



**Anacortes City Council**  
**Municipal Building Council Chambers**  
904 6<sup>th</sup> Street

**January 22, 2018**  
**6:00 p.m.**

**PRELIMINARY AGENDA**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
  - a. Oath of Office for Police Captain, Police Sergeant, Police Corporal and Police Officer
  - b. Anacortes Historic Preservation Board Appointment: Mark Nihart
4. **Public Comment**
5. **Consent Agenda (Action)**
  - a. Minutes of January 16, 2018
  - b. Approval of Claims in the amount of: \$840,516.34
6. **Public Hearings**
7. **Other Business**
  - a. Municipal Broadband Fiber Update (Discussion)
  - b. Technology Solution Contract with Compulink Management Center, Inc. (Laserfiche) (Action)
8. **Adjournment**

*Per Resolution 1949, citizens wishing to comment on items not on the agenda may do so under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (\*) may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in, and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting.*

The City of Anacortes encourages people with disabilities to participate in public meetings.  
For assistance with special needs, please contact Cherri Kahns at 360-299-1950 at least 48 hours prior to this meeting.





## Anacortes City Council

### Proposed Agenda Items for the Next Eight Weeks Beginning February 5, 2018

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

#### February 5, 2018

- WSDOT Project Update: Sharpes Corner Roundabouts and SR-20 Spur Paving (Discussion)
- ArcGIS/Cartegraph Mapping and Asset Management Demonstration (Discussion)
- Amendment 8 to Interlocal Agreement C20140640 with Skagit County for Ambulance Service (Action)
- Interlocal Agreement with Skagit County for Emergency Management Services (Discussion/Possible Action)
- Contract Award: 2018 Waterline Project (Action)
- Draft Ordinance 3017: Amendment to AMC Title 19 - New Affordable Housing Demonstration Program Regulations (Discussion/Possible Action)

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#### February 12, 2018

- Ordinance 3017: Amendment to AMC Title 19 - New Affordable Housing Demonstration Program Regulations (Action)

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#### February 20, 2018

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#### February 26, 2018

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#### March 5, 2018

- 2018-2022 CDBG - Five Year Consolidated Plan and One Year Action Plan Public Process Conclusion
- Closed Record Decision Hearing, Anacortes School District 5,000 Square Foot Building, Conditional

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#### March 12, 2018

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#### March 19, 2018

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#### March 26, 2018

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#### Upcoming City Council Committee Meetings

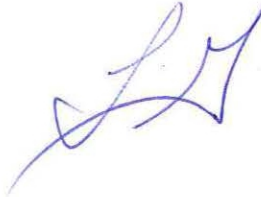
*The public is welcome to attend City Council Committee Meetings.*

- Planning, Monday, Jan 22, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Jan 24, 2018, 5:00 PM, Main Conference Room, City Hall
- Housing Affordability & Community Services, Thursday, Feb 1, 2018, 1:30 PM, Main Conference Room, City Hall
- Public Works, Monday, Feb 5, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Port/City Liaison, Tuesday, Feb 6, 2018, 5:00 PM, City Hall
- Planning, Monday, Feb 12, 2018, 5:00 PM, Main Conference Room, City Hall

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# Memo

**To:** Anacortes City Council  
**From:** Laurie Gere, Mayor  
**Date:** January 12, 2018  
**Re:** Historic Preservation Board



Attached is a Talent Bank Application and a memo from Museum Director Bret Lunsford, recommending Mark Nihart be appointed to fill the vacancy to serve on the Historic Preservation Board. I concur with Bret Lunsford's recommendation to appoint him to serve on the Historic Preservation Board with a term through December 31, 2020.

Please submit any comments you may have prior to the City Council meeting on January 22, 2018 when I will be asking for your confirmation.

Thank you in advance for your support.

## Memorandum



TO: Mayor Laurie Gere  
Anacortes City Council

FROM: Bret Lunsford, Director Anacortes Museum

DATE January 12, 2018

RE: Appointment to the Anacortes Historic Preservation Board

AGENDA ITEM: For ...tbd

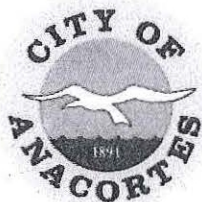
### **Appointment to the Anacortes Historic Preservation Board**

The Anacortes Historic Preservation Board requests the appointment of Mark Nihart to a 3-year term to expire December 31, 2020. Mark's experience with historic preservation will contribute much to the Board and his willingness to serve is truly appreciated.

RECEIVED

FEB 08 2017

12/18/17  
1:30pm



CITY OF ANACORTES  
EXEC ADMIN

Office of the Mayor  
904 6<sup>th</sup> Street  
PO Box 547  
Anacortes, WA 98221  
[info@cityofanacortes.org](mailto:info@cityofanacortes.org)  
360-299-1950

## Talent Bank Application for Public Involvement

The City of Anacortes strives to build a productive working relationship between community members and city departments. Community members who serve on boards and commissions help to enhance diversity and ensure quality services to meet the needs of our city. We invite you to learn more about the community members who comprise these groups as they represent the voice of the community. If you would like to become an active part of any of the boards and commissions that the City of Anacortes offers please complete the talent bank application form or contact us with any questions you might have. If you're not selected right away, remember that many people apply and that there are not always openings available. The city keeps all letters of application on file and reviews them whenever there is an opening. Most appointments are made by the Mayor and confirmed by the City Council. Thank you for your interest.

**What position(s) are you interested in being considered for (check all that are applicable):**

|                                     |                                     |                                     |                             |
|-------------------------------------|-------------------------------------|-------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | Ad Hoc Community Advisory Committee |                                     | Anacortes Art Commission    |
| <input type="checkbox"/>            | Board of Adjustment                 |                                     | Anacortes Improvement Board |
| <input type="checkbox"/>            | Civil Service Commission            |                                     | Forest Advisory Board       |
| <input type="checkbox"/>            | Historic Preservation Board         |                                     | Housing Authority Board     |
| <input type="checkbox"/>            | Library Board of Trustees           | <input checked="" type="checkbox"/> | Museum Advisory Board       |
| <input type="checkbox"/>            | Parks & Recreation Board            | <input checked="" type="checkbox"/> | Planning Commission         |
| <input type="checkbox"/>            | Other ( )                           |                                     |                             |

### Applicant Information

Name Nihart Mark B  
Last First Middle

Address 1111 1 1 1 98221  
Street Apt. # City State Zip Code

Home Phone ( ) Cell Phone

E-Mail Address

Biography/ Resume attached? ☒ Yes ☐ No



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

I grew up in Anacortes and I recently moved back to retire. I would like to have Anacortes continue to be a positive and inclusive place to live thus would like to use my experience and skills to assist.

#### Education/Skills/Training

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

I have a Doctorate, Masters, 2 BAs and an ABA. I have lots of experience in strategic and organizational planning, facilitation, project management and process development and management.

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

I am Seattle Musical Theatre <sup>(SMT)</sup> Board President Emerita, Past SMT Board President and Treasurer and Volunteer Executive Director. I served a 5-year term on the Bothell Handmark Preservation Board.

List any additional information you would like us to consider:

I have a wide range of skills and experiences that cross white collar and blue collar boundaries and local experience in Anacortes and Skagit Valley.

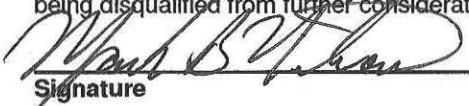
#### References

Give the name and telephone number of two references who are knowledgeable about your qualifications and skills relative to volunteering at the City.

|                  |                         |              |                |             |
|------------------|-------------------------|--------------|----------------|-------------|
| Davina Merr      | Bothell                 | Deputy Mayor | (425) 219-7945 |             |
| Name             | Organization            | Title        | Work Phone     | Other Phone |
| Carolyn Holmberg | Seattle Musical Theatre | Board Member | (206) 850-2990 |             |
| Name             | Organization            | Title        | Work Phone     | Other Phone |

**Acknowledgements**

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

  
Signature  
Date



## Dr. Mark B. Nihart

### Community Service

**Seattle Musical Theatre (SMT): Board President Emeritis – July 2016 to Present** – Responsible for assisting the board regarding SMT business management, partnerships, governmental relationships, debt reduction plan and artistic interests. Assisted SMT in achieving zero debt then a positive financial position that allowed for the hiring of a paid Managing Artistic Director in 2016.

**Seattle Musical Theater: Board Member - March 2011 – June 2015** – Elected to the board to provide leadership, expertise and to project manage the VM&G; strategic planning; organizational development; volunteer management; theater renovation; team building and facilitation; process and asset development activities and to provide technical writing support for new plans, processes, policies and procedures.

- **Volunteer Executive Director– May 2014 to June 2015** – Responsible for managing SMT business activities, coordinating artistic teams with business directions, coordinating other theaters and schools use of physical theater and working with the Seattle Parks and the City of Seattle on the management of the theater as part of the Magnuson Park Community Center. Reduced debt by 70 percent while maintaining production values. Increased theater rent by developing partnerships with Waldorf Schools and Broadway Bound Children's Theater
- **Board President – July 2012 to June 2015** – Responsible for leading Seattle Musical Theatre (SMT) in a new business direction as an all volunteer organization. Implemented a new business model that focused on leveraging professional volunteers, increasing production quality, value and profit while reducing overhead. Increased theater usage by creating strong connections in the theater community with other local community groups. Developed a Youth Program that helps disadvantaged youth have theater experiences. Developed then implemented a successful board approved plan in partnership with the treasurer to make SMT a debt free non-profit theater by June 2016.
- **Treasurer – July 2011 to June 2012** – Responsible for the oversight of SMT's finances. Introducing nonprofit accounting best practices. Improving cost accounting processes and accuracy to provide for more detailed and focused reporting regarding SMT's operations and projects.

**Bothell Landmark Preservation Board - April 2011 – March 2016: Board Member** – Appointed to the board by the Bothell City Council to provide skills and leadership for conducting activities within the Bothell Landmark Preservation Board's charter.

### Work Experience

**The Boeing Company: Jan 1986 – June 2010**

**Mainframe Strategy and Organizational Architect, and Senior Business Analyst – Feb 2000 to Jun 2010.**

- **Strategy Architect** – Adapted then applied strategic planning process developed by Strategy and Planning Council to the Mainframe Services organization. Using the process led the strategic planning process in Mainframe Services. Trained organization managers on the process. Coached employees on the processes specific to their areas of expertise. Wrote the documentation and developed the process flows for the strategic planning process. Wrote the mainframe services organization strategic plan and investment plans. Facilitated the ongoing implementation of the strategic plan. Led a business team to develop an employee resource availability and skill inventory database to assess organizational capabilities, to understand critical skill area shortages and associated risks, and to use as a planning resource to ensure strategic and tactical plans were achievable in terms of employee availability and skills required.
- **Organizational Architect** – Developed the Mainframe Services Organizational and People Strategy. Designed then implemented a management coalition of technical, operational, purchasing managers and customers to oversee a newly consolidated mainframe environment on latest technology servicing the entire Boeing Company. Researched, designed, then facilitated the implementation of self-managed work teams and strategic communities of practice to increase employee involvement and responsibility for maintaining the technology areas they maintained and to increase cross-training in critical skill areas.
- **Service Manager Enterprise Servers** - Service manager for the z/VM and z/Linux mainframe hosting environment and for general e-business solutions for all Boeing owned mainframe systems. Responsible for leading technology and customer teams to develop and implement e-business and z/VM and z/Linux service and technology strategies. Gathered business requirements then built business case to purchase a new z/Linux mainframe. Led a technical team to determine configuration of a new mainframe to meet business requirements. Consulted with customers to develop shared optimized e-business solutions for implementation in the mainframe environments.



- **Strategy and Planning Process Council Leader**– Led a geographically dispersed 12 member team responsible for defining, deploying and implementing the IT Infrastructure Library (ITIL) 2.0 framework together with Fijitusu's Macroscopic methodology for a new strategy and planning process for Boeing Computer Network Operations (CNO). Collaborated with Macroscopic consultants to determine optimal use of the two methodologies resulting in a best of both methods solution in which ITIL processes defined the "what" and Macroscopic defined the "how" for strategic planning. The solution leveraged the extensive investment Boeing had with Macroscopic and leveraged the new ITIL 2.0 frameworks without creating a complicated integrated hybrid solution.
- **Co-Chairperson for Server Standards Advisory Team** - Determined the Boeing computing standards for mainframe, high-performance computing and Teradata server hardware (HW) and operating systems (OS) for mainframes. Led technology teams to develop software standards in specific domains. Negotiated with other chairs to set and align computing standards to best meet customer needs with minimal duplication of capabilities.
- **Customer Chairperson for IBM International zSeries Customer Business Leaders Council** - Represented Boeing at the IBM zSeries Business Leaders Council a group of 43 international IBM zSeries (mainframe) customers. Customer co-chair and founder of z/Linux work group that help determine IBM mainframe Linux strategy. Created a customer coalition to push IBM to recognize z/Linux as a viable mainframe operating system and its tight integration with z/VM. The successful coalition started with 5 percent of the customers and grew to 75 percent of the customers with IBM accepting and aggressively promoting a profitable z/Linux operating system.
- **Boeing IT Architecture Integrated Process Team (IPT) Mainframe Representative** - Represented the mainframe organization as the ITIL 2.0 process architect to Boeing IT. Responsible for defining and implementing Boeing architecture processes for the mainframe environment in accordance with ITIL 2.0 standards. Facilitated the development and implementation of change management plans to move from established local processes to new IT wide ITIL 2.0 processes.

**Senior Systems Analyst** – May 96 to Feb 2000 – Defense and Space Leader/member of the Boeing Collaborative Computing Review team (CCRT) that determined a Boeing wide multi-platform (NT, UNIX, and mainframe) collaborative computing recommendation. Worked with senior material manager to understand B-2 Program collaboration needs then developed solutions using the Lotus Notes collaboration environment finally deploying the solution to a major supplier by collaborating and negotiating with supplier's IT department.

**Web Master / Collaborative Systems Analyst** - Nov 94 to May 96 – Created then led a technology team that designed and implemented the first production Web server in Boeing. Facilitated the process with public relations for developing then implementing new policies and procedures for the publishing of electronic media on the intranet.

**Lead Software Support Analyst** - Aug 88 to Nov 94 - Lead for Boeing Defense and Space Group 12 person Help Desk & SW Technology organization. Responsible for creating job descriptions, developing work processes, supporting employee evaluations, customer requirement definition, customer service, writing technology standards, conflict resolution, developing employee development plans, technical representative for company wide software teams and for employee supervision,

**Software Support Analyst** - Jan 87 to Jul 88 - Worked as personal computer analyst for Boeing Computer Services. Supported DOS database software R:base and Dbase and the DOS operating system.

**Buyer** - Jan 86 to Jul 87 - Worked as buyer for Boeing Aerospace. Worked with engineers to purchase assorted parts and assemblies for research and development projects. Contract Manager for large multi-year contract supporting the Free Electron Laser Program.

**PM Northwest: Pipefitter/welder – Jun 71 to Jan 82** – Worked as a pipefitter/welder. Responsible for fabricating piping details from blueprints. Other duties included boilermaker, carpenter, painter, insulator, and labor. Served one term each as secretary and vice-president of the Anacortes Chapter of the Oil, Chemical, and Atomic, Workers (OCAW) union representing 150 members on the active PM Northwest seniority list.

**Home Building Contractor: Jun 75 – Sep 77** - Owned an Anacortes home building business. Responsible for project management, estimating, project budget management, financial management, and small business management duties.

**Commercial Fisherman: May 73 – Aug 75** - Owned an Anacortes based commercial fishing business on Uganik Island, Kodiak, Alaska. Responsible for logistic management, contract management, engine maintenance, boat maintenance, net building and repair and fishing operations.

## Education

**University of Phoenix**, Phoenix, AZ. Doctor of Management in Organizational Leadership, 2012.

**University of Southern California**, Los Angeles, CA. Master of Science in Systems Management, 1989.

**University of Washington**, Seattle, WA. BA, Business Administration 1985, BA, English, 1985. Certificates in Technical Writing and Editing, Training Specialist, Genealogy and Nonfiction-Freelance Writing: 1990 – 1994.

**Griffin College**, Seattle, WA. AAA, Computer Programming, 1982.



## **City Council Minutes – January 16, 2018**

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Mayor Laurie Gere called to order the regular Anacortes City Council meeting of January 16, 2018 at the advertised special time of 5:00 p.m. Councilmembers Eric Johnson, Ryan Walters, Brad Adams, Liz Lovelett and Matt Miller were present. Councilmembers Anthony Young and Bruce McDougall were absent. Ms. Lovelett moved, seconded by Mr. Walters, to excuse the absence of Mr. McDougall, who was away on business. The motion carried unanimously by voice vote. Mr. Young joined the proceedings. The assembly joined in the Pledge of Allegiance.

### **Announcements and Committee Reports**

**Mayor's Award of Merit to Gunnar Christiansen:** Mayor Gere read a letter recognizing Engineering Technician Gunnar Christiansen for his outstanding and diligent performance in the Public Works Engineering Division and for implementing cost saving technologies for city street and sidewalk projects. The mayor presented Mr. Christiansen with the Mayor's Award of Merit including a gift certificate at a local eatery and recognition on the plaque displayed in City Hall.

**Public Safety Committee:** Ms. Lovelett reported from the committee meeting the prior Tuesday at which Councilmember Eric Johnson was welcomed to the committee. She confirmed that the committee would henceforth meet the second Tuesday of even months. Ms. Lovelett said the committee briefly discussed Fire Department equipment and facility needs and the city's relationship with Skagit County. Mr. Miller added that the committee also discussed the upcoming EMS levy anticipated for August. He said some committee members planned to attend the upcoming County presentation on the levy to ensure Anacortes taxpayers receive their value from the levy.

Mr. Johnson reported from the Port/City Liaison meeting the prior Tuesday at which Councilmembers Young and Miller were welcomed to the committee. He said the group discussed the Dakota Creek Industries waiver, coordination between the Port's North Basin Plan and the city's Depot Master Plan, and the desire to hold a joint City Council/Port of Anacortes Commission meeting later in the year.

Mr. Adams reported from the Ward 2 meeting he had hosted the prior Tuesday evening at the Senior Activity Center. He said approximately 30 very engaged citizens participated and that topics discussed included the 32<sup>nd</sup> Street/D Avenue roundabout, the new R2A zone proposed in the new development regulations, and funding for infrastructure projects. Mr. Adams thanked constituent Patty Young for helping to organize the meeting.

**Skagit County Law and Justice Council:** Mr. Miller reported that he had attended the Law & Justice Council's meeting the prior Wednesday along with Police Chief John Small and citizen representative Mike Ellis. He said the Council was recruiting members for the Population Trust, a body on which Anacortes was already represented by Ms. Lovelett. He reported that the focus of the meeting was the ad hoc Skagit/Island Community Partnership for Transition Solutions to bridge the gap for those returning to society from the Justice Center. He reported that daily bookings at the new Justice Center were nearly double those at the prior facility. Mr. Miller said the community was invited to the Transition Solutions summit on January 25, 2018 from 1 to 4 p.m.

Mayor Gere invited the community to attend the next Guemes Channel visioning meeting at 6:00 p.m. at the Senior Activity Center, immediately following the City Council meeting. The mayor said the focus would be on what the community envisioned for the former cannery sites along the channel.

### **Public Comment**

No one present wished to address the Council on any topic not already on the agenda.

### **Consent Agenda**

Ms. Lovelett removed Item 5d, Interlocal Agreement 260: Basic Life Support Transport Services with Skagit Fire District #13, from the Consent Agenda. Ms. Lovelett moved, seconded by Mr. Johnson, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of January 8, 2018
- b. Approval of Claims in the amount of: \$1,358,922.74
- c. Interlocal Agreement 256: Reciprocal Lending Agreement of Fire Equipment with Cities of Mount Vernon and Burlington

The following vouchers/checks were approved for payment:

EFT numbers: 87705 through 87755, total \$1,226,815.92

Check numbers: 87756 through 87809, total \$125,842.60

Wire transfer numbers: 226028 through 226758, total \$4,675.58

- d. Interlocal Agreement 260: Basic Life Support Transport Services with Skagit Fire District #13

Ms. Lovelett invited Fire Chief Richard Curtis to elaborate on this long anticipated transition plan. Mr. Miller thanked Chief Curtis and Division Chief Nick Walsh for their efforts to bring about this program and more efficiently share resources. Chief Curtis summarized the history and operation of the Basic Life Support (BLS) Transport Integration Pilot Program begun in 2016 and responded to councilmember questions regarding the volume of calls involved, billing services provided to Fire District #13, and the service area affected. Mr. Walters noted that the agreement was extremely brief and did not explicitly address billing arrangements or service areas. He asked if the agreement had been reviewed by the City Attorney. Chief Curtis confirmed that Ms. Swetnam had reviewed the agreement and said it was modeled on the agreement between Central Valley Ambulance Authority and Sedro-Woolley, which partner in a similar BLS Transport program.

Ms. Lovelett moved, seconded by Mr. Young, to approve the interlocal agreement with Skagit Fire District 13 in support of Basic Life Support transport services. The motion carried by voice vote with Mr. Walters voting against.

### **PUBLIC HEARINGS**

#### **2018-2022 CDBG - Five Year Consolidated Plan and One Year Action Plan Public Comment Period Opening**

Planning Director Don Measamer opened the public comment period for the Community Development Block Grant (CDBG) Strategic Plan and Action Plan. He said the comment period would remain open until March 6, 2018. Mr. Measamer said that funding applications would be accepted during the same time frame and that the plans, currently in template form, would be updated to include public comments and proposed projects and funding applications. He said the city's precise allocation for 2018-2019 had not been determined but typically amounted to approximately \$95K and that of that amount no more than 15% could be allocated to services and up to 20% could be allocated for program administration. Mr. Measamer said that public comment and applications should be directed to program administrator Joann Stewart.

Mr. Young asked if the program included LGBTQ youth, noting that federal and Washington state policies had recently added language to more clearly and specifically include that demographic. Ms. Stewart said the CDBG plan was set up to assist anyone in the specified income category and that the City of Anacortes Fair Housing Policy prohibits discrimination based on race, color, religion, sex, national origin, disability, familial, sexual orientation, gender identity, marital status, honorably discharged veterans or military personnel or individuals with HIV / AIDS and Hepatitis C. She added that HUD had intended to affirmatively further fair housing in 2018 but that the plan had been postponed under the current administration. Ms. Lovelett noted that the Housing Affordability and Community Services (HACS) Committee would be reviewing CDBG funding applications and invited Mr. Young to participate in that process. In addition to the CDBG funding, Ms. Lovelett encouraged the city to consider how it might support Skagit Community Action programs to assist Anacortes seniors to age in place.

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

Mr. Walters suggested that the city stop allocating the allowed 20% of the grant to administration and instead put that funding back into capital projects that are eligible for funding, or allocate that 20% to administrative costs and dedicate an equivalent amount of General Fund dollars to social service programs. Ms. Lovelett suggested that HACS could consider alternative funding allocations. She recalled prior discussions regarding dedicating up to 1% of the city budget to social services including the Senior Activity Center, Community Action, and others.

## **OTHER BUSINESS**

### **Amendment 7 to Interlocal Agreement C20140640 with Skagit County for Ambulance Service**

Fire Chief Richard Curtis presented an amendment to the city's ambulance service contract with Skagit County that would provide an additional 2.83% increase in the contract amount retroactive for all of 2017. He recommended approval of the amendment. Chief Curtis displayed a slide, which was added to the packet materials for the meeting, summarizing the seven amendments to date to the original 2010 agreement. He explained the two separate amendments increasing the total contract for 2017 by 4.89% over 2016, noting that the second increase was offered to the City of Anacortes because Central Valley Ambulance Authority requested that same percentage to offset the increased cost to them for needing to pay an unanticipated LOEFF 2 Retirement benefit that the State of Washington no longer pays. Mr. Adams asked if the additional 2.83% would be directed to the same LEOFF retirement expense by City of Anacortes. Administrative Services Director Emily Schuh advised that she would report back on that topic at a future meeting.

Mr. Walters disclosed that as a fixed salary employee of Skagit County, one of the contracting parties to the agreement, under RCW 42.23.040 he had a remote interest in the agreement and for the city to enter into the agreement his vote could not be counted.

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

Mr. Miller moved, seconded by Mr. Johnson, to approve Amendment 7 to receive the additional 2.83% increase in revenue, retroactive to all of 2017. Vote: Ayes – Young, Adams, Lovelett, Miller and Johnson. Abstain – Walters. Motion carried.

There being no further business, at approximately 5:38 p.m. the Anacortes City Council meeting of January 16, 2018 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 January 22, 2018 City Council meeting:**  
[Download this file in OpenDocument spreadsheet format.](#)

| Invoice Doc # | Transaction Date | Invoice #    | Vendor # | Vendor Full Name               | Description                                                                      | Total Amount |
|---------------|------------------|--------------|----------|--------------------------------|----------------------------------------------------------------------------------|--------------|
| 227120        | 7/28/2017        | 21309        | 02436    | SHIFT CALENDARS                | BALANCE ON ANNUAL SHIFT CALENDAR ORDER                                           | \$36.41      |
| 227119        | 9/18/2017        | 0000602651   | 01910    | NORTHWEST ESD 189              | FACILITY RENTAL FOR EOC TRAINING                                                 | \$495.00     |
| 226693        | 10/17/2017       | 1170154      | 07823    | MUNICIPAL EMERGENCY SERVICES   | AIR HOSE (REMAINING REPAIR OF DAMAGED SCBA)                                      | \$413.39     |
| 226682        | 10/26/2017       | 1172676      | 07823    | MUNICIPAL EMERGENCY SERVICES   | EZ AIRLINE (SABA)                                                                | \$570.79     |
| 226629        | 11/1/2017        | 00351-RUCKER | 09580    | CAMPBELL LAW FIRM              | PUB DEF CONF                                                                     | \$156.00     |
| 226906        | 11/22/2017       | ANAFIB-I1002 | 10592    | HENKELS & MCCOY, INC           | FIBER BUILD PROJECT - PAY APP 3                                                  | \$515,326.13 |
| 226908        | 11/28/2017       | ANAFIB-I1003 | 10592    | HENKELS & MCCOY, INC           | FIBER BUILD PROJECT - MODS 1 AND 2                                               | \$24,819.38  |
| 227150        | 11/28/2017       | 1774714      | 10341    | MWH CONSTRUCTORS INC           | BLUE HERON CIRCLE RESERVOIR PROJECT - CONSTRUCTION MANAGEMENT 9/30/17-11/3/17    | \$14,805.27  |
| 226960        | 12/1/2017        | 1098763778   | 02193    | FERRELLGAS                     | PROPANE - OPERATIONS                                                             | \$0.29       |
| 227039        | 12/2/2017        | 742185       | 01421    | JCI JONES CHEMICALS INC        | SODIUM HYDROXIDE                                                                 | \$4,095.83   |
| 227117        | 12/7/2017        | 160356       | 10872    | STANWICK, ROLAND               | REIMBURSE PARTS AND LABOR FOR CLUTCH &                                           | \$541.68     |
| 225525        | 12/7/2017        | 903375162    | 02753    | TMG SERVICES, INC              | DEOX 2000 ANALYZER                                                               | \$10,283.63  |
| 227021        | 12/7/2017        | 436754       | 02839    | USA BLUE BOOK                  | CHAMBER BRITE AUTOCLAVE                                                          | \$272.76     |
| 227020        | 12/11/2017       | 17-33670     | 00850    | EDGE ANALYTICAL, INC           | WATER ANALYSIS                                                                   | \$962.00     |
| 227115        | 12/19/2017       | 2            | 10765    | 360 SURVEYING AND MAPPING, LLC | SURVEY NE CORNER OF PARCEL P108390 (LOT 35, PLAT OF HORIZON HEIGHTS DIV. NO. III | \$650.00     |
| 226712        | 12/24/2017       | 2578         | 10104    | NWCW, LLC                      | WTP LEAK AND CRACK WATERPROOFING                                                 | \$20,609.57  |
| 226696        | 12/27/2017       | S20180489    | 02677    | SUPERIOR SYSTEMS, INC          | 29TH ST RESERVOIR ROOF HATCH REPLACEMENT                                         | \$2,685.37   |
| 226458        | 12/28/2017       | 27485072     | 01616    | LOWE'S BUSINESS ACCOUNT/GEMB   | TOOLS                                                                            | \$1,754.68   |
| 226900        | 12/29/2017       | WAMO144280   | 00939    | FASTENAL CO                    | HOSE CLAMPS FOR HSPS                                                             | \$23.12      |
| 227121        | 12/31/2017       | 12/31/17     | 01364    | ISLAND HOSPITAL                | AMBULANCE SUPPLIES FOR NOVEMBER, 02                                              | \$1,301.08   |
| 226734        | 12/31/2017       | 3091257245   | 04296    | LEXISNEXIS                     | LEGAL LIBRARY SUBSCRIPTION DECEMBER 2017                                         | \$278.85     |
| 226967        | 12/31/2017       | 1633-14      | 06080    | MAKERS ARCHITECTURE            | ZONING, DEV & DESIGN STDS - DECEMBER 2017                                        | \$4,755.00   |
| 227124        | 12/31/2017       | 553837       | 01765    | MISTER T'S AWARDS &            | LIBRARY NAME TAG, SYDNEY BRADY                                                   | \$26.04      |
| 227025        | 12/31/2017       | 1780768      | 10341    | MWH CONSTRUCTORS INC           | BLUE HERON CIRCLE RESERVOIR PROJECT - CONSTRUCTION MANAGEMENT 11/4/17-12/15/17   | \$12,470.81  |
| 227136        | 12/31/2017       | 22383-JFR    | 10873    | NORTHWEST CHIROPRACTIC CLINIC  | LINDQUIST, THAD LEOFF1 COPAY                                                     | \$55.00      |
| 227160        | 12/31/2017       | COA0018      | 09183    | SYSTEMS DESIGN WEST, LLC       | AMBULANCE SERVICE BILLING 12- 2017                                               | \$3,164.28   |
| 227022        | 12/31/2017       | 114-6217785  | 04834    | UNITED SITE SERVICES, INC      | 2100 PENNSYLVANIA AVE - DECEMBER                                                 | \$119.11     |
| 227156        | 1/1/2018         | 930          | 10520    | MIN-NS                         | JANUARY SUBSCRIPTION                                                             | \$130.20     |

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|---------------|------------------|-------------------|----------|--------------------------------|-------------------------------------------------------|--------------|
| 227044        | 1/1/2018         | 1388758-0043-8    | 02997    | WASTE MANAGEMENT               | DECEMBER 2017 CONTRACTED SERVICES                     | \$99,983.06  |
| 227116        | 1/2/2018         | 160356            | 09961    | CARDINAL HEALTH 110, INC.      | PHARMACEUTICALS                                       | \$552.05     |
| 226890        | 1/2/2018         | 300000006951      | 02192    | PUGET SOUND ENERGY             | STREET LIGHTS- 17TH ST BETWEEN Q & COMM, 1417 38TH ST | \$93.90      |
| 227153        | 1/2/2018         | 4TH QTR PROBATION | 02496    | SKAGIT COUNTY DISTRICT COURT   | 4TH QTR PROBATION BILLING                             | \$9,750.00   |
| 226903        | 1/2/2018         | CVCS364           | 02550    | SMITH CHEV-BUICK-GEO, JERRY    | REPAIR CAR #030                                       | \$212.12     |
| 226888        | 1/2/2018         | 1203653           | 02681    | SURETY PEST CONTROL            | MONTHLY PEST MAINTENANCE- OPS                         | \$48.83      |
| 227146        | 1/3/2018         | 95404820          | 10090    | ARROW INTERNATIONAL INC.       | EZ-IO NEEDLES                                         | \$1,100.00   |
| 227159        | 1/3/2018         | 1/3/2018          | 00371    | BOARD FOR VOLUNTEER FIREFIGHTR | 2018 DISABILITY AND PENSION FOR                       | \$750.00     |
| 226615        | 1/3/2018         | 248 984 6277 5    | 00494    | CASCADE NATURAL GAS CORP.      | 14489 RIVERBEND ROAD 11/30-1/2/18                     | \$4,676.75   |
| 227040        | 1/3/2018         | 331 0384201       | 08646    | UNIFIRST CORPORATION           | WTP WEEKLY LAUNDRY SERVICE                            | \$59.07      |
| 227042        | 1/4/2018         | 0188-485955       | 03816    | CONSOLIDATED ELECTRICAL        | LED LIGHTING PRODUCT FOR FIRE STATION                 | \$2,285.69   |
| 226745        | 1/4/2018         | 95059108          | 07451    | ECO SERVICES OPERATIONS CORP   | ALUMINUM SULFATE                                      | \$4,413.39   |
| 226748        | 1/5/2018         | 5484991           | 07570    | CADMAN                         | SWEEPER DEBRIS HAULED                                 | \$1,796.93   |
| 227035        | 1/5/2018         | 745019            | 01421    | JCI JONES CHEMICALS INC        | SODIUM HYDROXIDE                                      | \$3,929.96   |
| 227165        | 1/5/2018         | 936784-0          | 09557    | KEENEY'S OFFICE SUPPLY, INC.   | OFFICE SUPPLIES - H/R                                 | \$123.59     |
| 227027        | 1/5/2018         | 07506             | 01616    | LOWE'S BUSINESS ACCOUNT/GEMB   | PAINT SUPPLIES                                        | \$31.89      |
| 226901        | 1/5/2018         | 001-390349        | 02109    | PISTON SERVICE OF ANACORTES    | HEATER CORE #150                                      | \$52.19      |
| 227155        | 1/6/2018         | 200015995380      | 02192    | PUGET SOUND ENERGY             | ELECTRICITY                                           | \$2,049.80   |
| 227166        | 1/6/2018         | 220013286525      | 02192    | PUGET SOUND ENERGY             | HEART OF ANACORTES 12/6 - 1/5/18                      | \$179.44     |
| 226897        | 1/7/2018         | 907868            | 01774    | MONAHAN, MARTIN                | CHRISTMAS LIGHTS IN ANACORTES                         | \$3,200.00   |
| 226972        | 1/8/2018         | 333               | 06414    | BLUE COW CARWASH               | DECEMBER CAR WASHES-5                                 | \$45.00      |
| 226904        | 1/8/2018         | 0581895           | 00932    | FERGUSON ENTERPRISES, INC      | LF 5/8 X 3/4 1CF TRPL REGISTERS                       | \$3,508.13   |
| 226963        | 1/8/2018         | 9662201384        | 03120    | GRAINGER                       | PRESSURE SNUBBER                                      | \$41.84      |
| 227014        | 1/8/2018         | 521112            | 09212    | HUGHES FIRE EQUIPMENT INC      | PRC PUMPER SEAT BELT #222                             | \$212.93     |
| 227028        | 1/8/2018         | 64065             | 01616    | LOWE'S BUSINESS ACCOUNT/GEMB   | U BOLT                                                | \$5.09       |
| 227163        | 1/8/2018         | 995220468001      | 01962    | OFFICE DEPOT, INC.             | PAPER, OFFICE SUPPLIES                                | \$103.03     |
| 227164        | 1/8/2018         | 995220534001      | 01962    | OFFICE DEPOT, INC.             | OFFICE SUPPLIES - PARKS                               | \$7.94       |
| 227167        | 1/8/2018         | 220013297076      | 02192    | PUGET SOUND ENERGY             | 100 STATE ROUTE 20 12/7 - 1/6/18                      | \$19.81      |
| 227029        | 1/8/2018         | 220013297498      | 02192    | PUGET SOUND ENERGY             | CASINO DRIVE UNDER TWIN BRIDGES:12/7/17 - 1/6/18      | \$77.19      |
| 227140        | 1/8/2018         | 20618             | 02405    | SEBO'S DO-IT CENTER            | MAINTENANCE SUPPLIES - W.T. PRESTON                   | \$15.88      |
| 227026        | 1/9/2018         | January 9, 2018   | 00148    | ANACORTES CHAMBER OF COMMERCE  | LTAC CHAMBER 2% FERRY REIMBURSE                       | \$26,368.41  |
| 227137        | 1/9/2018         | 36841             | 00382    | BOSTEC INC                     | DUI PROCESSING EQUIP; MOUTH PIECES AND DRY GAS        | \$245.21     |

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| 227154        | 1/9/2018         | 82738461    | 09185    | BOUND TREE MEDICAL, LLC      | PHARMACEUTICALS                           | \$85.80      |
| 226905        | 1/9/2018         | 301097      | 01023    | FRONTIER BUILDING SUPPLY     | 2 X 6 16' TREATED - NEW SIGN ROOM         | \$3,929.53   |
| 226831        | 1/9/2018         | 1173601     | 07823    | MUNICIPAL EMERGENCY SERVICES | 100 FT. AIR HOSE (SABA)                   | \$842.55     |
| 226902        | 1/9/2018         | 001-390598  | 02109    | PISTON SERVICE OF ANACORTES  | ELEC FLASHERS FOR #122                    | \$16.08      |
| 226965        | 1/9/2018         | 0038270-IN  | 02260    | REISNER DISTRIBUTOR INC      | INCINERATOR FUEL                          | \$4,234.89   |
| 226969        | 1/9/2018         | 95          | 02498    | SKAGIT DOMESTIC VIOLENCE &   | SKAGIT DV & SA SERVICES; 10/1/17-12/31/17 | \$1,955.10   |
| 226889        | 1/10/2018        | 80698978    | 02154    | 150-PRAXAIR DISTRIBUTION INC | CYLINDER RENTAL FOR WWTP                  | \$181.52     |
| 227129        | 1/10/2018        | *1102018    | 00180    | ANACORTES TOWING LLC         | TOWING; APD 18-A00217                     | \$162.75     |
| 227147        | 1/10/2018        | 754009      | 00306    | BAYSHORE OFFICE PRODUCTS INC | OFFICE SUPPLIES                           | \$18.21      |
| 226962        | 1/10/2018        | 754292      | 00306    | BAYSHORE OFFICE PRODUCTS INC | PC NAMEPLATES                             | \$25.17      |
| 227043        | 1/10/2018        | 0188-488482 | 03816    | CONSOLIDATED ELECTRICAL      | 2 LAMP BALLAST FOR LED FACILITIES         | \$238.70     |
| 227135        | 1/10/2018        | 33530       | 07793    | DATEC, INC                   | PATROL SUPPLIES; SECTOR PAPER             | \$146.48     |
| 226884        | 1/10/2018        | cpls        | 00765    | DEPARTMENT OF LICENSING      | CPLS TO D.O.L.; DECEMBER 2017             | \$675.00     |
| 227033        | 1/10/2018        | 9664508711  | 03120    | GRAINGER                     | TUBING                                    | \$45.20      |
| 227126        | 1/10/2018        | 1255576864  | 09923    | GRAY, MATTHEW                | STRICKERT, ROBERT, LEOFF1 DENTAL SERVICES | \$171.00     |
| 227009        | 1/10/2018        | 001-390697  | 02109    | PISTON SERVICE OF ANACORTES  | ALTERNATOR FOR #139A                      | \$184.01     |
| 227018        | 1/10/2018        | 295881      | 02549    | SMILEY'S INC                 | PART- VEH #221                            | \$383.66     |
| 227011        | 1/10/2018        | P07971-09   | 08870    | SONSRAY MACHINERY, LLC       | CUTTING EDGES FOR #403                    | \$448.70     |
| 226964        | 1/11/2018        | 5003126     | 00145    | ANACORTES AMERICAN           | ANACORTES AMERICAN SUBSCRIPTION           | \$43.00      |
| 227131        | 1/11/2018        | 11118       | 00180    | ANACORTES TOWING LLC         | TOWING; APD 18-A00233                     | \$162.75     |
| 226968        | 1/11/2018        | 1990527980  | 06718    | ARAMARK                      | APD NYLON MATS CLEANED                    | \$16.28      |
| 227019        | 1/11/2018        | 754441      | 00306    | BAYSHORE OFFICE PRODUCTS INC | EXHIBIT SUPPLIES - CARNEGIE               | \$84.70      |
| 227145        | 1/11/2018        | b753682-1   | 00306    | BAYSHORE OFFICE PRODUCTS INC | OFFICE SUPPLIES                           | \$33.84      |
| 227143        | 1/11/2018        | 2779644     | 09961    | CARDINAL HEALTH 110, INC.    | PHARMACEUTICALS                           | \$169.41     |
| 227015        | 1/11/2018        | 195413/1    | 06246    | H.B. JAEGER                  | REED FEED TAP 1/4" DRILL BIT              | \$316.65     |
| 227016        | 1/11/2018        | 55922/2     | 06246    | H.B. JAEGER                  | 1" CTS STIFFENER                          | \$1,035.09   |
| 227144        | 1/11/2018        | 18046       | 01542    | LANGUAGE EXCHANGE INC, THE   | INTERPRETER SERVICES FOR COURT            | \$150.00     |
| 227034        | 1/11/2018        | 23139       | 01616    | LOWE'S BUSINESS ACCOUNT/GEMB | BATTERIES                                 | \$30.84      |
| 227134        | 1/11/2018        | 10122       | 10618    | NARTEC, INC.                 | DRUG TEST KITS; METH AND HEROIN           | \$353.48     |
| 227037        | 1/11/2018        | P472495     | 02123    | PLATT ELECTRIC SUPPLY INC    | CONDUIT, HEAT SHRINK TUBING               | \$18.69      |
| 227138        | 1/11/2018        | 333433      | 06888    | PROFORCE LAW ENFORCEMENT     | TASERS AND TASER EQUIP                    | \$2,650.25   |
| 226961        | 1/11/2018        | 0041702-IN  | 02753    | TMG SERVICES, INC            | SEALS, BEARINGS, SHAFT, PULLY, SPACERS    | \$489.86     |
| 227139        | 1/12/2018        | 11218       | 00180    | ANACORTES TOWING LLC         | APD VEHICLE O16 TOWED OUT OF DITCH        | \$162.75     |
| 227130        | 1/12/2018        | 112018      | 00180    | ANACORTES TOWING LLC         | TOWING; APD CASE 18-A00256                | \$162.75     |

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| 227122        | 1/12/2018        | 754554               | 00306    | BAYSHORE OFFICE PRODUCTS INC  | OFFICE SUPPLIES, LASER CARDS            | \$82.94      |
| 227142        | 1/12/2018        | 1/12/18              | 10532    | BYER, CHRISTOPHER             | TRAVEL EXPENSES FIRE INSTRUCTOR 1 CLASS | \$329.00     |
| 227075        | 1/12/2018        | 0188-488491          | 03816    | CONSOLIDATED ELECTRICAL       | DAYLIGHT HARVESTING BALLAST FOR LED     | \$853.36     |
| 227133        | 1/12/2018        | 011517               | 00955    | FIDALGO CLEANING              | CLEANING & SUPPLIES                     | \$700.00     |
| 227141        | 1/12/2018        | 1/12/18              | 09668    | LAMP, DANIEL                  | TRAVEL EXPENSE FOR FIRE INSTRUCTOR 1    | \$329.00     |
| 227017        | 1/12/2018        | 6366                 | 10762    | PETDATA, INC                  | PETDATA LICENSING FEES                  | \$2,443.60   |
| 227161        | 1/12/2018        | 501660               | 10874    | PFM FINANCIAL ADVISORS LLC    | FINANCIAL ADVISORY SVCS ENDING 12/31/17 | \$6,462.50   |
| 227132        | 1/13/2018        | 00005W5A83028        | 02817    | UNITED PARCEL SERVICE         | UPS SHIPPING CHARGES; WEEK END 1-13-18  | \$17.54      |
| 227114        | 1/14/2018        | 93762                | 09893    | GRANICUS, INC.                | GRANICUS SOFTWARE AND HOSTING, 2018     | \$5,481.42   |
| 227123        | 1/15/2018        | 17639                | 09617    | FRONTLINE CLEANING SERVICES   | LIBRARY - CUSTODIAL SERVICE JAN         | \$1,314.78   |
| 227149        | 1/16/2018        | 131722               | 02169    | LITHTEX NORTHWEST, LLC        | COURT FORMS                             | \$150.27     |
| 227152        | 1/16/2018        | jan 2018             | 02496    | SKAGIT COUNTY DISTRICT COURT  | JUDICIAL SERVICES 1ST QTR 2018          | \$15,595.00  |
| 227125        | 1/16/2018        | GB00100301           | 02776    | TRANSAMERICA LIFE INS CO      | JAN. LEOFF LONG-TERM CARE INSURANCE     | \$391.45     |
|               |                  |                      |          |                               |                                         |              |
| 225391        | 11/21/2017       | 220685               | 00768    | DEPT OF LABOR & INDUSTRIES    | L&I LIFT PENALTY PROCESSING FEE         | \$3.95       |
| 225044        | 11/24/2017       | 0272157013191        | 08928    | ALASKA AIRLINES               | AIRFARE-REIMBURSED                      | \$152.03     |
| 225043        | 11/24/2017       | 0272157013191        | 08928    | ALASKA AIRLINES               | AIRFARE - REIMBURSED                    | \$695.60     |
| 224971        | 11/24/2017       | 111-1490003-2850612  | 08811    | AMAZON.COM                    | BOOT DRYERS                             | \$260.34     |
| 224968        | 11/25/2017       | 237884               | 08904    | COHO LIQUIDATION              | SUPPLIES-SHOP                           | \$10.85      |
| 224969        | 11/25/2017       | 4029357733           | 08912    | EBAY OR PAYPAL                | OPERATING SUPPLIES- REIMBURSED          | \$4.99       |
| 224970        | 11/26/2017       | 8005625391           | 08912    | EBAY OR PAYPAL                | OPERATING SUPPLIES - REIMBURSED         | \$32.97      |
| 225040        | 11/27/2017       | V00193/1             | 00021    | ACE HARDWARE                  | PVC AND FASTENERS                       | \$8.53       |
| 225039        | 11/27/2017       | V00569/1             | 00021    | ACE HARDWARE                  | WASHERS, WIRE, PIPE                     | \$23.35      |
| 225382        | 11/27/2017       | 113-6169570-4548244  | 08811    | AMAZON.COM                    | NARROW TRASH CAN- OPS REMODEL           | \$37.94      |
| 225098        | 11/27/2017       | 748539               | 00306    | BAYSHORE OFFICE PRODUCTS INC  | FOLDERS AND PENS                        | \$16.77      |
| 225046        | 11/27/2017       | 662 5 317 54         | 04308    | COSTCO WHOLESALE CORPORATION  | NAPKINS, CUPS, ETC. FOR EOC CLASS & AFD | \$90.19      |
| 225045        | 11/27/2017       | 5239 05190 01 011 25 | 10427    | DOLLAR TREE STORES            | PLASTIC TABLE COVERS                    | \$23.87      |
| 225037        | 11/27/2017       | B15378               | 01023    | FRONTIER BUILDING SUPPLY      | SUPPLIES- OPS REMODEL                   | \$242.46     |
| 224963        | 11/27/2017       | B15504               | 01023    | FRONTIER BUILDING SUPPLY      | SUPPLIES- SOLID WASTE                   | \$91.70      |
| 225101        | 11/27/2017       | GR1000008325         | 01132    | GREEN RIVER COMMUNITY COLLEGE | 2018 WATERWORKS RENEWAL-EDWARDS         | \$42.00      |
| 225102        | 11/27/2017       | GRCGR1000008324      | 01132    | GREEN RIVER COMMUNITY COLLEGE | 2018 WATERWORKS RENEWAL-EISEN           | \$42.00      |



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|---------------|------------------|---------------------|----------|-------------------------------|----------------------------------------------------|--------------|
| 225100        | 11/27/2017       | GRCGR1000008326     | 01132    | GREEN RIVER COMMUNITY COLLEGE | 2018 WATERWORKS RENEWAL-GONZALEZ                   | \$42.00      |
| 225038        | 11/27/2017       | 133972              | 08654    | NAPA                          | OIL- #90011                                        | \$20.83      |
| 225099        | 11/27/2017       | 0179067-IN          | 06422    | NURNBERG SCIENTIFIC           | FILTERS, PIPETS, PETRI DISHES, BUFFER, NITRIC ACID | \$1,195.84   |
| 225047        | 11/27/2017       | f6st3122            | 10712    | PIKTOCHART                    | PIKTOCHART MONTHLY SUBSCRIPTION                    | \$29.00      |
| 225103        | 11/27/2017       | 65887               | 02141    | PORT OF ANACORTES             | GASOLINE- #900011                                  | \$87.99      |
| 225035        | 11/27/2017       | B42395              | 02405    | SEBO'S DO-IT CENTER           | FACILITIES ITEMS                                   | \$5.92       |
| 225041        | 11/27/2017       | B42491              | 02405    | SEBO'S DO-IT CENTER           | SEWER REPAIRS SUPPLIES                             | \$20.60      |
| 225036        | 11/27/2017       | 0657-5              | 02434    | SHERWIN WILLIAMS              | PAINT- OPS REMODEL                                 | \$67.89      |
| 225114        | 11/28/2017       | V00740/1            | 00021    | ACE HARDWARE                  | WONDERLAND WALK SUPPLIES                           | \$43.90      |
| 225109        | 11/28/2017       | 113-4759044-0719416 | 08811    | AMAZON.COM                    | SUPPLIES- SHOP                                     | \$42.00      |
| 225106        | 11/28/2017       | 113-6698949-2708242 | 08811    | AMAZON.COM                    | CLEANING SUPPLIES- OPS REMODEL                     | \$35.60      |
| 225107        | 11/28/2017       | 113-6698949-2708242 | 08811    | AMAZON.COM                    | TRASH CAN- OPS REMODEL                             | \$30.96      |
| 225108        | 11/28/2017       | 113-7023523-0297014 | 08811    | AMAZON.COM                    | SUPPLIES- SHOP                                     | \$35.25      |
| 225450        | 11/28/2017       | 113-7209050-4477036 | 08811    | AMAZON.COM                    | SUPPLIES FOR SHOP                                  | \$126.57     |
| 225166        | 11/28/2017       | Pride in Service    | 08219    | ANTHONY'S RESTAURANT          | 30-YEAR PRIDE IN SERVICE AWARD, ALAN BOWER         | \$150.00     |
| 225112        | 11/28/2017       | WAANA97162          | 00939    | FASTENAL CO                   | SUPPLIES- WATER DEPT                               | \$30.64      |
| 225113        | 11/28/2017       | B57384/2            | 06246    | H.B. JAEGER                   | SUPPLY- SEWER REPAIRS                              | \$36.79      |
| 225169        | 11/28/2017       | 85610000250084      | 07231    | HOME DEPOT                    | RATCHET, CLAMPS                                    | \$90.33      |
| 225097        | 11/28/2017       | 8563 00002 64416    | 07231    | HOME DEPOT                    | LIBRARY USE ITEMS                                  | \$31.96      |
| 225105        | 11/28/2017       | 49915040            | 01616    | LOWE'S BUSINESS ACCOUNT/GEMB  | END CAPS - OPS REMODEL                             | \$20.63      |
| 225116        | 11/28/2017       | 79 4 70 28830       | 00408    | MARKET LLC, THE               | COFFEE CREAMER FOR EOC CLASS                       | \$6.98       |
| 225177        | 11/28/2017       | 593 3 98 4291       | 02342    | SAFEBAY INC                   | WATER FOR EOC CLASS                                | \$16.00      |
| 225111        | 11/28/2017       | 842732              | 02405    | SEBO'S DO-IT CENTER           | SEALANT AND TAPE                                   | \$29.83      |
| 225104        | 11/28/2017       | 340500              | 02478    | SKAGIT RIVER STEEL &          | STEEL                                              | \$80.65      |
| 225115        | 11/28/2017       | WAFJC CLE 2017      | 10459    | WASHINGTON FOUNDATION         | PAYPAL WAFJC CLE                                   | \$175.00     |
| 225174        | 11/29/2017       | 113-5198570-0381863 | 08811    | AMAZON.COM                    | SOCKET SET                                         | \$105.80     |
| 225381        | 11/29/2017       | 113-7454355-3156239 | 08811    | AMAZON.COM                    | LUNCHROOM CHAIRS- OPS REMODEL                      | \$2,063.88   |
| 225379        | 11/29/2017       | 81044565            | 09119    | BROWN PAPER TICKETS           | DREAM IT DINNER AND AUCTION TICKET                 | \$52.74      |

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| 225170        | 11/29/2017       | 55202               | 00524    | CENTRAL WELDING SUPPLY CO, INC               | WELDING TIP                                 | \$8.95       |
| 225167        | 11/29/2017       | 54412               | 00620    | COMMERCIAL FIRE PROTECTION INC               | FIRE EXTINGUISHER-WT PRESTON                | \$32.20      |
| 225366        | 11/29/2017       | 0188-487385         | 03816    | CONSOLIDATED ELECTRICAL                      | ST CENTER LIGHTING ITEMS                    | \$26.04      |
| 225178        | 11/29/2017       | TB-173206775        | 10094    | GOOD TO GO!                                  | TOLLS AND BRIDGE FEES-GOOD2GO-WFOA TRAINING | \$2.75       |
| 225861        | 11/29/2017       | 50216               | 10848    | INTERNATIONAL CONFERENCE OF, POLICE CHAPLINS | ANNUAL MEMBERSHIP ICPC; CHAPLAIN RUSTY      | \$125.00     |
| 225369        | 11/29/2017       | 300235364           | 01443    | KCDA PURCHASING COOPERATIVE                  | COPY PAPER - ASAC                           | \$76.44      |
| 225375        | 11/29/2017       | B42806              | 02405    | SEBO'S DO-IT CENTER                          | WA PARK ITEMS                               | \$24.71      |
| 225372        | 11/29/2017       | 228343              | 10833    | TERRA UNIVERSAL.COM                          | OVEN FOR THE LAB                            | \$1,864.00   |
| 225176        | 11/29/2017       | 00006001            | 10184    | US BANK                                      | PARKING DURING TRAINING CLASS               | \$9.83       |
| 225173        | 11/29/2017       | 5981757-094666      | 10446    | WALMART                                      | TV FOR OPS                                  | \$835.43     |
| 225384        | 11/29/2017       | SV2-0017363         | 10194    | WATERAX                                      | FOOT VALVE FOR PUMP                         | \$147.00     |
| 225387        | 11/30/2017       | V01576/1            | 00021    | ACE HARDWARE                                 | LIQUID PROPANE FOR FORKLIFT                 | \$41.07      |
| 225179        | 11/30/2017       | 111-2307434-8804205 | 08811    | AMAZON.COM                                   | FILE FOLDERS                                | \$79.28      |
| 225175        | 11/30/2017       | 113-8899501-8231427 | 08811    | AMAZON.COM                                   | CLEANING SUPPLIES - OPS                     | \$15.06      |
| 225376        | 11/30/2017       | 36751800            | 09265    | CARROT-TOP INDUSTRIES                        | FACILITIES USE ITEMS                        | \$462.00     |
| 225367        | 11/30/2017       | 0188-487422         | 03816    | CONSOLIDATED ELECTRICAL                      | EXTERIOR LIGHT BULBS                        | \$117.44     |
| 225392        | 11/30/2017       | 220685              | 00768    | DEPT OF LABOR & INDUSTRIES                   | L&I LIFT PENALTY                            | \$114.10     |
| 225388        | 11/30/2017       | WAANA97221          | 00939    | FASTENAL CO                                  | SUPPLIES- OPS REMODEL                       | \$35.69      |
| 225385        | 11/30/2017       | 829610              | 01588    | LIFE ASSIST, INC                             | EXAM GLOVES, CYLINDER WRENCH                | \$111.02     |
| 225383        | 11/30/2017       | 524899              | 10854    | MY TAILOR                                    | ALTERATIONS TO COVERALLS - MM               | \$13.50      |
| 225377        | 11/30/2017       | B43533              | 02405    | SEBO'S DO-IT CENTER                          | CLAMPS, SEALANT FOR FIBER PROJECT           | \$35.71      |
| 225386        | 11/30/2017       | B43545              | 02405    | SEBO'S DO-IT CENTER                          | TRUCK CLEANING SUPPLIES                     | \$12.13      |
| 225389        | 11/30/2017       | B43546              | 02405    | SEBO'S DO-IT CENTER                          | GRAFFITI REMOVER                            | \$13.01      |
| 225373        | 11/30/2017       | B43564              | 02405    | SEBO'S DO-IT CENTER                          | SQUEEGEE                                    | \$26.03      |
| 225371        | 11/30/2017       | B43575              | 02405    | SEBO'S DO-IT CENTER                          | ROLL OFF PARTS                              | \$8.21       |
| 225380        | 11/30/2017       | 11018021            | 03037    | WESTERN WASHINGTON                           | BOOKS - YOUTH                               | \$135.00     |
| 225511        | 12/1/2017        | 111-6492217-1560259 | 08811    | AMAZON.COM                                   | P&R PROGRAM SUPPLIES                        | \$44.16      |
| 225370        | 12/1/2017        | 112-2117613-5981011 | 08811    | AMAZON.COM                                   | OFFICE CHAIR - JESSICA - IT                 | \$74.99      |
| 225390        | 12/1/2017        | 114-7540151-1687435 | 08811    | AMAZON.COM                                   | JANITORIAL SUPPLIES                         | \$28.86      |
| 225721        | 12/1/2017        | 300016224           | 00103    | AMERICAN ASSN FOR STATE &                    | AASLH MEMBERSHIP                            | \$118.00     |
| 225711        | 12/1/2017        | 593 51 99           | 02342    | SAFEWAY INC                                  | BWS SUPPLIES                                | \$56.56      |

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| 225720        | 12/1/2017        | 593 6 86 3230       | 02342    | SAFEWAY INC                    | ICE FOR THE LAB #0593.                              | \$30.69      |
| 225368        | 12/1/2017        | B43992              | 02405    | SEBO'S DO-IT CENTER            | FACILITIES USE ITEMS                                | \$7.88       |
| 225365        | 12/1/2017        | B44091              | 02405    | SEBO'S DO-IT CENTER            | TUBING, COUPLINGS AND ELBOWS                        | \$90.10      |
| 225374        | 12/1/2017        | B44311              | 02405    | SEBO'S DO-IT CENTER            | RAKE, BROOM                                         | \$29.92      |
| 225699        | 12/2/2017        | VO2677/1            | 00021    | ACE HARDWARE                   | WONDERLAND WALK SUPPLIES                            | \$93.71      |
| 225712        | 12/2/2017        | 12345               | 04308    | COSTCO WHOLESALE CORPORATION   | OPERATIONS SUPPLY                                   | \$260.87     |
| 225378        | 12/2/2017        | 187118              | 09864    | DOG WASTE DEPOT                | DOG WASTE BAGS                                      | \$119.98     |
| 225700        | 12/2/2017        | B44734              | 02405    | SEBO'S DO-IT CENTER            | REFRIGERATOR LIGHT BULB                             | \$3.90       |
| 225715        | 12/2/2017        | 12/02/2017          | 02480    | SKAGIT VALLEY COLLEGE          | EMT CLASS FOR M. KAHNS                              | \$1,454.22   |
| 225424        | 12/2/2017        | 762262              | 10721    | VILLAGE BOOKS                  | BOOKS - YOUTH                                       | \$200.27     |
| 225498        | 12/3/2017        | V03258/1            | 00021    | ACE HARDWARE                   | CLEANING SUPPLIES FOR WA PARK                       | \$28.79      |
| 225502        | 12/3/2017        | 111-2628632-3915439 | 08811    | AMAZON.COM                     | REPLACEMENT MICROWAVE                               | \$129.96     |
| 225507        | 12/3/2017        | 111-6040679-8287427 | 08811    | AMAZON.COM                     | TOOLS FOR WATER DEPT                                | \$634.44     |
| 225499        | 12/3/2017        | 112-5388122-0929047 | 08811    | AMAZON.COM                     | OPERATING SUPPLIES - APD                            | \$58.52      |
| 225506        | 12/3/2017        | 113-3294497-7319433 | 08811    | AMAZON.COM                     | TOOLS / REPLACEMENT BATTERIES /CHARGERS             | \$445.82     |
| 225512        | 12/3/2017        | G91718              | 08501    | COASTAL FARM &                 | STEEL TOE WORK BOOTS WILLIAMSON                     | \$134.78     |
| 225448        | 12/4/2017        | 112-4446140-4897014 | 08811    | AMAZON.COM                     | K9 T-BONE FOOD                                      | \$54.24      |
| 225501        | 12/4/2017        | 749515              | 00306    | BAYSHORE OFFICE PRODUCTS INC   | COPIES                                              | \$111.78     |
| 225452        | 12/4/2017        | 2010                | 08912    | EBAY OR PAYPAL                 | 2 MS SURFACE PRO 3 STYLUS                           | \$97.66      |
| 225451        | 12/4/2017        | 31162               | 08912    | EBAY OR PAYPAL                 | STYLUS FOR SURFACE PRO 3                            | \$69.99      |
| 225453        | 12/4/2017        | 356848              | 01835    | NATIONAL FIRE PROTECTION ASSN. | ELECTRONIC SUBSCRIPTION TO NFPA CODES 12/17 - 11/18 | \$1,345.50   |
| 225446        | 12/4/2017        | 0179273-IN          | 06422    | NURNBERG SCIENTIFIC            | CHLORAMINE T                                        | \$105.94     |
| 225445        | 12/4/2017        | B45466              | 02405    | SEBO'S DO-IT CENTER            | FASTENERS- VEH #422                                 | \$3.71       |
| 225447        | 12/4/2017        | B45472              | 02405    | SEBO'S DO-IT CENTER            | CLEANING SUPPLIES - BALLFIELDS                      | \$28.83      |
| 225444        | 12/4/2017        | B45504              | 02405    | SEBO'S DO-IT CENTER            | 9V BATTERY                                          | \$7.37       |
| 225443        | 12/4/2017        | B45571              | 02405    | SEBO'S DO-IT CENTER            | FACILITIES USE ITEMS                                | \$5.20       |
| 225449        | 12/4/2017        | B45747              | 02405    | SEBO'S DO-IT CENTER            | PVC HOSE                                            | \$16.22      |
| 225517        | 12/5/2017        | 113-8904132-5628231 | 08811    | AMAZON.COM                     | WORKBOOKS FOR LIEUTENANT TESTING                    | \$180.00     |
| 225516        | 12/5/2017        | 59577               | 10662    | BARNES & NOBLE                 | TEXTBOOK FOR LIEUTENANT TESTING                     | \$69.70      |
| 225503        | 12/5/2017        | 662 13 14 5         | 04308    | COSTCO WHOLESALE CORPORATION   | WORKBENCHES, STRING LIGHTS                          | \$716.05     |
| 225565        | 12/5/2017        | 8561 00056 87256    | 07231    | HOME DEPOT                     | STUD AND JOIST DRILL FOR FIBER PROJECT              | \$432.92     |

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| 225859        | 12/5/2017        | 1001311004          | 01338    | INTERNATIONAL ASSOCIATION OF | ANNUAL MEMBERSHIP FOR IACP 2018; CHIEF SMALL            | \$150.00     |
| 225504        | 12/5/2017        | 22334               | 08654    | NAPA                         | ANTIFREEZE                                              | \$43.38      |
| 225567        | 12/5/2017        | email order         | 01963    | OFFICE OF THE CODE REVISER   | CODE REVISER UPDATE                                     | \$51.00      |
| 225508        | 12/5/2017        | B46101              | 02405    | SEBO'S DO-IT CENTER          | FASTENERS, TARPS, SHOCK TRTMT, WRENCH FOR FIBER PROJECT | \$42.91      |
| 225509        | 12/5/2017        | B46226              | 02405    | SEBO'S DO-IT CENTER          | WATER CAN, BATTERIES FOR FIBER PROJECT                  | \$37.95      |
| 225500        | 12/5/2017        | B46391              | 02405    | SEBO'S DO-IT CENTER          | STAPLES                                                 | \$5.41       |
| 225514        | 12/5/2017        | B46471              | 02405    | SEBO'S DO-IT CENTER          | FLUORESCENT MARKERS                                     | \$26.00      |
| 225513        | 12/5/2017        | CVCS42587           | 02550    | SMITH CHEV-BUICK-GEO, JERRY  | SERVICE- VEH #179                                       | \$543.09     |
| 225510        | 12/5/2017        | 0002563770          | 02651    | STOWES SHOES & CLOTHING      | RAIN PANTS & JACKET                                     | \$162.70     |
| 225515        | 12/5/2017        | 796157              | 10446    | WALMART                      | TEXTBOOKS FOR LIEUTENANT TESTING                        | \$256.30     |
| 225558        | 12/6/2017        | V04403/1            | 00021    | ACE HARDWARE                 | FACILITY USE ITEMS                                      | \$4.86       |
| 225566        | 12/6/2017        | V04230/1            | 00021    | ACE HARDWARE                 | WONDERLAND WALK SUPPLIES/SAND/OUTLET STRIP              | \$23.84      |
| 225568        | 12/6/2017        | 111-3291538-6099403 | 08811    | AMAZON.COM                   | PAPER TOWELS                                            | \$122.16     |
| 225562        | 12/6/2017        | 114-6077709-4946635 | 08811    | AMAZON.COM                   | AFD PC WALL MOUNT                                       | \$37.53      |
| 225563        | 12/6/2017        | 114-7526002-8233058 | 08811    | AMAZON.COM                   | AFD KEYBOARD & WEBCAMS                                  | \$147.40     |
| 225598        | 12/6/2017        | 8563 00002 90577    | 07231    | HOME DEPOT                   | FACILITY USE ITEMS                                      | \$58.67      |
| 225601        | 12/6/2017        | 593 52 85           | 02342    | SAFEWAY INC                  | REHAB SUPPLIES #0593 - FOOD ITEMS. NO                   | \$54.93      |
| 225560        | 12/6/2017        | B46793              | 02405    | SEBO'S DO-IT CENTER          | CITY HALL USE ITEMS                                     | \$29.47      |
| 225559        | 12/6/2017        | 5274648             | 02850    | UNITED STATES PLASTIC CORP   | LAB BOTTLES AND CAPS                                    | \$172.78     |
| 225603        | 12/7/2017        | V04834/1            | 00021    | ACE HARDWARE                 | QUICK LINK SS                                           | \$38.98      |
| 225594        | 12/7/2017        | V05080/1            | 00021    | ACE HARDWARE                 | ACE HARDWARE                                            | \$16.22      |
| 225599        | 12/7/2017        | 111-9390924-1897813 | 08811    | AMAZON.COM                   | COMPUTER ITEMS-PLANNING                                 | \$70.48      |
| 225564        | 12/7/2017        | 112-0764298-2421809 | 08811    | AMAZON.COM                   | CHILDREN'S BOOKS                                        | \$22.18      |
| 225595        | 12/7/2017        | 112-4339190-5670614 | 08811    | AMAZON.COM                   | OFFICE SUPPLIES - FINANCE                               | \$13.98      |
| 225600        | 12/7/2017        | 182084431           | 03318    | DELL MARKETING LP            | AFD COMPUTER CONFERENCE ROOM STATION 1                  | \$743.22     |
| 225701        | 12/7/2017        | 300238521           | 01443    | KCDA PURCHASING COOPERATIVE  | MISC. OFFICE SUPPLIES - PLANNING/BLDG.                  | \$58.80      |
| 225596        | 12/7/2017        | 0179540-IN          | 06422    | NURNBERG SCIENTIFIC          | ORP STANDARD                                            | \$44.14      |
| 225705        | 12/7/2017        | 001-388249          | 02109    | PISTON SERVICE OF ANACORTES  | WIPER BLADES #513                                       | \$13.05      |
| 226326        | 12/7/2017        | B47113              | 02405    | SEBO'S DO-IT CENTER          | PILOT DRILL FOR FIBER PROJECT                           | \$12.13      |
| 225605        | 12/7/2017        | B47479              | 02405    | SEBO'S DO-IT CENTER          | EXTENSION CORD AND TRIPLE GROUND PLUG                   | \$21.62      |
| 225604        | 12/7/2017        | B47659              | 02405    | SEBO'S DO-IT CENTER          | PVC UNION                                               | \$10.39      |



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| 225602        | 12/7/2017        | 300023              | 03004    | WATERMARK BOOK COMPANY          | BOOKS FOR CHILDREN'S DEPARTMENT                              | \$83.80      |
| 226102        | 12/8/2017        | 111-9528279-9002616 | 08811    | AMAZON.COM                      | WA STATE ADULT SENT 2017                                     | \$23.99      |
| 225709        | 12/8/2017        | L0024145432         | 00765    | DEPARTMENT OF LICENSING         | CREDIT CARD FEES- VEH #863                                   | \$9.00       |
| 225710        | 12/8/2017        | L0024145432         | 00765    | DEPARTMENT OF LICENSING         | LICENSING FEES- VEH #863                                     | \$277.89     |
| 225713        | 12/8/2017        | 20065               | 10865    | DISASTER MANAGEMENT SYSTEMS INC | EOC VEST KITS - 31 POSITION                                  | \$1,518.24   |
| 225707        | 12/8/2017        | Facebook Ad         | 10822    | FACEBOOK                        | COMIC NIGHT ADVERTISING                                      | \$5.00       |
| 225714        | 12/8/2017        | B48289              | 02405    | SEBO'S DO-IT CENTER             | 6 OUTLET POWER STRIP                                         | \$17.35      |
| 225708        | 12/8/2017        | 5010113932          | 02480    | SKAGIT VALLEY COLLEGE           | WELDING CERTIFICATION COURSE-J. RAINS                        | \$293.96     |
| 225716        | 12/8/2017        | 236729299           | 10852    | TEXTBOOKRUSH                    | TEXTBOOK FOR LT. EXAM                                        | \$59.49      |
| 225702        | 12/9/2017        | 112-9412777-7609016 | 08811    | AMAZON.COM                      | SIGN HOLDERS - PLANNING/BLDG.                                | \$24.97      |
| 225703        | 12/9/2017        | 622 8 233 114       | 04308    | COSTCO WHOLESALE CORPORATION    | OPERATING SUPPLIES                                           | \$15.94      |
| 225719        | 12/9/2017        | 113475              | 10376    | WASHINGTON STATE DEPARTMENT     | BUILDING STANDARDS BOOK                                      | \$190.58     |
| 225717        | 12/10/2017       | 113-0891415-7215464 | 08811    | AMAZON.COM                      | STORAGE CLIPBOARD (CONFINED SPACE), LEDGER CARDSTOCK         | \$47.67      |
| 225718        | 12/10/2017       | 113-1624113-4738643 | 08811    | AMAZON.COM                      | DRY ERASE, PENS, CLIPS, FLASH DRIVE, CREAMER                 | \$46.24      |
| 225704        | 12/11/2017       | 114-649688-8397839  | 08811    | AMAZON.COM                      | LEGAL-COMPUTER ITEMS                                         | \$28.99      |
| 225823        | 12/11/2017       | 12/11/17            | 05003    | EL JINETE                       | EMS PROVIDER LUNCH                                           | \$13.66      |
| 225822        | 12/11/2017       | 12/11/17 - NW       | 05003    | EL JINETE                       | EMS PROVIDER LUNCH                                           | \$15.00      |
| 225787        | 12/11/2017       | 65536               | 09871    | ELECTRO-CHEMICAL DEVICES, INC   | MEMBRANE REPLACEMENT KITS                                    | \$401.37     |
| 225706        | 12/11/2017       | 794309              | 10778    | INTERNATIONAL SOCIETY OF        | CERTIFIED ARBORIST RECERTIFICATION                           | \$120.00     |
| 225819        | 12/11/2017       | 593 52 76           | 02342    | SAFEWAY INC                     | SUPPLIES- VEH #853                                           | \$8.10       |
| 225821        | 12/12/2017       | 114-9482814-5061822 | 08811    | AMAZON.COM                      | FISH TAPE FIBERGLASS WIRE CABLE RUNNING ROD PULLER FOR FIBER | \$700.00     |
| 225897        | 12/12/2017       | 0000012             | 00306    | BAYSHORE OFFICE PRODUCTS INC    | PRINTING - MUSEUM                                            | \$18.82      |
| 225893        | 12/12/2017       | 12/12/2017          | 10851    | POODLE DOG                      | BREAKFAST ON TRIP TO BRAUN FOR NEW AMBULANCE                 | \$76.07      |
| 225890        | 12/12/2017       | 121217              | 02342    | SAFEWAY INC                     | AUTOMATED FUEL DISPENSERS-SAFEWAY FUEL #0593                 | \$27.90      |
| 225818        | 12/12/2017       | 850165              | 02405    | SEBO'S DO-IT CENTER             | PLUMBING PART                                                | \$1.07       |
| 225827        | 12/12/2017       | 12/12/2017          | 02949    | WASHINGTON MUSEUM               | MEMBERSHIP - WASHINGTON MUSEUM ASSOCIATION                   | \$30.00      |
| 225886        | 12/13/2017       | V07384/1            | 00021    | ACE HARDWARE                    | NIPPLES, COUPLERS AND ELBOWS                                 | \$54.98      |
| 225894        | 12/13/2017       | V07448/1            | 00021    | ACE HARDWARE                    | CHRISTMAS TREE STAND                                         | \$14.31      |

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| 225896        | 12/13/2017       | 114-9770382-9496260 | 08811    | AMAZON.COM                      | FLEXGRIP PENS                               | \$19.30      |
| 226021        | 12/13/2017       | 155493              | 00125    | AMERICAN PLANNING ASSOCIATION   | 2018 APA MEMBERSHIP RENEWAL LIBBY GRAGE     | \$400.00     |
| 225889        | 12/13/2017       | 007268              | 04415    | HARBOR FREIGHT TOOLS            | JUMBO COMBO WRENCH FOR FIBER PROJECT        | \$59.77      |
| 225824        | 12/13/2017       | 100465452           | 01331    | INTERNATIONAL CODE COUNCIL, INC | TESTING FOR IFC FIRE INSPECTOR 1 (FRAZIER)  | \$205.00     |
| 225825        | 12/13/2017       | 100465686           | 01331    | INTERNATIONAL CODE COUNCIL, INC | FIRE INSPECTOR 1 RENEWAL CERTIFICATION - RD | \$95.00      |
| 225826        | 12/13/2017       | 100465689           | 01331    | INTERNATIONAL CODE COUNCIL, INC | FIRE INSPECTOR 1 RENEWAL CERTIFICATION - SM | \$95.00      |
| 225820        | 12/13/2017       | 323278              | 01331    | INTERNATIONAL CODE COUNCIL, INC | FIRE INSPECTOR 1 CERT RENEWAL (MM)          | \$95.00      |
| 225885        | 12/13/2017       | 22475               | 08654    | NAPA                            | HI POWER BELTS                              | \$91.92      |
| 225887        | 12/13/2017       | B50553              | 02405    | SEBO'S DO-IT CENTER             | MAINTENANCE SUPPLIES - CARNEGIE             | \$16.90      |
| 225958        | 12/14/2017       | V07751/1            | 00021    | ACE HARDWARE                    | PAINT FOR INCINERATOR FEED PUMP             | \$36.66      |
| 225952        | 12/14/2017       | 111-0065869-1191463 | 08811    | AMAZON.COM                      | KEYBOARD AND MOUSE                          | \$87.92      |
| 225955        | 12/14/2017       | 111-7912194-7395450 | 08811    | AMAZON.COM                      | VIEW SONIC VA2259-SMH 22" FRAMELESS LED     | \$129.33     |
| 225888        | 12/14/2017       | 112-5729444-0426638 | 08811    | AMAZON.COM                      | WIRELESS MOUSE - ENGR                       | \$17.33      |
| 225950        | 12/14/2017       | 1515207003019       | 08912    | EBAY OR PAYPAL                  | PHOTOELECTRIC SMOKE DETECTOR                | \$56.16      |
| 225895        | 12/14/2017       | 100466072           | 01331    | INTERNATIONAL CODE COUNCIL, INC | FIRE INSPECTOR 1 RENEWAL CERTIFICATION - ES | \$95.00      |
| 225892        | 12/14/2017       | 466261              | 01331    | INTERNATIONAL CODE COUNCIL, INC | FIRE INSPECTOR 1 RENEWAL CERTIFICATION - QO | \$95.00      |
| 225989        | 12/14/2017       | 001-388818          | 02109    | PISTON SERVICE OF ANACORTES     | WATER SYSTEM SUPPLIES - CEMETERY            | \$11.13      |
| 225996        | 12/14/2017       | 53001200692         | 02342    | SAFEWAY INC                     | KIDS HOLIDAY CLASS SUPPLIES                 | \$53.44      |
| 225956        | 12/14/2017       | B50846              | 02405    | SEBO'S DO-IT CENTER             | ADAPTER/CYLINDER/CAP - CEMETERY USE         | \$31.39      |
| 225957        | 12/14/2017       | B50862              | 02405    | SEBO'S DO-IT CENTER             | ADAPTERS/GALV CAP FOR CEMETERY              | \$17.75      |
| 225953        | 12/14/2017       | 17121327723132      | 00771    | WASHINGTON STATE DEPARTMENT     | PESTICIDE LICENSE - B. KRAUSE               | \$33.00      |
| 225954        | 12/14/2017       | 17121327723132SF    | 00771    | WASHINGTON STATE DEPARTMENT     | PESTICIDE LICENSE ONLINE SERVICE FEE        | \$0.99       |
| 225986        | 12/15/2017       | V08398/1            | 00021    | ACE HARDWARE                    | WHEELBARROW - ACFL                          | \$58.58      |
| 225990        | 12/15/2017       | 111-2987543-0219424 | 08811    | AMAZON.COM                      | EVIDENCE BAGS                               | \$66.91      |
| 225951        | 12/15/2017       | 112-4491806-6777856 | 08811    | AMAZON.COM                      | FLASH DRIVES - IT                           | \$19.99      |
| 225991        | 12/15/2017       | 114-3312671-6309809 | 08811    | AMAZON.COM                      | COMPUTER MOUNT-NELSON                       | \$37.53      |

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| 225993        | 12/15/2017       | 3101001             | 00306    | BAYSHORE OFFICE PRODUCTS INC    | BAYSHORE OFFICE PRODUCTS                        | \$18.03      |
| 225987        | 12/15/2017       | 32083               | 00306    | BAYSHORE OFFICE PRODUCTS INC    | BAYSHORE OFFICE PRODUCTS                        | \$29.49      |
| 225994        | 12/15/2017       | NAFA Registration   | 10849    | NAFA FLEET MANAGEMENT ASSOCIATE | LUDEMANN NAFA MEMBERSHIP 12/15/17-12/14/18      | \$499.00     |
| 225992        | 12/15/2017       | 51567               | 02405    | SEBO'S DO-IT CENTER             | OIL FOR SMALL EQUIPMENT - CASE                  | \$81.90      |
| 225988        | 12/15/2017       | B51546              | 02405    | SEBO'S DO-IT CENTER             | RENTAL ITEM FOR LIBRARY CARPET                  | \$21.70      |
| 225997        | 12/15/2017       | B51547              | 02405    | SEBO'S DO-IT CENTER             | FASTENERS                                       | \$27.69      |
| 225984        | 12/15/2017       | B51820              | 02405    | SEBO'S DO-IT CENTER             | 3V BATTERIES                                    | \$10.83      |
| 225985        | 12/16/2017       | 112-8936346-7905019 | 08811    | AMAZON.COM                      | OPERATING SUPPLIES - IT                         | \$17.99      |
| 225995        | 12/16/2017       | 52243               | 02405    | SEBO'S DO-IT CENTER             | DUCT TAPE                                       | \$10.84      |
| 226043        | 12/17/2017       | 47135               | 10857    | ALLIED ARTS OF WHATCOM COUNTY   | ALLIED ARTS OF WHATCOM COUNTY                   | \$56.25      |
| 226040        | 12/18/2017       | V09601/1            | 00021    | ACE HARDWARE                    | BALL VALVE AND NIPPLES                          | \$28.77      |
| 226095        | 12/18/2017       | 00043               | 00306    | BAYSHORE OFFICE PRODUCTS INC    | CITY HALL USE ITEMS                             | \$17.25      |
| 226042        | 12/18/2017       | B20182              | 01023    | FRONTIER BUILDING SUPPLY        | CEMENT PATCH                                    | \$7.72       |
| 226104        | 12/18/2017       | 593 52 171          | 02342    | SAFEWAY INC                     | CAKE/NAPKINS-ERICA PICKETT RECEPTION            | \$65.18      |
| 226092        | 12/18/2017       | 593 7 15 3230       | 02342    | SAFEWAY INC                     | ICE FOR THE LAB AND DETERGENT                   | \$38.74      |
| 226041        | 12/18/2017       | 295708              | 02549    | SMILEY'S INC                    | ANGLES, COLD ROLL ROUND FOR FIBER PROJECT       | \$102.27     |
| 226099        | 12/19/2017       | A10842/1            | 00021    | ACE HARDWARE                    | PIPE STRAP CLAMPS                               | \$6.91       |
| 226103        | 12/19/2017       | 12/19               | 08912    | EBAY OR PAYPAL                  | INK CARTRIDGES FOR 29-3 PRINTER/FAX             | \$16.50      |
| 226100        | 12/19/2017       | 1238327996          | 09209    | GODADDY.COM LLC                 | HOSTING WEBSITE FOR ANACORTESARTSCOMMISSION.COM | \$119.88     |
| 226138        | 12/19/2017       | GRCGR1000009611     | 01132    | GREEN RIVER COMMUNITY COLLEGE   | 2018 WATERWORKS RENEWAL- T. NEMETH              | \$42.00      |
| 226137        | 12/19/2017       | GRCGR1000009612     | 01132    | GREEN RIVER COMMUNITY COLLEGE   | 2018 BAT RENEWAL- T. NEMETH                     | \$42.00      |
| 226182        | 12/19/2017       | 300240888           | 01443    | KCDA PURCHASING COOPERATIVE     | OFFICE SUPPLIES - LIBRARY, PLANNING             | \$436.57     |
| 226094        | 12/19/2017       | 31430568            | 02381    | SCIENTIFIC SUPPLY & EQUIP INC   | FILTERS AND WEIGHING DISHES                     | \$493.96     |
| 226093        | 12/19/2017       | B53220              | 02405    | SEBO'S DO-IT CENTER             | WOODCUTTER OIL                                  | \$30.36      |
| 226097        | 12/19/2017       | B53301              | 02405    | SEBO'S DO-IT CENTER             | AIRLINE REPAIR AT SHOP                          | \$34.51      |
| 226096        | 12/19/2017       | B53396              | 02405    | SEBO'S DO-IT CENTER             | CITY HALL USE ITEMS                             | \$7.04       |
| 226139        | 12/19/2017       | 2-698               | 10853    | THE GOOD STUFF ARTS             | CANVAS FOR KIDS ART CLASS                       | \$6.46       |
| 226101        | 12/19/2017       | 0713 1225 9819 1712 | 09391    | WALGREENS                       | SUPPLIES FOR KIDS CRAFTING CLASS                | \$21.95      |
| 226130        | 12/20/2017       | WAANA97802          | 00939    | FASTENAL CO                     | BENCH FASTENERS                                 | \$30.69      |
| 226128        | 12/20/2017       | 300241083           | 01443    | KCDA PURCHASING COOPERATIVE     | COPY PAPER - ASAC                               | \$76.44      |

| Invoice Doc # | Transaction Date | Invoice #            | Vendor # | Vendor Full Name              | Description                                  | Total Amount |
|---------------|------------------|----------------------|----------|-------------------------------|----------------------------------------------|--------------|
| 226132        | 12/20/2017       | 16780163             | 01616    | LOWE'S BUSINESS ACCOUNT/GEMB  | SUPPLIES- #90009                             | \$27.33      |
| 226140        | 12/20/2017       | 1148073              | 07823    | MUNICIPAL EMERGENCY SERVICES  | EXTRICATION EQUIPMENT (TESORO GRANT)         | \$19,346.61  |
| 226135        | 12/20/2017       | 106167271            | 01816    | MUNICIPAL RESEARCH &          | PRA CASE LAW UPDATE WEBINAR                  | \$35.00      |
| 226131        | 12/20/2017       | 524910               | 10854    | MY TAILOR                     | HEM SLEEVES, LEGS OF COVERALLS               | \$27.00      |
| 226129        | 12/20/2017       | 66255                | 02141    | PORT OF ANACORTES             | FUEL- PARKS MISC.                            | \$59.22      |
| 226136        | 12/20/2017       | 66257                | 02141    | PORT OF ANACORTES             | FUEL- WATER DEPT                             | \$6.75       |
| 226133        | 12/20/2017       | B53825               | 02405    | SEBO'S DO-IT CENTER           | SUPPLIES- SHOP                               | \$39.22      |
| 226185        | 12/21/2017       | V10627/1             | 00021    | ACE HARDWARE                  | FUEL FILTER FOR FLEET                        | \$10.72      |
| 226180        | 12/21/2017       | V10629/1             | 00021    | ACE HARDWARE                  | TIDE CALENDAR - WP                           | \$5.41       |
| 226190        | 12/21/2017       | V10794/1             | 00021    | ACE HARDWARE                  | FASTENERS AND PLUGS                          | \$15.96      |
| 226186        | 12/21/2017       | 662 13 104 5         | 04308    | COSTCO WHOLESALE CORPORATION  | APD COFFEE                                   | \$79.98      |
| 226188        | 12/21/2017       | 039144               | 00765    | DEPARTMENT OF LICENSING       | SERVICE FEE USING CC AT LICENSING OFFICE     | \$2.00       |
| 226187        | 12/21/2017       | 74057171             | 00765    | DEPARTMENT OF LICENSING       | LICENSING VEH 024A                           | \$47.75      |
| 226134        | 12/21/2017       | 8FuhOMa2             | 10641    | EASYAUTHCODES.COM             | AUTHORIZATION CODES- VEH #176                | \$40.00      |
| 226235        | 12/21/2017       | Expedia invoice      | 10025    | EXPEDIA.COM                   | FLIGHT FROM SEA TO DEN                       | \$78.20      |
| 226236        | 12/21/2017       | Expedia Invoice      | 10025    | EXPEDIA.COM                   | FLIGHT FROM DEN TO SEA                       | \$116.20     |
| 226183        | 12/21/2017       | Expedia invoice      | 10025    | EXPEDIA.COM                   | EXPEDIA BOOKING FEE                          | \$1.54       |
| 226237        | 12/21/2017       | 714376               | 03738    | NAT'L RECREATION & PARK ASSOC | NRPA MEMBERSHIP DUES-D. SOUTH                | \$170.00     |
| 226189        | 12/21/2017       | B54329               | 02405    | SEBO'S DO-IT CENTER           | CXM ADAPTER & BATTERIES                      | \$20.15      |
| 226184        | 12/21/2017       | B54847               | 02405    | SEBO'S DO-IT CENTER           | FACILITY USE ITEMS                           | \$39.19      |
| 226191        | 12/21/2017       | 840-59800076-4-17476 | 02813    | UNITED STATES POSTAL SERVICE  | POSTAGE - MUSEUM ORDER                       | \$7.20       |
| 226181        | 12/21/2017       | 29138256             | 02934    | WASHINGTON STATE UNIVERSITY   | PESTICIDE RECERTIFICATION COURSE - B. KRAUSE | \$120.00     |
| 226243        | 12/22/2017       | V10900/1             | 00021    | ACE HARDWARE                  | COMPRESSOR FITTINGS                          | \$41.15      |
| 226242        | 12/22/2017       | V11041/1             | 00021    | ACE HARDWARE                  | DRILL BITS                                   | \$19.52      |
| 226240        | 12/22/2017       | 114-7941044-0166638  | 08811    | AMAZON.COM                    | WIRELESS HDMI TRANSMITTER                    | \$216.99     |
| 226238        | 12/22/2017       | B55191               | 02405    | SEBO'S DO-IT CENTER           | ITEMS FOR DEPOT                              | \$20.96      |
| 226239        | 12/22/2017       | B55249               | 02405    | SEBO'S DO-IT CENTER           | FASTENERS                                    | \$0.52       |
| 226241        | 12/23/2017       | B55620               | 02405    | SEBO'S DO-IT CENTER           | CO ALARM FOR STA 3                           | \$23.32      |
| 226255        | 12/26/2017       | B56579               | 02405    | SEBO'S DO-IT CENTER           | BUSHINGS, ELBOWS, NIPPLES                    | \$69.33      |
| 226254        | 12/26/2017       | BBB6131673091        | 10858    | BED BATH & BEYOND             | VACUUM                                       | \$92.21      |
| 226305        | 12/27/2017       | B57150               | 02405    | SEBO'S DO-IT CENTER           | CLEV SLIP HOOK                               | \$9.32       |
| 226306        | 12/27/2017       | B57230               | 02405    | SEBO'S DO-IT CENTER           | APD CAMERA ITEMS                             | \$9.75       |
| 226345        | 12/27/2017       | GRCGR1000009841      | 01132    | GREEN RIVER COMMUNITY COLLEGE | WATERWORKS RENEWAL                           | \$42.00      |

| Invoice Doc # | Transaction Date | Invoice #           | Vendor # | Vendor Full Name              | Description                                                 | Total Amount |
|---------------|------------------|---------------------|----------|-------------------------------|-------------------------------------------------------------|--------------|
| 226308        | 12/27/2017       | B57022              | 02405    | SEBO'S DO-IT CENTER           | BRASS HEX NIPPLES                                           | \$53.32      |
| 226351        | 12/27/2017       | 12345               | 07231    | HOME DEPOT                    | COATING REMOVAL TOOL RENTAL                                 | \$175.00     |
| 226309        | 12/27/2017       | 37053876            | 10860    | TEXTBOOKS.COM                 | TEXTBOOKS FOR INSTRUCTOR 1 CLASS                            | \$192.05     |
| 226307        | 12/27/2017       | 25926               | 10856    | EMERGENCY RESPONDER PRODUCTS  | PNEUMOTHORAX NEEDLES                                        | \$346.99     |
| 226347        | 12/28/2017       | B57589              | 02405    | SEBO'S DO-IT CENTER           | FASTENERS FOR FIBER PROJECT                                 | \$1.33       |
| 226348        | 12/28/2017       | 114-5058144-1841064 | 08811    | AMAZON.COM                    | CELL PHONE CASES                                            | \$8.99       |
| 226353        | 12/28/2017       | 113-5931849-2580212 | 08811    | AMAZON.COM                    | COFFEE FILTERS                                              | \$12.34      |
| 226346        | 12/28/2017       | B57512              | 02405    | SEBO'S DO-IT CENTER           | PARTS TO REPAIR #6-970                                      | \$21.87      |
| 226310        | 12/28/2017       | 3kgpb8y2            | 10712    | PIKTOCHART                    | PIKTOCHART-MONTHLY                                          | \$29.00      |
| 226350        | 12/28/2017       | 000001              | 10774    | QUICK CARE MEDICAL CLINIC     | CDL PHYSICAL - LUDEMANN                                     | \$150.00     |
| 226352        | 12/28/2017       | o872095476          | 02813    | UNITED STATES POSTAL SERVICE  | POSTAGE STAMPS-USPS.COM POSTAL STORE                        | \$334.25     |
| 226322        | 12/28/2017       | 112-4179320-1656225 | 08811    | AMAZON.COM                    | BALL VALVE                                                  | \$406.08     |
| 226441        | 12/29/2017       | 57816               | 02405    | SEBO'S DO-IT CENTER           | FASTENERS, POLISH                                           | \$7.87       |
| 226436        | 12/29/2017       | 66381               | 02141    | PORT OF ANACORTES             | GASOLINE                                                    | \$8.43       |
| 226438        | 12/29/2017       | B57877              | 02405    | SEBO'S DO-IT CENTER           | THREAD LOCKER / FASTENERS #6-970                            | \$13.44      |
| 226349        | 12/29/2017       | 114-5058144-1841064 | 08811    | AMAZON.COM                    | CELL PHONE CASES                                            | \$17.94      |
| 226440        | 12/29/2017       | 053942              | 01132    | GREEN RIVER COMMUNITY COLLEGE | WATERWORKS RENEWAL PAYMENT                                  | \$42.00      |
| 226439        | 12/29/2017       | GRCGR1000009927     | 01132    | GREEN RIVER COMMUNITY COLLEGE | BAT RENEWAL                                                 | \$42.00      |
| 226446        | 12/29/2017       | 113-5979615-5353014 | 08811    | AMAZON.COM                    | LIBRARY OFFICE SUPPLIES                                     | \$64.26      |
| 226354        | 12/29/2017       | 113-3799907-7788243 | 08811    | AMAZON.COM                    | WORKSPACE ORGANIZERS                                        | \$143.96     |
| 226443        | 12/29/2017       | 113-8074758-1944208 | 08811    | AMAZON.COM                    | 9 PIECE SCREWDRIVER SETS (4)                                | \$325.44     |
| 226323        | 12/29/2017       | 112-2449534-7301857 | 08811    | AMAZON.COM                    | AWWA WATER SYSTEM GUIDE BOOKS                               | \$258.15     |
| 226410        | 12/29/2017       | 112-8418537-2797051 | 08811    | AMAZON.COM                    | HANDS-FREE BLUETOOTH KITS                                   | \$89.97      |
| 226899        | 12/29/2017       | 173126              | 01132    | GREEN RIVER COMMUNITY COLLEGE | WATER TREATMENT OPERATOR I AND II CERTIFICATION EXAM REVIEW | \$315.00     |
| 226437        | 12/30/2017       | 114-2277962-0633035 | 08811    | AMAZON.COM                    | OPERATING SUPPLIES FIRE DEPT                                | \$8.96       |
| 227396        | 12/31/2017       | 487671              | 10877    | PIONEER PACKAGING             | CART RENTAL                                                 | \$1,540.00   |
| 226444        | 12/31/2017       | 1zpu95t50300029411  | 02817    | UNITED PARCEL SERVICE         | SHIPMENT TO GOBLE SAMPSON                                   | \$18.81      |

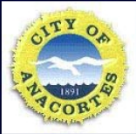


| Invoice Doc # | Transaction Date | Invoice # | Vendor # | Vendor Full Name              | Description                            | Total Amount |
|---------------|------------------|-----------|----------|-------------------------------|----------------------------------------|--------------|
| 226445        | 12/31/2017       | 3952225   | 08811    | AMAZON.COM                    | VELCRO, REPLACEMENT CO DETECTOR        | \$34.93      |
| 227373        | 1/19/2018        | 3594      | 02627    | STATE OF WASH DEPT OF REVENUE | USE TAX ON INVOICE INVMT025213         | \$761.23     |
| 225468        |                  | 224572    | 08811    | AMAZON.COM                    | RETURN OF COMIC NIGHT SUPPLIES         | (\$9.43)     |
| 225785        |                  | 17000033  | 01616    | LOWE'S BUSINESS ACCOUNT/GEMB  | RETURNED ROMANO ENDCAP                 | (\$20.63)    |
| 225124        |                  | 24922     | 01616    | LOWE'S BUSINESS ACCOUNT/GEMB  | RETURN ITEMS- WARDROBE ROD SPACERS     | (\$21.60)    |
| 226160        |                  | 1970597   | 07231    | HOME DEPOT                    | RETURN ITEMS- SUPPLIES FOR OPS REMODEL | (\$348.32)   |

**Total** **\$895,983.60**

# Municipal Broadband System Update

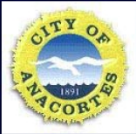
CITY OF ANACORTES PUBLIC WORKS  
JANUARY 22, 2018



# Municipal Broadband System Update

## Topics

- CRALEY update
- Broadband survey update
- Network design
- Broadband roles and responsibilities
- Provider models
- Request for Qualifications
- Pilot Neighborhoods
  - Design , Funding , Return on investment
- West deployment
- Future build out



CITY OF ANACORTES PUBLIC WORKS



# *Fiber Optic Pipe in Pipe*



- Innovative design
  - First in North America
  - Ease of installation
  - DOH Accepted
  - In house installation
- 
- Using the Craley design allowed us to install over 15 miles of fiber cable in the water line from the WTP to the 3 million gallon reservoir.
  - 288 micro-fiber for future expansion

## CRALEY Group Solutions



**Atlantis**  
HYDROTEC

By using our patented Atlantis Hydrotec® 'pipe-in-pipe' technology within the existing in-ground water pipe infrastructure, Water Companies are able to deliver the fibre optic links required for SMART Water Networks in a better, faster and cheaper way; after-all water pipes run where the assets are, and where people are, even in remote and outlying locations.

CITY OF ANACORTES PUBLIC WORKS





# *Fiber Optic PnP prep*



The crew installing breakouts for pipe in pipe

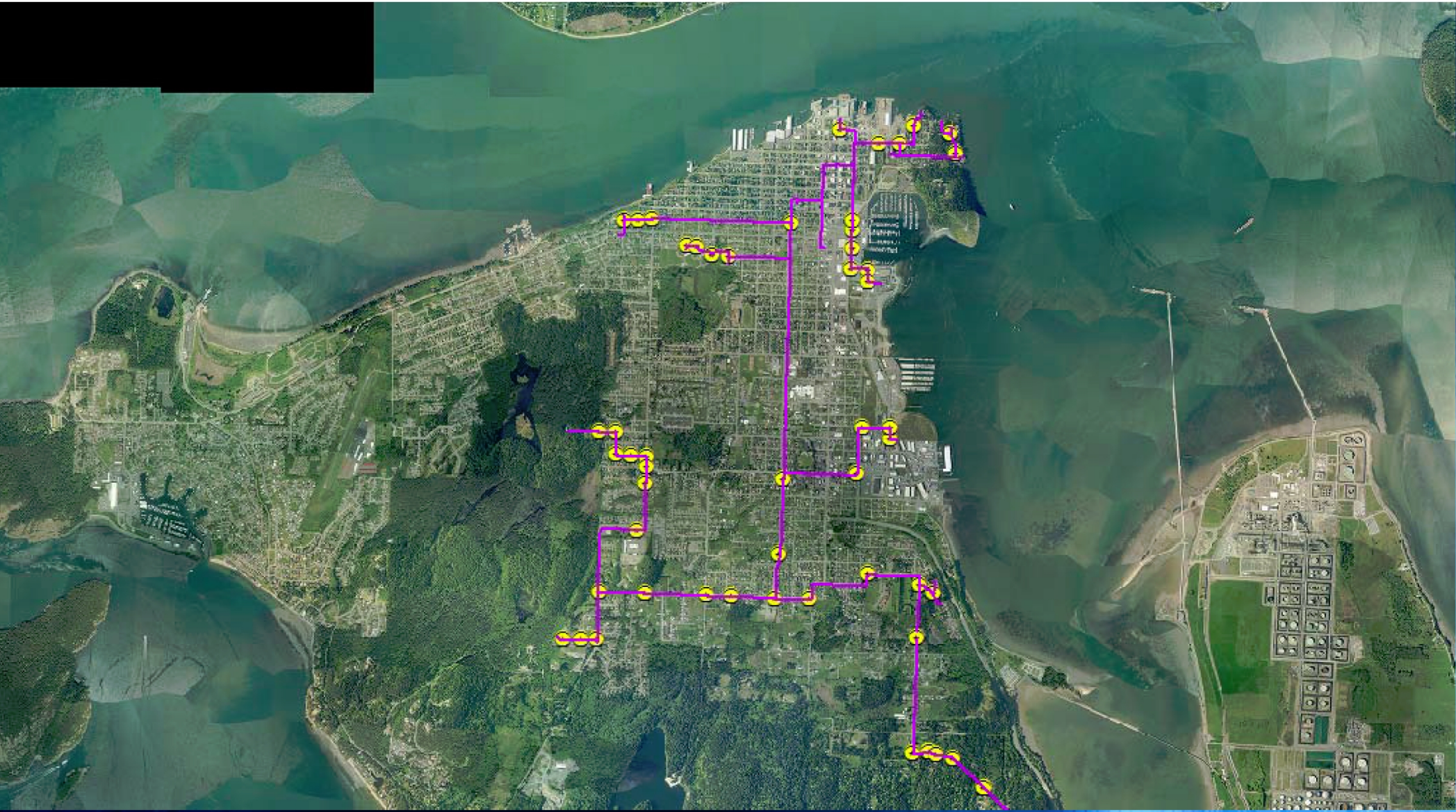




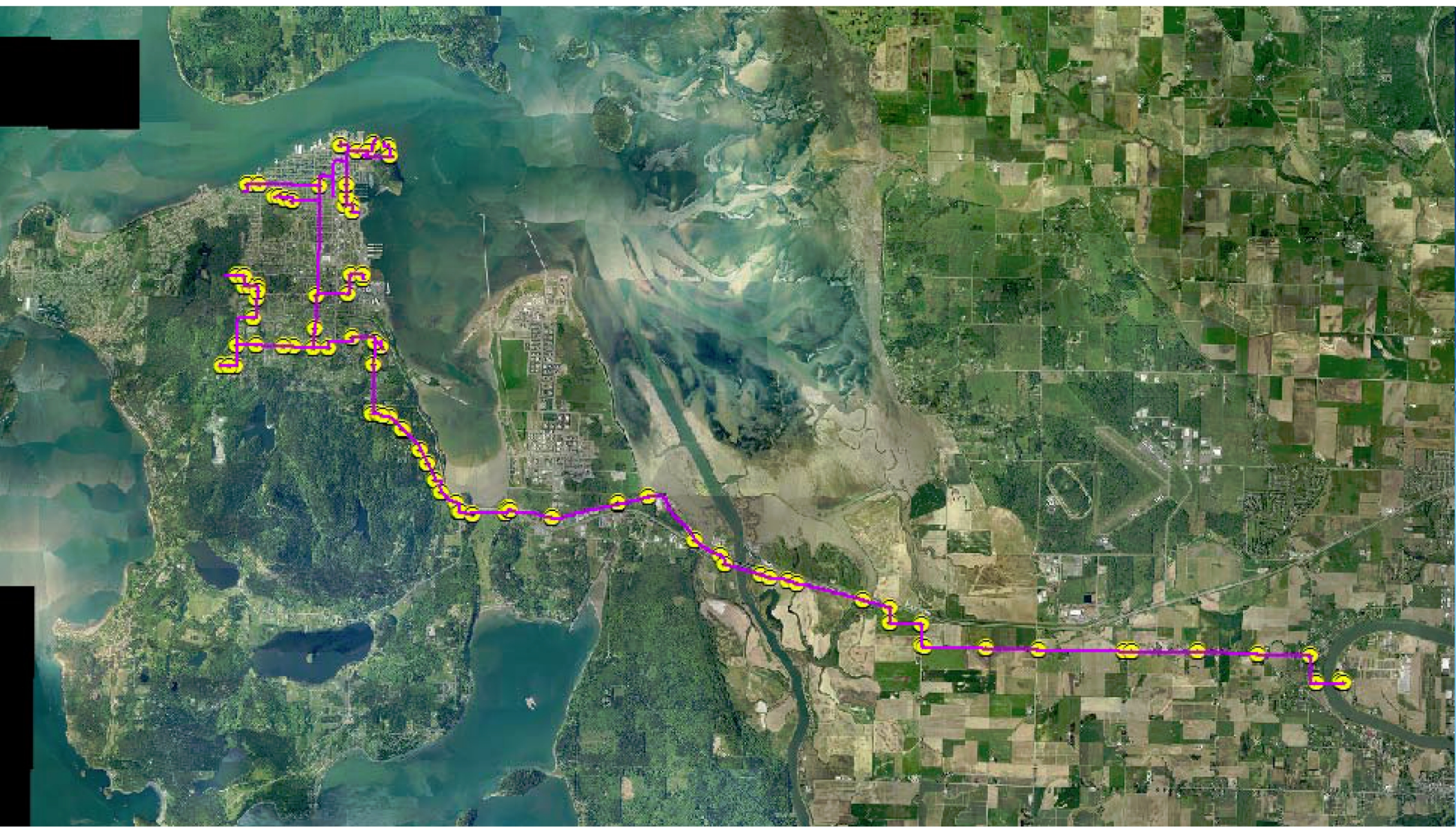


Craley training with Neil Smith







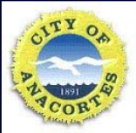




# Municipal Broadband System Update

Budget status  
Telemetry  
project

| Current<br>Contracts |             |  | BUDGET   | Budget 2017 | Budget 2018 |
|----------------------|-------------|--|----------|-------------|-------------|
| Henkels              | \$823K      |  | 401 Fund | \$676K      | \$845K      |
| Craley               | \$266 K     |  | 440 Fund | \$990K      | \$500K      |
| NoaNet               | \$290       |  |          |             |             |
| Graybar              | \$240       |  |          |             |             |
| Graybar              | \$70K       |  |          |             |             |
| Graybar              | \$44K       |  |          |             |             |
| Henkels<br>Eastern   | \$220K      |  |          |             |             |
| Total                | \$1,733,000 |  |          | \$1,666,000 | \$1,345,000 |



CITY OF ANACORTES PUBLIC WORKS

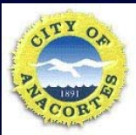


# Municipal Broadband System Update

## Broadband Survey

**1441 Surveys completed**  
**26 Fiberhoods**  
**37 Community Champions**

**[HTTP://CITYOFANACORTES.  
SERVICEZONES.NET](http://CITYOFANACORTES.SERVICEZONES.NET)**



CITY OF ANACORTES PUBLIC WORKS

# Municipal Broadband System Update



**HAVE YOU TAKEN THE BROADBAND SURVEY?**  
<http://cityofanacortes.servicezones.net>



The City of Anacortes is exploring expanding the utility fiber network to businesses and residents. Take the survey and help us understand our community's broadband needs.



**THE ANACORTES BROADBAND SURVEY**

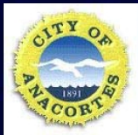
YOUR HOME IS IN A PILOT TESTING AREA,  
SO YOU COULD BE ONE OF THE FIRST TO CONNECT  
TO THE COMMUNITY NETWORK!



904 6th Street  
Anacortes, WA 98221

- ◆ Take the survey to help us understand and need and demand for high-speed Internet services in your neighborhood.
- ◆ The survey only takes about 5 minutes!
- ◆ <http://cityofanacortes.servicezones.net>
- ◆ Please encourage your neighbors to do the same.
- ◆ If sufficient support exists, the city will start the expansion of the residential network.

QUESTIONS?  
BROADBAND@CITYOFANACORTES.COM  
(360) 299-1941

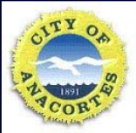
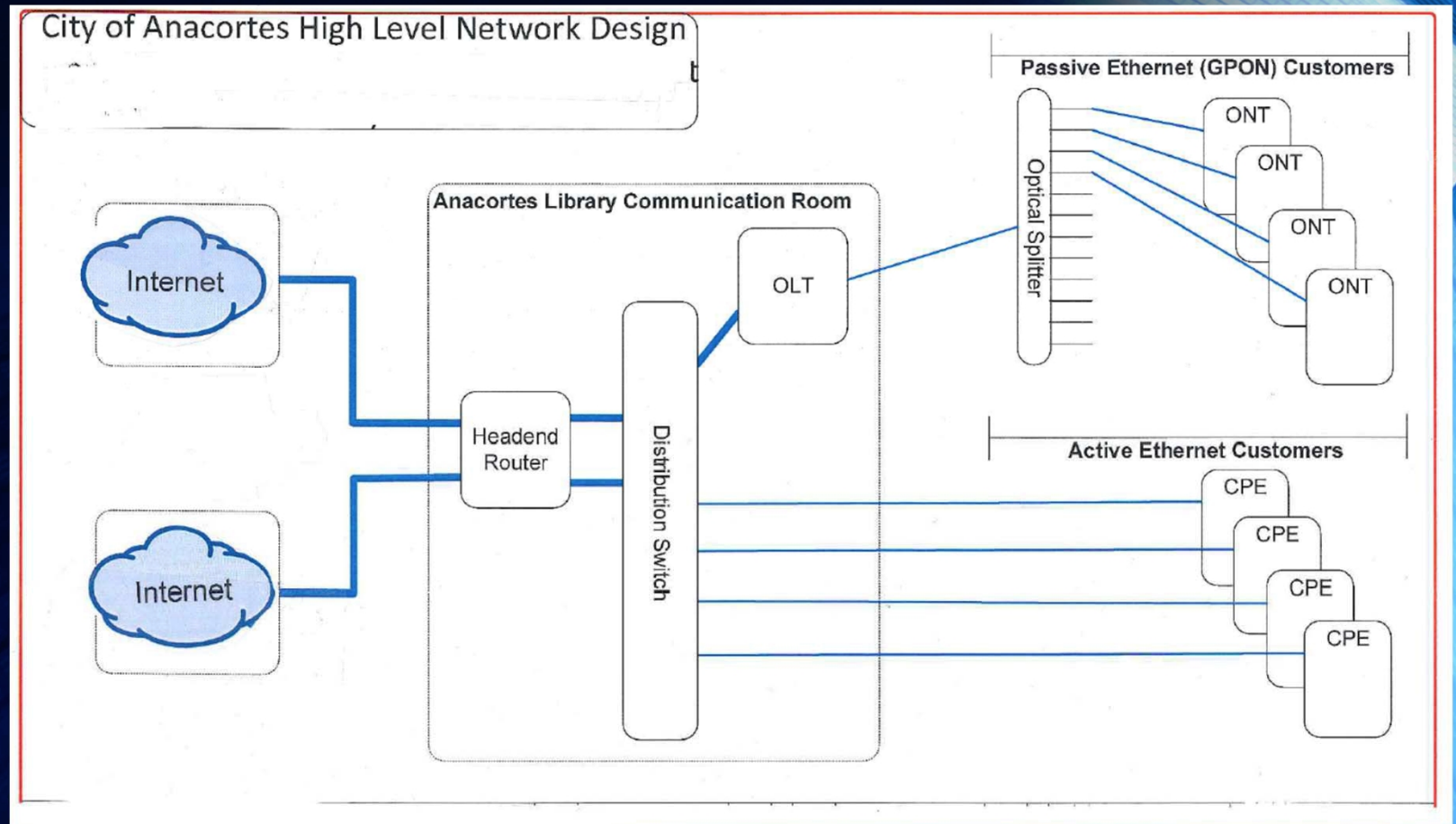


CITY OF ANACORTES PUBLIC WORKS



# Municipal Broadband System Update

## NETWORK DESIGN





## City of Anacortes GPON Detail - Options 1 & 2

### Anacortes Library Communication Room

Headend Router

Distribution Switch

OLT

### Neighborhood-1 Cabinet

Optical Splitter

VLAN x  
SUBNET x.x.x.x/x

### Neighborhood-2 Cabinet

Optical Splitter

VLAN y  
SUBNET y.y.y.y/y

### Neighborhood-1 Customers

#### Neighborhood-1 House-1

ONT



Home Users

#### Neighborhood-1 House-2

ONT



Home Users

### Neighborhood-2 Customers

#### Neighborhood-2 House-1

ONT



Home Users

#### Neighborhood-2 House-2

ONT



Home Users

- Each neighborhood assigned dedicated VLAN
- Each neighborhood assigned dedicated public subnet
- Subnet is statically routed from headend router

|  |                                  |
|--|----------------------------------|
|  | 1G Ethernet                      |
|  | 10G Ethernet                     |
|  | Virtual Circuit via VLAN or MPLS |

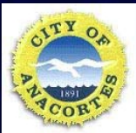
**Legend**

GPON = Gigabit Passive Optical Network  
 OLT = Optical Line Terminal  
 ONT = Optical Network Terminal  
 CPE = Customer Premises Equipment  
 eBGP = External Border Gateway Protocol

|      |             |      |    |      |             |         |     |                                                                                                                                                       |       |       |        |
|------|-------------|------|----|------|-------------|---------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|--------|
| REV. | DESCRIPTION | DATE | BY | REV. | DESCRIPTION | DATE    | BY  | FILENAME                                                                                                                                              | SCALE | SHEET | 4 OF 5 |
|      |             |      |    | a    | first draft | 8/18/17 | gab | C:\Users\BOMBOX\Documents\BOMBOX\ENGINEERING\DESIGN\DESIGN\NORTHWEST OPEN ACCESS NETWORK\NORTHWEST OPEN ACCESS NETWORK - NETWORK DESIGN - PHASE 1.DWG | 11x17 |       |        |

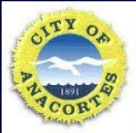
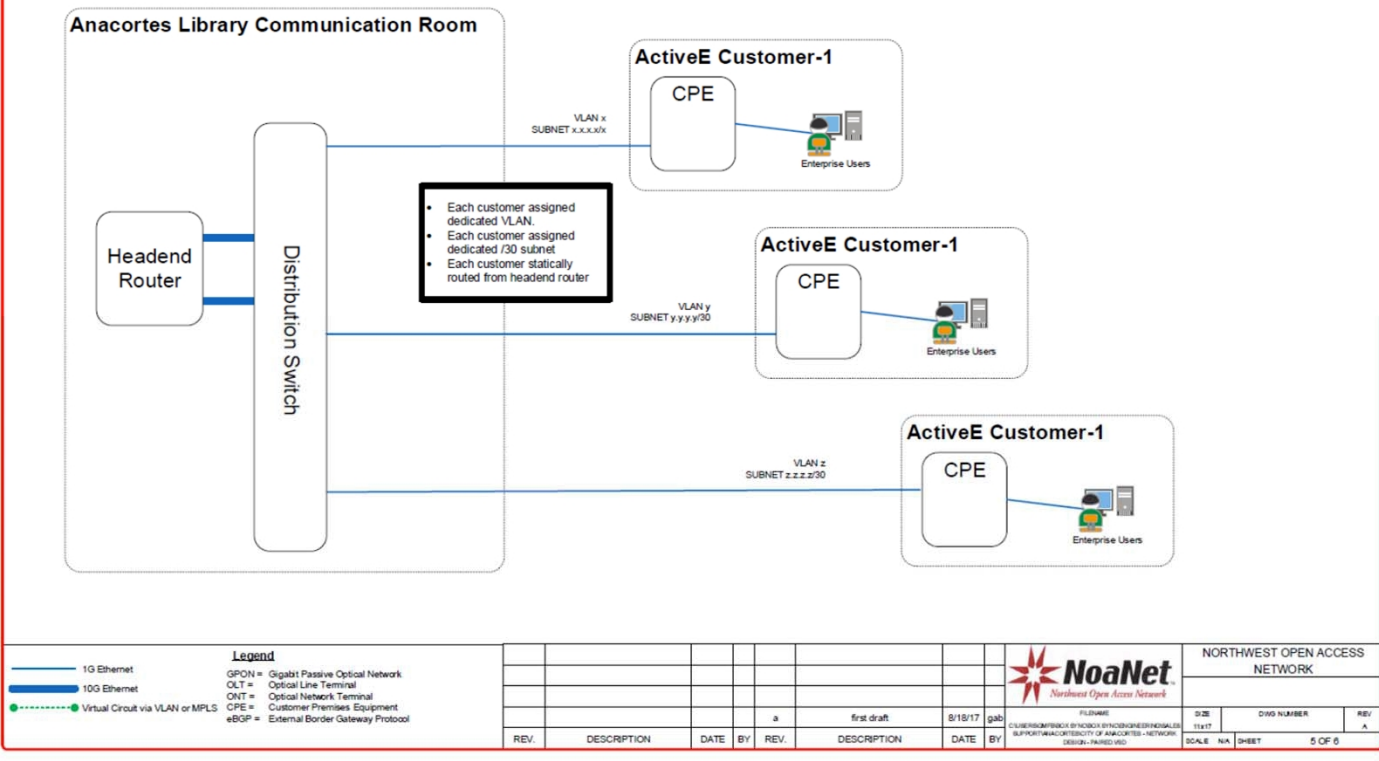


NORTHWEST OPEN ACCESS NETWORK



# Municipal Broadband System Update

## City of Anacortes High Level Network Design Options 1 & 2



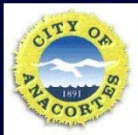
CITY OF ANACORTES PUBLIC WORKS



# Municipal Broadband System Update



## Library Equipment Room

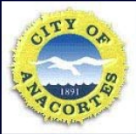


CITY OF ANACORTES PUBLIC WORKS



# Municipal Broadband System Update

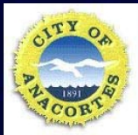
## Broadband System Roles and Responsibilities



CITY OF ANACORTES PUBLIC WORKS

# Municipal Broadband System Update

## Broadband System Roles and Responsibilities



CITY OF ANACORTES PUBLIC WORKS

| BROADBAND ROLES RESPONSIBILITIES |                                                                                |
|----------------------------------|--------------------------------------------------------------------------------|
|                                  | Work that needs to be done                                                     |
|                                  | Marketing                                                                      |
| 1                                | Develop service offering and pricing                                           |
| 2                                | Develop name/brand recognition in Anacortes                                    |
| 3                                | Provide liaison/consulting relationship to key customers                       |
| 4                                | Community education                                                            |
| 5                                | Track and manage demand, market share, etc.                                    |
| 6                                | Market competitive community based communications                              |
|                                  | Customer Service 24/7                                                          |
| 7                                | Physical infrastructure problems (outside plant, fiber cuts, etc.)             |
| 8                                | Problems with electronics (routers, GPON, etc.)                                |
| 9                                | Problems inside the residence or business                                      |
| 10                               | Trouble calls: "My internet is down"                                           |
| 11                               | Network outage, unknown cause                                                  |
| 12                               | Billing, contractor, or other complaints                                       |
| 13                               | Vet/audit/QA third party ISPs                                                  |
|                                  | Customer building installation (work inside residence/business)                |
| 14                               | Drill through wall, run Ethernet cable from ONT to customer router/wifi device |
| 15                               | Test Internet connection (if provisioned in GPON)                              |
|                                  | Customer building modification (work inside residence/business)                |
| 16                               | Drill through wall, move/add-new Ethernet cable                                |

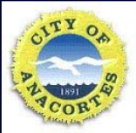
|    |                                                                         |
|----|-------------------------------------------------------------------------|
|    | Direct Internet Access                                                  |
| 17 | City buildings/ facilities                                              |
| 18 | Customers                                                               |
|    | Customer Activation/Deactivation/Move                                   |
| 19 | System provisioning (add new customer PON assignment)                   |
| 20 | Setup new customer billing                                              |
| 21 | System provisioning (remove customer PON assignment)                    |
| 22 | Remove billing                                                          |
| 23 | System provisioning (modify customer PON assignment)                    |
| 24 | Modify billing                                                          |
|    | Ongoing maintenance                                                     |
| 25 | Maintain physical infrastructure (outside plant, fiber)                 |
| 26 | Maintain end-point electronics (ONT)                                    |
| 27 | Maintain data center: inside plant, room, racks, power, cooling, backup |
| 28 | Maintain routers                                                        |
| 29 | Maintain network monitoring equipment                                   |
| 30 | Network health monitoring                                               |
| 31 | Capacity planning (physical)                                            |
| 32 | Capacity planning (Internet utilization)                                |
|    | CALEA                                                                   |
| 33 | Provide address/billing info to law enforcement upon CALEA request      |



# Municipal Broadband System Update

## Provider Models

1. City Internet Service Provider [ISP]
2. City manages multiple ISP 's
3. City partners with Single ISP
4. Open access network / Enterprise customers



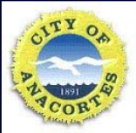
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# Municipal Broadband System Update

## City Internet Service Provider [ISP]

- City would be directly responsible for all 33 elements of the system
- Directly or indirectly through sub contractors
- Additional FTE's , Network Engineer
- Direct control over customer service
- Greater price control
- Inexperience

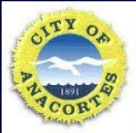


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# Municipal Broadband System Update

## City manages multiple ISP 's

- Subcontract to multiple ISP's to provide service to customers
- City is responsible for all 33 elements of the system.
- Additional FTE, Network Engineer
- Greater variety of service for customers
- More complex management
- Greater redundancy if one ISP is unsuccessful
- Market share not large enough
- Equipment room space limitation



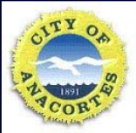
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# Municipal Broadband System Update

## Single ISP

- ISP/City partnership success is mutual
- Shared system responsibility
- Indirect control over customer service
- Market share aggregated
- Less variety of service
- Greater risk if ISP is unsuccessful



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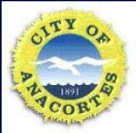


# Municipal Broadband System Update

## Open access network / Enterprise customers

2 Options

- These customers could be served with multiple ISP's
- Or with the sole ISP and eventually have open-access



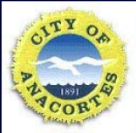
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## Recommendation

### Single ISP business model

- Best chance of success
- Shared responsibility
- Greater market share
- Contract time limit with possible extensions

Westminster Maryland  
[Muninetworks.org](http://Muninetworks.org)



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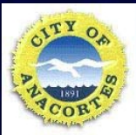
# Municipal Broadband System Update

## Open access network / Enterprise customers

2 Options

- These customers could be served with multiple ISP's
- Or with the sole ISP and eventually have open-access

Recommendation: Entertain options during the RFQ process.



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# Municipal Broadband System Update

## Request For Qualifications

### **BroadbandUSA**

National Telecommunications and Information Administration  
U.S. Department of Commerce

Dr. Don Williams, Andy Spurgeon

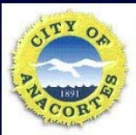
***WAVE***

***CSS***

***NoaNet***

***lfiber***

***Muninetworks.org***



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# Municipal Broadband System Update



## REQUEST FOR QUALIFICATIONS MUNICIPAL FIBER BASED BROADBAND NETWORK

*Prepared January 22, 2018*

The City of Anacortes is developing a Municipal Broadband Network.

The City of Anacortes is requesting qualifications from internet service providers (ISP) to manage and operate our Municipal Broadband Network (MBN) and serve as the sole internet service provider (ISP) for our residential and small-medium businesses (SMB) customers. Anacortes is a progressive community with a current population of 16,800 residents.

The essence of our Fiber based Municipal Broadband System is that the City will own the broadband system infrastructure and the ISP will operate the service on the City-owned system.

### Key Elements of the Fiber Optic System

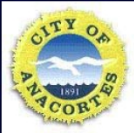
Our initial fiber backbone build is constructed as a telemetry system that connects our wastewater and water facilities together with all municipal buildings. In the initial build, we installed sufficient capacity to allow us to begin a MBN. We have 4 independent fiber routes. Each route has 144 strands. To date we have installed a fiber optic cable backbone in the eastern half of the City (see map) using a combination of both aerial and underground applications. In 2018, we will continue our fiber deployment to the western portion of the City.

We have constructed a colocation facility at the Anacortes Public Library that will contain our GPON system and serve as the central facility for the City's entire municipal broadband system.

We have implemented the COS software program to ascertain community interest in a municipal broadband fiber system. The initial response was overwhelmingly positive with over 1425 responses. Our website has current data on the number of responses and their locations.

In 2018, we will establish our municipal broadband fiber system by deploying a Fiber to the Home (FtH) network in two pilot neighborhoods that provides the potential of connecting over 200 customers. Our long-range plan is to provide all City residents the opportunity to connect to our MBN.

## Request For Qualifications (RFQ)



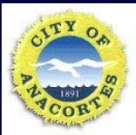
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# Municipal Broadband System Update

## RFQ process

- Solicit for interested qualified Internet Service Providers
- Evaluate proposals
- Public Forum
- Select preferred provider
- Negotiate terms
- Contract for select period of time

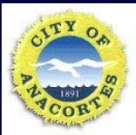


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## RFQ process

- City will own the Broadband System infrastructure and the ISP will operate the service on the city owned system.
- Both the City and the provider will have separate roles and responsibilities; however, we envision a collaborative partnership where we work together to solve issues and ensure our mutual success

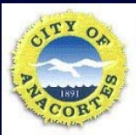


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# Municipal Broadband System Update

## RFQ process

- Commitment to customer service
- Expertise and experience operating a broadband network
- Variety of service they provide, Internet, Television, VIOP
- Innovative approaches
- Finalists will give a presentation to the City Council in a Public Forum.
- The final selection will be by a committee of staff members.
- The preferred organization will enter into cost/price negotiations with the City.

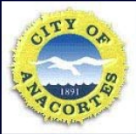


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# Municipal Broadband System Update

## Pilot Neighborhoods

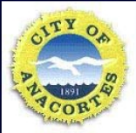
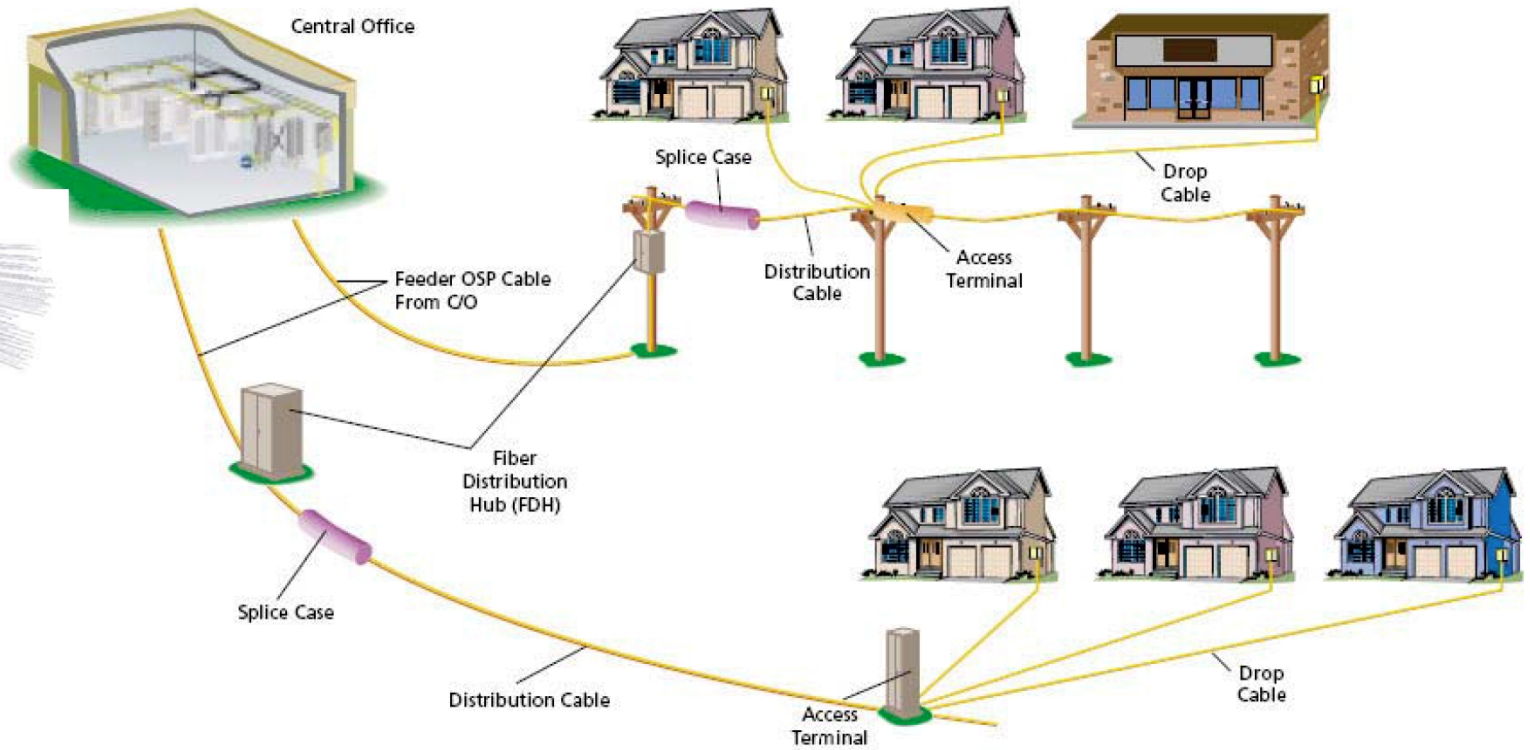


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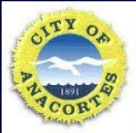
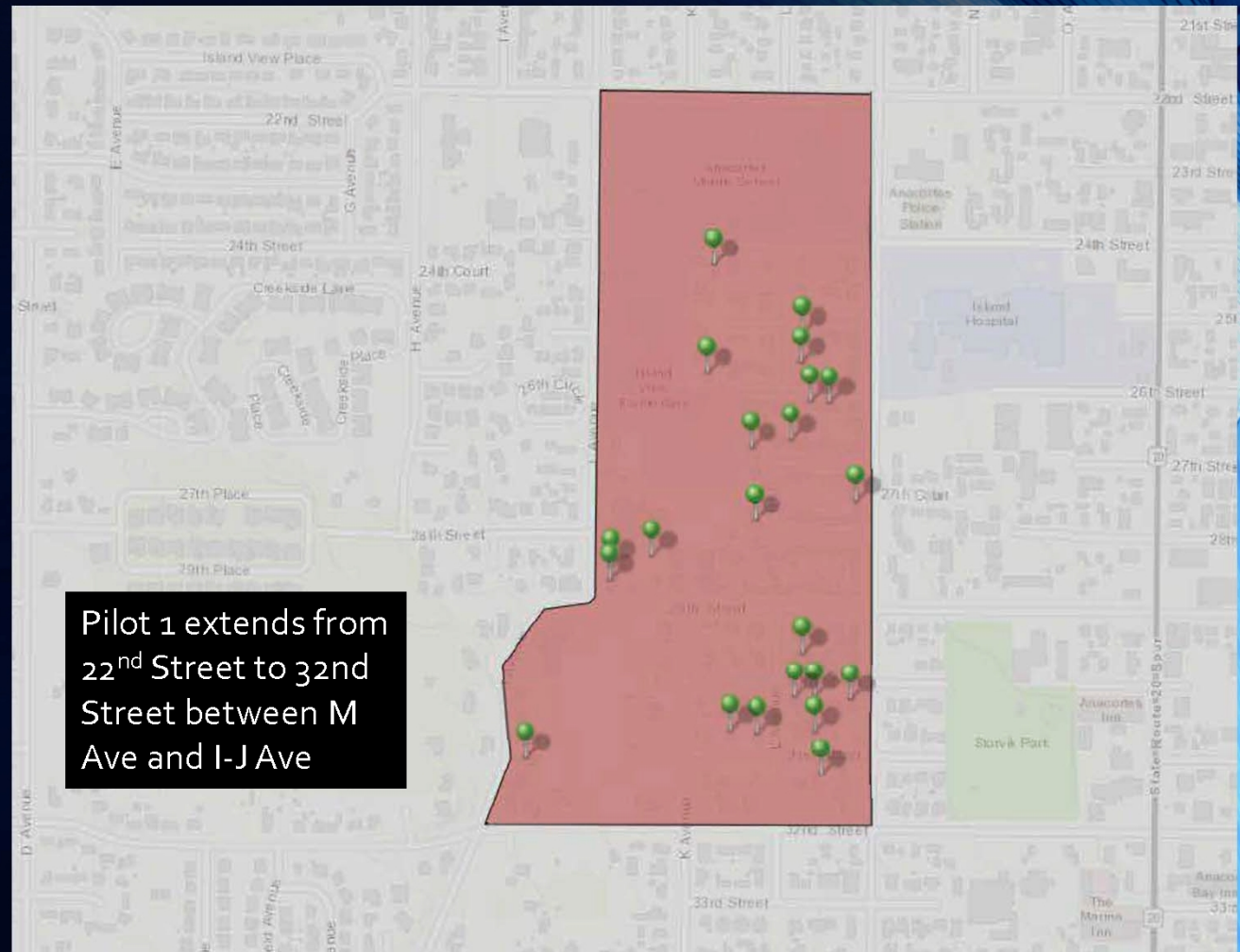
# Municipal Broadband System Update

## FTTX Fiber Architecture



# Municipal Broadband System Update

## Fiber Broadband Pilot areas

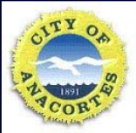
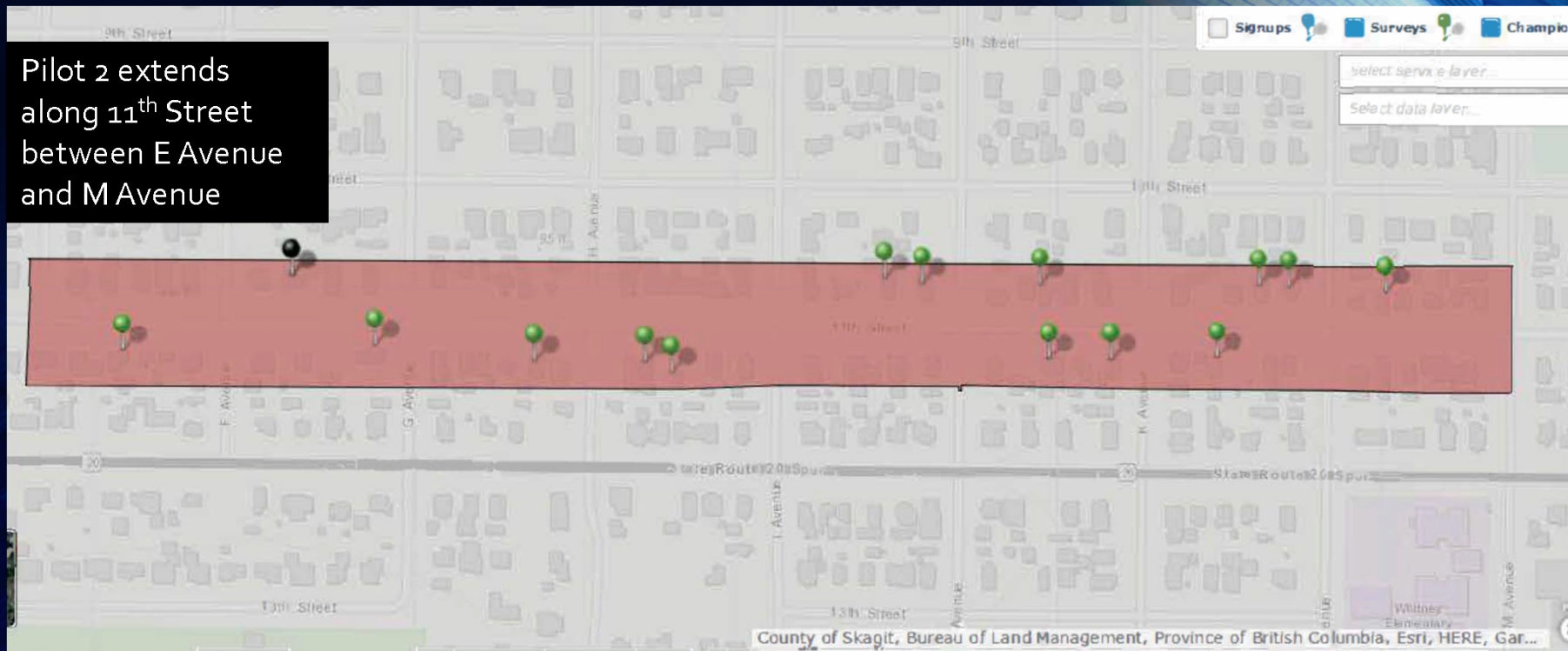


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# Municipal Broadband System Update

Pilot 2 extends  
along 11<sup>th</sup> Street  
between E Avenue  
and M Avenue

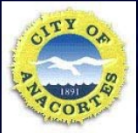
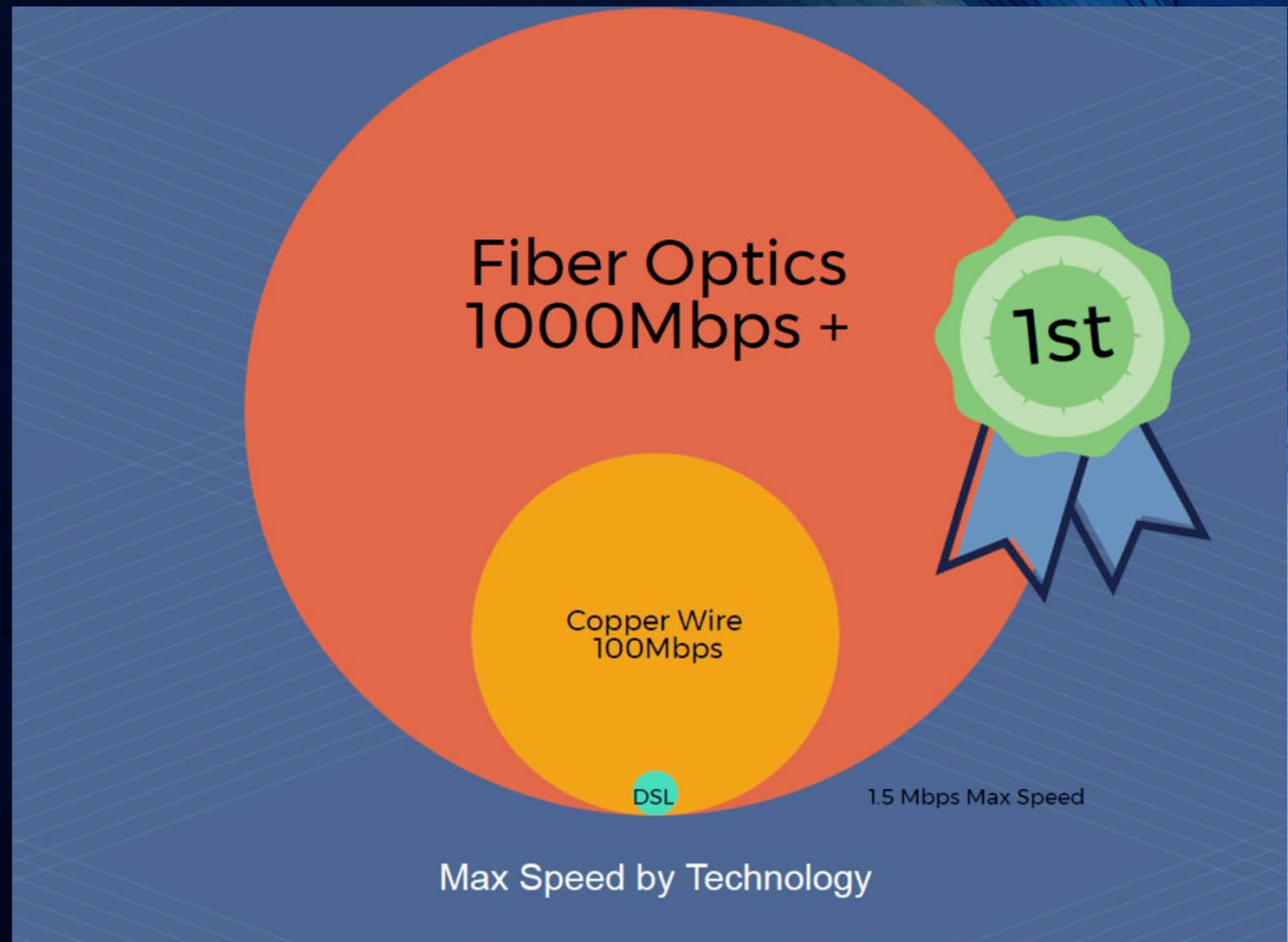


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# Municipal Broadband System Update

## Cost of Service Comparisons



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## Examples of Municipal Broadband system fees in Washington

| Fiber Provider       | 1000 Mbps (1 Gig) | 100 Mbps | Hook-up Fee                                                                                                                                                                                                                                                                                                     |
|----------------------|-------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grant County PUD     | \$ 80.00          |          | \$250, plus \$25 monthly construction fee for 12 years                                                                                                                                                                                                                                                          |
| Douglas County PUD   | \$ 149.95         | \$ 49.95 | \$150 new connection fee. Connections outside of serviceable areas require a contribution in aid of construction (CIAC) equal to 100% of the estimated construction cost. Each service provider has their own connection process. You must contact the service provider for a complete list of connection fees. |
| Franklin County PUD  | \$ 74.95          | \$ 59.95 |                                                                                                                                                                                                                                                                                                                 |
| Mason County PUD     | \$ 59.95          |          | \$200 application fee plus actual installation cost                                                                                                                                                                                                                                                             |
| Kitsap County PUD    | \$ 79.95          | \$ 59.95 |                                                                                                                                                                                                                                                                                                                 |
| Chelan County PUD    | \$ 79.95          | \$ 59.95 | Installation: Free with 1 yr agreement. \$129 value.                                                                                                                                                                                                                                                            |
| Pend O'reille County |                   | \$ 74.95 | \$100 CNS Connection Fee (does not apply when transferring existing fiber optic service to us); Free Install with 2 Year Service Agreement; \$49.95 Installation Fee with 1 Year Service Agreement; \$84.95 Installation Fee with No Contract                                                                   |

## Current options available for Anacortes residents

| Fiber Provider | 1000 Mbps (1 Gig)                                                          | 250 Mbps                                                     | 100 Mbps                                                                         | 60Mbps                                                           | 18 Mbps                             | 15 Mbps                                                      | 12 Mbps                             | 10 Mbps                                                                          | Hook-up Fee          |
|----------------|----------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------|----------------------|
| Xfinity        |                                                                            | \$69.99/mo 250 mbps ↓ and 25 mbps ↑ w/ a 1024 GB/mo data cap |                                                                                  | \$39.99/mo 60 mbps ↓ and unknown mbps ↑ w/ a 1024 GB/mo data cap |                                     | \$29.99/mo 15 mbps ↓ and 2.0 mbps ↑ w/ a 1024 GB/mo data cap |                                     |                                                                                  | \$89.99 installation |
| Frontier       |                                                                            |                                                              |                                                                                  |                                                                  | \$30.00/mo 18 mbps ↓ and 1.5 mbps ↑ |                                                              | \$25.00/mo 12 mbps ↓ and 1.5 mbps ↑ |                                                                                  |                      |
| Wave           | \$79.95/mo (1 year promo rate); 1,000 mbps ↓ and 10 mbps ↑ w/ no data cap. |                                                              | \$29.95/mo (1 year promo rate) 100 mbps ↓ and 5.0 mbps ↑ w/ a 400 GB/mo data cap |                                                                  |                                     |                                                              |                                     | \$19.95/mo. (1 year promo rate) 10 mbps ↓ and 1.0 mbps ↑ w/ a 100 GB/mo data cap | \$60.00 set up fee   |
| San Juan Cable |                                                                            |                                                              |                                                                                  |                                                                  |                                     |                                                              |                                     | \$57.95/mo. 10 mbps ↓ and 1.0 mbps ↑                                             | \$75.00 installation |

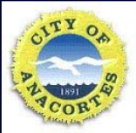
Source: <https://broadbandnow.com/Washington/Anacortes> 1/22/2018



# Municipal Broadband System Update

## Pilot Neighborhoods

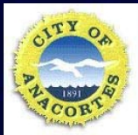
- Construction Cost
- Return on Investment



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# Municipal Broadband System Update

Interactive Xcel spreadsheet



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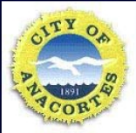
# Municipal Broadband System Update

Future Build Out  
Dark Fiber

## Next steps

- RFQ
- NoaNet
  - Design pilot neighborhoods
  - Contractor builds pilots
- Funding source approval
  - General fund

Questions ?



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## **REQUEST FOR QUALIFICATIONS MUNICIPAL FIBER BASED BROADBAND NETWORK**

*Prepared January 22, 2018*

### **The City of Anacortes is developing a Municipal Broadband Network.**

The City of Anacortes is requesting qualifications from internet service providers [ISP] to manage and operate our Municipal Broadband Network [MBN] and serve as the sole internet service provider [ISP] for our residential and small-medium businesses [SMB] customers. Anacortes is a progressive community with a current population of 16,800 residents.

The essence of our Fiber based Municipal Broadband System is that the City will own the broadband system infrastructure and the ISP will operate the service on the City-owned system.

### **Key Elements of the Fiber Optic System**

Our initial fiber backbone build is constructed as a telemetry system that connects our wastewater and water facilities together with all municipal buildings. In the initial build, we installed sufficient capacity to allow us to begin a MBN. We have 4 independent fiber routes. Each route has 144 strands. To date we have installed a fiber optic cable backbone in the eastern half of the City [see map] using a combination of both aerial and underground applications. In 2018, we will continue our fiber deployment to the western portion of the City.

We have constructed a colocation facility at the Anacortes Public Library that will contain our GPON system and serve as the central facility for the City's entire municipal broadband system.

We have implemented the COS software program to ascertain community interest in a municipal broadband fiber system. The initial response was overwhelmingly positive with over 1425 responses. Our website has current data on the number of responses and their locations.

In 2018, we will establish our municipal broadband fiber system by deploying a Fiber to the Home (FttH) network in two pilot neighborhoods that provides the potential of connecting over 200 customers. Our long-range plan is to provide all City residents the opportunity to connect to our MBN.

## **Overview of Requirements**

We anticipate the network will offer a symmetrical one gigabit per second connection speed.

The network will be operational, on a phased, demand driven basis.

The successful vendor will be the sole ISP on the City's MBN for the residential and SMB customers for the lifetime of the contract. The City envisions the enterprise, active Ethernet customers would be provisioned on an open access format, allowing a number of ISPs to serve those customers over the City's fiber infrastructure; however, the City is interested in collaborating with applicants regarding this approach and we are willing to explore exclusivity alternatives.

The successful ISP will provide their own redundant Direct Internet Access with sufficient capacity to provide a symmetrical service at the specified speeds.

The selected ISP will provide IP addresses as necessary to operate the system. We anticipate the city will assume direct ownership of IP addresses used in the MBN.

## **Selection and further information**

The selected provider will be a partner with the City in the operation of the MBN. Both the City and the provider will have separate roles and responsibilities; however, we envision a collaborative partnership where we work together to resolve issues and ensure our mutual success. We have attached a matrix explaining the essential elements of the relationship.

ISP provider must be a member of ARIN (The American Registry of Internet Numbers), own a AS (Autonomous System) number and be allocated IPV4 and IPV6 addresses. Additionally, the ISP provider must have a minimum of 5 years' experience deploying fiber broadband services including GPON and CWDM/DWDM.

The successful applicant will be selected based on several elements including but not limited to:

- Commitment to customer service
- Expertise and experience operating a fiber broadband network
- Variety of services they provide ( i.e. internet, television, VoIP)
- Innovative approach

It is expected the application and selection process will involve both the City and the ISP exploring different approaches to the issues. Finalists will make a presentation to the City Council in a public forum.

There will be a pre-submittal teleconference meeting, open to all to participate in. Additional details of the meeting are forthcoming. The teleconference meeting will allow all interested parties an opportunity to ask City staff questions and hear responses about the project in an open forum.

The final selection will be by a committee of City staff members. The preferred organization will enter into cost/price negotiations with the City. In the event an agreement is unable to be reached on cost or other elements, the City will negotiate with the next organization and so on.

### **REQUEST FOR QUALIFICATIONS [RFQ]**

Interested firms will submit a proposal addressing at a minimum the following elements:

1. Key staff members with organizational structure
2. Potential or anticipated partnerships with other companies to provide this service
3. Customer service philosophy including a detailed matrix describing a process to measure customer service satisfaction
4. Customer service history and applicable data
5. Previous internet service provider experience
6. Network Operations Center plan details
7. Services proposed to offer
8. Details of how the internet bandwidth will be provided including a detailed explanation regarding the nature of the direct internet access, including redundancy and source.
9. Position on Net neutrality
10. Position on active Ethernet customers including a detail explanation of the pros and cons of establishing an open access approach vs exclusivity to active Ethernet customers.
11. References (5)
12. Provide five printed copies as well as an electronic version
13. Proposal is limited to no more than 25 double-sided pages

Submit your proposal to  
City of Anacortes  
Attn. Emily Schuh, Administrative Services  
P.O. Box 547  
904 6<sup>th</sup> Street  
Anacortes, WA 98221

360.299.1941

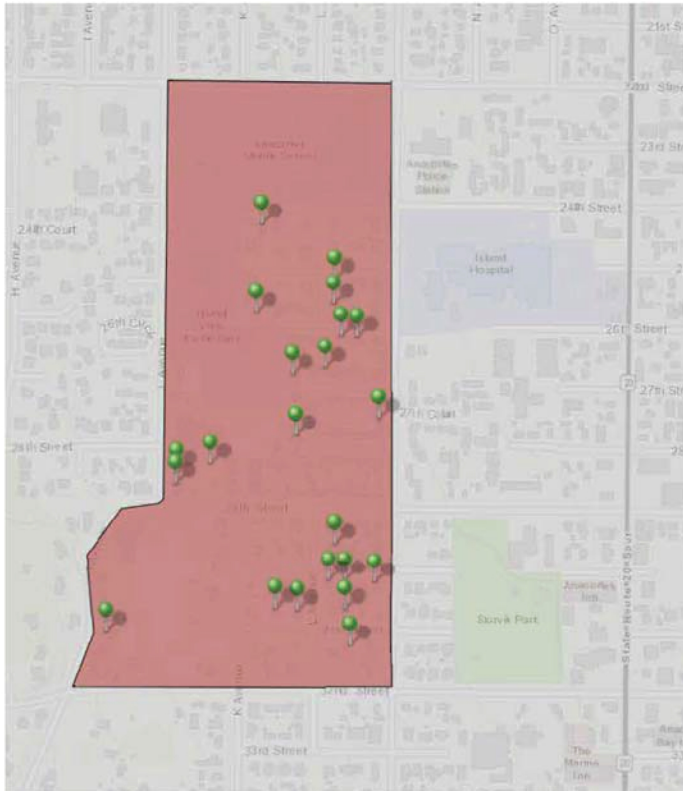
360.299.1982 (secure fax)

[emilys@cityofanacortes.org](mailto:emilys@cityofanacortes.org)



|    |                                                                                |             |                         |
|----|--------------------------------------------------------------------------------|-------------|-------------------------|
|    | BROADBAND ROLES RESPONSIBILITIES                                               |             |                         |
|    | <b>Work that needs to be done</b>                                              | <b>City</b> | <b>Retail / SMB ISP</b> |
|    | <b>Marketing</b>                                                               |             |                         |
| 1  | Develop service offering and pricing                                           |             | x                       |
| 2  | Develop name/brand recognition in Anacortes                                    | x           | x                       |
| 3  | Provide liason/consulting relationship to key customers                        | x           | x                       |
| 4  | Community education                                                            | x           | x                       |
| 5  | Track and manage demand, market share, etc.                                    | x           | x                       |
| 6  | Market competitive community based communications                              | x           | x                       |
|    |                                                                                |             |                         |
|    | <b>Customer Service 24/7</b>                                                   |             |                         |
| 7  | Physical infrastructure problems (outside plant, fiber cuts, etc.)             | x           |                         |
| 8  | Problems with electronics (routers, GPON, etc.)                                |             | x                       |
| 9  | Problems inside the residence or business                                      |             | x                       |
| 10 | Trouble calls: "My internet is down"                                           |             | x                       |
| 11 | Network outage, unknown cause                                                  | x           | x                       |
| 12 | Billing, contractor, or other complaints                                       | x           | x                       |
| 13 | Vet/audit/QA third party ISPs                                                  | x           |                         |
|    |                                                                                |             |                         |
|    | <b>Customer building installation (work inside residence/business)</b>         |             |                         |
| 14 | Drill through wall, run ethernet cable from ONT to customer router/wifi device |             | x                       |
| 15 | Test Internet connection (if provisioned in GPON)                              |             | x                       |
|    |                                                                                |             |                         |
|    | <b>Customer building modification (work inside residence/business)</b>         |             |                         |
| 16 | Drill through wall, move/add-new ethernet cable                                |             | x                       |
|    |                                                                                |             |                         |
|    | <b>Direct Internet Access</b>                                                  |             |                         |
| 17 | City buildings/ facilities                                                     | x           |                         |
| 18 | Customers                                                                      |             | x                       |
|    | <b>Customer Activation/Deactivation/Move</b>                                   |             |                         |
| 19 | System provisioning (add new customer PON assignment)                          |             | x                       |
| 20 | Setup new customer billing                                                     | x           | x                       |
| 21 | System provisioning (remove customer PON assignment)                           |             | x                       |
| 22 | Remove billing                                                                 | x           | x                       |
| 23 | System provisioning (modify customer PON assignment)                           |             | x                       |
| 24 | Modify billing                                                                 | x           | x                       |
|    |                                                                                |             |                         |
|    | <b>Ongoing maintenance</b>                                                     |             |                         |
| 25 | Maintain physical infrastructure (outside plant, fiber)                        | x           |                         |
| 26 | Maintain end-point electronics (ONT)                                           | x           |                         |
| 27 | Maintain data center: inside plant, room, racks, power, cooling, backup        | x           |                         |
| 28 | Maintain routers                                                               | x           | x                       |
| 29 | Maintain network monitoring equipment                                          |             | x                       |
| 30 | Network health monitoring                                                      | x           | x                       |
| 31 | Capacity planning (physical)                                                   | x           |                         |
| 32 | Capacity planning (Internet utilization)                                       | x           |                         |
|    |                                                                                |             |                         |
|    | <b>CALEA</b>                                                                   |             |                         |
| 33 | Provide address/billing info to law enforcement upon CALEA request             |             | x                       |
|    |                                                                                |             |                         |

## Initial Pilot Neighborhoods



## Fiber Optic Deployment 2017



DRAFT



| Pilot 1 and Pilot 2 Construction Cost and return on investment |                      |            |                 |     |                                              |             |                         |                                                                |              |
|----------------------------------------------------------------|----------------------|------------|-----------------|-----|----------------------------------------------|-------------|-------------------------|----------------------------------------------------------------|--------------|
| Change values in red cells to to change totals                 |                      |            |                 |     |                                              |             |                         |                                                                |              |
|                                                                |                      |            |                 |     |                                              |             |                         |                                                                |              |
| Multi-Service Drop Tap Development                             |                      |            |                 |     | Pilot Project 2.0 (11th Ave)<br>72 potential |             |                         | Island View East (M Ave from 24th St to 32nd)<br>128 potential |              |
| New Distribution                                               |                      | \$4.00     | per foot        |     | 0                                            | \$0.00      |                         | 2500                                                           | \$10,000.00  |
| OverLash MST Drop                                              |                      | \$1.05     | per foot        |     | 3600                                         | \$3,780.00  |                         | 0                                                              | \$0.00       |
| New MST Drop                                                   |                      | \$3.00     | per foot        |     | 0                                            | \$0.00      |                         | 7950                                                           | \$23,850.00  |
| Install and Splice MST                                         |                      | \$807.00   | per mst         |     | 9                                            | \$7,263.00  |                         | 18                                                             | \$14,526.00  |
| Mid Entry and Case                                             |                      | \$1,157.00 | per splice case |     | 3                                            | \$3,471.00  |                         | 5                                                              | \$5,785.00   |
| DeLash and Relash Storage Loop                                 |                      | \$1.50     | per foot        |     | 450                                          | \$675.00    |                         | 450                                                            | \$675.00     |
| Sum of Labor and Materials                                     |                      |            |                 |     |                                              | \$15,189.00 |                         |                                                                | \$44,836.00  |
| Engineering Design and Installation                            |                      |            |                 |     |                                              | \$5,360.00  |                         |                                                                | \$13,115.00  |
| Pole Applications, Make Ready, Engineering                     |                      | \$125.00   | per pole        |     | 0                                            | \$0.00      |                         | 21                                                             | \$2,625.00   |
| Total Cost of Project                                          |                      |            |                 |     |                                              | \$20,549.00 | \$60,576.00             |                                                                |              |
| Last foot connection to building                               |                      |            |                 |     |                                              |             |                         |                                                                |              |
| Cost per Service Drop                                          |                      | \$480.00   |                 |     | 72                                           | \$34,560.00 |                         | 128                                                            | \$61,440.00  |
| GPON ONT equip per service drop                                |                      | \$300.00   |                 |     |                                              |             |                         |                                                                |              |
| ONT install per service drop                                   |                      | \$300.00   |                 |     |                                              |             |                         |                                                                |              |
|                                                                |                      |            | Take rate       |     | Service drops                                |             | Total Cost To Construct | Service drops                                                  |              |
|                                                                | sub per service drop | \$1,080.00 | Take rate       | 75% | 54                                           | \$78,869.00 |                         | 96                                                             | \$164,256.00 |
|                                                                |                      |            | Take rate       | 50% | 36                                           | \$59,429.00 |                         | 64                                                             | \$129,696.00 |
|                                                                |                      |            | Take rate       | 25% | 18                                           | \$39,989.00 |                         | 32                                                             | \$95,136.00  |
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| Change Values in Red Cells to change totals                    |                      |            |                 |     |                                              |             |                         |                                                                |              |
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# TECHNOLOGY SOLUTION CONTRACT WITH COMPULINK MANAGEMENT CENTER, INC. (LASERFICHE)

JANUARY 22, 2018

# LASERFICHE





# BACKGROUND



# PUBLIC RECORDS REQUIREMENTS

- Public Records Act: Chapter 42.56 RCW
- All public records maintained by the City must be made available to all members of the public with narrow exemptions
- While City has records, City is responsible for producing those records
- Records must be kept for various periods of time based on the type of record
  - Retention periods vary widely based on type of record:
    - E.g.: Certain working files must be retained only until no longer needed
    - E.g.: Worker's comp claims must be retained for 75 years after claim is closed
    - E.g.: Some facility testing must be retained for 50 years
  - Disposition of records varies based on type of record:
    - Destroy after retention period
    - Transfer to Washington State Archives

## PRA IMPACT ON CITY

- 2017:

- 76 public records requests (PRRs): 174 hours of staff time
- One request alone has taken over 63 hours to date
- Total Billable: \$181.85

- 2016:

- 62 PRRs: 121 hours of staff time
- Total Billable: \$137.82

- 2015:

- 39 PRRs: 179.5 hours of staff time
- One request was 99 hours of staff time
- Total Billable: \$405.41 (half from one request with extensive copying)

- 2014:

- 55 PRRs: 97 hours of staff time
- Total Billable: \$56.35



# CURRENT CITY RECORDS MANAGEMENT

- Decentralized records management (no separate department)
- Resolution 1920: Record Management Policy
- City Attorney is Public Records Officer
- Records Management Committee
  - One rep from each City department/division
  - Meets regularly
  - Tasks:
    - Sets procedures for managing records
    - Provides training for staff
    - Maintains records logs, indexes, etc.

# CHALLENGES UNDER CURRENT SYSTEM

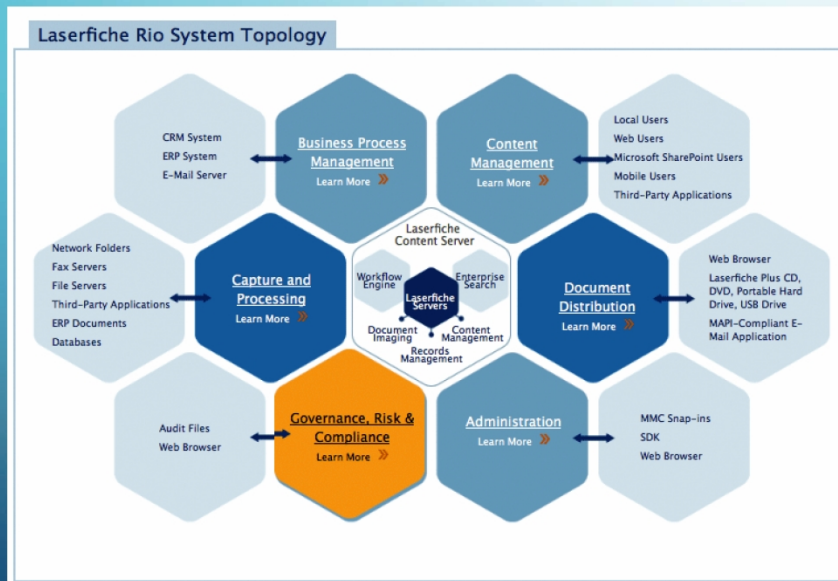
- Expanding body of public records
- Difficulty of locating records
- Multiple copies of the same record
- No disposition of records
- No consistency of storage, naming, and location of City records
- Burden on IT alone to locate electronic records

THE PLAN? LASERFICHE





# WHAT IT REALLY LOOKS LIKE



- Software to more efficiently manage records and information
- Allows structured information to be easily defined and shared across multiple teams
- Will provide the City:
  - Enterprise content management
  - Business process automation
  - Productivity-boosting analytics

## BENEFITS OF LASERFICHE

- Easily capture and digitize City records
- Legal compliance
- Standardize storage and location of records
- Instant full-text search and retrieval of content
- Web portal access to records
- Develop and automate business processes
- Track details about records to meet new legal requirements
- Security and auditing features on a granular level

# EXAMPLES OF POTENTIAL APPLICATIONS

- Powerful search capabilities across all records in system to avoid burdensome IT searches
- Automatic file naming conventions standardized City-wide
- Electronic contract routing
- Notifications when documents can be destroyed
- Ability to automate simple to complex business processes. Examples:
  - Public records requests
  - New employee onboarding
  - Claims against the City
  - Contract review and signature
  - Agenda development
- Creation of a web portal for direct access to records by the public



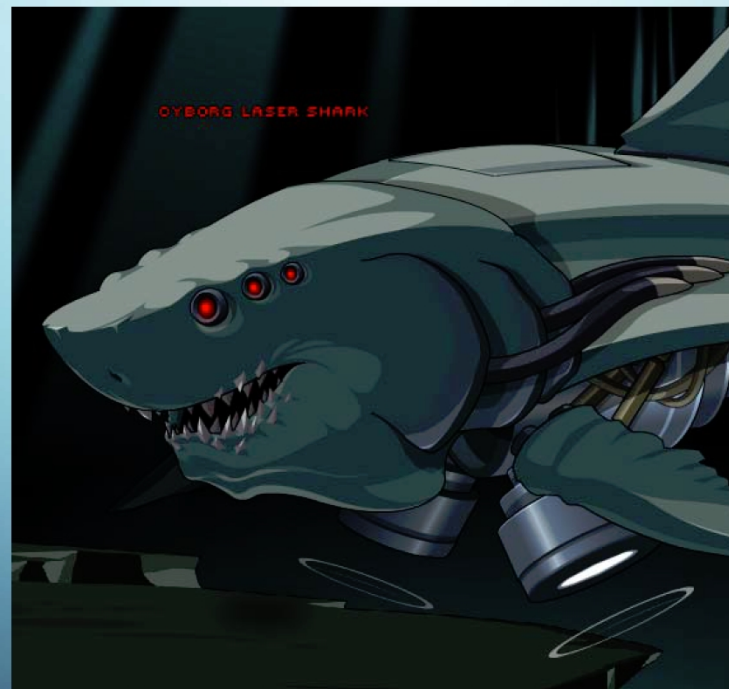
# IMPLEMENTATION STRATEGY

- Implementation team leads:
  - Marcia Hunt, Legal
  - Jessica Lewallen, IT
- Phased Approach:
  - Implement one Department at a time
  - Begin with HR, Legal, City Clerk, Finance
  - Purchase only 35 licenses initially to cover first year of implementation
  - Purchase approx. 35 additional licenses in the '19-'20 budget for full implementation
- Build separate server and repository for Departments with CJIS information (Police, Prosecutor, PD, Courts) and HIPAA covered data (EMS)
- Focus on current records moving forward
- Evaluate incorporation of past records on a case-by-case basis

# AUTHORITY FOR PROJECT

- Purchase of hardware and software:
  - Approved in 2017-2018 biennial budget for 2018
  - 001.220.518.80.41: \$108,500 to purchase Electronic Records Management System
- Part-time Legal Assistant
  - Approved in 2017-2018 biennial budget for 2018
  - 001.250.515.30.10: Additional 0.5 FTE for legal assistant to support implementation

# THE CONTRACT





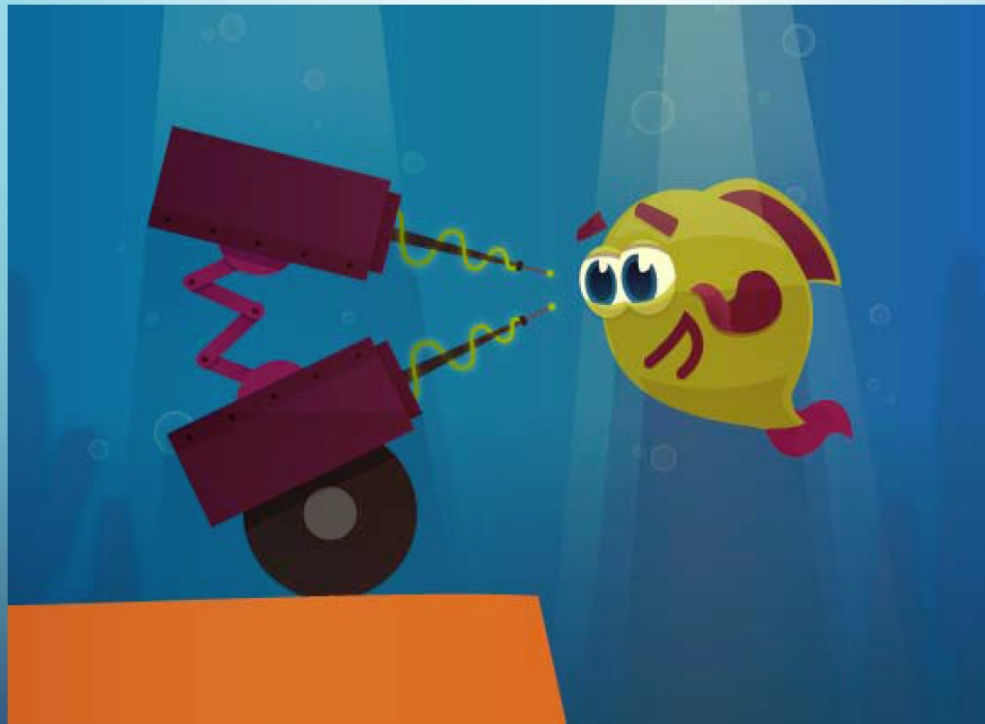
# KEY TERMS

- Purchase of Laserfiche Rio
  - 35 User Licenses
  - Includes Weblink (public portal) and forms essentials
  - 25 floating public licenses
- 60 hours of implementation support and training
- Contract price: Not to exceed \$89,903.10
- Initial scope of work for implementation term of 76 days, starting February 1

# BIDDING REQUIREMENTS

- Compulink Management Center, Inc. holds master contract with DES
- City has Master Contracts Usage Agreement with DES
- City can contract directly with Compulink Management Center without going out for bid
- Although not required, staff have solicited bids from two top providers and selected best bid

QUESTIONS?







# City Council Agenda Bill

**Meeting Date:** 1/22/2018

**Agenda Item:** 7b

**Subject:** Laserfiche Contract

**Staff Contact:** Darcy Swetnam, Marcia Hunt

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

**Action Type: Contract**

**Summary Statement:** The attached contract is for the purchase and technical support for implementation of the Laserfiche enterprise content management solution with Compulink Management Center, Inc.

**Background:**

1. **History:** The City has been exploring and researching Enterprise Content Management solutions to improve the City's management of public records and work processes for nearly two years. The project has been spearheaded by the City Attorney's Office in conjunction with the Public Records Committee. Staff have met with multiple vendors, researched jurisdictions throughout the state, considered implementation options, and participated in many demonstrations. The result of this work is the enclosed contract with Compulink Management Center for the purchase of Laserfiche and accompanying technical support.
2. **Key Terms:** Key terms of the contract include:
  - Purchase of Laserfiche Rio with 35 user licenses
  - Purchase of the Laserfiche public portal and forms essentials
  - 60 hours of implementation support
  - Initial implementation term of 2 months, estimated start date of February 1, 2018
  - Price not to exceed \$89,903.10 for initial phase of work, which includes software purchase
3. **Staff Support:** The new part-time Legal Assistant (Marcia Hunt) will be primarily responsible for implementing Laserfiche and required public records updates with each department under the supervision of the City Attorney, and in conjunction with Jessica Lewallen of the IT Department.
4. **Competitive Bidding:** Compulink Management Center, Inc. holds a master contract with the Washington State Department of Enterprise Services (DES)

(Master Contract Number 07814-001). The City has a Master Contracts Usage Agreement with DES, which allows the City to piggyback on state master contracts. Therefore, the City may contract directly with Compulink Management Center with no further competitive bidding requirements.

| <b>Budget Impact</b>       |                   |
|----------------------------|-------------------|
| Amount Budgeted            | \$108,500         |
| Budget Account (BARS)      | 001.220.518.80.41 |
| Proposed Expenditure       | \$89,903.10       |
| Budget Amendment Required? | No                |
| Revenue Source             | General Fund      |

| <b>Proposed Contract</b> |                                                    |
|--------------------------|----------------------------------------------------|
| Contractor               | Compulink Management Center, Inc. (dba Laserfiche) |
| Amount                   | \$89,903.10                                        |
| Start Date               | 1 February 2018                                    |
| End Date                 | 19 March 2018                                      |

**Previous Council/Committee Action:** N/A

**Competing Viewpoints Considered:**

1. Staff have considered whether purchasing Laserfiche is in the best interest of the City. Based on two years of research, Laserfiche appears overwhelmingly necessary to support records management requirements and to provide the technical support to increase City efficiency and accuracy in key work processes.
2. Staff have also considered how many licenses to purchase with the initial implementation effort. Ultimately, staff have determined that implementation will have to be phased by each department. Therefore, the purchase of 35 licenses in 2018 will be adequate to make significant progress towards City-wide implementation. The City will need to purchase approximately 35 additional licenses in 2019.

**Recommended Motion:** I move we authorize the mayor to execute the attached Contract Number 2017-013-WA011, a Technology Solution Contract between the City of Anacortes and Compulink Management Center, Inc., D/B/A Laserfiche.

**Alternative Actions:** [Click here to enter text.](#)

**Attachments** (listed in order presented): Proposed Technology Solution Contract

**TECHNOLOGY SOLUTION CONTRACT  
BETWEEN THE  
CITY OF ANACORTES  
AND  
COMPULINK MANAGEMENT CENTER, INC. D/B/A LASERFICHE  
CONTRACT NUMBER 2017-013-WA011**

This agreement, hereinafter referred to as "Technology Solution Contract", is made and entered into by and between City of ANACORTES, located at 904 6<sup>th</sup> Street, ANACORTES, WA 98221 hereinafter referred to as "Agency" and the below named firm, hereinafter referred to as "Contractor."

**Contractor Name:**    **Compulink Management Center, Inc., a California corporation  
d/b/a Laserfiche**

**Address:**                **3545 Long Beach Blvd.**

**City, State ZIP:**        **Long Beach, CA 90405**

**Phone:**                 **(800) 985.8533**

**Email:**                 **[notices@laserfiche.com](mailto:notices@laserfiche.com)**

**WHEREAS**, Agency and Contractor desire to enter into a Technology Solution Contract for an Enterprise Content Management (ECM) solution; and,

**WHEREAS**, Agency has determined that entering into this Technology Solution Contract with Contractor shall meet Agency's needs; and,

**IN CONSIDERATION** of mutual promises as hereinafter set forth and incorporated herein, subject to Washington State Department of Enterprise Services Master Contract No. 07814-001 and subsequent amendment(s) hereinafter referred to as "Master Contract" which shall be incorporated herein by this reference, and as Agency and Contractor agree as follows:

**1. Term**

The term for this Technology Solution Contract shall be three (3) years from the execution date of this Technology Solution Contract. Agency shall have the sole discretion and option to extend this Technology Solution Contract.

Agency reserves the right to purchase additional products within the scope of this Technology Solution Contract which will be appropriately documented by amendment, signed by authorized representatives of the parties and attached and incorporated into this Technology Solution Contract.

**2. Price Schedule and Fees**

Total compensation payable to Contractor for products purchased for Phase 1 shall not exceed eighty-nine thousand nine hundred three and ten cents (\$89,903.10) as shown in schedule A. The City may, in its sole discretion during the Term of this Technology Solution Contract, exercise the option to proceed with any work listed in Phase 2 or Phase 3 in Schedule A, at the prices listed therein.

The Contractor's Quote No. QUO-06900-V2P2 dated 12/8/2017 shall be attached and incorporated herein as Schedule A. A mutually agreed upon Statement of Work for services



shall be created specifying tasks, acceptance criteria, timelines, and all other associated costs and shall be attached and incorporated herein as Schedule B.

*(Note: the total cost of product/software/maintenance and implementation services should equal the total "not to exceed" amount. Additional products, software, maintenance, and services should be purchased with an amendment to this Technology Solution Contract and increase the total "not to exceed" amount of this contract.)*

### 3. Contract Management

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this Technology Solution Contract.

| Contractor Contract Manager Information                                                                                                   | Agency Contract Manager                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Compulink Management Center, Inc. d/b/a Laserfiche<br>3545 Long Beach Blvd<br>Phone : 800-985-8533<br>Email Address: sales@laserfiche.com | Marcia Hunt<br>City of Anacortes<br>904 6 <sup>th</sup> Street, PO Box 547<br>ANACORTES, WA 98221<br>Phone: 360-299-1960<br>Email address:<br>MarciaH@cityofanacortes.org |

### 4. Billing

The Contractor shall submit properly itemized invoices to the Agency Contract Manager. Invoices shall contain at a minimum the information listed below:

1. Technology Solution Contract Number
2. Contractor Name, address and telephone number
3. Contractor Federal Identification Number (FIN)
4. Dates
5. Description of Deliverable (If hourly, include the number of hours worked, hourly rate, total amount per line item.)
6. Total Milestone Payment Amount
7. Total dollar amount per line item
9. Net Invoice
10. Applicable taxes
11. Payment terms including any available discounts

Incorrect or incomplete invoices will be returned to Contractor for correction and reissuance.

The Contractor shall submit a monthly invoice to the Agency for services performed in the previous calendar month in a format acceptable to the Agency. The Contractor shall maintain time and expense records and provide them to the Agency upon request. Invoices for Fixed-Fee Engagement Based on Completion of Milestones shall be submitted as provided for in the payment plan described in Schedule B.

The Agency will pay timely submitted and approved invoice received before the 20<sup>th</sup> of each month within thirty (30) days of receipt.

## **5. Assurances**

Agency and Contractor agree that all activity pursuant to this Technology Solution Contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

## **6. Modifications**

Any modifications to this Agreement shall be approved in advance in writing and signed by both Parties to this Agreement.

## **7. Termination for Convenience**

Agency may terminate the Agreement in whole or in part whenever Agency determines, in its sole discretion that such termination is in the best interests of Agency. 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. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by Agency at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by Agency.

## **8. Order of Precedence**

Each schedule and exhibit listed below is by this reference hereby incorporated into this Technology Solution Contract as though fully set forth herein. In the event of an inconsistency within this Technology Solution Contract, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal and state of Washington statutes and regulations
2. Special terms and conditions as contained in this basic Technology Solution Contract instrument
3. Terms and conditions as contained in the Master Contract incorporated by reference
4. Schedule A – Contractor Quotes
5. Schedule B – Statement of Work No. 1
6. Exhibit A – Software License Agreements (all current applicable software license/use agreements – it is the responsibility of each agency to ensure these agreements are substantially the same as the initial agreements attached in the Master Contract.)
7. Any other provision, term or material incorporated herein by reference or otherwise incorporated

## **9. Entire Agreement**

This Technology Solution Contract, including referenced Exhibits and Schedules, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

## **10. Conformance**

If any provision of this Technology Solution Contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

## **11. Venue**

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Skagit County, Washington.

## 12. Approval

This Technology Solution Contract shall be subject to the written approval of Agency's authorized representative and shall not be binding until so approved. The Technology Solution Contract may be altered, amended, or waived only by a written amendment executed by both parties.

ALL OTHER TERMS AND CONDITIONS OF THE MASTER CONTRACT AND ITS SUBSEQUENT AMENDMENTS SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, THIS TECHNOLOGY SOLUTION CONTRACT is executed by the persons signing below, who warrant they have the authority to execute the Technology Solution Contract.

### City of Anacortes

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Signature

Laurie Gere

---

Name

Mayor

---

Title

Date

### Compulink Management Center, Inc. d/b/a Laserfiche

---

Signature

Peter Wayman

---

Name

Vice President

---

Title

Date



**SCHEDULE A  
CONTRACTOR QUOTES**

**PHASE 1**

| Product                                                                                                                                  | Product ID | Quantity | Unit Price  | Ext Amount  |
|------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|-------------|-------------|
| <b>Software</b>                                                                                                                          |            |          |             |             |
| Laserfiche Rio User with Forms Essentials - (25-49 Users)                                                                                | ENFPL25    | 35       | \$900.00    | \$31,500.00 |
| Laserfiche Rio Records Management Edition                                                                                                | ERM        | 35       | \$90.00     | \$3,150.00  |
| Laserfiche Rio Pilot Public Portal                                                                                                       | PPM25      | 1        | \$25,000.00 | \$25,000.00 |
| <b>Services</b>                                                                                                                          |            |          |             |             |
| Gold - Advanced Service Package (40hrs) - Laserfiche Implementation, Records Retention Setup & Public Information Portal Setup, Training |            | 40       | \$188.00    | \$7,520.00  |
| Implementation of Forms & Workflow – 20 Hours                                                                                            |            | 20       | \$188.00    | \$3,760.00  |
| <b>Annual Maintenance</b>                                                                                                                |            |          |             |             |
| Laserfiche Rio User with Forms Essentials Annual Maintenance - (25-49 Users)                                                             | ENFPL25B   | 35       | \$180.00    | \$6,300.00  |
| Laserfiche Rio Records Management Edition - 10% Add-on to all Rio users Annual Support                                                   | ERMB       | 35       | \$18.00     | \$630.00    |
| Laserfiche Rio Pilot Public Portal Annual Maintenance                                                                                    | PPM25B     | 1        | \$5,000.00  | \$5,000.00  |
|                                                                                                                                          |            |          | Subtotal    | \$82,860.00 |
|                                                                                                                                          |            |          | Freight     | \$0.00      |
|                                                                                                                                          |            |          | Tax         | \$7,043.10  |
|                                                                                                                                          |            |          | TOTAL       | \$89,903.10 |

## PHASE 2

| Product                                                                         | Product ID | Quantity | Unit Price | Ext Amount  |
|---------------------------------------------------------------------------------|------------|----------|------------|-------------|
| Software                                                                        |            |          |            |             |
| Laserfiche Rio Pilot Named Full Users with Forms Essentials - 50                | ENFPL50    | 35       | \$833.00   | \$29,155.00 |
| Laserfiche Rio Records Management Edition                                       | ERM        | 35       | \$83.33    | \$2,916.55  |
| Annual Maintenance                                                              |            |          |            |             |
| Laserfiche Rio Pilot Named Full Users with Forms Essentials - 50 Annual Support | ENFPL50B   | 35       | \$167.00   | \$5,845.00  |
| Laserfiche Rio Records Management Edition Annual Support                        | ERMB       | 35       | \$16.66    | \$583.10    |
|                                                                                 |            |          | Subtotal   | \$38,499.65 |
|                                                                                 |            |          | Freight    | \$0.00      |
|                                                                                 |            |          | Tax        | \$3,272.48  |
|                                                                                 |            |          | TOTAL      | \$41,772.13 |

## POTENTIAL PHASE 3

| Product                                                                   | Product ID | Quantity | Unit Price | Ext Amount |
|---------------------------------------------------------------------------|------------|----------|------------|------------|
| Software                                                                  |            |          |            |            |
| Laserfiche Forms Authenticated Participants 1-49 Users                    | EAFRM001   | 1        | \$200.00   | \$200.00   |
| Annual Maintenance                                                        |            |          |            |            |
| Laserfiche Forms Authenticated Participants 1-49 Users Annual Maintenance | EAFRM001B  | 1        | \$40.00    | \$40.00    |
|                                                                           |            |          | Subtotal   | \$240.00   |
|                                                                           |            |          | Freight    | \$0.00     |
|                                                                           |            |          | Tax        | \$20.40    |
|                                                                           |            |          | TOTAL      | \$260.40   |

**SCHEDULE B  
STATEMENT OF WORK**

**STATEMENT OF WORK NO. 1  
TO**

**CITY OF ANACORTES**

**TECHNOLOGY SOLUTION CONTRACT NUMBER 2017-013-WA011**

**This Statement of Work No. 1 (SOW) to Technology Solution Contract No. 2017-013-WA011 (Contract) is entered into by and between City of ANACORTES (Agency) and Compulink Management Center, Inc. d/b/a Laserfiche (Contractor).**

**Contractor agrees to provide to Agency the services set forth in this SOW, in accordance with the terms of this SOW and the Technology Solution Contract, for the fees set forth in SOW and the Contract. Specific resources to be provided and deliverables will be mutually agreed upon and documented in writing as set forth herein.**

**1 LOCATION AND PERIOD OF PERFORMANCE**

**1.1 Per a mutually agreed upon schedule, Contractor staff shall perform all work at the following location (or online via GoToMeeting):**

City of ANACORTES

904 6<sup>th</sup> Street, PO Box 547

ANACORTES, WA 98221

**1.2 The period of performance for work identified in this SOW shall begin on February 2, 2018.**

**1.3 The Agency reserves the right to amend or extend this SOW by mutual agreement.**

**PROJECT SCOPE AND OBJECTIVES**

Agency seeks to implement a Laserfiche software solution in order to implement a paperless records management system with automation.

The following workstreams are included in the Services.

| Workstream      | Major Activities                                                                                                                                                                                                                                                          |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Installation | 1.1 Install Laserfiche Rio 10.x and the following software components: <ul style="list-style-type: none"><li>• Laserfiche Records Management Edition</li><li>• Laserfiche Workflow</li><li>• Laserfiche Forms</li><li>• Laserfiche Public Portal Infrastructure</li></ul> |



|                                            |                                                                                                                                                                                 |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Installation / Implementation Documents | 2.1 Design and implement a document capture approach<br>2.2 Design and implement a public document portal<br>2.3 Design and implement WA State records management and retention |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## PROJECT APPROACH: MAJOR ACTIVITIES AND TASKS

To complete this project, Laserfiche will employ a five-Phase implementation approach, as shown in the diagram below. Each Phase includes ongoing project governance, project management, and weekly status reporting. As part of project governance activities, Agency's acceptance of deliverables for each Phase is required before starting the next Phase.



The remainder of this document includes the major activities and deliverables for each Phase.

### Phase 1. Requirements and Design



#### Major Activities

This Phase consists of the establishment of project practices and templates, as well as the creation, review, and approval of a Requirements and Design document. Specific major activities/tasks for this Phase include:

1. Conduct a project kick-off meeting with Agency and its key personnel.
2. Develop a project plan for the engagement.
3. Conduct three to five workshops and interviews over a one to two-week period with the project executive sponsor, IT administrators, and subject matter experts (e.g., Department Record Coordinators) to confirm requirements. As part of this task, Laserfiche will leverage the demo provided to Agency.
4. Draft a Requirements and Design document by using information gathered in the workshops and interviews. The document will include:
  - A plan to install Laserfiche Rio and the following software components in the Agency's network:
    - Laserfiche Records Management Edition
    - Laserfiche Workflow

- Laserfiche Audit Trail
  - Laserfiche Forms
  - Laserfiche Public Portal Infrastructure
  - A repository file plan that includes:
    - Folder structure to support the routing and storage of up to 30 document types.
    - Metadata to appropriately index up to 30 document types.
    - High-level security to help control access and rights for up to 30 document types.
  - A capture plan that includes:
    - Capture of city council minutes and other paper documents.
    - Capture of electronic documents in PDF format.
  - Electronic workflows that include:
    - Routing of Agency documents (e.g., for approval).
5. Review the Requirements and Design document and make updates based on Agency feedback.

## Major Deliverables

### Deliverables for Requirements and Design will include:

- Requirements and Design Document: An Agency Requirements and Design document for the installation and configuration of the system. This will include the Hardware specifications; Interface specifications; Installation Architecture specifications and Site Customization documents.
- Project Plan: A project plan that contains tasks and the estimated hours and duration for each task.
- Status Report Template: A template that summarizes completed activities for the period; planned activities; project-related issues that could impact scope, budget and timing; and other information. This template captures key decisions with Agency on scope areas. Project Status reports to be provided to the city on mutually agreed milestones and time frames.

## Phase 2. Development



## Major Activities

This Phase consists of implementing the solution in accordance with the Requirements and Design document created in Phase 1. Specific major activities/tasks for this Phase include:

1. Coordinate with Agency to obtain VPN access to the network.
2. Install all licensed Laserfiche software required by the Services.

3. Develop and configure the solution per the specifications set forth in the Requirements and Design document.
4. Provide periodic solution demonstrations to Agency to obtain feedback.
5. Develop a Test Plan to conduct testing in the next Phase.

### **Major Deliverables**

#### **Deliverables for Development will include:**

- Deployed System: Laserfiche system is deployed in Agency's Test environment per the Requirements and Design document and solution demonstrations.
- Data Conversion Plans: Document the data conversion plans for legacy records into the new Laserfiche product.
- Test Plan: Test scripts to be used by Laserfiche and Agency to test system functionality. Test as needed for interfaces identified and implemented per Requirements and Design phase.
- Configuration and Certification: Complete work as needed in order to be able to run System Configuration Reports and get completed Installation Certificates.

### **Phase 3. Testing**



### **Major Activities**

This Phase consists of a coordinated effort between Laserfiche and Agency to test the system. Specific major activities/tasks for this Phase include:

1. Test the system using the Test Plan and remediate issues as necessary.
2. Coordinate with Agency to onboard users.
3. Provide guidance to Agency personnel who will perform User Acceptance Testing ("UAT").
  - Address issues identified during UAT that are in scope for the Services.
  - New or modified requirements will be addressed in a separate SOW to minimize impacting the project timelines for the Services.
4. Create Deployment and Data Validation Plan.
5. Prepare for training and go-live.

### **Major Deliverables**

#### **Deliverables for Testing will include:**

- Deployment-Ready Solution: Laserfiche solution that is tested for functionality by both Laserfiche and Agency, which will be ready for promotion to the Production environment.



- **Deployment and Data Validation Plans:** The Deployment Plan details how the developed solution will be promoted from the Test to Production environment. The companion Data Validation Plan is specific to solutions that require such a procedure (e.g., database migrations from legacy systems to Laserfiche). The Data Validation Plan contains a list of user inputs for the actions, steps on how to perform the actions, and expected results. The Agency will carry out the plan and verify the outputs. *Agency's acceptance of the Deployment and Data Validation Plans will constitute approval to close out the project 20 business days after the plan has been executed and the data has been validated.*

## Phase 4. Deployment



### Major Activities

This Phase consists of deploying the upgraded and updated system to the Production environment. Specific major activities/tasks for this Phase include:

1. Provide a train-the-trainer approach to train end-users and administrators on the developed solution.
2. Promote the solution to Agency's Production environment. Specifically:
  - Promote Laserfiche environment from Test to Production.
  - Promote the form, workflows, and Quick Fields sessions to the Production environment.
  - Promote folder structure, security, and metadata to the Production environment.
3. Address production-specific issues that occur.
4. Inform Agency that the system is available and in a production state for end-users to use the system.

### Major Deliverables

**Deliverables for Deployment will include:**

- **User Training:** A User Training Plan that Agency can use to train end-users and administrators. Assist the city as needed with staff training.
- **Deployed System:** Laserfiche system deployed to the Production environment per the Go-Live and Stabilization Plan documents.
- **System Documentation:** Project documentation on the administrative aspects of the system.

## Phase 5. Transition to Agency



### Major Activities

This Phase consists of transitioning the system to Agency system administrators and providing knowledge transfer. Specific major activities/tasks for this Phase include:

1. Perform post-deployment support activities.
  - Provide guidance to Agency on monitoring and documenting issues that may arise.
  - Coordinate with Agency administrators for up to 10 business days to help diagnose and resolve identified issues.
2. Transfer day-to-day system maintenance to Agency.
3. Walk Agency through the System documentation created in the Deployment Phase.
4. Introduce methods for accessing Support services for Laserfiche from VAR to Agency's post-project support team via an email.

### Major Deliverables

**Deliverables for Transition to Support will include:**

- Closeout Notification: An email that contains a high-level summary of deliverables provided by Laserfiche to Agency. After "closeout," all new Services work not expressly covered by the LSAP will be considered a new billable project.
- Operations Manual: System Operations manual to be provided to the city per the system requirements and implementation along with Template Tools for Documenting Business Processes.

## PRICING AND PAYMENT TERMS

### Professional Services Pricing

The table below sets forth the estimated level of effort required for this project, including both onsite and offsite Professional Services work. This project will be billed on a fixed-price. Project management will be billed as part of the Services.

Reasonable out-of-pocket expenses (e.g., airfare, lodging, meals, and ground transportation) will be billed as incurred, and will be consistent with Washington state requirements, with a total amount not to exceed \$1,000 without the prior approval of the Agency.

| Phase            | Description                   | Rate  | Est. Hours | Estimated Cost     |
|------------------|-------------------------------|-------|------------|--------------------|
| 1                | Requirements and Design       | \$188 | 5          | \$ 940             |
| 2                | Development (non-programming) | \$188 | 40         | \$ 7,520           |
| 3                | Testing                       | \$188 | 2          | \$ 376             |
| 4                | Deployment                    | \$188 | 2          | \$ 376             |
| 5                | Transition to Support         | \$188 | 0          | \$ 0               |
| 6                | Training                      | \$188 | 11         | \$ 2,068           |
| <b>Total</b>     |                               |       | <b>60</b>  | <b>\$11,280.00</b> |
| <b>SALES TAX</b> |                               |       |            | <b>\$958.80</b>    |
| <b>TOTAL</b>     |                               |       |            | <b>\$12,238.80</b> |

### Payment Plan for Fixed-Fee Engagement Based on Completion of Milestones

All Services will be performed in accordance with this mutually accepted SOW. To provide initial funding for the project and simplify billing for Fixed-Fee Professional Services, an initial payment of 20% of the cost of the Professional Services SOW for acquisition of materials and mobilization will be billed upon execution of the document. 55% of the cost of the SOW will be billed upon acceptance and completion of the Requirements and Design (Phase 1). 15% of the cost will be billed upon acceptance and completion of the Deployment-ready Solution deliverable of Phase 3. 10% of the cost of the SOW will be billed upon closeout.

Invoices are due 30-days upon receipt. If and when changes to project scope or effort required to complete specific work items occur due to unforeseen complications or issues outside of Laserfiche's control, Laserfiche will prepare a change order for approval by Agency. Laserfiche will not invoice for work performed outside the original project scope until such time as change order(s) for such work have been approved by the Agency.

### ADDITIONAL TERMS AND CONDITIONS

#### Subcontractors

Contractor has advised Agency that Contractor intends to subcontract a portion of the Services to Cities Digital located at 4010 Stone Way N., Suite 230, Seattle, WA 98103 ("Subcontractor"). Agency hereby approves Contractor's delegation of the responsibility to Subcontractor to perform a portion of the Services required by this SOW.

#### Agency Responsibilities

##### Agency will be responsible for the following:

1. Agency will make available, and provide timely access to (e.g. within ~~two to~~



three business days), necessary personnel to ensure project success, including:

- a. A designated project manager to help schedule meetings, facilitate project governance, coordinate document requests, and other tasks.
- b. IT personnel such as system administrators, database administrators, and help desk.
- c. Subject matter specialists to provide information on Agency's system and file plan.
- d. Personnel to execute the test scripts and document results for User Acceptance Testing ("UAT"). Personnel will be made available per the project schedule and plan. Any delays in UAT may involve additional hours or fees.

#### **Resource List**

| <b>Project Team</b>    | <b>Purchaser Team</b>   |
|------------------------|-------------------------|
| <b>Patrick Welsch</b>  | <b>Marcia Hunt</b>      |
| <b>Jessica Welsch</b>  | <b>Jessica Lewallen</b> |
| <b>Mike Richardson</b> | <b>Darcy Swetnam</b>    |
| <b>Kyle Knebel</b>     | <b>Steve Hoglund</b>    |
| <b>Dan Siegel</b>      | <b>Jose Cervantes</b>   |

2. Agency will work with Laserfiche to provide any necessary technical resources and support. This includes:
  - a. Providing timely access and user credential to Agency network, applications, database and related resources, including remote access.
  - b. Providing configured Test environment that closely mirrors the Production environment.
  - c. Providing only test data and not production data to Laserfiche.
  - d. Configuring Kerberos, Active Directory and security policies as required for the implementation.
  - e. Performing and testing backups of the Laserfiche configuration, database and other systems as needed.
  - f. Completing any testing (e.g., system, integration, user acceptance testing) as needed.
3. Agency will provide requested documentation and acceptance of key deliverables within five business days. If Agency does not respond in writing to Laserfiche's request for acceptance within five business days of Laserfiche's request, or Agency does not reasonably refuse such approval within the five-day period, Agency will be deemed to have accepted. If Agency decides not to deploy after acceptance of the Deployment-ready Solution deliverable of Phase 3 (Testing), Laserfiche may close out this

project. After “closeout,” all new Services work not expressly covered by the LSAP will be considered a new billable project.

4. Agency will be responsible for licensing all software components necessary for completing Services.

## Key Assumptions

The following are key assumptions for delivery of the Services:

1. The scope of the engagement will include the Services specifically described in this SOW. Any additional scope requests will be provided in a separate SOW or change order.
  - a. Please see the project plan draft below for details to be included in the SOW

| Task Name                            | Hours Estimate | Duration  | Start       | Finish      | Resource Names                                 |
|--------------------------------------|----------------|-----------|-------------|-------------|------------------------------------------------|
| Implement Laserfiche Solution        | 60             | 76 days   | Tue 2/1/18  | Tue 3/19/18 |                                                |
| Stage I - Planning & Installation    | 7              | 10 days   | Mon 2/1/18  | Fri 2/9/18  |                                                |
| Project Management                   | 7              | 43 days   | Thu 2/1/18  | Mon 3/19/18 |                                                |
| Conduct Project Kickoff Meeting      | 1              | 1 day     | Thu 2/1/18  | Thu 2/1/18  | CD Project Manager, Client Implementation Team |
| Draft Project Plan                   | 1              | 5 days    | Fri 2/2/18  | Thu 2/8/18  | CD Project Manager                             |
| Approve Project Plan                 | 0              | 3 days    | Fri 2/9/18  | Tue 2/13/18 | Client Implementation Team                     |
| Conduct Ongoing PM Tasks             | 5              | 34 days   | Wed 2/14/18 | Mon 3/19/18 | CD Project Manager                             |
| Install Laserfiche                   | 0              | 8.5 days  | Fri 2/2/18  | Wed 2/14/18 |                                                |
| Plan Installation                    | 0              | 6.5 days  | Fri 2/2/18  | Mon 2/12/18 |                                                |
| Conduct Support Installation Meeting | 0              | 0.5 days  | Fri 2/2/18  | Fri 2/2/18  | CD Installation Contact, Client IT Contact     |
| Prepare System Architecture          | 0              | 5 days    | Fri 2/2/18  | Fri 2/9/18  | Client IT Contact                              |
| Download Software                    | 0              | 1 day     | Fri 2/9/18  | Mon 2/12/18 | Client IT Contact                              |
| Conduct Installations                | 0              | 3 days    | Fri 2/9/18  | Wed 2/14/18 |                                                |
| Install & Test Server Components     | 0              | 2 days    | Fri 2/9/18  | Tue 2/13/18 | CD Installation Contact                        |
| Install & Test Workstations          | 0              | 1 day     | Tue 2/13/18 | Wed 2/14/18 | Client IT Contact                              |
| Stage II - Training & Evaluation     | 11             | 2.25 days | Wed 2/14/18 | Fri 2/16/18 |                                                |
| Project Team Training                | 11             | 2.25 days | Wed 2/14/18 | Fri 2/16/18 |                                                |
| Pre-training                         | 1.5            | 0.25 days | Wed 2/14/18 | Wed 2/14/18 |                                                |
| Overview Training                    | 1              | 0.25 days | Wed 2/14/18 | Wed 2/14/18 | CD Trainer, Client Implementation Team         |
| LF Resource                          | 0.5            | 0.25 days | Wed 2/14/18 | Wed 2/14/18 | CD Trainer, Client Implementation Team         |
| Session 1:                           | 6              | 1 day     | Wed 2/14/18 | Thu 2/15/18 |                                                |

|                                                           |     |          |             |             |                                                |
|-----------------------------------------------------------|-----|----------|-------------|-------------|------------------------------------------------|
| LF Client Or Web Client Training                          | 1.5 | 0.2 days | Wed 2/14/18 | Wed 2/14/18 | CD Trainer,Client Implementation Team          |
| LF Scanning Training                                      | 0.5 | 0.2 days | Wed 2/14/18 | Wed 2/14/18 | CD Trainer,Client Implementation Team          |
| Administration Console Training                           | 1   | 0.2 days | Wed 2/14/18 | Wed 2/14/18 | CD Trainer,Client Implementation Team          |
| Records Management Training                               | 2   | 1 day    | Wed 2/14/18 | Thu 2/15/18 | CD Trainer,Client Implementation Team          |
| LF Security Training                                      | 1   | 0.2 days | Wed 2/14/18 | Wed 2/14/18 | CD Trainer,Client Implementation Team          |
| Session 2:                                                | 3.5 | 1 day    | Thu 2/15/18 | Fri 2/16/18 |                                                |
| Workflow Designer Training                                | 1.5 | 1 day    | Thu 2/15/18 | Fri 2/16/18 | CD Trainer,Client Implementation Team          |
| LF Forms Training - Level 1                               | 1   | 1 day    | Thu 2/15/18 | Fri 2/16/18 | CD Trainer,Client Implementation Team          |
| LF Forms Training - Level 2                               | 1   | 1 day    | Thu 2/15/18 | Fri 2/16/18 | CD Trainer,Client Implementation Team          |
| Stage III - System Configuration                          | 41  | 17 days  | Fri 2/16/18 | Tue 3/13/18 |                                                |
| Laserfiche Configuration of TRM                           | 41  | 17 days  | Fri 2/16/18 | Tue 3/13/18 |                                                |
| Design                                                    | 5   | 10 days  | Fri 2/16/18 | Fri 3/2/18  | CD System Architect,Client Implementation Team |
| Development                                               | 12  | 5 days   | Fri 3/2/18  | Fri 3/9/18  | CD System Architect                            |
| Testing                                                   | 2   | 1 day    | Fri 3/9/18  | Mon 3/12/18 | CD System Architect,Client Implementation Team |
| Deployment                                                | 2   | 1 day    | Mon 3/12/18 | Tue 3/13/18 | CD System Architect,Client Implementation Team |
| Laserfiche Configuration Services: Forms, Workflows, etc. | 20  | 17 days  | Fri 2/16/18 | Tue 3/13/18 |                                                |
| Design                                                    | 4   | 10 days  | Fri 2/16/18 | Fri 3/2/18  | CD System Architect,Client Implementation Team |
| Development                                               | 12  | 5 days   | Fri 3/2/18  | Fri 3/9/18  | CD System Architect                            |
| Testing                                                   | 2   | 1 day    | Fri 3/9/18  | Mon 3/12/18 | CD System Architect,Client Implementation Team |
| Deployment                                                | 2   | 1 day    | Mon 3/12/18 | Tue 3/13/18 | CD System Architect,Client Implementation Team |



|                                      |   |        |             |             |                                        |
|--------------------------------------|---|--------|-------------|-------------|----------------------------------------|
| Close Out                            | 1 | 4 days | Tue 3/13/18 | Mon 3/19/18 |                                        |
| Transition to Support                | 0 | 1 day  | Tue 3/13/18 | Wed 3/14/18 | CD System Architect, Client IT Contact |
| Distribute Project Close Out Form    | 1 | 1 day  | Tue 3/13/18 | Wed 3/14/18 | CD Project Manager                     |
| Sign & Return Project Close Out Form | 0 | 3 days | Wed 3/14/18 | Mon 3/19/18 | Client Implementation Team             |

- b. Other than basic installation activities, the scope does not include configuring Work Flow, Forms and other Laserfiche software components except for those components when tied to the deliverables identified in this and subsequent SOW documents.
  - c. Any onsite work will be performed as needed at Agency's offices in ANACORTES, Washington. All other work will be performed remotely. Currently, 2 trips are contemplated for the Services.
2. The project is estimated at 60 hours over a 12 week period. Any delays and additional hours incurred because of Agency's failure to fulfill its responsibilities will be billed to Agency.
3. If Agency does not either reasonably refuse or contest Laserfiche's request that Agency accept the hours incurred and billed within five business days of Laserfiche's request, Agency will be deemed to have accepted it.
4. All Laserfiche Software Products, Professional Services and Support are sold subject to the terms and conditions of Laserfiche's Software License Agreement (EULA), which accompanies the software.
5. By signing this SOW, Agency accepts all of these terms and conditions, which will not be varied except in writing signed by both parties.

## Approval

This SOW is subject to the written approval of Agency's authorized representative and will not be binding until so approved.

ALL OTHER TERMS AND CONDITIONS OF THE TECHNOLOGY SOLUTION CONTRACT, ITS AMENDMENTS, RELATED STATEMENT OF WORKS, AND THE MASTER CONTRACT REMAIN IN FULL FORCE AND EFFECT.

*In Witness Whereof*, this Statement of Work is executed by the persons below, who warrant that they are authorized by their respective parties to execute this Statement of Work.

**City of Anacortes, Washington  
(Agency)**

**Compulink Management Center, Inc.  
d/b/a Laserfiche (Contractor)**

|                    |
|--------------------|
| Signature          |
| <b>Laurie Gere</b> |
| Print or Type Name |
| Date               |
| <b>Mayor</b>       |
| Title              |

|                       |
|-----------------------|
| Signature             |
| <b>Peter Wayman</b>   |
| Print or Type Name    |
| Date                  |
| <b>Vice President</b> |
| Title                 |

|                                                     |
|-----------------------------------------------------|
| <b>VAR Cities Digital, INC.<br/>(Subcontractor)</b> |
| Signature                                           |
| Print or Type Name                                  |
| Date                                                |
| Title                                               |

**Exhibit A**  
**LASERFICHE SOFTWARE LICENSE AGREEMENT or "EULA"**

This Software License Agreement ("License Agreement") is made between Compulink Management Center, Inc., a California corporation doing business as Laserfiche and whose principal place of business is in Long Beach, California ("Laserfiche"), and the party (referred to as the "Licensee"), who has lawfully acquired the Software.

PLEASE READ THIS LICENSE AGREEMENT CAREFULLY. BY INSTALLING, COPYING OR USING THE SOFTWARE OR THE DOCUMENTATION THAT ACCOMPANIES THIS LICENSE AGREEMENT, YOU AGREE TO THE TERMS OF THIS LICENSE AGREEMENT. IF YOU DO NOT AGREE, DO NOT INSTALL, COPY OR USE THE SOFTWARE OR THE DOCUMENTATION AND, IF APPLICABLE, RETURN IT TO YOUR SUPPLIER FOR A FULL REFUND.

**RECITALS**

- A. Laserfiche has developed certain document imaging and management software programs which it markets under the trademark Laserfiche® ("Software").
- B. The Software constitutes valuable proprietary products and trade secrets of Laserfiche embodying substantial creative efforts and confidential information, ideas, and expressions. Laserfiche has invested large amounts of capital and time to develop and promote the Software. Laserfiche claims copyrights and proprietary trade secrets in the Software.
- C. Licensee understands that the Software is compatible only with certain types of computers and operating systems and that Licensee is responsible for assuring the compatibility between its computer systems, its software solutions, if any, and the Software.

THEREFORE, in consideration of the premises and covenants contained this License Agreement, Laserfiche and Licensee agree as follows:

**Terms of License Agreement**

**1. Grant of License.**

- A. **Description.** Laserfiche grants Licensee a limited, non-exclusive, non-transferable license to use all of the Software described on the purchase order accompanying the Software, subject to the terms and conditions of this License Agreement and the Licensing File which accompanies the Software. The Software includes, without limitation express or implied, some or all of the following types of software: (a) "Server Software" that provides document management services to other programs, and "Client Software" that allows a



computer or workstation to access or utilize the services provided by the Server Software; (b) "Stand-alone Software" that operates on a single computer; and (c) "Plug-in Software Modules" that can be added to the previously mentioned Software packages.

**B. Limitations and Requirements.**

- i. The Licensing File accompanying the Software or associated with the Licensing Key accompanying the Software defines the scope and limitations of the Software license for this product. You may only use the License File issued by Laserfiche to fulfill the license purchase described on the purchase order accompanying the Software.
- ii. Licensee may install one copy of the Server Software on a single physical or a single virtual operating system environment (the instance of the running Server Software shall be referred to as the "Server"), unless the licensee is acquiring a license to the Laserfiche Rio product. If Laserfiche Rio is being licensed, Licensee may install up to the maximum number copies of the Server Software listed in the License File (labeled as "instances") to multiple physical or virtual operating system environments so long as those installations have continuous network access to a running instance of the included License Manager program. Licensee may install only one copy of the License Manager program on a single physical or a single virtual operating system environment.
- iii. The Server Software may only be operated with the database system(s) (Microsoft SQL or Oracle) listed in the Licensing File. If no database system is listed in the License File, then the Server Software may only be operated with Microsoft SQL Express.
- iv. The Server Software may only host the number of repositories listed in the Licensing File (labeled as "databases"), unless the Licensee is acquiring a license to the Laserfiche Rio product. If Laserfiche Rio is being licensed, each running copy of the Server Software may host up to the number of repositories listed in the Licensing File.
- v. Named user connections are allocated to specific individuals or devices at the choice of the Licensee. When a named user connection is allocated to a specific individual person's Laserfiche or external directory account, that individual may not share the use of that named user connection by sharing the use of their account with others. When a named user connection is allocated to a device, the connection may only be used from that device and various individuals may share the use of that device so long as only one individual is accessing the Server Software from that device at a time. There are two types of named user connections – named user connections capable of modifying a repository governed by the Server (referred to as "Named Full User" connections and listed in the License File as "named read-write

objects") and named user connections capable of only read-only access (referred to as "Named Retrieval" connections and listed in the License File as "named read-only objects"). Only the maximum number of each type of named user connection listed in the License File may be allocated to individuals or devices. Named user connections may not be routinely reallocated for the purpose of lessening the number of named user connections required.

- vi. Concurrent user connections are shared among individuals. There are two types of concurrent user connections – concurrent user connections capable of modifying a repository governed by the Server (referred to as "Full User" connections and listed in the License File as "read-write users") and concurrent user connections capable of only read-only access (referred to as "Retrieval" connections and listed in the License File as "read-only users"). Once the maximum number of read-write or read-only concurrent user connections specified in the License File is reached, no additional user connections of that type may be made, until some user connections of that type are closed. Individuals who require write access in the course of their work must use a Full User connection at all times; thus, individuals assigned to use a Full User connection may not use a Retrieval connection to perform read-only tasks which do not require a Full User connection. Hardware or software may not be used to reduce the number of concurrent user connections required for individuals to access or otherwise utilize Server services (sometimes called "multiplexing").
- vii. Public Portal connections allow read-only access to the Server Software only using a Laserfiche application known as WebLink. If the license file lists a maximum number of Public Portal connections (listed as "read-only public portals"), then once the maximum number of Public Portal connections specified in the License File is reached, no additional Public Portal connections may be made, until some Public Portal connections are closed. If the license file lists a maximum number of CPU sockets that may be utilized to support Public Portal access (listed as "read-only CPU limit"), then Public Portal connections may be made only if the physical or virtual machine on which the Server Software is running has the listed number of CPUs or fewer. If neither a maximum number of Public Portal connections nor a maximum number of CPUs for Public Portal access is listed in the License File, then no Public Portal connections may be made.
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- x. If the License File specifies one or more languages, then the Laserfiche user interface may only be run in those languages.

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## Anacortes City Council

### Proposed Agenda Items for the Next Eight Weeks Beginning February 5, 2018

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

#### February 5, 2018

- WSDOT Project Update: Sharpes Corner Roundabouts and SR-20 Spur Paving (Discussion)
- ArcGIS/Cartegraph Mapping and Asset Management Demonstration (Discussion)
- Amendment 8 to Interlocal Agreement C20140640 with Skagit County for Ambulance Service (Action)
- Interlocal Agreement with Skagit County for Emergency Management Services (Discussion/Possible Action)
- Contract Award: 2018 Waterline Project (Action)
- Draft Ordinance 3017: Amendment to AMC Title 19 - New Affordable Housing Demonstration Program Regulations (Discussion/Possible Action)

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#### February 12, 2018

- Ordinance 3017: Amendment to AMC Title 19 - New Affordable Housing Demonstration Program Regulations (Action)

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#### February 20, 2018

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#### February 26, 2018

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#### March 5, 2018

- 2018-2022 CDBG - Five Year Consolidated Plan and One Year Action Plan Public Process Conclusion
- Closed Record Decision Hearing, Anacortes School District 5,000 Square Foot Building, Conditional

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#### March 12, 2018

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#### March 19, 2018

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#### March 26, 2018

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#### Upcoming City Council Committee Meetings

*The public is welcome to attend City Council Committee Meetings.*

- Planning, Monday, Jan 22, 2018, 5:00 PM, Main Conference Room, City Hall
- Finance, Wednesday, Jan 24, 2018, 5:00 PM, Main Conference Room, City Hall
- Housing Affordability & Community Services, Thursday, Feb 1, 2018, 1:30 PM, Main Conference Room, City Hall
- Public Works, Monday, Feb 5, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Port/City Liaison, Tuesday, Feb 6, 2018, 5:00 PM, City Hall
- Planning, Monday, Feb 12, 2018, 5:00 PM, Main Conference Room, City Hall

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