SEWER OVERFLOW PUMP STATION - ENVIRO/PERMITTING ASSISTANCE -APRIL 2025	\$ 5,657.72	pw1
369928	4/30/2025	226879	VANTAGE POINT SOLUTIONS, INC.	CALEA COMPLIANCE SUPPORT - APRIL 2025	\$ 275.00	fiber
369934	4/30/2025	241091	BLYTHE MECHANICAL, INC	HVAC ON-CALL REPAIR SERVICES - REPAIR WTP AIR HANDLER	\$ 1,448.46	dwtp
369849	4/30/2025	31675595	KIMLEY-HORN AND ASSOCIATES, IN	ON-CALL TRANSPORTATION ENGINEERING SERVICES - APRIL 2025	\$ 2,781.14	pw1
369960	4/30/2025	IN962719	NOANET	PRIMARY INTERNET SERVICE - APRIL 2025	\$ 4,310.00	fiber
368938	4/30/2025	WG87839304	HOME DEPOT	TOOLS	\$ 49.96	wtpcc
368936	4/30/2025	000593005008825043	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 5.50	parksc1
368861	4/30/2025	075359	UNITED STATES POSTAL SERVICE	POSTAGE - RETURN TOOL FOR REPAIR	\$ 8.94	fibercc
368864	4/30/2025	101067252-B	GALLS, LLC.	UNIFORM PANTS (CHIEF) AND BO	\$ 200.81	apdcc
368880	4/30/2025	110251	SWINOMISH MARKET CASINO	OPERATING SUPPLIES	\$ 53.68	wwtpcc
368868	4/30/2025	111-5240948-5009060	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 10.23	shopcc
368805	4/30/2025	111-5640366-1685843	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 35.76	libcc
368856	4/30/2025	112-8394151-7655448	AMAZON.COM SERVICES, INC	POP-UP TENT FOR INVESTIGATION PRIVACY	\$ 380.75	apdcc

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368854	4/30/2025	113-0906871-2170609	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 51.13	shopcc
368852	4/30/2025	113-1816513-7761865	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 9.74	shopcc
368853	4/30/2025	113-5884120-3849012	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 163.20	shopcc
368873	4/30/2025	114-1683524-4745041	AMAZON.COM SERVICES, INC	COFFEE - ALL STATIONS	\$ 280.75	afdcc
368927	4/30/2025	114-1803355-7243434	AMAZON.COM SERVICES, INC	SILICON POWER 512GB NVME (QTY 2)	\$ 84.80	infosyscc
368878	4/30/2025	114-6350301-5899429	AMAZON.COM SERVICES, INC	CLIPBOARDS	\$ 30.41	afdcc
368932	4/30/2025	160530	SWINOMISH MARKET CASINO	OPERATING SUPPLIES	\$ 33.15	wwtpcc
368872	4/30/2025	220000008633	THE BIKE LAB	SUPPLIES FOR STREET DEPT	\$ 52.22	shopcc
368939	4/30/2025	24275751	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #517	\$ 197.91	shopcc
369149	4/30/2025	25807607	EWING IRRIGATION PRODUCTS, INC	PARKS MAINTENANCE SUPPLIES	\$ 30.77	parks1
368751	4/30/2025	25807689	EWING IRRIGATION PRODUCTS, INC	PARKS MAINTENANCE SUPPLIES	\$ 680.73	parks1
368945	4/30/2025	265075273	SURETY PEST CONTROL	STA 1 MARCH SERVICE	\$ 99.01	afdcc
368947	4/30/2025	265076848	SURETY PEST CONTROL	STA 2: APRIL SERVICE	\$ 110.98	afdcc
368946	4/30/2025	266516551	SURETY PEST CONTROL	STA 1 APRIL SERVICE	\$ 99.01	afdcc
368859	4/30/2025	3773	DISCOUNT FENCE	SERVICE FOR WATER MAINTENANCE	\$ 865.60	wdistcc
368866	4/30/2025	3986-378051	O'REILLY AUTO PARTS	PART FOR EQUIP #8007	\$ 18.49	shopcc
368867	4/30/2025	3986-378056	O'REILLY AUTO PARTS	SUPPLIES FOR EQUIP #8007	\$ 56.53	shopcc
368865	4/30/2025	507681107	LOWE'S BUSINESS ACCOUNT/GEMB	SMALL TOOLS	\$ 13.03	wtpcc
368874	4/30/2025	6560552783	VESTIS SERVICES LLC	STA 3 MAT/MOP SERVICE: 4/16	\$ 16.32	afdcc
368876	4/30/2025	6560553577	VESTIS SERVICES LLC	STA 2 MAT/MOP SERVICE: 4/17	\$ 16.32	afdcc
368875	4/30/2025	6560553578	VESTIS SERVICES LLC	STA 1 MAT/MOP SERVICE: 4/17	\$ 20.02	afdcc
368877	4/30/2025	6560559099	VESTIS SERVICES LLC	STA 1 MAT/MOP SERVICE: 4/28	\$ 20.02	afdcc
368942	4/30/2025	90384	SAFEWAY INC	OFFICE SUPPLIES TECH SERVICES	\$ 7.79	libcc

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368934	4/30/2025	AWCGRANT - 1037-421	A TOWN BISTRO	WELLNESS COMMITTEE INCENTIVE - CHARGE WILL BE REIMBURSED WITH AWC MINI GRANT	\$ 101.00	hrcc
368860	4/30/2025	D86093/1	ACE HARDWARE	OPERATING SUPPLIES	\$ 91.04	wwtpcc
368870	4/30/2025	D86214/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 18.55	pwfaccc
368871	4/30/2025	T30899	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 8.51	pwfaccc
369946	5/1/2025	190-1840-00	CITY OF ANACORTES	COA UTILITY BILL - WWTP 2025-05	\$ 8,338.29	dwwtp
369573	5/1/2025	6112367688	VERIZON WIRELESS	EQUIPMENT CHARGES- WTP	\$ 49.72	dwwtp
369095	5/1/2025	01351875	SEATAC PARK	AIRPORT PARKING FOR STAFF TRAINING	\$ 150.26	parksc1
368929	5/1/2025	111-7722876-7188233	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 202.57	wdistcc
368935	5/1/2025	112-5821720-5279445	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES - LIGHTING	\$ 39.16	hrcc
369214	5/1/2025	23212	JUSTICE WORKS, LLC	JUSTICE WORKS MONTHLY SUBSCRIPTION APRIL	\$ 60.00	pubdefcc
368949	5/1/2025	245373535	LOWE'S BUSINESS ACCOUNT/GEMB	SEALING STRIPS FOR RESERVOIRS	\$ 30.38	wtpcc
368933	5/1/2025	2500183	T-SHIRTS BY DESIGN	T-SHIRTS	\$ 450.30	fibercc
368937	5/1/2025	2674932	SHRM	SOCIETY OF HUMAN RESOURCE MANAGEMENT ANNUAL MEMBERSHIP	\$ 299.00	hrcc
368925	5/1/2025	386807	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 10.42	museumcc
368940	5/1/2025	3986-378232	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #108	\$ 42.43	shopcc
368941	5/1/2025	3986-378275	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #108	\$ 239.86	shopcc
368993	5/1/2025	6560561185	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.32	apd
369094	5/1/2025	86059303	FIDALGO PARKS & RECREATION	RESCUE SWIM CLASSES	\$ 369.00	afdcc
368944	5/1/2025	D86826/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 72.42	parksc1
368943	5/1/2025	D87041/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 25.44	pwfaccc
368926	5/1/2025	D87160/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 88.11	pwfaccc
368924	5/1/2025	F61602	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 97.81	parksc1
368928	5/1/2025	F61772	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET MAINTENANCE	\$ 19.57	shopcc
368931	5/1/2025	Google-2504	GOOGLE ANALYTICS	GOOGLE ADVERTISING - APRIL 2025	\$ 212.78	fibercc
368923	5/1/2025	T30992	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 105.26	parksc1

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368930	5/1/2025	T31002	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 17.89	parksc1
369103	5/1/2025	USA Today Lib 5-2025	USA TODAY SUBSCRIPTIONS, SUBSCRIBER SERVICES	USA TODAY SUBSCRIPTION LIBRARY 5-2025	\$ 34.00	libcc
368879	5/1/2025	WASPC REG	WASHINGTON STATE POLICE	WA STATE POLICE CANINE ASSOC REG FOR 2025	\$ 51.80	apdcc
369074	5/1/2025	WB1232165512	ZORO TOOLS, INC	OPERATING SUPPLIES	\$ 3,008.24	pwfacc
369734	5/2/2025	0286947	POLLARD WATER	DECHLORINATOR TABLETS	\$ 3,883.99	pw1
369732	5/2/2025	130648	VECA ELECTRIC & TECHNOLOGIES	WTP ELECTRICAL SYSTEM: INTAKE 1000 AMP MANUAL TRANSFER SWITCH (MTS) INSTALLATION	\$ 42,730.05	dwtpp
369102	5/2/2025	0010049549	THE UPS STORE	SHIPPING FOR DEVICE REPAIR	\$ 28.71	wdistcc
369085	5/2/2025	05022025	SAFEWAY INC	REC PROGRAM SUPPLIES	\$ 43.89	parksc1
369088	5/2/2025	113-1682263-7596226	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 80.44	wwtpcc
369078	5/2/2025	113-3120749-7794621	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 28.24	shopcc
369087	5/2/2025	113-6656761-2697845	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 65.24	wwtpcc
369077	5/2/2025	113-7897357-2198649	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 85.60	shopcc
369110	5/2/2025	114-8470567-0514612	AMAZON.COM SERVICES, INC	ASSORTED SHARPIES	\$ 28.44	afdcc
369075	5/2/2025	1193401434	COSTCO WHOLESALE CORPORATION	OFFICE SUPPLIES	\$ 174.04	pwfacc
369071	5/2/2025	1289872	FRONTIER BUILDING SUPPLY	EXPANSION JOINT MATERIAL	\$ 47.33	fibercc
369079	5/2/2025	14330961	ACME TOOLS	SUPPLIES FOR STREET DEPT	\$ 541.82	shopcc
369080	5/2/2025	201179445	SKAGIT COUNTY PLANNING AND	PERMIT FOR WATER MAINTENANCE	\$ 225.00	wdistcc
368882	5/2/2025	300845668/300845670	KCDA PURCHASING COOPERATIVE	COPY PAPER FOR 2ND & 3RD FLOOR	\$ 494.81	finance
369101	5/2/2025	3986-378442	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #108	\$ 40.22	shopcc
369100	5/2/2025	3986-378580	O'REILLY AUTO PARTS	PART FOR VEHICLE #515	\$ 20.95	shopcc
369076	5/2/2025	432031421260	SAFEWAY INC	LAB SUPPLIES	\$ 74.75	wwtpcc
369082	5/2/2025	5292665	UNITED SITE SERVICES, INC	WA PARK PORTABLE RESTROOMS	\$ 503.82	parksc1
369083	5/2/2025	5294315	UNITED SITE SERVICES, INC	PARKS PORTABLE RESTROOMS	\$ 1,008.40	parksc1
369096	5/2/2025	6560561186	VESTIS SERVICES LLC	OPS & PARKS LAUNDRY SERVICE	\$ 74.17	shopcc
369109	5/2/2025	7828	THRIFTY CLEANERS	APRIL LAUNDRY	\$ 85.92	afdcc

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369092	5/2/2025	D8702/1	ACE HARDWARE	MAINTENANCE SUPPLIES	\$ 247.69	wwtpcc
369104	5/2/2025	INV700185434	ZOOM VIDEO COMMUNICATIONS INC.	ZOOM	\$ 17.40	courtcc
369084	5/2/2025	MC21332487	MAILCHIMP	REC NEWSLETTER SUBSCRIPTION SERVICE	\$ 28.83	parksc1
369112	5/2/2025	WN16007796	HOME DEPOT	SUPPLIES FOR TRAINING K9 ZEKE	\$ 214.97	apdcc
369105	5/3/2025	111-5450737-6723411	AMAZON.COM SERVICES, INC	HEADSET TO SUPPORT UB	\$ 174.06	financecc
369093	5/3/2025	111-8960707-2277040	AMAZON.COM SERVICES, INC	WATER JUG SPIGOT	\$ 9.02	fibercc
369108	5/3/2025	111-9206269-8077025	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 59.83	pwfacc
369090	5/3/2025	INV303917680	ZOOM VIDEO COMMUNICATIONS INC.	EXECUTIVE 5/3-6/2/2025	\$ 69.62	execc
369097	5/3/2025	J73147/44	COASTAL FARM &	UNIFORM- LANCE J	\$ 60.88	pwfacc
369091	5/3/2025	J73215/44	COASTAL FARM &	WORK PANTS	\$ 167.06	shopcc
369107	5/3/2025	T31813	SEBO'S DO-IT CENTER	FINE WIRE	\$ 9.35	afdcc
369073	5/4/2025	086616	FRED MEYER	WORK UNIFORM	\$ 260.84	shopcc
369106	5/4/2025	111-6232170-4314616	AMAZON.COM SERVICES, INC	ERGONOMIC WIRELESS KEYBOARD AND MOUSE	\$ 76.15	infosyscc
369086	5/4/2025	51200006779	COSTCO WHOLESALE CORPORATION	APD COFFEE PODS	\$ 131.96	apdcc
369315	5/4/2025	87958616	INGRAM LIBRARY SERVICES, LLC	INGRAM CHILDREN'S BOOKS	\$ 1,218.96	libcc
369072	5/4/2025	J73595/44	COASTAL FARM &	WORK BOOTS	\$ 156.66	shopcc
369089	5/4/2025	T32040	SEBO'S DO-IT CENTER	WIRE ROPE CLIP	\$ 11.27	afdcc
369674	5/5/2025	1079810	BUILDERS EXCHANGE OF	BID DOC HOSTING FOR SEWER PUMP STATION NO. 16 UPGRADE	\$ 94.65	pw1
369947	5/5/2025	34910	TRANSPO GROUP USA, INC.	TRANSPORTATION ELEMENT OF THE 2025 COMPREHENSIVE PLAN THROUGH 4/30/25	\$ 11,161.25	pw1
369847	5/5/2025	9928	BAYSIDE DENTAL CARE	LEOFF1 RETIREE DENTAL COPAY, D. LIDDLE	\$ 380.20	hr
369202	5/5/2025	039130/6512083	HOME DEPOT	OPERATING SUPPLIES	\$ 184.72	pwfacc
369213	5/5/2025	1054519	IMPORTED P CARD TRANSACTION	OFFICE SUPPLIES	\$ 56.85	financecc
369231	5/5/2025	113-3093038-3275442	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 26.32	shopcc
369081	5/5/2025	114-3754614-123420	AMAZON.COM SERVICES, INC	UPS (QTY 4)	\$ 652.76	infosyscc

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369234	5/5/2025	16073472	PAPE MACHINERY INC.	PART FOR VEHICLE #712	\$ 105.53	shopcc
369239	5/5/2025	2f5773bd-535c-458a-b	UBER	TRAVEL - TRANSPORTATION	\$ 32.99	wwtpcc
369217	5/5/2025	6560562720	VESTIS SERVICES LLC	LAUNDRY SERVICE FOR WWTP	\$ 43.54	wwtpcc
369237	5/5/2025	D90599/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 67.67	wdistcc
369238	5/5/2025	F63628	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 26.61	pwfaccc
369197	5/5/2025	R38CEEF	US BANK	LODGING- ANALYSIS PANEL	\$ 136.02	wtpcc
369196	5/5/2025	R38CEFO	US BANK	LODGING- ANALYSIS PANEL	\$ 136.02	wtpcc
369236	5/5/2025	WAANA162044	FASTENAL COMPANY	SUPPLIES FOR WATER MAINTENANCE	\$ 14.43	wdistcc
369944	5/6/2025	1200713408	HDR ENGINEERING, INC	CITY ENGINEER ON CALL - WATER AND WASTEWATER - 1/26/25-3/29/25	\$ 5,114.87	pw1
369567	5/6/2025	2917818	FOSTER GARVEY PC	MJB DEVELOPMENT PROPERTY	\$ 1,716.50	legal
369568	5/6/2025	2917819	FOSTER GARVEY PC	GENERAL MATTERS THROUGH 4/30/25	\$ 2,027.50	legal
369398	5/6/2025	1001-12238	FRIDA'S II INC	QUARTERLY MEETING-FRIDAS GOURMET MEXICAN CUISINE	\$ 27.81	plancc
369203	5/6/2025	104818	SWINOMISH MARKET CASINO	FUEL FOR #900062	\$ 23.61	wdistcc
369330	5/6/2025	1053800	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 21.76	museumcc
369297	5/6/2025	111-0961333-0497865	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 36.18	wwtpcc
369295	5/6/2025	111-5289393-2681055	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 265.95	wwtpcc
369296	5/6/2025	111-6928920-1442609	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 7.95	wwtpcc
369326	5/6/2025	112-3537736-3075447	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 48.95	wwtpcc
369218	5/6/2025	112-6228403-2680246	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 12.60	wwtpcc
369324	5/6/2025	112-7982363-3308245	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 90.08	wwtpcc
369327	5/6/2025	112-7992201-2173839	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 20.81	wwtpcc
369325	5/6/2025	112-8076931-0499461	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 39.20	wwtpcc
369205	5/6/2025	112-9954914-7682620	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES FOR SENIOR CENTER USE	\$ 12.73	parksc1

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369204	5/6/2025	163085	THE HOSE SHOP, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 272.21	wdistcc
369199	5/6/2025	163087	THE HOSE SHOP, INC	SUPPLIES FOR #90013	\$ 22.46	shopcc
369201	5/6/2025	202323	US BANK	MIND BRAIN EMOTION FOR TEEN COLLECTION	\$ 273.99	libcc
369303	5/6/2025	202520189	WASHINGTON STATE FERRY (ALL)	FERRY TO WHIA CONFERENCE; DET SGT NATIONS	\$ 23.20	apdcc
369198	5/6/2025	2902226-2025-05-05-2	DREAMHOST	DOMAIN REGISTRATION FOR NAMESERVER	\$ 10.99	fibercc
369207	5/6/2025	3986-379212	O'REILLY AUTO PARTS	PART FOR VEHICLE #4000	\$ 17.97	shopcc
369206	5/6/2025	40678	RUGGED DEPOT	PARTS FOR VEHICLES #2008 & #2009	\$ 1,141.97	shopcc
369299	5/6/2025	512025	DOMINO'S PIZZA	REC PROGRAM SUPPLIES	\$ 95.20	parksccl
369298	5/6/2025	5931781988824	SAFEWAY INC	REC PROGRAM SUPPLIES	\$ 25.76	parksccl
369211	5/6/2025	646454025	LOWE'S BUSINESS ACCOUNT/GEMB	SUPPLIES FOR FACILITIES	\$ 227.96	pwfacccl
369316	5/6/2025	752529452	SAMCOR FUEL	PARKS MAINTENANCE FUEL	\$ 23.44	parksccl
369306	5/6/2025	8561 01 07441	HOME DEPOT	SUPPLIES FOR WATER MAINTENANCE	\$ 559.16	wdistcc
369307	5/6/2025	8561 01 07458	HOME DEPOT	SUPPLIES FOR WATER MAINTENANCE	\$ 780.47	wdistcc
369308	5/6/2025	8561 87 32430	HOME DEPOT	SUPPLIES FOR WATER MAINTENANCE	\$ 127.14	wdistcc
369232	5/6/2025	INV00700643	USA BLUE BOOK	LAB SUPPLIES- CHLORINE	\$ 732.37	wtpcc
369304	5/6/2025	R89CE4	SUQUAMISH CLEARWATER CASINO	LODGING; WHIA CONFERENCE - DET SGT NATIONS	\$ 493.74	apdcc
369212	5/6/2025	T32469	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 71.63	parksccl
369215	5/6/2025	T32481	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 8.52	pwfacccl
369216	5/6/2025	T32653	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 7.26	pwfacccl
369208	5/6/2025	WAANA162070	FASTENAL COMPANY	SUPPLIES FOR WATER MAINTENANCE	\$ 83.99	wdistcc
369929	5/7/2025	3722	DXTel LLC	MARKETING LIBRARY SUBSCRIPTION, MAY 2025	\$ 895.00	fiber
369563	5/7/2025	56216	SKAGIT PUBLISHING LLC	PUBLISH AA-633556	\$ 158.34	plan
369561	5/7/2025	56217	SKAGIT PUBLISHING LLC	PUBLISH AA-633694	\$ 162.40	plan
369926	5/7/2025	ARIV1014663	HANSON PROFESSIONAL SERVICES	THOMPSON TRAIL TRESTLE AND CAUSEWAY REPLACEMENT: DESIGN - THROUGH 4/30/25	\$ 22,049.59	parks1

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369399	5/7/2025	00059300501562505071	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 12.62	parksc1
369322	5/7/2025	031135297	GALLS, LLC.	UNIFORMS: GIBSON	\$ 1,527.21	afdcc
369210	5/7/2025	111-0097053-1154614	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 13.86	libcc
369312	5/7/2025	111-3557382-2066621	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 9.03	libcc
369209	5/7/2025	111-9040075-1679464	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 6.14	libcc
369313	5/7/2025	111-9833730-5077801	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 139.16	libcc
369194	5/7/2025	113-0684154-8266658	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 70.71	shopcc
369317	5/7/2025	113-1413858-4858669	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 47.86	parksc1
369195	5/7/2025	113-4887504-0186635	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 47.82	shopcc
369200	5/7/2025	113-6592946-4747445	AMAZON.COM SERVICES, INC	PARKS OFFICE SUPPLIES	\$ 29.37	parksc1
369397	5/7/2025	113-7049079-9169058	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 130.86	wwtpcc
369302	5/7/2025	113-8148839-7177800	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 26.10	wwtpcc
369147	5/7/2025	1130242137	FERRELLGAS, LP	WA PARK PROPANE REFILL	\$ 110.08	parks1
369146	5/7/2025	1130242143	FERRELLGAS, LP	WA PARK PROPANE REFILL	\$ 585.67	parks1
369323	5/7/2025	114-8428846-0562622	AMAZON.COM SERVICES, INC	BINDER DIVIDERS, BROOM HOOKS	\$ 44.68	afdcc
369293	5/7/2025	14485848	HACH COMPANY	LAB SUPPLIES	\$ 95.03	wtpcc
369309	5/7/2025	16083742	PAPE MACHINERY INC.	SUPPLIES FOR WATER MAINTENANCE	\$ 47.72	wdistcc
369328	5/7/2025	300902121254792081	LOWE'S BUSINESS ACCOUNT/GEMB	OPERATING SUPPLIES	\$ 146.35	wtpcc
369311	5/7/2025	3986-379475	O'REILLY AUTO PARTS	PARTS FOR EQUIP #410	\$ 136.82	shopcc
369310	5/7/2025	3986-379477	O'REILLY AUTO PARTS	PARTS FOR EQUIP #9911	\$ 77.70	shopcc
369329	5/7/2025	594276566	LOWE'S BUSINESS ACCOUNT/GEMB	SUPPLIES FOR WTP	\$ 5.14	wtpcc
369294	5/7/2025	7093/0651/00651	SIMPLOT PARTNERS	PARKING FEES- PNWS-AWWA WATER 2025	\$ 15.00	wtpcc
369305	5/7/2025	D91867/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 4.34	wdistcc
369291	5/7/2025	F64772	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 145.68	parksc1

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369319	5/7/2025	LCPM250227-007	LAUTENBACH INDUSTRIES	DISPOSAL FOR SOLID WASTE	\$ 57.00	shopcc
369321	5/7/2025	T32764	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 16.54	pwfacc
369318	5/7/2025	T32867	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 33.72	parksc1
369907	5/8/2025	200000667101	PUGET SOUND ENERGY INC	LIBRARY 1220 10TH 4/8-5/7/2025	\$ 4,935.08	publib
369677	5/8/2025	2347-14	MAKERS ARCHITECTURE	2025 PERIODIC COMPREHENSIVE PLAN UPDATE - THROUGH APRIL 30, 2025	\$ 268.75	plan
369569	5/8/2025	300000290035	PUGET SOUND ENERGY INC	MUSEUM: 4/5-5/6/25	\$ 294.35	museum
369839	5/8/2025	INV086691	TURF STAR WESTERN	PART FOR VEHICLE #713	\$ 1,492.81	dshop
369410	5/8/2025	0010049753	THE UPS STORE	SHIPPING FOR ITEM RETURN	\$ 15.59	pwfacc
369396	5/8/2025	112-5506036-6021836	AMAZON.COM SERVICES, INC	EAR MOLDS FOR TWO WAY RADIO	\$ 37.16	apdcc
369292	5/8/2025	113-1324652-5561865	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 70.45	shopcc
369516	5/8/2025	113-7823077-5159419	AMAZON.COM SERVICES, INC	CURATORIAL SUPPLIES	\$ 7.40	museumcc
369412	5/8/2025	114-4329638-4613068	AMAZON.COM SERVICES, INC	BINDER DIVIDERS	\$ 50.04	afdcc
369413	5/8/2025	114-9330635-7679422	AMAZON.COM SERVICES, INC	COPY PAPER	\$ 52.21	afdcc
369394	5/8/2025	12-13049-96766	EBAY	LAB SUPPLIES	\$ 59.84	wwtpcc
369393	5/8/2025	1292643	FRONTIER BUILDING SUPPLY	FURRING STRIPS (TRAINING)	\$ 9.18	afdcc
369510	5/8/2025	24275931	PURCELL TIRE AND SERVICE CENTE	TIRES FOR EQUIP #8002	\$ 139.70	shopcc
369511	5/8/2025	24275932	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #206	\$ 2,640.77	shopcc
369497	5/8/2025	268160648	SURETY PEST CONTROL	SENIOR CENTER PEST CONTROL	\$ 152.32	parksc1
369167	5/8/2025	268161824	SURETY PEST CONTROL	PEST CONTROL APD/COURT	\$ 149.06	finance
369390	5/8/2025	300-10165711	ALL BATTERY SALES & SERVICE	SUPPLIES FOR SHOP	\$ 58.75	shopcc
369402	5/8/2025	3986-379690	O'REILLY AUTO PARTS	PARTS FOR EQUIP #4001	\$ 166.83	shopcc
369403	5/8/2025	3986-379728	O'REILLY AUTO PARTS	PART FOR EQUIP #9911	\$ 217.59	shopcc
369401	5/8/2025	3986-379768	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 7.61	shopcc
369515	5/8/2025	593176768822	SAFEWAY INC	WA PARK STAFF SUPPLIES	\$ 32.88	parksc1
369247	5/8/2025	6560565051	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.32	apd
369518	5/8/2025	79 4 53 37362	THE MARKET LLC	SUPPLIES FOR EQUIP #9911	\$ 20.45	shopcc
369517	5/8/2025	949xxxxx	ESRI INC	ARCGIS TRAINING	\$ 1,919.00	pwfacc
369400	5/8/2025	9930013361	STAPLES ADVANTAGE	COPY PAPER	\$ 1,026.36	apdcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
369411	5/8/2025	D92425/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 4.89	pwfacc
369409	5/8/2025	D92450/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 55.79	parksc1
369391	5/8/2025	D92465/1	ACE HARDWARE	SUPPLIES FOR EQUIP #861	\$ 3.11	shopcc
369407	5/8/2025	D92987/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 21.53	pwfacc
369408	5/8/2025	F65213	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 14.91	pwfacc
369389	5/8/2025	T33019	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 13.95	parksc1
369404	5/8/2025	T33075	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 18.75	wdistcc
369737	5/9/2025	132611	RISE VISION	INFORMATIONAL DISPLAY SOFTWARE RENEWAL - 5/9/2025-5/8/2026	\$ 509.18	infosys
369490	5/9/2025	111-6017295-5630654	AMAZON.COM SERVICES, INC	TRIPP LITE SMART UPS	\$ 297.84	infosyscc
369514	5/9/2025	114-2348459-0440265	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 106.60	pwfacc
369491	5/9/2025	14363714	ACME TOOLS	SUPPLIES FOR STREET DEPT	\$ 760.52	shopcc
369499	5/9/2025	190047	CAP SANTE MARINA	OPERATING SUPPLIES	\$ 52.02	wwtpcc
369395	5/9/2025	20095546912	5.11 TACTICAL	UNIFORM SHIRTS	\$ 120.77	afdcc
369496	5/9/2025	3035231543	SIGMA-ALDRICH, INC.	LAB SUPPLIES	\$ 440.34	wwtpcc
369513	5/9/2025	3986-379932	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 82.64	shopcc
369512	5/9/2025	3986-379945	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLE #205	\$ 61.08	shopcc
369507	5/9/2025	409965742	LAQUINTA INN	LA QUINTA ROOM - LRI CONFERENCE YAKIMA	\$ 492.81	hrcc
369506	5/9/2025	409965743	LAQUINTA INN	LA QUINTA - LRI CONFERENCE YAKIMA - TO BE REIMBURSED	\$ 492.81	hrcc
369508	5/9/2025	410973140	LAQUINTA INN	LA QUINTA ROOM - LRI CONFERENCE YAKIMA	\$ 492.81	hrcc
369498	5/9/2025	59352638852	SAFEWAY INC	REC PROGRAM SUPPLIES	\$ 27.55	parksc1
369503	5/9/2025	6560565054	VESTIS SERVICES LLC	OPS MAT CLEANING	\$ 52.77	shopcc
369504	5/9/2025	6560565055	VESTIS SERVICES LLC	OPS & PARKS LAUNDRY SERVICE	\$ 74.17	shopcc
369492	5/9/2025	7220/0651/00651	SIMPLOT PARTNERS	PARKING FEES- PNWS-AWWA WATER 2025	\$ 15.00	wtpcc
369493	5/9/2025	91089256	SIMPLOT PARTNERS	PARKING FEES- PNWS-AWWA WATER 2025	\$ 15.00	wtpcc
369521	5/9/2025	999d0df6-0ee9-4c3c-8	UBER	TRAVEL EXPENSE	\$ 35.98	wwtpcc
369392	5/9/2025	E0600W2VG7	MICROSOFT CORPORATION	AZURE: DISASTER AND RECOVERY SITE - APRIL	\$ 1,096.47	infosyscc
369519	5/9/2025	F65768	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 53.29	pwfacc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
369523	5/9/2025	KXTO-509	HAMPTON INN/SUITES	TRAVEL - ROOM FOR BW	\$ 705.00	wwtpcc
369524	5/9/2025	KXTY-616	HAMPTON INN/SUITES	TRAVEL ROOM FOR SD	\$ 705.00	wwtpcc
369500	5/9/2025	RECEIPT	WASHINGTON STATE FERRY (ALL)	FERRY FROM TRAINING; NATIONS -WHIA CONF	\$ 23.20	apdcc
369522	5/9/2025	SO595409	THE CARY COMPANY	MAINTENANCE SUPPLIES - INCINERATOR	\$ 2,572.58	wwtpcc
369676	5/10/2025	314628	LAKE SIDE INDUSTRIES, INC.	SUPPLIES FOR WATER DEPT	\$ 5,446.83	wdist
369678	5/10/2025	314929	LAKE SIDE INDUSTRIES, INC.	SUPPLIES FOR WATER MAINTENANCE	\$ 640.69	wdist
369505	5/10/2025	031264592	GALLS, LLC.	UNIFORM BOOTS; OFC PLEADWELL	\$ 200.74	apdcc
369502	5/10/2025	111-6476887-3385803	AMAZON.COM SERVICES, INC	HAZ MAT SUITS, WIRE CLIPS, ELECTRICAL TAPE	\$ 491.32	fibercc
369509	5/10/2025	585926405	US BANK	LODGING- WETRC TRAINING	\$ 668.00	wtppcc
369834	5/11/2025	700000128	FAMILY CARE NETWORK PLLC	PRE-EMPLOYMENT MED EXAM; BEAUPRE	\$ 218.40	apd
369501	5/11/2025	113-1187545-3391440	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE SUPPLIES	\$ 68.31	execc
369494	5/11/2025	113-7530394-5766639	AMAZON.COM SERVICES, INC	SUPPLIES FOR EQUIP #861	\$ 50.88	shopcc
369945	5/12/2025	321547	DOORMAN COMMERCIAL, LLC	ANNUAL PREVENTATIVE MAINTENANCE FOR AUTOMATIC DOOR OPERATORS	\$ 4,702.04	pw1
369912	5/12/2025	52253	ZUMAR INDUSTRIES, INC.	SUPPLIES FOR STREET DEPT	\$ 434.32	dshop
369845	5/12/2025	978 800 0000 1	CASCADE NATURAL GAS CORP.	STA 3: 4/12-5/9/25	\$ 44.41	medic
369736	5/12/2025	FB66399	CAROLLO ENGINEERS, INC.	WATER SYSTEM PLAN UPDATE - THROUGH 4/30/25	\$ 12,637.50	pw1
369566	5/13/2025	20251048	SYSTEMS DESIGN WEST, LLC	AMBULANCE BILLING SERVICE APRIL, 2025	\$ 4,653.10	finance
369843	5/13/2025	23760022	MCKESSON MEDICAL-SURGICAL	STRAP BIOTHANE	\$ 316.54	medic
369927	5/13/2025	35021	TRANSPO GROUP USA, INC.	PEDESTRIAN ROADWAY CROSSING IMPROVEMENT PROJECT - DESIGN - THROUGH 4/30/25	\$ 1,708.75	pw1
369730	5/13/2025	378934	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 623.64	pwfac
369729	5/13/2025	635545-1	IDEAL RENT-ALL	RENTAL FOR FACILITIES	\$ 401.20	pwfac
369560	5/14/2025	0002	SEAHAWK ATHLETIC BOOSTER ASSOC	PAYMENT FOR PROVIDING COACHES AND	\$ 4,864.00	pkrec
369733	5/14/2025	25-13178	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS- FLUORIDE BLUE HERON	\$ 35.00	dwtpr

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
369564	5/14/2025	31-C24107833	HANSEN, DARREN	AMBULANCE OVERPAYMENT REFUND	\$ 832.04	finance
369562	5/14/2025	31-C24112812	WALLINGA, HENRY	REFUND AMBULANCE OVERPAYMENT	\$ 12.50	finance
369905	5/14/2025	52293	ZUMAR INDUSTRIES, INC.	SUPPLIES FOR STREET DEPT	\$ 733.10	dshop
369565	5/14/2025	8498 30 017 0319913	COMCAST	LIBRARY INTERNET ACCESS 5/9-6/8/25	\$ 185.11	finance
369842	5/14/2025	878582	KARMART	PART FOR VEHICLE #206	\$ 466.31	dshop
369840	5/14/2025	878583	KARMART	PART FOR VEHICLE #204	\$ 214.13	dshop
369735	5/14/2025	LAU-WA-G885-25	DEPARTMENT OF ECOLOGY	WTP LAB ACCREDITATION RENEWAL FEE 05/02- 05/01/26	\$ 500.00	dwtp
369570	5/14/2025	RefundFranklin	FRANKLIN, DOROTHY	REFUND FOR SENIOR CENTER CANCELLATION	\$ 252.00	parks1
369571	5/14/2025	RefundSouth	SOUTH, LINDSEY	WA PARK REFUND	\$ 30.00	parks1
369925	5/15/2025	1547	FIDALGO CLEANING	CLEANING	\$ 200.00	museum
369923	5/15/2025	1548	FIDALGO CLEANING	HERITAGE CENTER CLEANING 5/1-5/15	\$ 140.00	museum
369575	5/15/2025	200012505505	PUGET SOUND ENERGY INC	WTP 4/1-4/30/25	\$ 90,309.15	dwtp
369936	5/15/2025	240248	BLYTHE MECHANICAL, INC	HVAC ANNUAL PREVENTIVE MAINTENANCE 2025 - WTP	\$ 6,445.41	dwtp
369675	5/15/2025	271121	DATABAR, INC	BLANK GREEN PAYROLL CHECK STOCK	\$ 254.60	finance
369739	5/15/2025	9508838795	GRAINGER	MAINTENANCE SUPPLIES	\$ 136.08	dwwtp
369833	5/15/2025	INV3005961	COPIERS NORTHWEST, INC	APD CANNON COPIES 04/14/25-05/13/25	\$ 46.81	apd
369574	5/15/2025	WATNJG2025	SIMPLIFILE, LC	ANNUAL LICENSE AND SUPPORT FEE	\$ 199.00	legal
369913	5/16/2025	14501442	HACH COMPANY	LAB SUPPLIES	\$ 508.47	dwtp
369832	5/16/2025	1568	FIDALGO CLEANING	APD CLEANING & SUPPLIES (5/5-5/18)	\$ 905.00	apd
369900	5/16/2025	1788547	WALTON BEVERAGE COMPANY, INC	WTP: BREAKROOM SUPPLIES	\$ 273.00	dwtp
369680	5/16/2025	314876	LAKE SIDE INDUSTRIES, INC.	SUPPLIES FOR STREET DEPT	\$ 346.80	dshop
369740	5/16/2025	9509141769	GRAINGER	MAINTENANCE SUPPLIES	\$ 3.69	dwwtp
369741	5/16/2025	9509166188	GRAINGER	MAINTENANCE SUPPLIES	\$ 4.18	dwwtp
369679	5/16/2025	INV3006426	COPIERS NORTHWEST, INC	CANON COPIERS CITY WIDE 4/15-5/14/25	\$ 360.82	finance
369904	5/19/2025	154 700 0000 9	CASCADE NATURAL GAS CORP.	LIBRARY 4/18-5/16/2025	\$ 854.21	publib
369901	5/19/2025	1600989	LIFE ASSIST, INC	PHARMA: NACL, SYRINGES, CANNULAS, BVMS,	\$ 541.08	medic
369919	5/19/2025	199 800 0000 4	CASCADE NATURAL GAS CORP.	703 R AVE: 4/18-5/16/25	\$ 69.74	museum

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
369931	5/19/2025	5/19/2025	ANACORTES FAMILY CENTER	SOCIAL WORKER AGREEMENT - MAY 2025	\$ 5,000.00	apd
369909	5/19/2025	507185549	MIDWEST TAPE, LLC.	MIDWEST TAPE	\$ 139.21	publib
369908	5/19/2025	52343	ZUMAR INDUSTRIES, INC.	SUPPLIES FOR STREET DEPT	\$ 175.26	dshop
369910	5/19/2025	674 400 0000 7	CASCADE NATURAL GAS CORP.	STA 1: 4/18-5/16/25	\$ 139.63	medic
369915	5/19/2025	710 300 0000 5	CASCADE NATURAL GAS CORP.	OPS: 4/18-5/16/25	\$ 734.52	dshop
369903	5/19/2025	795 700 0000 4	CASCADE NATURAL GAS CORP.	CITY HALL 4/18-5/16/25	\$ 963.18	finance
369922	5/19/2025	912 800 0000 0	CASCADE NATURAL GAS CORP.	MUSEUM: 4/18-5/16/25	\$ 173.36	museum
369917	5/19/2025	989 800 0000 8	CASCADE NATURAL GAS CORP.	WWTP: 4/18-5/16/25	\$ 361.84	dwwtp
369844	5/19/2025	INV3007068	COPIERS NORTHWEST, INC	COURT & ASC COPIES 04/16-05/15/25	\$ 398.63	finance
369924	5/19/2025	Pay App 10	STRIDER CONSTRUCTION CO, INC	WWTP OUTFALL RELOCATION - MARINE AND UPLAND	\$ 1,039,397.91	pw1
369837	5/19/2025	Q1 2025 LTAC TENTING	ANACORTES CHAMBER OF COMMERCE	TENT RENTAL EXPENSE FOR UNCORKED-TOURISM PROMOTION FUNDS	\$ 22,047.82	plan
369830	5/19/2025	Q1 LTAC Chamber EA	ANACORTES CHAMBER OF COMMERCE	Q1 2025 TOURISM PROMOTION FUNDS EXPERIENCE ANACORTES	\$ 45,298.64	plan
369835	5/19/2025	Q1 2025 LTAC VIC	ANACORTES CHAMBER OF COMMERCE	Q1 2025 TOURISM PROMOTION FUNDS VISITOR CENTER	\$ 7,500.00	plan
369959	5/20/2025	1200720092	HDR ENGINEERING, INC	WTP NORTH LINE REPAIR & FLOWMETER UPGRADES - DESIGN - 3/30/25 - 5/3/25	\$ 6,828.90	pw1
369935	5/20/2025	1200720093	HDR ENGINEERING, INC	WHISTLE LAKE ROAD PIPE ARCH MODIFICATIONS - DESIGN - 3/24/25 - 5/3/25	\$ 12,627.05	dwtp
369933	5/20/2025	1200720094	HDR ENGINEERING, INC	COMBINED SEWER OVERFLOW PUMP STATION DESIGN - 3/30/25 - 5/3/25	\$ 8,332.46	pw1
369955	5/20/2025	1200720095	HDR ENGINEERING, INC	GENERAL SEWER PLAN - 3/30/25 - 5/3/25	\$ 18,100.14	dwwtp
369906	5/20/2025	169 400 0000 9	CASCADE NATURAL GAS CORP.	STA 2: 4/18-5/16/25	\$ 88.37	medic
369951	5/20/2025	22-168-FAC-0011	SCHINDLER ELEVATOR CORPORATION	RETAINAGE RELEASE 7/1/2023-12/31/2024	\$ 590.10	pw1
369954	5/20/2025	24-293-STM-0011	PNW CIVIL, INC.	RETAINAGE RELEASE	\$ 1,810.00	pw1
369958	5/20/2025	25-037-STM-0011	PNW CIVIL, INC.	RETAINAGE RELEASE	\$ 2,110.10	pw1
369902	5/20/2025	INV3007622	COPIERS NORTHWEST, INC	S/N 2YJ30356 LIBRARY FL1 TECH SERVICES COPIER 4/18-5/17/25	\$ 177.91	finance

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
368585	4/22/2925	266518091	SURETY PEST CONTROL	HERITAGE CENTER: PEST CONTROL APRIL	\$ 80.51	museum
	Total				\$ 1,945,447.03	



City Council Agenda Bill

Meeting Date: May 27, 2025 **Agenda Item:** 5.c.

Agenda Item Title: Special Event: Anacortes High School and Cap Sante High School Graduation Parade 2025

Staff Contact(s): Jonn Lunsford

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Stephanie Snyder	Motion
John Coleman	

Item Summary: On June 10th, 2025, the Anacortes High School class of 2025 will sponsor a parade from 3rd Street to the Anacortes high school via Commercial Ave and 17th Street. There will be a road closure on Commercial from 3rd Street to 10th Street, then the Police Department will provide an escort for the remainder of the parade route. The parade begins at 3:30 pm and ends at 4:30 pm. This is a motorcade, and cars will drive slowly southbound on Commercial Avenue from 3rd Street to 17th Street, turning west on 17th Street and terminating at 17th Street and J Avenue.

Budget Impact:
none

Previous Action: approved in 2024

Recommended Motion: Approve

Alternative Actions: Disapprove or Modify

Attachments (listed in order presented):

1. Prepare City Council Packet _ high school graduation parade
2. HighSchool Seniors Parade_Route



Special Event Application Processing

Administrator adds this event to the City Council agenda, creates the agenda bill, downloads the reviewed application and any attachments using the link in the email, and uploads those attachments in CivicClerk to go into the City Council packet.

View Anacortes Municipal Code Chapter 7.04, Special Events

Application

Application Date *

5/14/2025

Event Name *

AHS Graduation Parade

Event Type

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

Applicant/Organization Name *

Anacortes High School Graduating Class

Mailing Address *

PO Box 547, Anacortes WA 982212

Event Contact Person *

Jon Lunsford

Event Contact Email *

jonnl@anacorteswa.gov

Event Contact Phone *

360-293-1918

Event Website

Estimated Number of Participants/Attendees ***Event Description *****Will food vendors participate in this event? ***

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

☐ Yes ☒ No

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

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

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

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

Parking Location

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

Event Map (optional)

Upload one or more maps of the event

Upload

HighSchool Seniors Parade_R... 2.87MB

Indemnification Agreement*

Upload scan of SIGNED indemnification agreement

Upload

Indemnification request submis... 13.05KB

Download the Indemnification Agreement [here](#).

Signage

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

Insurance

The applicant is required to provide public liability insurance subject to the provisions of AMC 7.04.100 unless the applicant can demonstrate that the event meets an exemption in that section. Applicants will be notified following application approval of insurance requirements for the specific event.

Electronic Signature Agreement

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

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

☒ Yes

Signature

John Lunsford

Admin Review

Council Meeting Date*

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

5/26/2025

Staff Review Deadline*

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

5/19/2025

Administrator comments and conditions of approval

Insurance Certificate

Upload

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

Departmental Review

Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

Fire Department concerns, objections, or conditions of approval *

None

Legal Department concerns, objections, or conditions of approval *

None

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

None

Police Department will provide the following services for this event:

Traffic Control

Police Department concerns, objections, or conditions of approval *

None

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

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

None

Departmental attachments

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

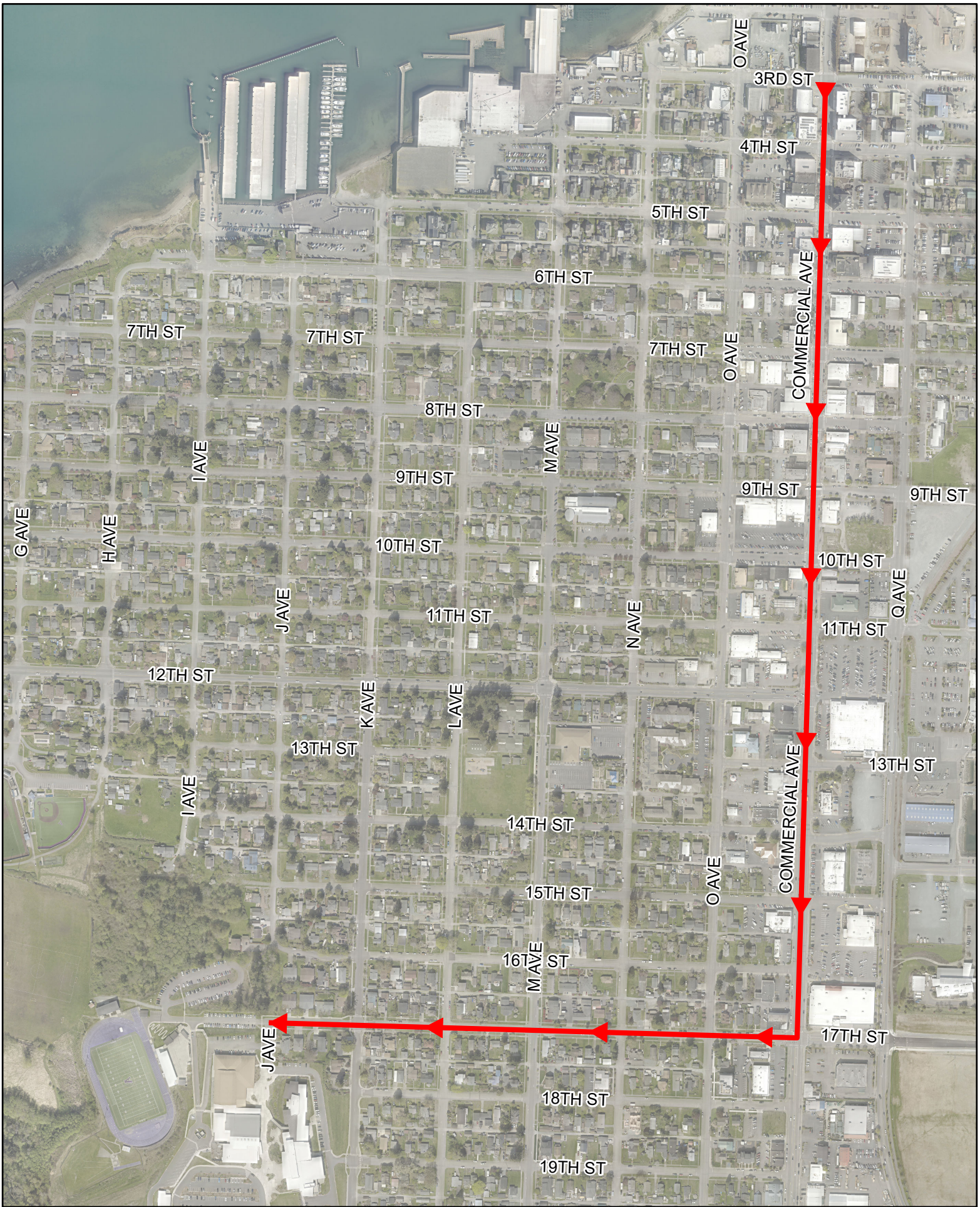
Upload

Comments

2000 characters left

Council Packet Complete

Cancel Application



High School Senior Parade



City Council Agenda Bill

Meeting Date: May 27, 2025 **Agenda Item:** 5.d.

Agenda Item Title: Special Event: 4th of July Celebration

Staff Contact(s): Stephanie Snyder, Jonn Lunsford

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Stephanie Snyder	Motion
John Coleman	

Item Summary: Road Closure for Town Photo and 4th of July Parade. Commercial Ave will be closed from 3rd Street to 10th Street. The time of closure begins at 9am and ends at 2pm on July 4, 2025.

Budget Impact:

Funds from Lodging Tax in the amount of \$15,000 will be allocated to the Parks Dept. toward the overall cost of this event. This allocation was previously approved by Council on [Resolution 3167](#) in the fall of 2024.

Previous Action: approved in 2024

Recommended Motion: Approve

Alternative Actions: Disapprove or modify

Attachments (listed in order presented):

1. Prepare City Council Packet _ 4th of July 2025
2. 4th of July Parade Route.map



Special Event Application Processing

Administrator adds this event to the City Council agenda, creates the agenda bill, downloads the reviewed application and any attachments using the link in the email, and uploads those attachments in CivicClerk to go into the City Council packet.

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

Application

Application Date *

5/15/2025

Event Name *

Fourth of July Parade

Event Type

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

Applicant/Organization Name *

City of Anacortes

Mailing Address *

PO Box 547

Event Contact Person *

Jonh Lunsford

Event Contact Email *

jonnl@anacorteswa.gov

Event Contact Phone *

360-293-1918

Event Website

Estimated Number of Participants/Attendees *

5000

Event Description *

Annual Community Fourth of July Parade, Town Photo and Patriotic Program

Will food vendors participate in this event? *

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

☐ Yes ☒ No

Date Event Starts *

7/4/2025

Time Event Starts *

10:00:00

AM ▼

Date Event Ends *

7/4/2025

Time Event Ends *

1:00:00

PM ▼

Date Street Closure Starts *

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

Time Street Closure Starts *

Date Street Closure Ends *

Time Street Closure Ends *

Event Location *

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

Commercial Avenue from 3rd and Commercial to 10th and Commercial will be closed off for the parade. The Parade Route will follow the map. Side streets along the route will be closed to through traffic.

Parking Location

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

downtown

Event Map (optional)

Upload one or more maps of the event

[4th of July Parade Route.map.pdf](#) 918.08KB

Indemnification Agreement *

Upload scan of SIGNED indemnification agreement

[Indemnification request submis...](#) 13.05KB

Download the Indemnification Agreement [here](#).

Signage

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

Insurance

The applicant is required to provide public liability insurance subject to the provisions of AMC 7.04.100 unless the applicant can demonstrate that the event meets an exemption in that section. Applicants will be notified following application approval of insurance requirements for the specific event.

Electronic Signature Agreement

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

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

☒ Yes

Signature

John Lunsford

Admin Review

Council Meeting Date *

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

5/26/2025 

Staff Review Deadline *

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

5/19/2025

Administrator comments and conditions of approval

Insurance Certificate

Upload

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

Departmental Review

Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

Fire Department concerns, objections, or conditions of approval *

None

Legal Department concerns, objections, or conditions of approval *

None

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

None

Police Department will provide the following services for this event:

Marked police unit to lead and tail the parade.

Police Department concerns, objections, or conditions of approval *

None

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

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

None

Departmental attachments

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

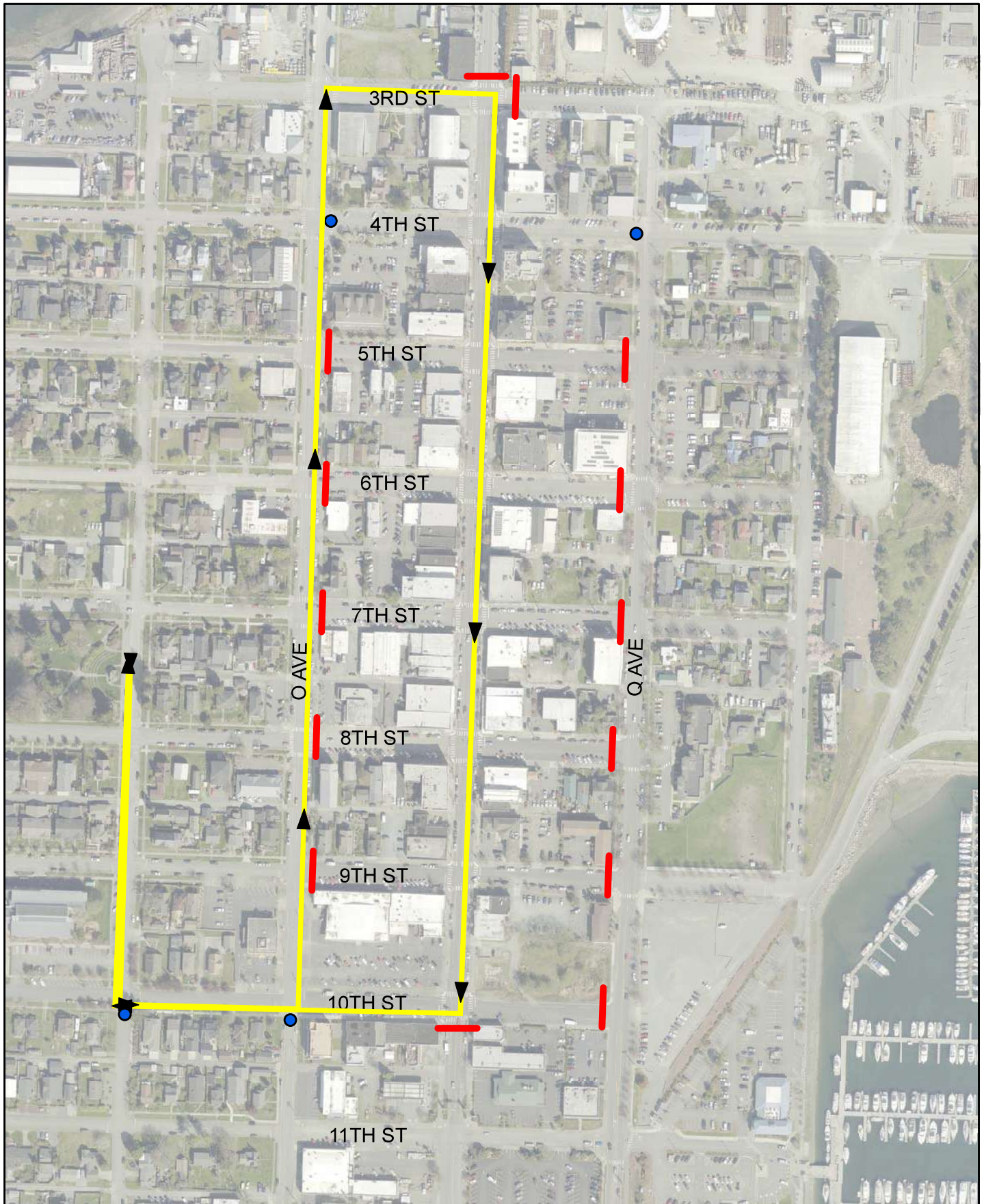
Upload

Comments

2000 characters left

Council Packet Complete

Cancel Application



July 4th - Parade Route

-  Street Barricade
-  Auxillary Barricade



City Council Agenda Bill

Meeting Date: May 27, 2025 **Agenda Item:** 6.a.

Agenda Item Title: Contract Award: Enterprise Resource Planning Software and Implementation Services #23-254-IDS-002

Staff Contact(s): Rhonda Peck, Emily Schuh, Steve Hoglund

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Tiffany Matson	Contract Award
Steve Hoglund	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$941,697.00 to Tyler Technologies, Inc. to provide Enterprise Resource Planning (ERP) Software and Implementation Services.

Background:

1. **History:** The City has utilized Tyler Eden systems for over 20 years. Tyler has indicated that Eden will cease to be supported as of March 1, 2027. During the 2023 budget retreat City Council supported the Mayor and Staff's recommendation to seek a consultant to assist with the selection of an ERP software solution. After issuing a Request for Proposals and conducting in-person demonstrations staff selected to proceed with the ERP software provided by Tyler Technologies, Inc.
2. **Key Terms:**
 - Contract is for a price of \$941,697.00.
 - The period of performance is from contract inception through June 30, 2028.
3. **Competitive Bidding:** The City issued a [Request for Proposals](#) on 2/28/24 and received 8 proposals by the 4/1/24 submission deadline. After evaluation of the proposals 4 vendors were chosen to provide in-person demonstrations. Staff selected Tyler Technologies, Inc. and moved forward with contract negotiations and the recommended contract award.

Budget Impact:

Vendor	Tyler Technologies, Inc.
Contract Amount	\$941,697.00
Earmarked Funds	\$1,388,650.00
BARS #	001.210.514.20.41
Budget Amendment Required?	No
Start Date	Inception
End Date	6/30/28

Previous Action: Contract [23-254-IDS-001](#) with Softchoice Resources to provide assistance in evaluating our current systems and assist in the selection of a new ERP software was awarded at the [8/18/23](#) Council meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign contract 23-254-IDS-002 with Tyler Technologies, Inc. in the amount of \$941,697.00 to provide Enterprise Resource Planning Software and Implementation Services.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 23-254-IDS-002
2. EERP Contract Summary



SOFTWARE AS A SERVICE AGREEMENT

This Software as a Service (“SaaS”) Agreement is made between Tyler Technologies, Inc. and Client.

WHEREAS, Client selected Tyler to provide certain products and services set forth in the Investment Summary, including providing Client with access to Tyler’s proprietary software products, and Tyler desires to provide such products and services under the terms of this Agreement;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and promises set forth in this Agreement, Tyler and Client agree as follows:

SECTION A – DEFINITIONS

- **“Agreement”** means this Software as a Service Agreement, including Exhibits and Schedules.
- **“Business Travel Policy”** means our business travel policy. A copy of our current Business Travel Policy is attached as Schedule 1 to Exhibit B.
- **“City”** means the City of Anacortes, Washington.
- **“City Data” or “Client Data”** means data exchanged as a result of providing products and services, such as City Account Data, City Content, Personal Data, and Personal Information.
 - i. **“City Account Data”**: personal data that relates to City’s relationship with Tyler, including the names or contact information of individuals authorized by City to access City’s account, and billing information of individuals that City has associated with its account. City Account Data also includes any personal data Tyler may need to collect for the purpose of identity verification (including providing the Multi-Factor Authentication Services).
 - ii. **“City Content”**: (a) all data that is owned, licensed, leased or developed by or on behalf of the City, whether provided to the Tyler by the City or provided by a third party to the Tyler in connection with the Tyler’s provision of services to the City, including any such data that is loaded into, or located in, any data files, tables, objects or other storage medium developed or maintained by or on behalf of the Tyler, including related data that results from hygiene, cleaning, and database build services performed by or on behalf of the Tyler, (b) intellectual property City submits to the Tyler and (c) data stored on City’s behalf in providing products and services.
 - iii. **“Personal Data”**: any information relating to an identified or identifiable natural person. An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier, such as a name, an identification number, location data, an online identifier, or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.
 - iv. **“Personal Information”**: information defined by RCW 19.255.
- **“Client”** means the City of Anacortes, Washington.
- **“Data”** means your data necessary to utilize the Tyler Software.
- **“Data Storage Capacity”** means the contracted amount of storage capacity for your Data identified in the Investment Summary.



- **“Defect”** means a failure of the Tyler Software to substantially conform to the functional descriptions set forth in our written proposal to you, or their functional equivalent. Future functionality may be updated, modified, or otherwise enhanced through our maintenance and support services, and the governing functional descriptions for such future functionality will be set forth in our then-current Documentation.
- **“Defined Users”** means the number of users that are authorized to use the SaaS Services. The Defined Users for the Agreement are as identified in the Investment Summary. If Exhibit A contains Enterprise Permitting & Licensing labeled software, defined users mean the maximum number of named users that are authorized to use the Enterprise Permitting & Licensing labeled modules as indicated in the Investment Summary.
- **“Developer”** means a third party who owns the intellectual property rights to Third Party Software.
- **“Documentation”** means any online or written documentation related to the use or functionality of the Tyler Software that we provide or otherwise make available to you, including instructions, user guides, manuals and other training or self-help documentation.
- **“Effective Date”** means the date by which both your and our authorized representatives have signed the Agreement.
- **“Force Majeure”** means an event beyond the reasonable control of you or us, including, without limitation, governmental action, war, riot or civil commotion, fire, natural disaster, or any other cause that could not with reasonable diligence be foreseen or prevented by you or us.
- **“Investment Summary”** means the agreed upon cost proposal for the products and services attached as [Exhibit A](#).
- **“Invoicing and Payment Policy”** means the mutually agreed upon Invoicing and Payment Policy attached as [Exhibit B](#).
- **“Order Form”** means an ordering document that includes a quote or Investment Summary and specifying the items to be provided by Tyler to Client, including any addenda and supplements thereto.
- **“SaaS Fees”** means the fees for the SaaS Services identified in the Investment Summary.
- **“SaaS Services”** means software as a service consisting of system administration, system management, and system monitoring activities that Tyler performs for the Tyler Software, and includes the right to access and use the Tyler Software, receive maintenance and support on the Tyler Software, including Downtime resolution under the terms of the SLA, and Data storage and archiving. SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting or other professional services.
- **“SLA”** means the service level agreement between Tyler and Client that provide specific measurable aspects related to the SaaS Services and defines the service standards and obligations and consequence of failure to meet those obligations of Tyler and Client. SLA is attached hereto as [Exhibit C](#).
- **“Statement of Work”** means the industry standard implementation plan describing how our professional services will be provided to implement the Tyler Software, and outlining your and our roles and responsibilities in connection with that implementation. The Statement of Work is attached as [Exhibit E](#).
- **“Support Call Process”** means the support channels and methods applicable to all of our customers who have licensed the Tyler Software. A copy of our current Support Call Process is attached as [Schedule 1](#) to [Exhibit C](#).
- **“Third Party”** means hardware, software, products and services that are provided to Client from providers other than Tyler.

- **“Third Party Hardware”** means the third party hardware, if any, identified in the Investment Summary.
- **“Third Party Products”** means the Third Party Software and Third Party Hardware.
- **“Third Party SaaS Services”** means software as a service provided by a third party, if any, identified in the Investment Summary.
- **“Third Party Services”** means the third party services, if any, identified in the Investment Summary.
- **“Third Party Software”** means the third party software, if any, identified in the Investment Summary.
- **“Third Party Terms”** means, if any, the end user license agreement(s) or similar terms for the Third Party Products or other parties’ products or services, as applicable, and attached or indicated at Exhibit D.
- **“Tyler”** means Tyler Technologies, Inc., a Delaware corporation.
- **“Tyler Software”** means our proprietary software, including any integrations, custom modifications, and/or other related interfaces identified in the Investment Summary and licensed by us to you through this Agreement.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

SECTION B – SAAS SERVICES

1. Rights Granted.

1.1 We grant to you the non-exclusive, non-assignable limited right to use the SaaS Services solely for your internal business purposes for the number of Defined Users only. The Tyler Software will be made available to you according to the terms of the SLA. You acknowledge that we have no delivery obligations and we will not ship copies of the Tyler Software as part of the SaaS Services. You may use the SaaS Services to access updates and enhancements to the Tyler Software, as further described in Section C(9). The foregoing notwithstanding, to the extent we have sold you perpetual licenses for Tyler Software, if and listed in the Investment Summary, for which you are receiving SaaS Services, your rights to use such Tyler Software are perpetual, subject to the terms and conditions of this Agreement including, without limitation, Section B(4). We will make any such software available to you for download.

2. SaaS Fees. You agree to pay us the SaaS Fees. Those amounts are payable in accordance with the Invoicing and Payment Policy. The SaaS Fees are based on the number of Defined Users and amount of Data Storage Capacity. You may add additional users or additional data storage capacity on the terms set forth in Section H(1). In the event you regularly and/or meaningfully exceed the Defined Users or Data Storage Capacity, we reserve the right to charge you additional fees commensurate with the overage(s).

3. Ownership.

3.1 We retain all ownership and intellectual property rights to the SaaS Services, the Tyler Software, and anything developed by us under this Agreement. You do not acquire under this Agreement any license to use the Tyler Software in excess of the scope and/or duration of the SaaS Services.

- 3.2 The Documentation is licensed to you and may be used and copied by your employees for internal, non-commercial reference purposes only.
- 3.3 You retain all ownership and intellectual property rights to the Data and City Data. You expressly recognize that except to the extent necessary to carry out our obligations contained in this Agreement, we do not create or endorse any Data used in connection with the SaaS Services.
4. Restrictions. You may not: (a) make the Tyler Software or Documentation resulting from the SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the SaaS Services; (c) access or use the SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; or (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the SaaS Services, Tyler Software, or Documentation available to any third party other than as expressly permitted by this Agreement.
5. Software Warranty. We warrant that the Tyler Software will perform without Defects during the term of this Agreement. If the Tyler Software does not perform as warranted, we will use all reasonable efforts, consistent with industry standards, to cure the Defect in accordance with the maintenance and support process set forth in Section C(9), below, the SLA and our then current Support Call Process.
6. SaaS Services.
- 6.1 Our SaaS Services are audited at least yearly in accordance with the AICPA's Statement on Standards for Attestation Engagements ("SSAE") No. 21. We have attained, and will maintain, SOC 1 and SOC 2 compliance, or its equivalent, for so long as you are timely paying for SaaS Services. The scope of audit coverage varies for some Tyler Software solutions. Upon execution of a mutually agreeable Non-Disclosure Agreement ("NDA"), we will provide you with a summary of our compliance report(s) or its equivalent. Every year thereafter, for so long as the NDA is in effect and in which you make a written request, we will provide that same information. If our SaaS Services are provided using a third-party data center, we will provide available compliance reports for that data center.
- 6.2 You will be hosted on shared hardware in a third-party data center hosted by Amazon Web Services (AWS), as of the Effective Date. In either event, databases containing your Data will be dedicated to you and inaccessible to our other customers.
- 6.3 Our Tyler data centers have fully-redundant telecommunications access, electrical power, and the required hardware to provide access to the Tyler Software in the event of a disaster or component failure. In the event of a data center failure, we reserve the right to employ our disaster recovery plan for resumption of the SaaS Services. In that event, we commit to a Recovery Point Objective ("RPO") of 24 hours and a Recovery Time Objective ("RTO") of 8 hours. RPO represents the maximum duration of time between the most recent recoverable copy of your hosted Data and subsequent data center failure. RTO represents the maximum duration of time following data center failure within which your access to the Tyler Software must be restored.

- 6.4 We conduct annual penetration testing of either the production network and/or web application to be performed. We will maintain industry standard intrusion detection and prevention systems to monitor malicious activity in the network and to log and block any such activity. We will provide you with a written or electronic record of the actions taken by us in the event that any unauthorized access to your database(s) is detected as a result of our security protocols. We will undertake an additional security audit, on terms and timing to be mutually agreed to by the parties, at your written request. You may not attempt to bypass or subvert security restrictions in the SaaS Services or environments related to the Tyler Software. Unauthorized attempts to access files, passwords or other confidential information, and unauthorized vulnerability and penetration test scanning of our network and systems (hosted or otherwise) is prohibited without the prior written approval of our IT Security Officer.
- 6.5 We test our disaster recovery plan on an annual basis. Our standard test is not client-specific. Should you request a client-specific disaster recovery test, we will work with you to schedule and execute such a test on a mutually agreeable schedule. At your written request, we will provide test results to you within a commercially reasonable timeframe after receipt of the request.
- 6.6 We will be responsible for importing back-up and verifying that you can log-in. You will be responsible for running reports and testing critical processes to verify the returned Data.
- 6.7 We provide secure Data transmission paths between each of your workstations and our servers.
- 6.8 Tyler data centers are accessible only by authorized personnel with a unique key entry. All other visitors to Tyler data centers must be signed in and accompanied by authorized personnel. Entry attempts to the data center are regularly audited by internal staff and external auditors to ensure no unauthorized access.
- 6.9 Where applicable with respect to our applications that take or process card payment data, we are responsible for the security of cardholder data that we possess, including functions relating to storing, processing, and transmitting of the cardholder data and affirm that, as of the Effective Date, we comply with applicable requirements to be considered PCI DSS compliant and have performed the necessary steps to validate compliance with the PCI DSS. We agree to supply the current status of our PCI DSS compliance program in the form of an official Attestation of Compliance, which can be found at <https://www.tylertech.com/about-us/compliance>, and in the event of any change in our status, will comply with applicable notice requirements. Should the requirements of compliance change, we will make all commercially reasonable efforts to reaffirm and remain in compliance.
7. License Rights Terminate Upon Migration. When Tyler makes Tyler Software identified in the Investment Summary (the “Evergreen Modules”) and licensed pursuant to this Agreement available to the Client for use in live production, the license to the Tyler software listed in Exhibit A, Schedule 1 (hereafter, “Migration Modules”) terminates, as do Tyler’s maintenance, support, and/or update obligations for such software.

SECTION C –PROFESSIONAL SERVICES

1. Professional Services. We will provide you the various implementation-related services itemized in the Investment Summary and described in the mutually agreed upon Statement of Work.
2. Professional Services Fees. You agree to pay us the undisputed professional services fees in the amounts set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy. You acknowledge that the fees stated in the Investment Summary are good-faith estimates of the amount of time and materials required for your implementation. We will bill you the actual fees incurred based on the in-scope services provided to you. Any discrepancies in the total values set forth in the Investment Summary will be resolved by multiplying the applicable hourly rate by the quoted hours.
3. Additional Services. The Investment Summary contains, and the Statement of Work describes, the scope of services and related costs (including programming, integration or interface estimates) required for the project based on our understanding of the specifications you supplied and as outlined in the applicable Statement of Work. If additional work is required, or if you use or request additional services, we will provide you with an addendum or change order, as applicable, outlining the costs for the additional work. The price quotes in the addendum or change order will be valid for thirty (30) days from the date of the quote. The addendum or change order must be mutually agreed to and signed by an authorized signatory of each party before additional services commence.
4. Client Cancellation. If you cancel services less than four (4) weeks in advance (other than for Force Majeure or breach by us), you will be liable for all (a) daily fees associated with cancelled professional services if we are unable to reassign our personnel and (b) any non-refundable travel expenses already incurred by us on your behalf. We will make all reasonable efforts to reassign personnel in the event you cancel within four (4) weeks of scheduled commitments.
5. Services Warranty. We will perform the services in a professional, workmanlike manner, consistent with industry standards. In the event we provide services that do not conform to this warranty, we will re-perform such services at no additional cost to you.
6. Site Access and Requirements. At no cost to us, you agree to provide us with full and free access to your personnel, facilities, and equipment as may be reasonably necessary for us to provide implementation services, subject to any reasonable security protocols or other written policies provided to us as of the Effective Date, and thereafter as mutually agreed to by you and us.
7. Background Checks. For at least the past twelve (12) years, all of our employees have undergone criminal background checks prior to hire. All employees sign our confidentiality agreement and security policies.
8. Client Assistance. You acknowledge that the implementation of the Tyler Software is a cooperative process requiring the time and resources of your personnel. You agree to use all reasonable efforts to cooperate with and assist us as may be reasonably required to meet the agreed upon project deadlines and other milestones for implementation. This cooperation includes at least working with us to schedule the implementation-related services outlined in this Agreement. We will not be liable for failure to meet any deadlines and milestones when such failure is due to Force Majeure or to the failure by your personnel to provide such cooperation and assistance (either through action or omission).

9. Assignment and Removal of Staff. After the Effective Date, and in coordination with the project kick-off activities identified in the Statement of Work, we will make our project staffing assignments. Upon request, we will provide you with project team resumes, demonstrating relevant past project experience, for project team members that are allocated for onsite services on the project. You agree that those resumes are for your information and planning purposes only.

Once our project team is assembled and your counterparts have been identified, both parties agree that, except for reasons outside of their control, they will not remove staff and personnel from their assigned project roles without reasonable advance notice and good cause, and that they will work together to mitigate project impacts after any such removal. The parties will also work together to manage the project impact resulting from the temporary unavailability of project staff from either party. We agree to use commercially reasonable efforts to maintain consistency of project personnel and commit to replacement resources having sufficient project knowledge, without additional cost to you, in order to render services in accordance with contractual requirements.

In the event our personnel is/are not providing services consistent with our services warranty or are otherwise negatively impacting the project, you will notify us of that deficiency and give us a reasonable opportunity to correct it. If the deficiency persists, we will replace that project member, upon written request and demonstration of good cause. Replacement staff will be assigned following the same processes set forth above and shall have reasonably sufficient experience and project knowledge to fulfill applicable obligations under the Agreement. The foregoing notwithstanding, if the replacement personnel is providing services onsite, you shall remain liable for travel expenses incurred by such personnel, to be invoiced in accordance with the Business Travel Policy.

10. Maintenance and Support. For so long as you timely pay applicable fees according to the Invoicing and Payment Policy, then in addition to the terms set forth in the SLA and the Support Call Process, we will:

- 10.1 perform our maintenance and support obligations in a professional, good, and workmanlike manner, consistent with industry standards, to resolve Defects in the Tyler Software (subject to any applicable release life cycle policy);
- 10.2 provide support during our established support hours;
- 10.3 maintain skilled personnel that are sufficiently trained to be knowledgeable with the Tyler Software and Third Party Software, if any, in order to provide maintenance and support services;
- 10.4 make available to you all releases to the Tyler Software (including updates, enhancements, and technology and platform) that we make generally available without additional charge t; and
- 10.5 provide non-Defect resolution support of prior releases of the Tyler Software in accordance with any applicable release life cycle policy.

We will use all reasonable efforts to perform support services remotely. We reserve the right to use secure third-party connectivity tools to deliver maintenance and support services. You agree to

reasonably cooperate with us in providing access to your environments and Data for the purposes of providing maintenance and support services and acknowledge that our warranty, support, and service level obligations under this Agreement are contingent upon receiving reasonable access to your Data and systems.

For the avoidance of doubt, SaaS Fees do not include the following services: (a) onsite support; (b) application design; (c) other consulting services; or (d) telephone support outside our normal business hours as listed in our then-current Support Call Process.

10. Support of Migration Modules. Beginning on the commencement of the initial term as set forth in Section F(1) of this Agreement, and contingent upon Client's timely payment of annual SaaS Fees for Tyler Evergreen Modules, Client is entitled to receive, at no additional charge, maintenance and support for the Migration Modules until Tyler makes the Tyler Evergreen Modules available for use in live production.

SECTION D – THIRD PARTY PRODUCTS

1. Third Party Hardware. We will sell, deliver, and install onsite the Third Party Hardware, if you have purchased any, for the price set forth in the Investment Summary. Those amounts are payable in accordance with our Invoicing and Payment Policy.

2. Third Party Software. As part of the SaaS Services, you will receive access to the Third Party Software and related documentation for internal business purposes only. Your rights to the Third Party Software will be governed by the Third Party Terms.

3. Third Party Products Warranties.

3.1 We are authorized by each Developer to grant access to the Third Party Software.

3.2 The Third Party Hardware will be new and unused, and upon payment in full, you will receive free and clear title to the Third Party Hardware.

3.3 You acknowledge that we are not the manufacturer of the Third Party Products. We do not warrant or guarantee the performance of the Third Party Products. However, we grant and pass through to you any warranty that we may receive from the Developer or supplier of the Third Party Products.

4. Third Party Services. If you have purchased Third Party Services, those services will be provided independent of Tyler by such third-party at the rates set forth in the Investment Summary and in accordance with our Invoicing and Payment Policy.

SECTION E - INVOICING AND PAYMENT; INVOICE DISPUTES

1. Invoicing and Payment. We will invoice you the SaaS Fees and fees for other professional services in the Investment Summary per the Invoicing and Payment Policy, Exhibit B, subject to Section E(2).
2. Invoice Disputes. If you believe any delivered software or service does not conform to the warranties in this Agreement, you will provide us with written notice within thirty (30) days of your

receipt of the applicable invoice. The written notice must contain reasonable detail of the issues you contend are in dispute so that we can confirm the issue and respond to your notice with either a justification of the invoice, an adjustment to the invoice, or a proposal addressing the issues presented in your notice. We will work with you as may be necessary to develop an action plan that outlines reasonable steps to be taken by each of us to resolve any issues presented in your notice. You may withhold payment of the amount(s) actually in dispute, and only those amounts, until we complete the action items outlined in the plan. If we are unable to complete the action items outlined in the action plan because of your failure to complete the items agreed to be done by you, then you will remit full payment of the invoice. We reserve the right to suspend delivery of all SaaS Services, including maintenance and support services, if you fail to pay an invoice not disputed as described above within thirty (30) days of notice of our intent to do so.

SECTION F – TERM AND TERMINATION

1. **Term.** The initial term of this Agreement equal to three (3) years, commencing on the first day of the first month following the Effective Date, unless earlier terminated as set forth below. Upon expiration of the initial term, this Agreement will renew automatically for additional one (1) year renewal terms unless terminated in writing by either party at least ninety (90) days prior to the end of the then-current renewal term. SaaS Fees for renewal terms in years four (4) and five (5) will be capped at a three percent (3%) increase year over year. SaaS Fees for renewal terms in years six (6) through ten (10) will be capped at a five percent (5%) increase year over year. SaaS Fees for any subsequent renewal terms will be at our then current SaaS Fees. Your right to access or use the Tyler Software and the SaaS Services will terminate at the end of this Agreement.
2. **Termination.** This Agreement may be terminated as set forth below. In the event of termination, you will pay us for all undisputed fees and expenses related to the software, products, and/or services you have received, or we have incurred or delivered, prior to the effective date of termination. Disputed fees and expenses in all terminations other than your termination for cause must have been submitted as invoice disputes in accordance with Section E(2).
 - 2.1 **Failure to Pay SaaS Fees.** You acknowledge that continued access to the SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue the SaaS Services and deny your access to the Tyler Software. We may also terminate this Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate.
 - 2.2 **For Cause.** If you believe we have materially breached this Agreement, you will invoke the Dispute Resolution clause set forth in Section H(3). You may terminate this Agreement for cause in the event we do not cure, or create a mutually agreeable action plan to address, a material breach of this Agreement within the thirty (30) day window set forth in Section H(3).
 - 2.3 **Force Majeure.** Either party has the right to terminate this Agreement if a Force Majeure event suspends performance of the SaaS Services for a period of forty-five (45) days or more.
 - 2.4 **Lack of Appropriations.** If you should not appropriate or otherwise determine funds are not available to utilize the SaaS Services, you may unilaterally terminate this Agreement upon thirty (30) days written notice to us. You will not be entitled to a refund or offset of previously paid, but unused, SaaS Fees. You agree to not use termination for lack of appropriations as a

substitute for termination for convenience.

2.5 Return of Data. In the event of termination of the Agreement, and upon reasonable advance notice, Tyler shall promptly make all Data available to you in the format of the database or other such format as may be mutually agreed upon, provided through Tyler's FTP server or such other secure method reasonably selected by Tyler. Such Data will be provided at no additional cost.

2.6 Disentanglement. In connection with the termination of this Agreement for any reason, and only upon the execution of a mutually agreed change order or addendum, Tyler shall use commercially reasonable efforts to accomplish an adequate and timely transition from Tyler to the Client, or to any replacement providers designated by the Client (a "Disentanglement"). The parties shall reasonably cooperate during Disentanglement. Client shall reimburse Tyler for Disentanglement services provided by Tyler at Tyler's then-current rates, plus reasonable costs, and expenses, as set forth in the parties' executed change order or addendum.

SECTION G – INDEMNIFICATION, LIMITATION OF LIABILITY AND INSURANCE

1. Intellectual Property Infringement Indemnification.

1.1 We will defend you against any third party claim(s) that the Tyler Software or Documentation infringes that third party's patent, copyright, or trademark, or misappropriates its trade secrets, and will pay the amount of any resulting adverse final judgment (or settlement to which we consent). You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense. We will not agree to a settlement that requires you to perform or abstain from any action (including but not limited to making a payment) without your consent, not to be unreasonably withheld.

1.2 Our obligations under this Section G(1) will not apply to the extent the claim or adverse final judgment is based on your use of the Tyler Software in contradiction of this Agreement, including with non-licensed third parties, or your willful infringement.

1.3 If we receive information concerning an infringement or misappropriation claim related to the Tyler Software, we may, at our expense and without obligation to do so, either: (a) procure for you the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent, in which case you will stop running the allegedly infringing Tyler Software immediately. Alternatively, we may decide to litigate the claim to judgment, in which case you may continue to use the Tyler Software consistent with the terms of this Agreement.

1.4 If an infringement or misappropriation claim is fully litigated and your use of the Tyler Software is enjoined by a court of competent jurisdiction, in addition to paying any adverse final judgment (or settlement to which we consent), we will, at our option, either: (a) procure the right to continue its use; (b) modify it to make it non-infringing; or (c) replace it with a functional equivalent. This section provides your exclusive remedy for third party copyright, patent, or trademark infringement and trade secret misappropriation claims.

2. General Indemnification.

- 2.1 We will indemnify and hold harmless you and your agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for (a) personal injury or property damage to the extent caused by our alleged negligence or willful misconduct; or (b) our violation of PCI-DSS requirements or a law applicable to our performance under this Agreement. You must notify us promptly in writing of the claim and give us sole control over its defense or settlement. You agree to provide us with reasonable assistance, cooperation, and information in defending the claim at our expense. We will not agree to a settlement that requires you to perform or abstain from any action (including but not limited to making a payment) without your consent, not to be unreasonably withheld, and we will not agree to any other settlement without giving you advance notice thereof and a reasonable opportunity to provide feedback on that proposed settlement, which feedback we will consider in good faith.
- 2.2 To the extent permitted by applicable law, you will indemnify and hold harmless us and our agents, officials, and employees from and against any and all third-party claims, losses, liabilities, damages, costs, and expenses (including reasonable attorney's fees and costs) for personal injury or property damage to the extent caused by your negligence or willful misconduct; or (b) your violation of a law applicable to your performance under this Agreement. We will notify you promptly in writing of the claim and will give you sole control over its defense or settlement. We agree to provide you with reasonable assistance, cooperation, and information in defending the claim at your expense.
3. **DISCLAIMER.** EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CLIENT UNDERSTANDS AND AGREES THAT TYLER DISCLAIMS ANY LIABILITY FOR ERRORS THAT RELATE TO USER ERROR.
4. **LIMITATION OF LIABILITY.** NOTWITHSTANDING ANYTHING TO THE CONTRARY SET FORTH IN THIS AGREEMENT, OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED TWO TIMES (2X) THE TOTAL FEES PAID AS OF THE TIME OF THE CLAIM. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET FORTH IN THIS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO CLAIMS THAT ARE SUBJECT TO SECTIONS G(1) AND G(2).
5. **EXCLUSION OF CERTAIN DAMAGES.** TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
6. **Insurance.** Tyler 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 Tyler, its agents, representatives, or employees.

A. No Limitation: Tyler's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of Tyler to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

B. Minimum Scope of Insurance: Tyler shall obtain insurance of the types and coverages described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrences form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent Tylers and personal injury and advertising injury. **The City of Anacortes shall be included as an additional insured under Tyler's Commercial General Liability insurance policy** with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability/Cyber Insurance shall include, but not be limited to, coverage, including defense, for the following losses or services:

Liability arising from theft, dissemination, and/or use of City confidential and personally identifiable information, including but not limited to, any information about an individual maintained by the City, including (i) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (ii) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information regardless of how or where the information is stored or transmitted, which is in the care, custody, control, or Tyler is legal responsible for.

Network security liability arising from (i) the unauthorized access to, use of, or tampering with computer systems, including hacker attacks; or (ii) the inability of an authorized third party to gain access to supplier systems and/or City data, including denial of service, unless caused by a mechanical or electrical failure; (iii) introduction of any unauthorized software computer code or virus causing damage to the City or any other third party data.

Lawfully insurable fines and penalties resulting or alleging from a data breach.

Event management services and first-party loss expenses for a data breach response including crisis management services, credit monitoring for individuals, public relations, legal service advice, notification of affected parties, independent information security forensics firm, and costs to re-secure, re-create and restore data or systems.

C. Minimum Amounts of Insurance: Tyler shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and

property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence and \$5,000,000 general aggregate.
3. Professional Liability/Cyber Insurance shall be written with a limit of a \$5,000,000 policy aggregate limit.

D. Other Insurance Provision: Tyler'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 Tyler's insurance and shall not contribute with it.

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

F. Verification of Coverage: Tyler 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 Tyler **within 10 days of contract execution and before scheduling of the work**. Upon written request by the City, Tyler shall furnish certificates of insurance showing blanket endorsements required in this contract. Failure of the City to demand such verification of coverage with these insurance requirements or failure of the City to identify a deficiency from the insurance documentation provided shall not be construed as a waiver of Tyler's obligation to maintain such insurance.

Verification of coverage shall include:

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

G. Notice of Cancellation: Tyler shall provide the City with written notice of any policy cancellation within ten business days of their receipt of such notice.

H. Failure to Maintain Insurance: Failure on the part of Tyler to maintain the insurance as required in this Section G(6) may constitute a breach of the contract, upon which the Client may terminate the Agreement in accordance with Section F(2.2) of this Agreement.

I. Safeguarding of Personal Information: Tyler shall not use or disclose Personal Information, as defined in RCW 19.255, in any manner that would constitute a violation of federal law or applicable provisions of Washington State law. Tyler agrees to comply with all federal and state laws and regulations, as currently enacted or revised, regarding data security and electronic data interchange of Personal Information.

Tyler shall ensure its directors, officers, employees, or agents use Personal Information solely for the

purposes of accomplishing the services set forth in the Agreement.

Tyler shall protect Personal Information collected, used, or acquired in connection with the Agreement, against unauthorized use, disclosure, modification or loss.

Tyler agrees not to release, divulge, publish, transfer, sell or otherwise make Personal Information known to unauthorized persons without the express written consent of City or as otherwise authorized by law.

Tyler agrees to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure of Personal Information.

Tyler shall make the Personal Information available to amend as directed by City and incorporate any amendments into all the copies maintained by Tyler or its subcontractors. Tyler shall certify its return or destruction upon expiration or termination of the Agreement and Tyler shall retain no copies. If Tyler and City mutually determine that return or destruction is not feasible, Tyler shall not use the Personal Information in a manner other than those permitted or authorized by state and federal laws.

SECTION H – GENERAL TERMS AND CONDITIONS

1. Additional Products and Services. You may purchase additional products and services at the rates set forth in the Investment Summary for twenty-four (24) months from the Effective Date by executing a mutually agreed addendum. If no rate is provided in the Investment Summary, or those twenty-four (24) months have expired, you may purchase additional products and services at our then-current list price, also by executing a mutually agreed addendum. The terms of this Agreement will control any such additional purchase(s), unless otherwise specifically provided in the addendum.
2. Optional Items. Pricing for any listed optional products and services in the Investment Summary will be valid for twenty-four (24) months from the Effective Date.
3. Dispute Resolution. You agree to provide us with written notice within thirty (30) days of becoming aware of a dispute. You agree to cooperate with us in trying to reasonably resolve all disputes, including, if requested by either party, appointing a senior representative to meet and engage in good faith negotiations with our appointed senior representative. Senior representatives will convene within thirty (30) days of the written dispute notice, unless otherwise agreed. All meetings and discussions between senior representatives will be deemed confidential settlement discussions not subject to disclosure under Federal Rule of Evidence 408 or any similar applicable state rule. If we fail to resolve the dispute, then the parties shall participate in non-binding mediation in an effort to resolve the dispute. If the dispute remains unresolved after mediation, then either of us may assert our respective rights and remedies in a court of competent jurisdiction. Nothing in this section shall prevent you or us from seeking necessary injunctive relief during the dispute resolution procedures.
4. Taxes. The fees in the Investment Summary do not include any taxes, including, without limitation, sales, use, or excise tax. If you are a tax-exempt entity, you agree to provide us with a tax-exempt certificate. Otherwise, we will pay all applicable taxes to the proper authorities and you will reimburse us for such taxes. If you have a valid direct-pay permit, you agree to provide us with a

copy. For clarity, we are responsible for paying our income taxes, both federal and state, as applicable, arising from our performance of this Agreement.

5. Nondiscrimination. We will not discriminate against any person employed or applying for employment concerning the performance of our responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation. We will post, where appropriate, all notices related to nondiscrimination as may be required by applicable law.
6. E-Verify. We have complied, and will comply, with the E-Verify procedures administered by the U.S. Citizenship and Immigration Services Verification Division for all of our employees assigned to your project.
7. Subcontractors. We will not subcontract any services under this Agreement without your prior written consent. Tyler will ensure that all applicable provisions in this Agreement are enforceable against the subcontractor.
8. Binding Effect; No Assignment. This Agreement shall be binding on, and shall be for the benefit of, either your or our successor(s) or permitted assign(s). Neither party may assign this Agreement without the prior written consent of the other party; provided, however, your consent is not required for an assignment by us as a result of a corporate reorganization, merger, acquisition, or purchase of substantially all of our assets.
9. Force Majeure. Except for your payment obligations, neither party will be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure; provided, however, that within ten (10) business days of the Force Majeure event or reasonable discovery of the event's impact on performance, the party whose performance is delayed provides the other party with written notice explaining the cause and extent thereof, as well as a request for a reasonable time extension equal to the estimated duration of the Force Majeure event.
10. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of you and us. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement. This provision does not affect the rights of third parties under any Third Party Terms.
11. Entire Agreement; Amendment. This Agreement represents the entire agreement between you and us with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Purchase orders submitted by you, if any, are for your internal administrative purposes only, and the terms and conditions contained in those purchase orders will have no force or effect. This Agreement may only be modified by a written amendment signed by an authorized representative of each party.
12. Severability. If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement will be considered valid and enforceable to the fullest extent

permitted by law.

13. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by either party, such non-enforcement will not act as or be deemed to act as a waiver or modification of this Agreement, nor will such non-enforcement prevent such party from enforcing each and every term of this Agreement thereafter.
14. Independent Contractor. We are an independent contractor for all purposes under this Agreement.
15. Notices. All notices or communications required or permitted as a part of this Agreement, such as notice of an alleged material breach for a termination for cause or a dispute that must be submitted to dispute resolution, must be in writing and will be deemed delivered upon the earlier of the following: (a) actual receipt by the receiving party; (b) upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the receiving party; (c) upon receipt by sender of written confirmation by the receiving party of email delivery, provided, however, that an automated email confirmation of delivery or read receipt shall not constitute such confirmation; or (d) if not actually received, five (5) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the other party at the address set forth on the signature page hereto or such other address as the party may have designated by proper notice. The consequences for the failure to receive a notice due to improper notification by the intended receiving party of a change in address will be borne by the intended receiving party.
16. Client Lists. You agree that we may identify you by name in client lists, marketing presentations, and promotional materials.
17. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such information could violate rights to private individuals and entities, including the parties. Confidential information is nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (*e.g.*, social security numbers) and trade secrets, each as defined by applicable state law. Each party agrees that it will not disclose any confidential information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:
 - (a) is in the public domain, either at the time of disclosure or afterwards, except by breach of this Agreement by a party or its employees or agents;
 - (b) a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
 - (c) a party receives from a third party who has a right to disclose it to the receiving party; or
 - (d) is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Agreement; provided, however, that in the event you receive an open records or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law. For the avoidance of doubt, the parties acknowledge that the City of Anacortes is subject to requirements under the Public Records Act under RCW 42.56 and any other applicable Washington state law.

18. Data Breach Notification. In the event of any confirmed breach of your Data, Tyler will follow the applicable Washington state Data Breach Notification laws, and any other applicable state or federal laws and any requirements in this Agreement.
19. Business License. The Anacortes Municipal Code requires that every person engaging in business within the city limits of Anacortes register their business with the state and include a City of Anacortes Endorsement. Businesses from outside city limits with a gross annual income of \$2,000 in Anacortes are also required to obtain a city endorsement. Business licenses and city endorsements can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.
20. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Washington, without regard to its rules on conflicts of law.
21. Multiple Originals and Authorized Signatures. This Agreement may be executed in multiple originals, any of which will be independently treated as an original document. Any electronic signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as if an original signature. Each party represents to the other that the signatory set forth below is duly authorized to bind that party to this Agreement.
22. Cooperative Procurement. To the maximum extent permitted by applicable law, we agree that this Agreement may be used as a cooperative procurement vehicle by eligible jurisdictions. We reserve the right to negotiate and customize the terms and conditions set forth herein, including but not limited to pricing, to the scope and circumstances of that cooperative procurement.
23. Data & Insights Solution Terms. Your use of certain Tyler solutions includes Tyler's Data & Insights data platform. Your rights, and the rights of any of your end users, to use Tyler's Data & Insights data platform is subject to the Data & Insights SaaS Services Terms of Service, attached as [Exhibit F herein](#). By signing a Tyler Agreement or Order Form, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms as are in effect as of the Effective Date of this Agreement. Should Tyler's Data & Insights SaaS Services Terms of Service be amended or revised, we agree to provide you with not less than thirty (30) days' written notice prior to the effective date of such change in terms.
24. City Data. Tyler, Tyler's subcontractors, and any Tyler service providers are prohibited from using City Data for any use other than necessary to provide certain products and services set forth in the Investment Summary, including in aggregated form. Tyler, Tyler's subcontractors, and any Tyler service providers are prohibited from selling or sharing City Data in any form, including in aggregated form, with third parties for compensation or for those third parties' own business interests. For the avoidance of doubt, City Data or Client Data shall not include anonymous information, metadata, or any information that Tyler collects outside the scope of this Agreement.

25. Contract Documents. This Agreement includes the following exhibits:

Exhibit A	Investment Summary Schedule 1: Migration Modules
Exhibit B	Invoicing and Payment Policy Schedule 1: Business Travel Policy
Exhibit C	Service Level Agreement Schedule 1: Support Call Process
Exhibit D	Third Party Terms
Exhibit E	Statement of Work
Exhibit F	Data & Insights Terms

IN WITNESS WHEREOF, a duly authorized representative of each party has executed this Agreement as of the date(s) set forth below.

Tyler Technologies, Inc.

City of Anacortes, Washington

By: _____

By: _____

Name: _____

Name: Matt Miller

Title: _____

Title: Mayor

Date: _____

Date: _____

Address for Notices:

Tyler Technologies, Inc.
One Tyler Drive
Yarmouth, ME 04096
Attention: Chief Legal Officer

Address for Notices:

City of Anacortes
PO Box 547
Anacortes, WA 98221-0547
Attention: City Attorney



Exhibit A

Investment Summary

The following Investment Summary details the software and services to be delivered by us to you under the Agreement. This Investment Summary is effective as of the Effective Date, despite any expiration date in the Investment Summary that may have lapsed as of the Effective Date.

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Quoted By: Chris Deroche
 Quote Expiration: 06/30/25
 Quote Name: City of Anacortes-ERP-EERP
 Quote Description: EERP ETA 5.6.25
 SaaS Term: 3.00

Sales Quotation For:**Shipping Address:**

City of Anacortes
 PO Box 547
 Anacortes WA 98221-0547

Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Accounting	1	176	\$ 34,631.00
Accounts Payable	1	40	\$ 9,418.00
Budgeting	1	56	\$ 9,418.00
Capital Assets	1	48	\$ 7,808.00
Cash Management	1	40	\$ 6,253.00
Contract Management	1	32	\$ 3,774.00
Project & Grant Accounting	1	48	\$ 6,456.00
Purchasing	1	112	\$ 14,144.00
Human Resources Management			
Employee Expense Reimbursement	1	48	\$ 3,922.00
Human Resources & Talent Management	1	88	\$ 4,827.00
Payroll with Employee Access	1	208	\$ 6,941.00
Time & Attendance w Mobile Access - Up to 500 Employees	1	136	\$ 11,052.00
Revenue Management			
Accounts Receivable	1	88	\$ 6,948.00

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Cashiering	1	48	\$ 12,993.00
Central Property File	1	8	\$ 1,119.00
General Billing	1	40	\$ 4,457.00
Resident Access	1	56	\$ 6,300.00
Utility Billing CIS	1	192	\$ 6,232.00
Utility Billing Meter Interface	1	24	\$ 2,032.00
Content Management			
Content Manager Core includes Onboarding	1	32	\$ 12,569.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	1	88	\$ 22,087.00
Open Finance	1	0	\$ 16,000.00
Additional			
ACFR Statement Builder	1	32	\$ 7,850.00
Enterprise Forms Processing Software (including Common Form Set)	1	0	\$ 7,215.00
GIS	1	8	\$ 296.00
Sub-Total:			\$ 224,742.00
<i>Less Discount:</i>			<i>\$ 34,289.00</i>
TOTAL		1648	\$ 190,453.00

Professional Services

Description	Quantity	Unit Price	Ext Discount	Extended Price	Maintenance
Amazon Web Services Configuration Fee	1	\$ 7,453.00	\$ 7,453.00	\$ 0.00	\$ 0.00
Applicant Tracking Import Hours	12	\$ 155.00	\$ 936.00	\$ 924.00	\$ 0.00
Capital Assets Import Hours	16	\$ 155.00	\$ 1,248.00	\$ 1,232.00	\$ 0.00
COA Import Hours	12	\$ 155.00	\$ 936.00	\$ 924.00	\$ 0.00
Executive Insights Implementation	1	\$ 8,400.00	\$ 0.00	\$ 8,400.00	\$ 0.00
Install Fee - Open Finance	1	\$ 5,600.00	\$ 0.00	\$ 5,600.00	\$ 0.00
Payroll Accruals Import Hours	16	\$ 155.00	\$ 1,248.00	\$ 1,232.00	\$ 0.00
Payroll Deductions Import Hours	16	\$ 155.00	\$ 1,248.00	\$ 1,232.00	\$ 0.00
Payroll Employee Master Import Hours	16	\$ 155.00	\$ 1,248.00	\$ 1,232.00	\$ 0.00
Position Control Import Hours	12	\$ 155.00	\$ 936.00	\$ 924.00	\$ 0.00

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Report Development - Billed as incurred	80	\$ 155.00	\$ 0.00	\$ 12,400.00	\$ 0.00
State Retirement Tables Import Hours	12	\$ 155.00	\$ 936.00	\$ 924.00	\$ 0.00
Conversions – See Detailed Breakdown Below				\$ 22,750.00	\$ 0.00
Project Management	348	\$ 155.00	\$ 0.00	\$ 53,940.00	\$ 0.00
Onsite Implementation	436	\$ 155.00	\$ 0.00	\$ 67,580.00	\$ 0.00
Remote Implementation	1212	\$ 155.00	\$ 0.00	\$ 187,860.00	\$ 0.00
TOTAL				\$ 367,154.00	\$ 0.00

Payments

	List Price	Service %	Min	Basis Points	Rate	Cap	POS	Online	IVR
Payments - Client Card Cost - Interchange Plus									
Enterprise ERP Payments									
General Billing				0.45%	\$ 0.45			X	
Utility Billing				0.45%	\$ 0.45			X	
Payments - Payer Card Cost - Service Fees									
Enterprise ERP Payments									
General Billing		3.50%	\$ 2.50					X	
Utility Billing		3.50%	\$ 2.50					X	
Payments - Other Fees									
Client eCheck Cost	\$ 1.50								
Credit Card Chargebacks	\$ 15.00								
eCheck Rejects	\$ 5.00								

Payer Card Cost

Per card transaction with Visa, MasterCard, Discover, and American Express.

Client Card Cost - Interchange Plus

Per card transaction with Visa, MasterCard, Discover, and American Express for all transactions on top of industry-driven rates for bank fees, card brand fees, interchange fees, dues, assessments, and other processing fees.

Client eCheck Cost

Per electronic check transaction.

eCheck Rejects	When an eCheck transaction comes back as declined (e.g bounced check)
Credit Card Chargebacks	If a card payer disputes a transaction at the card issuing bank (e.g. stolen card)
Payments	Your use of Payments and any related items included on this order is subject to the terms found at: https://www.tylertech.com/terms/payment-card-processing-agreement . By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Payments fee schedule.

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit		Total Price	Unit		Total
			Discount			Maint/SaaS	Discount	Maint/SaaS
Cash Drawer	1	\$ 275.00	\$ 0.00		\$ 275.00	\$ 0.00	\$ 0.00	\$ 0.00
Hand Held Scanner - Model 1960GSR	1	\$ 475.00	\$ 0.00		\$ 475.00	\$ 0.00	\$ 0.00	\$ 0.00
Hand Held Scanner Stand	1	\$ 65.00	\$ 0.00		\$ 65.00	\$ 0.00	\$ 0.00	\$ 0.00
Payments Lane 7000 Terminal Purchase	1	\$ 529.00	\$ 0.00		\$ 529.00	\$ 0.00	\$ 0.00	\$ 0.00
Payments PCI Service Fee (Per Device)	1	\$ 0.00	\$ 0.00		\$ 0.00	\$ 180.00	\$ 0.00	\$ 180.00
Printer (TM-S9000II)	1	\$ 1,660.00	\$ 0.00		\$ 1,660.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL					\$ 3,004.00			\$ 180.00

Summary	One Time Fees	Recurring Fees
Total Tyler License Fees	\$ 0.00	\$ 0.00
Total SaaS	\$ 0.00	\$ 190,453.00
Total Tyler Services	\$ 367,154.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 3,004.00	\$ 180.00
Summary Total	\$ 370,158.00	\$ 190,633.00
Contract Total	\$ 941,697.00	
Estimated Travel Expenses excl in Contract Total	\$ 24,660.00	

Client's purchase of the items listed above is subject to the Comments below
 Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
 For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Detailed Breakdown of Conversions (Included in Summary Total)

Description	Qty	Unit Price	Unit Discount	Extended Price
Financials				
Accounting	1	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00
Accounts Payable	1	\$ 7,600.00	\$ 3,800.00	\$ 3,800.00
Project Accounting	1	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00
Purchase Orders	1	\$ 5,400.00	\$ 2,700.00	\$ 2,700.00
Human Resources Management				
Human Resources Management	1	\$ 14,300.00	\$ 7,150.00	\$ 7,150.00
Revenue Management				
General Billing	1	\$ 8,200.00	\$ 4,100.00	\$ 4,100.00
TOTAL				\$ 22,750.00

Optional Tyler SaaS and Related Services

Description	Qty	Imp. Hours	Annual Fee
Financial Management			
Bid Management	1	32	\$ 3,824.00
eProcurement (Vendor Access and Punch-Out)	1	24	\$ 5,700.00
Inventory	1	56	\$ 7,182.00
Inventory Mobile	1	16	\$ 4,672.00

Human Resources Management			
Advanced Scheduling w Mobile Access - Up to 500 Employees	1	80	\$ 19,017.00
Revenue Management			
Business Licenses	1	88	\$ 7,244.00
Civic Services			
Community Development Suite	1	216	\$ 7,000.00
Decision Engine	1	8	\$ 6,090.00
Enterprise Permitting & Licensing Foundation	1	72	\$ 12,000.00
Enterprise Permitting & Licensing User	10	24	\$ 23,000.00
eReviews	1	72	\$ 10,500.00
My Civic	1	56	\$ 10,000.00
Content Management			
Content Manager Core Access	1	8	\$ 2,857.00
Content Manager Enterprise	1	120	\$ 23,910.00
Content Manager Enterprise Access	1	8	\$ 2,857.00
Additional			
3rd Party Enterprise ERP Document Manager API	1	0	\$ 18,853.00
Integrations			
3rd Party Applicant Tracking API Connector	1	24	\$ 4,439.00
3rd Party Asset Management API Connector	1	24	\$ 4,439.00
API Toolkit Bundle	1	40	\$ 29,881.00
SnapLogic - Up to 5 Integrations	1	80	\$ 4,000.00
TOTAL:		1048	\$ 205,715.00

Optional Professional Services

Description	Quantity	Unit Price	Ext. Discount	Extended Price	Maintenance
Onsite Implementation	292	\$ 155.00	\$ 0.00	\$ 45,260.00	\$ 0.00
Remote Implementation	756	\$ 155.00	\$ 0.00	\$ 117,180.00	\$ 0.00
TOTAL				\$ 162,440.00	\$ 0.00

Optional 3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Unit Maint/SaaS Discount	Total Maint/SaaS
Barcode Printer Kit	1	\$ 1,445.00	\$ 0.00	\$ 1,445.00	\$ 145.00	\$ 0.00	\$ 145.00
Pattern Stream Automated Document System - Implementation	64	\$ 185.00	\$ 0.00	\$ 11,840.00	\$ 0.00	\$ 0.00	\$ 0.00
Pattern Stream Automated Document System - SaaS	1	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,480.00	\$ 0.00	-\$ 15,480.00
TOTAL				\$ 13,285.00			\$ 15,625.00

Tyler Annual Discount Detail (Excludes Optional Products)

Description	Annual Fee	Annual Fee Discount	Annual Fee Net
Financial Management			
Accounting	\$ 34,631.00	\$ 6,926.00	\$ 27,705.00
Accounts Payable	\$ 9,418.00	\$ 1,884.00	\$ 7,534.00
Budgeting	\$ 9,418.00	\$ 1,884.00	\$ 7,534.00
Capital Assets	\$ 7,808.00	\$ 781.00	\$ 7,027.00
Cash Management	\$ 6,253.00	\$ 625.00	\$ 5,628.00
Contract Management	\$ 3,774.00	\$ 755.00	\$ 3,019.00
Project & Grant Accounting	\$ 6,456.00	\$ 646.00	\$ 5,810.00
Purchasing	\$ 14,144.00	\$ 1,414.00	\$ 12,730.00
Human Resources Management			
Employee Expense Reimbursement	\$ 3,922.00	\$ 392.00	\$ 3,530.00
Human Resources & Talent Management	\$ 4,827.00	\$ 965.00	\$ 3,862.00
Payroll with Employee Access	\$ 6,941.00	\$ 1,388.00	\$ 5,553.00
Time & Attendance w Mobile Access - Up to 500 Employees	\$ 11,052.00	\$ 1,105.00	\$ 9,947.00
Revenue Management			
Accounts Receivable	\$ 6,948.00	\$ 1,390.00	\$ 5,558.00

Cashiering	\$ 12,993.00	\$ 2,599.00	\$ 10,394.00
Central Property File	\$ 1,119.00	\$ 224.00	\$ 895.00
General Billing	\$ 4,457.00	\$ 891.00	\$ 3,566.00
Resident Access	\$ 6,300.00	\$ 630.00	\$ 5,670.00
Utility Billing CIS	\$ 6,232.00	\$ 1,246.00	\$ 4,986.00
Utility Billing Meter Interface	\$ 2,032.00	\$ 406.00	\$ 1,626.00
Content Management			
Content Manager Core includes Onboarding	\$ 12,569.00	\$ 1,257.00	\$ 11,312.00
Data Insights			
Enterprise Analytics and Reporting w Executive Insights	\$ 22,087.00	\$ 2,209.00	\$ 19,878.00
Open Finance	\$ 16,000.00	\$ 1,600.00	\$ 14,400.00
Additional			
ACFR Statement Builder	\$ 7,850.00	\$ 1,570.00	\$ 6,280.00
Enterprise Forms Processing Software (including Common Form Set)	\$ 7,215.00	\$ 1,443.00	\$ 5,772.00
GIS	\$ 296.00	\$ 59.00	\$ 237.00
TOTAL	\$ 224,742.00	\$ 34,289.00	\$ 190,453.00

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

As a new Tyler client, you are entitled to a 14-day or a 30-day trial of the Managed Detection and Response cybersecurity service. Please reference <https://www.tylertech.com/services/tyler-detect> for more information on the service and contact CybersecuritySales@tylertech.com to initiate the trial.

Tyler currently supports the following identity providers (IdP's) for use with Tyler back-office solutions: Microsoft Active Directory through Azure AD, ADFS or Okta AD agent, Google Cloud Identity, Okta, and Identity Automation Rapid Identity. Any requirement by you to use an IdP not supported by Tyler will require additional costs, available upon request.

Content Manager Enterprise includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$5,000 per TB.

Content Manager Core includes up to 1TB of storage. Should additional storage be needed it may be purchased as needed at an annual fee of \$5,000 per TB.

Community Development: Tyler leads and owns the "Assess and Define" and "Configuration" 2 unique business transactions, 2 template business transactions, 1 geo-rules and 1 automation events. Configuration elements beyond this will be owned by the client.

Amazon Web Services (AWS) has provided a credit in the amount of \$7,453 in sponsorship of your project.

Each API Toolkit or Connector comes with 8 free hours of API Development Consulting hours. Each API Bundle comes with 16 free API Development Consulting hours. Additional hours can be purchased beyond this standard offering.

Financial library includes: standard A/P check, standard EFT/ACH, standard Purchase order, standard Contract, 1099M, 1099INT, 1099S, 1099NEC and 1099G.

General Billing library includes: standard invoice, standard statement, standard general billing receipt and standard miscellaneous receipt.

Personnel Actions Forms Library includes: standard Personnel Action form - New and standard Personnel Action Form - Change.

Standard Project Management responsibilities include project plan creation, initial stakeholder presentation, bi-weekly status calls, updating of project plan task statuses, and go-live planning activities.

Your rights, and the rights of any of your end users, to use Tyler's Data & Insights SaaS Services, or certain Tyler solutions which include Tyler's Data & Insights data platform, are subject to the Terms of Services, available at <https://www.tylertech.com/terms/data-insights-saas-services-terms-of-service>. By signing this sales quotation, or accessing, installing, or using any of the Tyler solutions listed at the linked terms, you certify that you have reviewed, understand, and agree to said terms.

Utility billing library includes: standard Utility bill, standard UB receipt, standard UB delinquent notice, standard door hanger and standard final utility bill.

Payroll library includes: standard PR check, standard direct deposit, standard vendor from payroll check, standard vendor from payroll direct deposit, W2, W2c, ACA 1095B, ACA 1095C and 1099 R.

All hardware related to Assets Mobile and Inventory Mobile will be under a standard maintenance plan which starts when they are shipped. This includes replacement of your current hardware if it cannot be fixed through the standard helpdesk process.

Accounting conversion includes: Actuals (total balances only) up to 5 years, Budgets (total balances only) up to 5 years

Accounts Payable conversion includes: Standard - Vendors, Remit Addresses, 1099 Amounts, Check History(Header, Detail) - up to 5 years, Invoices (Header, Detail) - up to 5 years

General Billing conversion includes: Standard - CID, Recurring Invoices, Bills(Header, Detail), Payment History, Invoices - up to 5 years

Human Resources Management conversion includes: Standard - Employee Master, Address, Accumulators (Earnings & Deduction totals by period) - up to 5 years, Check History - up to 5 years, Earning/Deduction History - up to 5 years, PM Action History - up to 5 years, Certifications, Education

Project Accounting conversion includes: Standard, Actuals - up to 5 years, Budgets - up to 5 years

Purchase Orders conversion includes: Standard - Open POs, Closed POs - up to 5 years

In the event Client acquires from Tyler any edition of Content Manager software other than Enterprise Edition, the license for Content Manager is restricted to use with Tyler applications only. If Client wishes to use Content Manager software with non-Tyler applications, Client must purchase or upgrade to Content Manager Enterprise Edition.

Community Development Suite includes Civic Access for Community Development and Community Development Executive Insights

Enterprise Permitting & Licensing Foundation includes GIS for EPL Users, Core Foundation Bundle, Advanced Automation Bundle, Data & Reporting Access, Report Toolkit, EPL API Toolkit and 1 TB of Storage

Enterprise Permitting & Licensing User includes back-office and EP&L Mobile access

Business license library includes: standard business license and standard renewal application.

Fees for year one of hardware maintenance will be invoiced as of the first day of the calendar month following the date the hardware is delivered and may be prorated to end coterminous with the Annual Support Maintenance term. Subsequent annual hardware maintenance fees shall be invoiced together with the Annual Support Maintenance term in accordance with the terms of the Agreement.



Exhibit A
Schedule 1
Migration Modules

Administration
GL/AP
Accounts Receivable
Payroll/Position Control
Utility Billing
Tyler Output Processing
Site License
Data Dictionaries
Handhelds
Parcel Manager
Contract Management
Cash Register Interface
Menu
Human Resources
Tyler Cashiering



Exhibit B

Invoicing and Payment Policy

We will provide you with the software and services set forth in the Investment Summary of the Agreement. Capitalized terms not otherwise defined will have the meaning assigned to such terms in the Agreement.

Invoicing: We will invoice you for the applicable software and services in the Investment Summary as set forth below. Your rights to dispute any invoice are set forth in the Agreement.

1. SaaS Fees. During the initial term, SaaS Fees are invoiced in accordance with the payment schedule below, beginning on the commencement of the initial term as set forth in Section F(1) of this Agreement. You will be billed annually in advance for SaaS Fees beginning on April 1, 2027. Your annual SaaS fees for the initial term are set forth in the Investment Summary. Upon expiration of the initial term, SaaS Fees for renewal terms in years four (4) and five (5) will be capped at a three percent (3%) increase year over year. SaaS Fees for renewal terms in years six (6) through ten (10) will be capped at a five percent (5%) increase year over year. Your annual SaaS Fees for any renewal terms beyond year ten (10) will be at our then current rates or as negotiated at the time of renewal. Beginning on the commencement of the initial term, Client shall no longer be required to pay annual support fees for the Migration Modules.

Date	SaaS Fee - Quarterly
7/1/2025	38,536.75
10/1/2025	38,536.75
1/1/2026	41,890.25
4/1/2026	41,890.25
7/1/2026	47,613.25
10/1/2026	47,613.25
1/1/2027	47,613.25
4/1/2027	47,613.25

2. Other Tyler Software and Services.

- 2.1 *Implementation and Other Professional Services (including training):* Implementation and other professional services (including training) are billed and invoiced as delivered, at the rates set forth in the Investment Summary. Notwithstanding anything to the contrary in the Agreement, Tyler shall withhold billing and invoicing of ten percent (10%) of the fees for implementation services delivered during a Phase until the earlier of (i) the Live Date of the applicable Phase, or (ii) the Live Date for that Phase as listed in the revised Statement of Work as part of the initial planning expected within thirty (30) days of implementation kick-off, unless Tyler is the cause of delay for the Live Date for that Phase.

- 2.2 *Consulting Services*: If you have purchased any Business Process Consulting services, if they have been quoted as fixed-fee services, they will be invoiced 50% upon your acceptance of the best practice recommendations, by module, and 50% upon your acceptance of custom desktop procedures, by module. If you have purchased any Business Process Consulting services and they are quoted as an estimate, then we will bill you the actual services delivered on a time and materials basis. For avoidance of doubt, Client is not purchasing any Business Processing Consulting services as of the Effective Date.
- 2.3 *Conversions*: Fixed-fee conversions are invoiced 50% upon initial delivery of the converted Data, by conversion option, and 50% upon Client acceptance to load the converted Data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, we will bill you the actual services delivered on a time and materials basis.
- 2.4 *Requested Modifications to the Tyler Software*: Requested modifications to the Tyler Software are invoiced 50% upon delivery of specifications and 50% upon delivery of the applicable modification. You must report any failure of the modification to conform to the specifications within thirty (30) days of delivery; otherwise, the modification will be deemed to be in compliance with the specifications after the 30-day window has passed. You may still report Defects to us as set forth in this Agreement. For avoidance of doubt, Client is not requesting any Modifications to the Tyler Software as of the Effective Date.
- 2.5 *Other Fixed Price Services*: Other fixed price services are invoiced as delivered, at the rates set forth in the Investment Summary. For the avoidance of doubt, where “Project Planning Services” are provided, payment will be due upon delivery of the Implementation Planning document. For avoidance of doubt, Client is not requesting any Other Fixed Price Services as of the Effective Date.
3. Third Party Products and Hardware.
- 3.1 *Third Party Software License Fees*: License fees for Third Party Software, if any, are invoiced when we make it available to you for downloading.
- 3.2 *Third Party Software Maintenance*: The first year maintenance fee for the Third Party Software is invoiced when we make it available to you for downloading. Subsequent annual maintenance fees for Third Party Software are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
- 3.3 *Hardware*: Third Party Hardware costs, if any, are invoiced upon delivery.
- 3.4 *Hardware Maintenance*: The first year maintenance fee for Hardware is invoiced upon delivery of the hardware. Subsequent annual maintenance fees for hardware are invoiced annually, in advance, at then-current rates, upon each anniversary thereof.
- 3.5 *Third Party Services*: Fees for Third Party Services, if any, are invoiced as delivered, along with applicable expenses, at the rates set forth in the Investment Summary.
- 3.6 *Third Party SaaS*: Third Party SaaS Services fees, if any, are invoiced annually, in advance, commencing with availability of the respective Third Party SaaS Services. Pricing for the first

year of Third Party SaaS Services is indicated in the Investment Summary. Pricing for subsequent years will be at the respective third party's then-current rates.

4. Transaction Fees. Unless paid directly by an end user at the time of transaction, per transaction (call, message, etc.) fees are invoiced on a quarterly basis. Fees are indicated in Exhibit A and may be increased by Tyler upon notice of no less than thirty (30) days.
5. Expenses. The service rates in the Investment Summary do not include travel expenses. Expenses for Tyler delivered services will be billed as incurred and only in accordance with our then-current Business Travel Policy. Our current Business Travel Policy is attached to this Exhibit B as Schedule 1. Copies of receipts will be provided upon request; we reserve the right to charge you an administrative fee depending on the extent of your requests. Receipts for miscellaneous items less than twenty-five dollars and mileage logs are not available.
6. Credit for Prepaid Maintenance and Support Fees for Migration Modules. Client will receive a credit for the maintenance and support fees prepaid for the Migration Modules for the time period commencing on the first day of the initial term, as set forth in Section F(1) of this Agreement. Migration Modules are listed at Exhibit A, Schedule 1.

Invoice Format and Delivery. All invoices shall include: Company Name, Invoice Date, Due Date forty-five (45) days, Invoice Number, Invoice Period, Agreement Number, detail of invoiced items, and amount requested per invoice. Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@anacorteswa.gov.

Payment. Payment for undisputed invoices is due within forty-five (45) days of the invoice date. We prefer to receive payments electronically. Our electronic payment information is available by contacting AR@tylertech.com.



**Exhibit B
Schedule 1
Business Travel Policy**

1. Air Travel

A. Reservations & Tickets

The Travel Management Company (TMC) used by Tyler will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make advanced reservations to take full advantage of discount opportunities. Employees should use all reasonable efforts to make travel arrangements at least two (2) weeks in advance of commitments. A seven (7) day advance booking requirement is mandatory. When booking less than seven (7) days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is six (6) or more consecutive hours in length, only economy or coach class seating is reimbursable. Employees shall not be reimbursed for "Basic Economy Fares" because these fares are non-refundable and have many restrictions that outweigh the cost-savings.

B. Baggage Fees

Reimbursement of personal baggage charges are based on trip duration as follows:

- Up to five (5) days = one (1) checked bag
- Six (6) or more days = two (2) checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance – Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience, and the specific situation reasonably require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; except for employees traveling to Alaska and internationally (excluding Canada), additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or other airport transportation services may be considered when traveling in and around cities or to and from airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price, and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn, and Holiday Inn Express. Wherever practical and cost effective, Tyler personnel will make commercially reasonable efforts to book lodging accommodations within Anacortes, Washington, provided it complies with our then-current Business Travel Policy. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

Employees are not authorized to reserve non-traditional short-term lodging, such as Airbnb, VRBO, and HomeAway. Employees who elect to make such reservations shall not be reimbursed.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status within the continental U.S. are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates are available at www.gsa.gov/perdiem.

Per diem for Alaska, Hawaii, U.S. protectorates and international destinations are provided separately by the Department of State and will be determined as required.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

Breakfast	15%
Lunch	25%
Dinner	60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00 p.m.*

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner.

5. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

6. International Travel

All international flights with the exception of flights between the U.S. and Canada should be reserved through TMC using the "lowest practical coach fare" with the exception of flights that are six (6) or more consecutive hours in length. In such event, the next available seating class above coach shall be reimbursed.

When required to travel internationally for business, employees shall be reimbursed for photo fees, application fees, and execution fees when obtaining a new passport book, but fees related to passport renewals are not reimbursable. Visa application and legal fees, entry taxes and departure taxes are reimbursable.

The cost of vaccinations that are either required for travel to specific countries or suggested by the U.S. Department of Health & Human Services for travel to specific countries, is reimbursable.

Section 4, Meals & Incidental Expenses, and Section 2.b., Rental Car, shall apply to this section.



Exhibit C

SERVICE LEVEL AGREEMENT

I. Agreement Overview

This SLA operates in conjunction with, and does not supersede or replace any part of, the Agreement. It outlines the information technology service levels that we will provide to you to ensure the availability of the application services that you have requested us to provide. All other support services are documented in the Support Call Process. This SLA does not apply to any Third Party SaaS Services. All other support services are documented in the Support Call Process.

II. Definitions. Except as defined below, all defined terms have the meaning set forth in the Agreement.

Actual Attainment: The percentage of time the Tyler Software is available during a calendar month, calculated as follows: $(\text{Service Availability} - \text{Downtime}) \div \text{Service Availability}$.

Client Error Incident: Any service unavailability resulting from your applications, content or equipment, or the acts or omissions of any of your service users or third-party providers over whom we exercise no control.

Downtime: Those minutes during Service Availability, as defined below, when all users cannot launch, login, search or save primary data in the Tyler Software. Downtime does not include those instances in which only a Defect is present.

Emergency Maintenance Window: (1) maintenance that is required to patch a critical security vulnerability; (2) maintenance that is required to prevent an imminent outage of Service Availability; or (3) maintenance that is mutually agreed upon in writing by Tyler and the Client.

Planned Downtime: Downtime that occurs during a Standard or Emergency Maintenance window.

Service Availability: The total number of minutes in a calendar month that the Tyler Software is capable of receiving, processing, and responding to requests, excluding Planned Downtime, Client Error Incidents, denial of service attacks and Force Majeure. Service Availability only applies to Tyler Software being used in the live production environment.

Standard Maintenance: Routine maintenance to the Tyler Software and infrastructure. Standard Maintenance is limited to five (5) hours per week.

III. Service Availability

a. Your Responsibilities

Whenever you experience Downtime, you must make a support call according to the procedures outlined in the Support Call Process. You will receive a support case number.

b. Our Responsibilities



When our support team receives a call from you that Downtime has occurred or is occurring, we will work with you to identify the cause of the Downtime (including whether it may be the result of Planned Downtime, a Client Error Incident, denial of service attack or Force Majeure). We will also work with you to resume normal operations.

c. Client Relief

Our targeted Attainment Goal is 100%. You may be entitled to credits as indicated in the Client Relief Schedule found below. Your relief credit is calculated as a percentage of the SaaS Fees paid for the calendar month.

In order to receive relief credits, you must submit a request through one of the channels listed in our Support Call Process within fifteen (15) days of the end of the applicable month. We will respond to your relief request within thirty (30) days of receipt.

The total credits confirmed by us will be applied to the SaaS Fee for the next billing cycle. Issuing of such credit does not relieve us of our obligations under the Agreement to correct the problem which created the service interruption.

Credits are only payable when Actual Attainment results in eligibility for credits in consecutive months and only for such consecutive months.

Client Relief Schedule	
Actual Attainment	Client Relief
99.99% - 98.00%	Remedial action will be taken
97.99% - 95.00%	4%
Below 95.00%	5%

IV. Maintenance Notifications

We perform Standard Maintenance during limited windows that are historically known to be reliably low-traffic times. If and when maintenance is predicted to occur during periods of higher traffic, we will provide advance notice of those windows and will coordinate to the greatest extent possible with you.

Not all maintenance activities will cause application unavailability. However, if Tyler anticipates that activities during a Standard or Emergency Maintenance window may make the Tyler Software unavailable, we will provide advance notice, as reasonably practicable, that the Tyler Software will be unavailable during the maintenance window.



Exhibit C Schedule 1 Support Call Process

Support Channels

Tyler Technologies, Inc. provides the following channels of software support for authorized users*:

- (1) On-line submission (portal) – for less urgent and functionality-based questions, users may create support incidents through the Tyler Customer Portal available at the Tyler Technologies website. A built-in Answer Panel provides users with resolutions to most “how-to” and configuration-based questions through a simplified search interface with machine learning, potentially eliminating the need to submit the support case.
- (2) Email – for less urgent situations, users may submit emails directly to the software support group.
- (3) Telephone – for urgent or complex questions, users receive toll-free, telephone software support.

** Channel availability may be limited for certain applications Support Resources*

A number of additional resources are available to provide a comprehensive and complete support experience:

- (1) Tyler Website – www.tylertech.com – for accessing client tools, documentation, and other information including support contact information.
- (2) Tyler Search -a knowledge based search engine that lets you search multiple sources simultaneously to find the answers you need, 24x7.
- (3) Tyler Community –provides a venue for all Tyler clients with current maintenance agreements to collaborate with one another, share best practices and resources, and access documentation.
- (4) Tyler University – online training courses on Tyler products.

Support Availability

Tyler Technologies support is available during the local business hours of 8 AM to 5 PM (Monday – Friday) across four (4) US time zones (Pacific, Mountain, Central and Eastern). Tyler’s holiday schedule is outlined below. There will be no support coverage on these days.

New Year’s Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

For support teams that provide after-hours service, we will provide you with procedures for contacting support staff after normal business hours for reporting Priority Level 1 Defects only. Upon receipt of such a Defect notification, we will use commercially reasonable efforts to meet the resolution targets



set forth below.

We will also make commercially reasonable efforts to be available for one pre-scheduled Saturday of each month to assist your IT staff with applying patches and release upgrades, as well as consulting with them on server maintenance and configuration of the Tyler Software environment.

Incident Handling

Incident Tracking

Every support incident is logged into Tyler's Customer Relationship Management System and given a unique case number. This system tracks the history of each incident. The case number is used to track and reference open issues when clients contact support. Clients may track incidents, using the case number, through Tyler's Customer Portal or by calling software support directly.

Incident Priority

Each incident is assigned a priority level, which corresponds to the Client's needs. Tyler and the Client will reasonably set the priority of the incident per the chart below. This chart is not intended to address every type of support incident. The goal is to help guide the Client towards clearly understanding and communicating the importance of the issue and to describe generally expected response and resolution targets in the production environment only.

References to a "confirmed support incident" mean that Tyler and the Client have successfully validated the reported Defect/support incident.

Priority Level	Characteristics of Support Incident	Response and Resolution Targets
1 Critical	Support incident that causes (a) complete application failure or application unavailability; (b) application failure or unavailability in one or more of the client's remote location; or (c) systemic loss of multiple essential system functions.	Tyler shall provide an initial response to Priority Level 1 incidents within one (1) business hour of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within one (1) business day. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.

Priority Level	Characteristics of Support Incident	Response and Resolution Targets
2 High	Support incident that causes (a) repeated, consistent failure of essential functionality affecting more than one user or (b) loss or corruption of data.	Tyler shall provide an initial response to Priority Level 2 incidents within four (4) business hours of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents or provide a circumvention procedure within ten (10) business days. For non-hosted customers, Tyler's responsibility for loss or corrupted data is limited to assisting the Client in restoring its last available database.
3 Medium	Priority Level 1 incident with an existing circumvention procedure, or a Priority Level 2 incident that affects only one user or for which there is an existing circumvention procedure.	Tyler shall provide an initial response to Priority Level 3 incidents within one (1) business day of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents without the need for a circumvention procedure with the next published maintenance update or service pack, which shall occur at least quarterly. For non-hosted customers, Tyler's responsibility for lost or corrupted data is limited to assisting the Client in restoring its last available database.
4 Non-critical	Support incident that causes failure of non-essential functionality or a cosmetic or other issue that does not qualify as any other Priority Level.	Tyler shall provide an initial response to Priority Level 4 incidents within two (2) business days of receipt of the incident. Once the incident has been confirmed, Tyler shall use commercially reasonable efforts to resolve such support incidents, as well as cosmetic issues, with a future version release.

*Response and Resolution Targets may differ if the product is not Enterprise ERP Software

Incident Escalation

If Tyler is unable to resolve any priority level 1 or 2 defect as listed above or the priority of an issue has elevated since initiation, you may escalate the incident to the appropriate resource, as outlined by each product support team. The corresponding resource will meet with you and any Tyler staff to establish a mutually agreeable plan for addressing the defect.

Remote Support Tool

Some support calls may require further analysis of the Client's database, processes or setup to diagnose a problem or to assist with a question. Tyler will, at its discretion, use an industry-standard remote support tool. Tyler's support team must have the ability to quickly connect to the Client's system and view the site's setup, diagnose problems, or assist with screen navigation. More information about the remote support tool Tyler uses is available upon request.



Exhibit D

Third Party Terms

DocOrigin Terms. Your use of Tyler Forms software and forms is subject to the DocOrigin End User License Agreement available for download here: <https://eclipsecorp.us/eula/>. By signing a Tyler Agreement or Order Form including Tyler forms software or forms, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.

ThinPrint Terms. Your use of Tyler Forms software and forms is subject to the End User License Agreement terms for ThinPrint Engine, ThinPrint License Server, and Connected Gateway found here: <https://www.thinprint.com/en/legal-notes/eula/>. By signing a Tyler Agreement or Order Form, or accessing, installing, or using Tyler Forms software or forms, you agree that you have read, understood, and agree to such terms.



Exhibit E
Statement of Work

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City of Anacortes, WA

Statement of Work (SOW) from Tyler Technologies, Inc.

5/6/2025

Presented to:
City of Anacortes
PO Box 547
Anacortes, WA 98221-0547

Contact:
Rich Boven
Email: richard.boven@tylertech.com
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Part 1: Executive Summary

1. Project Overview

1.1 Introduction

Tyler Technologies (“Tyler”) is the largest and most established provider of integrated software and technology services focused solely on the public sector. Tyler’s end-to-end solutions empower public sector entities including local, state, provincial and federal government, to operate more efficiently and connect more transparently with their constituents and with each other. By connecting data and processes across disparate systems, Tyler’s solutions transform how clients gain actionable insights that solve problems in their communities.

1.2 Project Goals

This Statement of Work (“SOW”) documents the methodology, implementation stages, activities, and roles and responsibilities, and project scope listed in the Investment Summary of the Agreement between Tyler and the City (collectively the “Project”).

The overall goals of the project are to:

- Successfully implement the contracted scope on time and on budget
- Increase operational efficiencies and empower users to be more productive
- Improve accessibility and responsiveness to external and internal customer needs
- Overcome current challenges and meet future goals

1.3 Methodology

This is accomplished by the City and Tyler working as a partnership and Tyler utilizing its depth of implementation experience. While each Project is unique, all will follow Tyler’s six-stage methodology. Each of the six stages is comprised of multiple work packages, and each work package includes a narrative description, objectives, tasks, inputs, outputs/deliverables, assumptions, and a responsibility matrix.

Tailored specifically for Tyler’s public sector clients, the project methodology contains Stage Acceptance Control Points throughout each Phase to ensure adherence to scope, budget, timeline controls, effective communications, and quality standards. Clearly defined, the project methodology repeats consistently across Phases, and is scaled to meet the City’s complexity and organizational needs.



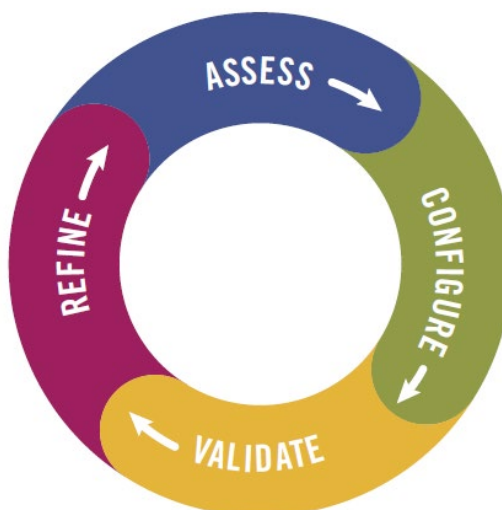
Tyler's Six Stage Project Methodology



The methodology adapts to both single-phase and multiple-phase projects.

To achieve Project success, it is imperative that both the City and Tyler commit to including the necessary leadership and governance. During each stage of the Project, it is expected that the City and Tyler Project teams work collaboratively to complete tasks. An underlying principle of Tyler's Implementation process is to employ an iterative model where the City's business processes are assessed, configured, validated, and refined cyclically in line with the project budget. This approach is used in multiple stages and work packages as illustrated in the graphic below.

Iterative Project Model



The delivery approach is systematic, which reduces variability and mitigates risks to ensure Project success. As illustrated, some stages, along with work packages and tasks, are intended to be overlapping by nature to complete the Project efficiently and effectively.



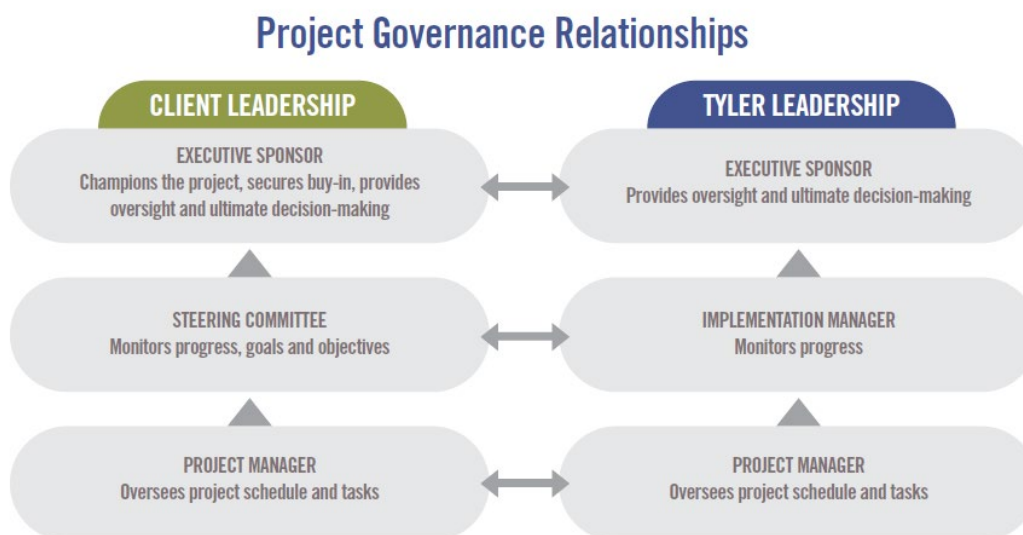
Part 2: Project Foundation

2. Project Governance

Project governance is the management framework within which Project decisions are made. The role of Project governance is to provide a decision-making approach that is logical, robust, and repeatable. This allows organizations to have a structured approach for conducting its daily business in addition to project related activities.

This section outlines the resources required to meet the business needs, objectives, and priorities for the Project, communicate the goals to other Project participants, and provide support and guidance to accomplish these goals. Project governance defines the structure for escalation of issues and risks, Change Control review and authority, and Organizational Change Management activities. Throughout the Statement of Work Tyler has provided RACI Matrices for activities to be completed throughout the implementation which will further outline responsibilities of different roles in each stage. Further refinement of the governance structure, related processes, and specific roles and responsibilities occurs during the Initiate & Plan Stage.

The chart below illustrates an overall team perspective where Tyler and the City collaborate to resolve Project challenges according to defined escalation paths. If project managers do not possess authority to determine a solution, resolve an issue, or mitigate a risk, Tyler implementation management and the City Steering Committee become the escalation points to triage responses prior to escalation to the City and Tyler executive sponsors. As part of the escalation process, each Project governance tier presents recommendations and supporting information to facilitate knowledge transfer and issue resolution. The City and Tyler executive sponsors serve as the final escalation point.



3. Project Scope Control

3.1 Managing Scope and Project Change

Project Management governance principles contend that there are three connected constraints on a Project: budget, timeline, and scope. These constraints, known as the “triple constraints” or project management triangle, define budget in terms of financial cost, labor costs, and other resource costs. Scope is defined as the work performed to deliver a product, service or result with the specified features and functions, while time is simply defined as the schedule. The Triple Constraint theory states that if you change one side of the triangle, the other two sides must be correspondingly adjusted. For example, if the scope of the Project is increased, cost and time to complete will also need to increase. The Project and executive teams will need to remain cognizant of these constraints when making impactful decisions to the Project. A simple illustration of this triangle is included here, showing the connection of each item and their relational impact to the overall Scope.



A pillar of any successful project is the ability to properly manage scope while allowing the appropriate level of flexibility to incorporate approved changes. Scope and changes within the project will be managed using the change control process outlined in the following section.

3.2 Change Control

It may become necessary to change the scope of this Project due to unforeseeable circumstances (e.g., new constraints or opportunities are discovered). This Project is being undertaken with the understanding that Project scope, schedule, and/or cost may need to change to produce optimal results for stakeholders. Changes to contractual requirements will follow the change control process specified in the final contract, and as described below.

3.3 Change Request Management

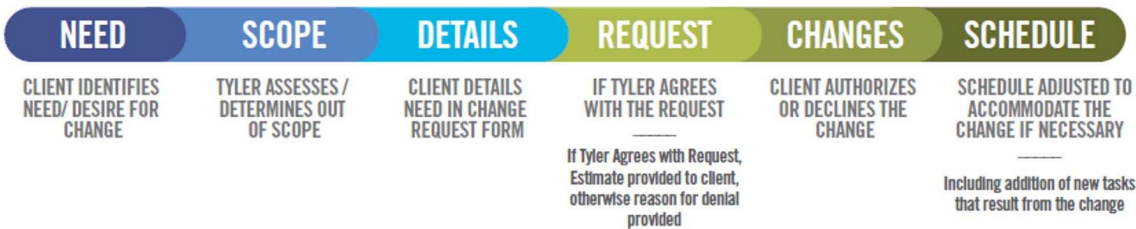
Should the need for a change to Project scope, schedule, and/or cost be identified during the Project, the change will be brought to the attention of the Steering Committee and an assessment of the change will occur. While such changes may result in additional costs and delays relative to the schedule, some changes may result in less cost to the City; for example, the City may decide it no longer needs a deliverable originally defined in the Project. The Change Request will include the following information:



- The nature of the change.
- A good faith estimate of the additional cost or associated savings to the City, if any.
- The timetable for implementing the change.
- The effect on and/or risk to the schedule, resource needs or resource responsibilities.

The City will use its good faith efforts to either approve or disapprove any Change Request within a period that is mutually agreeable between Tyler and the City). Any changes to the Project scope, budget, or timeline must be documented and approved in writing using a Change Request form. These changes constitute a formal amendment to the Statement of Work and will supersede any conflicting term in the Statement of Work.

Change Request Process



4. Acceptance Process

The implementation of a Project involves many decisions to be made throughout its lifecycle. Decisions will vary from higher level strategy decisions to smaller, detailed Project level decisions. It is critical to the success of the Project that each City office or department designates specific individuals for making decisions on behalf of their offices or departments.

Both Tyler and the City will identify representative project managers. These individuals will represent the interests of all stakeholders and serve as the primary contacts between the two organizations.

The coordination of gaining City feedback and approval on Project deliverables will be critical to the success of the Project. The City project manager will strive to gain deliverable and decision approvals from all authorized City representatives. Given that the designated decision-maker for each department may not always be available, there must be a designated proxy for each decision point in the Project. Assignment of each proxy will be the responsibility of the leadership from each City department. The proxies will be named individuals that have the authorization to make decisions on behalf of their department.

The following process will be used for accepting Deliverables and Control Points:

- The City shall have ten (10) business days from the date of delivery, or as otherwise mutually agreed upon by the parties in writing, to accept each Deliverable or Control Point. It is incumbent upon the City to provide acceptance or acknowledgement within ten (10) business days, or the otherwise agreed upon timeframe, not to be unreasonably withheld, in order to mitigate project delays.
- If the City does not agree the Deliverable or Control Point meets requirements, the City shall notify Tyler project manager(s), in writing, with reasoning within ten (10) business days, or the otherwise agreed-upon timeframe, not to be unreasonably withheld, of receipt of the Deliverable.
- Tyler shall address any deficiencies and redeliver the Deliverable or Control Point. The City shall then have five (5) business days from receipt of the redelivered Deliverable or Control Point to accept or again submit written notification of reasons for rejecting the milestone.

5. Roles and Responsibilities

The following defines the roles and responsibilities of each Project resource for the City and Tyler. Roles and responsibilities may not follow the organizational chart or position descriptions at the City, but are roles defined within the Project. It is common for individual resources on both the Tyler and City project teams to fill multiple roles. Similarly, it is common for some roles to be filled by multiple people.

5.1 Tyler Roles & Responsibilities

Tyler assigns a project manager prior to the start of each Phase of the Project (some Projects may only be one Phase in duration). Additional Tyler resources are assigned as the schedule develops and as needs arise.

5.1.1 Tyler Executive Manager

Tyler executive management has indirect involvement with the Project and is part of the Tyler escalation process. This team member offers additional support to the Project team and collaborates with other Tyler department managers as needed to escalate and facilitate implementation Project tasks and decisions.



- Provides clear direction for Tyler staff on executing on the Project Deliverables to align with satisfying the City's overall organizational strategy.
- Authorizes required Project resources.
- Resolves all decisions and/or issues not resolved at the implementation management level as part of the escalation process.
- Acts as the counterpart to the City's executive sponsor.

5.1.2 Tyler Implementation Manager

- Tyler implementation management has indirect involvement with the Project and is part of the Tyler escalation process. The Tyler project managers consult implementation management on issues and outstanding decisions critical to the Project. Implementation management works toward a solution with the Tyler Project Manager or with City management as appropriate. Tyler executive management is the escalation point for any issues not resolved at this level.
- Assigns Tyler Project personnel.
- Provides support for the Project team.
- Provides management support for the Project to ensure it is staffed appropriately and staff have necessary resources.
- Monitors Project progress including progress towards agreed upon goals and objectives.

5.1.3 Tyler Project Manager

- The Tyler project manager(s) provides oversight of the Project, coordination of Tyler resources between departments, management of the Project budget and schedule, effective risk, and issue management, and is the primary point of contact for all Project related items. As requested by the City, the Tyler Project Manager provides regular updates to the City Steering Committee and other Tyler governance members. Tyler Project Manager's role includes responsibilities in the following areas:

5.1.3.1 Contract Management

- Validates contract compliance throughout the Project.
- Ensures Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions.
- Prepares and presents contract milestone sign-offs for acceptance by the City project manager(s).
- Coordinates Change Requests, if needed, to ensure proper Scope and budgetary compliance.

5.1.3.2 Planning

- Delivers project planning documents.
- Defines Project tasks and resource requirements.
- Develops initial Project schedule and Project Management Plan.
- Collaborates with the City project manager(s) to plan and schedule Project timelines to achieve on-time implementation.

5.1.3.3 Implementation Management

- Tightly manages Scope and budget of Project to ensure Scope changes and budget planned versus actual are transparent and handled effectively and efficiently.
- Establishes and manages a schedule and Tyler resources that properly support the Project Schedule and are also in balance with Scope/budget.



- Establishes risk/issue tracking/reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to the City any items that may impact the outcomes of the Project.
- Collaborates with the City's project manager(s) to establish key business drivers and success indicators that will help to govern Project activities and key decisions to ensure a quality outcome of the project.
- Collaborates with the City's project manager(s) to set a routine communication plan that will aide all Project team members, of both the City and Tyler, in understanding the goals, objectives, status, and health of the Project.

5.1.3.4 Resource Management

- Acts as liaison between Project team and Tyler manager(s).
- Identifies and coordinates all Tyler resources across all applications, Phases, and activities including development, forms, installation, reports, implementation, and billing.
- Provides direction and support to Project team.
- Manages the appropriate assignment and timely completion of tasks as defined in the Project Schedule, task list, and Go-Live Checklist.
- Assesses team performance and adjusts as necessary.
- Consulted on in Scope 3rd party providers to align activities with ongoing Project tasks.

5.1.4 Tyler Implementation Consultant

- Completes tasks as assigned by the Tyler project manager(s).
- Documents activities for services performed by Tyler.
- Guides the City through software validation process following configuration.
- Assists during Go-Live process and provides support until the City transitions to Client Services.
- Facilitates training sessions and discussions with the City and Tyler staff to ensure adequate discussion of the appropriate agenda topics during the allotted time.
- May provide conversion review and error resolution assistance.

5.1.5 Tyler Sales

- Supports Sales to Implementation knowledge transfer during Initiate & Plan.
- Provides historical information, as needed, throughout implementation.
- Participates in pricing activities if additional licensing and/or services are needed.

5.1.6 Tyler Technical Services

- Maintains Tyler infrastructure requirements and design document(s).
- Involved in system infrastructure planning/review(s).
- Provides first installation of licensed software with initial database on servers.
- Supports and assists the project team with technical/environmental issues/needs.
- Deploys Tyler products.
- Conducts GIS Planning.
- Reviews GIS data and provides feedback to the City.
- Loads City provided GIS data into the system.



5.1.7 Tyler Data Experts

- Validates that customer data files are in proper format.
- Develops customized conversion programs, as necessary, to convert Legacy System data into the Tyler database for production use according to defined mapping.
- Provides error Reports on unsupported data conditions and the merging or normalization of data fields.
- Assists the City with understanding and interpreting error Reports.
- Performs changes and corrections to customized conversion programs as the City completes the data review.
- Provides conversion consulting and mapping assistance.

5.1.8 Tyler API Services

- Provides training in the use of the API Toolkit.
- Provides consulting services in the use of the API Toolkit to the City, as the City builds interfaces.

5.2 City Roles & Responsibilities

City resources will be assigned prior to the start of each Phase of the Project. One person may be assigned to multiple Project roles.

5.2.1 City Executive Sponsor

The City executive sponsor provides support to the Project by providing strategic direction and communicating key issues about the Project and its overall importance to the organization. When called upon, the executive sponsor also acts as the final authority on all escalated Project issues. The executive sponsor engages in the Project, as needed, to provide necessary support, oversight, guidance, and escalation, but does not participate in day-to-day Project activities. The executive sponsor empowers the City steering committee, project manager(s), and functional leads to make critical business decisions for the City.

- Champions the project at the executive level to secure buy-in.
- Authorizes required project resources.
- Actively participates in organizational change communications.

5.2.2 City Steering Committee

The City steering committee understands and supports the cultural change necessary for the Project and fosters an appreciation for the Project's value throughout the organization. The steering committee oversees the City project manager and Project through participation in regular internal meetings. The City steering committee remains updated on all Project progress, Project decisions, and achievement of Project milestones. The City steering committee also serves as primary level of issue resolution for the Project.

- Works to resolve all decisions and/or issues not resolved at the project manager level as part of the escalation process.
- Attends all scheduled steering committee meetings.
- Provides support for the project team.
- Assists with communicating key project messages throughout the organization.
- Prioritizes the project within the organization.
- Ensures the project staffed appropriately and that staff have necessary resources.



- Monitors project progress including progress towards agreed upon goals and objectives.
- Has the authority to approve or deny changes impacting the following areas:
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - City Policies
 - Needs of other client projects

5.2.3 City Project Manager

The City shall assign project manager(s) prior to the start of this project with overall responsibility and authority to make decisions related to Project Scope, scheduling, and task assignment. The City Project Manager should communicate decisions and commitments to the Tyler project manager(s) in a timely and efficient manner. When the City project manager(s) do not have the knowledge or authority to make decisions, he or she engages the necessary resources to participate in discussions and make decisions in a timely fashion to avoid Project delays. The City project manager(s) are responsible for reporting to the City steering committee and determining appropriate escalation points.

5.2.3.1 Contract Management

- Validates contract compliance throughout the project.
- Ensures that invoicing and Deliverables meet contract requirements.
- Acts as primary point of contact for all contract and invoicing questions. Collaborates on and approves Change Requests, if needed, to ensure proper scope and budgetary compliance.

5.2.3.2 Planning

- Reviews and accepts project planning documents.
- Defines project tasks and resource requirements for the City project team.
- Collaborates in the development and approval of the project schedule.
- Collaborates with Tyler project manager(s) to plan and schedule project timelines to achieve on-time implementation.

5.2.3.3 Implementation Management

- Collaborate with Tyler project manager to manage project budget and scope.
- Collaborates with Tyler project manager(s) to establish a process and approval matrix to ensure that scope changes and budget (planned versus actual) are transparent and handled effectively and efficiently.
- Collaborates with Tyler project manager to establish and manage a schedule and resource plan that properly supports the project schedule as a whole and is also in balance with scope and budget.
- Collaborates with Tyler project manager(s) to establish risk and issue tracking and reporting process between the City and Tyler and takes all necessary steps to proactively mitigate these items or communicate with transparency to Tyler any items that may impact the outcomes of the project.
- Collaborates with Tyler project manager(s) to establish key business drivers and success indicators that will help to govern project activities and key decisions to ensure a quality outcome of the project.
- Routinely communicates with both the City staff and Tyler, aiding in the understanding of goals, objectives, current status, and health of the project by all team members.



- Manages the requirements gathering process and ensure timely and quality business requirements are being provided to Tyler.

5.2.3.4 Resource Management

- Acts as liaison between project team and stakeholders.
- Identifies and coordinates all City resources across all modules, phases, and activities including data conversions, forms design, hardware and software installation, reports building, and satisfying invoices.
- Provides direction and support to project team.
- Builds partnerships among the various stakeholders, negotiating authority to move the project forward.
- Manages the appropriate assignment and timely completion of tasks as defined.
- Assesses team performance and takes corrective action, if needed.
- Provides guidance to City technical teams to ensure appropriate response and collaboration with Tyler Technical Support Teams to ensure timely response and appropriate resolution.
- Owns the relationship with in-Scope 3rd party providers and aligns activities with ongoing project tasks.
- Ensures that users have appropriate access to Tyler project toolsets as required.
- Conducts training on proper use of toolsets.
- Validates completion of required assignments using toolsets.

5.2.4 City Functional Leads

- Makes business process change decisions under time sensitive conditions.
- Communicates existing business processes and procedures to Tyler consultants.
- Assists in identifying business process changes that may require escalation.
- Contributes business process expertise for Current & Future State Analysis.
- Identifies and includes additional subject matter experts to participate in Current & Future State Analysis.
- Validates that necessary skills have been retained by end users.
- Provides End Users with dedicated time to complete required homework tasks.
- Acts as an ambassador/champion of change for the new process and provide business process change support.
- Identifies and communicates any additional training needs or scheduling conflicts to the City project manager.
- Actively participates in all aspects of the implementation, including, but not limited to, the following key activities:
 - Task completion
 - Stakeholder Meeting
 - Project Management Plan development
 - Schedule development
 - Maintenance and monitoring of risk register
 - Escalation of issues
 - Communication with Tyler project team
 - Coordination of City resources
 - Attendance at scheduled sessions
 - Change management activities
 - Modification specification, demonstrations, testing and approval assistance
 - Data analysis assistance



- Decentralized end user training
- Process testing
- Solution Validation

5.2.5 City Power Users

- Participate in project activities as required by the project team and project manager(s).
- Provide subject matter expertise on the City business processes and requirements.
- Act as subject matter experts and attend Current & Future State Analysis sessions as needed.
- Attend all scheduled training sessions.
- Participate in all required post-training processes as needed throughout project.
- Test all application configuration to ensure it satisfies business process requirements.
- Become application experts.
- Participate in Solution Validation.
- Adopt and support changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Demonstrate competency with Tyler products processing prior to Go-live.
- Provide knowledge transfer to the City staff during and after implementation.
- Participate in conversion review and validation.

5.2.6 City End Users

- Attend all scheduled training sessions.
- Become proficient in application functions related to job duties.
- Adopt and utilize changed procedures.
- Complete all deliverables by the due dates defined in the project schedule.
- Utilize software to perform job functions at and beyond Go-live.

5.2.7 City Technical Lead

- Coordinates updates and releases with Tyler as needed.
- Coordinates the copying of source databases to training/testing databases as needed for training days.
- Coordinates and adds new users, printers and other peripherals as needed.
- Validates that all users understand log-on process and have necessary permission for all training sessions.
- Coordinates interface development for City third party interfaces.
- Develops or assists in creating reports as needed.
- Ensures on-site system meets specifications provided by Tyler.
- Assists with software installation as needed.
- Extracts and transmits conversion data and control reports from the City's legacy system per the conversion schedule set forth in the project schedule.

5.2.7.1 City GIS

- Participates in GIS planning activities.
- Responsible for management and maintenance of City GIS infrastructure and data.
- Ensures GIS data/service endpoints are in alignment with Tyler software requirements.
- Provides Tyler implementation team with GIS data/service access information.



5.2.7.2 City Upgrade Coordination

- Becomes familiar with the software upgrade process and required steps.
- Becomes familiar with Tyler's releases and updates.
- Utilizes Tyler resources to stay abreast of the latest Tyler releases and updates, as well as the latest helpful tools to manage the City's software upgrade process.
- Assists with the software upgrade process during implementation.
- Manages software upgrade activities post-implementation.
- Manages software upgrade plan activities.
- Coordinates software upgrade plan activities with City and Tyler resources.
- Communicates changes affecting users and department stakeholders.
- Obtains department stakeholder acceptance to upgrade production environment.

5.2.8 City Change Management Lead

- Validates that users receive timely and thorough communication regarding process changes.
- Provides coaching to supervisors to prepare them to support users through the project changes.
- Identifies the impact areas resulting from project activities and develops a plan to address them proactively.
- Identifies areas of resistance and develops a plan to reinforce the change.
- Monitors post-production performance and new process adherence.



Part 3: Project Plan

6. Project Stages

Work Breakdown Structure

The Work Breakdown Structure (WBS) is a hierarchical representation of a Project or Phase broken down into smaller, more manageable components. The top-level components are called “Stages” and the second level components are called “Work Packages”. The work packages, shown below each stage, contain the high-level work to be done. The detailed Project Schedule, developed during Project/Phase Planning and finalized during subsequent stages, lists the tasks to be completed within each work package. Each stage ends with a “Control Point”, confirming the work performed during that stage of the Project has been accepted by the City.

Work Breakdown Structure (WBS)

1. Initiate & Plan	2. Assess & Define	3. Prepare Solution	4. Production Readiness	5. Production	6. Close
1.1 Initial Coordination	2.1 Solution Orientation	3.1 Initial System Deployment	4.1 Solution Validation	5.1 Go Live	6.1 Phase Close Out
1.2 Project/Phase Planning	2.2 Current & Future State Analysis	3.2 Configuration	4.2 Go Live Readiness	5.2 Transition to Client Services	6.2 Project Close Out
1.3 Infrastructure Planning	2.3 Modification Analysis	3.3 Process Refinement	4.3 End User Training	5.3 Post Go Live Activities	
1.4 Stakeholder Meeting	2.4 Conversion Assessment	3.4 Conversion Delivery			
1.5 GIS Planning*	2.5 Data Assessment	3.5 Data Delivery			
		3.6 Modifications*			

**Items noted with an asterisk in the graphic above relate to specific products and services. If those products and services are not included in the scope of the contract, these specific work packages will be noted as “This work package is not applicable” in Section 6 of the Statement of Work.*



6.1 Initiate & Plan

The Initiate & Plan stage involves Project initiation, infrastructure, and planning. This stage creates a foundation for the Project by identifying and establishing sequence and timing for each Phase as well as verifying scope for the Project. This stage will be conducted at the onset of the Project, with a few unique items being repeated for the additional Phases as needed.

6.1.1 Initial Coordination

Prior to Project commencement, Tyler management assigns project manager(s). Additional Project resources will be assigned later in the Project as a Project schedule is developed. Tyler provides the City with initial Project documents used to gather names of key personnel, their functional role as it pertains to the Project, as well as any blackout dates to consider for future planning. The City gathers the information requested by the provided deadline ensuring preliminary planning and scheduling can be conducted moving the Project forward in a timely fashion. Internally, the Tyler Project Manager(s) coordinate with sales to ensure transfer of vital information from the sales process prior to scheduling a Project Planning Meeting with the City's team. During this step, Tyler will work with the City to establish the date(s) for the Project and Phase Planning session.

Objectives:

- Formally launch the project.
- Establish project governance.
- Define and communicate governance for Tyler.
- Identify City project team.

STAGE 1	Initial Coordination																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Tyler project team is assigned	A	R	C	I	I	I	I		I		I						
City project team is assigned									A	I	R	I	I	I			
Provide initial project documents to the City		A	R	C			C		I		I						
Gather preliminary information requested			I						A		R	C		C		C	C
Sales to implementation knowledge transfer		A	R	I	I	I	I				I						
Create Project Portal to store project artifacts and facilitate communication		A	R								I						



Inputs	Contract documents
	Statement of Work
Outputs/Deliverables	Working initial project documents
	Project portal

Work package assumptions:

- Project activities begin after the agreement has been fully executed.

6.1.2 Project/Phase Planning

Project and Phase planning provides an opportunity to review the contract, software, data conversions and services purchased, identify applications to implement in each Phase (if applicable), and discuss implementation timeframes.

During this work package Tyler will work with the City to coordinate and plan a formal Project planning meeting(s). This meeting signifies the start of the Project and should be attended by all City Project team members and the Tyler Project Manager. The meeting provides an opportunity for Tyler to introduce its implementation methodology, terminology, and Project management best practices to the City's Project Team. This will also present an opportunity for project managers and Project sponsors to begin to discuss Project communication, metrics, status reporting and tools to be used to measure Project progress and manage change.

Tyler will work with the City Project Team to prepare and deliver the Project Management Plan as an output of the planning meeting. This plan will continue to evolve and grow as the Project progresses and will describe how the project will be executed, monitored, and controlled.

During project planning, Tyler will introduce the tools that will be used throughout the implementation. Tyler will familiarize the City with these tools during project planning and make them available for review and maintenance as applicable throughout the project. Some examples are Solution validation plan, issue log, and go-live checklist.

STAGE 1	Project/Phase Planning																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule and conduct planning session(s)		A	R						I		C	C	I				



Develop Project Management Plan		A	R						I		C	C	I				
Develop initial project schedule		A	R	I	I	I	I		I	I	C	C	I	I	C		I

Inputs	Contract documents
	Statement of Work
	Guide to Starting Your Project

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Project Management Plan	City review and approval of delivered document.
	Project Operational Plan	City review and approval of delivered document.
	Initial Project Schedule	City provides acceptance of schedule based on resource availability, project budget, and goals.

Work package assumptions:

- City has reviewed and completed the Guide to Starting Your Project document.

6.1.3 Infrastructure Planning

Procuring required hardware and setting it up properly is a critical part of a successful implementation. Tyler will be responsible for building the environments for a hosted/SaaS deployment. The City is responsible for the installation, setup and maintenance of all peripheral devices.

Objectives:

- Ensure the City's infrastructure meets Tyler's application requirements.
- Ensure the City's infrastructure is scheduled to be in place and available for use on time.

STAGE 1	Infrastructure Planning																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts	Department Heads	End Users	Technical Leads
Initial Infrastructure Communication		A	R		C		C				C						C
Schedule Environment Availability		A	R				C				I						



Inputs	Initial Infrastructure Requirements	
Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Completed Infrastructure Requirements	Delivery of Requirements

6.1.4 Stakeholder Meeting

Communication of the Project planning outcomes to the City Project team, executives and other key stakeholders is vital to Project success. The Stakeholder meeting is a strategic activity to inform, engage, gain commitment, and instill confidence in the City team. During the meeting, the goals and objectives of the Project will be reviewed along with detail on Project scope, implementation methodology, roles and responsibilities, Project timeline and schedule, and keys to Project success.

Objectives:

- Formally present and communicate the project activities and timeline.
- Communicate project expectations.

STAGE 1	Stakeholder Meeting																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Create Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C		I				
Review Stakeholder Meeting Presentation		I	C						A		R		C				
Perform Stakeholder Meeting Presentation	I	A	R	I	I				I	I	C	I	I	I	I	I	I

Inputs	Agreement
	SOW
	Project Management Plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Stakeholder Meeting Presentation	

Work package assumptions:



- None

6.1.5 GIS Planning

GIS data is a core part of many Tyler applications. Other City offices/products may also use this data and have different GIS requirements. A key focus of this preparation will be the process for developing the GIS data for use with Tyler applications. This can be an iterative process, so it is important to begin preparation early.

Objectives:

- Identify all City GIS data sources and formats.
- Tyler to understand the City's GIS needs and practices.
- Ensure the City's GIS data meets Tyler product requirements.

STAGE 1	GIS Preparation																
	Tyler							City									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Initial GIS Planning Meeting		A	R				C				C						C
Determine all GIS Data Sources			I				I		A		R						C
Provide Source GIS Data			I				I		A		R						C
Review GIS Data and Provide Feedback		A	R				C				I						C

Inputs	GIS Requirements Document
--------	---------------------------

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Production Ready Map Data	Meets Tyler GIS Requirements.

Work package assumptions:

- GIS data provided to Tyler is accurate and complete.
- GIS data provided to Tyler is current.
- City is responsible for maintaining the GIS data.

6.1.6 Control Point 1: Initiate & Plan Stage Acceptance

Acceptance criteria for this stage includes completion of all criteria listed below.



Note: Advancement to the Assess & Define stage is not dependent upon Tyler's receipt of this stage acceptance.

Initiate & Plan Stage Deliverables:

- Project Management Plan
- Initial Project Schedule

Initiate & Plan stage acceptance criteria:

- All stage deliverables accepted based on acceptance criteria previously defined
- Project governance defined
- Project portal made available to the City
- Stakeholder meeting complete
- GIS Data Production Ready
- Completed Infrastructure Requirements and Design Document
- System Passes Infrastructure Audit (as applicable)

6.2 Assess & Define

The Assess & Define stage will provide an opportunity to gather information related to current City business processes. This information will be used to identify and define business processes utilized with Tyler software. The City collaborates with Tyler providing complete and accurate information to Tyler staff and assisting in analysis, understanding current workflows and business processes.

6.2.1 Solution Orientation

The Solution Orientation provides the Project stakeholders a high-level understanding of the solution functionality prior to beginning the current and future state analysis. The primary goal is to establish a foundation for upcoming conversations regarding the design and configuration of the solution.

Tyler utilizes a variety of tools for the Solution Orientation, focusing on City team knowledge transfer such as: eLearning, documentation, or walkthroughs. The City team will gain a better understanding of the major processes and focus on data flow, the connection between configuration options and outcome, integration, and terminology that may be unique to Tyler's solution.

Objectives:

- Provide a basic understanding of system functionality.
- Prepare the City for current and future state analysis.

STAGE 2	Solution Orientation	
	Tyler	City



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Provide pre-requisites			A	R							I	I		I	I		I
Complete pre-requisites											A	R		C			C
Conduct orientation			A	R							I	I		I	I		I

Inputs	Solution orientation materials
	Training Plan

6.2.2 Current & Future State Analysis

The Current & Future State Analysis provides the Project stakeholders and Tyler an understanding of process changes that will be achieved with the new system.

The City and Tyler will evaluate current state processes, options within the new software, pros and cons of each based on current or desired state and make decisions about the future state configuration and processing. This may occur before or within the same timeframe as the configuration work package. The options within the new software will be limited to the scope of this implementation and will make use of standard Tyler functionality.

The City will adopt the existing Tyler solution wherever possible to avoid project schedule and quality risk from over customization of Tyler products. It is the City's responsibility to verify that in-scope requirements are being met throughout the implementation if functional requirements are defined as part of the contract. The following guidelines will be followed when evaluating if a modification to the product is required:

- A reasonable business process change is available.
- Functionality exists which satisfies the requirement.
- Configuration of the application satisfies the requirement.
- An in-scope modification satisfies the requirement.

Requirements that are not met will follow the agreed upon change control process and can have impacts on the project schedule, scope, budget, and resource availability.

STAGE 2	Current & Future State Analysis	
	Tyler	City



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Current State process review			A	R	I	I	I				C	C	C	C			C
Discuss future-state options			A	R	C	C	C				C	C	C	C			C
Make future-state decisions (non-COTS)			C	C	C	C	C				A	R	I	C			C
Document anticipated configuration options required to support future state			A	R	C	C	C				I	I	I	I			I

Inputs	City current state documentation
	Solution Orientation completion

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Documentation that describes future-state decisions and configuration options to support future-state decisions.	City review and approval of delivered document.

Work package assumptions:

- City attendees possess sufficient knowledge and authority to make future state decisions.
- The City is responsible for any documentation of current state business processes.
- The City can effectively communicate current state processes.

6.2.3 This work package is not applicable.

6.2.4 Data Assessment

Given the completion of the Current & Future State Analysis, the Data Assessment will provide the implementation team the design for legacy system data to be converted. The data Assessment will also allow the Tyler and the City teams to identify the data that will be configured within the Tyler System. The team will develop and map out dataset structures to ensure that data is structured in a way that allows maximum utility.

The teams will review any existing data publish and metadata standards for the City's current data program to determine any necessary adjustments or configuration needs. Finally, the implementation team develops data workflows to map data from the source system(s) into the Tyler system, discussing any additional data requirements as needed.



Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- If source data is a Tyler legacy system, Tyler performs the data mappings. If source data is from a third-party, client is responsible for mapping the data from the source to the Tyler system. Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Extract Data from Source Systems			I		R						A						C
Complete Data Analysis/Mapping		A	R	C	C						I	C		C			I
Review and Scrub Source Data			I	I	R						A	C		C			I
Build/Update Data Conversion Plan			R	C	C						C	I	I	I			I

Inputs	City Source data
	City Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated (if applicable)	City Acceptance of Data Conversion Plan
		City acceptance of Solution Design Document

Work package assumptions:

- If the source data is a Tyler system Tyler's Conversion Engineers extract and map the data into the standard Enterprise ERP conversion format. If the source data is from a third-party the client will provide Tyler with the data in a mutually agreed upon format. Tyler will work with the City representatives to identify business rules before writing the conversion.
- City subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.



6.2.5 Conversion Assessment

Data Conversions are a major effort in any software implementation. Tyler's conversion tools facilitate the predictable, repeatable conversion process that is necessary to support a successful transition to the Tyler system. The first step in this process is to perform an assessment of the existing ("legacy") system(s), to better understand the source data, risks, and options available. Once the data has been analyzed, the plan for data conversion is completed and communicated to the appropriate stakeholders.

Objectives:

- Communicate a common understanding of the project goals with respect to data.
- Ensure complete and accurate source data is available for review/transfer.
- If source data is a Tyler legacy system, Tyler performs the data mappings. If source data is from a third-party, client is responsible for mapping the data from the source to the Tyler system.
- Document the data conversion/loading approach.

STAGE 2	Data Conversion Assessment																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
			I		R						A						C
			I	I	R						A	I		C			I
			R	C	C						C	I	I	I			I

Inputs	City Source data
	City Source data Documentation (if available)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data Conversion Plan built/updated	City Acceptance of Data Conversion Plan

Work package assumptions:

- If the source data is a Tyler system Tyler's Conversion Engineers extract and map the data into the standard Enterprise ERP conversion format. If the source data is from a third-party the client will provide Tyler with the data in a mutually agreed upon format.



- Tyler will work with the City representatives to identify business rules before writing the conversion.
- City subject matter experts and resources most familiar with the current data will be involved in the data conversion planning effort.

6.2.6 This work package is not applicable.

6.2.7 Control Point 2: Assess & Define Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Note: Advancement to the Prepare Solution Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Assess & Define Stage Deliverables:

- Documentation of future state decisions and configuration options to support future state decisions.
- Modification specification document.
- Assess & Define Stage Acceptance Criteria:
- All stage deliverables accepted based on criteria previously defined.
- Solution Orientation is delivered.
- Conversion data extracts are received by Tyler.
- Data conversion plan built.

6.3 Prepare Solution

During the Prepare Solution stage, information gathered during the Initiate & Plan and Assess & Define stages will be used to install and configure the Tyler software solution. Software configuration will be validated by the City against future state decisions defined in previous stages and processes refined as needed to ensure business requirements are met.

6.3.1 Initial System Deployment

The timely availability of the Tyler Solution is important to a successful Project implementation. The success and timeliness of subsequent work packages are contingent upon the initial system deployment of Tyler Licensed Software on an approved network and infrastructure. Delays in executing this work package can affect the project schedule.

Objectives:

- All licensed software is installed and operational.
- The City can access the software.

STAGE 3	Initial System Deployment (Hosted/SaaS)	
	Tyler	City



RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Prepare hosted environment			A				R				I						C
Install Licensed Software for Included Environments			A				R				I						C
Install Licensed Software on City Devices (if applicable)			I				C				A						R
Tyler System Administration Training			A				R				I						C

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Licensed Software is Installed on the Server(s)	Software is accessible
	Licensed Software is Installed on City Devices (if applicable)	Software is accessible
	Installation Checklist/System Document	

Work package assumptions:

- The most current available version of the Tyler Licensed Software will be installed.
- The City will provide network access for Tyler modules, printers, and Internet access to all applicable City and Tyler Project staff.

6.3.2 Configuration

The purpose of Configuration is to prepare the software product for validation.

Tyler staff collaborates with the City to complete software configuration based on the outputs of the future state analysis performed during the Assess and Define Stage. The City collaborates with Tyler staff iteratively to validate software configuration.

Objectives:

- Software is ready for validation.
- Educate the City Power User how to configure and maintain software.
- Prepare standard interfaces for process validation (if applicable).



STAGE 3	Configuration																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Conduct configuration training			A	R							I	C		C			
Complete Tyler configuration tasks (where applicable)			A	R							I	I		I			
Complete City configuration tasks (where applicable)			I	C							A	R		C			
Standard interfaces configuration and training (if applicable)			A	R			C				I	C		C			C
Updates to Solution Validation testing plan Tyler will provide it’s standard Solution Validation Testing Plan at the beginning of each phase			C	C							A	R		C			C

Inputs	Documentation that describes future state decisions and configuration options to support future state decisions.
--------	--

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Configured System	City review and approval.

Work package assumptions:

- Tyler provides guidance for configuration options using best practices available within the Tyler software. The City is responsible for making decisions when multiple options are available.

6.3.3 Process Refinement

Tyler will educate the City users on how to execute processes in the system to prepare them for the validation of the software. The City collaborates with Tyler staff iteratively to validate software configuration options to support future state.

Objectives:



- Ensure that the City understands future state processes and how to execute the processes in the software.
- Refine each process to meet the business requirements.
- Validate standard interfaces, where applicable.
- Validate forms and reports, where applicable.

STAGE 3	Process Refinement																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Conduct process training			A	R							I	C	I	C			
Confirm process decisions			I	C						A	R	C	I	C			
Test configuration			I	C							A	R		C			
Refine configuration (City Responsible)			I	C							A	R		C			
Refine configuration (Tyler Responsible)			A	R							I	I		I			
Validate interface process and results			I	C			C				A	R		C			C
Update City-specific process documentation (if applicable)			I	C							A	R		C			
Updates to Solution Validation testing plan			C	C							A	R		C			C

Inputs	Initial Configuration
	Documentation that describes future state decisions and configuration options to support future state decisions.
	Solution validation test plan

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated solution validation test plan	
	Completed City-specific process documentation (completed by City)	

Work package assumptions:

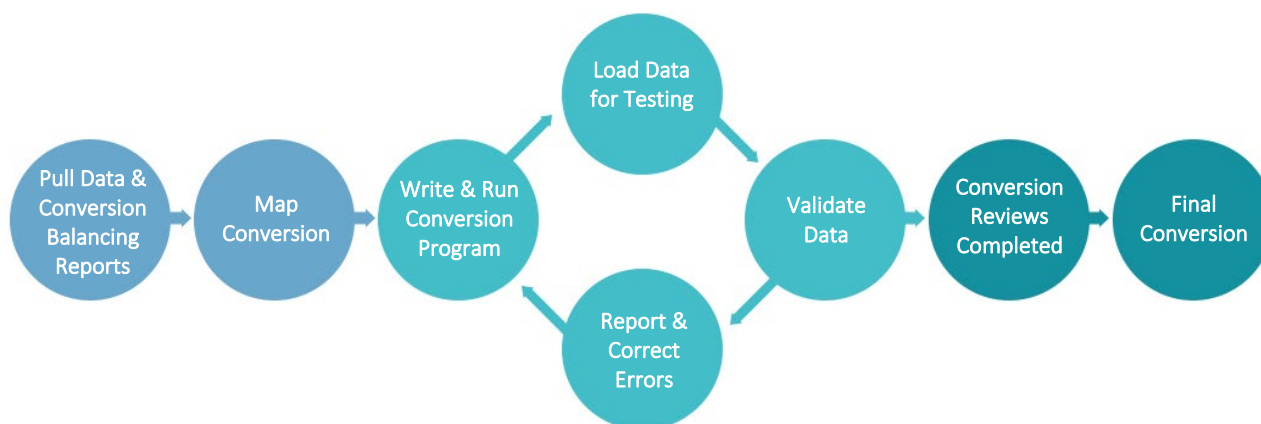


- None

6.3.4 Conversion Delivery

The purpose of this task is to transition the City's data from their source ("legacy") system(s) to the Tyler system(s). The data will need to be mapped from the legacy system into the new Tyler system format. A well-executed data conversion is key to a successful cutover to the new system(s).

With guidance from Tyler, the City will review specific data elements within the system and identify / report discrepancies. Iteratively, Tyler will collaborate with the City to address conversion discrepancies. This process will allow for clean, reconciled data to transfer from the source system(s) to the Tyler system(s). Reference Conversion Appendix for additional detail.



Objectives:

- Data is ready for production (Conversion).

STAGE 3	Data Delivery & Conversion																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power Users)	Department Heads	End Users	Technical Leads
Provide data crosswalks/code mapping tool			A	C	R						I	I		I			
Populate data crosswalks/code mapping tool			I	C	C						A	R		C			



Iterations: Conversion Development			A	C	R						I						I
Iterations: Deliver converted data			A		R			I			I						I
Iterations: Proof/Review data and reconcile to source system			C	C	C						A	R		C			C

Inputs	
	Data Conversion Plan
	Configuration

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Code Mapping Complete	Code Mapping validated by Tyler and City.
	Conversion Iterations	Conversion reviewed and complete, verified, and ready for final pass.

Work package assumptions:

- The City will provide a single file layout per source system as identified in the investment summary.
- The City subject matter experts and resources most familiar with the current data will be involved in the data conversion effort.
- The City project team will be responsible for completing the code mapping activity, with assistance from Tyler.

6.3.5 This work package is not applicable.

6.3.6 This work package is not applicable.

6.3.7 Control Point 3: Prepare Solution Stage Acceptance

Acceptance criteria for this Stage includes all criteria listed below in each Work Package.

Note: Advancement to the Production Readiness Stage is dependent upon Tyler's receipt of the Stage Acceptance.

Prepare Solution Stage Deliverables:

- Licensed software is installed.
- Installation checklist/system document.
- Conversion iterations and reviews complete.

Prepare Solution Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Software is configured.



- Solution validation test plan has been reviewed and updated if needed.

6.4 Production Readiness

Activities in the Production Readiness stage will prepare the City team for go-live through solution validation, the development of a detailed go-live plan and end user training. A readiness assessment will be conducted with the City to review the status of the project and the organizations readiness for go-live.

6.4.1 Solution Validation

Solution Validation is the end-to-end software testing activity to ensure that the City verifies all aspects of the Project (hardware, configuration, business processes, etc.) are functioning properly, and validates that all features and functions per the contract have been deployed for system use.

Objectives:

- Validate that the solution performs as indicated in the solution validation plan.
- Ensure the City organization is ready to move forward with go-live and training (if applicable).

STAGE 4	Solution Validation																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update Solution Validation plan			A	R	C						C	C		C			
Update test scripts (as applicable)			C	C	C						A	R		C			
Perform testing			C	C	C						A	R		C			
Document issues from testing			C	C	C						A	R		C			
Perform required follow-up on issues			A	R	C						C	C		C			

Inputs	Solution Validation plan
	Completed work product from prior stages (configuration, business process, etc.)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Solution Validation Report	City updates report with testing results

Work package assumptions:



- Designated testing environment has been established.
- Testing includes current phase activities or deliverables only.

6.4.2 Go-Live Readiness

Tyler and the City will ensure that all requirements defined in Project planning have been completed and the Go-Live event can occur, as planned. A go-live readiness assessment will be completed identifying risks or actions items to be addressed to ensure that Tyler and the City has considered its ability to successfully Go-Live. Issues and concerns will be discussed, and mitigation options documented. Tyler and the City will jointly agree to move forward with transition to production. Expectations for final preparation and critical dates for the weeks leading into and during the Go-Live week will be planned in detail and communicated to Project teams.

Objectives:

- Action plan for go-live established.
- Assess go-live readiness.
- Stakeholders informed of go-live activities.

STAGE 4	Go-Live Readiness																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Perform Readiness Assessment	I	A	R	C	C	I	C	I	I	I	I		I				I
Conduct Go-Live planning session		A	R	C							C	C	C	C	C		C
Order peripheral hardware (if applicable)			I							A	R						C
Confirm procedures for Go-Live issue reporting & resolution		A	R	I	I	I	I				C	C	I	I	I	I	I
Develop Go-Live Checklist		A	R	C	C						C	C	I	C			C
Final system infrastructure review (where applicable)			A				R				C						C

Inputs	Future state decisions
	Go-Live Checklist

Outputs / Deliverables	Acceptance Criteria [only] for Deliverables
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	Updated Go-Live Checklist	City review and approval of the delivered Updated Action Plan and Go-Live Checklist.
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Work package assumptions:

- None

6.4.3 End User Training

End User Training is a critical part of any successful software implementation. Using a training plan previously reviewed and approved, the Project team will organize and initiate the training activities.

Train the Trainer: Tyler provides one occurrence of each scheduled training or implementation topic. City users who attended the Tyler sessions may train additional users. Additional Tyler led sessions may be contracted at the applicable rates for training.

Tyler will provide standard application documentation for the general use of the software. It is not Tyler's responsibility to develop City specific business process documentation. City-led training labs using City specific business process documentation if created by the City can be added to the regular training curriculum, enhancing the training experiences of the end users.

Objectives:

- End users are trained on how to use the software prior to go-live.
- The City is prepared for on-going training and support of the application.

STAGE 4	End User Training																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Update training plan		A	R	C							C		I		C		
End User training (Tyler-led)		A	R	C							C	C	I	C	C	C	
Train-the-trainer		A	R	C							C	C	I	C			
End User training (City-led)			C	C							A	R	I	C	C	C	

Inputs	Training Plan
	List of End Users and their Roles / Job Duties
	Configured Tyler System

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	End User Training	City signoff that training was delivered



Work package assumptions:

- The City project team will work with Tyler to jointly develop a training curriculum that identifies the size, makeup, and subject-area of each of the training classes.
- Tyler will work with the City to provide end-user training in a manner that minimizes the impact to the daily operations of City departments.
- The City will be responsible for training new users after go-live (exception—previously planned or regular training offerings by Tyler).

6.4.4 Control Point 4: Production Readiness Stage Acceptance

Acceptance criteria for this stage includes all criteria listed below. Advancement to the Production stage is dependent upon Tyler's receipt of the stage acceptance.

Production Readiness stage deliverables:

- Solution Validation Report.
- Update go-live action plan and/or checklist.
- End user training.

Production Readiness stage acceptance criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live planning session conducted.

6.5 Production

Following end user training the production system will be fully enabled and made ready for daily operational use as of the scheduled date. Tyler and the City will follow the comprehensive action plan laid out during Go-Live Readiness to support go-live activities and minimize risk to the Project during go-live. Following go-live, Tyler will work with the City to verify that implementation work is concluded, post go-live activities are scheduled, and the transition to Client Services is complete for long-term operations and maintenance of the Tyler software.

6.5.1 Go-Live

Following the action plan for Go-Live, defined in the Production Readiness stage, the City and Tyler will complete work assigned to prepare for Go-Live.

The City provides final data extract and Reports from the Legacy System for data conversion and Tyler executes final conversion iteration, if applicable. If defined in the action plan, the City manually enters any data added to the Legacy System after final data extract into the Tyler system.

Tyler staff collaborates with the City during Go-Live activities. The City transitions to Tyler software for day-to-day business processing.

Some training topics are better addressed following Go-Live when additional data is available in the system or based on timing of applicable business processes and will be scheduled following Go-Live per the Project Schedule.



Objectives:

- Execute day to day processing in Tyler software.
- City data available in Production environment.

STAGE 5	Go-Live																
	Tyler							City									
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Provide final source data extract, if applicable			C		C						A						R
Final source data pushed into production environment, if applicable			A	C	R						I	C		C			C
Proof final converted data, if applicable			C	C	C						A	R		C			
Complete Go-Live activities as defined in the Go-Live action plan			C	C	C					A	R	C	I	C			
Provide Go-Live assistance			A	R	C	C		I			C	C	I	C		I	C

Inputs	Comprehensive Action Plan for Go-Live
	Final source data (if applicable)

Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Data is available in production environment	City confirms data is available and validated in production environment.

Work package assumptions:

- The City will complete activities documented in the action plan for Go-Live as scheduled.
- External stakeholders will be available to assist in supporting the interfaces associated with the Go-Live live process.
- The City business processes required for Go-Live are fully documented and tested.
- The City Project team and subject matter experts are the primary point of contact for the end users when reporting issues during Go-Live.
- The City Project Team and Power User's provide business process context to the end users during Go-Live.



6.5.2 Transition to Client Services

This work package signals the conclusion of implementation activities for the Phase or Project with the exception of agreed-upon post Go-Live activities. The Tyler project manager(s) schedules a formal transition of the City onto the Tyler Client Services team, who provides the City with assistance following Go-Live, officially transitioning the City to operations and maintenance.

Objectives:

- Ensure no critical issues remain for the project teams to resolve.
- Confirm proper knowledge transfer to the City teams for key processes and subject areas.

STAGE 5	Transition to Client Services																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Transfer City to Client Services and review issue reporting and resolution processes	I	I	A	I	I			R	I	I	C	C		C			
Review long term maintenance and continuous improvement			A					R			C	C		C			

Inputs	Open item/issues List
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Client Services Support Document	

Work package assumptions:

- No material project issues remain without assignment and plan.

6.5.3 Post Go-Live Activities

Some implementation activities are provided post-production due to the timing of business processes, the requirement of actual production data to complete the activities, or the requirement of the system being used in a live production state.

Objectives:



- Schedule activities that are planned for after Go-Live.
- Ensure issues have been resolved or are planned for resolution before phase or project close.

STAGE 5	Post Go-Live Activities																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Schedule contracted activities that are planned for delivery after go-live		A	R	C	C	C	C	I			C	C	I	C			C
Determine resolution plan in preparation for phase or project close out		A	R	C	C	C		I			C	C	I	C			

Inputs	List of post Go-Live activities
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Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Updated issues log	

Work package assumptions:

- System is successfully being used in a live production state.

6.5.4 Control Point 5: Production Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below:

- Advancement to the Close stage is not dependent upon Tyler's receipt of this Stage Acceptance.
- Converted data is available in production environment.

Production Stage Acceptance Criteria:

- All stage deliverables accepted based on criteria previously defined.
- Go-Live activities defined in the Go-Live action plan completed.
- Client services support document is provided.



6.6 Close

The Close stage signifies full implementation of all products purchased and encompassed in the Phase or Project. The City transitions to the next cycle of their relationship with Tyler (next Phase of implementation or long-term relationship with Tyler Client Services).

6.6.1 Phase Closeout

This work package represents Phase completion and signals the conclusion of implementation activities for the Phase. The Tyler Client Services team will assume ongoing support of the City for systems implemented in the Phase.

Objectives:

- Agreement from Tyler and the City teams that activities within this phase are complete.

STAGE 6	Phase Close Out																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power	Department Heads	End Users	Technical Leads
Reconcile project budget and status of contract Deliverables	I	A	R						I	I	C						
Hold post phase review meeting		A	R	C	C	C	C				C	C	C	C			C
Release phase-dependent Tyler project resources	A	R	I								I						

Participants	Tyler	City
	Project Leadership	Project Manager
	Project Manager	Project Sponsor(s)
	Implementation Consultants	Functional Leads, Power Users, Technical Leads
	Technical Consultants (Conversion, Deployment, Development)	
	Client Services	

Inputs	Contract
	Statement of Work
	Project artifacts



Outputs / Deliverables		Acceptance Criteria [only] for Deliverables
	Final Action Plan (for outstanding items)	City review and approval of Final Action Plan.
	Reconciliation Report	City review and approval of Reconciliation Report.
	Post Phase Review	City review and approval of Post Phase Review.

Work package assumptions:

- Tyler deliverables for the phase have been completed.

6.6.2 Project Closeout

Completion of this work package signifies final acceptance and formal closing of the Project.

At this time the City may choose to begin working with Client Services to look at continuous improvement Projects, building on the completed solution.

Objectives:

- Confirm no critical issues remain for the project teams to resolve.
- Determine proper knowledge transfer to the City teams for key processes and subject areas has occurred.
- Verify all deliverables included in the Agreement are delivered.

STAGE 6	Project Close Out																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (Power)	Department Heads	End Users	Technical Leads
Conduct post project review		A	R	C	C	C	C				C	C	C	C			C
Deliver post project report to City and Tyler leadership	I	A	R						I	I	C						
Release Tyler project resources	A	R	I								I						

Inputs	Contract
	Statement of Work

Outputs / Deliverables	Acceptance Criteria [only] for Deliverables
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	Post Project Report	City review and approval to provide acceptance of Post Project Report indicating all project Deliverables and milestones have been satisfactorily completed.
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Work package assumptions:

- All project implementation activities have been completed and approved.
- Both Tyler and the City agree that no critical project issues remain that have not been documented and assigned with expected timeline for resolution.
- Final project budget has been reconciled and invoiced.
- All Tyler deliverables have been completed and accepted by the City.

6.6.3 Control Point 6: Close Stage Acceptance

Acceptance criteria for this Stage includes completion of all criteria listed below.

Close Stage Deliverables:

- Post Project Report.

Close Stage Acceptance Criteria:

- City review and approval of completed report indicating all Project deliverables and milestones have been satisfactorily completed.

7. General Assumptions

Tyler and the City will use this SOW as a guide for managing the implementation of the Tyler Project as provided and described in the Agreement. There are a few assumptions which, when acknowledged and adhered to, will support a successful implementation. Assumptions related to specific work packages are documented throughout the SOW. Included here are general assumptions which should be considered throughout the overall implementation process.

7.1 Project

- Project activities will begin after the Agreement has been fully executed.
- Tyler and the City Project Team will complete their necessary assignments in a mutually agreed upon timeframe to meet the scheduled go-live date, as outlined in the Project Schedule.
- Sessions will be scheduled and conducted at a mutually agreeable time.
- Additional services, software modules and modifications not described in the SOW or Agreement will be considered a change to this Project and will require a Change Request Form as previously referenced in the definition of the Change Control Process.
- Tyler will provide a written agenda and notice of any prerequisites to the City project manager(s) ten (10) business days or as otherwise mutually agreed upon time frame prior to any scheduled on-site or remote sessions, as applicable.
- Tyler will provide guidance for configuration and processing options available within the Tyler software. If multiple options are presented by Tyler, the City is responsible for making decisions based on the options available.



- Implementation of new software may require changes to existing processes, both business and technical, requiring the City to make process changes.
- The City is responsible for defining, documenting, and implementing their policies that result from any business process changes.

7.2 Organizational Change Management

Unless otherwise contracted by Tyler, City is responsible for managing Organizational Change. Impacted City resources will need consistent coaching and reassurance from their leadership team to embrace and accept the changes being imposed by the move to new software. An important part of change is ensuring that impacted City resources understand the value of the change, and why they are being asked to change.

7.3 Resources and Scheduling

- City resources will participate in scheduled activities as assigned in the Project Schedule.
- Tyler will provide a listing of prerequisites and a reasonable timeline for completion prior to scheduling activities.
- The City team will complete prerequisites prior to applicable scheduled activities. Failure to do so may affect the schedule.
- Tyler and the City will provide resources to support the efforts to complete the Project as scheduled and within the constraints of the Project budget.
- Abbreviated timelines and overlapped Phases require sufficient resources from Tyler and the City to complete all required work as scheduled.
- Changes to the Project Schedule, availability of resources or changes in Scope will be requested through a Change Request. Impacts to the triple constraints (scope, budget, and schedule) will be assessed and documented as part of the change control process.
- Tyler and the City will ensure assigned resources will follow the change control process and possess the required business knowledge to complete their assigned tasks successfully. Should there be a change in resources, the replacement resource should have a comparable level of availability, change control process buy-in, and knowledge.
- Tyler will provide timely Project related information to allow the City to take appropriate action in decision-making. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions,
- The City makes timely Project related decisions to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Failure to do so may affect the schedule, as each analysis and implementation session is dependent on the decisions made in prior sessions.
- Tyler will request information from the City and the City will respond to information requests in a comprehensive and timely manner, in accordance with the Project Schedule.
- The City will provide adequate meeting space or facilities, including appropriate system connectivity, to the project teams including Tyler team members.
- For on-site visits, Tyler will identify a travel schedule that balances the needs of the project and the employee.

7.4 Data

- Data will be converted as provided and Tyler will not create data that does not exist.
- The City is responsible for the quality of legacy data and for cleaning or scrubbing erroneous legacy data.



- Tyler will work closely with the City representatives to identify business rules before writing the conversion. The City must confirm that all known data mapping from source to target have been identified and documented before Tyler writes the conversion.
- All in-scope source data is in data extract(s).
- Each legacy system data file submitted for conversion includes all associated records in a single approved file layout.
- The City will provide the legacy system data extract in the same format for each iteration unless changes are mutually agreed upon in advance. If not, negative impacts to the schedule, budget and resource availability may occur and/or data in the new system may be incorrect.
- The City Project Team is responsible for reviewing the converted data and reporting issues during each iteration, with assistance from Tyler.
- The City is responsible for providing or entering test data (e.g., data for training, testing interfaces, etc.).

7.5 Facilities

- The City will provide dedicated space for Tyler staff to work with City resources for on-site sessions, including any onsite training. If Phases overlap, City will provide multiple training facilities to allow for independent sessions scheduling without conflict.
- The City will provide staff with a location to practice what they have learned.



8. Glossary

Word or Term	Definition
Acceptance	Confirming that the output or deliverable is suitable and conforms to the agreed upon criteria.
Accountable	The one who ultimately ensures a task or deliverable is completed; the one who ensures the prerequisites of the task are met and who delegates the work to those responsible. [Also see RACI]
Application	A computer program designed to perform a group of coordinated functions, tasks, or activities for the benefit of the user.
Application Programming Interface (API)	A defined set of tools/methods to pass data to and received data from Tyler software products
Agreement	This executed legal contract that defines the products and services to be implemented or performed.
Business Process	The practices, policy, procedure, guidelines, or functionality that the client uses to complete a specific job function.
Business Requirements Document	A specification document used to describe Client requirements for contracted software modifications.
Change Request	A form used as part of the Change Control process whereby changes in the scope of work, timeline, resources, and/or budget are documented and agreed upon by participating parties.
Change Management	Guides how we prepare, equip and support individuals to successfully adopt change in order to drive organizational success & outcomes
Code Mapping [where applicable]	An activity that occurs during the data conversion process whereby users equate data (field level) values from the old system to the values available in the new system. These may be one to one or many to one. Example: Old System [Field = eye color] [values = BL, Blu, Blue] maps to New Tyler System [Field = Eye Color] [value = Blue].
Consulted	Those whose opinions are sought, typically subject matter experts, and with whom there is two-way communication. [Also see RACI]
Control Point	This activity occurs at the end of each stage and serves as a formal and intentional opportunity to review stage deliverables and required acceptance criteria for the stage have been met.
Data Mapping [where applicable]	The activity determining and documenting where data from the legacy system will be placed in the new system; this typically involves prior data analysis to understand how the data is currently used in the legacy system and how it will be used in the new system.
Deliverable	A verifiable document or service produced as part of the Project, as defined in the work packages.
Go-Live	The point in time when the Client is using the Tyler software to conduct daily operations in Production.
Informed	Those who are kept up-to-date on progress, often only on completion of the task or deliverable, and with whom there is just one-way communication. [Also see RACI]



Infrastructure	The composite hardware, network resources and services required for the existence, operation, and management of the Tyler software.
Interface	A connection to and potential exchange of data with an external system or application. Interfaces may be one way, with data leaving the Tyler system to another system or data entering Tyler from another system, or they may be bi-directional with data both leaving and entering Tyler and another system.
Integration	A standard exchange or sharing of common data within the Tyler system or between Tyler applications
Legacy System	The software from which a client is converting.
Modification	Custom enhancement of Tyler's existing software to provide features or functions to meet individual client requirements documented within the scope of the Agreement.
On-site	Indicates the work location is at one or more of the client's physical office or work environments.
Organizational Change	The process of changing an organization's strategies, processes, procedures, technologies, and culture, as well as the effect of such changes on the organization.
Output	A product, result or service generated by a process.
Peripheral devices	An auxiliary device that connects to and works with the computer in some way. Some examples: scanner, digital camera, printer.
Phase	A portion of the Project in which specific set of related applications are typically implemented. Phases each have an independent start, Go-Live and closure dates but use the same Implementation Plans as other Phases of the Project. Phases may overlap or be sequential and may have different Tyler resources assigned.
Project	The delivery of the software and services per the agreement and the Statement of Work. A Project may be broken down into multiple Phases.
RACI	A matrix describing the level of participation by various roles in completing tasks or Deliverables for a Project or process. Individuals or groups are assigned one and only one of the following roles for a given task: Responsible (R), Accountable (A), Consulted (C), or Informed (I).
Remote	Indicates the work location is at one or more of Tyler's physical offices or work environments.
Responsible	Those who ensure a task is completed, either by themselves or delegating to another resource. [Also see RACI]
Scope	Products and services that are included in the Agreement.



Solution	The implementation of the contracted software product(s) resulting in the connected system allowing users to meet Project goals and gain anticipated efficiencies.
Stage	The top-level components of the WBS. Each Stage is repeated for individual Phases of the Project.
Standard	Software functionality that is included in the base software (off-the-shelf) package; is not customized or modified.
Statement of Work (SOW)	Document which will provide supporting detail to the Agreement defining Project-specific activities, services, and Deliverables.
System	The collective group of software and hardware that is used by the organization to conduct business.
Test Scripts	The steps or sequence of steps that will be used to validate or confirm a piece of functionality, configuration, enhancement, or Use Case Scenario.
Training Plan	Document(s) that indicate how and when users of the system will be trained relevant to their role in the implementation or use of the system.
Validation (or to validate)	The process of testing and approving that a specific Deliverable, process, program, or product is working as expected.
Work Breakdown Structure (WBS)	A hierarchical representation of a Project or Phase broken down into smaller, more manageable components.
Work Package	A group of related tasks within a project.



Part 4: Appendices

9. Conversion

9.1 Enterprise ERP Conversion Summary

9.1.1 Accounting

9.1.1.1 Accounting - Actuals

- Summary account balances
- Up to 5 years

9.1.1.2 Accounting - Budgets

- Original budget, budget adjustments, revised budget summaries for accounts
- Up to 5 years

9.1.2 Accounts Payable

9.1.2.1 Vendors

- Vendor Master file including names, addresses, SSN/FID, contacts, phone numbers
- Multiple remittance addresses
- Year-to-date 1099 amounts

9.1.2.2 Accounts Payable - Checks

- Check header data including vendor, warrant, check number, check date, check amount, GL cash account and clearing information
- Check detail data including related document and invoice numbers for each check
- Up to 5 years

9.1.2.3 Accounts Payable - Invoices

- Invoice header data containing general information for the invoice
- Invoice detail data containing line-specific information for the invoice
- Up to 5 years

9.1.3 Human Resources Management

9.1.3.1 HRM Employee Master Information

- Payroll Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information



9.1.3.2 Accumulators

- YTD, QTD, MTD amounts for employee pay and deductions
- Needed for mid-calendar-year go-live
- May not be needed if converting earnings/deductions history
- Up to 5 years
- Accumulators are converted with check history and earning/deduction history as a default. No accumulator files are necessary to submit when converting history.

9.1.3.3 Check History

- Up to 5 years, additional years must be quoted. We convert amounts for earnings and deductions in employee check history, check number and date.

9.1.3.4 Earning/Deduction Hist.

- Up to 5 years, additional years must be quoted. Earning and deduction history broken down by individual codes (earnings and deduction) and amounts per pay period, the detail of these lines, sums the check history in opt 4.

9.1.3.5 Personnel Action History

- A variety of Personnel actions, such as job or salary changes and dates these events occurred.
- Up to 5 years

9.1.3.6 Certifications

- Certification area and certification type codes, certification number and effective date, expiration date, and required-by date, codes for certification level and subjects

9.1.3.7 Education

- Codes, for institution, type of degree, and area(s) of study

9.1.4 General Billing

9.1.4.1 Customer Master Files

- Customer information

9.1.4.2 General Billing – Recurring Invoices

- General Billing Invoices that are sent on a regular basis
- Header records with general information about the invoice
- Detail records with line-specific information

9.1.4.3 General Billing – Bills

- 5 years of open and closed invoices
- General Ledger information so open invoices can be processed in Enterprise ERP



9.1.5 Project Accounting

9.1.5.1 Project Accounting Master Tables

- Segments, account strings and fund string allocation table
- Requires the use of a Tyler provided (Chart of Accounts) spreadsheet for design and entry of the data to be converted

9.1.5.2 Project Accounting - Actuals

- Summary project ledger string balances. If linking to GL, must be converted at the same time.
- Up to 3 years

9.1.5.3 Project Accounting – Budget

- Original project ledger budget amounts. If linking to GL, must be converted at the same time.
- Up to 3 years

9.1.6 Purchase Orders

- Open purchase orders header data including vendor, buyer, date, accounting information, etc.
- Open purchase orders detail data including line-item descriptions, quantities, amounts, etc.
- Closed purchase orders detail data, up to 5 years, including line-item descriptions, quantities, amounts, etc.

9.1.7 Utility Billing

9.1.7.1 Account Information

- Account Master data including previous and current customer owner information- address info, phone, fax, SSN number, FID number, account status, parcel number, location street, apartment, city, state, zip, book number, read sequence, account start and end date, EFT bank information

9.1.7.2 Services

- Current service codes, service status, type, factor, condo units, bill cycle codes, , current deposits held on account including unpaid deposit amounts, winter usage, current meter(s) associated with service, meter readings(current and previous), meter usage (current and previous) and sales tax information.

9.1.7.3 Assessments

- Assessments are improvement costs that are spread across to property owner
- Utility Billing conversion option 4 (balance forward AR) must also be purchased in order to convert assessments

9.1.7.4 Consumption History

- History of meter readings, usage, read dates, usage days, bill amounts, bill dates, read codes
- Up to 5 years



9.1.7.5 Balance Forward AR

- Account balance forward information converted as total amount due. If the client's business practices require current due and past due bills this can be broken into three balance forward bills(current balance due and up to two past due balance bills).These can be converted to one balance forward charge code or separate balance forward charge codes, and converted to the account/customer, if the client's legacy data contains this information.
- If late penalties will be applied in Enterprise ERP after the conversion, balance forward amounts must be converted by charge code

9.1.7.6 Work Orders

- Work Orders data associated with accounts, including meter repairs, checks for leaky meter, reread a meter due to high reading

9.1.7.7 Backflow

- Account information, backflow device information, backflow type, and backflow violations

9.1.7.8 Budget Billing

- Converts information for budget average billing by account, customer and service. Legacy data must include: calculated budget amount by service; number of periods remaining until plan renews; budget plan balance/credit amount, broken out by service/customer; additional amortized amount by service.

9.1.7.9 Flat Inventory/Containers

- Inventory for non-metered items tied to recurring service billing – flat rate is tied to inventory item(s)/item type(s) (vs consumption/usage). Trash/recycling containers, dumpsters, roll off containers, light poles, cable/internet equipment.



10. Additional Appendices

10.1 Enterprise ERP Standard 3rd Party Data Exchange & Application Programming Interfaces

10.1.1 Planning

An Integration is a real-time or automated exchange of data between two systems. Standard Data Exchange tools are available to fulfill Integrations with external systems by allowing clients to get data in and out of the Tyler system. Data exchange tools can take the form of Imports and Exports, and Application Programming Interfaces (APIs)*. APIs may require additional licensing and may have some restrictions on use. Please refer to your licensing agreement for further information.

Imports and Exports

The City and Tyler project manager(s) will work together to define/confirm which Imports and Exports are needed (if not outlined in the Agreement). Tyler will provide an Excel or ASCII file layouts for each Standard Data Exchange.

APIs*

Additional API licensing and data sharing agreements are required for integration with third-party applications. If APIs have been purchased, Tyler will provide integration assistance to understand API services and provide necessary support to complete the integration of Tyler software to the City internal applications. Tyler will not provide any hands-on development unless expressly specified in the Agreement. It is Tyler's responsibility to ensure the API services operate correctly. It is the Client's responsibility to fulfill integrations using Tyler's API services and ensure operation of the third party API services.

STAGE 2	Current & Future State Analysis - Data Exchange																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Review Standard or contracted Data Exchanges			A	R	I		I				C	C		I			C
Define or confirm needed Data Exchanges			I	C	C		C				A	C		C			R



10.1.2 Validation

Tyler provides training on Data Exchange(s) (for both Import and Export, and APIs*) and the City tests each Data Exchange.

STAGE 3	Process Refinement – Data Exchange Validation																
	Tyler								City								
RACI MATRIX KEY: R = Responsible A = Accountable C = Consulted I = Informed	Executive Manager	Implementation Manager	Project Manager	Implementation Consultant	Data Experts	Modification Services	Technical Services	Client Services	Executive Sponsor	Steering Committee	Project Manager	Functional Leads	Change Management Leads	Subject Matter Experts (SMEs)	Department Heads	End Users	Technical Leads
Train standard or contracted Data Exchange(s) processing in Tyler software			A	R	I		I				C	I		I			C
Coordinate 3 rd Party Data Exchange activities			I	I	I		I				A	C		C			R
Test all Standard 3 rd party Data Exchange(s)			I	I	I		I				A	C		R			C

* API services, available thru Enterprise ERP OpenAPI Toolkits and Connectors, are not part of the core Enterprise ERP applications and are only applicable if included in the license agreement.



10.2 This work package is not applicable.



11. Project Timeline

11.1 ERP Project Timeline

The Project Timeline establishes a target duration for each phase of the project. The timeline needs to account for resource availability, business goals, size and complexity of the project, and task duration requirements. These will be reviewed and adjusted, if needed, during the Initiate and Plan Stage. Refer to the Project Stages section of this SOW for information on work packages associated with each stage of the implementation. Durations may be revised when the Agreement is signed and further refined during the project.

Eden to Enterprise ERP project start dates are dependent on wave availability. Waves are a common implementation start month for a group of Eden clients. Each wave has a designated number of slots available for clients to sign up – once those slots are full you must choose an alternate wave with availability. A signed agreement is required to reserve your spot in a specific wave.

Phase	Functional Area(s)	Modules	Duration
1	Financials	- Accounting - Accounts Payable - Budgeting - Capital Assets - Cash Management - Contract Management - eProcurement - Project & Grant Accounting - Purchasing - Accounts Receivable - General Billing - Cashiering - ACFR - Open Finance	12 Months or as defined in the Project Plan and mutually agreed upon Average Training Days/Month: 6
	System Wide	- Enterprise Analytics & Reporting w Executive Insights - Enterprise Forms - Content Manager Core - Enterprise ERP Payments	
2	Utility Billing	- Utility Billing CIS - Utility Billing Meter Interface - Resident Access - Central Property File - GIS	12 Months or as defined in the Project Plan and mutually agreed upon Average Days/Month: 3



3	Human Resources Management	• Payroll with Employee Access • Human Resources & Talent Management • Time & Attendance w Mobile Access • Employee Expense Reimbursements	12 Months or as defined in the Project Plan and mutually agreed upon Average Days/Month: 5
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11.2 This work package is not applicable.





Exhibit F

Data & Insights Terms

This Data & Insights SaaS Services Terms of Services governs your use of the following solutions:

Property & Recording

- Assessment Connect
- Open Assessment

Enterprise Permitting & Licensing

- Enterprise Permitting & Licensing Business Management Feeds
- Enterprise Permitting & Licensing Community Development Feeds
- Community Development Executive Insights
- Enterprise Permitting & Licensing Advanced Automation with Executive Insights
- Enterprise Analytics and Reporting with Executive Insights
- Business Management Executive Insights
- Enterprise ERP Revenue Insights
- Citizen Connect
- Economic Intelligence

Enterprise ERP

- Enterprise ERP Analytics & Reporting w Executive Insights
- Enterprise ERP Financial Insights - Bundled
- Enterprise ERP Payroll & HR Insights
- Capital Project Explorer
- Citizen Connect
- Data & Insights Open Data
- Open Finance
- Economic Intelligence
- Executive Insights, ERP

Courts & Justice

- Court Analytics
- eFile Analytics
- Probation Analytics/Supervision Analytics
- Pre-trial Analytics

Public Safety

- Public Safety Analytics
- Law Enforcement Explorer
- Citizen Connect
- Law Enforcement Analytics



- Performance Dashboards

WHEREAS, Tyler has designed, developed, purchased or configured certain computer software systems which Tyler has designated as Data & Insights SaaS Services and has used such software in support of commercial and government programs; and

WHEREAS, Client desires to acquire from Tyler and Tyler wishes to grant to Client a non-exclusive license to use the Data & Insights SaaS Services as further defined, permitted, conditioned, and restricted below.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, and in consideration of covenants and obligations hereinafter set forth, the Parties agree to be bound by the terms and conditions as follows:

These Data & Insights SaaS Services Terms of Service govern the use and license rights associated with the Data & Insights SaaS Services. The parties are referred to herein individually as Party or collectively as Parties. Capitalized terms used in these Data & Insights SaaS Services Terms of Service but not defined herein are defined in the Base Agreement or other agreement with us governing your use of the Tyler software and services.

Section A — Definitions

- **“Base Agreement”** means the agreement executed by you and Tyler to which you are adding Data & Insights SaaS Services through signature upon an Order Form. For the avoidance of doubt, a Base Agreement is not an agreement signed by an entity Tyler acquired.
- **“API”** means application-programming interface.
- **“Client Data”** means data, datasets, files, information, content and links uploaded or provided by Client through the use of the Data & Insights SaaS Services but excluding Third-Party Services.
- **“Confidential Information”** means nonpublic information that a reasonable person would believe to be confidential and includes, without limitation, personal identifying information (e.g., Social Security numbers) and trade secrets, each as defined by applicable state law.
- **“Data & Insights Agreement”** means this Data & Insights SaaS Services Terms of Service and any special conditions agreed to by the Parties and included in the Order Form.
- **“Data & Insights SaaS Services”** means the Data & Insights off the shelf, cloud-based software service and related services, including support services, as specified under this Data & Insights SaaS Services Terms of Service. Data & Insights SaaS Services do not include support of an operating system or hardware, support outside of our normal business hours, or training, consulting, or other professional services.

- **“Data Storage”** means the contracted amount of storage capacity for your Client Data.
- **“Dataset”** means physical collection of information, typically modeled as a table of rows and columns of data.
- **“Effective Date”** means the date subscription start date identified in the Order Form or Purchase Order.
- **“External API Calls”** means any request made by a user that is not logged in against a SaaS Service.
- **“Monthly Active Users”** or **“Users”** used interchangeably, means a user that is logged in and accesses the Data & Insights SaaS Services.
- **“Order Form”** or **“Purchase Order”** means an ordering document, referencing or including a Quote or Investment Summary, specifying the Data & Insights SaaS Services and any Professional Services to be provided hereunder that is entered into between Client and Tyler, including any addenda and supplements thereto.
- **“Quote”** or **“Investment Summary”** means an estimate provided by Tyler for the SaaS Services or Professional Services.
- **“Third-Party Data”** means an aggregated dataset solution by a third-party data provider and shall be treated as Confidential Information.
- **“Third-Party Data Purpose”** means to use the Third-Party Data alone or in conjunction with other intelligence, data, or logic for internal modeling, targeting, measurement, and internal reporting solely for the benefit of the Client.
- **“Third-Party Services”** means if any, third-party web-based services, content, or platforms, including but not limited to third party stock photos and third-party map location services, which are available at no additional charge to you through the Data & Insights SaaS Services.
- **“Updates”** means any enhancements, additions, new releases, bug fixes, patches, modifications or other error corrections of or to the SaaS Software or Third-Party Data licensed to Client that Tyler generally makes available free of charge to licensees of the solutions.
- **“we”, “us”, “our”** and similar terms mean Tyler.
- **“you”** and similar terms mean Client.

Section B — Data & Insights SaaS Services

1. **Rights Granted.** As of the Effective Date, Tyler grants to Client the non-exclusive, non-assignable limited right to use the SaaS Services on a subscription basis according to the terms of the Base Agreement and this Data & Insights Agreement. The SaaS Services will be made available to Client according to the terms of the applicable Service Level Agreement. Client may use the SaaS Services to access Updates and enhancements to the SaaS Services, as described in herein. Unless otherwise terminated, Client’s right to access or use the SaaS Services will terminate at the end of the subscription period defined in the Order Form or Base Agreement, as applicable.
2. **SaaS Fees and Usage Limits.** Client agrees to pay the fees identified in the Order Form in accordance with Tyler’s Invoicing and Payment Policy. Client acknowledges that continued access to the Data & Insights SaaS Services is contingent upon your timely payment of SaaS Fees. If you fail to timely pay the SaaS Fees, we may discontinue your

access to the Data & Insights SaaS Services. We may also terminate this Data & Insights Agreement if you don't cure such failure to pay within forty-five (45) days of receiving written notice of our intent to terminate. During the subscription period, Tyler reserves the right to exercise the usage limits set forth in the Order Form. If Client exceeds the contractual usage limits, Tyler may work with Client to seek to reduce Client's usage so that it conforms to that limit. If Client is unable or unwilling to abide by a contractual usage limit, or if Client wishes to increase usage limits, it will require a written contract amendment, modification, or Client will execute an Order Form for increased usage limits.

3. Ownership and Reservation of Rights.

- a. This Data & Insights Agreement does not provide Client with title or ownership of the Data & Insights SaaS Services, or Third-Party Data, but only a right of limited use as further delineated herein. The SaaS Services, other services, workflow processes, user interface, designs, and other technologies provided by Tyler pursuant to this Data & Insights Agreement are the proprietary property of Tyler and its licensors. All right, title and interest in and to such items, including all associated intellectual property rights, remain only with Tyler. Tyler reserves all rights unless otherwise expressly granted in this Data & Insights Agreement. Client may not remove or modify any proprietary marking or restrictive legends from items or services provided under this Agreement. Third-Party Data vendors also retain ownership, title and all rights and interest, including, without limitation, Intellectual Property Rights in and to their own respective software, data, and documentation.
- b. When Client uploads or provides Client Data through the use of the Data & Insights SaaS Services, Client grants to Tyler a non-exclusive, worldwide, royalty-free, sub-licensable, and transferable license during the subscription period to use, reproduce, publicly display, distribute, modify, create derivative works of, index, and translate the Client Data as needed in response to, and as directed by, a User's use of the Data & Insights SaaS Services and as needed for the compliance of this Data & Insights Agreement and for the purpose of providing analytics to a User. Tyler may access and develop derivative data assets and insights based on combined, aggregated, anonymized view of Client Data, that Client has not made publicly available, for the purposes of providing new features and functionality, and performing aggregated statistical analysis by providing benchmarks and models.
- c. Client retains all ownership and intellectual property rights to the Client Data. Client expressly recognizes that except to the extent necessary to carry out our obligations contained in this Data & Insights Agreement, Tyler does not create or endorse any data used in connection with the Data & Insights SaaS Services.
- d. If Client provides feedback, information, and/or or suggestions about the Data & Insights SaaS Services, or any other services provided hereunder,

then Tyler (and those it allows to use its technology) may use such feedback, information, and/or suggestions under a royalty-free, paid-up, and irrevocable license without obligation to Client.

4. Restrictions.

- a. You may not: (a) except as explicitly provided for herein, make the Data & Insights SaaS Services or Documentation resulting from the Data & Insights SaaS Services available in any manner to any third party for use in the third party's business operations; (b) modify, make derivative works of, disassemble, reverse compile, or reverse engineer any part of the Data & Insights SaaS Services; (c) access or use the Data & Insights SaaS Services in order to build or support, and/or assist a third party in building or supporting, products or services competitive to us; (d) license, sell, rent, lease, transfer, assign, distribute, display, host, outsource, disclose, permit timesharing or service bureau use, or otherwise commercially exploit or make the Data & Insights SaaS Services or Documentation available to any third party other than as expressly permitted by this Data & Insights Agreement; (e) use the Data & Insights SaaS Services to store or transmit infringing, unsolicited marketing emails, libelous, or otherwise objectionable, unlawful or tortious material, or to store or transmit material in violation of third party rights; (f) interfere with or disrupt the integrity or performance of the Data & Insights SaaS Services (including without limitation, vulnerability scanning, penetration testing or other manual or automated simulations of adversarial actions, without Tyler's prior written consent); or (g) attempt to gain unauthorized access to the Data & Insights SaaS Services or its related systems or networks.
- b. Client acknowledges and understands that the Data & Insights SaaS Services are not designed to serve as the system of record and shall not be used in a manner where the interruption of the Data & Insights SaaS Services could cause personal injury (including death) or property damage. The Data & Insights SaaS Services are not designed to process or store data protected under the Family Education Rights and Privacy Act ("FERPA"), data from Criminal Justice Information Services ("CJIS"), or other sensitive data, and by using the Data & Insights SaaS Services, Client acknowledges and agrees that Client is using the Data & Insights SaaS Services at Client's own risk and that Client is solely responsible for use of data with the Data & Insights SaaS Services in any manner that is contrary to the uses for which the Data & Insights SaaS Services are designed and offered for use in this Agreement. If Client intends to use the Data & Insights SaaS Services to store or transmit Protected Health Information (PHI), then the Parties will scope the additional usage and it will require a written contract amendment and will include a mutually agreeable Business Associate Agreement.
- c. Although we have no obligation to screen, edit or monitor the Client Data or Public User content posted on Data & Insights SaaS Services, if, in our

reasonable judgment, we discover your use of the Data & Insights SaaS Services threatens the security, integrity, stability, or availability of the Data & Insights SaaS Services, or is otherwise in violation of this Data & Insights Agreement, we may temporarily suspend the Data & Insights SaaS Services, or User access thereto. Unless Client has conducted penetration testing or unscheduled performance testing, Tyler will use commercially reasonable efforts to provide Client with notice and an opportunity to remedy such violation or threat prior to such suspension. Any penetration testing or unscheduled performance testing conducted by Client will result in immediate suspension of the Data & Insights SaaS Services.

5. Access and Usage by Internal Client Users and Contractors. You may allow your internal users and third party contractors to access the Data & Insights SaaS Services and any technical or policy controls, in compliance with the terms of this Data & Insights Agreement, which access must be for your sole benefit. You are responsible for the compliance with this Data & Insights Agreement by your internal users and contractors.
6. Your Responsibilities. Client (a) must keep its passwords secure and confidential; (b) is solely responsible for all activity occurring under its account; (c) must use commercially reasonable efforts to prevent unauthorized access to its account and notify Tyler promptly of any such unauthorized access; (d) may use the Data & Insights SaaS Services only in accordance with the Documentation; and (e) shall comply with all federal, state and local laws, regulations and policies of Client, as to its use of the Data & Insights SaaS Services, Client Data, and instructions to Tyler regarding the same.
7. Client Data Backup. The data on the Data & Insights Platform is a copy of Client Data. Any laws and regulations governing Client for retention of Client Data remains Client's responsibility. CLIENT IS SOLELY RESPONSIBLE FOR BACKING UP CLIENT DATA unless otherwise specially agreed in writing between Tyler and Client in the Tyler hosting Agreement.
8. Return of Client Data. Upon request, Tyler will make the Data & Insights SaaS Services available to Client to export Client Data for a period of sixty (60) days following the termination of this Data & Insights Agreement. After such sixty (60) day period has expired, we have no obligation to maintain Client Data and may destroy the Client Data.
9. Data Security Measures. In order to protect your Confidential Information, we will: (a) implement and maintain all reasonable security measures appropriate to the nature of the Confidential Information including without limitation, technical, physical, administrative and organizational controls, and will maintain the confidentiality, security and integrity of such Confidential Information; (b) implement and maintain industry standard systems and procedures for detecting, mitigating, and responding to attacks, intrusions, or other systems failures and regularly test or otherwise monitor the effectiveness of the safeguards' key controls, systems, and procedures; (c) designate an employee or employees to coordinate implementation and maintenance of its Security Measures (as defined below); and (d) identify reasonably foreseeable internal and external risks to the security, availability, confidentiality, and integrity of Confidential Information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of such information, and assess the sufficiency of any

safeguards in place to control these risks (collectively, Security Measures). Client acknowledges and agrees that Tyler's obligations with respect to Security Measures is subject to Client Restrictions herein.

10. Notice of Data Breach. If Tyler knows that Confidential Information has been accessed, disclosed, or acquired without proper authorization and contrary to the terms of this Data & Insights Agreement, we will alert Client of any such data breach and take such actions as may be necessary to preserve forensic evidence and return the Data & Insights SaaS Services to standard operability. If so required, Tyler will provide notice in accordance with applicable federal or State data breach notification laws.
11. Confidentiality. In the absence of a corresponding provision in the Base Agreement, the following provision shall apply:

Each party agrees that it will not disclose any Confidential Information of the other party and further agrees to take all reasonable and appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Data & Insights Agreement. This obligation of confidentiality will not apply to information that:

- a. is in the public domain, either at the time of disclosure or afterwards, except by breach of this Data & Insights Agreement by a party or its employees or agents;
- b. a party can establish by reasonable proof was in that party's possession at the time of initial disclosure;
- c. a party receives from a third party who has a right to disclose it to the receiving party; or

is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing this Data & Insights Agreement; provided, however, that in the event you receive an open records request or other similar applicable request, you will give us prompt notice and otherwise perform the functions required by applicable law.

Section C — Warranty

1. SaaS Services Warranty. Tyler warrants to Client that the functionality or features of the Data & Insights SaaS Services will substantially perform as communicated to Client in writing, or their functional equivalent, but Tyler has the right to update functionality. The support policies may change but will not materially degrade during the term. Tyler may deprecate features upon at least 30 days' notice to Client, but Tyler will use commercially reasonable efforts to support the previous features for at least 6 months following the deprecation notice. The deprecation notice will be posted at <https://support.socrata.com>.

Section D — Third-Party Services

1. Third -Party Services. Client may be provided with access and usage of Third-Party Services through use of the Data & Insights SaaS Services. Client may use the Third-Party Services at Client's election, but Client must agree to such Third-Party Service contracts if Client chooses to use those Third-Party Services. Third-Party Services will be solely

governed by such Third-Party Service contracts and use may include separate fees and charges. Client will have access to the following Third-party Services for use within the software, however, the availability of any of these services is subject to change:

- Getty Images: Within the platform's perspective story tool, customers have access to a library of images available for use in their story pages, terms and conditions located at <http://www.gettyimages.com/connectterms>.
 - Mapbox: Within the platform's visualization suite, the current mapping visualizations are powered by Mapbox, terms and conditions located at <https://www.mapbox.com/legal/tos>.
 - Mapquest: Geocoding provider that matches user-provided addresses with geographic coordinates for display on map visualizations terms and conditions located at <http://hello.mapquest.com/terms-of-use/>.
2. **Disclaimer.** You acknowledge that we are not the provider of any Third-Party Services. We do not warrant or guarantee the performance of the Third-Party Services.

Section E — Term

1. **Term.** Unless the Data & Insights SaaS Services are acquired through a Base Agreement with a defined term for SaaS Services (in which case that term shall apply), the initial term of the Data & Insights Agreement is forth in the Order Form. Unless expressly indicated otherwise in the Order Form, this Data & Insights Agreement and the subscription to the Data & Insights SaaS Services will renew automatically for additional one (1) year renewal terms unless terminated in writing by either party at least sixty (60) days prior to the end of the then-current renewal term. Your right to access or use the Data & Insights SaaS Services or Third-Party Data will terminate at the end of this Data & Insights Agreement.

Section F — Limitation of Liability

1. **DISCLAIMER.** EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN THIS DATA & INSIGHTS AGREEMENT AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, WE HEREBY DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESS, IMPLIED, OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES, DUTIES, OR CONDITIONS OF MERCHANTABILITY, TITLE OR FITNESS FOR A PARTICULAR PURPOSE. WHILE TYLER TAKES REASONABLE PHYSICAL, TECHNICAL AND ADMINISTRATIVE MEASURES TO SECURE THE DATA & INSIGHTS SAAS SERVICES, TYLER DOES NOT GUARANTEE THAT THE DATA & INSIGHTS SAAS SERVICES CANNOT BE COMPROMISED. YOU UNDERSTAND THAT THE DATA & INSIGHTS SAAS SERVICES MAY NOT BE ERROR FREE, AND USE MAY BE INTERRUPTED.
2. **LIMITATION OF LIABILITY.** Unless the Data & Insights SaaS Services are acquired through a Base Agreement with a Limitation of Liability clause (in which case that term shall apply), OUR LIABILITY FOR DAMAGES ARISING OUT OF THIS DATA & INSIGHTS AGREEMENT, WHETHER BASED ON A THEORY OF CONTRACT OR TORT, INCLUDING NEGLIGENCE AND STRICT LIABILITY, SHALL BE LIMITED TO YOUR ACTUAL DIRECT DAMAGES, NOT TO EXCEED THE THEN-CURRENT ANNUAL DATA & INSIGHTS SAAS FEES PAYABLE BY YOU. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE PRICES SET

FORTH IN THIS DATA & INSIGHTS AGREEMENT ARE SET IN RELIANCE UPON THIS LIMITATION OF LIABILITY AND TO THE MAXIMUM EXTENT ALLOWED UNDER APPLICABLE LAW, THE EXCLUSION OF CERTAIN DAMAGES, AND EACH SHALL APPLY REGARDLESS OF THE FAILURE OF AN ESSENTIAL PURPOSE OF ANY REMEDY. THE FOREGOING LIMITATION OF LIABILITY SHALL NOT APPLY TO THE INDEMNIFICATION OBLIGATIONS UNDER THE AGREEMENT.

3. EXCLUSION OF CERTAIN DAMAGES. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT SHALL WE BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, INDIRECT, OR CONSEQUENTIAL DAMAGES WHATSOEVER, EVEN IF WE HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Section G — Additional Terms and Conditions for Data & Insights SaaS Services With Open Data Functionality

1. Tyler may make certain other Tyler Applications available to Client. The use of Open Assessment, Data & Insights Citizen Connect, Data & Insights Capital Project Explorer, Data & Insights Citizen Connect, Data & Insights Open Data, Data & Insights Open Finance, Open Finance, and/or X-Connect Applications, either alone or in connection with the Data & Insights SaaS Services, is governed by this Data & Insights Agreement and the Agreement. Client must also comply with the following terms and conditions when using the above named Applications.
2. The Data & Insights SaaS Services may provide you with functionality to make all or part of Client Data available to the general public through one or more public facing websites. If the functionality is provided, then Client determines which Client Data is shared publicly, and Client is solely responsible for determining the online terms of use and licenses relative to the use by public users (“Public User”) of Client Data, and the enforcement thereof. Client is responsible to ensure all Users comply with the terms and conditions of this Amendment. Once an internal user makes Client Data publicly available using the Data & Insights SaaS Services, Tyler has no control over a Public User’s use, distribution, or misuse of Client Data. Tyler has no liability or obligation to indemnify for such usage. If the Data & Insights SaaS Services provide you with this functionality, then Users have the ability within the Data & Insights SaaS Services to remove the public permissions applied to Client Data.
3. Tyler reserves the right to develop derivative data assets based on Client Data that exists in the public domain. Tyler may use, index, disclose, commercialize, and transfer the derivative data assets for any lawful purpose, including but not limited to: aggregating and summarizing data; normalizing, standardizing and concatenating data to create new regional or national data assets; and developing key performance indicators and benchmarks.
4. City Data. Tyler, Tyler’s subcontractors, and any Tyler service providers are prohibited from using City Data for any use other than necessary to provide certain products and services set forth in the Investment Summary, including in aggregated form. Tyler, Tyler’s subcontractors,

and any Tyler service providers are prohibited from selling or sharing City Data in any form, including in aggregated form, with third parties for compensation or for those third parties' own business interests. For the avoidance of doubt, City Data or Client Data shall not include anonymous information, metadata, or any information that Tyler collects outside the scope of this Agreement.

5. APIs. The Data & Insights SaaS Services may provide access to the applicable application-programming interface ("API") as part of the Data & Insights SaaS Services under the terms of this Data & Insights Agreement. Subject to the other terms of this Data & Insights Agreement and if the Data & Insights SaaS Services provides access to the APIs, Tyler grants Client a non-exclusive, nontransferable, terminable license to interact only with the SaaS Services as allowed by the current APIs.
 - a. Client may not use the APIs in a manner that exceeds the purposes defined in the Amendment Investment Summary, constitutes excessive or abusive usage, or fails to comply with any part of the APIs. If any of these occur, Tyler can suspend or terminate Client's access to the APIs on a temporary or permanent basis.
 - b. Tyler may change or remove existing endpoints or fields in API results upon at least 30 days' notice to Client, but Tyler will use commercially reasonable efforts to support the previous version of the APIs for at least 6 months from deprecation notice. Tyler may add new endpoints or fields in API results without prior notice to Client.
 - c. The APIs may be used to connect the SaaS Services to certain hosted or on premise software applications not provided by Tyler ("Non-Tyler Applications"). Client is solely responsible for development, license, access to and support of Non-Tyler Applications, and Client's obligations under this Data & Insights Agreement are not contingent on access to or availability of any Non-Tyler Application.
 - d. Any open source code provided is provided as a convenience to you. Such open source code is provided AS IS and is governed by the applicable open source license that applies to such code; provided, however, that any such open source licenses will not materially interfere or prohibit Client's limited right to use the SaaS Services for its internal business purposes.

Section H — Additional Terms and Conditions for Third-Party Data Vendor Solutions/Applications

1. Tyler may make certain Third-Party Data Vendor Applications available to Client. The use of Tyler Recovery Insights, Economic Intelligence, Small Business Revenue Metrics, Mobility Metrics, Consumer Spending Metrics, and/or Small Business Revenue Metrics either alone or in connection with the Data & Insights SaaS Services is governed by this Data & Insights Agreement and the Agreement. Client must also comply with the following terms and conditions when using the above mentioned Applications.

2. License Grant for Third-Party Data. Any use of Third-Party Data shall be limited to the Third-Party Data Purpose. Third-Party Data vendors also retain ownership, title and all rights and interest, including, without limitation, Intellectual Property Rights in and to their own respective software, data, and documentation.
3. Restrictions for Third-Party Data.
 - a. Client shall not at any time, directly or indirectly: (i) copy, modify, or create derivative works of the Third-Party Data, in whole or in part; (ii) rent, lease, lend, sell, sublicense, assign, distribute, publish, transfer, or otherwise make available the Third-Party Data; (iii) re-identify, reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to the source code of the Third-Party Data, in whole or in part; (iv) remove any proprietary notices from the Third-Party Data; (v) use the Third-Party Data in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable Law; or (vi) make Third-Party Data available to for use or access to anyone other than Client.
 - b. Client shall not publicly publish the dashboards that contain the Third-Party Data, but Client may publicly publish visualizations from the aggregate summary data.
 - c. Client shall not remove any copyright or other proprietary notice or legend contained or included in Third-Party Data.
 - d. Client expressly permits Tyler to share with the Third-Party Data providers Client's name, subscription term dates, applicable costs and fees for the Third-Party Data SKU(s) that Client subscribes to.
 - e. Upon termination of the Agreement, or of a subscription that contains Third-Party Data, Client shall remove and destroy all copies of Third-Party Data.
 - f. If any Third-Party Data is the subject of a legitimate disclosure request under the open records laws or similar applicable public disclosure laws governing the Agreement; Client will give Tyler prompt notice and otherwise perform the functions required by applicable law.
 - g. Client shall not use the Third-Party Data to attempt to identify behavior of a known individual for any reason.
 - h. Client acknowledges and agrees that if the Third-Party Data includes SafeGraph data, up to .05% of the data will be salted data or seeds used to fingerprint the data provided to Client.
4. Updates. Tyler may in its sole discretion provide Updates to the Third-Party Data or replace with functionally equivalent.
5. Third-Party Data Warranty. TYLER DOES NOT WARRANT THE CORRECTNESS, COMPLETENESS, OR CURRENTNESS OF THE THIRD-PARTY DATA OR THAT THE FUNCTIONS PERFORMED BY THE THIRD-PARTY DATA WILL MEET CLIENT'S REQUIREMENTS, THAT THE THIRD-PARTY DATA WILL BE ERROR FREE, OR THAT ALL THIRD-PARTY DATA DEFECTS ARE CORRECTABLE. THE FOREGOING WARRANTIES ARE

EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, THE THIRD-PARTY DATA IS PROVIDED "AS IS".

Contract #23-254-IDS-002

Enterprise Resource Planning Software
and Implementation Services

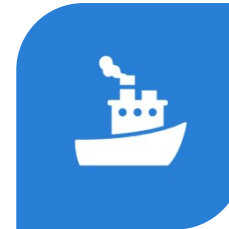
May 27, 2025



TIMELINE REVIEW



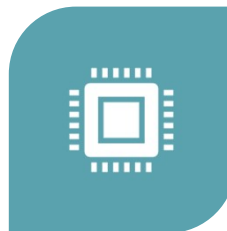
CURRENT ERP (EDEN) WILL
NO LONGER BE SUPPORTED
AS OF 03/01/2027



2/28/2024, REQUEST FOR
PROPOSALS ISSUED



4/1/2024, RECEIVED 8
RESPONSES



6/26/2024 – 9/12/2024,
SOFTWARE ASSESSMENTS
AND DEMONSTRATIONS



DECEMBER 2024 – MAY
2025, CONTRACT
NEGOTIATIONS



5/27/2025, CONTRACT
REVIEW WITH CITY COUNCIL

\$941,697
TOTAL
COST



\$370,158.00 | One
Time Fees

Implementation
Services



\$190,453.00 |
Annual Tyler SaaS

3-year term



\$180.00 | 3rd Party Payments
PCI (payment card industry) Service Fee

\$358,034
NEGOTIATED
SAVINGS

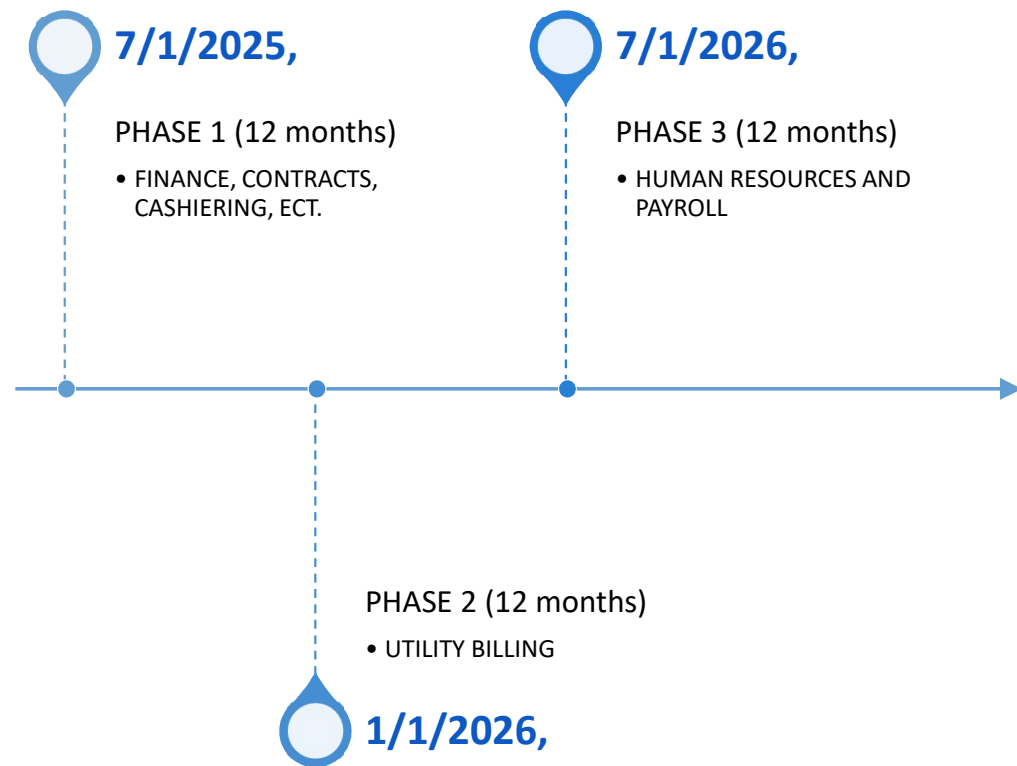
\$107,160 | 16% OR \$35,720 per
year for 3 years for SaaS

\$106,896 | 23% savings on
professional services rate

\$69,923 | 12% savings on
payment processing fees

\$81,055 | 2025 savings driven
by implementation date change

IMPLEMENTATION TENTATIVE PLAN



RECOMMENDATION

Staff recommends City Council authorize the Mayor to sign contract 23-254-IDS-002 with Tyler Technologies, Inc. in the amount of \$941,697.00 to provide Enterprise Resource Planning Software and Implementation Services



City Council Agenda Bill

Meeting Date: May 27, 2025 **Agenda Item:** 6.b.

Agenda Item Title: Contract Award: Public Defense Services 2025–2028 #25-148-DEF-001

Staff Contact(s): Emily Schuh

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Tiffany Matson	Contract Award
Emily Schuh	

Item Summary: City staff seeks City Council consent to award a contract to Periscope Legal to provide legal services for those charged with a crime in Anacortes Municipal Court who are deemed indigent and are entitled to the effective assistance of counsel at the public expense.

Background:

1. **History:** The Cities of Anacortes, Sedro-Woolley, Burlington, and Mount Vernon entered into an interlocal for Indigent Services and issued a Request for Qualifications (RFQ). To help garner the greatest amount of interest in the RFQ flexibility was encouraged in the RFQ responses, and Periscope Legal responded to the RFQ to only serve the needs of the City of Anacortes.
2. **Key Terms:**
 - Contract is for \$23,750 per month from June 9, 2025 through June 12, 2028, for a total of \$855,000, plus non-routine case expenses.
 - Contract provides for an upward price adjustment beginning on June 9, 2026, and on each subsequent anniversary, equal to the lesser of 3% or a percentage change in the Consumer Price Index for All Urban Consumers.
3. **Competitive Bidding:** The Cities of Mount Vernon, Burlington, Anacortes, and Sedro-Woolley issued a joint [RFQ](#) on 4/3/25.

Budget Impact:

Contractor	Periscope Legal
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Contract Amount	\$855,000.00
Earmarked Funds	The budget allocation for Indigent Defense Services for 2025 are adequate to make the adjustment from directly hiring staff with benefit costs associated to transition to contracted services mid year.
BARS #	001.130.515.93.41
Budget Amendment Required?	No
Start Date	6/9/2025
End Date	6/12/2028

Previous Action: Council approved interlocal [25-085-DEF-001](#) for the shared indigent defense services at the [3/10/25](#) meeting. Since the City is moving forward with contracting directly with Periscope Legal for public defense services Council approved Amendment 1 to withdraw the City from the interlocal at the [5/19/25](#) meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign contract 25-148-DEF-001 with Periscope Legal in the amount of \$855,000.00 to perform the Public Defense Services 2025–2028.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 25-148-DEF-001



AGREEMENT #25-148-DEF-001

Between THE CITY OF ANACORTES AND PERISCOPE LEGAL

PUBLIC DEFENSE SERVICES 2025 – 2028

This Agreement, hereinafter referred to as "Agreement", is made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Periscope Legal, hereinafter referred to as the "Contractor".

WHEREAS, the City has a need to have legal services available for those charged with a crime in Anacortes Municipal Court who are deemed indigent and are entitled to the effective assistance of counsel at the public expense; and

WHEREAS, the Federal Court decision *Wilbur v. Mt. Vernon* emphasizes the need for the City to provide indigent defense services to clients of the Anacortes Municipal Court in a manner which fully complies with the City's obligations under the Sixth Amendment to the United States Constitution; and

WHEREAS, the City desires to have the Contractor perform such services pursuant to certain terms and conditions; now, therefore,

IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the Parties hereto agree as follows:

1. **Scope and Schedule of Services to be Performed by Contractor.** Contractor will provide legal representation services described in Exhibit A attached hereto and incorporated herein by this reference as if fully set forth.

2. **Compensation.** The City shall pay the Contractor for services rendered according to the rate and method set forth in Exhibit B attached hereto and incorporated herein by this reference.

3. **Term.** The term of this Agreement shall be from June 9, 2025 through, June 12, 2028, unless sooner terminated as provided herein. The Agreement may be extended for one (1) additional two (2) year term at the mutual agreement of the parties, not to exceed five (5) years in total. If this Agreement is not renewed upon expiration, the City and Contractor shall develop a mutually agreeable transition plan, and the Contractor shall be compensated at the standard hourly rate for all transition-related activities.

4. Termination.

A. For Cause. This agreement may be terminated for cause for violation of any material term of this agreement. "Material term" shall include any violation indicating a failure to provide representation in accordance with the rules of the court and the ethical obligations established by the Washington State Bar Association, a violation of the Standards or the Decision or the provisions of Section 6 relating to insurance, conviction of a criminal charge, and/or a finding that the license of any attorney providing service under this agreement has been suspended or revoked. Any violation of the other provisions of this Contract shall be subject to cure. Written notice of contract violation shall be provided to the Contractor who shall have thirty (30) business days to correct the violation. Failure to correct the violation will give rise to termination for cause at the City's discretion. In lieu of terminating this contract, the City may agree in writing to alternative corrective measures.

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. The City shall provide the Contractor not less than sixty (60) days' written notice prior to such termination. 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, as well as any unavoidable administrative or transition costs incurred. If the City exercises its option under this Paragraph, the City shall not be responsible for payment for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City. In the event of termination for convenience, the Contractor shall be entitled to reimbursement for all actual work performed and unavoidable expenses incurred.

C. Termination by Mutual Agreement. The parties may mutually terminate this Agreement at any time upon ninety (90) days written notice, provided that such consent to terminate shall not be unreasonably withheld by either party.

D. Obligations survive Termination. In the event of termination of this agreement, the following obligations shall survive and continue:

4.D.1 Representation. The compensation established in this agreement compensates the Contractor for services relating to each and every assigned case. Therefore, in the event this agreement is terminated pursuant to Sections 4.A and 4.B above, Contractor will continue to represent clients on assigned cases set for trial to be held within sixty (60) days of the date of termination until a case is concluded on the trial court level or the client fails to appear for a scheduled court appearance. Contractor will continue to represent clients in post-conviction proceedings for ninety (90) days after the date of termination. The Contractor shall be compensated at the rate of \$165 per hour unless otherwise agreed in writing. This provision applied to all ongoing trial and post-conviction matters remaining after termination. Contractor will reasonably cooperate with newly appointed counsel on case reassignment in fulfillment of their ethical obligations.

4.D.2 The provisions of section 1 and section 4 will survive termination as to Contractor. The City shall remain bound by the provisions of Exhibit B with respect to additional costs incurred with respect to cases concluded after the termination of this contract.

5. Public Records Act. The parties acknowledge that Chapter 42.56 RCW, the Public Records Act, imposes obligations on both public agencies and by extension in certain situations to their contractors. In the event that either the City or the Contractor receive a request for public records in the hands of the Contractor, the City will promptly notify the other party of the request and the City's proposed response date. The Parties will attempt to work together to establish an appropriate date for production as well as determining the authority regarding the release of any document or the waiver of any exemption, provided however that nothing herein shall require the release of privileged documents by the Contractor to the City or to the requestor. In the event that the Parties cannot agree regarding the application of an exemption, the City will give adequate prior written notice of the intention to release a document or documents. If the Contractor believes a document or documents are privileged or otherwise fall within the standard established by RCW 42.56.540 for relief, the Contractor may promptly seek judicial examination of such a document pursuant to that statute or to request a review of whether the documents requested are public records. If any request or continuing pattern of requests imposes substantial unforeseen costs, the Contractor may apply to the City for reimbursement of such unforeseen costs. "Unforeseen costs" do not include time and costs incurred by the Contractor in gathering, copying and transmitting records to the City.

6. Audit of Records. Except as prohibited by the attorney rules of professional conduct and the attorney-client privilege, all records of the Contractor on any matter covered by this Contract shall be made available to the City, its attorneys if requested and as often as such parties deem reasonable. The Contractor will permit such parties and shall allow such parties to perform audits of any non-confidential financial information.

7. Work Performed at Contractor' Risk. Contractor shall be responsible for the safety of its employees, agents, and subcontractors in the performance of work hereunder, and shall take all protections reasonably necessary for that purpose. All work shall be done at the Contractor's own risk, and the Contractor shall be responsible for any loss or damage to materials, tools, or other articles used or held in connection with the work. Contractor shall also pay its employees all wages, salaries and benefits required by law and provide for taxes, withholding and all other employment related charges, taxes or fees in accordance with law and IRS regulations.

8. Assignment and Subcontract. The Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the written consent of the City.

9. Invoicing. All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, **Agreement Number**, and amount requested per invoice. The Contractor must invoice monthly 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@anacorteswa.gov. 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. If the City fails to make payment within sixty (60) calendar days of receiving an undisputed invoice, the Contractor may suspend performance under this Agreement until such payment is received, with no penalty for such suspension. Any

undisputed invoice not paid within forty-five (45) calendar days shall accrue interest at a rate of 1% per month until paid.

The invoice shall delineate the following:

- a. City Compensation;
- b. Miscellaneous Charges: Copies of invoices and/or receipts shall be attached to the bill; and
- c. A list of cases assigned for the month including the defendant's full name, case number, charges, date of assignment and date of first contact.

10. Indemnification / Hold Harmless. Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. The Contractor's total aggregate liability, including damages arising from Contractor's alleged negligence or willful misconduct, under this Agreement shall not exceed the Contractor's insurance limits as specified in Article 11. The City shall indemnify the Contractor for damages arising from its own negligence or misconduct. This mutual indemnification is subject to applicable laws and does not waive any rights or immunities available to either party. 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 section shall survive the expiration or termination of this Agreement.

11. General and Professional Liability Insurance.

A. Insurance Term: The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. The Contractor shall provide the City with proof of insurance for "tail coverage" no later than December 31 of the year of termination of the Contract. The purpose of "tail coverage" is to provide insurance coverage for all claims that might arise from occurrences during the term of the Contract or extension(s) thereof but not filed during the term of the Contract.

B. No Limitation: Contractor's maintenance of insurance as required by this Agreement 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: Contractor shall obtain insurance of the types and coverages described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles when any motor vehicles are used in connection with work to be performed. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrences form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. **The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy** with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability (Errors and Omissions) for Contractor and any attorney associated with or employed by the Contractor. The policy shall contain no exclusion for loss or liability relating to a claim of ineffective assistance of counsel.

D. Minimum Amounts of Insurance: 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 when any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence and \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

E. Other Insurance Provision: The 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.

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

G. Verification of Coverage: The 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 **within 10 days of contract execution and before scheduling 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 subcontractor coverage. Failure of the City to demand such verification of coverage with these insurance requirements or failure of the City to identify a deficiency from the insurance documentation provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Verification of coverage shall include:

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

H. Notice of Cancellation: The Contractor 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 Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving ten (10) 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 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.

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

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

13. **Standard Title VI / Non-Discrimination Assurances.** During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest agrees to the clauses in "Appendix A" and "Appendix E" of the Standard Title VI Assurances (USDOT1050.2A), which are hereby incorporated by reference and made a part hereof.

14. **Contractor is an Independent Contractor.** The parties intend that an independent contractor relationship will be created by this Agreement. No agent, employee or representative of the 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 subcontractors during the performance of this Agreement. Nothing in this Agreement shall be interpreted to grant the City control over the manner, means, or methods by which Contractor performs legal services. The City shall have the right to specify the desired

results of services under this Agreement, but the Contractor shall retain full professional discretion, judgment, and authority in how those services are rendered in accordance with legal and ethical standards. Nothing herein shall require the Contractor be available outside of agreed court calendars or beyond reasonable business hours unless separately compensated or agreed to in writing.

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

16. **No Third Party Beneficiary Rights.** This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any Third Party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby, except as otherwise expressly provided for in this Agreement.

17. **Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by the duly authorized representatives of the City and the Contractor.

18. **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.

19. **Covenant Against Contingent Fees.** The Contractor warrants that they have 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 they have 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.

20. Disputes

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 Contracting Agent or 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 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.

21. **Force Majeure.** Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials; acts of civil or military authority; freight embargoes; epidemics; pandemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or termination of its obligations due to force majeure shall give the other party prompt written notice of the impediment and its effect on the ability to perform, with such notice to be provided no more than two (2) working days after the force majeure event or reasonable discovery of the event's impact on performance. Failure to provide such notice shall preclude recovery under this provision. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against the City. Contractor shall have right of first refusal.

22. **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, executive proclamations, all applicable Washington Dept. of Labor & Industries (L&I) and Occupational Safety & Health Administration (OSHA) safety standards, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. The Contractor specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

23. **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.

24. **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.

25. **Survival of Agreement Termination.** The articles relating to Indemnification / Hold Harmless, Taxes, Ownership and Use of Documents, Audit of Records, Termination, Governing Law, and Disputes, shall survive completion of the services, payment in full of the compensation and termination of this Agreement.

26. **Notices.** All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given and received (a) when personally delivered, or delivered by same-day courier; or (b) on the third business day after mailing by registered or certified mail, postage prepaid, return receipt requested; or (c) upon delivery when sent by prepaid overnight express delivery service (e.g., FedEx, UPS); or (d) when sent by email and upon the receipt by the sending party of written confirmation by the receiving party; provided, however, that an automated email confirmation of delivery or read receipt shall not constitute such confirmation. Notices shall be sent to the following addresses:

CITY:
City of Anacortes
Tiffany Matson
904 6th Street
PO Box 547
Anacortes, WA 98221
contracts@anacorteswa.gov

CONTRACTOR:
Periscope Legal
Andrew Perkins & Ella Salvador
791 SE Barrington Dr.
Oak Harbor WA 98277
Andrew@PeriscopeLegal.net
Ella@PeriscopeLegal.net

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

CITY OF ANACORTES

PERISCOPE LEGAL

By _____

By _____

Date _____

Title _____

Date _____

Contract 25-148-DEF-001
EXHIBIT A - SCOPE OF SERVICES

1. General Scope of Representation. Provide legal representation services in accordance with the standards adopted by the City in AMC 2.18, the standards set forth by the Washington State Bar Association Standards for Indigent Defense Services, the Rules of Professional Conduct, *Wilbur v. Mt. Vernon*, other related case law and applicable court rules defining the duties of counsel and the rights of defendants in criminal cases for all indigent criminal defendants charged with a misdemeanor or gross misdemeanor under ordinances of the City who qualify for appointment of counsel. The Contractor shall provide counsel to defendants at arraignment and preliminary appearances. The Contractor agrees to attempt to contact the client within 72 hours of notification of appointment. The Contractor shall provide legal representation for each of these defendants from time of screening for eligibility through trial, sentencing and post-conviction probation hearings. The Contractor shall represent defendants who participate in Community Court until the client's case is completed.
2. Appeals. The Contractor shall have the option to subcontract for all levels of appeal.
3. Video Court Services. Provide video court public defense services to defendants charged under ordinances of the City who qualify for public defense services in a manner consistent with the accepted practices for similar services, performed to the City's satisfaction.
4. Attorney of the Day Services. Provide an attorney for weekly arraignment calendars, available to all unrepresented defendants for consultation.
5. Screening. Determination of indigency for eligibility for appointed counsel under this Agreement shall be determined by an independent screening process established by the City. Should the Contractor determine a defendant is not eligible for assigned counsel prior to the establishment of the attorney/client privilege, the Contractor shall so advise the City to reconsider the screening of that particular individual.
6. 24-Hour Contact Information. The Contractor shall provide to the Anacortes Police Department, a telephone number or numbers at which an attorney may be reached 24-hours each day for "critical stage" telephonic advice to the defendants during the course of police investigations and/or arrest for misdemeanor or gross misdemeanor violations of City Ordinances. Contractor shall have discretion in how to fulfill this obligation, including the use of call rotation, or other means consistent with ethical requirements.
7. Authority to Practice. Any counsel associated with or employed by the Contractor shall have the authority to perform the services called for herein and the Contractor may employ associate counsel to assist them at the Contractor's expense and with written consent from the City in compliance with Section 8 of this Agreement. The Contractor and any other attorneys retained pursuant to this section shall be admitted to practice pursuant to the rules of the Supreme Court of the State of Washington and shall have read and be fully familiar with the provisions of the Washington Supreme Court rule and the standards adopted by the City pursuant to AMC 2.18, as well as the *Wilbur v. Mt. Vernon* decision.
8. Conflicts. In the event representation of a defendant hereunder raises a conflict of interest such that the Contractor cannot ethically represent the defendant, said defendant shall be referred back to the City contracted conflict/overflow attorney(s) for further assignment, without being included in the caseload assignments for the Contractor.
9. Discovery. The City shall provide to the Contractor, at no cost, one copy of all discoverable material concerning each assigned case. Such material shall include, where relevant, a copy of the abstract of the defendant's driving record.
10. Training. Contractor agrees to attend seven (7) hours of criminal defense training each year. The training must be approved by the Washington State Office of Public Defense (OPD) in compliance with the OPD Improvement Program Training requirements. This requirement also applies to all associate counsel. Each attorney will submit a copy of their Continuing Legal Education (CLE) Credits transcript from the Washington State Bar Association (WSBA) with the Annual Report.

11. Case Management. The Contractor shall maintain a case reporting and case management system that includes number & type of cases, attorney hours and disposition. The Contractor shall take custody of all of the City's former public defender files, including closed files awaiting destruction. Contractor shall ensure City-owned documents remain organized and stored in a secure location at all times while in their possession. Documents shall not be left unattended during transportation. Contractor shall retain files for no more than seven (7) years after case closure, unless otherwise directed in writing by the City. After such time, Contractor may securely destroy files, subject to applicable legal and ethical obligations.
12. Reporting. Contractor agrees to submit the following reports:
- a. Monthly Case Assignment List: Includes Cause Number, Name, Charges, Date of Assignment and Date of First Effort to Contact;
 - b. Monthly Statistics Report: The Attorney shall implement a system to collect the following information, ("Data Points"). The Data Points shall include:
 - (1) the number of cases assigned to each Attorney authorized as a service provider each month, with the year-to-date total;
 - (2) the number of closed cases in which expert and/or WDA immigration consultation services were requested;
 - (3) the number of closed cases in which interpreter services requested, either in court or for utilization by the Attorneys;
 - (4) the number of closed cases in which an investigator was used;
 - (5) the number of closed cases in which a referral was made for a RCW 10.77 Competency Evaluation or to a Social Services Liaison
 - (6) the number of closed cases in which substantive motions were filed;
 - (7) the number of closed cases which were tried by a jury, by a judge, or in which charges were dismissed or significantly reduced on the day of trial;
 - (8) the number of cases which were resolved by the dismissal of the charges, a significant reduction in charges or dismissal of other cases with a plea on the remaining case(s);

This report shall take substantially the same form as that attached hereto as proposed **Exhibit C** and shall be submitted with the monthly invoice;

- a. Quarterly Certification of Compliance: The Contractor shall certify compliance with the standards required by CrRLJ 3.1. The Certification shall take substantially the same form as that attached hereto as **Exhibit D** and shall be filed quarterly with the Anacortes Municipal Court
 - i. on the following dates: January 1, April 1, July 1, and October 1, or the next court day, if the filing day falls on a weekend or holiday;
 - b. Annual Report: Detailing the number of other public defense contracts including jurisdiction.
13. Client Contact Prior to Court Hearings. Contractor shall make reasonable efforts to contact all clients prior to their court hearing to confirm access to and knowledge of how to utilize the necessary technology to appear before the court.

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EXHIBIT B - COMPENSATION

1. Base Compensation: Effective June 9, 2025 the City shall pay the Contractor for services rendered under this Contract the following sums: \$23,750 per month through June 12, 2028. The compensation amount represents the salary and benefits necessary for Contractor to handle the estimated case load within Supreme Court Rule guidance who are devoted to public defense for the City and all infrastructure, support, administrative services, routine investigation, and systems necessary to comply with the Standards, Supreme Court Rule and the Decision. If the City fails to make payment within 60 days of receiving an undisputed invoice, the Contractor may suspend performance under this Agreement until such payment is received, with no penalty for such suspension.
2. CPI Adjustment Clause: Beginning on the first anniversary of the contract effective date (June 9, 2026), and on each subsequent anniversary during the term of the Agreement or any extension thereof, the monthly base compensation shall be adjusted upward by a percentage equal to the lesser of:
 - a. 3%; or
 - b. The percentage change in the Consumer Price Index for All Urban Consumers (CPI-U) for the U.S. City Averages published by the U.S. Bureau of Labor Statistics of the preceding 12-month period ending in April of that year.The adjusted compensation shall become effective automatically on each anniversary date, unless otherwise renegotiated by mutual agreement of the parties.
3. Appeals: The City shall compensate the Contractor \$2,000 per appeal that is subcontracted. If the Contractor options to keep the appeal, the City shall pay the Contractor an additional sum of \$1,000 per RALJ appeal filed with the Skagit County Superior Court in which a brief has been filed by the Contractor.
4. Preauthorized Non-Routine Expenses: Non-routine case expenses requested by Contractor and preauthorized by the City through the Anacortes Municipal Court include, but are not limited to:
 - a. medical and psychiatric evaluations;
 - b. expert witness fees and expenses;
 - c. interpreters and translators;
 - d. investigative expenses
 - e. polygraph, forensic and other scientific tests;
 - f. medical, school, birth, DMV, 911, emergency communication recordings and logs, and other similar records when the cost of an individual item does not exceed \$75;
 - g. any other non-routine expenses the Anacortes Municipal Court find necessary and proper for the investigation, preparation, and presentation of a case.Preauthorized non-routine expenses submitted with proper documentation shall be reimbursed within sixty (60) calendar days of submission.
5. Review and Renegotiation:
 - a. Due to Increases or Decreases in Case Load. The City and the Contractor shall, at the option of either party, renegotiate this contract if there is a significant increase or decrease in the number of cases assigned. "Significant" shall mean a change of more than fifteen percent (15%) in the number of cases assigned. In the event that monthly case assignments exceed the average historical load of the past 18 months by more than fifteen percent (15%), Contractor shall have the right to decline additional cases or require immediate renegotiation of compensation. The Contractor's consent shall be required for any increase beyond this threshold. At the request of either party, the City and Contractor will periodically review case assignment trends, requests for additional credits and any other matters needed to determine contract compliance or necessary contract modifications. Contractor shall promptly notify the City when quarterly caseloads require use of overflow or conflict counsel to assure that cases assigned to Contractor remain within the limits adopted in this contract and comply with state and local standards. All requests for case conflicts with appropriate verification will be sent to the City's conflict case attorneys for representation.
 - b. Renegotiation Due to Change in Rule or Standard. The compensation may be renegotiated at the option of either party if the Washington State Supreme Court significantly modifies the Standards for Indigent Defense adopted pursuant to the Court rule.

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EXHIBIT C – PUBLIC DEFENSE MONTHLY REPORT

CLIENT CONTACT	# per month
Jail Visits	
Out of Court Meetings	
Phone Calls	
Email Correspondence	
MOTIONS PRACTICE	
Motions	
RESOURCES UTILIZED	
Expert Consulted	
Interpreter (out of court)	
Investigator	
Referred for Mental Health/Competency Evaluation	
Social Services Liaison	
COMPLAINTS	
Complaints Received from Clients	
Complies Filed with the WSBA	
TRAINING (in hours)	
WDA	
WACDL	
Other	

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EXHIBIT D – CERTIFICATION OF COMPLIANCE

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	State of Washington Municipal Court for the City of [] CERTIFICATION BY: [ATTY], WSBA# FOR THE: [1,2,3,4] CALENDAR QUARTER OF [YEAR] ☒ Administrative Filing CERTIFICATION OF APPOINTED COUNSEL OF COMPLIANCE WITH STANDARDS REQUIRED BY CrR 3.1/CrRLJ 3.1/JuCR 9.2	The undersigned attorney hereby certifies: 1. I am familiar with the Standards for Indigent Defense adopted by the Supreme Court which apply to attorneys appointed to represent indigent clients. 2. I file certification forms in each court in which I provide indigent defense representation. 3. Approximately ___ % of my total practice time is devoted to indigent defense cases. Approximately ___ % of my total practice time is devoted to indigent defense cases in this court. 4. I am appointed in other courts to provide indigent defense representation. My practice time in each is approximately as follows: _ Not Applicable 5. Caseload: I limit the number of cases and mix of case types to the caseload limits required by Standards 3.2, 3.3, and 3.4. My caseload is prorated to the percentage of my practice devoted to indigent defense. 6. Qualifications: I meet the minimum basic professional qualifications in Standard 14.1. I am familiar with the specific case qualifications in Standard 14.2 and accept <u>appointment</u> as lead counsel only when I meet the qualifications for that case. 7. Office: I have access to an office that accommodates confidential meetings, a postal address, and adequate telephone and communication services as required by Standard 5.2. 8. Investigators: I have investigators available to me and use investigative services as appropriate, as required by Standard 6.1. Signature, WSBA# Date Quarterly Certification-Page 1 of 1
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