



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

May 14, 2018
6:00 p.m.

PRELIMINARY AGENDA

[Packet Materials](#)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Port/City Liaison Committee
 - b. Skagit County Law & Justice Council
 - c. Planning Committee
4. **Public Comment**
5. **Consent Agenda (Action)**
 - a. Minutes of May 7, 2018
 - b. Approval of Claims in the amount of: \$810,289.91
 - c. Contract Award: Skagit River 42" Water Line Project - Design Assistance
& Permitting 18-070-WTR-001
6. **Public Hearings**
7. **Other Business**
 - a. * Ordinance 3022: Impact Fees (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 the City Clerk at 360-299-1960 in advance of the meeting.



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning May 21, 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 and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

May 21, 2018

- Anacortes Historic Preservation Board Update (Discussion)
- Guemes Channel Trail Update (Discussion)
- Contract Award: Municipal Fiber Pilot Zone Construction (Discussion/Possible Action)

May 29, 2018

- Pavement Management Program Update (Discussion)
- Resolution 2015: Collective Bargaining Agreement by and between the City of Anacortes and the Anacortes Commissioned Police Officers 6/1/2018-12/31/2021 (Discussion/Possible Action)
- Resolution 2013: Municipal Broadband Network (Discussion/Possible Action)
- Executive Session (15 Minutes) : Collective Bargaining Update (6 PM at beginning of meeting)

June 4, 2018

June 11, 2018

June 18, 2018

June 25, 2018

July 2, 2018

July 9, 2018

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Planning, Monday, May 14, 2018, 5:00 PM, Main Conference Room, City Hall
- Parks & Recreation, Thursday, May 17, 2018, 6:00 PM, Main Conference Room, City Hall
- Public Works, Monday, May 21, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Finance, Wednesday, May 23, 2018, 5:00 PM, Main Conference Room, City Hall
- Planning, Monday, May 28, 2018, 5:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Jun 4, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Public Safety, Tuesday, Jun 5, 2018, 10:00 AM, Mayor's Office, City Hall



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- Public Safety, Tuesday, Jun 5, 2018, 10:00 AM, Mayor's Office, City Hall

City Council Minutes – May 7, 2018

At 6:00 p.m. Mayor Laurie Gere called to order the regular Anacortes City Council meeting of May 7, 2018. Councilmembers Eric Johnson, Anthony Young, Brad Adams, Liz Lovelett, Bruce McDougall and Matt Miller were present. Councilmember Ryan Walters was absent. The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Housing Affordability & Community Services Committee: Ms. Lovelett reported on the topics discussed at the committee meeting the prior Thursday including the new development regulations and how those would dovetail with the Affordable Housing Strategic Plan; research on short term rental surcharges that could help fund affordable housing projects; possibly directing the 20% of the city's CDBG grant allowable for administrative expense to partnering with other agencies to create a community services center staff position; supporting efforts by the Port of Anacortes and Anacortes Housing Authority to dedicate upper units in the Olson Building for affordable housing; and leveraging city owned property for affordable housing. Mr. Johnson added that CDBG funds might also be leveraged into the Community Services committee, and said the group had also discussed energy assistance for low income housing. Ms. Lovelett expanded on how affordable housing might be built and/or retrofitted with solar generation capability to offset ongoing utility costs.

Skagit County Population Health Trust: Ms. Lovelett reported from the Trust meeting the prior week. She shared a cited statistic that for every \$100 increase in a low income tenant's rent, that tenant is 15-39% more likely to end up homeless the following year. Ms. Lovelett also reported that the Trust was finalizing its report on the most pressing needs for infant and maternal care for the first 1000 days of life and working on strategies to deliver services to client families when and where they need them. She said the Trust also reviewed the preliminary report from Community Action on trends in Skagit County, noting that dental services were identified as the highest unmet need, along with living wage jobs and housing.

Public Works Committee: Mr. Adams reported from the committee meeting earlier in the evening. He provided status updates on projects discussed including the M Avenue ADA ramp and paving project from 28th to 8th Streets, waterline replacements in Skyline that would be followed by new pavement, the feasibility report for the combined sewer overflow project, design work soon to begin for the redundant raw water intake line at the water treatment plant, and the Blue Heron water reservoir project.

WSDOT Presentation/Update on Sharpes Corner:

Andrea Petrich and Gabe Ng from the Washington State Department of Transportation provided an update on the Sharpes Corner and SR20 Spur improvement projects including site photos of Sharpes Corner Phase 3 which began earlier in the day. Their slide presentation was added to the packet materials for the meeting. Mr. Ng, Project Engineer, also displayed photos of the recently completed Miller/Gibraltar Road roundabout and shared the schedule and anticipated traffic routing for the duration of the Sharpes Corner project. He emphasized that the greatest traffic impact was anticipated to occur between May 30 and June 15. Ms. Petrich encouraged trip reduction strategies during that period and shared links providing current information to travelers during the project. Ms. Petrich then reported on the progress of the 12th Street/Oakes Avenue paving project, advising that the westbound lanes had been paved and that the contractor hoped to complete the eastbound lanes by week's end, followed by striping. She said paving of the SR20 spur between the Commercial Avenue and Sharpes Corner roundabouts would begin mid-July. Mr. Johnson inquired about the bicycle lanes on the SR20 spur and the current grade change between the shoulder/cycling lane and the vehicle lane. Ms. Petrich said the contractor was aware of that condition and would address it.

Mr. Johnson reported that the Anacortes Senior College courses on Anacortes Governance were well received and that the college hoped that a city councilmember would volunteer to organize another session in the fall.

Public Comment

Kathleen Lorence-Flanagan, 2005 10th Street, asked for consideration of three items related to protection of wildlife at Ship Harbor Interpretive Preserve (SHIP). She distributed written remarks and photos which were added to the packet materials for the meeting. Referring to her written remarks, Ms. Lorence-Flanagan encouraged repositioning and adding additional signage requiring dogs to be on leash at SHIP, requested appropriate action by the city or the Port or both to address the “mess” of user made trails on the hillside between the Washington State Ferry Terminal and SHIP, and suggested interpretive signs that would encourage protection of wildlife. Mayor Gere said she would bring up the topic of trails at the Port/City Liaison Committee meeting the following day.

Walt Guterbock, 2005 29th Place, spoke about the municipal broadband network most recently discussed at the April 23, 2018 regular City Council meeting, expressing concern about having that run as a city utility. Mr. Guterbock said the city should lease the network to a commercial operator rather than running it internally. He also expressed concern that 5G may make wire connections obsolete and urged caution about overinvesting in fiber. Mayor Gere assured that the city was exercising due diligence and investigating a range of operating models. She said public discussion would continue.

Wim Houppermans echoed Ms. Lorence-Flanagan’s comments. He said SHIP is a natural preserve, according to state designation, but that the Parks Department considered it a lineal park rather than a natural preserve and was not exercising preservation responsibility. Mr. Houppermans said he was no longer a concerned citizen but now a disappointed citizen and requested action by the city to protect the wetland. Mr. Young assured Mr. Houppermans that his comments had been heard and that councilmembers recognized SHIP as a treasure.

Consent Agenda

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

- a. Minutes of April 23, 2018
- b. Approval of Claims in the amount of: \$325,411.45

The following vouchers/checks were approved for payment:
EFT numbers: 88984 through 89049, total \$140,764.57
Check numbers: 89050 through 89123, total \$230,911.91
Wire transfer numbers: 231062 through 232181, total \$7,198.70

OTHER BUSINESS

Resolution 2014: Approving the Charter for the Anacortes Accessible Community Advisory Committee

Sylvia Cooper, Anacortes Accessible Community Advisory Committee Co-Leader, shared a slide presentation describing the Governor’s Accessibility Community Advisory Committee (ACAC) initiative and the work performed to date in Skagit County and in Anacortes to participate in the program, hence becoming eligible for state resources to promote better disability awareness and access for people who have disabilities. Ms. Cooper’s slides were added to the packet materials for the meeting. She explained that Anacortes would be the pilot city in Skagit County. Ms. Cooper listed the Anacortes sub-committee roles and the individuals currently filling those roles. She provided examples of proposed ACAC projects and displayed the projected timeline for future activities, pending Council resolution approving the committee’s charter. Ms. Cooper shared examples of ACAC projects in other jurisdictions such as Spokane.

Mr. Johnson thanked Ms. Cooper and her co-leader Kirk Kennedy for their efforts to date. He explained the need for the proposed resolution to affirm to the state that Skagit County has a participating city. Mr. Johnson recommended adopting the resolution. Mr. Young commended those involved, shared his experience with his

own visual disability, and expressed support of the ACAC. Ms. Lovelett emphasized that ACAC resources from the state did not require local matching funds.

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 Resolution 2014 approving the charter for the Anacortes sub-committee of the Skagit County Accessible Community Advisory Committee. Vote: Ayes – Young, Adams, Lovelett, McDougall, Miller and Johnson. Motion carried.

Presentation: History of Anacortes' North Shore

Museum Director Bret Lunsford presented a history of the north shore of Fidalgo Island, previewing his scheduled May 9 presentation at the Anacortes Public Library. Mr. Lunsford's slides were added to the packet materials for the meeting. Mr. Lunsford preceded his remarks by a report on several recent and upcoming museum events including the visit to the Olson Building with representatives of the state, Port, Anacortes Housing Authority, Anacortes Planning Department, and the Trust for Historic Preservation; the Anacortes Historic Preservation Board annual report to City Council scheduled for May 21; and the pulp mill exhibit opening in June at the Maritime Heritage Center. Mr. Lunsford then shared highlights from his lively illustrated account of the many human uses of the northern shore of Fidalgo Island beginning with established Samish settlements in the 1700s through the present. Fish packing and canneries featured prominently among those uses for many years. Mr. Lunsford invited the audience to attend the full version of the presentation on May 9 at the library.

Public Works Quarterly Update

Public Works Director Fred Buckenmeyer invited Water Treatment Plant Manager Jeff Marrs and Instrumentation Technician Kent Bolton to describe a cutting edge technology currently being piloted at the plant. Mr. Marrs introduced Mr. Bolton who is overseeing the pilot project. His slides were added to the packet materials for the meeting. Mr. Bolton described the Malvern Zetasizer which analyzes particle charge in water samples to provide extremely accurate real time information to operators about exactly how much coagulant is required to optimize treatment of raw water. He listed the many benefits of the Zetasizer and indicated that Anacortes is one of the early adopters of the new technology in the United States. Mr. Marrs reported that the plant is currently renting the Zetasizer with a purchase option. He said that during the pilot period the plant has cut its use of coagulant (alum) by 30% and that the instrument would pay for itself in under a year at that rate of chemical cost savings.

Mr. Marrs took the opportunity to report to Council that the plant had recently received a clean bill of health following a Department of Health Sanitary Survey. Mr. Marrs and Mr. Buckenmeyer complimented the plant staff on their work to achieve that exceptional rating. Mr. Marrs also reported that the Blue Heron Reservoir Project had received a clean report following an inspection required by the project's loan funding. Councilmembers thanked Mr. Marrs and his staff for their resourcefulness.

Mr. Buckenmeyer then solicited councilmember feedback on the format and type of information provided on the Quarterly Report on Public Works Projects included in the packet materials for the meeting. Mr. Adams asked that the Budget/Funding column include the budgeted amount for each project. Ms. Lovelett asked that completed projects indicate how close the final cost was to the original estimate. She also urged spelling out the Fund name for clarity. Mr. McDougall wondered if utility projects would be better listed under the appropriate system rather than under Engineering. Mr. Miller suggested that the estimated completion date be added for incomplete projects. Mr. Johnson requested an estimated start date for projects not yet begun. Mr. Young concurred with the requested changes and had no others to add. All councilmembers were satisfied with the format of the report.

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

Ordinance 3022: Impact Fees

City Attorney Darcy Swetnam presented draft Ordinance 3022 which would consolidate impact fees and deferrals and exemptions from same into a single new Chapter 3.93 in the Anacortes Municipal Code and create Chapter 13.44 addressing waivers and reductions in general facilities charges (GFCs) for low income housing. Ms. Swetnam's slide presentation was added to the packet materials for the meeting. She clarified that the ordinance did not change any fee amounts, which would require separate Council action. Ms. Swetnam solicited councilmember feedback and questions on this first reading of the ordinance.

Mr. Miller asked if the ordinance would need to be revised if fire impact fees were changed. Ms. Swetnam advised that changing the rate would require Council action but that the code proposed by Ordinance 3022 would not change. Mr. McDougall asked if Section 3.93.060.B which bases income measurement against the county median was appropriate for Anacortes, which is not representative of the rest of the county. Ms. Swetnam advised that was the HUD standard. Ms. Lovelett asked that the third whereas clause use a word other than "imposition"; Ms. Swetnam suggested "assessment". Ms. Lovelett observed that the "30% of 80%" language used in several sections is cumbersome and suggested referring to a definition or a table instead for clarity. Ms. Lovelett asked staff to determine the effect on impact fee revenue if the ordinance resulted in a significant (though unlikely) increase in the number of low income projects undertaken. Ms. Swetnam agreed to bring that information back to Council but noted that the ordinance as drafted did not in and of itself provide significant incentives for additional low income housing. Regarding Section 3.93.080.B, Mr. Miller asked staff to report back on the effect on impact fee revenue if the new high school had received this credit. Regarding Section 3.93.060.C, Mr. Johnson asked how the covenant would be enforced. Ms. Lovelett spoke in favor of Section 13.44.020, hoping that would make the currently available discount more visible to those in need of it. She urged some sort of congruence of paperwork so that those in need of services did not have to fill out and file separate applications with so many different agencies. Mr. Adams asked if impact fee waivers or reductions would have to be made up by other taxpayers. Ms. Swetnam explained the rationale behind impact fees, to provide revenue to address increased infrastructure needs due to development, and acknowledged that the full cost of additional infrastructure would need to be borne one way or another. Ms. Lovelett called it a fundamental moral question to determine if the city was willing to invest to ensure that the most vulnerable community members are carried up with the tide. She observed that external costs may offset impact fee reductions, such as reduced crime or incarceration costs if citizens can maintain stable residential situations. Mr. Young agreed that the city needs to run efficiently but also compassionately. Mr. Miller urged balance to ensure that important infrastructure and equipment can be provided in the community.

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

Dustin Johnson, Anacortes Family Center Executive Director, spoke to Ms. Lovelett's concern about increases in affordable housing projects, noting that has not been the result of similar legislation in other communities. He added that private developers also typically don't undertake projects burdened with 50-year commitments.

Wim Houppermans thanked Ms. Lovelett for her comments. He urged not delaying the ordinance. Mr. Houppermans reiterated his past comments suggesting creation of a city ombudsman. He recalled that such a position might be funded by impact fees and wondered if that might be addressed in Ordinance 3022.

No one else present wished to address the Council on this topic. Ms. Swetnam indicated that she would bring the ordinance back to Council for action with the additional information that had been requested.

There being no further business, at approximately 7:50 p.m. the Anacortes City Council meeting of May 7, 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 May 14, 2018 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
230895	3/6/2018	389923	L.N. CURTIS & SONS	RESCUE 42 TELECRIB JR. EXTRICATION STRUTS.	\$14,123.31
230391	3/14/2018	024725	SEBO'S DO-IT CENTER	FASTENERS/EYE BOLT	\$17.88
232432	3/15/2018	001990622340	ARAMARK	OPS: MAT CLEANING 3/15/18	\$81.20
230676	3/20/2018	17-64	FORCIBLE ENTRY	5 LIFE JACKETS, THROW BAG	\$502.36
230667	3/23/2018	10212263	GALLS, LLC.	UNIFORM SHOES; CORP FARRELL	\$130.19
230629	3/26/2018	X31100/1	ACE HARDWARE	TARP AND BUNGEE CORDS	\$25.36
230626	3/26/2018	X31229/1	ACE HARDWARE	PRUNER/TOOLS	\$29.27
230623	3/26/2018	X31241/1	ACE HARDWARE	ADA UPGRADES	\$30.35
230627	3/26/2018	B80931	FRONTIER BUILDING SUPPLY	CEDAR SHIMS- SIGN ROOM	\$2.35
230665	3/26/2018	D 2841	MAC TOOLS	SPARK PLUG SOCKET 3/8 DR	\$11.06
230619	3/26/2018	3/26/18	MY TAILOR	NAME TAGS, PATCHES	\$99.00
230622	3/26/2018	B98215	SEBO'S DO-IT CENTER	PARTS- WATER DEPT	\$27.11
230620	3/26/2018	B98237	SEBO'S DO-IT CENTER	BUNGEE CORDS	\$7.14
230624	3/26/2018	B98293	SEBO'S DO-IT CENTER	FASTENERS- WATER DEPT	\$3.83
230628	3/26/2018	B98454	SEBO'S DO-IT CENTER	DOOR KNOB- SIGN ROOM	\$34.71
230621	3/26/2018	B98482	SEBO'S DO-IT CENTER	FASTENERS	\$1.84
230680	3/26/2018	1008-0	SHERWIN WILLIAMS	PAINT & PRIMER	\$52.32
230664	3/26/2018	2851-2	SHERWIN WILLIAMS	PAINT PRIMER, TRAY LINERS	\$55.13
230668	3/26/2018	AAB6GuyAcdf	US BANK	PER DIEM MEAL FYRRCE TRAINING SEATTLE	\$14.46
230625	3/26/2018	2274816-108061684	WASHINGTON CHAPTER APWA	CLASS REGISTRATION - INSURANCE AND SURETY BONDS	\$20.00
230663	3/27/2018	1330052	ABP INTERNATIONAL, INC	ISONAS LICENSE RENEWAL	\$1,129.41
230750	3/27/2018	40023	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$16.29
230672	3/27/2018	0188-490835	CONSOLIDATED ELECTRICAL	EXTENSION CORD FOR SHOP VAC	\$54.25
230749	3/27/2018	2747	FABRICS PLUS	EXHIBIT SUPPLIES	\$14.09
230671	3/27/2018	WAANA100787	FASTENAL COMPANY	THREE PRONGED CORD FOR BALLFIELDS	\$60.12
230670	3/27/2018	8031413	FISHER SCIENTIFIC COMPANY, LLC	THERMOMETERS FOR THE LAB	\$185.38
230736	3/27/2018	FS180327127232	FS.COM, INC.	CABLE FOR FIBER	\$322.88
230730	3/27/2018	3425279489	HILTON HOTELS (ALL)	WRPA CONFERENCE - BOB VAUX	\$236.92
230682	3/27/2018	USD288464	PIKTOCHART	MONTHLY SUBSCRIPTION	\$29.00
230661	3/27/2018	B98667	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$11.69
230675	3/27/2018	B98677	SEBO'S DO-IT CENTER	TROWEL/FASTENERS	\$23.21
230666	3/27/2018	B98823	SEBO'S DO-IT CENTER	CARBURETOR / GASKET	\$79.48
230673	3/27/2018	B98849	SEBO'S DO-IT CENTER	FASTENERS/MENDING PLATE	\$9.37

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230674	3/27/2018	B98981	SEBO'S DO-IT CENTER	MOUNTING HARDWARE FOR LOCKBOX INSTALLATION	\$13.32
230731	3/27/2018	242947	US BANK	BREAKFAST SEATTLE TRAINING FYRRCE	\$21.52
230732	3/27/2018	55212SB045455	US BANK	PARKING SEATTLE TRAINING FYRRCE	\$11.00
230669	3/27/2018	55212SB045455	US BANK	LODGING FYRCCE TRAINING SEATTLE	\$75.10
230681	3/27/2018	021944	WASHINGTON FIRE CHIEFS	REGISTRATION: WFC ADMIN CONFERENCE	\$375.00
230734	3/27/2018	9117	WEST MARINE PRODUCTS, INC	FASTENER FOR FIBER PROJECT	\$10.84
230662	3/27/2018	9818377	WILBUR-ELLIS COMPANY, LLC	SUN TO SHADE GRASS SEED MIX	\$188.79
230796	3/28/2018	9540	2L BIN, INC	TAPPING MACHINE 3"	\$9,304.72
230740	3/28/2018	X31970/1	ACE HARDWARE	ADA UPGRADES	\$7.04
230677	3/28/2018	112-7504823-5361026	AMAZON.COM SERVICES, INC	APD USBS	\$303.52
230746	3/28/2018	112-9676186-2158636	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$37.12
230748	3/28/2018	6218502	GALETON	LENS CLEANING TOWELETES	\$78.60
230745	3/28/2018	90729766	GRIZZLY INDUSTRIAL INC	3 DRAWER TOOL CHEST	\$532.63
230743	3/28/2018	B61797/2	H.B. JAEGER	GATE VALVES	\$215.22
230744	3/28/2018	B61798/2	H.B. JAEGER	2"X20' SCH 40 PVC CONDUIT FOR WATERLINE PROJECT	\$2,977.24
230798	3/28/2018	5243835217	HONEYWELL ANALYTICS INC	RETRO-FIT/TEST POSICHEK	\$1,750.00
230741	3/28/2018	B99233	SEBO'S DO-IT CENTER	SCREW DRIVERS	\$43.77
230735	3/28/2018	B99365	SEBO'S DO-IT CENTER	SUPPLIES: LOCKBOX INSTALLATION	\$4.12
230737	3/28/2018	B99476	SEBO'S DO-IT CENTER	IT ITEMS	\$24.94
230784	3/28/2018	0000010	US BANK	LUNCH PESTICIDE RECERT. CLASS	\$13.52
230788	3/28/2018	7667	US BANK	LUNCH - PESTICIDE RECERT CLASS	\$10.82
230747	3/29/2018	111-9637995-8881011	AMAZON.COM SERVICES, INC	WHITE BOARD AND LEGAL PADS	\$55.83
230739	3/29/2018	112-1833588-7644267	AMAZON.COM SERVICES, INC	FIBER OPTIC ADAPTER	\$187.95
230797	3/29/2018	112-6211205-4481832	AMAZON.COM SERVICES, INC	SHOP VAC (29-1), COFFEE CARAFE	\$99.80
230799	3/29/2018	113-9741061-9124212	AMAZON.COM SERVICES, INC	PAPER TOWELS	\$115.88
230790	3/29/2018	114-1004990-6564238	AMAZON.COM SERVICES, INC	IRWIN TOOL KIT	\$183.35
230791	3/29/2018	160	AMERICAN WATER WORKS	REGISTRATION PUMP WORKSHOP CJS CR	\$160.00
230792	3/29/2018	0188-490941	CONSOLIDATED ELECTRICAL	PVC CONDUIT FOR WATERLINE PROJECT	\$6.42
230787	3/29/2018	USA0031898-CS	HANNA INSTRUMENTS	CLEANING AND ELECTROLYTE SOLUTION	\$106.00
230805	3/29/2018	13659694	INDEED, INC.	POSITION ADS, BUILDING INSPECTOR & PLANS EXAMINER	\$25.14
231152	3/29/2018	0500894-IN	NORTHERN SAFETY CO INC	SAFETY GEAR	\$860.62
230793	3/29/2018	JD Membership	PACIFIC NORTHWEST SECTION	PACIFIC NW SECTION CLASS FOR JORDAN DAVIS	\$105.00

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230795	3/29/2018	B99682	SEBO'S DO-IT CENTER	DRILL BITS, BLACK WIRE STAND	\$12.30
230880	3/29/2018	083832-04	US BANK	LUNCH - PESTICIDE RECERTIFICATION CLASS	\$15.00
230789	3/29/2018	1454332	US BANK	LUNCH - PESTICIDE RECERT CLASS	\$4.88
232434	3/29/2018	001990643033	ARAMARK	OPS: MAT CLEANING 03/29/18	\$81.20
230888	3/30/2018	112-9278457-5684226	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$33.13
230886	3/30/2018	1141389433-5367455	AMAZON.COM SERVICES, INC	TONER CARTRIDGE	\$235.33
230890	3/30/2018	76977	BERG VAULT COMPANY	FULL STEEL LIDS ONLY 22 X 33	\$185.39
230877	3/30/2018	45926	BIRCH EQUIPMENT CO., INC	SPILL SORB	\$794.76
230882	3/30/2018	222838616898	EBAY OR PAYPAL	TV MOUNTS FOR LEGAL	\$45.90
231006	3/30/2018	0675433801	LAQUINTA INN (ALL)	TRAINING HOTEL STAY; CAPT FULLER	\$543.90
231095	3/30/2018	241331	PHENOVA	WP DISSOLVED OXYGEN	\$183.65
230891	3/30/2018	67888	PORT OF ANACORTES	FUEL FOR CUT SAWS	\$21.26
230883	3/30/2018	2970-0	SHERWIN WILLIAMS	PAINT SUPPLIES	\$10.37
230889	3/30/2018	1133850	WASHINGTON LIBRARY	WLA MEMBERSHIP RENEWAL	\$75.00
230884	3/31/2018	112-1585925-7217824	AMAZON.COM SERVICES, INC	DVDS	\$38.33
230879	3/31/2018	13875691	INDEED, INC.	MARCH POSITION AD, BUILDING INSPECTOR	\$8.22
230878	3/31/2018	0101611821	NORTHERN SAFETY CO INC	WORK GLOVES	\$208.29
230875	3/31/2018	C01021	SEBO'S DO-IT CENTER	CAULKING FOR PLANT LIGHTING	\$8.06
232526	3/31/2018	IN927033	NOANET	FIBER NETWORK OPS, GIS, AND ENGINEERING SUPPORT - MARCH 2018	\$1,080.00
230887	4/1/2018	114-4424434-7951464	AMAZON.COM SERVICES, INC	PRINTER/COPIER FOR SENIOR CENTER	\$313.54
230896	4/1/2018	114-5366863-8357041	AMAZON.COM SERVICES, INC	LEAD REFILLS	\$4.21
230897	4/1/2018	114-6669035-0682604	AMAZON.COM SERVICES, INC	RAT & MOUSE BAIT	\$83.70
230876	4/1/2018	C01284	SEBO'S DO-IT CENTER	SILICONE FOR PLANT LIGHTING	\$15.82
230894	4/1/2018	4514	THRIVE FITNESS	TWO MEMBERSHIPS - APRIL	\$43.30
230893	4/1/2018	4787	THRIVE FITNESS	VOLUNTEER MEMBERSHIP - APRIL	\$21.65
232425	4/1/2018	386000156	US BANK NA - CUSTODY TREAS DIV	INVESTMENT FEES 4/1-18-4/30/18	\$59.00
231012	4/2/2018	X34114/1	ACE HARDWARE	FASTENERS, BLADES, WIRE, BRUSHES AND FILES	\$97.15
230885	4/2/2018	112-1585925-7217824	AMAZON.COM SERVICES, INC	DVDS	\$352.89
230881	4/2/2018	114-2290247-1631430	AMAZON.COM SERVICES, INC	STANDUP DESK FOR OPERATIONS SHOP	\$555.95
231010	4/2/2018	18.06.05	AMERICAN WATER WORKS	AWWA WW SHORT SCHOOL & TRADE SHOW - CAMERON F	\$220.00
231003	4/2/2018	112909466545	EBAY OR PAYPAL	BATTERY PACK FOR NEW SERVER ROOM	\$812.46
231013	4/2/2018	0001214555	EJ USA, INC	MONUMENTS AND CLEANOUTS	\$722.30

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231011	4/2/2018	FS180330128570	FS.COM, INC.	IT ITEMS	\$820.00
230999	4/2/2018	044493	HANDY'S HEATING, INC	WASHINGTON PARK	\$79.69
231009	4/2/2018	100001183	LPT SYSTEMS	REPLACEMENT OIL PUMP	\$516.15
231153	4/2/2018	0501207-IN	NORTHERN SAFETY CO INC	SAFETY GEAR	\$61.79
231007	4/2/2018	C01625	SEBO'S DO-IT CENTER	FASTENERS	\$1.52
231008	4/2/2018	C01948	SEBO'S DO-IT CENTER	FACILITY REPAIR ITEMS	\$8.67
231004	4/2/2018	76360	SUNLAND BARK & TOPSOILS	TOPSOIL	\$65.08
231005	4/2/2018	76374	SUNLAND BARK & TOPSOILS	TOPSOIL	\$65.08
231000	4/2/2018	751828699	WASHINGTON TRUST FOR HISTORIC	REVITALIZE WA CONFERENCE	\$150.00
231055	4/3/2018	5378874535	ACE HARDWARE	SHOP VAC - 29-3	\$35.79
231047	4/3/2018	281914173052	EBAY OR PAYPAL	MOUNTING SCREWS FOR SERVER RACK	\$39.60
231044	4/3/2018	171461	FENCESCREEN, INC	BLACK FENCING - W.T. PRESTON	\$180.65
231050	4/3/2018	0218134	FLSMIDTH KREBS INC	APEX TIP, VORTEX FINDER - PARTS FOR HYDROCYCLONES	\$4,884.00
231052	4/3/2018	848992	LIFE ASSIST, INC	MEGAMOVERS, EXAM GLOVES	\$498.88
231048	4/3/2018	0183793-IN	NURNBERG SCIENTIFIC	FILTERS, PETRI DISH AND MFC BROTH	\$795.04
231042	4/3/2018	C02157	SEBO'S DO-IT CENTER	WA PARK	\$4.25
231049	4/3/2018	C02196	SEBO'S DO-IT CENTER	FACILITY REPAIR TIEMS	\$12.21
231045	4/3/2018	C02201	SEBO'S DO-IT CENTER	16 OZ COLOR CHANGE TEXTURE	\$10.84
231043	4/3/2018	C02226	SEBO'S DO-IT CENTER	WA PARK	\$5.05
231051	4/3/2018	C02419	SEBO'S DO-IT CENTER	SEWER JET SUPPLIES	\$12.47
231041	4/3/2018	C2103	SEBO'S DO-IT CENTER	WA PARK	\$41.94
231053	4/3/2018	1058-5	SHERWIN WILLIAMS	PAINT SUPPLIES	\$104.13
231054	4/3/2018	3034-4	SHERWIN WILLIAMS	PAINT SUPPLIES	\$40.84
231097	4/4/2018	X34798/1	ACE HARDWARE	KNIFE/TAPE RULE/GARDEN SPACE	\$62.89
231046	4/4/2018	114-9021656-3957818	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES - OPERATIONS	\$21.69
231158	4/4/2018	40693	BAYSHORE OFFICE PRODUCTS INC	PENS AND PENCILS	\$38.67
231093	4/4/2018	10233845072	DELL MARKETING LP	PC FOR AFD	\$1,403.82
231102	4/4/2018	354921	GREENVELOPE	SUBSCRIPTION	\$175.50
231146	4/4/2018	S1736489.002	PUGET SOUND PIPE AND SUPPLY CO	HEX BUSHING THREADED CAST STAINLESS STEEL FOR FIBER PROJECT	\$46.57
231149	4/4/2018	593 5 131 4246	SAFEWAY INC	REHAB SUPPLIES	\$28.60
231092	4/4/2018	C02654	SEBO'S DO-IT CENTER	KEY COPIED	\$7.33
231099	4/4/2018	C02690	SEBO'S DO-IT CENTER	DRILL BIT/TAPE RULE/CLAMPS/CABLE	\$37.17
231098	4/4/2018	C02695	SEBO'S DO-IT CENTER	MOUNTING HARDWARE FOR LOCK BOXES	\$13.14
231101	4/4/2018	C02970	SEBO'S DO-IT CENTER	REPLACEMENT HAND TRUCK	\$70.51
231100	4/4/2018	3051-8	SHERWIN WILLIAMS	PAINT	\$125.15
231094	4/4/2018	3075-7	SHERWIN WILLIAMS	PAINT	\$54.48
231148	4/5/2018	X35208/1	ACE HARDWARE	FACILITY REPAIR ITES	\$3.03

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231156	4/5/2018	112-0418420-2909800	AMAZON.COM SERVICES, INC	VACUUM BAGS	\$28.64
231096	4/5/2018	114-2133946-7841807	AMAZON.COM SERVICES, INC	RAIN GAUGES	\$72.23
231240	4/5/2018	00000001	BAYSHORE OFFICE PRODUCTS INC	OFFICE CHAIR	\$287.08
231231	4/5/2018	203236	HANDCUFF WAREHOUSE	PATROL SUPPLIES; SPIT HOODS	\$33.49
231143	4/5/2018	208429	HAWK LABELING SYSTEMS	LABEL TAPE	\$140.25
231150	4/5/2018	C03075	SEBO'S DO-IT CENTER	FASTENERS	\$33.01
231144	4/5/2018	C03132	SEBO'S DO-IT CENTER	Inf:HARDWARE STORES-ANACORTES HENERY HARDWAR	\$34.68
231147	4/5/2018	C03181	SEBO'S DO-IT CENTER	C BATTERIES FOR FIBER PROJECT	\$17.35
231154	4/5/2018	C036877	SEBO'S DO-IT CENTER	SAFETY EQUIPMENT	\$22.76
231155	4/5/2018	3081-5	SHERWIN WILLIAMS	PAINT SUPPLIES	\$16.58
231142	4/5/2018	934	UNITED STATES POSTAL SERVICE	POSTAGE	\$11.81
231237	4/6/2018	X35521/1	ACE HARDWARE	FLANGE, NIPPLE AND CAP	\$22.92
231157	4/6/2018	114-5347608-7012244	AMAZON.COM SERVICES, INC	BINDER CLIPS	\$10.04
231232	4/6/2018	40844	BAYSHORE OFFICE PRODUCTS INC	REPAIR ITEMS	\$22.17
231227	4/6/2018	40861	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$22.77
231243	4/6/2018	764924	BAYSHORE OFFICE PRODUCTS INC	PUB DEF OFC SUPPLY	\$65.94
231230	4/6/2018	230	CASH & CARRY	BREAKROOM SUPPLEIS - C/H	\$6.68
231225	4/6/2018	H52579	COASTAL FARM &	WORK BOOTS	\$60.86
231233	4/6/2018	C35800	FRONTIER BUILDING SUPPLY	FACILITY REPAIR ITEMS	\$424.24
231228	4/6/2018	328931	MY TAILOR	PATCHES ON UNIFORM SHIRTS	\$52.50
231235	4/6/2018	C03523	SEBO'S DO-IT CENTER	BRUSH DEFENDER	\$52.07
231236	4/6/2018	C03526	SEBO'S DO-IT CENTER	ITEMS FOR STORVIK MAINTENANCE	\$5.62
231241	4/6/2018	C03535	SEBO'S DO-IT CENTER	#1 HOBBY KNIFE, 2 1/2" ZINC PIN HINGES	\$12.12
231242	4/6/2018	C03634	SEBO'S DO-IT CENTER	ZINC DOOR PULL	\$2.38
231238	4/6/2018	C03688	SEBO'S DO-IT CENTER	FASTENERS	\$29.36
231229	4/6/2018	C03950	SEBO'S DO-IT CENTER	COMPRESSOR REPAIR PARTS	\$51.15
231234	4/6/2018	24835	SKAGIT POWDER COATING INC	POWDER COATING BIKE RACKS	\$732.38
231226	4/6/2018	18829	STAR INDUSTRIAL SUPPLY	Inf:CATALOG MERCHANT-STAR INDUSTRIAL	\$217.33
231151	4/6/2018	950676611179297311	WEEBLY	SUBSCRIPTION FOR ART COMMISSION	\$79.00
231239	4/7/2018	X35976/1	ACE HARDWARE	LATCHING, BRACE, SCRAPERS AND PUTTY KNIFE	\$51.15
231244	4/7/2018	4218241	STOWES, INC	BOOTS - TIM H	\$210.00
231316	4/9/2018	AN 58023	CENTRAL WELDING SUPPLY CO, INC	WELDING WIRE AND CLAMPS	\$156.70
231315	4/9/2018	WAANA101155	FASTENAL COMPANY	DRILL BITS	\$33.31
231345	4/9/2018	001-398187	PISTON SERVICE OF ANACORTES	WELDING GAS	\$14.32
231349	4/9/2018	593 5 35 4434	SAFEWAY INC	ICE FOR THE LAB	\$30.69

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231311	4/9/2018	C05130	SEBO'S DO-IT CENTER	WHEELBARROW - ACFL	\$70.51
231312	4/9/2018	C05132	SEBO'S DO-IT CENTER	RID-X - ACFL	\$15.17
231309	4/9/2018	C05205	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$49.89
231310	4/9/2018	C05419	SEBO'S DO-IT CENTER	IRRIGATION SUPPLIES	\$32.50
231396	4/9/2018	4330421693	US BANK	WSAMA ANNUAL SPRING CONFERENCE LODGING	\$662.58
232510	4/9/2018	300000290035	PUGET SOUND ENERGY INC	ELECTRICITY - ALL VENUES	\$257.18
232406	4/9/2018	300000300008	PUGET SOUND ENERGY INC	ENERGY BILLING FOR WWTP	\$20,224.75
232221	4/9/2018	I-17025	SIGNS BY TOMORROW	MADRONA GROVE SIGNAGE	\$66.55
231347	4/10/2018	111-0948351-7033811	AMAZON.COM SERVICES, INC	HARD HATS X 12	\$260.28
231339	4/10/2018	CR53005	FERGUSON ENTERPRISES, INC	FACILITY USE ITEMS	\$29.69
231343	4/10/2018	B68811	FRONTIER BUILDING SUPPLY	TROWELL/PAIL LINER/CEMENT	\$93.67
231341	4/10/2018	C36384	FRONTIER BUILDING SUPPLY	TOOLS - BITS	\$13.28
231346	4/10/2018	C36418	FRONTIER BUILDING SUPPLY	4 X 6 TREATED LUMBER-WA PARK	\$426.65
231342	4/10/2018	C36577	FRONTIER BUILDING SUPPLY	CEMETERY TOOLS	\$59.25
231392	4/10/2018	8561 02 19451	HOME DEPOT	FACILITY USE ITEMS	\$33.60
231402	4/10/2018	001-398327	PISTON SERVICE OF ANACORTES	WELDING OXYGEN/VICTOR TIP	\$29.46
231393	4/10/2018	001-398396	PISTON SERVICE OF ANACORTES	TOOLS	\$14.54
231340	4/10/2018	C05892	SEBO'S DO-IT CENTER	MALE NIPPLE	\$1.69
231344	4/10/2018	C05957	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$10.62
231648	4/10/2018	2112394	STARBUCKS	CIVIL SERVICE POLICE & FIRE ASSESSMENT, COFFEE	\$36.78
231348	4/10/2018	24726	TRAILCAMPRO.COM	WILDLIFE CAMERA	\$249.95
231407	4/11/2018	111-0958609-9819469	AMAZON.COM SERVICES, INC	HOSE REEL	\$161.33
231406	4/11/2018	003460	CAAS	APPLICATION PACKAGE	\$125.00
231403	4/11/2018	WAANA101261	FASTENAL COMPANY	TOOLS	\$22.42
231401	4/11/2018	1084107-IN	NURNBERG SCIENTIFIC	BOD NUTRIENT BUFFER PILLOWS	\$120.97
231400	4/11/2018	27361 rev. 1	POLICEONE.COM	TRAINING; TASER INSTRUCTOR RE-CERT; DOTZAUER AND MICHAEL	\$450.00
231483	4/11/2018	593 3 153 3230	SAFEWAY INC	REFRESHMENTS FOR ASSESSORS - PROMOTIONAL EXAM	\$18.46
231394	4/11/2018	C06071	SEBO'S DO-IT CENTER	CHIP BRUSH/ROLLER COVERS	\$21.86
231395	4/11/2018	C06085	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- #13-932	\$54.93
231404	4/11/2018	C06282	SEBO'S DO-IT CENTER	FASTENERS/BUSHING/BOLT FOR WATER TRUCK REPAIRS	\$33.09
231391	4/11/2018	3235-7	SHERWIN WILLIAMS	WASH. PARK MEMORIAL TABLES	\$51.59
231481	4/11/2018	F77214/2	SKAGIT FARMERS SUPPLY	FLOWER BASKET WATER SYSTEM	\$317.88
231405	4/11/2018	180320	T-SHIRTS BY DESIGN	PRINTING NAMES ON WORK JACKETS	\$113.93
231410	4/11/2018	rev-10225918	WASHINGTON STATE HISTORICAL	MEMBERSHIP	\$75.00
232387	4/11/2018	001-398449	PISTON SERVICE OF ANACORTES	OPERATING SUPPLY- SHOP	\$10.84

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232442	4/11/2018	84268A	VECA ELECTRIC COMPANY, INC	LIBRARY SERVER ROOM ELECTRICAL WORK	\$3,910.59
231478	4/12/2018	A46334/1	ACE HARDWARE	FUEL CAN REPLACEMENT SPOUT	\$10.84
231473	4/12/2018	A46446/1	ACE HARDWARE	SOAP/CABLE TIES - WASH. PARK	\$16.56
231397	4/12/2018	112-1330728-5118652	AMAZON.COM SERVICES, INC	VOLLEYBALL SUPPLIES	\$93.32
231409	4/12/2018	114-2809245-0589068	AMAZON.COM SERVICES, INC	ASSORTED DRY ERASE MARKERS	\$10.93
231408	4/12/2018	114-9086607-3029829	AMAZON.COM SERVICES, INC	ASSORTED DRY ERASE MARKERS	\$35.96
231579	4/12/2018	41343	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$1.94
231568	4/12/2018	588720	BRANDTECH SCIENTIFIC, INC	Inf:WHOLESALE NONDURABLE-BRANDTECH SCIENTIFIC.	\$105.20
231565	4/12/2018	436073-3	CALICO CUPBOARD	CIVIL SERVICE POLICE & FIRE ASSESSMENT CENTERS	\$700.29
231479	4/12/2018	68095	CAP SANTE MARINE LTD	NON-ETHANOL GASOLINE	\$17.50
231482	4/12/2018	662 10 265 39	COSTCO WHOLESALE CORPORATION	COFFEE PODS - APD	\$119.97
231576	4/12/2018	001-398596	PISTON SERVICE OF ANACORTES	OIL EATER GALLON	\$14.05
231484	4/12/2018	40132	RAINBOW RACING SYSTEM	ART DASH SUPPLIES	\$402.40
231575	4/12/2018	41933092	S & S WORLDWIDE INC	SUMMER CAMP SUPPLIES	\$217.60
231571	4/12/2018	14001217256	SAFEWAY INC	REFRESHMENTS: PARAMEDIC ASSESSORS	\$4.74
231398	4/12/2018	65001200881	SAFEWAY INC	CIVIL SERVICE POLICE & FIRE ASSESSMENT LUNCHES	\$4.32
231577	4/12/2018	22001868887	SAFEWAY PHARMACY	STAFF BREAK ROOM SUPPLIES	\$9.23
231476	4/12/2018	C06651	SEBO'S DO-IT CENTER	KILZ LATEX PRIMER	\$65.08
231486	4/12/2018	C06760	SEBO'S DO-IT CENTER	POLY TANK SPRAYER	\$10.82
231474	4/12/2018	C06853	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$4.25
231480	4/12/2018	C07065	SEBO'S DO-IT CENTER	PVC PIPE FOR HOSE CROSS-LAYS	\$6.43
231475	4/12/2018	1148-4	SHERWIN WILLIAMS	PAINT FOR SHOP ROOM	\$20.03
231485	4/12/2018	82144963823130882993	UNITED PARCEL SERVICE, INC	RETURN SHIPPING TO REPAIR SEWER EQUIPMENT	\$232.01
231477	4/12/2018	12345	US BANK	OPERATING SUPPLIES	\$75.03
231357	4/12/2018	1234622	POLYDYNE, INC	CLARIFLOC POLYMER FOR INCINERATOR	\$5,989.20
231578	4/13/2018	113-8206150-0889022	AMAZON.COM SERVICES, INC	USB DRIVES	\$46.64
231572	4/13/2018	A2 10597	CENTRAL WELDING SUPPLY CO, INC	CAP COIL SPRING	\$21.67
231561	4/13/2018	WAANA101350	FASTENAL COMPANY	12 PR GLOVES	\$112.62
231560	4/13/2018	C39686	FRONTIER BUILDING SUPPLY	FACILITY USE ITEMS	\$32.06
231564	4/13/2018	U263268 730-A	GRAINGER	YELLOW AND BLACK BARRICADE TAPE	\$23.23
231574	4/13/2018	B62425/2	H.B. JAEGER	8" R/T REPAIR COUP - FIBER PROJECT	\$105.16
231559	4/13/2018	C07233	SEBO'S DO-IT CENTER	SINGLE CUT KEY	\$3.59
231563	4/13/2018	0068	SKAGIT CONSERVATION DISTRICT	SHORE PINE AND RED CEDAR	\$47.83

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232062	4/13/2018	0675436413	LAQUINTA INN (ALL)	TRAINING HOTEL STAY; SGT RICHTER	\$610.48
232380	4/13/2018	0122544	PACIFIC TIRE COMPANY, INC	WHEEL CHANGE- VEH #170	\$71.61
231569	4/14/2018	114-3351736-4824247	AMAZON.COM SERVICES, INC	PIPETTE PUMPS	\$90.66
231570	4/14/2018	1-6LFBKD	ENVIRONMENTAL RESOURCE	ERA DMRQA 38 TESTING	\$576.40
231573	4/15/2018	111-0948351-7033811	AMAZON.COM SERVICES, INC	HARD HATS, STRAP HOLDERS	\$320.24
231562	4/15/2018	114-7974420-0717047	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$93.42
231624	4/16/2018	12345	ACE HARDWARE	FASTENERS	\$2.24
231685	4/16/2018	FS180416135005	FS.COM, INC.	IT ITEMS	\$196.00
231630	4/16/2018	B62548/2	H.B. JAEGER	SEWER PIPE / HEAT SHRINK	\$427.66
231688	4/16/2018	61039787	MCMaster-CARR	SOCKETS ORGINIZERS AND WRENCHES FOR PS TRUCK	\$112.65
231622	4/16/2018	C085685	SEBO'S DO-IT CENTER	FACILITY USE TOOLS	\$26.24
231625	4/16/2018	296801	SMILEY'S INC	12" X 12" PLATE	\$11.94
231626	4/16/2018	281060348007126550	TARGET	YS BOOKS	\$54.69
231623	4/16/2018	50098262	THE SEMINAR GROUP	EMINENT DOMAIN TRAINING COURSE	\$579.00
231684	4/16/2018	541	WEST MARINE PRODUCTS, INC	2 YR. WARRANTY ON WATER PUMP	\$25.60
231689	4/17/2018	A49389/1	ACE HARDWARE	RAKES-TOOLS	\$41.84
231690	4/17/2018	111-0825774-5187467	AMAZON.COM SERVICES, INC	PREMIUM ANTI-FATIGUE MAT FOR MY WORK STATION	\$53.15
231627	4/17/2018	111-1396059-3642661	AMAZON.COM SERVICES, INC	3 PC TOOL SET	\$66.12
231687	4/17/2018	112-2281492-7474634	AMAZON.COM SERVICES, INC	IT ITEMS FOR FIBER	\$70.34
231686	4/17/2018	112-8658749-1164201	AMAZON.COM SERVICES, INC	IT ITEMS	\$119.30
231628	4/17/2018	11246720436925808	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$44.92
231629	4/17/2018	114-0527794-5670621	AMAZON.COM SERVICES, INC	SHEET PROTECTORS	\$21.60
231882	4/17/2018	17459482	CAMPBELL'S	CHELAN LAKESIDE LODGE & SUITES	\$330.24
231720	4/17/2018	1301749	CONSUMERS' CHECKBOOK	PERIODICAL RENEWAL	\$34.00
231722	4/17/2018	125237	INFINITE HARDWOOD DIST	MATERIAL FOR FLOOR-PARKS	\$1,000.42
231681	4/17/2018	0184304-IN	NURNBERG SCIENTIFIC	DIPPERS AND HANDLES FOR SAMPLING	\$341.51
231678	4/17/2018	20180417	SEBO'S DO-IT CENTER	ASPHALT OVERLAY SUPPLIES	\$52.49
231671	4/17/2018	C09008	SEBO'S DO-IT CENTER	FACILITY TOOLS AND SUPPLIES	\$33.61
231672	4/17/2018	C09031	SEBO'S DO-IT CENTER	DEPOT BOILER PARTS	\$19.07
231683	4/17/2018	C09083	SEBO'S DO-IT CENTER	UTILITY GLOVES - KANE	\$18.43
231677	4/17/2018	C09085	SEBO'S DO-IT CENTER	HARDWARE FOR TRAINING CENTER REPAIR	\$9.35

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231682	4/17/2018	C09131	SEBO'S DO-IT CENTER	WIRE AND CHIP BRUSH	\$5.51
231673	4/17/2018	C09170	SEBO'S DO-IT CENTER	FACILITY ITEMS	\$8.70
231692	4/17/2018	C09374	SEBO'S DO-IT CENTER	KEY CUT	\$2.12
232223	4/17/2018	041718-50434 A	PACIFIC MOBILE STRUCTURES, INC	10 X 40 MOBILE OFFICE - OPS ADMIN	\$1,195.13
232096	4/17/2018	27073	SEBO'S DO-IT CENTER	FASTENERS - BENCHES	\$42.58
231691	4/18/2018	11281222473647409	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$52.00
231725	4/18/2018	87924517-1	ARAMARK SPORTS & ENTERTAINMENT	WORK BOOTS FOR LOU ZURCHER	\$100.89
231809	4/18/2018	766675	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES	\$11.12
231721	4/18/2018	0188-491455	CONSOLIDATED ELECTRICAL	1QT PULLING LUBE FOR FIBER PROJECT	\$12.01
231813	4/18/2018	WA16243208	HOME DEPOT	RECYCLING BAGS	\$62.86
231726	4/18/2018	Stall #30	HOTEL MURANO	PARKING	\$16.00
231817	4/18/2018	00083509	LOGGERS & CONTRACTORS SUPPLY	ALUMINUM W/BOLTS, LUTE WOODEN TIP 66"	\$123.80
231815	4/18/2018	10373269	QUARTERMASTER	BUGLES FOR LT. CLASS B	\$46.52
231724	4/18/2018	180425811	ROOZENGAARDE	YS BOOKS	\$18.42
231717	4/18/2018	C09559	SEBO'S DO-IT CENTER	APD - ANTENNA PARTS	\$18.68
231723	4/18/2018	C09577	SEBO'S DO-IT CENTER	CITY HALL ITEMS	\$70.16
231718	4/18/2018	C09750	SEBO'S DO-IT CENTER	FASTENERS/CAULK	\$14.72
231728	4/18/2018	106837-00	SEWER EQUIPMENT CO OF AMERICA	SEWER JET HOSE	\$3,458.63
231647	4/18/2018	2480604	STARBUCKS	CIVIL SERVICE POLICE & FIRE ASSESSMENT CENTER, COFFEE	\$36.78
231727	4/18/2018	1717318	WITMER PUBLIC SAFETY GROUP INC	CLASS B FIREFIGHTER BADGES	\$272.99
232435	4/18/2018	001990663755	ARAMARK	OPS: MAT CLEANING 04/12/18	\$81.20
232224	4/18/2018	041818-50433 A	PACIFIC MOBILE STRUCTURES, INC	10 X 40 MOBILE OFFICE FOR SOLID WASTE &	\$1,195.13
231719	4/19/2018	114-2260564-1517833	AMAZON.COM SERVICES, INC	SANDWICH SIDEWALK CHALKBOARD -	\$184.34
231810	4/19/2018	108554255	AMERICAN WATER WORKS	PNWS AWWA 2018 CONFERENCE	\$518.00
231883	4/19/2018	766836	BAYSHORE OFFICE PRODUCTS INC	CHAIR	\$287.30
231808	4/19/2018	WAANA101538	FASTENAL COMPANY	REPLACEMENT TOOLS	\$174.34
231881	4/19/2018	208520	HAWK LABELING SYSTEMS	LABEL 1"	\$49.70
231890	4/19/2018	64193335	HOLIDAY INN (ALL)	LUDEMANN, HOTEL STAY, HOLIDAY INN	\$163.88
231812	4/19/2018	Stall #35	HOTEL MURANO	PARKING	\$16.00
231807	4/19/2018	61184404825	MOTOROLA SOLUTIONS INC	3 YEAR RADIO PROGRAMMING SUBSCRIPTION	\$324.42
231816	4/19/2018	328827	MY TAILOR	ALTTER COVERALLS, PATCHES ON LIFE VESTS	\$59.50
231804	4/19/2018	36320110	PHILIPS HEALTHCARE	APRIL DAVID MEAD - SERVICES & HEALTH-PHILIPS LIFELINE	\$55.12
231814	4/19/2018	C10025	SEBO'S DO-IT CENTER	HAND BILGE PUMP	\$31.89
231805	4/19/2018	C10196	SEBO'S DO-IT CENTER	CITY HALL ITEMS	\$9.75
231806	4/19/2018	C10462	SEBO'S DO-IT CENTER	DOWNTOWN SIDEWALKS	\$65.06
231875	4/19/2018	180377	T-SHIRTS BY DESIGN	CITY LOGO ON SAFETY VESTS	\$65.10

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231811	4/19/2018	12345	US BANK	PARKING - TRAINING	\$6.00
232433	4/19/2018	61411	ASSOCIATION OF WASHINGTON	AWC ANNUAL CONFERENCE LOVELETT	\$400.00
232525	4/19/2018	1801560	MWH CONSTRUCTORS INC	BLUE HERON CIRCLE RESERVOIR - CONSTRUCTION MANAGEMENT 3/17/18-4/13/18	\$5,745.23
232381	4/19/2018	0122780	PACIFIC TIRE COMPANY, INC	DISMOUNT & MOUNT- VEH #512	\$75.95
232095	4/19/2018	27241	SEBO'S DO-IT CENTER	SOCKET WRENCH	\$3.68
231887	4/20/2018	112-1552562-4744265	AMAZON.COM SERVICES, INC	FIBER OPTIC ADAPTOR	\$187.95
231894	4/20/2018	114-4593130-6845003	AMAZON.COM SERVICES, INC	PAPER TOWELS	\$114.68
231893	4/20/2018	11484366394177048	AMAZON.COM SERVICES, INC	CIRC DESK SUPPLIES	\$53.80
231884	4/20/2018	766798	BAYSHORE OFFICE PRODUCTS INC	CHAIR	\$287.30
231895	4/20/2018	42021	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$6.84
231775	4/20/2018	515836	CAMPBELL'S	LODING WPTA CONFERENCE STEFFEN	\$400.32
231879	4/20/2018	Receipt #500218656	COCONUT KENNY'S	CIVIL SERVICE FIRE ASSESSEMENT CTR LUNCHES	\$124.91
231874	4/20/2018	C49939	FRONTIER BUILDING SUPPLY	WA PARK WASHRRROM	\$288.72
231886	4/20/2018	96363	JAMEX INC	PUPLIC PRINTER REPAIR	\$333.20
231876	4/20/2018	300274508	KCDA PURCHASING COOPERATIVE	COPY PAPER - ASAC	\$78.76
231888	4/20/2018	C10879	SEBO'S DO-IT CENTER	KEYS FOR SIGN ROOM	\$14.38
231885	4/20/2018	C11016	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$85.45
231892	4/20/2018	o922434691	UNITED STATES POSTAL SERVICE	POSTAGE FOR PASSPORT APPLICATIONS	\$336.75
232375	4/20/2018	22618	BRAUN NORTHWEST, INC	HEADLIGHT FLASHER- VEH #219	\$82.35
232426	4/20/2018	18-12493	EDGE ANALYTICAL, INC	FINAL EFFLUENT TESTING	\$126.00
231880	4/21/2018	12345	COAST WENATCHEE CENTER HOTEL	LODGING ARCEO - IT CONFERENCE	\$369.24
231877	4/21/2018	275585	COAST WENATCHEE CENTER HOTEL	LODGING CERVATES - IT CONFERENCE	\$369.24
231889	4/21/2018	33606	IDEAL	BOOKS YS	\$52.00
231871	4/21/2018	C11466	SEBO'S DO-IT CENTER	SEALANT FOR LIGHTING PROJECT	\$5.09
231872	4/21/2018	C11525	SEBO'S DO-IT CENTER	FASTENERS FOR LIGHTING PROJECT	\$5.87
231878	4/21/2018	11355	WATERMARK BOOK COMPANY	BOOKS YS	\$18.39
232355	4/21/2018	00240-DAVIS	CAMPBELL LAW FIRM	PUB DEF CONFL	\$377.00
232351	4/21/2018	00261-HILES	CAMPBELL LAW FIRM	PUB DEF CONFL	\$71.50
232354	4/21/2018	00365-FAKKEMA	CAMPBELL LAW FIRM	PUB DEF CONF	\$52.00
232348	4/21/2018	00372-NELSON	CAMPBELL LAW FIRM	PUB DEF CONFL	\$39.00
232353	4/21/2018	00379-GOMEZ	CAMPBELL LAW FIRM	PUB DEF CONFL	\$6.50
232356	4/21/2018	00427-ALEXANDER	CAMPBELL LAW FIRM	PUB DEF CONFL	\$13.00
232352	4/21/2018	00441-VANCE	CAMPBELL LAW FIRM	PUB DEF CONFL	\$52.00
232347	4/21/2018	00442-RUCKER	CAMPBELL LAW FIRM	PUB DEF CONFL	\$227.50
232349	4/21/2018	00447-MARSH	CAMPBELL LAW FIRM	PUB DEF CONF	\$104.00

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232090	4/21/2018	42157	HERRERA ENVIRONMENTAL	HEART LAKE ALGE MANAGEMENT PROGRAM 2/24/18-3/30/18	\$4,278.22
232159	4/21/2018	46120	LAKE SIDE INDUSTRIES, INC.	GRAVEL - HEART LAKE PARKING LO	\$415.54
231873	4/22/2018	C12071	SEBO'S DO-IT CENTER	FASTENERS AND SEALANT FOR LIGHTING PROJECT	\$13.57
232533	4/22/2018	210430	SKAGIT PUBLISHING LLC	POSITION AD, MUSEUM DOCENT, 4/13 TO 4/22/18	\$438.63
231946	4/23/2018	112-8905369-4450660	AMAZON.COM SERVICES, INC	FIBER PROJECT	\$705.10
231943	4/23/2018	117699	CENTAUR AWARDS INC	TRACK AND FIELD SUPPLIES	\$347.53
231942	4/23/2018	23397 0035 113	LOWE'S BUSINESS ACCOUNT/GEMB	LIBRARY CABLE	\$54.33
231944	4/23/2018	C12383	SEBO'S DO-IT CENTER	LADDER HANGERS	\$25.49
232288	4/23/2018	2-553331-10	DIAMOND RENTALS, INC.	COMMUNITY GARDEN/GRAND VIEW CEMETERY/TT	\$262.00
232377	4/23/2018	4032381	FAMILY CARE NETWORK PLLC	CDL EXAM - JEFF M	\$200.00
231945	4/24/2018	114-9234632-3423440	AMAZON.COM SERVICES, INC	EVIDENCE BOXES	\$22.22
232212	4/25/2018	95065558	ECO SERVICES OPERATIONS CORP	ALUMINUM SULFATE	\$4,445.77
232280	4/25/2018	009785605	GALLS, LLC.	CLASS A UNIFORM DRESS COAT; CAPT FULLER	\$407.71
232506	4/25/2018	311844	LEFEVER TURF FARM, LLC	HYDRO-SEEDING FOR SHORESIDE TRAIL	\$1,692.60
232190	4/25/2018	04/25/2018	LUNSFORD, BRET	TRAVEL EXPENSES - REVITALIZE WA CONFERENCE	\$204.56
232216	4/25/2018	1103013	SKAGIT PUBLISHING LLC	PUBLISH AA-1753930	\$121.80
232217	4/25/2018	8406661	SKAGIT VALLEY HERALD	YEARLY SUBSCRIPTION TO THE SKAGIT HERALD - WTP	\$228.80
232383	4/25/2018	331 0401313	UNIFIRST CORPORATION	WTP WEEKLY LAUNDRY SERVICE	\$276.59
232577	4/26/2018	5004279417	FERRELLGAS, LP	APRIL FERRELLGAS PROPANE	\$789.27
232504	4/26/2018	11670887	WILBUR-ELLIS COMPANY, LLC	BROADLEAF HERB AND SUN TO SHADE MIX	\$496.63
232296	4/27/2018	764908	BAYSHORE OFFICE PRODUCTS INC	OFFICE FURNITURE	\$1,414.54
232374	4/27/2018	22733	JET CITY TRUCKING & AGGREGATE	SAND FOR STOCK PILE - WATER DEPT.	\$2,148.21
232350	4/27/2018	220015149234	PUGET SOUND ENERGY INC	8147 S MARCHS POINT RD STREET LIGHTS	\$30.22
232376	4/27/2018	0104875-IN	SWS EQUIPMENT	OPERATING PARTS- VEH #510 & #511	\$615.06
232514	4/27/2018	14682680	WASTEQUIP MANUFACTURING CO LLC	LID PULLEY ASSEMBLY FOR DUMPSTER REPAIRS	\$94.69
232418	4/28/2018	360-588-9248-0619005	FRONTIER COMMUNICATIONS	APD BACK UP LINES (4/28/18-5/27/18)	\$200.90
232160	4/28/2018	360-293-3725-0501135	FRONTIER COMMUNICATIONS	DEPOT PHONE 4/28-5/27/18	\$58.37
232502	4/28/2018	9806213857	VERIZON WIRELESS	CITY CELL PHONES 3/29-4/28/18	\$9,845.02
232213	4/29/2018	124376	SKAGIT FARMERS SUPPLY	ETHANOL FREE UNLEADED	\$35.30
232214	4/29/2018	124383	SKAGIT FARMERS SUPPLY	ETHANOL FREE UNLEADED	\$33.00
232522	4/30/2018	82782896	150-PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$186.73
232578	4/30/2018	A58424/1	ACE HARDWARE	KEY COPIED- OPS OFFICE	\$2.43

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232516	4/30/2018	052-0010-00 April	CITY OF ANACORTES	APRIL W/S/G FOR OPERATIONS	\$873.33
232515	4/30/2018	22739	JET CITY TRUCKING & AGGREGATE	SAND FOR WATER DEPT. STOCK PILE	\$470.69
232409	4/30/2018	552432	KUSTOM SIGNALS INC	PATROL SUPPLIES; TUNING FORKS	\$50.72
232378	4/30/2018	46754	LAKESIDE INDUSTRIES, INC.	PAVING ASPHALT	\$609.75
232501	4/30/2018	3091438157	LEXISNEXIS	ON-LINE LEGAL RESEARCH APRIL 2018	\$278.85
232527	4/30/2018	IN927351	NOANET	FIBER NETWORK OPS, GIS, AND ENGINEERING SUPPORT - APRIL 2018	\$1,672.50
232528	4/30/2018	IN927352	NOANET	TRAVEL EXPENSES DURING APRIL FIBER SUPPORT SERVICES	\$301.04
232529	4/30/2018	IN927353	NOANET	TRAVEL DAY FOR APRIL FIBER SUPPORT SERVICES	\$82.00
232523	4/30/2018	0000595599	OCLC, INC	CATALOGING, ILL, FIRSTSEARCH/WORLDCAT DISCOVERY 7/1/2017-6/30/2018	\$345.21
232512	4/30/2018	30000006951	PUGET SOUND ENERGY INC	STREET LIGHTS, PSE	\$162.58
232358	4/30/2018	300000325005	PUGET SOUND ENERGY INC	STREET LIGHTS- SS 17TH ST BTWN Q & COMM; 1417 38TH ST	\$87.40
232443	4/30/2018	27127	REICHHARDT & EBE ENGINEERING	SHIP HARBOR & SR20 INTERSECTION - 4/6/18-4/20/18	\$307.73
232385	4/30/2018	CL72467	REISNER DISTRIBUTOR INC	VEHICLE FUEL - APRIL	\$18,726.34
232421	4/30/2018	INV00370262	SMARSH, INC	ARCHIVING PLATFORM 4/1-4/30/18	\$519.05
232524	4/30/2018	PR011	STELLAR J CORPORATION	BLUE HERON CIRCLE RESERVOIRS PROJECT - CONSTRUCTION - APRIL 2018	\$336,226.10
232301	4/30/2018	114-6718527	UNITED SITE SERVICES, INC	APRIL - WASHINGTON PARK LOOP	\$47.89
232337	4/30/2018	114-6718528	UNITED SITE SERVICES, INC	APRIL - ACE OF HEARTS DOG PARK	\$63.86
232338	4/30/2018	114-6718562	UNITED SITE SERVICES, INC	APRIL - WASHINGTON PARK LOOP RD.	\$62.00
232340	4/30/2018	114-6718613	UNITED SITE SERVICES, INC	APRIL GCT EDWARDS WAY UNIT	\$82.73
232341	4/30/2018	114-6718670	UNITED SITE SERVICES, INC	6300 SUNSET AVE - WASH. PARK - APRIL	\$82.73
232342	4/30/2018	80400100	UTILITIES UNDERGROUND LOCATION	249 LOCATE TICKETS FOR MONTH OF APRIL	\$379.46
232292	4/30/2018	216	WEST MARINE PRODUCTS, INC	FLOWER BASKET WATER SYSTEM SUPPLIES	\$182.26
232154	5/1/2018	TM-175230	ALPINE PRODUCTS INC	TRAFFIC PAINT - STATE CONTRACT	\$21,760.94
232411	5/1/2018	235666	ANACORTES ANIMAL HOSPITAL	BOARD & DISTRAINER; APRIL 2018	\$135.00
232440	5/1/2018	5511901	CADMAN	SEWER JET SEPTAGE TANK CLEANING	\$533.00
232281	5/1/2018	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP 3/30 TO 4/30/18	\$2,197.52
232531	5/1/2018	190-1840-00	CITY OF ANACORTES	UTILITY BILLING FOR WWTP	\$5,050.17
232180	5/1/2018	316044	DOORMAN COMMERCIAL, LLC	VOLUNTEER PARK SHED DOOR INSTALLATION	\$2,409.79
232441	5/1/2018	E18009P	ELEMENTAL AIR, LLC	WWTP AIR EMISSION TESTING SERVICES - 80% COMPLETE	\$26,196.00
232295	5/1/2018	360-293-1900-0122885	FRONTIER COMMUNICATIONS	CITY MAIN PHONE 5/1-5/31/18	\$1,066.82
232225	5/1/2018	2650	NW CLEANERS	LTAC HEART MONTHLY RESTRM CLEAN	\$550.00
232382	5/1/2018	0123254	PACIFIC TIRE COMPANY, INC	TIRES- SHOP STOCK	\$533.82

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232345	5/1/2018	001-400354	PISTON SERVICE OF ANACORTES	RE-MANUFACTURED PART / CORE DEPOIT #151	\$243.68
232344	5/1/2018	001-400442	PISTON SERVICE OF ANACORTES	BELT TENSER #151	\$71.91
232521	5/1/2018	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 4/3 - 5/1/2018	\$14.28
232517	5/1/2018	200000667101	PUGET SOUND ENERGY INC	LIBRARY 1220 10TH 3/9 - 4/6/2018	\$2,754.23
232518	5/1/2018	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M ST 4/3 - 5/1/2018	\$69.45
232269	5/1/2018	5053246649	RICOH USA, INC	S/N C86078755 LIBRARY FL2 ADMIN COPIER 2/1-4/30/18	\$24.97
232270	5/1/2018	5053246878	RICOH USA, INC	S/N C86180481 PARKS 2/1-4/30/18	\$26.04
232272	5/1/2018	5053247391	RICOH USA, INC	S/N C86078711 LIBRARY FL1 STAFF COPIER 2/1-4/30/18	\$553.18
232276	5/1/2018	5053246548	RICOH USA, INC	S/N C86138599 APD FRONT OFFICE COPIES 4/1-4/30/18	\$31.33
232271	5/1/2018	5053246996	RICOH USA, INC	S/N C86111692 ENG 2/1-4/30/18	\$95.06
232278	5/1/2018	5053247031	RICOH USA, INC	S/N C86146548 APD PATROL OFFICE 2/1-4/30/18	\$123.91
232268	5/1/2018	5053247384	RICOH USA, INC	S/N C86152062 HR COPIES 4/1-4/30/18	\$12.64
232410	5/1/2018	632461	SAN DIEGO POLICE EQUIP CO INC	TRAINING AMMUNITION	\$704.94
232534	5/1/2018	3003878701	THYSSENKRUPP ELEVATOR CORP	LIBRARY ELEVATOR PHONE MONITORING 5/1 - 7/31/2018	\$51.17
232535	5/1/2018	GB00100301	TRANSAMERICA LIFE INS CO	MAY, LEOFF LONG-TERM CARE INSURANCE	\$638.35
232413	5/1/2018	110854	VENTEK INTERNATIONAL	SERVER HOSTING/MONTHLY DIGITAL CELLULAR	\$135.00
232346	5/1/2018	1541191	WASHINGTON TRACTOR, INC	BALL JOINTS #711	\$97.48
232580	5/1/2018	1389119-0043-8	WASTE MANAGEMENT	APRIL 2018 CONTRACTED SERVICES	\$102,135.27
232419	5/2/2018	8498 30 017 0319913	COMCAST	LIBRARY INTERNET ACCESS 5/9-6/8/18	\$183.12
232509	5/2/2018	0188-491731	CONSOLIDATED ELECTRICAL	LIGHTS FOR LIBRARY	\$39.95
232222	5/2/2018	171218183	COSTER, TERESA	REFUND-CANCELLED CAMPING 3 NIGHTS	\$58.00
232273	5/2/2018	487768	DMH INDUSTRIAL ELECTRIC, INC	MOTOR FOR EXHAUST FAN	\$801.12
232220	5/2/2018	17-028-TRN-0021	PRECISION CONCRETE CUTTING INC	RETAINAGE RELEASE	\$3,639.38
232226	5/2/2018	331 0402377	UNIFIRST CORPORATION	WTP WEEKLY LAUNDRY SERVICE	\$42.07
232227	5/2/2018	331 0402392	UNIFIRST CORPORATION	WTP WEEKLY LAUNDRY SERVICE FOR INTERN	\$5.69
232546	5/3/2018	A60226	ACE HARDWARE	WIRE HARNESS- #11954	\$57.49
232357	5/3/2018	300-10040685	ALL BATTERY SALES & SERVICE	OPERATING SUPPLIES- SHOP	\$648.60
232416	5/3/2018	5218	ANACORTES TOWING, LLC	TOWING; APD CASE 18-A03156	\$162.75
232293	5/3/2018	1990694828	ARAMARK	APD NYLON MATS CLEANED	\$16.28
232339	5/3/2018	1990694836	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$67.88
232379	5/3/2018	5-3-18PM	FABER CRANE SERVICES	HVAC MOTOR SET	\$586.98
232290	5/3/2018	8776	HOW IT WORKS, INC	SPRING/SUMMER A TOWN MAGAZINE 2018	\$20,202.70
232299	5/3/2018	may artwalk	SCOTT MILO GALLERY/FRAMEMAKER	MAY ARTWALK FOR DEPOT-ADVERTISING	\$70.00
232428	5/3/2018	483	SKAGIT COUNTY PUBLIC HEALTH &	1ST QTR CITY SHARE OF LIQUOR TAX	\$5,770.10
232373	5/3/2018	3-10 SHELTON	STUM, MELANIE	PUB DEF CONF	\$39.00

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232365	5/3/2018	3-12 BLEVIN	STUM, MELANIE	PUB DEF CONF	\$52.00
232366	5/3/2018	3-13 PELKEY	STUM, MELANIE	PUB DEF CONF	\$65.00
232367	5/3/2018	3-15 DOHERTY	STUM, MELANIE	PUB DEF CONF	\$136.50
232368	5/3/2018	3-16 METZ	STUM, MELANIE	PUB DEF CONF	\$26.00
232369	5/3/2018	3-17 BARTZ	STUM, MELANIE	PUB DEF CONF	\$19.50
232370	5/3/2018	3-18 NAUMANN	STUM, MELANIE	PUB DEF CONF	\$97.50
232360	5/3/2018	3-2 METZ	STUM, MELANIE	PUB DEF CONF	\$162.50
232371	5/3/2018	3-4 NASH	STUM, MELANIE	PUB DEF CONF	\$97.50
232361	5/3/2018	3-5 WARD	STUM, MELANIE	PUB DEF CONF	\$97.50
232362	5/3/2018	3-6 PHILLIPS	STUM, MELANIE	PUB DEF CONF	\$84.50
232363	5/3/2018	3-7 LYNCH	STUM, MELANIE	PUB DEF CONF	\$52.00
232364	5/3/2018	3-8 PRITCHETT	STUM, MELANIE	PUB DEF CONF	\$104.00
232372	5/3/2018	3-9 YEAGER	STUM, MELANIE	PUB DEF CONF	\$48.75
232336	5/3/2018	204343	TOTALTECH INTERNET AND NETWORK, SECURITY SOLUTIONS	SOPHOS CENTRAL MOBILE STANDARD	\$899.70
232294	5/3/2018	I18006976	WASHINGTON STATE PATROL	BACKGROUND CHECKS	\$48.00
232291	5/3/2018	I18006949	WASHINGTON STATE PATROL	BACKGROUND CHECKS-COACHES/PERSONNEL	\$24.00
232285	5/3/2018	I18007455	WASHINGTON STATE PATROL	BACKGROUND CHECKS; APRIL 2018	\$276.00
232414	5/4/2018	86015	A-1 MOBILE LOCK AND KEY, INC.	DEPOT REPAIR ITEM	\$141.05
232417	5/4/2018	5318	ANACORTES TOWING, LLC	TOWING; APD CASE 18-A03184	\$162.75
232359	5/4/2018	360-293-6427-0218975	FRONTIER COMMUNICATIONS	CITY HALL 911 4/28-5/27/18	\$265.84
232384	5/4/2018	9201	PACIFIC NORTHWEST FIREWOOD	FIREWOOD BUNDLES-RESALE AT WP	\$1,296.00
232429	5/4/2018	001-400730	PISTON SERVICE OF ANACORTES	FILTERS- SHOP STOCK	\$209.49
232545	5/4/2018	001-400772	PISTON SERVICE OF ANACORTES	OPERATING SUPPLY- VEH #036	\$5.41
232408	5/5/2018	00005W5A83188	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK END 5-5-18	\$17.56
232386	5/6/2018	5004226611	FERRELLGAS, LP	MARCH PROPANE INVOICE	\$975.10
232444	5/6/2018	0053538	MARINE SUPPLY & HARDWARE	SANITATION GLOVES	\$8.66
232427	5/7/2018	1990698755	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$71.61
232415	5/7/2018	187	CHANNEL VIEW FARMS	22 - 14" WROUGHT IRON FLOWER BASKETS	\$1,026.41
232430	5/7/2018	R277505	PLATT ELECTRIC SUPPLY INC	FUSES	\$135.60
232437	5/7/2018	0220735-IN	REISNER DISTRIBUTOR INC	COOLANT	\$651.48
232536	5/7/2018	Reim	SCHUH, EMILY	REIMBURSE TRAVEL EXPENSES, E. SCHUH	\$312.66
232530	5/7/2018	790-35	T BAILEY INC	METAL HALF CAN FOR WATER LINE AT SHARPES CORNER	\$2,094.05
232431	5/7/2018	180445	T-SHIRTS BY DESIGN	PEE WEE BASEBALL T SHIRTS	\$537.08
232511	5/8/2018	A63331	ACE HARDWARE	DEPOT CLEANING SUPPLIES	\$37.83
232508	5/8/2018	21721	INFOSEND, INC.	COSTS FOR 4TH OF JULY FLYER INSERTS	\$748.88
232541	5/8/2018	955412-0	KEENEY'S OFFICE SUPPLY, INC.	OFFICE SUPPLIES LEGAL & FINANCE	\$49.75
232542	5/8/2018	955457-0	KEENEY'S OFFICE SUPPLY, INC.	OFFICE SUPPLIES - PARKS	\$11.56

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
232540	5/8/2018	9020577002	LANGUAGE LINE SERVICES	TELEPHONE INTERPRETER SERVICES FOR COURT	\$6.31
232532	5/8/2018	Pay App 1	LARRY BROWN CONSTRUCTION INC	DOWNTOWN SIDEWALKS - PHASE 2	\$91,315.86
232513	5/8/2018	travel reimburse	LUDEMANN, WILLIAM	WIL LUDEMANN - FLEET MANAGERS SUMMIT	\$98.44
232537	5/8/2018	9007501392	SOCIETY FOR HUMAN RESOURCE	SHRM ANNUAL SUBSCRIPTION (8/1/18 - 7/31/18)	\$209.00
232507	5/8/2018	111202	STURDY ENGINEERING CORPORATION	SCOREBOARD MODIFICATIONS	\$260.00
232539	5/8/2018	18894	THE LANGUAGE EXCHANGE INC	SPANISH INTERPRETER FOR COURT	\$187.50
230752		Amazon	AMAZON.COM SERVICES, INC	REFUND PRIME MEMBERSHIP	(\$14.09)
230970		227396	PIONEER PACKAGING	TAX ADJUSTMENT FOR CART RENTAL	(\$21.00)
230687		112-543952-1076249	AMAZON.COM SERVICES, INC	RETURN ITEMS	(\$54.21)
230689		112-7499822-4932232	AMAZON.COM SERVICES, INC	RETURN ITEM	(\$86.75)
230756		5164S	NETWORKTIGERS, INC.	RETURN IT ITEMS	(\$204.99)
231978		3331	WASHINGTON RECREATION	CANCEL WRPA ANNUAL CONFERENCE & TRADE SHOW - B. VAUX	(\$329.00)
231696		5080326591	EBAY OR PAYPAL	RETURN ITEM	(\$412.47)
230835		5178S	NETWORKTIGERS, INC.	RETURN ITEMS	(\$1,171.92)
232388		001-400749	PISTON SERVICE OF ANACORTES	RETURN ITEM- OPERATING SUPPLY-SHOP	(\$10.84)
227598		6833	SEBO'S DO-IT CENTER	RETURN-CLAMPS/SCREWDRIVER/FASTENERS	(\$11.97)
232579		001-400768	PISTON SERVICE OF ANACORTES	RETURN ITEM- BELT FOR VEH #115A	(\$36.61)
227597		11028	SEBO'S DO-IT CENTER	RETURN - TROWEL/SINKER NAILS	(\$39.47)
232581		001-400767	PISTON SERVICE OF ANACORTES	RETURN ITEM- CORE RETURN	(\$81.38)

Total **\$810,289.91**



City Council Contract Agenda Bill

Meeting Date: 5/14/2018 **Agenda Item:** 5c

Subject: Contract Award – Skagit River 42" Water Line Project–Design Assistance & Permitting
18-070-WTR-001

Staff Contact: Fred Buckenmeyer

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

Action Type: Contract Award

Summary Statement: City staff seeks City Council consent to award a contract in the amount of \$98,628.80 to Widener & Associates to perform the Skagit River 42" Water Line Project – Design Assistance & Permitting 18-070-WTR-001. The project provides for design assistance, early agency coordination, Section 106 Report, SEPA documentation, and permits necessary for the Skagit River 42" Water Line Project

Background:

1. **History:** The City of Anacortes Water Treatment Plant (WTP) is located on a large bend in the Skagit River near Mt. Vernon. The raw water feed for the WTP, which sits on the east side of the river, is supplied by the intake pump station (IPS), which sits on the west side of the river. Currently, there is only one raw water line connecting the IPS to the WTP. To improve system reliability, a second raw water line is planned with a goal of a construction start date in 2020.

It is desirable to begin the permitting process early in the project planning as it is anticipated permitting for the project will be complex. Early input into the formation of project alternatives will ensure each alternative includes provisions to minimize impacts to the environment. This coordination will identify and incorporate minimization measures early in the alternative development and will ensure that an appropriate range of alternatives is developed prior to agency coordination.

Tasks for this effort include the preparation of a Section 106 Report (Cultural and Historic Resources evaluation); SEPA process; and permitting, which is anticipated to include JARPA, DNR, Shorelines, WDFW Hydraulic Project Approval (HPA), and County permits. This will be done on a time and materials basis and the actual effort required will depend largely on the permitting agencies.

2. **Key Terms:**
 - Contract is on a time-and-materials basis not-to-exceed \$98,628.80.
 - The period of performance under this Agreement is from inception through June 30, 2019.
3. **Competitive Bidding:** This work is considered a Personal Service and as such the City asked the Consultant for a proposal that included a scope of work and fees. The Project Manager then evaluated the proposal and determined the scope meets our needs and the fees are fair and reasonable.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 18-070-WTR-001 with Widener & Associates in the amount of \$98,628.80 to perform the Skagit River 42" Water Line Project – Design Assistance & Permitting.

Alternative Actions: Not award the contract

Attachments: Contract 18-070-WTR-001

Contractor	Widener & Associates
Contract Amount	\$98,628.80
Earmarked Funds	None
BARS #	401.000.594.34.63
Budget Amendment Required?	No
Start Date	Inception
End Date	6/30/2019



AGREEMENT 18-070-WTR-001
Between
THE CITY OF ANACORTES
AND
WIDENER & ASSOCIATES

SKAGIT RIVER 42" WATER LINE PROJECT – DESIGN ASSISTANCE & PERMITTING

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Widener & Associates, hereinafter referred to as the "Consultant"; alleged

WHEREAS, the City requires the professional services of the Consultant for the Skagit River 42" Water Line Project;

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

1. **Scope of Work.** Under this Agreement, the Consultant shall provide the City design assistance, early agency coordination, Section 106 Report, SEPA documentation, and permits necessary for the Skagit River 42" Water Line Project as detailed in Exhibit A, which is attached hereto and incorporated by reference.

Work shall be performed under the direction of Matt Reynolds, who may be reached at (360) 299-1951, or by email at mattr@cityofanacortes.org.

2. **Price and Payment Terms.** The services provided under this Agreement shall be reimbursed on a time-and-materials (T&M) basis not-to-exceed **Ninety-Eight Thousand Six Hundred Twenty-Eight Dollars and Eighty Cents (\$98,628.80)**. Detailed task cost estimates are listed in Exhibit A. Other direct costs and subconsultant costs shall be invoiced at actual costs.

3. **Period of Performance.** The period of performance under this Agreement is from inception through June 30, 2019.

4. **Subcontracts.** The Consultant shall give notice in advance of placing any subcontract and will identify subcontracts before subcontracted work begins. "Subcontract" means any contract entered into by a sub Consultant to furnish supplies or services for performance of the prime Consultant or a sub Consultant. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

The following information shall be included (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed sub Consultant, (iv) proposed subcontract price.

Unless consent or approval specifically provides otherwise, consent by the City shall not constitute a determination –

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

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

5. **Invoicing.** All invoices shall include a cover page that states: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Manager Name, AGREEMENT Number, Agreement Price, amount requested per invoice and cumulative invoiced amount. Invoices shall include actual hours worked by Period, by Labor Category.

The Consultant must invoice **MONTHLY** for quantities delivered during the invoice period, and no more frequently than monthly, and allow 30 calendar days from receipt of the invoice for payment. Invoices should be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org

The City shall notify the Consultant within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Consultant shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

6. **Ownership and Use of Documents.** All finished and unfinished documents and material prepared by the Consultant with funds paid by the City pursuant to the terms of this Agreement shall become the property of the City and shall be forwarded to the City upon its request. Documents and materials shall include but not be limited to plans, specifications, reports, electronic and non-electronic data, and other design documents prepared by the Consultant. Pursuant to RCW 42.56.70, all information and documents produced under this Agreement may be subject to public disclosure.

7. **Defense and Indemnity Agreement.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. **General and Professional Liability Insurance.**

A. Insurance Term

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation

The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

Consultant shall obtain insurance of the types and coverages described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrences form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.

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

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

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

9. Registered or Licensed Consultant. The City is prohibited by RCW 39.06.010 from executing an Agreement with a Consultant who is not registered or licensed as required by the laws of the state. In addition, the City will require persons doing business with the City to possess a business license.

10. Inspection. The Project Manager shall have power to reject instruments of services which fail to comply with the requirements of this Agreement, but in case of dispute the Consultant may appeal to the City Attorney, whose decision shall be final. The Consultant shall comply with any and all orders and instructions given by the representative of the particular Department administering the Agreement in accordance with the terms of the Agreement. Nothing herein contained shall be taken to relieve the Consultant of his/her obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for its own methods and conduct during the period of performance.

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

12. Discrimination Prohibited. Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin or physical handicap.

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

14. **Right to Terminate Agreement.**

A. Termination for Default

If the Consultant defaults by failing to perform any of the obligations of the Agreement or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Consultant in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere. If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Consultant was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

B. Termination for Public Convenience

The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Consultant shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

C. Termination by Consultant

The Consultant may terminate its Agreement with the City if the Consultant is unable to carry out the terms of the Agreement. If the Consultant determines that it is not able to carry out the terms of the Agreement, it shall provide the City with not less than 30 days written notice so that the City may obtain another Consultant.

15. **Changes/Additional Work.** The City may engage Consultant to perform services in addition to those listed in this Agreement, and Consultant will be entitled to additional compensation for authorized additional services or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Consultant to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

16. **Non-waiver.** Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

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

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

19. Disputes

A. General

Differences between the Consultant and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. Notice of Potential Claims

The Consultant shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Agent or the City, or (2) the happening of any event or occurrence, unless the Consultant has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Consultant believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Consultant shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

C. Detailed Claim

The Consultant shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the City, the Consultant has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

D. Dispute Resolution

In the event of a dispute between the City and the Consultant arising of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Consultant to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute.

In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties.

If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

20. Force Majeure. Definition: Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement if and to the extent that such party's performance of this Agreement is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and could not have been avoided by exercising reasonable diligence. Force majeure shall include acts of God, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. Notification: If either party is delayed by force majeure, said party shall provide written notification within forty-eight (48) hours. The notification shall provide evidence of the force majeure to the satisfaction of the other party. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Consultant shall have no recourse against the City.

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

The Consultant specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

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

23. **Survival of Agreement Termination.** The provisions of the following paragraphs, and the liability of the Consultant for default during the term of the Contract shall survive, notwithstanding the termination or invalidity of this Contract for any reason: Ownership and Use of Documents; Taxes; Warranty; The City's Right to Terminate Contract; Venue and Choice of Law; Defense & Indemnity Agreement; Disputes.

24. **Venue and Choice of Law.** This Agreement shall be governed by and construed under the laws of the State of Washington. Any action brought under the Agreement or relating to the Project shall be brought in the Superior Court of the State of Washington in Skagit County Washington.

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

City of Anacortes
Attention: Tiffany Matson
904 6th Street
PO Box 547
Anacortes, WA 98221

Notices to the Consultant shall be sent to the following address:

Widener & Associates (DGK Inc.)
Attention: Ross Widener
1902 120th Pl. S.E. STE 202
Everett, WA 98208

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

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

CITY OF ANACORTES

WIDENER & ASSOCIATES

By _____
Laurie Gere, Mayor

By _____
Signature

Date _____

Printed Name

Title _____

Date _____

42” Water Line under the Skagit River City of Anacortes Scope of Work

Task 1 - Design Assistance and Early Agency Coordination

Early input into the formation of project alternatives will be provided to ensure each alternative includes provisions to minimize impacts to the surrounding environment. This coordination within the various design elements of the project will identify and incorporate minimization measures early in the alternative development phase of the project and will ensure that an appropriate range of alternatives are developed prior to the agency coordination.

The Consultant will assist the City in presenting the alternatives to both the state and federal permitting agencies to identify the regulatory issues associated with each alternative. Potential minimization measures for each alternative will also be identified during the coordination with agency representatives. All permitting issues and the recommended permitting process for the preferred alternative will be documented in the project preliminary design.

It is assumed that this effort will be accomplished with the graphics and design drawings required to complete the preliminary design and to conduct the open houses and that no other special presentation materials are required.

Deliverable(s)

1. The Consultant's permitting specialist will prepare meeting minutes and memoranda documenting the coordination activities with state and federal agencies, as required.

Task 2 - Section 106 Report (Cultural and Historic Resources)

This work would include the preparation of the Section 106 report in accordance with the State Historic Preservation Office standards and guidelines. The work will include the following subtasks.

Pertinent literature on the archaeology, ethnography, and history of the project area will be reviewed to determine the existence of archaeological sites and to refine the probability of archaeological resources and traditional cultural places in the project areas.

The Consultant will maintain contact with the local tribes for any information on historic Indian use of the project area.

A systematic field reconnaissance will be conducted to identify previously recorded and/or unrecorded archaeological sites for the proposed project where ground-disturbing activities are expected to take place. Field reconnaissance will consist of the traverse of pedestrian transects at varying intervals, depending on terrain throughout the proposed project area. Shovel probes

(digging a hole with a shovel) will be excavated, as deep as feasible, and in areas expected to have a high probability for cultural resources. Shovel probes will be augmented through auger probes to explore the deepest possible deposits. Shovel probes will be screened in highly probable areas and in soil matrixes too dense to identify small chipping debris.

All new sites will be mapped, photographed, and recorded on Washington State Archeological Inventory forms and submitted to the state Office of Archeological and Historic Preservation (OAHP) for Smithsonian numbers. Every effort will be made to include Tribal cultural resources personnel in assisting the field effort. Rights-of-entry will be provided by the City.

Deliverable(s)

1. One (1) electronic PDF of a draft Section 106 Report will be prepared to describe cultural resources identified in the project area to meet state and federal standards for reporting as outlined in the guidelines provided by the OAHP. The report will include summary background information appropriate to a cultural resources assessment of the project area, including environment, previous cultural resources studies, ethnography/ethno history, and history. A discussion of agency and Tribal consultation, methodology, the results of the investigation, and a map of located archaeological sites will be provided. Recommendations will also be extended to any cultural resources that may be significant. Monitoring of construction excavation recommendations may also be included. The historic structures inventory form and/or archaeological site inventory form will be attached to the report as an appendix.
2. One (1) electronic PDF of a revised draft Section 106 report incorporating City comments.
3. Three copies of a final Section 106 report incorporating lead agency comments.

Task 3 - SEPA

The Consultant shall complete appropriate SEPA documentation including all needed studies, modeling, and analysis in accordance with State Environmental Policy Act (RCW 43.21C) and SEPA Rules (WAC 197-11). The Consultant will coordinate with the City to address comments on the SEPA Checklist and provide support for the SEPA process.

Deliverable(s)

1. SEPA Checklist

Task 4 - Permits

Widener will assemble and organize all necessary environmental permit applications to a standard acceptable by the permitting agencies. Anticipated permits include the following:

1. JARPA
2. DNR
3. Shorelines
4. WDFW Hydraulic Project Approval
5. County Permit

Permit applications shall include all requested information, such as application forms, all necessary permit drawings, an attachment describing project location, project purpose and need, alternatives considered, and a summary of project impacts. The Consultant Widener shall also provide a draft transmittal letter for submittal of the application by the City. Draft applications, including supporting information, shall be submitted to the City for review and comment. Revised permit applications shall be provided to the City for signature and submittal to permitting agencies. The Consultant shall perform the necessary coordination to obtain the permits.

Exhibit						
Project Name:		New 42" Water Line under the Skagit River				
Client:		City of Anacortes - Matt Reynolds				
Location:		Skagit River at Mount Vernon				Date: 3/15/2018
		Project Manager	Senior Biologist	Project Biologist		
Scoping and Design Coordination		60	24	24		
Cultural Resource Report						
	Draft	12	16	16		
	Final	6	24	24		
SEPA Checklist						
	Draft	12	24	60		
	Final	8	8	8		
JARPA						
	Draft	36	24	60		
	Final	12	12	40		
	Shorelines	24	12	30		
	HPA	20	16	40		
	DNR	20	12	60		
	County Permit	20	20	60		
	Totals	230	192	422		
Summary		Hours	Direct	*Overhead	**Profit	Rate
	Project Manager	230	\$71.00	\$78.10	\$21.30	\$170.40
	Senior Biologist	192	\$50.00	\$55.00	\$15.00	\$120.00
	Project Biologist	422	\$31.00	\$34.10	\$9.30	\$74.40
Total Labor						
*Overhead 110% of total labor						
**Profit 30% of total labor						
Cultural Resources						\$5,000
TOTAL ESTIMATED COST						\$98,628.8



City Council Agenda Bill

Meeting Date: 5/14/2018

Agenda Item: 7a

Subject: Impact Fee Ordinance

Staff Contact: Don Measamer, Darcy Swetnam

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

Action Type	
x	Ordinance No. 3022
	Code Revision?
	Resolution No.
	Contract
	Public Hearing
	Staff Report

Summary Statement: Ordinance 3022 codifies the City's various impact fees, provides procedures for applicants to appeal certain impact fee decisions, and provides waiver of both impact fees and general facilities charges for applicants seeking to provide low-income housing. Staff have made a few changes in response to Council's feedback at the May 7, 2018 meeting.

Background: Currently the Anacortes Municipal Code only addresses park impact fees, although impact fees for fire and transportation have previously and separately been adopted by ordinance. This Ordinance seeks to consolidate and codify all impact fee provisions into one Chapter while providing some additional features not currently provided for in the Anacortes municipal code. First, the update will align the process for appealing the Director's decision on certain impact fee issues with the procedures in Chapter 19.20 of the Unified Development Code. Second, this update provides a fee waiver program for both impact fees and general facilities charges for applicants providing low-income housing. The update also provides a deferral program for applicants seeking a building permit for a single-family residence, as required by state law. Ordinance 3022 aligns the City Code with state law and provides consistency, transparency, and new tools for new applicants and the City.

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

Previous Council/Committee Action: Council was introduced to Ordinance 3022 at the May 7, 2018 meeting.

Competing Viewpoints Considered:

Recommended Motion: I move we adopt Ordinance 3022.

Alternative Actions:

Attachments (listed in order presented): Proposed Ordinance 3022

Ordinance No. 3022

An Ordinance Adopting a New Chapter 3.93 Regarding Impact Fees, Amending AMC Table 19.20.030-1, Review Classification and Process Matrix, and Amending AMC Chapter 13.44 Regarding Reductions and Waivers to General Facilities Charges.

Whereas, the Anacortes Municipal Code currently provides for the assessment of a parks and recreation impact fee in Chapter 3.92; and

Whereas, the City Council desires to update the Anacortes Municipal Code regarding all types of development impact fees, to provide impact fee payment deferral as required by RCW 82.02.050(3), and to provide fee waivers and exemptions to provide incentives for development of affordable housing in Anacortes; and

Whereas, the Anacortes Municipal Code currently provides for the imposition of general facilities connection charges for public utility services including sewer, stormwater and water in Title 13; and

Whereas, the City Council desires to provide a general facilities connection charge waiver to provide incentives for development of affordable housing in Anacortes; and

Whereas, on May 7, 2018 the City Council deliberated on the proposal;

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

Section 1. Ordinance 2277 is repealed in its entirety.

Section 2. Ordinance 3011 with attached Exhibit A is hereby affirmed notwithstanding the repeal of Ordinance 2277 as the City's metric for calculating traffic impact fees.

Section 3. AMC Chapter 3.92 Parks and Recreation Impact Fees is hereby repealed in its entirety. Schedule A attached to Ordinance 2474, which establishes the Parks and Recreation Impact Fee amount, is hereby affirmed notwithstanding the repeal of AMC Chapter 3.92.

Section 4. AMC Chapter 3.93, as shown in Attachment A, is hereby adopted.

Section 5. AMC Table 19.20.030, as shown in Attachment A, is hereby amended.

Section 6. AMC Chapter 13.44, as shown in Attachment A, is hereby amended.

Section 7. This ordinance takes effect five days after publication.

PASSED and APPROVED this ____ day of _____, 2018.

CITY OF ANACORTES:

Laurie Gere, Mayor

Attest:

Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

New Chapter 3.93 Impact Fees

3.93.010 Purposes

3.93.020 Definitions

3.93.030 Applicability

3.93.040 Assessment, Calculation and Deferral

3.93.050 Use of Impact Fees

3.93.060 Partial Exemption for Low Income Housing

3.93.070 Independent Fee Calculations

3.93.080 Credits

3.93.090 Refunds

3.93.100 Appeals

3.93.110 Adoption of Impact Fees

3.93.010 Purpose.

- A. New development in the City of Anacortes creates additional demand and need for public facilities and infrastructure.
- B. New development should pay for its proportionate share of new public facilities and infrastructure needed to serve the new development.
- C. Impact fees are an efficient and predictable method of collecting such funding.
- D. The purpose of this chapter is to provide a system for assessment, collection, and administration of impact fees consistent with the authority and requirements of RCW Chapter 82.02.
- E. Existing Authority Unimpaired. Nothing in this Chapter precludes the City from requiring the feepayer or the proponent of a development activity to mitigate adverse environmental impacts of a specific development pursuant to the State Environmental Policy Act, RCW Chapter 43.21C, or RCW Chapter 58.17, governing land divisions and subdivisions; provided, that the exercise of this authority must be consistent with RCW 43.21C.065 and 82.02.100.

3.93.020 Definitions.

“Feepayer” means a person, corporation, partnership, and incorporated association, or any similar entity, or department or bureau of any governmental entity or municipal corporation commencing a land development activity which creates the demand for additional capital facilities, and which requires the issuance of a building permit. “Feepayer” includes an applicant for an impact fee credit.

“Impact fee” has the same meaning as in RCW 82.02.090, i.e. a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public

facilities, and that is used for facilities that reasonably benefit the new development. "Impact fee" does not include a reasonable permit or application fee.

3.93.030 Applicability.

- A. Per RCW 82.02.060, the City's impact fee schedule must be adopted by ordinance and must specify the service area for each category of development. Per RCW 82.02.090, the City may adopt impact fees for public facilities, which include:
 - 1. public streets and roads;
 - 2. publicly owned parks, open space, and recreation facilities;
 - 3. school facilities; and
 - 4. fire protection facilities.
- B. The City hereby authorizes the assessment and collection of Impact Fees on development activity within the City of Anacortes.
- C. The requirements of this chapter apply to any building permit for the construction, establishment, or expansion of a building, structure, or use that creates additional demand and need for public facilities.
- D. **Exemptions.** The Director is authorized to determine whether a particular development activity falls within an exemption identified in this Chapter or any other applicable law. Determinations of the Director must be in writing.
 - 1. **Exemption from all impact fees.** Building permits for the following activities are exempt from the payment of all impact fees:
 - a. The alteration, reconstruction, remodeling, or replacement of existing buildings or structures, including mobile homes or manufactured homes, when all of the following conditions are met:

- i. For nonresidential structures or the nonresidential portion of mixed-use structures, no additional gross floor area is added;
 - ii. For residential structures or the residential portion of mixed-use structures, no additional dwelling unit is added;
 - iii. For all structures, the alteration, reconstruction, remodeling, or replacement creates no additional demand on fire, park, school, or transportation systems;
 - iv. For all structures, no change in use is proposed, or a use is changed to a similar use which has the same, or lower, demand on fire, park, school, or transportation systems; and
 - v. For replacement structures, the replacement structure occurs at the same site or lot within 48 months of the demolition or destruction of the prior structure, and the structure being replaced is demolished or moved outside the boundaries of the City.
 - b. Accessory dwelling units;
 - c. Residential accessory structures;
 - d. Non-residential accessory structures or uses where no additional fire, park, school or transportation demand will occur over and above that produced by the principal building or use of the land;
 - e. Parking garages and building spaces that are constructed solely to park motor vehicles that are not for sale, lease or rent, or part of a stock in trade;
 - f. Temporary uses and structures.
2. **Exemption from park impact fees only.** Building permits for nonresidential construction are exempt from the payment of park impact fees.
 3. **Exemption from fire impact fees only.** Building permits for single family homes in which a residential fire sprinkler system is installed (per RCW 82.02.100) are exempt from the payment of fire impact fees, not including any proportionate share related to the delivery of emergency medical services.
 4. **Exemption from certain impact fees based on alternative mitigation.** A building permit is exempt from the requirement to pay impact fees if any of the following mitigation has been provided, in lieu of impact fee prior to the date of adoption of this Chapter:
 - a. A developer and the City have entered into a voluntary agreement for the payment of fees, dedication of land, or the construction of a public facility segment by the developer; or

- b. A SEPA mitigation condition exists imposing the obligation of the payment of fees, dedication of land, or the construction of a public facility segment upon the developer; or
- c. A land division condition exists imposing the obligation of the payment of fees, dedication of land, or the construction of a public facility segment upon the developer.

3.93.040 Assessment, Payment, and Deferral.

A. Assessment and payment.

- 1. Impact fees are assessed at the time a complete building permit application is submitted using the adopted unified fee schedule in effect at that time.
- 2. Impact fees are due at the time the building permit is issued.
- 3. Failure to pay the impact fees for all permits applied for as required in this Chapter will result in the denial of the requested permits.

B. Deferral. An applicant for a building permit for a single-family residence may defer payment pursuant to this Subsection.

- 1. Deferrals are limited to 20 building permits per applicant, as defined in RCW 82.02.050(3)(g)(i), per calendar year.
- 2. The applicant must grant and record a deferred impact fee lien in favor of the City, on forms provided by the Department, concurrent with the Department's issuance of the building permit.
- 3. The deferral lasts 18 months or until final inspection, whichever is earlier.
- 4. The Department must withhold certification of final inspection until the applicant pays the impact fees in full.

C. When an impact fee is required, the City may also collect an administration fee, per the adopted fee schedule, to cover the cost of administration.

3.93.050 Use of Impact Fees.

A. Impact fees:

- 1. Must be used for public facility improvements that will reasonably benefit the new development.
- 2. May not be imposed to make up for deficiencies in public facilities serving existing developments.
- 3. Must not be used for maintenance or operation of existing public facilities.
- 4. May be spent for improvements, including, but not limited to, facility planning, land acquisition, site improvements, necessary off-site improvements, construction, engineering,

architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, capital equipment pertaining to public facilities, and any other expenses which can be capitalized.

5. May also be used to recoup public facility improvement costs previously incurred to the extent that new growth and development will be served by the previously constructed improvements or incurred costs and provided the proposed impact fee otherwise meets the requirements of RCW 82.02.050 through 82.02.100.
- B. In the event that bonds or similar debt instruments are or have been issued for the construction of public facility or system improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this Section and are used to serve the new development. Capital facilities plans using impact fees for the purpose of assisting in the provision of capital facilities of facility systems must clearly differentiate between funds used for new improvement and those funds used to correct existing deficiencies.
- C. Impact fees must be expended or encumbered within the period identified in RCW 82.02.070, unless the City Council identifies in written findings extraordinary and compelling reason or reasons for holding the fees beyond the statutory period, after consultation with any affected district.

3.93.060 Partial Exemption for Low-Income Housing.

- A. Impact fees for building permits for low-income housing may receive a discount of 80% per [RCW 82.02.060](#).
- B. Low-income housing means housing with a monthly housing expense that is no greater than thirty percent of eighty percent of the median family income (defined by HUD) adjusted for family size, for Skagit County, as reported by the United States Department of Housing and Urban Development.
- C. The discount must be conditioned on requiring the property owner to record an affordable housing covenant in a form approved by the City with the Skagit County Auditor. The covenant must run with the land and be binding on the owner, assigns, heirs and successors and must:
 1. prohibit use of the property or units for any purpose other than for low-income housing, as defined in this section;
 2. address price restrictions and household income limits for the low-income housing;
 3. provide that if the property or units are converted to a use other than for low-income housing, the property owner must pay the applicable impact fees in effect at the time of conversion;

- 4. address reporting and monitoring requirements and any other topics related to the provision of low-income housing units deemed necessary by the City.
- D. If the City collects impact fees on behalf of a school district, the school district must approve the discount.
- E. The City may, at its sole discretion, establish a monitoring fee for the affordable units to cover the costs to the City to review and process documents to maintain compliance with income and affordable restrictions of the covenant.

3.93.070 Alternative and Independent Fee Calculations.

- A. If in the judgment of the Director, the fee categories or fee amounts set forth in this Chapter or the adopted impact fee schedule do not accurately describe or capture the impacts of a new development on public facilities, the Department may prepare alternative fee calculations and the Director may impose alternative fees on a specific development based on those calculations. The alternative fees and the calculations must be set forth in writing and provided to the feepayer.
- B. A feepayer may request to have the impact fees determined according to an independent fee calculation for the development activity for which a building permit is sought. The documentation submitted must show the basis upon which the independent fee calculation was made. The City Council and any affected district will review the independent fee calculation and provide an analysis to the Director concerning whether the independent fee calculation should be accepted, rejected, or accepted in part. The Director, as part of a project permit review, may adopt, reject, or adopt in part the independent fee calculation based on the analysis prepared by the district, or may impose alternative fees based on the calculations of the Department, the feepayer's independent fee calculation, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations must be set forth in writing and will be provided to the feepayer and to the district.
- C. Any feepayer submitting an independent fee calculation must pay the City a fee to cover the cost of reviewing the independent fee calculation, as identified in the adopted unified fee schedule.
- D. While there is a presumption that the calculations set forth in fee rate studies developed by the City are valid, the Director will consider the documentation submitted by a feepayer and the analysis prepared by a district, but is not required to accept such documentation or analysis which the Director reasonably deems to be inaccurate or not reliable, and may, in the alternative, require the feepayer or the district to submit additional or different documentation for consideration. The Director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations must be set forth in writing and will be mailed to the feepayer and to the affected district.

3.93.080 Credits.

A. **Credit for existing development.** Whenever the alteration, reconstruction, remodeling, or replacement of existing buildings or structures results in additional gross floor area or additional dwelling units, the applicant may receive credit for the existing buildings or structures and an impact fee may be required only for the additional gross floor area or additional dwelling units.

B. Credit for construction of public facilities.

1. If a development subject to an impact fee is approved subject to a condition that the applicant construct a public facility that is identified in the City's or affected district's capital facilities plan and is acceptable to the City and any affected district, the development applicant is entitled to a credit for the actual cost of providing the facility against the impact fee for that type of public facility.
2. For each request for a credit or credits, once the City has determined that the dedication improvements and/or construction would be suitable for district purposes, the City must select an appraiser. The appraiser will be directed to determine the value of the dedication, improvements, or construction provided by the feepayer on a case-by-case basis.
3. The feepayer will pay for the cost of the appraisal or request that the cost of the appraisal be deducted from the credit which the Director may be providing to the feepayer, in the event that a credit is awarded.
4. After receiving the appraisal and after consultation with any affected district, the Director will provide the applicant with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, where applicable, the legal description of the donation, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her agreement to the terms of the letter or certificate, and return such signed document to the Director before the impact fee credit will be awarded. The failure of the applicant to sign, date, and return such document within 60 calendar days will nullify the credit.
5. Any claim for credit must be made no later than 20 calendar days after the submission of an application for a building permit.
6. In no event may the credit exceed the amount of the impact fees that would have been due for the proposed development activity.
7. No credit may be given for improvements that are not system improvements.
8. For each request for a credit for significant past tax payments made for particular public facility system improvements, the feepayer must submit receipts and a calculation of past tax payments earmarked for or proratable to the particular system improvements.

3.93.090 Refunds.

- A. If the City or a district fails to expend or encumber the impact fees within the period established by Chapter 82.02 RCW, or where extraordinary or compelling reasons exist and have been identified in written findings by the City Council, the current owner of the property on which impact fees have been paid may receive a refund of such fees. In determining whether impact fees have been expended or encumbered, impact fees will be considered expended or encumbered on a first-in, first-out basis.
- B. The City will notify potential claimants by first-class U.S. mail to the last known address of such claimants. Fees are identified with land parcels; therefore, a potential claimant or claimant must be the owner of the property at the time refunds are initiated.
- C. Current owners seeking a refund of impact fees must submit a written request for a refund of the fees to the Director within one year of the date the right to claim the refund arises or the date that notice is given, whichever is later.
- D. Any impact fees for which no application for a refund has been made within this one-year period will be retained and expended on a related type of public facility for which the fees were originally collected.
- E. Refunds of impact fees under this Section will include any interest earned on the impact fees.
- F. Per RCW 82.02.080(2), when the City seeks to terminate any or all components of the impact fee program, all unexpended or unencumbered funds from any terminated component or components, including interest earned, will be refunded pursuant to this Section. Upon the finding that any or all fee requirements are to be terminated, the City will place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and will notify all potential claimants by first-class mail at the last known address of the claimants. All funds available for refund will be retained for a period of one year. At the end of one year, any remaining funds will be retained by a district, but must be expended for the appropriate facilities. This notice requirement will not apply if there are no unexpended or unencumbered balances within the account or accounts being terminated.
- G. The City will also refund to the current owner of property for which impact fees have been paid all impact fees paid, including interest earned on the impact fees, when the developer does not proceed with the development activity and no impact has resulted; except that, if a district has expended or encumbered the impact fees in good faith prior to the application for a refund, the district can decline to provide the refund.

3.93.100 Appeals.

- A. A feepayer may appeal the Director's decisions with respect to any of the following:
 - 1. the amount or applicability of impact fees to a building permit;
 - 2. the amount or availability of an exemption or a credit;

3. an independent fee calculation.
- B. An appeal is ripe and may be filed only after calculation and assessment of the impact fees.
- C. A feepayer may pay the impact fees assessed per this Chapter under protest to obtain a building permit or occupancy permit.
- D. Appeals under this Chapter may be made subject to the procedures set forth in AMC 19.20.

3.93.110 Adoption of School District Impact Fees

- A. The City may collect impact fees on behalf of a school district that has complied with the provisions of this subsection. Before the City may collect impact fees on behalf of a district:
 1. The district must submit its capital facilities plan, impact fee schedule, and impact fee calculations;
 2. The City must incorporate the district's capital facilities plan into the City's comprehensive plan;
 3. The City must adopt the district's impact fee schedule by ordinance; and
 4. The City and the district must enter into an interlocal agreement with the district consistent with this Section.
- B. The interlocal agreement between the City and the district must include the following:
 1. Procedures for the collection, accounting, and refunds of impact fees consistent with this Chapter;
 2. A requirement for the district to use the impact fees and any interest earned in accordance with State law governing impact fees;
 3. A requirement to provide an annual report to the City consistent with RCW 82.02.070;
 4. A requirement for the district to indemnify the City against any claim for refunds or challenges to payment of the impact fees for that district.

Amended Chapter 19.20 Application Procedures

Table 19.20.030 Types of review is amended as follows:

Table 19.20.030-1 Table Review Classification and Process Matrix

Types of Review	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
Types of Applications	• Accessory dwelling units • Assessment of impact fees per AMC Chapter 3.93 • Building, mechanical, and plumbing permits • Clearing and grading permits • Extension of time for approval • Shoreline exemptions • Minor permit revisions • Wireless Telecommunication uses in AMC 17.63.060	• Administrative conditional use permits, including home occupation permits • Affordable Housing Demonstration Projects • Binding site plans • Boundary line adjustments • Level 1 variances • Preliminary short subdivisions • SEPA threshold determinations • Stormwater Management Manual adjustments and exceptions	• Special use permits for towers or antennas • Level 2 variances	• Shoreline Substantial Development Permits (SSDP) for projects valued less than one million dollars on site less than three acres • Shoreline Conditional Use and Variance Permits • Special use and reasonable use permits per AMC Chapter 17.70 • Any other applications identified as "conditional uses" in AMC Title 17	• Conditional use permits, except administrative CUPs • Essential Public Facilities, type 1 and 2 • Manufactured home subdivisions • Preliminary long subdivisions • Modifications & exceptions per AMC Chapter 16.24 • Site-specific rezones authorized by the comprehensive plan • Shoreline Substantial Development Permits (SSDP) for projects

Types of Review	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
					valued at one million dollars or more or on site of three acres or more
Pre-Application Conference	At discretion of Director	At discretion of Director	Yes	Yes	Yes
Pre-Application Neighborhood Meeting	No	No, except for short subdivisions at discretion of Director	Yes	Yes	Yes
Notice of Application	No	Yes	Yes	Yes	Yes
Comment Period	None	14 days	21 days	21 days (30 for shoreline permits)	21 days (30 for shoreline permits)
Recommendation By	None	None	Director	Director	Planning Commission
Pre-Decision Open-Record Public Hearing	No	No	Yes, before Hearing Examiner	Yes, before Planning Commission	Yes, before Planning Commission
Closed-Record Decision Hearing	No	No	No	No	Yes, before City Council
Decision By	Director	Director	Hearing Examiner	Planning Commission	City Council
Notice of Decision	No	Yes	Yes	Yes	Yes
Local Appeal Available To	Hearing Examiner	Hearing Examiner	City Council	City Council	None

	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
Types of Review Type	Open-record	Open-record	Closed-record	Closed-record	N/A

(Ord. 2992 § 1 (Att. A), 2016)

Amended Chapter 13.44

Low Income Charge Waivers and Reductions

Sections:

13.44.010 General facility charges – Waiver for low income housing.

13.44.020 Reduction in monthly charges granted to low income and indigent residents.

13.44.010 General Facility Charges – Waiver for Low-Income Housing.

- A. Sewer, stormwater and water general facility charges for building permits for low-income housing may be waived per RCW 35.92.380.
- B. Low-income housing means housing with a monthly housing expense that is no greater than thirty percent of eighty percent of the median family income (defined by HUD) adjusted for family size, for Skagit County, as reported by the United States Department of Housing and Urban Development.
- C. The waiver must be conditioned on requiring the property owner to record a low-income housing covenant in a form approved by the City with the Skagit County Auditor. The covenant must run with the land and be binding on the owner, assigns, heirs and successors and must:
 1. prohibit use of the property or units for any purpose other than for low-income housing, as defined in this section;
 2. address price restrictions and household income limits for the low-income housing;
 3. provide that if the property or units are converted to a use other than for low-income housing, the property owner must pay the applicable general facilities charges in effect at the time of conversion;
 4. address reporting and monitoring requirements and any other topics related to the provision of low-income housing units deemed necessary by the City.

- D. The City may, at its sole discretion, establish a monitoring fee for the low-income units to cover the costs to the City to review and process documents to maintain compliance with low-income restrictions of the covenant.

13.44.020 Reduction in monthly charges granted to low income and indigent residents.

- A. There is granted a reduction in monthly city charges for water, sewer, storm sewer, and sanitation services, to low income and indigent residents of the city who meet the qualifications and requirements of Sections [B](#) and [C](#), as follows:
 - 1. For all water, sewer, storm sewer, and sanitation utility charges incurred after June 1, 1984, the city shall reimburse low income and indigent residents of the city as defined in this chapter twenty percent of the minimum water, sewer, storm sewer, and sanitation charges as prescribed by the city rate ordinances, in the form of a reduction of such charges.
- B. Reduction eligibility determination. Qualifications (low income and indigent resident defined). To qualify for the relief set forth in Subsection [\(A\)\(1\)](#), an individual shall:
 - 1. Be a bona fide resident of the city during all periods during which said relief is requested and received; and
 - 2. Have an income from all sources whatsoever not to exceed the income eligibility guidelines as contained in Exhibit A attached to the ordinance codified in this chapter which is by this reference made a part hereof.
 - 3. For the purposes of this section, "income" shall include railroad retirement and social security benefits, investment income in the form of dividends from stock, interest on savings accounts and bonds, capital gains, gifts and inheritance, net rental income from real estate, disability payments, retirement pay and annuities. Reimbursement for losses are not to be considered as income. (Ord. 1947 § 2, 1984)
- C. Application requirements—Rules and regulations.
 - 1. All claims for application of this chapter must be made and filed with the department of finance of the city and no relief from charges incurred prior to the date on which the application is approved shall be granted.
 - 2. All requests for eligibility under this chapter shall be submitted to the department of finance in writing on a form provided by said department and certified by the claimant.
 - 3. The department of finance of the city shall publish rules and regulations to implement this chapter. (Ord. 1947 § 3, 1984)
- D. Penalty for a false statement. It is a misdemeanor for any person to knowingly file any false application for a reduction of utility charges under this chapter or to knowingly make any false statement or knowingly provide any false information on said application. A violation of this section shall be punishable by a maximum jail penalty of ninety days and/or a maximum fine of five hundred dollars.

Ordinance No. 3022

An Ordinance Adopting a New Chapter 3.93 Regarding Impact Fees, Amending AMC Table 19.20.030-1, Review Classification and Process Matrix, and Amending AMC Chapter 13.44 Regarding Reductions and Waivers to General Facilities Charges.

Whereas, the Anacortes Municipal Code currently provides for the ~~imposition-assessment~~ of a parks and recreation impact fee in Chapter 3.92; and

Whereas, the City Council desires to update the Anacortes Municipal Code regarding all types of development impact fees, to provide impact fee payment deferral as required by RCW 82.02.050(3), and to provide fee waivers and exemptions to provide incentives for development of affordable housing in Anacortes; and

Whereas, the Anacortes Municipal Code currently provides for the imposition of general facilities connection charges for public utility services including sewer, stormwater and water in Title 13; and

Whereas, the City Council desires to provide a general facilities connection charge waiver to provide incentives for development of affordable housing in Anacortes; and

Whereas, on May 7, 2018 the City Council deliberated on the proposal;

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

Section 1. Ordinance 2277 is repealed in its entirety.

Section 2. Ordinance 3011 with attached Exhibit A is hereby affirmed notwithstanding the repeal of Ordinance 2277 as the City's metric for calculating traffic impact fees.

Section 3. AMC Chapter 3.92 Parks and Recreation Impact Fees is hereby repealed in its entirety. Schedule A attached to Ordinance 2474, which establishes the Parks and Recreation Impact Fee amount, is hereby affirmed notwithstanding the repeal of AMC Chapter 3.92.

Section 4. AMC Chapter 3.93, as shown in Attachment A, is hereby adopted.

Section 5. AMC Table 19.20.030, as shown in Attachment A, is hereby amended.

Section 6. AMC Chapter 13.44, as shown in Attachment A, is hereby amended.

Section 7. This ordinance takes effect five days after publication.

PASSED and APPROVED this ____ day of _____, 2018.

CITY OF ANACORTES:

Laurie Gere, Mayor

Attest:

Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

Attachment A

New Chapter 3.93 Impact Fees

- 3.93.010 Purposes
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3.93.010 Purpose.

- A. New development in the City of Anacortes creates additional demand and need for public facilities and infrastructure.
- B. New development should pay for its proportionate share of new public facilities and infrastructure needed to serve the new development.
- C. Impact fees are an efficient and predictable method of collecting such funding.
- D. The purpose of this chapter is to provide a system for assessment, collection, and administration of impact fees consistent with the authority and requirements of RCW Chapter 82.02.
- E. Existing Authority Unimpaired. Nothing in this Chapter precludes the City from requiring the feepayer or the proponent of a development activity to mitigate adverse environmental impacts of a specific development pursuant to the State Environmental Policy Act, RCW Chapter 43.21C, or RCW Chapter 58.17, governing land divisions and subdivisions; provided, that the exercise of this authority must be consistent with RCW 43.21C.065 and 82.02.100.

3.93.020 Definitions.

“Feepayer” means a person, corporation, partnership, and incorporated association, or any similar entity, or department or bureau of any governmental entity or municipal corporation commencing a land development activity which creates the demand for additional capital facilities, and which requires the issuance of a building permit. “Feepayer” includes an applicant for an impact fee credit.

“Impact fee” has the same meaning as in RCW 82.02.090, i.e. a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public

facilities, and that is used for facilities that reasonably benefit the new development. "Impact fee" does not include a reasonable permit or application fee.

3.93.030 Applicability.

- A. Per RCW 82.02.060, the City's impact fee schedule must be adopted by ordinance and must specify the service area for each category of development. Per RCW 82.02.090, the City may adopt impact fees for public facilities, which include:
 - 1. public streets and roads;
 - 2. publicly owned parks, open space, and recreation facilities;
 - 3. school facilities; and
 - 4. fire protection facilities.
- B. The City hereby authorizes the assessment and collection of Impact Fees on development activity within the City of Anacortes.
- C. The requirements of this chapter apply to any building permit for the construction, establishment, or expansion of a building, structure, or use that creates additional demand and need for public facilities.
- D. **Exemptions.** The Director is authorized to determine whether a particular development activity falls within an exemption identified in this Chapter or any other applicable law. Determinations of the Director must be in writing.
 - 1. **Exemption from all impact fees.** Building permits for the following activities are exempt from the payment of all impact fees:
 - a. The alteration, reconstruction, remodeling, or replacement of existing buildings or structures, including mobile homes or manufactured homes, when all of the following conditions are met:

- i. For nonresidential structures or the nonresidential portion of mixed-use structures, no additional gross floor area is added;
 - ii. For residential structures or the residential portion of mixed-use structures, no additional dwelling unit is added;
 - iii. For all structures, the alteration, reconstruction, remodeling, or replacement creates no additional demand on fire, park, school, or transportation systems;
 - iv. For all structures, no change in use is proposed, or a use is changed to a similar use which has the same, or lower, demand on fire, park, school, or transportation systems; and
 - v. For replacement structures, the replacement structure occurs at the same site or lot within 48 months of the demolition or destruction of the prior structure, and the structure being replaced is demolished or moved outside the boundaries of the City.
- b. Accessory dwelling units;
 - c. Residential accessory structures;
 - d. Non-residential accessory structures or uses where no additional fire, park, school or transportation demand will occur over and above that produced by the principal building or use of the land;
 - e. Parking garages and building spaces that are constructed solely to park motor vehicles that are not for sale, lease or rent, or part of a stock in trade;
 - f. Temporary uses and structures.
2. **Exemption from park impact fees only.** Building permits for nonresidential construction are exempt from the payment of park impact fees.
 3. **Exemption from fire impact fees only.** Building permits for single family homes in which a residential fire sprinkler system is installed (per RCW 82.02.100) are exempt from the payment of fire impact fees, not including any proportionate share related to the delivery of emergency medical services.
 4. **Exemption from certain impact fees based on alternative mitigation.** A building permit is exempt from the requirement to pay impact fees if any of the following mitigation has been provided, in lieu of impact fee prior to the date of adoption of this Chapter:
 - a. A developer and the City have entered into a voluntary agreement for the payment of fees, dedication of land, or the construction of a public facility segment by the developer; or

- b. A SEPA mitigation condition exists imposing the obligation of the payment of fees, dedication of land, or the construction of a public facility segment upon the developer; or
- c. A land division condition exists imposing the obligation of the payment of fees, dedication of land, or the construction of a public facility segment upon the developer.

3.93.040 Assessment, Payment, and Deferral.

A. Assessment and payment.

- 1. Impact fees are assessed at the time a complete building permit application is submitted using the adopted unified fee schedule in effect at that time.
- 2. Impact fees are due at the time the building permit is issued.
- 3. Failure to pay the impact fees for all permits applied for as required in this Chapter will result in the denial of the requested permits.

B. Deferral. An applicant for a building permit for a single-family residence may defer payment pursuant to this Subsection.

- 1. Deferrals are limited to 20 building permits per applicant, as defined in RCW 82.02.050(3)(g)(i), per calendar year.
- 2. The applicant must grant and record a deferred impact fee lien in favor of the City, on forms provided by the Department, concurrent with the Department's issuance of the building permit.
- 3. The deferral lasts 18 months or until final inspection, whichever is earlier.
- 4. The Department must withhold certification of final inspection until the applicant pays the impact fees in full.

C. When an impact fee is required, the City may also collect an administration fee, per the adopted fee schedule, to cover the cost of administration.

3.93.050 Use of Impact Fees.

A. Impact fees:

- 1. Must be used for public facility improvements that will reasonably benefit the new development.
- 2. May not be imposed to make up for deficiencies in public facilities serving existing developments.
- 3. Must not be used for maintenance or operation of existing public facilities.
- 4. May be spent for improvements, including, but not limited to, facility planning, land acquisition, site improvements, necessary off-site improvements, construction, engineering,

architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, capital equipment pertaining to public facilities, and any other expenses which can be capitalized.

5. May also be used to recoup public facility improvement costs previously incurred to the extent that new growth and development will be served by the previously constructed improvements or incurred costs and provided the proposed impact fee otherwise meets the requirements of RCW 82.02.050 through 82.02.100.
- B. In the event that bonds or similar debt instruments are or have been issued for the construction of public facility or system improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this Section and are used to serve the new development. Capital facilities plans using impact fees for the purpose of assisting in the provision of capital facilities of facility systems must clearly differentiate between funds used for new improvement and those funds used to correct existing deficiencies.
- C. Impact fees must be expended or encumbered within the period identified in RCW 82.02.070, unless the City Council identifies in written findings extraordinary and compelling reason or reasons for holding the fees beyond the statutory period, after consultation with any affected district.

3.93.060 Partial Exemption for Low-Income Housing.

- A. Impact fees for building permits for low-income housing may receive a discount of 80% per [RCW 82.02.060](#).
- B. Low-income housing means housing with a monthly housing expense that is no greater than thirty percent of eighty percent of the median family income (defined by HUD) adjusted for family size, for Skagit County, as reported by the United States Department of Housing and Urban Development.
- C. The discount must be conditioned on requiring the property owner to record an affordable housing covenant in a form approved by the City with the Skagit County Auditor. The covenant must run with the land and be binding on the owner, assigns, heirs and successors and must:
 1. prohibit use of the property or units for any purpose other than for low-income housing, as defined in this section;
 2. address price restrictions and household income limits for the low-income housing;
 3. provide that if the property or units are converted to a use other than for low-income housing, the property owner must pay the applicable impact fees in effect at the time of conversion;

Commented [SD1]: The definition for low income housing is pulled directly from RCW 82.02.060. Therefore, staff recommends leaving this language as written.

- 4. address reporting and monitoring requirements and any other topics related to the provision of low-income housing units deemed necessary by the City.
- D. If the City collects impact fees on behalf of a school district, the school district must approve the discount.
- E. The City may, at its sole discretion, establish a monitoring fee for the affordable units to cover the costs to the City to review and process documents to maintain compliance with income and affordable restrictions of the covenant.

3.93.070 Alternative and Independent Fee Calculations.

- A. If in the judgment of the Director, the fee categories or fee amounts set forth in this Chapter or the adopted impact fee schedule do not accurately describe or capture the impacts of a new development on public facilities, the Department may prepare alternative fee calculations and the Director may impose alternative fees on a specific development based on those calculations. The alternative fees and the calculations must be set forth in writing and provided to the feepayer.
- B. A feepayer may request to have the impact fees determined according to an independent fee calculation for the development activity for which a building permit is sought. The documentation submitted must show the basis upon which the independent fee calculation was made. The City Council and any affected district will review the independent fee calculation and provide an analysis to the Director concerning whether the independent fee calculation should be accepted, rejected, or accepted in part. The Director, as part of a project permit review, may adopt, reject, or adopt in part the independent fee calculation based on the analysis prepared by the district, or may impose alternative fees based on the calculations of the Department, the feepayer's independent fee calculation, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations must be set forth in writing and will be provided to the feepayer and to the district.
- C. Any feepayer submitting an independent fee calculation must pay the City a fee to cover the cost of reviewing the independent fee calculation, as identified in the adopted unified fee schedule.
- D. While there is a presumption that the calculations set forth in fee rate studies developed by the City are valid, the Director will consider the documentation submitted by a feepayer and the analysis prepared by a district, but is not required to accept such documentation or analysis which the Director reasonably deems to be inaccurate or not reliable, and may, in the alternative, require the feepayer or the district to submit additional or different documentation for consideration. The Director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations must be set forth in writing and will be mailed to the feepayer and to the affected district.

3.93.080 Credits.

- A. **Credit for existing development.** Whenever the alteration, reconstruction, remodeling, or replacement of existing buildings or structures results in additional gross floor area or additional dwelling units, the applicant may receive credit for the existing buildings or structures and an impact fee may be required only for the additional gross floor area or additional dwelling units.
- B. **Credit for construction of public facilities.**
1. If a development subject to an impact fee is approved subject to a condition that the applicant construct a public facility that is identified in the City's or affected district's capital facilities plan and is acceptable to the City and any affected district, the development applicant is entitled to a credit for the actual cost of providing the facility against the impact fee for that type of public facility.
 2. For each request for a credit or credits, once the City has determined that the dedication improvements and/or construction would be suitable for district purposes, the City must select an appraiser. The appraiser will be directed to determine the value of the dedication, improvements, or construction provided by the feepayer on a case-by-case basis.
 3. The feepayer will pay for the cost of the appraisal or request that the cost of the appraisal be deducted from the credit which the Director may be providing to the feepayer, in the event that a credit is awarded.
 4. After receiving the appraisal and after consultation with any affected district, the Director will provide the applicant with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, where applicable, the legal description of the donation, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her agreement to the terms of the letter or certificate, and return such signed document to the Director before the impact fee credit will be awarded. The failure of the applicant to sign, date, and return such document within 60 calendar days will nullify the credit.
 5. Any claim for credit must be made no later than 20 calendar days after the submission of an application for a building permit.
 6. In no event may the credit exceed the amount of the impact fees that would have been due for the proposed development activity.
 7. No credit may be given for improvements that are not system improvements.
 8. For each request for a credit for significant past tax payments made for particular public facility system improvements, the feepayer must submit receipts and a calculation of past tax payments earmarked for or proratable to the particular system improvements.

3.93.090 Refunds.

- A. If the City or a district fails to expend or encumber the impact fees within the period established by Chapter 82.02 RCW, or where extraordinary or compelling reasons exist and have been identified in written findings by the City Council, the current owner of the property on which impact fees have been paid may receive a refund of such fees. In determining whether impact fees have been expended or encumbered, impact fees will be considered expended or encumbered on a first-in, first-out basis.
- B. The City will notify potential claimants by first-class U.S. mail to the last known address of such claimants. Fees are identified with land parcels; therefore, a potential claimant or claimant must be the owner of the property at the time refunds are initiated.
- C. Current owners seeking a refund of impact fees must submit a written request for a refund of the fees to the Director within one year of the date the right to claim the refund arises or the date that notice is given, whichever is later.
- D. Any impact fees for which no application for a refund has been made within this one-year period will be retained and expended on a related type of public facility for which the fees were originally collected.
- E. Refunds of impact fees under this Section will include any interest earned on the impact fees.
- F. Per RCW 82.02.080(2), when the City seeks to terminate any or all components of the impact fee program, all unexpended or unencumbered funds from any terminated component or components, including interest earned, will be refunded pursuant to this Section. Upon the finding that any or all fee requirements are to be terminated, the City will place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and will notify all potential claimants by first-class mail at the last known address of the claimants. All funds available for refund will be retained for a period of one year. At the end of one year, any remaining funds will be retained by a district, but must be expended for the appropriate facilities. This notice requirement will not apply if there are no unexpended or unencumbered balances within the account or accounts being terminated.
- G. The City will also refund to the current owner of property for which impact fees have been paid all impact fees paid, including interest earned on the impact fees, when the developer does not proceed with the development activity and no impact has resulted; except that, if a district has expended or encumbered the impact fees in good faith prior to the application for a refund, the district can decline to provide the refund.

3.93.100 Appeals.

- A. A feepayer may appeal the Director's decisions with respect to any of the following:
 - 1. the amount or applicability of impact fees to a building permit;
 - 2. the amount or availability of an exemption or a credit;

- 3. an independent fee calculation.
- B. An appeal is ripe and may be filed only after calculation and assessment of the impact fees.
- C. A feepayer may pay the impact fees assessed per this Chapter under protest to obtain a building permit or occupancy permit.
- D. Appeals under this Chapter may be made subject to the procedures set forth in AMC 19.20.

3.93.110 Adoption of School District Impact Fees

- A. The City may collect impact fees on behalf of a school district that has complied with the provisions of this subsection. Before the City may collect impact fees on behalf of a district:
 - 1. The district must submit its capital facilities plan, impact fee schedule, and impact fee calculations;
 - 2. The City must incorporate the district's capital facilities plan into the City's comprehensive plan;
 - 3. The City must adopt the district's impact fee schedule by ordinance; and
 - 4. The City and the district must enter into an interlocal agreement with the district consistent with this Section.
- B. The interlocal agreement between the City and the district must include the following:
 - 1. Procedures for the collection, accounting, and refunds of impact fees consistent with this Chapter;
 - 2. A requirement for the district to use the impact fees and any interest earned in accordance with State law governing impact fees;
 - 3. A requirement to provide an annual report to the City consistent with RCW 82.02.070;
 - 4. A requirement for the district to indemnify the City against any claim for refunds or challenges to payment of the impact fees for that district.

Amended Chapter 19.20 Application Procedures

Table 19.20.030 Types of review is amended as follows:

Table 19.20.030-1 Table Review Classification and Process Matrix

Types of Review	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
Types of Applications	• Accessory dwelling units • Assessment of impact fees per AMC Chapter 3.93 • Building, mechanical, and plumbing permits • Clearing and grading permits • Extension of time for approval • Shoreline exemptions • Minor permit revisions • Wireless Telecommunication uses in AMC 17.63.060	• Administrative conditional use permits, including home occupation permits • Affordable Housing Demonstration Program Projects • Binding site plans • Boundary line adjustments • Level 1 variances • Preliminary short subdivisions • SEPA threshold determinations • Stormwater Management Manual adjustments and exceptions	• Special use permits for towers or antennas • Level 2 variances	• Shoreline Substantial Development Permits (SSDP) for projects valued less than one million dollars on site less than three acres • Shoreline Conditional Use and Variance Permits • Special use and reasonable use permits per AMC Chapter 17.70 • Any other applications identified as "conditional uses" in AMC Title 17	• Conditional use permits, except administrative CUPs • Essential Public Facilities, type 1 and 2 • Manufactured home subdivisions • Preliminary long subdivisions • Modifications & exceptions per AMC Chapter 16.24 • Site-specific rezones authorized by the comprehensive plan • Shoreline Substantial Development Permits (SSDP) for projects

Types of Review	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
					valued at one million dollars or more or on site of three acres or more
Pre-Application Conference	At discretion of Director	At discretion of Director	Yes	Yes	Yes
Pre-Application Neighborhood Meeting	No	No, except for short subdivisions at discretion of Director	Yes	Yes	Yes
Notice of Application	No	Yes	Yes	Yes	Yes
Comment Period	None	14 days	21 days	21 days (30 for shoreline permits)	21 days (30 for shoreline permits)
Recommendation By	None	None	Director	Director	Planning Commission
Pre-Decision Open-Record Public Hearing	No	No	Yes, before Hearing Examiner	Yes, before Planning Commission	Yes, before Planning Commission
Closed-Record Decision Hearing	No	No	No	No	Yes, before City Council
Decision By	Director	Director	Hearing Examiner	Planning Commission	City Council
Notice of Decision	No	Yes	Yes	Yes	Yes
Local Appeal Available To	Hearing Examiner	Hearing Examiner	City Council	City Council	None

	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
Types of Review Type	Open-record	Open-record	Closed-record	Closed-record	N/A

(Ord. 2992 § 1 (Att. A), 2016)

Amended Chapter 13.44 Low Income Charge Waivers and Reductions

Sections:

13.44.010 General facility charges – Waiver for low income housing.

13.44.020 Reduction in monthly charges granted to low income and indigent residents.

13.44.010 General Facility Charges – Waiver for Low-Income Housing.

- A. Sewer, stormwater and water general facility charges for building permits for low-income housing may be waived per RCW 35.92.380.
- B. Low-income housing means housing with a monthly housing expense that is no greater than thirty percent of eighty percent of the median family income (defined by HUD) adjusted for family size, for Skagit County, as reported by the United States Department of Housing and Urban Development.
- C. The waiver must be conditioned on requiring the property owner to record a low-income housing covenant in a form approved by the City with the Skagit County Auditor. The covenant must run with the land and be binding on the owner, assigns, heirs and successors and must:
 1. prohibit use of the property or units for any purpose other than for low-income housing, as defined in this section;
 2. address price restrictions and household income limits for the low-income housing;
 3. provide that if the property or units are converted to a use other than for low-income housing, the property owner must pay the applicable general facilities charges in effect at the time of conversion;
 4. address reporting and monitoring requirements and any other topics related to the provision of low-income housing units deemed necessary by the City.

- D. The City may, at its sole discretion, establish a monitoring fee for the low-income units to cover the costs to the City to review and process documents to maintain compliance with low-income restrictions of the covenant.

13.44.020 Reduction in monthly charges granted to low income and indigent residents.

- A. There is granted a reduction in monthly city charges for water, sewer, storm sewer, and sanitation services, to low income and indigent residents of the city who meet the qualifications and requirements of Sections B and C, as follows:
 - 1. For all water, sewer, storm sewer, and sanitation utility charges incurred after June 1, 1984, the city shall reimburse low income and indigent residents of the city as defined in this chapter twenty percent of the minimum water, sewer, storm sewer, and sanitation charges as prescribed by the city rate ordinances, in the form of a reduction of such charges.
- B. Reduction eligibility determination. Qualifications (low income and indigent resident defined). To qualify for the relief set forth in Subsection (A)(1), an individual shall:
 - 1. Be a bona fide resident of the city during all periods during which said relief is requested and received; and
 - 2. Have an income from all sources whatsoever not to exceed the income eligibility guidelines as contained in Exhibit A attached to the ordinance codified in this chapter which is by this reference made a part hereof.
 - 3. For the purposes of this section, "income" shall include railroad retirement and social security benefits, investment income in the form of dividends from stock, interest on savings accounts and bonds, capital gains, gifts and inheritance, net rental income from real estate, disability payments, retirement pay and annuities. Reimbursement for losses are not to be considered as income. (Ord. 1947 § 2, 1984)
- C. Application requirements—Rules and regulations.
 - 1. All claims for application of this chapter must be made and filed with the department of finance of the city and no relief from charges incurred prior to the date on which the application is approved shall be granted.
 - 2. All requests for eligibility under this chapter shall be submitted to the department of finance in writing on a form provided by said department and certified by the claimant.
 - 3. The department of finance of the city shall publish rules and regulations to implement this chapter. (Ord. 1947 § 3, 1984)
- D. Penalty for a false statement. It is a misdemeanor for any person to knowingly file any false application for a reduction of utility charges under this chapter or to knowingly make any false statement or knowingly provide any false information on said application. A violation of this section shall be punishable by a maximum jail penalty of ninety days and/or a maximum fine of five hundred dollars.



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning May 21, 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 and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

May 21, 2018

- Anacortes Historic Preservation Board Update (Discussion)
- Guemes Channel Trail Update (Discussion)
- Contract Award: Municipal Fiber Pilot Zone Construction (Discussion/Possible Action)

May 29, 2018

- Pavement Management Program Update (Discussion)
- Resolution 2015: Collective Bargaining Agreement by and between the City of Anacortes and the Anacortes Commissioned Police Officers 6/1/2018-12/31/2021 (Discussion/Possible Action)
- Resolution 2013: Municipal Broadband Network (Discussion/Possible Action)
- Executive Session (15 Minutes) : Collective Bargaining Update (6 PM at beginning of meeting)

June 4, 2018

June 11, 2018

June 18, 2018

June 25, 2018

July 2, 2018

July 9, 2018

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Planning, Monday, May 14, 2018, 5:00 PM, Main Conference Room, City Hall
- Parks & Recreation, Thursday, May 17, 2018, 6:00 PM, Main Conference Room, City Hall
- Public Works, Monday, May 21, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Finance, Wednesday, May 23, 2018, 5:00 PM, Main Conference Room, City Hall
- Planning, Monday, May 28, 2018, 5:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Jun 4, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Public Safety, Tuesday, Jun 5, 2018, 10:00 AM, Mayor's Office, City Hall

May 14, 2018
6:00 p.m.

Continue on back of sheet as needed

City Council Minutes – May 7, 2018

At 6:00 p.m. Mayor Laurie Gere called to order the regular Anacortes City Council meeting of May 7, 2018. Councilmembers Eric Johnson, Anthony Young, Brad Adams, Liz Lovelett, Bruce McDougall and Matt Miller were present. Councilmember Ryan Walters was absent. The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Housing Affordability & Community Services Committee: Ms. Lovelett reported on the topics discussed at the committee meeting the prior Thursday including the new development regulations and how those would dovetail with the Affordable Housing Strategic Plan; research on short term rental surcharges that could help fund affordable housing projects; possibly directing the 20% of the city's CDBG grant allowable for administrative expense to partnering with other agencies to create a community services center staff position; supporting efforts by the Port of Anacortes and Anacortes Housing Authority to dedicate upper units in the Olson Building for affordable housing; and leveraging city owned property for affordable housing. Mr. Johnson added that CDBG funds might also be leveraged into the Community Services committee, and said the group had also discussed energy assistance for low income housing. Ms. Lovelett expanded on how affordable housing might be built and/or retrofitted with solar generation capability to offset ongoing utility costs.

Skagit County Population Health Trust: Ms. Lovelett reported from the Trust meeting the prior week. She shared a cited statistic that for every \$100 increase in a low income tenant's rent, that tenant is 15-39% more likely to end up homeless the following year. Ms. Lovelett also reported that the Trust was finalizing its report on the most pressing needs for infant and maternal care for the first 1000 days of life and working on strategies to deliver services to client families when and where they need them. She said the Trust also reviewed the preliminary report from Community Action on trends in Skagit County, noting that dental services were identified as the highest unmet need, along with living wage jobs and housing.

Public Works Committee: Mr. Adams reported from the committee meeting earlier in the evening. He provided status updates on projects discussed including the M Avenue ADA ramp and paving project from 28th to 8th Streets, waterline replacements in Skyline that would be followed by new pavement, the feasibility report for the combined sewer overflow project, design work soon to begin for the redundant raw water intake line at the water treatment plant, and the Blue Heron water reservoir project.

WSDOT Presentation/Update on Sharpes Corner

Andrea Petrich and Gabe Ng from the Washington State Department of Transportation provided an update on the Sharpes Corner and SR20 Spur improvement projects including site photos of Sharpes Corner Phase 3 which began earlier in the day. Their slide presentation was added to the packet materials for the meeting. Mr. Ng, Project Engineer, also displayed photos of the recently completed Miller/Gibraltar Road roundabout and shared the schedule and anticipated traffic routing for the duration of the Sharpes Corner project. He emphasized that the greatest traffic impact was anticipated to occur between May 30 and June 15. Ms. Petrich encouraged trip reduction strategies during that period and shared links providing current information to travelers during the project. Ms. Petrich then reported on the progress of the 12th Street/Oakes Avenue paving project, advising that the westbound lanes had been paved and that the contractor hoped to complete the eastbound lanes by week's end, followed by striping. She said paving of the SR20 spur between the Commercial Avenue and Sharpes Corner roundabouts would begin mid-July. Mr. Johnson inquired about the bicycle lanes on the SR20 spur and the current grade change between the shoulder/cycling lane and the vehicle lane. Ms. Petrich said the contractor was aware of that condition and would address it.

Mr. Johnson reported that the Anacortes Senior College courses on Anacortes Governance were well received and that the college hoped that a city councilmember would volunteer to organize another session in the fall.

Public Comment

Kathleen Lorence-Flanagan, 2005 10th Street, asked for consideration of three items related to protection of wildlife at Ship Harbor Interpretive Preserve (SHIP). She distributed written remarks and photos which were added to the packet materials for the meeting. Referring to her written remarks, Ms. Lorence-Flanagan encouraged repositioning and adding additional signage requiring dogs to be on leash at SHIP, requested appropriate action by the city or the Port or both to address the “mess” of user made trails on the hillside between the Washington State Ferry Terminal and SHIP, and suggested interpretive signs that would encourage protection of wildlife. Mayor Gere said she would bring up the topic of trails at the Port/City Liaison Committee meeting the following day.

Walt Guterbock, 2005 29th Place, spoke about the municipal broadband network most recently discussed at the April 23, 2018 regular City Council meeting, expressing concern about having that run as a city utility. Mr. Guterbock said the city should lease the network to a commercial operator rather than running it internally. He also expressed concern that 5G may make wire connections obsolete and urged caution about overinvesting in fiber. Mayor Gere assured that the city was exercising due diligence and investigating a range of operating models. She said public discussion would continue.

Wim Houppermans echoed Ms. Lorence-Flanagan’s comments. He said SHIP is a natural preserve, according to state designation, but that the Parks Department considered it a lineal park rather than a natural preserve and was not exercising preservation responsibility. Mr. Houppermans said he was no longer a concerned citizen but now a disappointed citizen and requested action by the city to protect the wetland. Mr. Young assured Mr. Houppermans that his comments had been heard and that councilmembers recognized SHIP as a treasure.

Consent Agenda

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

- a. Minutes of April 23, 2018
- b. Approval of Claims in the amount of: \$325,411.45

The following vouchers/checks were approved for payment:
EFT numbers: 88984 through 89049, total \$140,764.57
Check numbers: 89050 through 89123, total \$230,911.91
Wire transfer numbers: 231062 through 232181, total \$7,198.70

OTHER BUSINESS

Resolution 2014: Approving the Charter for the Anacortes Accessible Community Advisory Committee

Sylvia Cooper, Anacortes Accessible Community Advisory Committee Co-Leader, shared a slide presentation describing the Governor’s Accessibility Community Advisory Committee (ACAC) initiative and the work performed to date in Skagit County and in Anacortes to participate in the program, hence becoming eligible for state resources to promote better disability awareness and access for people who have disabilities. Ms. Cooper’s slides were added to the packet materials for the meeting. She explained that Anacortes would be the pilot city in Skagit County. Ms. Cooper listed the Anacortes sub-committee roles and the individuals currently filling those roles. She provided examples of proposed ACAC projects and displayed the projected timeline for future activities, pending Council resolution approving the committee’s charter. Ms. Cooper shared examples of ACAC projects in other jurisdictions such as Spokane.

Mr. Johnson thanked Ms. Cooper and her co-leader Kirk Kennedy for their efforts to date. He explained the need for the proposed resolution to affirm to the state that Skagit County has a participating city. Mr. Johnson recommended adopting the resolution. Mr. Young commended those involved, shared his experience with his

own visual disability, and expressed support of the ACAC. Ms. Lovelett emphasized that ACAC resources from the state did not require local matching funds.

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 Resolution 2014 approving the charter for the Anacortes sub-committee of the Skagit County Accessible Community Advisory Committee. Vote: Ayes – Young, Adams, Lovelett, McDougall, Miller and Johnson. Motion carried.

Presentation: History of Anacortes' North Shore

Museum Director Bret Lunsford presented a history of the north shore of Fidalgo Island, previewing his scheduled May 9 presentation at the Anacortes Public Library. Mr. Lunsford's slides were added to the packet materials for the meeting. Mr. Lunsford preceded his remarks by a report on several recent and upcoming museum events including the visit to the Olson Building with representatives of the state, Port, Anacortes Housing Authority, Anacortes Planning Department, and the Trust for Historic Preservation; the Anacortes Historic Preservation Board annual report to City Council scheduled for May 21; and the pulp mill exhibit opening in June at the Maritime Heritage Center. Mr. Lunsford then shared highlights from his lively illustrated account of the many human uses of the northern shore of Fidalgo Island beginning with established Samish settlements in the 1700s through the present. Fish packing and canneries featured prominently among those uses for many years. Mr. Lunsford invited the audience to attend the full version of the presentation on May 9 at the library.

Public Works Quarterly Update

Public Works Director Fred Buckenmeyer invited Water Treatment Plant Manager Jeff Marrs and Instrumentation Technician Kent Bolton to describe a cutting edge technology currently being piloted at the plant. Mr. Marrs introduced Mr. Bolton who is overseeing the pilot project. His slides were added to the packet materials for the meeting. Mr. Bolton described the Malvern Zetasizer which analyzes particle charge in water samples to provide extremely accurate real time information to operators about exactly how much coagulant is required to optimize treatment of raw water. He listed the many benefits of the Zetasizer and indicated that Anacortes is one of the early adopters of the new technology in the United States. Mr. Marrs reported that the plant is currently renting the Zetasizer with a purchase option. He said that during the pilot period the plant has cut its use of coagulant (alum) by 30% and that the instrument would pay for itself in under a year at that rate of chemical cost savings.

Mr. Marrs took the opportunity to report to Council that the plant had recently received a clean bill of health following a Department of Health Sanitary Survey. Mr. Marrs and Mr. Buckenmeyer complimented the plant staff on their work to achieve that exceptional rating. Mr. Marrs also reported that the Blue Heron Reservoir Project had received a clean report following an inspection required by the project's loan funding. Councilmembers thanked Mr. Marrs and his staff for their resourcefulness.

Mr. Buckenmeyer then solicited councilmember feedback on the format and type of information provided on the Quarterly Report on Public Works Projects included in the packet materials for the meeting. Mr. Adams asked that the Budget/Funding column include the budgeted amount for each project. Ms. Lovelett asked that completed projects indicate how close the final cost was to the original estimate. She also urged spelling out the Fund name for clarity. Mr. McDougall wondered if utility projects would be better listed under the appropriate system rather than under Engineering. Mr. Miller suggested that the estimated completion date be added for incomplete projects. Mr. Johnson requested an estimated start date for projects not yet begun. Mr. Young concurred with the requested changes and had no others to add. All councilmembers were satisfied with the format of the report.

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

Ordinance 3022: Impact Fees

City Attorney Darcy Swetnam presented draft Ordinance 3022 which would consolidate impact fees and deferrals and exemptions from same into a single new Chapter 3.93 in the Anacortes Municipal Code and create Chapter 13.44 addressing waivers and reductions in general facilities charges (GFCs) for low income housing. Ms. Swetnam's slide presentation was added to the packet materials for the meeting. She clarified that the ordinance did not change any fee amounts, which would require separate Council action. Ms. Swetnam solicited councilmember feedback and questions on this first reading of the ordinance.

Mr. Miller asked if the ordinance would need to be revised if fire impact fees were changed. Ms. Swetnam advised that changing the rate would require Council action but that the code proposed by Ordinance 3022 would not change. Mr. McDougall asked if Section 3.93.060.B which bases income measurement against the county median was appropriate for Anacortes, which is not representative of the rest of the county. Ms. Swetnam advised that was the HUD standard. Ms. Lovelett asked that the third whereas clause use a word other than "imposition"; Ms. Swetnam suggested "assessment". Ms. Lovelett observed that the "30% of 80%" language used in several sections is cumbersome and suggested referring to a definition or a table instead for clarity. Ms. Lovelett asked staff to determine the effect on impact fee revenue if the ordinance resulted in a significant (though unlikely) increase in the number of low income projects undertaken. Ms. Swetnam agreed to bring that information back to Council but noted that the ordinance as drafted did not in and of itself provide significant incentives for additional low income housing. Regarding Section 3.93.080.B, Mr. Miller asked staff to report back on the effect on impact fee revenue if the new high school had received this credit. Regarding Section 3.93.060.C, Mr. Johnson asked how the covenant would be enforced. Ms. Lovelett spoke in favor of Section 13.44.020, hoping that would make the currently available discount more visible to those in need of it. She urged some sort of congruence of paperwork so that those in need of services did not have to fill out and file separate applications with so many different agencies. Mr. Adams asked if impact fee waivers or reductions would have to be made up by other taxpayers. Ms. Swetnam explained the rationale behind impact fees, to provide revenue to address increased infrastructure needs due to development, and acknowledged that the full cost of additional infrastructure would need to be borne one way or another. Ms. Lovelett called it a fundamental moral question to determine if the city was willing to invest to ensure that the most vulnerable community members are carried up with the tide. She observed that external costs may offset impact fee reductions, such as reduced crime or incarceration costs if citizens can maintain stable residential situations. Mr. Young agreed that the city needs to run efficiently but also compassionately. Mr. Miller urged balance to ensure that important infrastructure and equipment can be provided in the community.

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

Dustin Johnson, Anacortes Family Center Executive Director, spoke to Ms. Lovelett's concern about increases in affordable housing projects, noting that has not been the result of similar legislation in other communities. He added that private developers also typically don't undertake projects burdened with 50-year commitments.

Wim Houppermans thanked Ms. Lovelett for her comments. He urged not delaying the ordinance. Mr. Houppermans reiterated his past comments suggesting creation of a city ombudsman. He recalled that such a position might be funded by impact fees and wondered if that might be addressed in Ordinance 3022.

No one else present wished to address the Council on this topic. Ms. Swetnam indicated that she would bring the ordinance back to Council for action with the additional information that had been requested.

There being no further business, at approximately 7:50 p.m. the Anacortes City Council meeting of May 7, 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 May 14, 2018 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
230895	3/6/2018	389923	L.N. CURTIS & SONS	RESCUE 42 TELECRIB JR. EXTRICATION STRUTS.	\$14,123.31
230391	3/14/2018	024725	SEBO'S DO-IT CENTER	FASTENERS/EYE BOLT	\$17.88
232432	3/15/2018	001990622340	ARAMARK	OPS: MAT CLEANING 3/15/18	\$81.20
230676	3/20/2018	17-64	FORCIBLE ENTRY	5 LIFE JACKETS, THROW BAG	\$502.36
230667	3/23/2018	10212263	GALLS, LLC.	UNIFORM SHOES; CORP FARRELL	\$130.19
230629	3/26/2018	X31100/1	ACE HARDWARE	TARP AND BUNGEE CORDS	\$25.36
230626	3/26/2018	X31229/1	ACE HARDWARE	PRUNER/TOOLS	\$29.27
230623	3/26/2018	X31241/1	ACE HARDWARE	ADA UPGRADES	\$30.35
230627	3/26/2018	B80931	FRONTIER BUILDING SUPPLY	CEDAR SHIMS- SIGN ROOM	\$2.35
230665	3/26/2018	D 2841	MAC TOOLS	SPARK PLUG SOCKET 3/8 DR	\$11.06
230619	3/26/2018	3/26/18	MY TAILOR	NAME TAGS, PATCHES	\$99.00
230622	3/26/2018	B98215	SEBO'S DO-IT CENTER	PARTS- WATER DEPT	\$27.11
230620	3/26/2018	B98237	SEBO'S DO-IT CENTER	BUNGEE CORDS	\$7.14
230624	3/26/2018	B98293	SEBO'S DO-IT CENTER	FASTENERS- WATER DEPT	\$3.83
230628	3/26/2018	B98454	SEBO'S DO-IT CENTER	DOOR KNOB- SIGN ROOM	\$34.71
230621	3/26/2018	B98482	SEBO'S DO-IT CENTER	FASTENERS	\$1.84
230680	3/26/2018	1008-0	SHERWIN WILLIAMS	PAINT & PRIMER	\$52.32
230664	3/26/2018	2851-2	SHERWIN WILLIAMS	PAINT PRIMER, TRAY LINERS	\$55.13
230668	3/26/2018	AAB6GuyAcdf	US BANK	PER DIEM MEAL FYRRCCE TRAINING SEATTLE	\$14.46
230625	3/26/2018	2274816-108061684	WASHINGTON CHAPTER APWA	CLASS REGISTRATION - INSURANCE AND SURETY BONDS	\$20.00
230663	3/27/2018	1330052	ABP INTERNATIONAL, INC	ISONAS LICENSE RENEWAL	\$1,129.41
230750	3/27/2018	40023	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$16.29
230672	3/27/2018	0188-490835	CONSOLIDATED ELECTRICAL	EXTENSION CORD FOR SHOP VAC	\$54.25
230749	3/27/2018	2747	FABRICS PLUS	EXHIBIT SUPPLIES	\$14.09
230671	3/27/2018	WAANA100787	FASTENAL COMPANY	THREE PRONGED CORD FOR BALLFIELDS	\$60.12
230670	3/27/2018	8031413	FISHER SCIENTIFIC COMPANY, LLC	THERMOMETERS FOR THE LAB	\$185.38
230736	3/27/2018	FS180327127232	FS.COM, INC.	CABLE FOR FIBER	\$322.88
230730	3/27/2018	3425279489	HILTON HOTELS (ALL)	WRPA CONFERENCE - BOB VAUX	\$236.92
230682	3/27/2018	USD288464	PIKTOCHART	MONTHLY SUBSCRIPTION	\$29.00
230661	3/27/2018	B98667	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$11.69
230675	3/27/2018	B98677	SEBO'S DO-IT CENTER	TROWEL/FASTENERS	\$23.21
230666	3/27/2018	B98823	SEBO'S DO-IT CENTER	CARBURETOR / GASKET	\$79.48
230673	3/27/2018	B98849	SEBO'S DO-IT CENTER	FASTENERS/MENDING PLATE	\$9.37

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
230674	3/27/2018	B98981	SEBO'S DO-IT CENTER	MOUNTING HARDWARE FOR LOCKBOX INSTALLATION	\$13.32
230731	3/27/2018	242947	US BANK	BREAKFAST SEATTLE TRAINING FYRRCE	\$21.52
230732	3/27/2018	55212SB045455	US BANK	PARKING SEATTLE TRAINING FYRRCE	\$11.00
230669	3/27/2018	55212SB045455	US BANK	LODGING FYRCCE TRAINING SEATTLE	\$75.10
230681	3/27/2018	021944	WASHINGTON FIRE CHIEFS	REGISTRATION: WFC ADMIN CONFERENCE	\$375.00
230734	3/27/2018	9117	WEST MARINE PRODUCTS, INC	FASTENER FOR FIBER PROJECT	\$10.84
230662	3/27/2018	9818377	WILBUR-ELLIS COMPANY, LLC	SUN TO SHADE GRASS SEED MIX	\$188.79
230796	3/28/2018	9540	2L BIN, INC	TAPPING MACHINE 3"	\$9,304.72
230740	3/28/2018	X31970/1	ACE HARDWARE	ADA UPGRADES	\$7.04
230677	3/28/2018	112-7504823-5361026	AMAZON.COM SERVICES, INC	APD USBs	\$303.52
230746	3/28/2018	112-9676186-2158636	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$37.12
230748	3/28/2018	6218502	GALETON	LENS CLEANING TOWELETES	\$78.60
230745	3/28/2018	90729766	GRIZZLY INDUSTRIAL INC	3 DRAWER TOOL CHEST	\$532.63
230743	3/28/2018	B61797/2	H.B. JAEGER	GATE VALVES	\$215.22
230744	3/28/2018	B61798/2	H.B. JAEGER	2"X20' SCH 40 PVC CONDUIT FOR WATERLINE PROJECT	\$2,977.24
230798	3/28/2018	5243835217	HONEYWELL ANALYTICS INC	RETRO-FIT/TEST POSICHEK	\$1,750.00
230741	3/28/2018	B99233	SEBO'S DO-IT CENTER	SCREW DRIVERS	\$43.77
230735	3/28/2018	B99365	SEBO'S DO-IT CENTER	SUPPLIES: LOCKBOX INSTALLATION	\$4.12
230737	3/28/2018	B99476	SEBO'S DO-IT CENTER	IT ITEMS	\$24.94
230784	3/28/2018	0000010	US BANK	LUNCH PESTICIDE RECERT. CLASS	\$13.52
230788	3/28/2018	7667	US BANK	LUNCH - PESTICIDE RECERT CLASS	\$10.82
230747	3/29/2018	111-9637995-8881011	AMAZON.COM SERVICES, INC	WHITE BOARD AND LEGAL PADS	\$55.83
230739	3/29/2018	112-1833588-7644267	AMAZON.COM SERVICES, INC	FIBER OPTIC ADAPTER	\$187.95
230797	3/29/2018	112-6211205-4481832	AMAZON.COM SERVICES, INC	SHOP VAC (29-1), COFFEE CARAFE	\$99.80
230799	3/29/2018	113-9741061-9124212	AMAZON.COM SERVICES, INC	PAPER TOWELS	\$115.88
230790	3/29/2018	114-1004990-6564238	AMAZON.COM SERVICES, INC	IRWIN TOOL KIT	\$183.35
230791	3/29/2018	160	AMERICAN WATER WORKS	REGISTRATION PUMP WORKSHOP CJS CR	\$160.00
230792	3/29/2018	0188-490941	CONSOLIDATED ELECTRICAL	PVC CONDUIT FOR WATERLINE PROJECT	\$6.42
230787	3/29/2018	USA0031898-CS	HANNA INSTRUMENTS	CLEANING AND ELECTROLYTE SOLUTION	\$106.00
230805	3/29/2018	13659694	INDEED, INC.	POSITION ADS, BUILDING INSPECTOR & PLANS EXAMINER	\$25.14
231152	3/29/2018	0500894-IN	NORTHERN SAFETY CO INC	SAFETY GEAR	\$860.62
230793	3/29/2018	JD Membership	PACIFIC NORTHWEST SECTION	PACIFIC NW SECTION CLASS FOR JORDAN DAVIS	\$105.00

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
230795	3/29/2018	B99682	SEBO'S DO-IT CENTER	DRILL BITS, BLACK WIRE STAND	\$12.30
230880	3/29/2018	083832-04	US BANK	LUNCH - PESTICIDE RECERTIFICATION CLASS	\$15.00
230789	3/29/2018	1454332	US BANK	LUNCH - PESTICIDE RECERT CLASS	\$4.88
232434	3/29/2018	001990643033	ARAMARK	OPS: MAT CLEANING 03/29/18	\$81.20
230888	3/30/2018	112-9278457-5684226	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$33.13
230886	3/30/2018	1141389433-5367455	AMAZON.COM SERVICES, INC	TONER CARTRIDGE	\$235.33
230890	3/30/2018	76977	BERG VAULT COMPANY	FULL STEEL LIDS ONLY 22 X 33	\$185.39
230877	3/30/2018	45926	BIRCH EQUIPMENT CO., INC	SPILL SORB	\$794.76
230882	3/30/2018	222838616898	EBAY OR PAYPAL	TV MOUNTS FOR LEGAL	\$45.90
231006	3/30/2018	0675433801	LAQUINTA INN (ALL)	TRAINING HOTEL STAY; CAPT FULLER	\$543.90
231095	3/30/2018	241331	PHENOVA	WP DISSOLVED OXYGEN	\$183.65
230891	3/30/2018	67888	PORT OF ANACORTES	FUEL FOR CUT SAWS	\$21.26
230883	3/30/2018	2970-0	SHERWIN WILLIAMS	PAINT SUPPLIES	\$10.37
230889	3/30/2018	1133850	WASHINGTON LIBRARY	WLA MEMBERSHIP RENEWAL	\$75.00
230884	3/31/2018	112-1585925-7217824	AMAZON.COM SERVICES, INC	DVDS	\$38.33
230879	3/31/2018	13875691	INDEED, INC.	MARCH POSITION AD, BUILDING INSPECTOR	\$8.22
230878	3/31/2018	0101611821	NORTHERN SAFETY CO INC	WORK GLOVES	\$208.29
230875	3/31/2018	C01021	SEBO'S DO-IT CENTER	CAULKING FOR PLANT LIGHTING	\$8.06
232526	3/31/2018	IN927033	NOANET	FIBER NETWORK OPS, GIS, AND ENGINEERING SUPPORT - MARCH 2018	\$1,080.00
230887	4/1/2018	114-4424434-7951464	AMAZON.COM SERVICES, INC	PRINTER/COPIER FOR SENIOR CENTER	\$313.54
230896	4/1/2018	114-5366863-8357041	AMAZON.COM SERVICES, INC	LEAD REFILLS	\$4.21
230897	4/1/2018	114-6669035-0682604	AMAZON.COM SERVICES, INC	RAT & MOUSE BAIT	\$83.70
230876	4/1/2018	C01284	SEBO'S DO-IT CENTER	SILICONE FOR PLANT LIGHTING	\$15.82
230894	4/1/2018	4514	THRIVE FITNESS	TWO MEMBERSHIPS - APRIL	\$43.30
230893	4/1/2018	4787	THRIVE FITNESS	VOLUNTEER MEMBERSHIP - APRIL	\$21.65
232425	4/1/2018	386000156	US BANK NA - CUSTODY TREAS DIV	INVESTMENT FEES 4/1-18-4/30/18	\$59.00
231012	4/2/2018	X34114/1	ACE HARDWARE	FASTENERS, BLADES, WIRE, BRUSHES AND FILES	\$97.15
230885	4/2/2018	112-1585925-7217824	AMAZON.COM SERVICES, INC	DVDS	\$352.89
230881	4/2/2018	114-2290247-1631430	AMAZON.COM SERVICES, INC	STANDUP DESK FOR OPERATIONS SHOP	\$555.95
231010	4/2/2018	18.06.05	AMERICAN WATER WORKS	AWWA WW SHORT SCHOOL & TRADE SHOW - CAMERON F	\$220.00
231003	4/2/2018	112909466545	EBAY OR PAYPAL	BATTERY PACK FOR NEW SERVER ROOM	\$812.46
231013	4/2/2018	0001214555	EJ USA, INC	MONUMENTS AND CLEANOUTS	\$722.30

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
231011	4/2/2018	FS180330128570	FS.COM, INC.	IT ITEMS	\$820.00
230999	4/2/2018	044493	HANDY'S HEATING, INC	WASHINGTON PARK	\$79.69
231009	4/2/2018	100001183	LPT SYSTEMS	REPLACEMENT OIL PUMP	\$516.15
231153	4/2/2018	0501207-IN	NORTHERN SAFETY CO INC	SAFETY GEAR	\$61.79
231007	4/2/2018	C01625	SEBO'S DO-IT CENTER	FASTENERS	\$1.52
231008	4/2/2018	C01948	SEBO'S DO-IT CENTER	FACILITY REPAIR ITEMS	\$8.67
231004	4/2/2018	76360	SUNLAND BARK & TOPSOILS	TOPSOIL	\$65.08
231005	4/2/2018	76374	SUNLAND BARK & TOPSOILS	TOPSOIL	\$65.08
231000	4/2/2018	751828699	WASHINGTON TRUST FOR HISTORIC	REVITALIZE WA CONFERENCE	\$150.00
231055	4/3/2018	5378874535	ACE HARDWARE	SHOP VAC - 29-3	\$35.79
231047	4/3/2018	281914173052	EBAY OR PAYPAL	MOUNTING SCREWS FOR SERVER RACK	\$39.60
231044	4/3/2018	171461	FENCESCREEN, INC	BLACK FENCING - W.T. PRESTON	\$180.65
231050	4/3/2018	0218134	FLSMIDTH KREBS INC	APEX TIP, VORTEX FINDER - PARTS FOR HYDROCYCLONES	\$4,884.00
231052	4/3/2018	848992	LIFE ASSIST, INC	MEGAMOVERS, EXAM GLOVES	\$498.88
231048	4/3/2018	0183793-IN	NURNBERG SCIENTIFIC	FILTERS, PETRI DISH AND MFC BROTH	\$795.04
231042	4/3/2018	C02157	SEBO'S DO-IT CENTER	WA PARK	\$4.25
231049	4/3/2018	C02196	SEBO'S DO-IT CENTER	FACILITY REPAIR TIEMS	\$12.21
231045	4/3/2018	C02201	SEBO'S DO-IT CENTER	16 OZ COLOR CHANGE TEXTURE	\$10.84
231043	4/3/2018	C02226	SEBO'S DO-IT CENTER	WA PARK	\$5.05
231051	4/3/2018	C02419	SEBO'S DO-IT CENTER	SEWER JET SUPPLIES	\$12.47
231041	4/3/2018	C2103	SEBO'S DO-IT CENTER	WA PARK	\$41.94
231053	4/3/2018	1058-5	SHERWIN WILLIAMS	PAINT SUPPLIES	\$104.13
231054	4/3/2018	3034-4	SHERWIN WILLIAMS	PAINT SUPPLIES	\$40.84
231097	4/4/2018	X34798/1	ACE HARDWARE	KNIFE/TAPE RULE/GARDEN SPACE	\$62.89
231046	4/4/2018	114-9021656-3957818	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES - OPERATIONS	\$21.69
231158	4/4/2018	40693	BAYSHORE OFFICE PRODUCTS INC	PENS AND PENCILS	\$38.67
231093	4/4/2018	10233845072	DELL MARKETING LP	PC FOR AFD	\$1,403.82
231102	4/4/2018	354921	GREENVELOPE	SUBSCRIPTION	\$175.50
231146	4/4/2018	S1736489.002	PUGET SOUND PIPE AND SUPPLY CO	HEX BUSHING THREADED CAST STAINLESS STEEL FOR FIBER PROJECT	\$46.57
231149	4/4/2018	593 5 131 4246	SAFEWAY INC	REHAB SUPPLIES	\$28.60
231092	4/4/2018	C02654	SEBO'S DO-IT CENTER	KEY COPIED	\$7.33
231099	4/4/2018	C02690	SEBO'S DO-IT CENTER	DRILL BIT/TAPE RULE/CLAMPS/CABLE	\$37.17
231098	4/4/2018	C02695	SEBO'S DO-IT CENTER	MOUNTING HARDWARE FOR LOCK BOXES	\$13.14
231101	4/4/2018	C02970	SEBO'S DO-IT CENTER	REPLACEMENT HAND TRUCK	\$70.51
231100	4/4/2018	3051-8	SHERWIN WILLIAMS	PAINT	\$125.15
231094	4/4/2018	3075-7	SHERWIN WILLIAMS	PAINT	\$54.48
231148	4/5/2018	X35208/1	ACE HARDWARE	FACILITY REPAIR ITES	\$3.03

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
231156	4/5/2018	112-0418420-2909800	AMAZON.COM SERVICES, INC	VACUUM BAGS	\$28.64
231096	4/5/2018	114-2133946-7841807	AMAZON.COM SERVICES, INC	RAIN GAUGES	\$72.23
231240	4/5/2018	00000001	BAYSHORE OFFICE PRODUCTS INC	OFFICE CHAIR	\$287.08
231231	4/5/2018	203236	HANDCUFF WAREHOUSE	PATROL SUPPLIES; SPIT HOODS	\$33.49
231143	4/5/2018	208429	HAWK LABELING SYSTEMS	LABEL TAPE	\$140.25
231150	4/5/2018	C03075	SEBO'S DO-IT CENTER	FASTENERS	\$33.01
231144	4/5/2018	C03132	SEBO'S DO-IT CENTER	Inf:HARDWARE STORES-ANACORTES HENERY HARDWAR	\$34.68
231147	4/5/2018	C03181	SEBO'S DO-IT CENTER	C BATTERIES FOR FIBER PROJECT	\$17.35
231154	4/5/2018	C036877	SEBO'S DO-IT CENTER	SAFETY EQUIPMENT	\$22.76
231155	4/5/2018	3081-5	SHERWIN WILLIAMS	PAINT SUPPLIES	\$16.58
231142	4/5/2018	934	UNITED STATES POSTAL SERVICE	POSTAGE	\$11.81
231237	4/6/2018	X35521/1	ACE HARDWARE	FLANGE, NIPPLE AND CAP	\$22.92
231157	4/6/2018	114-5347608-7012244	AMAZON.COM SERVICES, INC	BINDER CLIPS	\$10.04
231232	4/6/2018	40844	BAYSHORE OFFICE PRODUCTS INC	REPAIR ITEMS	\$22.17
231227	4/6/2018	40861	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$22.77
231243	4/6/2018	764924	BAYSHORE OFFICE PRODUCTS INC	PUB DEF OFC SUPPLY	\$65.94
231230	4/6/2018	230	CASH & CARRY	BREAKROOM SUPPLEIS - C/H	\$6.68
231225	4/6/2018	H52579	COASTAL FARM &	WORK BOOTS	\$60.86
231233	4/6/2018	C35800	FRONTIER BUILDING SUPPLY	FACILITY REPAIR ITEMS	\$424.24
231228	4/6/2018	328931	MY TAILOR	PATCHES ON UNIFORM SHIRTS	\$52.50
231235	4/6/2018	C03523	SEBO'S DO-IT CENTER	BRUSH DEFENDER	\$52.07
231236	4/6/2018	C03526	SEBO'S DO-IT CENTER	ITEMS FOR STORVIK MAINTENANCE	\$5.62
231241	4/6/2018	C03535	SEBO'S DO-IT CENTER	#1 HOBBY KNIFE, 2 1/2" ZINC PIN HINGES	\$12.12
231242	4/6/2018	C03634	SEBO'S DO-IT CENTER	ZINC DOOR PULL	\$2.38
231238	4/6/2018	C03688	SEBO'S DO-IT CENTER	FASTENERS	\$29.36
231229	4/6/2018	C03950	SEBO'S DO-IT CENTER	COMPRESSOR REPAIR PARTS	\$51.15
231234	4/6/2018	24835	SKAGIT POWDER COATING INC	POWDER COATING BIKE RACKS	\$732.38
231226	4/6/2018	18829	STAR INDUSTRIAL SUPPLY	Inf:CATALOG MERCHANT-STAR INDUSTRIAL	\$217.33
231151	4/6/2018	950676611179297311	WEEBLY	SUBSCRIPTION FOR ART COMMISSION	\$79.00
231239	4/7/2018	X35976/1	ACE HARDWARE	LATCHING, BRACE, SCRAPERS AND PUTTY KNIFE	\$51.15
231244	4/7/2018	4218241	STOWES, INC	BOOTS - TIM H	\$210.00
231316	4/9/2018	AN 58023	CENTRAL WELDING SUPPLY CO, INC	WELDING WIRE AND CLAMPS	\$156.70
231315	4/9/2018	WAANA101155	FASTENAL COMPANY	DRILL BITS	\$33.31
231345	4/9/2018	001-398187	PISTON SERVICE OF ANACORTES	WELDING GAS	\$14.32
231349	4/9/2018	593 5 35 4434	SAFEWAY INC	ICE FOR THE LAB	\$30.69

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231311	4/9/2018	C05130	SEBO'S DO-IT CENTER	WHEELBARROW - ACFL	\$70.51
231312	4/9/2018	C05132	SEBO'S DO-IT CENTER	RID-X - ACFL	\$15.17
231309	4/9/2018	C05205	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$49.89
231310	4/9/2018	C05419	SEBO'S DO-IT CENTER	IRRIGATION SUPPLIES	\$32.50
231396	4/9/2018	4330421693	US BANK	WSAMA ANNUAL SPRING CONFERENCE LODGING	\$662.58
232510	4/9/2018	300000290035	PUGET SOUND ENERGY INC	ELECTRICITY - ALL VENUES	\$257.18
232406	4/9/2018	300000300008	PUGET SOUND ENERGY INC	ENERGY BILLING FOR WWTP	\$20,224.75
232221	4/9/2018	I-17025	SIGNS BY TOMORROW	MADRONA GROVE SIGNAGE	\$66.55
231347	4/10/2018	111-0948351-7033811	AMAZON.COM SERVICES, INC	HARD HATS X 12	\$260.28
231339	4/10/2018	CR53005	FERGUSON ENTERPRISES, INC	FACILITY USE ITEMS	\$29.69
231343	4/10/2018	B68811	FRONTIER BUILDING SUPPLY	TROWELL/PAIL LINER/CEMENT	\$93.67
231341	4/10/2018	C36384	FRONTIER BUILDING SUPPLY	TOOLS - BITS	\$13.28
231346	4/10/2018	C36418	FRONTIER BUILDING SUPPLY	4 X 6 TREATED LUMBER-WA PARK	\$426.65
231342	4/10/2018	C36577	FRONTIER BUILDING SUPPLY	CEMETERY TOOLS	\$59.25
231392	4/10/2018	8561 02 19451	HOME DEPOT	FACILITY USE ITEMS	\$33.60
231402	4/10/2018	001-398327	PISTON SERVICE OF ANACORTES	WELDING OXYGEN/VICTOR TIP	\$29.46
231393	4/10/2018	001-398396	PISTON SERVICE OF ANACORTES	TOOLS	\$14.54
231340	4/10/2018	C05892	SEBO'S DO-IT CENTER	MALE NIPPLE	\$1.69
231344	4/10/2018	C05957	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$10.62
231648	4/10/2018	2112394	STARBUCKS	CIVIL SERVICE POLICE & FIRE ASSESSMENT, COFFEE	\$36.78
231348	4/10/2018	24726	TRAILCAMPRO.COM	WILDLIFE CAMERA	\$249.95
231407	4/11/2018	111-0958609-9819469	AMAZON.COM SERVICES, INC	HOSE REEL	\$161.33
231406	4/11/2018	003460	CAAS	APPLICATION PACKAGE	\$125.00
231403	4/11/2018	WAANA101261	FASTENAL COMPANY	TOOLS	\$22.42
231401	4/11/2018	1084107-IN	NURNBERG SCIENTIFIC	BOD NUTRIENT BUFFER PILLOWS	\$120.97
231400	4/11/2018	27361 rev. 1	POLICEONE.COM	TRAINING; TASER INSTRUCTOR RE-CERT; DOTZAUER AND MICHAEL	\$450.00
231483	4/11/2018	593 3 153 3230	SAFEWAY INC	REFRESHMENTS FOR ASSESSORS - PROMOTIONAL EXAM	\$18.46
231394	4/11/2018	C06071	SEBO'S DO-IT CENTER	CHIP BRUSH/ROLLER COVERS	\$21.86
231395	4/11/2018	C06085	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- #13-932	\$54.93
231404	4/11/2018	C06282	SEBO'S DO-IT CENTER	FASTENERS/BUSHING/BOLT FOR WATER TRUCK REPAIRS	\$33.09
231391	4/11/2018	3235-7	SHERWIN WILLIAMS	WASH. PARK MEMORIAL TABLES	\$51.59
231481	4/11/2018	F77214/2	SKAGIT FARMERS SUPPLY	FLOWER BASKET WATER SYSTEM	\$317.88
231405	4/11/2018	180320	T-SHIRTS BY DESIGN	PRINTING NAMES ON WORK JACKETS	\$113.93
231410	4/11/2018	rev-10225918	WASHINGTON STATE HISTORICAL	MEMBERSHIP	\$75.00
232387	4/11/2018	001-398449	PISTON SERVICE OF ANACORTES	OPERATING SUPPLY- SHOP	\$10.84

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232442	4/11/2018	84268A	VECA ELECTRIC COMPANY, INC	LIBRARY SERVER ROOM ELECTRICAL WORK	\$3,910.59
231478	4/12/2018	A46334/1	ACE HARDWARE	FUEL CAN REPLACEMENT SPOUT	\$10.84
231473	4/12/2018	A46446/1	ACE HARDWARE	SOAP/CABLE TIES - WASH. PARK	\$16.56
231397	4/12/2018	112-1330728-5118652	AMAZON.COM SERVICES, INC	VOLLEYBALL SUPPLIES	\$93.32
231409	4/12/2018	114-2809245-0589068	AMAZON.COM SERVICES, INC	ASSORTED DRY ERASE MARKERS	\$10.93
231408	4/12/2018	114-9086607-3029829	AMAZON.COM SERVICES, INC	ASSORTED DRY ERASE MARKERS	\$35.96
231579	4/12/2018	41343	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$1.94
231568	4/12/2018	588720	BRANDTECH SCIENTIFIC, INC	Inf:WHOLESALE NONDURABLE-BRANDTECH SCIENTIFIC.	\$105.20
231565	4/12/2018	436073-3	CALICO CUPBOARD	CIVIL SERVICE POLICE & FIRE ASSESSMENT CENTERS	\$700.29
231479	4/12/2018	68095	CAP SANTE MARINE LTD	NON-ETHANOL GASOLINE	\$17.50
231482	4/12/2018	662 10 265 39	COSTCO WHOLESALE CORPORATION	COFFEE PODS - APD	\$119.97
231576	4/12/2018	001-398596	PISTON SERVICE OF ANACORTES	OIL EATER GALLON	\$14.05
231484	4/12/2018	40132	RAINBOW RACING SYSTEM	ART DASH SUPPLIES	\$402.40
231575	4/12/2018	41933092	S & S WORLDWIDE INC	SUMMER CAMP SUPPLIES	\$217.60
231571	4/12/2018	14001217256	SAFEWAY INC	REFRESHMENTS: PARAMEDIC ASSESSORS	\$4.74
231398	4/12/2018	65001200881	SAFEWAY INC	CIVIL SERVICE POLICE & FIRE ASSESSMENT LUNCHES	\$4.32
231577	4/12/2018	22001868887	SAFEWAY PHARMACY	STAFF BREAK ROOM SUPPLIES	\$9.23
231476	4/12/2018	C06651	SEBO'S DO-IT CENTER	KILZ LATEX PRIMER	\$65.08
231486	4/12/2018	C06760	SEBO'S DO-IT CENTER	POLY TANK SPRAYER	\$10.82
231474	4/12/2018	C06853	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$4.25
231480	4/12/2018	C07065	SEBO'S DO-IT CENTER	PVC PIPE FOR HOSE CROSS-LAYS	\$6.43
231475	4/12/2018	1148-4	SHERWIN WILLIAMS	PAINT FOR SHOP ROOM	\$20.03
231485	4/12/2018	82144963823130882993	UNITED PARCEL SERVICE, INC	RETURN SHIPPING TO REPAIR SEWER EQUIPMENT	\$232.01
231477	4/12/2018	12345	US BANK	OPERATING SUPPLIES	\$75.03
231357	4/12/2018	1234622	POLYDYNE, INC	CLARIFLOC POLYMER FOR INCINERATOR	\$5,989.20
231578	4/13/2018	113-8206150-0889022	AMAZON.COM SERVICES, INC	USB DRIVES	\$46.64
231572	4/13/2018	A2 10597	CENTRAL WELDING SUPPLY CO, INC	CAP COIL SPRING	\$21.67
231561	4/13/2018	WAANA101350	FASTENAL COMPANY	12 PR GLOVES	\$112.62
231560	4/13/2018	C39686	FRONTIER BUILDING SUPPLY	FACILITY USE ITEMS	\$32.06
231564	4/13/2018	U263268 730-A	GRAINGER	YELLOW AND BLACK BARRICADE TAPE	\$23.23
231574	4/13/2018	B62425/2	H.B. JAEGER	8" R/T REPAIR COUP - FIBER PROJECT	\$105.16
231559	4/13/2018	C07233	SEBO'S DO-IT CENTER	SINGLE CUT KEY	\$3.59
231563	4/13/2018	0068	SKAGIT CONSERVATION DISTRICT	SHORE PINE AND RED CEDAR	\$47.83

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232062	4/13/2018	0675436413	LAQUINTA INN (ALL)	TRAINING HOTEL STAY; SGT RICHTER	\$610.48
232380	4/13/2018	0122544	PACIFIC TIRE COMPANY, INC	WHEEL CHANGE- VEH #170	\$71.61
231569	4/14/2018	114-3351736-4824247	AMAZON.COM SERVICES, INC	PIPETTE PUMPS	\$90.66
231570	4/14/2018	1-6LFBKD	ENVIRONMENTAL RESOURCE	ERA DMRQA 38 TESTING	\$576.40
231573	4/15/2018	111-0948351-7033811	AMAZON.COM SERVICES, INC	HARD HATS, STRAP HOLDERS	\$320.24
231562	4/15/2018	114-7974420-0717047	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$93.42
231624	4/16/2018	12345	ACE HARDWARE	FASTENERS	\$2.24
231685	4/16/2018	FS180416135005	FS.COM, INC.	IT ITEMS	\$196.00
231630	4/16/2018	B62548/2	H.B. JAEGER	SEWER PIPE / HEAT SHRINK	\$427.66
231688	4/16/2018	61039787	MCMaster-CARR	SOCKETS ORGINIZERS AND WRENCHES FOR PS TRUCK	\$112.65
231622	4/16/2018	C085685	SEBO'S DO-IT CENTER	FACILITY USE TOOLS	\$26.24
231625	4/16/2018	296801	SMILEY'S INC	12" X 12" PLATE	\$11.94
231626	4/16/2018	281060348007126550	TARGET	YS BOOKS	\$54.69
231623	4/16/2018	50098262	THE SEMINAR GROUP	EMINENT DOMAIN TRAINING COURSE	\$579.00
231684	4/16/2018	541	WEST MARINE PRODUCTS, INC	2 YR. WARRANTY ON WATER PUMP	\$25.60
231689	4/17/2018	A49389/1	ACE HARDWARE	RAKES-TOOLS	\$41.84
231690	4/17/2018	111-0825774-5187467	AMAZON.COM SERVICES, INC	PREMIUM ANTI-FATIGUE MAT FOR MY WORK STATION	\$53.15
231627	4/17/2018	111-1396059-3642661	AMAZON.COM SERVICES, INC	3 PC TOOL SET	\$66.12
231687	4/17/2018	112-2281492-7474634	AMAZON.COM SERVICES, INC	IT ITEMS FOR FIBER	\$70.34
231686	4/17/2018	112-8658749-1164201	AMAZON.COM SERVICES, INC	IT ITEMS	\$119.30
231628	4/17/2018	11246720436925808	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$44.92
231629	4/17/2018	114-0527794-5670621	AMAZON.COM SERVICES, INC	SHEET PROTECTORS	\$21.60
231882	4/17/2018	17459482	CAMPBELL'S	CHELAN LAKESIDE LODGE & SUITES	\$330.24
231720	4/17/2018	1301749	CONSUMERS' CHECKBOOK	PERIODICAL RENEWAL	\$34.00
231722	4/17/2018	125237	INFINITE HARDWOOD DIST	MATERIAL FOR FLOOR-PARKS	\$1,000.42
231681	4/17/2018	0184304-IN	NURNBERG SCIENTIFIC	DIPPERS AND HANDLES FOR SAMPLING	\$341.51
231678	4/17/2018	20180417	SEBO'S DO-IT CENTER	ASPHALT OVERLAY SUPPLIES	\$52.49
231671	4/17/2018	C09008	SEBO'S DO-IT CENTER	FACILITY TOOLS AND SUPPLIES	\$33.61
231672	4/17/2018	C09031	SEBO'S DO-IT CENTER	DEPOT BOILER PARTS	\$19.07
231683	4/17/2018	C09083	SEBO'S DO-IT CENTER	UTILITY GLOVES - KANE	\$18.43
231677	4/17/2018	C09085	SEBO'S DO-IT CENTER	HARDWARE FOR TRAINING CENTER REPAIR	\$9.35

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231682	4/17/2018	C09131	SEBO'S DO-IT CENTER	WIRE AND CHIP BRUSH	\$5.51
231673	4/17/2018	C09170	SEBO'S DO-IT CENTER	FACILITY ITEMS	\$8.70
231692	4/17/2018	C09374	SEBO'S DO-IT CENTER	KEY CUT	\$2.12
232223	4/17/2018	041718-50434 A	PACIFIC MOBILE STRUCTURES, INC	10 X 40 MOBILE OFFICE - OPS ADMIN	\$1,195.13
232096	4/17/2018	27073	SEBO'S DO-IT CENTER	FASTENERS - BENCHES	\$42.58
231691	4/18/2018	11281222473647409	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$52.00
231725	4/18/2018	87924517-1	ARAMARK SPORTS & ENTERTAINMENT	WORK BOOTS FOR LOU ZURCHER	\$100.89
231809	4/18/2018	766675	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES	\$11.12
231721	4/18/2018	0188-491455	CONSOLIDATED ELECTRICAL	1QT PULLING LUBE FOR FIBER PROJECT	\$12.01
231813	4/18/2018	WA16243208	HOME DEPOT	RECYCLING BAGS	\$62.86
231726	4/18/2018	Stall #30	HOTEL MURANO	PARKING	\$16.00
231817	4/18/2018	00083509	LOGGERS & CONTRACTORS SUPPLY	ALUMINUM W/BOLTS, LUTE WOODEN TIP 66"	\$123.80
231815	4/18/2018	10373269	QUARTERMASTER	BUGLES FOR LT. CLASS B	\$46.52
231724	4/18/2018	180425811	ROOZENGAARDE	YS BOOKS	\$18.42
231717	4/18/2018	C09559	SEBO'S DO-IT CENTER	APD - ANTENNA PARTS	\$18.68
231723	4/18/2018	C09577	SEBO'S DO-IT CENTER	CITY HALL ITEMS	\$70.16
231718	4/18/2018	C09750	SEBO'S DO-IT CENTER	FASTENERS/CAULK	\$14.72
231728	4/18/2018	106837-00	SEWER EQUIPMENT CO OF AMERICA	SEWER JET HOSE	\$3,458.63
231647	4/18/2018	2480604	STARBUCKS	CIVIL SERVICE POLICE & FIRE ASSESSMENT CENTER, COFFEE	\$36.78
231727	4/18/2018	1717318	WITMER PUBLIC SAFETY GROUP INC	CLASS B FIREFIGHTER BADGES	\$272.99
232435	4/18/2018	001990663755	ARAMARK	OPS: MAT CLEANING 04/12/18	\$81.20
232224	4/18/2018	041818-50433 A	PACIFIC MOBILE STRUCTURES, INC	10 X 40 MOBILE OFFICE FOR SOLID WASTE &	\$1,195.13
231719	4/19/2018	114-2260564-1517833	AMAZON.COM SERVICES, INC	SANDWICH SIDEWALK CHALKBOARD -	\$184.34
231810	4/19/2018	108554255	AMERICAN WATER WORKS	PNWS AWWA 2018 CONFERENCE	\$518.00
231883	4/19/2018	766836	BAYSHORE OFFICE PRODUCTS INC	CHAIR	\$287.30
231808	4/19/2018	WAANA101538	FASTENAL COMPANY	REPLACEMENT TOOLS	\$174.34
231881	4/19/2018	208520	HAWK LABELING SYSTEMS	LABEL 1"	\$49.70
231890	4/19/2018	64193335	HOLIDAY INN (ALL)	LUDEMANN, HOTEL STAY, HOLIDAY INN	\$163.88
231812	4/19/2018	Stall #35	HOTEL MURANO	PARKING	\$16.00
231807	4/19/2018	61184404825	MOTOROLA SOLUTIONS INC	3 YEAR RADIO PROGRAMMING SUBSCRIPTION	\$324.42
231816	4/19/2018	328827	MY TAILOR	ALTTER COVERALLS, PATCHES ON LIFE VESTS	\$59.50
231804	4/19/2018	36320110	PHILIPS HEALTHCARE	APRIL DAVID MEAD - SERVICES & HEALTH-PHILIPS LIFELINE	\$55.12
231814	4/19/2018	C10025	SEBO'S DO-IT CENTER	HAND BILGE PUMP	\$31.89
231805	4/19/2018	C10196	SEBO'S DO-IT CENTER	CITY HALL ITEMS	\$9.75
231806	4/19/2018	C10462	SEBO'S DO-IT CENTER	DOWNTOWN SIDEWALKS	\$65.06
231875	4/19/2018	180377	T-SHIRTS BY DESIGN	CITY LOGO ON SAFETY VESTS	\$65.10

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231811	4/19/2018	12345	US BANK	PARKING - TRAINING	\$6.00
232433	4/19/2018	61411	ASSOCIATION OF WASHINGTON	AWC ANNUAL CONFERENCE LOVELETT	\$400.00
232525	4/19/2018	1801560	MWH CONSTRUCTORS INC	BLUE HERON CIRCLE RESERVOIR - CONSTRUCTION MANAGEMENT 3/17/18-4/13/18	\$5,745.23
232381	4/19/2018	0122780	PACIFIC TIRE COMPANY, INC	DISMOUNT & MOUNT- VEH #512	\$75.95
232095	4/19/2018	27241	SEBO'S DO-IT CENTER	SOCKET WRENCH	\$3.68
231887	4/20/2018	112-1552562-4744265	AMAZON.COM SERVICES, INC	FIBER OPTIC ADAPTOR	\$187.95
231894	4/20/2018	114-4593130-6845003	AMAZON.COM SERVICES, INC	PAPER TOWELS	\$114.68
231893	4/20/2018	11484366394177048	AMAZON.COM SERVICES, INC	CIRC DESK SUPPLIES	\$53.80
231884	4/20/2018	766798	BAYSHORE OFFICE PRODUCTS INC	CHAIR	\$287.30
231895	4/20/2018	42021	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$6.84
231775	4/20/2018	515836	CAMPBELL'S	LODING WPTA CONFERENCE STEFFEN	\$400.32
231879	4/20/2018	Receipt #500218656	COCONUT KENNY'S	CIVIL SERVICE FIRE ASSESSEMENT CTR LUNCHES	\$124.91
231874	4/20/2018	C49939	FRONTIER BUILDING SUPPLY	WA PARK WASHRRROM	\$288.72
231886	4/20/2018	96363	JAMEX INC	PUPLIC PRINTER REPAIR	\$333.20
231876	4/20/2018	300274508	KCDA PURCHASING COOPERATIVE	COPY PAPER - ASAC	\$78.76
231888	4/20/2018	C10879	SEBO'S DO-IT CENTER	KEYS FOR SIGN ROOM	\$14.38
231885	4/20/2018	C11016	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$85.45
231892	4/20/2018	o922434691	UNITED STATES POSTAL SERVICE	POSTAGE FOR PASSPORT APPLICATIONS	\$336.75
232375	4/20/2018	22618	BRAUN NORTHWEST, INC	HEADLIGHT FLASHER- VEH #219	\$82.35
232426	4/20/2018	18-12493	EDGE ANALYTICAL, INC	FINAL EFFLUENT TESTING	\$126.00
231880	4/21/2018	12345	COAST WENATCHEE CENTER HOTEL	LODGING ARCEO - IT CONFERENCE	\$369.24
231877	4/21/2018	275585	COAST WENATCHEE CENTER HOTEL	LODGING CERVATES - IT CONFERENCE	\$369.24
231889	4/21/2018	33606	IDEAL	BOOKS YS	\$52.00
231871	4/21/2018	C11466	SEBO'S DO-IT CENTER	SEALANT FOR LIGHTING PROJECT	\$5.09
231872	4/21/2018	C11525	SEBO'S DO-IT CENTER	FASTENERS FOR LIGHTING PROJECT	\$5.87
231878	4/21/2018	11355	WATERMARK BOOK COMPANY	BOOKS YS	\$18.39
232355	4/21/2018	00240-DAVIS	CAMPBELL LAW FIRM	PUB DEF CONFL	\$377.00
232351	4/21/2018	00261-HILES	CAMPBELL LAW FIRM	PUB DEF CONFL	\$71.50
232354	4/21/2018	00365-FAKKEMA	CAMPBELL LAW FIRM	PUB DEF CONF	\$52.00
232348	4/21/2018	00372-NELSON	CAMPBELL LAW FIRM	PUB DEF CONFL	\$39.00
232353	4/21/2018	00379-GOMEZ	CAMPBELL LAW FIRM	PUB DEF CONFL	\$6.50
232356	4/21/2018	00427-ALEXANDER	CAMPBELL LAW FIRM	PUB DEF CONFL	\$13.00
232352	4/21/2018	00441-VANCE	CAMPBELL LAW FIRM	PUB DEF CONFL	\$52.00
232347	4/21/2018	00442-RUCKER	CAMPBELL LAW FIRM	PUB DEF CONFL	\$227.50
232349	4/21/2018	00447-MARSH	CAMPBELL LAW FIRM	PUB DEF CONF	\$104.00

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232090	4/21/2018	42157	HERRERA ENVIRONMENTAL	HEART LAKE ALGE MANAGEMENT PROGRAM 2/24/18-3/30/18	\$4,278.22
232159	4/21/2018	46120	LAKE SIDE INDUSTRIES, INC.	GRAVEL - HEART LAKE PARKING LO	\$415.54
231873	4/22/2018	C12071	SEBO'S DO-IT CENTER	FASTENERS AND SEALANT FOR LIGHTING PROJECT	\$13.57
232533	4/22/2018	210430	SKAGIT PUBLISHING LLC	POSITION AD, MUSEUM DOCENT, 4/13 TO 4/22/18	\$438.63
231946	4/23/2018	112-8905369-4450660	AMAZON.COM SERVICES, INC	FIBER PROJECT	\$705.10
231943	4/23/2018	117699	CENTAUR AWARDS INC	TRACK AND FIELD SUPPLIES	\$347.53
231942	4/23/2018	23397 0035 113	LOWE'S BUSINESS ACCOUNT/GEMB	LIBRARY CABLE	\$54.33
231944	4/23/2018	C12383	SEBO'S DO-IT CENTER	LADDER HANGERS	\$25.49
232288	4/23/2018	2-553331-10	DIAMOND RENTALS, INC.	COMMUNITY GARDEN/GRAND VIEW CEMETERY/TT	\$262.00
232377	4/23/2018	4032381	FAMILY CARE NETWORK PLLC	CDL EXAM - JEFF M	\$200.00
231945	4/24/2018	114-9234632-3423440	AMAZON.COM SERVICES, INC	EVIDENCE BOXES	\$22.22
232212	4/25/2018	95065558	ECO SERVICES OPERATIONS CORP	ALUMINUM SULFATE	\$4,445.77
232280	4/25/2018	009785605	GALLS, LLC.	CLASS A UNIFORM DRESS COAT; CAPT FULLER	\$407.71
232506	4/25/2018	311844	LEFEVER TURF FARM, LLC	HYDRO-SEEDING FOR SHORESIDE TRAIL	\$1,692.60
232190	4/25/2018	04/25/2018	LUNSFORD, BRET	TRAVEL EXPENSES - REVITALIZE WA CONFERENCE	\$204.56
232216	4/25/2018	1103013	SKAGIT PUBLISHING LLC	PUBLISH AA-1753930	\$121.80
232217	4/25/2018	8406661	SKAGIT VALLEY HERALD	YEARLY SUBSCRIPTION TO THE SKAGIT HERALD - WTP	\$228.80
232383	4/25/2018	331 0401313	UNIFIRST CORPORATION	WTP WEEKLY LAUNDRY SERVICE	\$276.59
232577	4/26/2018	5004279417	FERRELLGAS, LP	APRIL FERRELLGAS PROPANE	\$789.27
232504	4/26/2018	11670887	WILBUR-ELLIS COMPANY, LLC	BROADLEAF HERB AND SUN TO SHADE MIX	\$496.63
232296	4/27/2018	764908	BAYSHORE OFFICE PRODUCTS INC	OFFICE FURNITURE	\$1,414.54
232374	4/27/2018	22733	JET CITY TRUCKING & AGGREGATE	SAND FOR STOCK PILE - WATER DEPT.	\$2,148.21
232350	4/27/2018	220015149234	PUGET SOUND ENERGY INC	8147 S MARCHS POINT RD STREET LIGHTS	\$30.22
232376	4/27/2018	0104875-IN	SWS EQUIPMENT	OPERATING PARTS- VEH #510 & #511	\$615.06
232514	4/27/2018	14682680	WASTEQUIP MANUFACTURING CO LLC	LID PULLEY ASSEMBLY FOR DUMPSTER REPAIRS	\$94.69
232418	4/28/2018	360-588-9248-0619005	FRONTIER COMMUNICATIONS	APD BACK UP LINES (4/28/18-5/27/18)	\$200.90
232160	4/28/2018	360-293-3725-0501135	FRONTIER COMMUNICATIONS	DEPOT PHONE 4/28-5/27/18	\$58.37
232502	4/28/2018	9806213857	VERIZON WIRELESS	CITY CELL PHONES 3/29-4/28/18	\$9,845.02
232213	4/29/2018	124376	SKAGIT FARMERS SUPPLY	ETHANOL FREE UNLEADED	\$35.30
232214	4/29/2018	124383	SKAGIT FARMERS SUPPLY	ETHANOL FREE UNLEADED	\$33.00
232522	4/30/2018	82782896	150-PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL	\$186.73
232578	4/30/2018	A58424/1	ACE HARDWARE	KEY COPIED- OPS OFFICE	\$2.43

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
232516	4/30/2018	052-0010-00 April	CITY OF ANACORTES	APRIL W/S/G FOR OPERATIONS	\$873.33
232515	4/30/2018	22739	JET CITY TRUCKING & AGGREGATE	SAND FOR WATER DEPT. STOCK PILE	\$470.69
232409	4/30/2018	552432	KUSTOM SIGNALS INC	PATROL SUPPLIES; TUNING FORKS	\$50.72
232378	4/30/2018	46754	LAKESIDE INDUSTRIES, INC.	PAVING ASPHALT	\$609.75
232501	4/30/2018	3091438157	LEXISNEXIS	ON-LINE LEGAL RESEARCH APRIL 2018	\$278.85
232527	4/30/2018	IN927351	NOANET	FIBER NETWORK OPS, GIS, AND ENGINEERING SUPPORT - APRIL 2018	\$1,672.50
232528	4/30/2018	IN927352	NOANET	TRAVEL EXPENSES DURING APRIL FIBER SUPPORT SERVICES	\$301.04
232529	4/30/2018	IN927353	NOANET	TRAVEL DAY FOR APRIL FIBER SUPPORT SERVICES	\$82.00
232523	4/30/2018	0000595599	OCLC, INC	CATALOGING, ILL, FIRSTSEARCH/WORLDCAT DISCOVERY 7/1/2017-6/30/2018	\$345.21
232512	4/30/2018	30000006951	PUGET SOUND ENERGY INC	STREET LIGHTS, PSE	\$162.58
232358	4/30/2018	300000325005	PUGET SOUND ENERGY INC	STREET LIGHTS- SS 17TH ST BTWN Q & COMM; 1417 38TH ST	\$87.40
232443	4/30/2018	27127	REICHHARDT & EBE ENGINEERING	SHIP HARBOR & SR20 INTERSECTION - 4/6/18-4/20/18	\$307.73
232385	4/30/2018	CL72467	REISNER DISTRIBUTOR INC	VEHICLE FUEL - APRIL	\$18,726.34
232421	4/30/2018	INV00370262	SMARSH, INC	ARCHIVING PLATFORM 4/1-4/30/18	\$519.05
232524	4/30/2018	PR011	STELLAR J CORPORATION	BLUE HERON CIRCLE RESERVOIRS PROJECT - CONSTRUCTION - APRIL 2018	\$336,226.10
232301	4/30/2018	114-6718527	UNITED SITE SERVICES, INC	APRIL - WASHINGTON PARK LOOP	\$47.89
232337	4/30/2018	114-6718528	UNITED SITE SERVICES, INC	APRIL - ACE OF HEARTS DOG PARK	\$63.86
232338	4/30/2018	114-6718562	UNITED SITE SERVICES, INC	APRIL - WASHINGTON PARK LOOP RD.	\$62.00
232340	4/30/2018	114-6718613	UNITED SITE SERVICES, INC	APRIL GCT EDWARDS WAY UNIT	\$82.73
232341	4/30/2018	114-6718670	UNITED SITE SERVICES, INC	6300 SUNSET AVE - WASH. PARK - APRIL	\$82.73
232342	4/30/2018	80400100	UTILITIES UNDERGROUND LOCATION	249 LOCATE TICKETS FOR MONTH OF APRIL	\$379.46
232292	4/30/2018	216	WEST MARINE PRODUCTS, INC	FLOWER BASKET WATER SYSTEM SUPPLIES	\$182.26
232154	5/1/2018	TM-175230	ALPINE PRODUCTS INC	TRAFFIC PAINT - STATE CONTRACT	\$21,760.94
232411	5/1/2018	235666	ANACORTES ANIMAL HOSPITAL	BOARD & DISTRAINER; APRIL 2018	\$135.00
232440	5/1/2018	5511901	CADMAN	SEWER JET SEPTAGE TANK CLEANING	\$533.00
232281	5/1/2018	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP 3/30 TO 4/30/18	\$2,197.52
232531	5/1/2018	190-1840-00	CITY OF ANACORTES	UTILITY BILLING FOR WWTP	\$5,050.17
232180	5/1/2018	316044	DOORMAN COMMERCIAL, LLC	VOLUNTEER PARK SHED DOOR INSTALLATION	\$2,409.79
232441	5/1/2018	E18009P	ELEMENTAL AIR, LLC	WWTP AIR EMISSION TESTING SERVICES - 80% COMPLETE	\$26,196.00
232295	5/1/2018	360-293-1900-0122885	FRONTIER COMMUNICATIONS	CITY MAIN PHONE 5/1-5/31/18	\$1,066.82
232225	5/1/2018	2650	NW CLEANERS	LTAC HEART MONTHLY RESTRM CLEAN	\$550.00
232382	5/1/2018	0123254	PACIFIC TIRE COMPANY, INC	TIRES- SHOP STOCK	\$533.82

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
232345	5/1/2018	001-400354	PISTON SERVICE OF ANACORTES	RE-MANUFACTURED PART / CORE DEPOIT #151	\$243.68
232344	5/1/2018	001-400442	PISTON SERVICE OF ANACORTES	BELT TENSER #151	\$71.91
232521	5/1/2018	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 4/3 - 5/1/2018	\$14.28
232517	5/1/2018	200000667101	PUGET SOUND ENERGY INC	LIBRARY 1220 10TH 3/9 - 4/6/2018	\$2,754.23
232518	5/1/2018	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M ST 4/3 - 5/1/2018	\$69.45
232269	5/1/2018	5053246649	RICOH USA, INC	S/N C86078755 LIBRARY FL2 ADMIN COPIER 2/1-4/30/18	\$24.97
232270	5/1/2018	5053246878	RICOH USA, INC	S/N C86180481 PARKS 2/1-4/30/18	\$26.04
232272	5/1/2018	5053247391	RICOH USA, INC	S/N C86078711 LIBRARY FL1 STAFF COPIER 2/1-4/30/18	\$553.18
232276	5/1/2018	5053246548	RICOH USA, INC	S/N C86138599 APD FRONT OFFICE COPIES 4/1-4/30/18	\$31.33
232271	5/1/2018	5053246996	RICOH USA, INC	S/N C86111692 ENG 2/1-4/30/18	\$95.06
232278	5/1/2018	5053247031	RICOH USA, INC	S/N C86146548 APD PATROL OFFICE 2/1-4/30/18	\$123.91
232268	5/1/2018	5053247384	RICOH USA, INC	S/N C86152062 HR COPIES 4/1-4/30/18	\$12.64
232410	5/1/2018	632461	SAN DIEGO POLICE EQUIP CO INC	TRAINING AMMUNITION	\$704.94
232534	5/1/2018	3003878701	THYSSENKRUPP ELEVATOR CORP	LIBRARY ELEVATOR PHONE MONITORING 5/1 - 7/31/2018	\$51.17
232535	5/1/2018	GB00100301	TRANSAMERICA LIFE INS CO	MAY, LEOFF LONG-TERM CARE INSURANCE	\$638.35
232413	5/1/2018	110854	VENTEK INTERNATIONAL	SERVER HOSTING/MONTHLY DIGITAL CELLULAR	\$135.00
232346	5/1/2018	1541191	WASHINGTON TRACTOR, INC	BALL JOINTS #711	\$97.48
232580	5/1/2018	1389119-0043-8	WASTE MANAGEMENT	APRIL 2018 CONTRACTED SERVICES	\$102,135.27
232419	5/2/2018	8498 30 017 0319913	COMCAST	LIBRARY INTERNET ACCESS 5/9-6/8/18	\$183.12
232509	5/2/2018	0188-491731	CONSOLIDATED ELECTRICAL	LIGHTS FOR LIBRARY	\$39.95
232222	5/2/2018	171218183	COSTER, TERESA	REFUND-CANCELLED CAMPING 3 NIGHTS	\$58.00
232273	5/2/2018	487768	DMH INDUSTRIAL ELECTRIC, INC	MOTOR FOR EXHAUST FAN	\$801.12
232220	5/2/2018	17-028-TRN-0021	PRECISION CONCRETE CUTTING INC	RETAINAGE RELEASE	\$3,639.38
232226	5/2/2018	331 0402377	UNIFIRST CORPORATION	WTP WEEKLY LAUNDRY SERVICE	\$42.07
232227	5/2/2018	331 0402392	UNIFIRST CORPORATION	WTP WEEKLY LAUNDRY SERVICE FOR INTERN	\$5.69
232546	5/3/2018	A60226	ACE HARDWARE	WIRE HARNESS- #11954	\$57.49
232357	5/3/2018	300-10040685	ALL BATTERY SALES & SERVICE	OPERATING SUPPLIES- SHOP	\$648.60
232416	5/3/2018	5218	ANACORTES TOWING, LLC	TOWING; APD CASE 18-A03156	\$162.75
232293	5/3/2018	1990694828	ARAMARK	APD NYLON MATS CLEANED	\$16.28
232339	5/3/2018	1990694836	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$67.88
232379	5/3/2018	5-3-18PM	FABER CRANE SERVICES	HVAC MOTOR SET	\$586.98
232290	5/3/2018	8776	HOW IT WORKS, INC	SPRING/SUMMER A TOWN MAGAZINE 2018	\$20,202.70
232299	5/3/2018	may artwalk	SCOTT MILO GALLERY/FRAMEMAKER	MAY ARTWALK FOR DEPOT-ADVERTISING	\$70.00
232428	5/3/2018	483	SKAGIT COUNTY PUBLIC HEALTH &	1ST QTR CITY SHARE OF LIQUOR TAX	\$5,770.10
232373	5/3/2018	3-10 SHELTON	STUM, MELANIE	PUB DEF CONF	\$39.00

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
232365	5/3/2018	3-12 BLEVIN	STUM, MELANIE	PUB DEF CONF	\$52.00
232366	5/3/2018	3-13 PELKEY	STUM, MELANIE	PUB DEF CONF	\$65.00
232367	5/3/2018	3-15 DOHERTY	STUM, MELANIE	PUB DEF CONF	\$136.50
232368	5/3/2018	3-16 METZ	STUM, MELANIE	PUB DEF CONF	\$26.00
232369	5/3/2018	3-17 BARTZ	STUM, MELANIE	PUB DEF CONF	\$19.50
232370	5/3/2018	3-18 NAUMANN	STUM, MELANIE	PUB DEF CONF	\$97.50
232360	5/3/2018	3-2 METZ	STUM, MELANIE	PUB DEF CONF	\$162.50
232371	5/3/2018	3-4 NASH	STUM, MELANIE	PUB DEF CONF	\$97.50
232361	5/3/2018	3-5 WARD	STUM, MELANIE	PUB DEF CONF	\$97.50
232362	5/3/2018	3-6 PHILLIPS	STUM, MELANIE	PUB DEF CONF	\$84.50
232363	5/3/2018	3-7 LYNCH	STUM, MELANIE	PUB DEF CONF	\$52.00
232364	5/3/2018	3-8 PRITCHETT	STUM, MELANIE	PUB DEF CONF	\$104.00
232372	5/3/2018	3-9 YEAGER	STUM, MELANIE	PUB DEF CONF	\$48.75
232336	5/3/2018	204343	TOTALTECH INTERNET AND NETWORK, SECURITY SOLUTIONS	SOPHOS CENTRAL MOBILE STANDARD	\$899.70
232294	5/3/2018	I18006976	WASHINGTON STATE PATROL	BACKGROUND CHECKS	\$48.00
232291	5/3/2018	I18006949	WASHINGTON STATE PATROL	BACKGROUND CHECKS-COACHES/PERSONNEL	\$24.00
232285	5/3/2018	I18007455	WASHINGTON STATE PATROL	BACKGROUND CHECKS; APRIL 2018	\$276.00
232414	5/4/2018	86015	A-1 MOBILE LOCK AND KEY, INC.	DEPOT REPAIR ITEM	\$141.05
232417	5/4/2018	5318	ANACORTES TOWING, LLC	TOWING; APD CASE 18-A03184	\$162.75
232359	5/4/2018	360-293-6427-0218975	FRONTIER COMMUNICATIONS	CITY HALL 911 4/28-5/27/18	\$265.84
232384	5/4/2018	9201	PACIFIC NORTHWEST FIREWOOD	FIREWOOD BUNDLES-RESALE AT WP	\$1,296.00
232429	5/4/2018	001-400730	PISTON SERVICE OF ANACORTES	FILTERS- SHOP STOCK	\$209.49
232545	5/4/2018	001-400772	PISTON SERVICE OF ANACORTES	OPERATING SUPPLY- VEH #036	\$5.41
232408	5/5/2018	00005W5A83188	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK END 5-5-18	\$17.56
232386	5/6/2018	5004226611	FERRELLGAS, LP	MARCH PROPANE INVOICE	\$975.10
232444	5/6/2018	0053538	MARINE SUPPLY & HARDWARE	SANITATION GLOVES	\$8.66
232427	5/7/2018	1990698755	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$71.61
232415	5/7/2018	187	CHANNEL VIEW FARMS	22 - 14" WROUGHT IRON FLOWER BASKETS	\$1,026.41
232430	5/7/2018	R277505	PLATT ELECTRIC SUPPLY INC	FUSES	\$135.60
232437	5/7/2018	0220735-IN	REISNER DISTRIBUTOR INC	COOLANT	\$651.48
232536	5/7/2018	Reim	SCHUH, EMILY	REIMBURSE TRAVEL EXPENSES, E. SCHUH	\$312.66
232530	5/7/2018	790-35	T BAILEY INC	METAL HALF CAN FOR WATER LINE AT SHARPES CORNER	\$2,094.05
232431	5/7/2018	180445	T-SHIRTS BY DESIGN	PEE WEE BASEBALL T SHIRTS	\$537.08
232511	5/8/2018	A63331	ACE HARDWARE	DEPOT CLEANING SUPPLIES	\$37.83
232508	5/8/2018	21721	INFOSEND, INC.	COSTS FOR 4TH OF JULY FLYER INSERTS	\$748.88
232541	5/8/2018	955412-0	KEENEY'S OFFICE SUPPLY, INC.	OFFICE SUPPLIES LEGAL & FINANCE	\$49.75
232542	5/8/2018	955457-0	KEENEY'S OFFICE SUPPLY, INC.	OFFICE SUPPLIES - PARKS	\$11.56

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
232540	5/8/2018	9020577002	LANGUAGE LINE SERVICES	TELEPHONE INTERPRETER SERVICES FOR COURT	\$6.31
232532	5/8/2018	Pay App 1	LARRY BROWN CONSTRUCTION INC	DOWNTOWN SIDEWALKS - PHASE 2	\$91,315.86
232513	5/8/2018	travel reimburse	LUDEMANN, WILLIAM	WIL LUDEMANN - FLEET MANAGERS SUMMIT	\$98.44
232537	5/8/2018	9007501392	SOCIETY FOR HUMAN RESOURCE	SHRM ANNUAL SUBSCRIPTION (8/1/18 - 7/31/18)	\$209.00
232507	5/8/2018	111202	STURDY ENGINEERING CORPORATION	SCOREBOARD MODIFICATIONS	\$260.00
232539	5/8/2018	18894	THE LANGUAGE EXCHANGE INC	SPANISH INTERPRETER FOR COURT	\$187.50
230752		Amazon	AMAZON.COM SERVICES, INC	REFUND PRIME MEMBERSHIP	(\$14.09)
230970		227396	PIONEER PACKAGING	TAX ADJUSTMENT FOR CART RENTAL	(\$21.00)
230687		112-543952-1076249	AMAZON.COM SERVICES, INC	RETURN ITEMS	(\$54.21)
230689		112-7499822-4932232	AMAZON.COM SERVICES, INC	RETURN ITEM	(\$86.75)
230756		5164S	NETWORKTIGERS, INC.	RETURN IT ITEMS	(\$204.99)
231978		3331	WASHINGTON RECREATION	CANCEL WRPA ANNUAL CONFERENCE & TRADE SHOW - B. VAUX	(\$329.00)
231696		5080326591	EBAY OR PAYPAL	RETURN ITEM	(\$412.47)
230835		5178S	NETWORKTIGERS, INC.	RETURN ITEMS	(\$1,171.92)
232388		001-400749	PISTON SERVICE OF ANACORTES	RETURN ITEM- OPERATING SUPPLY-SHOP	(\$10.84)
227598		6833	SEBO'S DO-IT CENTER	RETURN-CLAMPS/SCREWDRIVER/FASTENERS	(\$11.97)
232579		001-400768	PISTON SERVICE OF ANACORTES	RETURN ITEM- BELT FOR VEH #115A	(\$36.61)
227597		11028	SEBO'S DO-IT CENTER	RETURN - TROWEL/SINKER NAILS	(\$39.47)
232581		001-400767	PISTON SERVICE OF ANACORTES	RETURN ITEM- CORE RETURN	(\$81.38)

Total **\$810,289.91**



City Council Contract Agenda Bill

Meeting Date: 5/14/2018 **Agenda Item:** 5c

Subject: Contract Award – Skagit River 42” Water Line Project–Design Assistance & Permitting
18-070-WTR-001

Staff Contact: Fred Buckenmeyer

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

Action Type: Contract Award

Summary Statement: City staff seeks City Council consent to award a contract in the amount of \$98,628.80 to Widener & Associates to perform the Skagit River 42” Water Line Project – Design Assistance & Permitting 18-070-WTR-001. The project provides for design assistance, early agency coordination, Section 106 Report, SEPA documentation, and permits necessary for the Skagit River 42” Water Line Project

Background:

1. **History:** The City of Anacortes Water Treatment Plant (WTP) is located on a large bend in the Skagit River near Mt. Vernon. The raw water feed for the WTP, which sits on the east side of the river, is supplied by the intake pump station (IPS), which sits on the west side of the river. Currently, there is only one raw water line connecting the IPS to the WTP. To improve system reliability, a second raw water line is planned with a goal of a construction start date in 2020.

It is desirable to begin the permitting process early in the project planning as it is anticipated permitting for the project will be complex. Early input into the formation of project alternatives will ensure each alternative includes provisions to minimize impacts to the environment. This coordination will identify and incorporate minimization measures early in the alternative development and will ensure that an appropriate range of alternatives is developed prior to agency coordination.

Tasks for this effort include the preparation of a Section 106 Report (Cultural and Historic Resources evaluation); SEPA process; and permitting, which is anticipated to include JARPA, DNR, Shorelines, WDFW Hydraulic Project Approval (HPA), and County permits. This will be done on a time and materials basis and the actual effort required will depend largely on the permitting agencies.

2. **Key Terms:**
 - Contract is on a time-and-materials basis not-to-exceed \$98,628.80.
 - The period of performance under this Agreement is from inception through June 30, 2019.
3. **Competitive Bidding:** This work is considered a Personal Service and as such the City asked the Consultant for a proposal that included a scope of work and fees. The Project Manager then evaluated the proposal and determined the scope meets our needs and the fees are fair and reasonable.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 18-070-WTR-001 with Widener & Associates in the amount of \$98,628.80 to perform the Skagit River 42” Water Line Project – Design Assistance & Permitting.

Alternative Actions: Not award the contract

Attachments: Contract 18-070-WTR-001

Contractor	Widener & Associates
Contract Amount	\$98,628.80
Earmarked Funds	None
BARS #	401.000.594.34.63
Budget Amendment Required?	No
Start Date	Inception
End Date	6/30/2019



AGREEMENT 18-070-WTR-001
Between
THE CITY OF ANACORTES
AND
WIDENER & ASSOCIATES

SKAGIT RIVER 42" WATER LINE PROJECT – DESIGN ASSISTANCE & PERMITTING

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Widener & Associates, hereinafter referred to as the "Consultant"; alleged

WHEREAS, the City requires the professional services of the Consultant for the Skagit River 42" Water Line Project;

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

1. **Scope of Work.** Under this Agreement, the Consultant shall provide the City design assistance, early agency coordination, Section 106 Report, SEPA documentation, and permits necessary for the Skagit River 42" Water Line Project as detailed in Exhibit A, which is attached hereto and incorporated by reference.

Work shall be performed under the direction of Matt Reynolds, who may be reached at (360) 299-1951, or by email at mattr@cityofanacortes.org.

2. **Price and Payment Terms.** The services provided under this Agreement shall be reimbursed on a time-and-materials (T&M) basis not-to-exceed **Ninety-Eight Thousand Six Hundred Twenty-Eight Dollars and Eighty Cents (\$98,628.80)**. Detailed task cost estimates are listed in Exhibit A. Other direct costs and subconsultant costs shall be invoiced at actual costs.

3. **Period of Performance.** The period of performance under this Agreement is from inception through June 30, 2019.

4. **Subcontracts.** The Consultant shall give notice in advance of placing any subcontract and will identify subcontracts before subcontracted work begins. "Subcontract" means any contract entered into by a sub Consultant to furnish supplies or services for performance of the prime Consultant or a sub Consultant. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders.

The following information shall be included (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed sub Consultant, (iv) proposed subcontract price.

Unless consent or approval specifically provides otherwise, consent by the City shall not constitute a determination –

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

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

5. **Invoicing.** All invoices shall include a cover page that states: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Manager Name, AGREEMENT Number, Agreement Price, amount requested per invoice and cumulative invoiced amount. Invoices shall include actual hours worked by Period, by Labor Category.

The Consultant must invoice **MONTHLY** for quantities delivered during the invoice period, and no more frequently than monthly, and allow 30 calendar days from receipt of the invoice for payment. Invoices should be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org

The City shall notify the Consultant within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Consultant shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

6. **Ownership and Use of Documents.** All finished and unfinished documents and material prepared by the Consultant with funds paid by the City pursuant to the terms of this Agreement shall become the property of the City and shall be forwarded to the City upon its request. Documents and materials shall include but not be limited to plans, specifications, reports, electronic and non-electronic data, and other design documents prepared by the Consultant. Pursuant to RCW 42.56.70, all information and documents produced under this Agreement may be subject to public disclosure.

7. **Defense and Indemnity Agreement.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. **General and Professional Liability Insurance.**

A. Insurance Term

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation

The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

Consultant shall obtain insurance of the types and coverages described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrences form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate.

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

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

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

9. Registered or Licensed Consultant. The City is prohibited by RCW 39.06.010 from executing an Agreement with a Consultant who is not registered or licensed as required by the laws of the state. In addition, the City will require persons doing business with the City to possess a business license.

10. Inspection. The Project Manager shall have power to reject instruments of services which fail to comply with the requirements of this Agreement, but in case of dispute the Consultant may appeal to the City Attorney, whose decision shall be final. The Consultant shall comply with any and all orders and instructions given by the representative of the particular Department administering the Agreement in accordance with the terms of the Agreement. Nothing herein contained shall be taken to relieve the Consultant of his/her obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for its own methods and conduct during the period of performance.

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

12. Discrimination Prohibited. Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin or physical handicap.

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

14. **Right to Terminate Agreement.**

A. Termination for Default

If the Consultant defaults by failing to perform any of the obligations of the Agreement or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Consultant in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere. If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Consultant was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

B. Termination for Public Convenience

The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Consultant shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

C. Termination by Consultant

The Consultant may terminate its Agreement with the City if the Consultant is unable to carry out the terms of the Agreement. If the Consultant determines that it is not able to carry out the terms of the Agreement, it shall provide the City with not less than 30 days written notice so that the City may obtain another Consultant.

15. **Changes/Additional Work.** The City may engage Consultant to perform services in addition to those listed in this Agreement, and Consultant will be entitled to additional compensation for authorized additional services or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Consultant to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

16. **Non-waiver.** Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

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

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

19. Disputes

A. General

Differences between the Consultant and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. Notice of Potential Claims

The Consultant shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Agent or the City, or (2) the happening of any event or occurrence, unless the Consultant has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Consultant believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Consultant shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

C. Detailed Claim

The Consultant shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the City, the Consultant has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

D. Dispute Resolution

In the event of a dispute between the City and the Consultant arising of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Consultant to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute.

In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties.

If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

20. Force Majeure. Definition: Except for payment of sums due, neither party shall be liable to the other or deemed in default under this Agreement if and to the extent that such party's performance of this Agreement is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and could not have been avoided by exercising reasonable diligence. Force majeure shall include acts of God, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. Notification: If either party is delayed by force majeure, said party shall provide written notification within forty-eight (48) hours. The notification shall provide evidence of the force majeure to the satisfaction of the other party. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Consultant shall have no recourse against the City.

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

The Consultant specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

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

23. **Survival of Agreement Termination.** The provisions of the following paragraphs, and the liability of the Consultant for default during the term of the Contract shall survive, notwithstanding the termination or invalidity of this Contract for any reason: Ownership and Use of Documents; Taxes; Warranty; The City's Right to Terminate Contract; Venue and Choice of Law; Defense & Indemnity Agreement; Disputes.

24. **Venue and Choice of Law.** This Agreement shall be governed by and construed under the laws of the State of Washington. Any action brought under the Agreement or relating to the Project shall be brought in the Superior Court of the State of Washington in Skagit County Washington.

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

City of Anacortes
Attention: Tiffany Matson
904 6th Street
PO Box 547
Anacortes, WA 98221

Notices to the Consultant shall be sent to the following address:

Widener & Associates (DGK Inc.)
Attention: Ross Widener
1902 120th Pl. S.E. STE 202
Everett, WA 98208

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

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

CITY OF ANACORTES

WIDENER & ASSOCIATES

By _____
Laurie Gere, Mayor

By _____
Signature

Date _____

Printed Name

Title _____

Date _____

42" Water Line under the Skagit River City of Anacortes Scope of Work

Task 1 - Design Assistance and Early Agency Coordination

Early input into the formation of project alternatives will be provided to ensure each alternative includes provisions to minimize impacts to the surrounding environment. This coordination within the various design elements of the project will identify and incorporate minimization measures early in the alternative development phase of the project and will ensure that an appropriate range of alternatives are developed prior to the agency coordination.

The Consultant will assist the City in presenting the alternatives to both the state and federal permitting agencies to identify the regulatory issues associated with each alternative. Potential minimization measures for each alternative will also be identified during the coordination with agency representatives. All permitting issues and the recommended permitting process for the preferred alternative will be documented in the project preliminary design.

It is assumed that this effort will be accomplished with the graphics and design drawings required to complete the preliminary design and to conduct the open houses and that no other special presentation materials are required.

Deliverable(s)

1. The Consultant's permitting specialist will prepare meeting minutes and memoranda documenting the coordination activities with state and federal agencies, as required.

Task 2 - Section 106 Report (Cultural and Historic Resources)

This work would include the preparation of the Section 106 report in accordance with the State Historic Preservation Office standards and guidelines. The work will include the following subtasks.

Pertinent literature on the archaeology, ethnography, and history of the project area will be reviewed to determine the existence of archaeological sites and to refine the probability of archaeological resources and traditional cultural places in the project areas.

The Consultant will maintain contact with the local tribes for any information on historic Indian use of the project area.

A systematic field reconnaissance will be conducted to identify previously recorded and/or unrecorded archaeological sites for the proposed project where ground-disturbing activities are expected to take place. Field reconnaissance will consist of the traverse of pedestrian transects at varying intervals, depending on terrain throughout the proposed project area. Shovel probes

(digging a hole with a shovel) will be excavated, as deep as feasible, and in areas expected to have a high probability for cultural resources. Shovel probes will be augmented through auger probes to explore the deepest possible deposits. Shovel probes will be screened in highly probable areas and in soil matrixes too dense to identify small chipping debris.

All new sites will be mapped, photographed, and recorded on Washington State Archeological Inventory forms and submitted to the state Office of Archeological and Historic Preservation (OAHP) for Smithsonian numbers. Every effort will be made to include Tribal cultural resources personnel in assisting the field effort. Rights-of-entry will be provided by the City.

Deliverable(s)

1. One (1) electronic PDF of a draft Section 106 Report will be prepared to describe cultural resources identified in the project area to meet state and federal standards for reporting as outlined in the guidelines provided by the OAHP. The report will include summary background information appropriate to a cultural resources assessment of the project area, including environment, previous cultural resources studies, ethnography/ethno history, and history. A discussion of agency and Tribal consultation, methodology, the results of the investigation, and a map of located archaeological sites will be provided. Recommendations will also be extended to any cultural resources that may be significant. Monitoring of construction excavation recommendations may also be included. The historic structures inventory form and/or archaeological site inventory form will be attached to the report as an appendix.
2. One (1) electronic PDF of a revised draft Section 106 report incorporating City comments.
3. Three copies of a final Section 106 report incorporating lead agency comments.

Task 3 - SEPA

The Consultant shall complete appropriate SEPA documentation including all needed studies, modeling, and analysis in accordance with State Environmental Policy Act (RCW 43.21C) and SEPA Rules (WAC 197-11). The Consultant will coordinate with the City to address comments on the SEPA Checklist and provide support for the SEPA process.

Deliverable(s)

1. SEPA Checklist

Task 4 - Permits

Widener will assemble and organize all necessary environmental permit applications to a standard acceptable by the permitting agencies. Anticipated permits include the following:

1. JARPA
2. DNR
3. Shorelines
4. WDFW Hydraulic Project Approval
5. County Permit

Permit applications shall include all requested information, such as application forms, all necessary permit drawings, an attachment describing project location, project purpose and need, alternatives considered, and a summary of project impacts. The Consultant Widener shall also provide a draft transmittal letter for submittal of the application by the City. Draft applications, including supporting information, shall be submitted to the City for review and comment. Revised permit applications shall be provided to the City for signature and submittal to permitting agencies. The Consultant shall perform the necessary coordination to obtain the permits.

Exhibit						
Project Name:		New 42" Water Line under the Skagit River				
Client:		City of Anacortes - Matt Reynolds				
Location:		Skagit River at Mount Vernon				Date: 3/15/2018
		Project Manager	Senior Biologist	Project Biologist		
Scoping and Design Coordination		60	24	24		
Cultural Resource Report						
	Draft	12	16	16		
	Final	6	24	24		
SEPA Checklist						
	Draft	12	24	60		
	Final	8	8	8		
JARPA						
	Draft	36	24	60		
	Final	12	12	40		
	Shorelines	24	12	30		
	HPA	20	16	40		
	DNR	20	12	60		
	County Permit	20	20	60		
	Totals	230	192	422		
Summary		Hours	Direct	*Overhead	**Profit	Rate
	Project Manager	230	\$71.00	\$78.10	\$21.30	\$170.40
	Senior Biologist	192	\$50.00	\$55.00	\$15.00	\$120.00
	Project Biologist	422	\$31.00	\$34.10	\$9.30	\$74.40
Total Labor						
*Overhead 110% of total labor						
**Profit 30% of total labor						
Cultural Resources						\$5,000
TOTAL ESTIMATED COST						\$98,628.8

Impact Fees: Ordinance 3022

May 14, 2018

Review: Proposed Plan

- Goal One: Codify impact fee regulations so all impact fee provisions are in one place
- Goal Two: Provide for a partial exemption for low income housing for impact fees and general facilities charges
- Goal Three: Provide a deferral program for single family residences

Review: Ordinance 3022

- Does not change the impact fee amounts currently in place
- Creates Chapter 3.93 on Impact Fees

- Provides general provisions applicable to all types
 - Parks
 - Fire
 - Transportation
 - School Facilities
- Creates deferral for single family residence construction – can be paid prior to Cert of Occupancy
- Creates partial exemption for low income housing – up to 80% of fees
- Updates Table 19.20.030-1: Assessment of impact fees are Type 1 Administrative Ministerial Actions
- Creates Chapter 13.44 on GFC Waivers and reductions for low income housing

Questions from May 7, 2018 Meeting

Ordinance Language

1. Replace the word “imposition” in the third recital of the ordinance?
 - Staff replaced with “assessment” in the updated ordinance
2. Revise the definition of “low income housing” in Section 3.93.060(B)?
[30% of 80% language]
 - The definition in the AMC exactly mirrors the language in Section 82.02.060 RCW. The HUD tables that indicate the median family income change regularly. Therefore, staff recommends the definition remain as is.

Budget Questions

Impact Fees and General Facilities Charges

Type	Fee
IMPACT FEES	
Road Impact Fee	\$2,641.40 per single-family dwelling unit or PM peak hour trip (commercial/multi-family)
Park Impact Fee	\$615 per dwelling unit
Fire Impact Fee	\$1.00 per square foot of floor area 3 rd floor and up
School Impact Fee	None
GENERAL FACILITIES CHARGES	
Water	Varies – starts at \$4,135.82 based on line size
Sewer	Varies – starts at \$9,482.66 for SFR
Stormwater	\$1,597.48 per 3,600 of impervious area

Budget Questions

Impact of Low-Income Reduction

- Will it lead to an increase in low-income development?
 - Likely not because reduction in impact fee doesn't compensate for the restrictions
- How will reducing fees impact revenues?

	2016		2017		2018 (To date)	
Impact Fees	\$155,013.00		\$144,960.89		\$89,524.60	
GFC	Water	\$202,224.84	Water	\$256,523.20	Water	\$84,187.20
	Sewer	\$1,456,672.31	Sewer	\$1,129,245.38	Sewer	\$370,912.37
	Storm	\$131,618.86	Storm	\$133,253.94	Storm	\$66,913.08
	Total	\$1,789,516.01	Total	\$1,519,022.52	Total	\$522,012.65

Public Facility Question

- If the City adds a school impact fee, would the construction of a new school qualify for the credit in Section 3.93.080 for public facilities?
- Answer: The City would likely not be impacted by the credit.
 - Credit only available for projects where development of a public facility is a condition of approval
 - Credit is for the actual cost of providing the public facility
 - Project must be in the capital facilities plan of City or district
 - We currently don't have a school district impact fee, but if we did, the credit would only apply to the school district impact fee, which would be a pass-through to the district

QUESTIONS?

Thank You!



City Council Agenda Bill

Meeting Date: 5/14/2018

Agenda Item: 7a

Subject: Impact Fee Ordinance

Staff Contact: Don Measamer, Darcy Swetnam

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

Action Type	
x	Ordinance No. 3022
	Code Revision?
	Resolution No.
	Contract
	Public Hearing
	Staff Report

Summary Statement: Ordinance 3022 codifies the City's various impact fees, provides procedures for applicants to appeal certain impact fee decisions, and provides waiver of both impact fees and general facilities charges for applicants seeking to provide low-income housing. Staff have made a few changes in response to Council's feedback at the May 7, 2018 meeting.

Background: Currently the Anacortes Municipal Code only addresses park impact fees, although impact fees for fire and transportation have previously and separately been adopted by ordinance. This Ordinance seeks to consolidate and codify all impact fee provisions into one Chapter while providing some additional features not currently provided for in the Anacortes municipal code. First, the update will align the process for appealing the Director's decision on certain impact fee issues with the procedures in Chapter 19.20 of the Unified Development Code. Second, this update provides a fee waiver program for both impact fees and general facilities charges for applicants providing low-income housing. The update also provides a deferral program for applicants seeking a building permit for a single-family residence, as required by state law. Ordinance 3022 aligns the City Code with state law and provides consistency, transparency, and new tools for new applicants and the City.

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

Previous Council/Committee Action: Council was introduced to Ordinance 3022 at the May 7, 2018 meeting.

Competing Viewpoints Considered:

Recommended Motion: I move we adopt Ordinance 3022.

Alternative Actions:

Attachments (listed in order presented): Proposed Ordinance 3022

Ordinance No. 3022

An Ordinance Adopting a New Chapter 3.93 Regarding Impact Fees, Amending AMC Table 19.20.030-1, Review Classification and Process Matrix, and Amending AMC Chapter 13.44 Regarding Reductions and Waivers to General Facilities Charges.

Whereas, the Anacortes Municipal Code currently provides for the assessment of a parks and recreation impact fee in Chapter 3.92; and

Whereas, the City Council desires to update the Anacortes Municipal Code regarding all types of development impact fees, to provide impact fee payment deferral as required by RCW 82.02.050(3), and to provide fee waivers and exemptions to provide incentives for development of affordable housing in Anacortes; and

Whereas, the Anacortes Municipal Code currently provides for the imposition of general facilities connection charges for public utility services including sewer, stormwater and water in Title 13; and

Whereas, the City Council desires to provide a general facilities connection charge waiver to provide incentives for development of affordable housing in Anacortes; and

Whereas, on May 7, 2018 the City Council deliberated on the proposal;

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

Section 1. Ordinance 2277 is repealed in its entirety.

Section 2. Ordinance 3011 with attached Exhibit A is hereby affirmed notwithstanding the repeal of Ordinance 2277 as the City's metric for calculating traffic impact fees.

Section 3. AMC Chapter 3.92 Parks and Recreation Impact Fees is hereby repealed in its entirety. Schedule A attached to Ordinance 2474, which establishes the Parks and Recreation Impact Fee amount, is hereby affirmed notwithstanding the repeal of AMC Chapter 3.92.

Section 4. AMC Chapter 3.93, as shown in Attachment A, is hereby adopted.

Section 5. AMC Table 19.20.030, as shown in Attachment A, is hereby amended.

Section 6. AMC Chapter 13.44, as shown in Attachment A, is hereby amended.

Section 7. This ordinance takes effect five days after publication.

PASSED and APPROVED this ____ day of _____, 2018.

CITY OF ANACORTES:

Laurie Gere, Mayor

Attest:

Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

New Chapter 3.93 Impact Fees

3.93.010 Purposes

3.93.020 Definitions

3.93.030 Applicability

3.93.040 Assessment, Calculation and Deferral

3.93.050 Use of Impact Fees

3.93.060 Partial Exemption for Low Income Housing

3.93.070 Independent Fee Calculations

3.93.080 Credits

3.93.090 Refunds

3.93.100 Appeals

3.93.110 Adoption of Impact Fees

3.93.010 Purpose.

- A. New development in the City of Anacortes creates additional demand and need for public facilities and infrastructure.
- B. New development should pay for its proportionate share of new public facilities and infrastructure needed to serve the new development.
- C. Impact fees are an efficient and predictable method of collecting such funding.
- D. The purpose of this chapter is to provide a system for assessment, collection, and administration of impact fees consistent with the authority and requirements of RCW Chapter 82.02.
- E. Existing Authority Unimpaired. Nothing in this Chapter precludes the City from requiring the feepayer or the proponent of a development activity to mitigate adverse environmental impacts of a specific development pursuant to the State Environmental Policy Act, RCW Chapter 43.21C, or RCW Chapter 58.17, governing land divisions and subdivisions; provided, that the exercise of this authority must be consistent with RCW 43.21C.065 and 82.02.100.

3.93.020 Definitions.

“Feepayer” means a person, corporation, partnership, and incorporated association, or any similar entity, or department or bureau of any governmental entity or municipal corporation commencing a land development activity which creates the demand for additional capital facilities, and which requires the issuance of a building permit. “Feepayer” includes an applicant for an impact fee credit.

“Impact fee” has the same meaning as in RCW 82.02.090, i.e. a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public

facilities, and that is used for facilities that reasonably benefit the new development. "Impact fee" does not include a reasonable permit or application fee.

3.93.030 Applicability.

- A. Per RCW 82.02.060, the City's impact fee schedule must be adopted by ordinance and must specify the service area for each category of development. Per RCW 82.02.090, the City may adopt impact fees for public facilities, which include:
 - 1. public streets and roads;
 - 2. publicly owned parks, open space, and recreation facilities;
 - 3. school facilities; and
 - 4. fire protection facilities.
- B. The City hereby authorizes the assessment and collection of Impact Fees on development activity within the City of Anacortes.
- C. The requirements of this chapter apply to any building permit for the construction, establishment, or expansion of a building, structure, or use that creates additional demand and need for public facilities.
- D. **Exemptions.** The Director is authorized to determine whether a particular development activity falls within an exemption identified in this Chapter or any other applicable law. Determinations of the Director must be in writing.
 - 1. **Exemption from all impact fees.** Building permits for the following activities are exempt from the payment of all impact fees:
 - a. The alteration, reconstruction, remodeling, or replacement of existing buildings or structures, including mobile homes or manufactured homes, when all of the following conditions are met:

- i. For nonresidential structures or the nonresidential portion of mixed-use structures, no additional gross floor area is added;
 - ii. For residential structures or the residential portion of mixed-use structures, no additional dwelling unit is added;
 - iii. For all structures, the alteration, reconstruction, remodeling, or replacement creates no additional demand on fire, park, school, or transportation systems;
 - iv. For all structures, no change in use is proposed, or a use is changed to a similar use which has the same, or lower, demand on fire, park, school, or transportation systems; and
 - v. For replacement structures, the replacement structure occurs at the same site or lot within 48 months of the demolition or destruction of the prior structure, and the structure being replaced is demolished or moved outside the boundaries of the City.
 - b. Accessory dwelling units;
 - c. Residential accessory structures;
 - d. Non-residential accessory structures or uses where no additional fire, park, school or transportation demand will occur over and above that produced by the principal building or use of the land;
 - e. Parking garages and building spaces that are constructed solely to park motor vehicles that are not for sale, lease or rent, or part of a stock in trade;
 - f. Temporary uses and structures.
2. **Exemption from park impact fees only.** Building permits for nonresidential construction are exempt from the payment of park impact fees.
 3. **Exemption from fire impact fees only.** Building permits for single family homes in which a residential fire sprinkler system is installed (per RCW 82.02.100) are exempt from the payment of fire impact fees, not including any proportionate share related to the delivery of emergency medical services.
 4. **Exemption from certain impact fees based on alternative mitigation.** A building permit is exempt from the requirement to pay impact fees if any of the following mitigation has been provided, in lieu of impact fee prior to the date of adoption of this Chapter:
 - a. A developer and the City have entered into a voluntary agreement for the payment of fees, dedication of land, or the construction of a public facility segment by the developer; or

- b. A SEPA mitigation condition exists imposing the obligation of the payment of fees, dedication of land, or the construction of a public facility segment upon the developer; or
- c. A land division condition exists imposing the obligation of the payment of fees, dedication of land, or the construction of a public facility segment upon the developer.

3.93.040 Assessment, Payment, and Deferral.

A. Assessment and payment.

- 1. Impact fees are assessed at the time a complete building permit application is submitted using the adopted unified fee schedule in effect at that time.
- 2. Impact fees are due at the time the building permit is issued.
- 3. Failure to pay the impact fees for all permits applied for as required in this Chapter will result in the denial of the requested permits.

B. Deferral. An applicant for a building permit for a single-family residence may defer payment pursuant to this Subsection.

- 1. Deferrals are limited to 20 building permits per applicant, as defined in RCW 82.02.050(3)(g)(i), per calendar year.
- 2. The applicant must grant and record a deferred impact fee lien in favor of the City, on forms provided by the Department, concurrent with the Department's issuance of the building permit.
- 3. The deferral lasts 18 months or until final inspection, whichever is earlier.
- 4. The Department must withhold certification of final inspection until the applicant pays the impact fees in full.

C. When an impact fee is required, the City may also collect an administration fee, per the adopted fee schedule, to cover the cost of administration.

3.93.050 Use of Impact Fees.

A. Impact fees:

- 1. Must be used for public facility improvements that will reasonably benefit the new development.
- 2. May not be imposed to make up for deficiencies in public facilities serving existing developments.
- 3. Must not be used for maintenance or operation of existing public facilities.
- 4. May be spent for improvements, including, but not limited to, facility planning, land acquisition, site improvements, necessary off-site improvements, construction, engineering,

architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, capital equipment pertaining to public facilities, and any other expenses which can be capitalized.

5. May also be used to recoup public facility improvement costs previously incurred to the extent that new growth and development will be served by the previously constructed improvements or incurred costs and provided the proposed impact fee otherwise meets the requirements of RCW 82.02.050 through 82.02.100.
- B. In the event that bonds or similar debt instruments are or have been issued for the construction of public facility or system improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this Section and are used to serve the new development. Capital facilities plans using impact fees for the purpose of assisting in the provision of capital facilities of facility systems must clearly differentiate between funds used for new improvement and those funds used to correct existing deficiencies.
- C. Impact fees must be expended or encumbered within the period identified in RCW 82.02.070, unless the City Council identifies in written findings extraordinary and compelling reason or reasons for holding the fees beyond the statutory period, after consultation with any affected district.

3.93.060 Partial Exemption for Low-Income Housing.

- A. Impact fees for building permits for low-income housing may receive a discount of 80% per [RCW 82.02.060](#).
- B. Low-income housing means housing with a monthly housing expense that is no greater than thirty percent of eighty percent of the median family income (defined by HUD) adjusted for family size, for Skagit County, as reported by the United States Department of Housing and Urban Development.
- C. The discount must be conditioned on requiring the property owner to record an affordable housing covenant in a form approved by the City with the Skagit County Auditor. The covenant must run with the land and be binding on the owner, assigns, heirs and successors and must:
 1. prohibit use of the property or units for any purpose other than for low-income housing, as defined in this section;
 2. address price restrictions and household income limits for the low-income housing;
 3. provide that if the property or units are converted to a use other than for low-income housing, the property owner must pay the applicable impact fees in effect at the time of conversion;

- 4. address reporting and monitoring requirements and any other topics related to the provision of low-income housing units deemed necessary by the City.
- D. If the City collects impact fees on behalf of a school district, the school district must approve the discount.
- E. The City may, at its sole discretion, establish a monitoring fee for the affordable units to cover the costs to the City to review and process documents to maintain compliance with income and affordable restrictions of the covenant.

3.93.070 Alternative and Independent Fee Calculations.

- A. If in the judgment of the Director, the fee categories or fee amounts set forth in this Chapter or the adopted impact fee schedule do not accurately describe or capture the impacts of a new development on public facilities, the Department may prepare alternative fee calculations and the Director may impose alternative fees on a specific development based on those calculations. The alternative fees and the calculations must be set forth in writing and provided to the feepayer.
- B. A feepayer may request to have the impact fees determined according to an independent fee calculation for the development activity for which a building permit is sought. The documentation submitted must show the basis upon which the independent fee calculation was made. The City Council and any affected district will review the independent fee calculation and provide an analysis to the Director concerning whether the independent fee calculation should be accepted, rejected, or accepted in part. The Director, as part of a project permit review, may adopt, reject, or adopt in part the independent fee calculation based on the analysis prepared by the district, or may impose alternative fees based on the calculations of the Department, the feepayer's independent fee calculation, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations must be set forth in writing and will be provided to the feepayer and to the district.
- C. Any feepayer submitting an independent fee calculation must pay the City a fee to cover the cost of reviewing the independent fee calculation, as identified in the adopted unified fee schedule.
- D. While there is a presumption that the calculations set forth in fee rate studies developed by the City are valid, the Director will consider the documentation submitted by a feepayer and the analysis prepared by a district, but is not required to accept such documentation or analysis which the Director reasonably deems to be inaccurate or not reliable, and may, in the alternative, require the feepayer or the district to submit additional or different documentation for consideration. The Director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations must be set forth in writing and will be mailed to the feepayer and to the affected district.

3.93.080 Credits.

A. **Credit for existing development.** Whenever the alteration, reconstruction, remodeling, or replacement of existing buildings or structures results in additional gross floor area or additional dwelling units, the applicant may receive credit for the existing buildings or structures and an impact fee may be required only for the additional gross floor area or additional dwelling units.

B. Credit for construction of public facilities.

1. If a development subject to an impact fee is approved subject to a condition that the applicant construct a public facility that is identified in the City's or affected district's capital facilities plan and is acceptable to the City and any affected district, the development applicant is entitled to a credit for the actual cost of providing the facility against the impact fee for that type of public facility.
2. For each request for a credit or credits, once the City has determined that the dedication improvements and/or construction would be suitable for district purposes, the City must select an appraiser. The appraiser will be directed to determine the value of the dedication, improvements, or construction provided by the feepayer on a case-by-case basis.
3. The feepayer will pay for the cost of the appraisal or request that the cost of the appraisal be deducted from the credit which the Director may be providing to the feepayer, in the event that a credit is awarded.
4. After receiving the appraisal and after consultation with any affected district, the Director will provide the applicant with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, where applicable, the legal description of the donation, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her agreement to the terms of the letter or certificate, and return such signed document to the Director before the impact fee credit will be awarded. The failure of the applicant to sign, date, and return such document within 60 calendar days will nullify the credit.
5. Any claim for credit must be made no later than 20 calendar days after the submission of an application for a building permit.
6. In no event may the credit exceed the amount of the impact fees that would have been due for the proposed development activity.
7. No credit may be given for improvements that are not system improvements.
8. For each request for a credit for significant past tax payments made for particular public facility system improvements, the feepayer must submit receipts and a calculation of past tax payments earmarked for or proratable to the particular system improvements.

3.93.090 Refunds.

- A. If the City or a district fails to expend or encumber the impact fees within the period established by Chapter 82.02 RCW, or where extraordinary or compelling reasons exist and have been identified in written findings by the City Council, the current owner of the property on which impact fees have been paid may receive a refund of such fees. In determining whether impact fees have been expended or encumbered, impact fees will be considered expended or encumbered on a first-in, first-out basis.
- B. The City will notify potential claimants by first-class U.S. mail to the last known address of such claimants. Fees are identified with land parcels; therefore, a potential claimant or claimant must be the owner of the property at the time refunds are initiated.
- C. Current owners seeking a refund of impact fees must submit a written request for a refund of the fees to the Director within one year of the date the right to claim the refund arises or the date that notice is given, whichever is later.
- D. Any impact fees for which no application for a refund has been made within this one-year period will be retained and expended on a related type of public facility for which the fees were originally collected.
- E. Refunds of impact fees under this Section will include any interest earned on the impact fees.
- F. Per RCW 82.02.080(2), when the City seeks to terminate any or all components of the impact fee program, all unexpended or unencumbered funds from any terminated component or components, including interest earned, will be refunded pursuant to this Section. Upon the finding that any or all fee requirements are to be terminated, the City will place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and will notify all potential claimants by first-class mail at the last known address of the claimants. All funds available for refund will be retained for a period of one year. At the end of one year, any remaining funds will be retained by a district, but must be expended for the appropriate facilities. This notice requirement will not apply if there are no unexpended or unencumbered balances within the account or accounts being terminated.
- G. The City will also refund to the current owner of property for which impact fees have been paid all impact fees paid, including interest earned on the impact fees, when the developer does not proceed with the development activity and no impact has resulted; except that, if a district has expended or encumbered the impact fees in good faith prior to the application for a refund, the district can decline to provide the refund.

3.93.100 Appeals.

- A. A feepayer may appeal the Director's decisions with respect to any of the following:
 - 1. the amount or applicability of impact fees to a building permit;
 - 2. the amount or availability of an exemption or a credit;

3. an independent fee calculation.
- B. An appeal is ripe and may be filed only after calculation and assessment of the impact fees.
- C. A feepayer may pay the impact fees assessed per this Chapter under protest to obtain a building permit or occupancy permit.
- D. Appeals under this Chapter may be made subject to the procedures set forth in AMC 19.20.

3.93.110 Adoption of School District Impact Fees

- A. The City may collect impact fees on behalf of a school district that has complied with the provisions of this subsection. Before the City may collect impact fees on behalf of a district:
 1. The district must submit its capital facilities plan, impact fee schedule, and impact fee calculations;
 2. The City must incorporate the district's capital facilities plan into the City's comprehensive plan;
 3. The City must adopt the district's impact fee schedule by ordinance; and
 4. The City and the district must enter into an interlocal agreement with the district consistent with this Section.
- B. The interlocal agreement between the City and the district must include the following:
 1. Procedures for the collection, accounting, and refunds of impact fees consistent with this Chapter;
 2. A requirement for the district to use the impact fees and any interest earned in accordance with State law governing impact fees;
 3. A requirement to provide an annual report to the City consistent with RCW 82.02.070;
 4. A requirement for the district to indemnify the City against any claim for refunds or challenges to payment of the impact fees for that district.

Amended Chapter 19.20 Application Procedures

Table 19.20.030 Types of review is amended as follows:

Table 19.20.030-1 Table Review Classification and Process Matrix

Types of Review	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
Types of Applications	• Accessory dwelling units • Assessment of impact fees per AMC Chapter 3.93 • Building, mechanical, and plumbing permits • Clearing and grading permits • Extension of time for approval • Shoreline exemptions • Minor permit revisions • Wireless Telecommunication uses in AMC 17.63.060	• Administrative conditional use permits, including home occupation permits • Affordable Housing Demonstration Projects • Binding site plans • Boundary line adjustments • Level 1 variances • Preliminary short subdivisions • SEPA threshold determinations • Stormwater Management Manual adjustments and exceptions	• Special use permits for towers or antennas • Level 2 variances	• Shoreline Substantial Development Permits (SSDP) for projects valued less than one million dollars on site less than three acres • Shoreline Conditional Use and Variance Permits • Special use and reasonable use permits per AMC Chapter 17.70 • Any other applications identified as "conditional uses" in AMC Title 17	• Conditional use permits, except administrative CUPs • Essential Public Facilities, type 1 and 2 • Manufactured home subdivisions • Preliminary long subdivisions • Modifications & exceptions per AMC Chapter 16.24 • Site-specific rezones authorized by the comprehensive plan • Shoreline Substantial Development Permits (SSDP) for projects

Types of Review	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
					valued at one million dollars or more or on site of three acres or more
Pre-Application Conference	At discretion of Director	At discretion of Director	Yes	Yes	Yes
Pre-Application Neighborhood Meeting	No	No, except for short subdivisions at discretion of Director	Yes	Yes	Yes
Notice of Application	No	Yes	Yes	Yes	Yes
Comment Period	None	14 days	21 days	21 days (30 for shoreline permits)	21 days (30 for shoreline permits)
Recommendation By	None	None	Director	Director	Planning Commission
Pre-Decision Open-Record Public Hearing	No	No	Yes, before Hearing Examiner	Yes, before Planning Commission	Yes, before Planning Commission
Closed-Record Decision Hearing	No	No	No	No	Yes, before City Council
Decision By	Director	Director	Hearing Examiner	Planning Commission	City Council
Notice of Decision	No	Yes	Yes	Yes	Yes
Local Appeal Available To	Hearing Examiner	Hearing Examiner	City Council	City Council	None

	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
Types of Review Type	Open-record	Open-record	Closed-record	Closed-record	N/A

(Ord. 2992 § 1 (Att. A), 2016)

Amended Chapter 13.44

Low Income Charge Waivers and Reductions

Sections:

13.44.010 General facility charges – Waiver for low income housing.

13.44.020 Reduction in monthly charges granted to low income and indigent residents.

13.44.010 General Facility Charges – Waiver for Low-Income Housing.

- A. Sewer, stormwater and water general facility charges for building permits for low-income housing may be waived per RCW 35.92.380.
- B. Low-income housing means housing with a monthly housing expense that is no greater than thirty percent of eighty percent of the median family income (defined by HUD) adjusted for family size, for Skagit County, as reported by the United States Department of Housing and Urban Development.
- C. The waiver must be conditioned on requiring the property owner to record a low-income housing covenant in a form approved by the City with the Skagit County Auditor. The covenant must run with the land and be binding on the owner, assigns, heirs and successors and must:
 1. prohibit use of the property or units for any purpose other than for low-income housing, as defined in this section;
 2. address price restrictions and household income limits for the low-income housing;
 3. provide that if the property or units are converted to a use other than for low-income housing, the property owner must pay the applicable general facilities charges in effect at the time of conversion;
 4. address reporting and monitoring requirements and any other topics related to the provision of low-income housing units deemed necessary by the City.

- D. The City may, at its sole discretion, establish a monitoring fee for the low-income units to cover the costs to the City to review and process documents to maintain compliance with low-income restrictions of the covenant.

13.44.020 Reduction in monthly charges granted to low income and indigent residents.

- A. There is granted a reduction in monthly city charges for water, sewer, storm sewer, and sanitation services, to low income and indigent residents of the city who meet the qualifications and requirements of Sections [B](#) and [C](#), as follows:
 - 1. For all water, sewer, storm sewer, and sanitation utility charges incurred after June 1, 1984, the city shall reimburse low income and indigent residents of the city as defined in this chapter twenty percent of the minimum water, sewer, storm sewer, and sanitation charges as prescribed by the city rate ordinances, in the form of a reduction of such charges.
- B. Reduction eligibility determination. Qualifications (low income and indigent resident defined). To qualify for the relief set forth in Subsection [\(A\)\(1\)](#), an individual shall:
 - 1. Be a bona fide resident of the city during all periods during which said relief is requested and received; and
 - 2. Have an income from all sources whatsoever not to exceed the income eligibility guidelines as contained in Exhibit A attached to the ordinance codified in this chapter which is by this reference made a part hereof.
 - 3. For the purposes of this section, "income" shall include railroad retirement and social security benefits, investment income in the form of dividends from stock, interest on savings accounts and bonds, capital gains, gifts and inheritance, net rental income from real estate, disability payments, retirement pay and annuities. Reimbursement for losses are not to be considered as income. (Ord. 1947 § 2, 1984)
- C. Application requirements—Rules and regulations.
 - 1. All claims for application of this chapter must be made and filed with the department of finance of the city and no relief from charges incurred prior to the date on which the application is approved shall be granted.
 - 2. All requests for eligibility under this chapter shall be submitted to the department of finance in writing on a form provided by said department and certified by the claimant.
 - 3. The department of finance of the city shall publish rules and regulations to implement this chapter. (Ord. 1947 § 3, 1984)
- D. Penalty for a false statement. It is a misdemeanor for any person to knowingly file any false application for a reduction of utility charges under this chapter or to knowingly make any false statement or knowingly provide any false information on said application. A violation of this section shall be punishable by a maximum jail penalty of ninety days and/or a maximum fine of five hundred dollars.

Ordinance No. 3022

An Ordinance Adopting a New Chapter 3.93 Regarding Impact Fees, Amending AMC Table 19.20.030-1, Review Classification and Process Matrix, and Amending AMC Chapter 13.44 Regarding Reductions and Waivers to General Facilities Charges.

Whereas, the Anacortes Municipal Code currently provides for the ~~imposition-assessment~~ of a parks and recreation impact fee in Chapter 3.92; and

Whereas, the City Council desires to update the Anacortes Municipal Code regarding all types of development impact fees, to provide impact fee payment deferral as required by RCW 82.02.050(3), and to provide fee waivers and exemptions to provide incentives for development of affordable housing in Anacortes; and

Whereas, the Anacortes Municipal Code currently provides for the imposition of general facilities connection charges for public utility services including sewer, stormwater and water in Title 13; and

Whereas, the City Council desires to provide a general facilities connection charge waiver to provide incentives for development of affordable housing in Anacortes; and

Whereas, on May 7, 2018 the City Council deliberated on the proposal;

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

Section 1. Ordinance 2277 is repealed in its entirety.

Section 2. Ordinance 3011 with attached Exhibit A is hereby affirmed notwithstanding the repeal of Ordinance 2277 as the City's metric for calculating traffic impact fees.

Section 3. AMC Chapter 3.92 Parks and Recreation Impact Fees is hereby repealed in its entirety. Schedule A attached to Ordinance 2474, which establishes the Parks and Recreation Impact Fee amount, is hereby affirmed notwithstanding the repeal of AMC Chapter 3.92.

Section 4. AMC Chapter 3.93, as shown in Attachment A, is hereby adopted.

Section 5. AMC Table 19.20.030, as shown in Attachment A, is hereby amended.

Section 6. AMC Chapter 13.44, as shown in Attachment A, is hereby amended.

Section 7. This ordinance takes effect five days after publication.

PASSED and APPROVED this ____ day of _____, 2018.

CITY OF ANACORTES:

Laurie Gere, Mayor

Attest:

Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

Attachment A

New Chapter 3.93 Impact Fees

- 3.93.010 Purposes
- 3.93.020 Definitions
- 3.93.030 Applicability
- 3.93.040 Assessment, Calculation and Deferral
- 3.93.050 Use of Impact Fees
- 3.93.060 Partial Exemption for Low Income Housing
- 3.93.070 Independent Fee Calculations
- 3.93.080 Credits
- 3.93.090 Refunds
- 3.93.100 Appeals
- 3.93.110 Adoption of Impact Fees

3.93.010 Purpose.

- A. New development in the City of Anacortes creates additional demand and need for public facilities and infrastructure.
- B. New development should pay for its proportionate share of new public facilities and infrastructure needed to serve the new development.
- C. Impact fees are an efficient and predictable method of collecting such funding.
- D. The purpose of this chapter is to provide a system for assessment, collection, and administration of impact fees consistent with the authority and requirements of RCW Chapter 82.02.
- E. Existing Authority Unimpaired. Nothing in this Chapter precludes the City from requiring the feepayer or the proponent of a development activity to mitigate adverse environmental impacts of a specific development pursuant to the State Environmental Policy Act, RCW Chapter 43.21C, or RCW Chapter 58.17, governing land divisions and subdivisions; provided, that the exercise of this authority must be consistent with RCW 43.21C.065 and 82.02.100.

3.93.020 Definitions.

“Feepayer” means a person, corporation, partnership, and incorporated association, or any similar entity, or department or bureau of any governmental entity or municipal corporation commencing a land development activity which creates the demand for additional capital facilities, and which requires the issuance of a building permit. “Feepayer” includes an applicant for an impact fee credit.

“Impact fee” has the same meaning as in RCW 82.02.090, i.e. a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public

facilities, and that is used for facilities that reasonably benefit the new development. "Impact fee" does not include a reasonable permit or application fee.

3.93.030 Applicability.

- A. Per RCW 82.02.060, the City's impact fee schedule must be adopted by ordinance and must specify the service area for each category of development. Per RCW 82.02.090, the City may adopt impact fees for public facilities, which include:
 - 1. public streets and roads;
 - 2. publicly owned parks, open space, and recreation facilities;
 - 3. school facilities; and
 - 4. fire protection facilities.
- B. The City hereby authorizes the assessment and collection of Impact Fees on development activity within the City of Anacortes.
- C. The requirements of this chapter apply to any building permit for the construction, establishment, or expansion of a building, structure, or use that creates additional demand and need for public facilities.
- D. **Exemptions.** The Director is authorized to determine whether a particular development activity falls within an exemption identified in this Chapter or any other applicable law. Determinations of the Director must be in writing.
 - 1. **Exemption from all impact fees.** Building permits for the following activities are exempt from the payment of all impact fees:
 - a. The alteration, reconstruction, remodeling, or replacement of existing buildings or structures, including mobile homes or manufactured homes, when all of the following conditions are met:

- i. For nonresidential structures or the nonresidential portion of mixed-use structures, no additional gross floor area is added;
 - ii. For residential structures or the residential portion of mixed-use structures, no additional dwelling unit is added;
 - iii. For all structures, the alteration, reconstruction, remodeling, or replacement creates no additional demand on fire, park, school, or transportation systems;
 - iv. For all structures, no change in use is proposed, or a use is changed to a similar use which has the same, or lower, demand on fire, park, school, or transportation systems; and
 - v. For replacement structures, the replacement structure occurs at the same site or lot within 48 months of the demolition or destruction of the prior structure, and the structure being replaced is demolished or moved outside the boundaries of the City.
 - b. Accessory dwelling units;
 - c. Residential accessory structures;
 - d. Non-residential accessory structures or uses where no additional fire, park, school or transportation demand will occur over and above that produced by the principal building or use of the land;
 - e. Parking garages and building spaces that are constructed solely to park motor vehicles that are not for sale, lease or rent, or part of a stock in trade;
 - f. Temporary uses and structures.
2. **Exemption from park impact fees only.** Building permits for nonresidential construction are exempt from the payment of park impact fees.
 3. **Exemption from fire impact fees only.** Building permits for single family homes in which a residential fire sprinkler system is installed (per RCW 82.02.100) are exempt from the payment of fire impact fees, not including any proportionate share related to the delivery of emergency medical services.
 4. **Exemption from certain impact fees based on alternative mitigation.** A building permit is exempt from the requirement to pay impact fees if any of the following mitigation has been provided, in lieu of impact fee prior to the date of adoption of this Chapter:
 - a. A developer and the City have entered into a voluntary agreement for the payment of fees, dedication of land, or the construction of a public facility segment by the developer; or

- b. A SEPA mitigation condition exists imposing the obligation of the payment of fees, dedication of land, or the construction of a public facility segment upon the developer; or
- c. A land division condition exists imposing the obligation of the payment of fees, dedication of land, or the construction of a public facility segment upon the developer.

3.93.040 Assessment, Payment, and Deferral.

A. Assessment and payment.

- 1. Impact fees are assessed at the time a complete building permit application is submitted using the adopted unified fee schedule in effect at that time.
- 2. Impact fees are due at the time the building permit is issued.
- 3. Failure to pay the impact fees for all permits applied for as required in this Chapter will result in the denial of the requested permits.

B. Deferral. An applicant for a building permit for a single-family residence may defer payment pursuant to this Subsection.

- 1. Deferrals are limited to 20 building permits per applicant, as defined in RCW 82.02.050(3)(g)(i), per calendar year.
- 2. The applicant must grant and record a deferred impact fee lien in favor of the City, on forms provided by the Department, concurrent with the Department's issuance of the building permit.
- 3. The deferral lasts 18 months or until final inspection, whichever is earlier.
- 4. The Department must withhold certification of final inspection until the applicant pays the impact fees in full.

C. When an impact fee is required, the City may also collect an administration fee, per the adopted fee schedule, to cover the cost of administration.

3.93.050 Use of Impact Fees.

A. Impact fees:

- 1. Must be used for public facility improvements that will reasonably benefit the new development.
- 2. May not be imposed to make up for deficiencies in public facilities serving existing developments.
- 3. Must not be used for maintenance or operation of existing public facilities.
- 4. May be spent for improvements, including, but not limited to, facility planning, land acquisition, site improvements, necessary off-site improvements, construction, engineering,

architectural, permitting, financing, and administrative expenses, applicable impact fees or mitigation costs, capital equipment pertaining to public facilities, and any other expenses which can be capitalized.

5. May also be used to recoup public facility improvement costs previously incurred to the extent that new growth and development will be served by the previously constructed improvements or incurred costs and provided the proposed impact fee otherwise meets the requirements of RCW 82.02.050 through 82.02.100.
- B. In the event that bonds or similar debt instruments are or have been issued for the construction of public facility or system improvements for which impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this Section and are used to serve the new development. Capital facilities plans using impact fees for the purpose of assisting in the provision of capital facilities of facility systems must clearly differentiate between funds used for new improvement and those funds used to correct existing deficiencies.
- C. Impact fees must be expended or encumbered within the period identified in RCW 82.02.070, unless the City Council identifies in written findings extraordinary and compelling reason or reasons for holding the fees beyond the statutory period, after consultation with any affected district.

3.93.060 Partial Exemption for Low-Income Housing.

- A. Impact fees for building permits for low-income housing may receive a discount of 80% per [RCW 82.02.060](#).
- B. Low-income housing means housing with a monthly housing expense that is no greater than thirty percent of eighty percent of the median family income (defined by HUD) adjusted for family size, for Skagit County, as reported by the United States Department of Housing and Urban Development.
- C. The discount must be conditioned on requiring the property owner to record an affordable housing covenant in a form approved by the City with the Skagit County Auditor. The covenant must run with the land and be binding on the owner, assigns, heirs and successors and must:
 1. prohibit use of the property or units for any purpose other than for low-income housing, as defined in this section;
 2. address price restrictions and household income limits for the low-income housing;
 3. provide that if the property or units are converted to a use other than for low-income housing, the property owner must pay the applicable impact fees in effect at the time of conversion;

Commented [SD1]: The definition for low income housing is pulled directly from RCW 82.02.060. Therefore, staff recommends leaving this language as written.

- 4. address reporting and monitoring requirements and any other topics related to the provision of low-income housing units deemed necessary by the City.
- D. If the City collects impact fees on behalf of a school district, the school district must approve the discount.
- E. The City may, at its sole discretion, establish a monitoring fee for the affordable units to cover the costs to the City to review and process documents to maintain compliance with income and affordable restrictions of the covenant.

3.93.070 Alternative and Independent Fee Calculations.

- A. If in the judgment of the Director, the fee categories or fee amounts set forth in this Chapter or the adopted impact fee schedule do not accurately describe or capture the impacts of a new development on public facilities, the Department may prepare alternative fee calculations and the Director may impose alternative fees on a specific development based on those calculations. The alternative fees and the calculations must be set forth in writing and provided to the feepayer.
- B. A feepayer may request to have the impact fees determined according to an independent fee calculation for the development activity for which a building permit is sought. The documentation submitted must show the basis upon which the independent fee calculation was made. The City Council and any affected district will review the independent fee calculation and provide an analysis to the Director concerning whether the independent fee calculation should be accepted, rejected, or accepted in part. The Director, as part of a project permit review, may adopt, reject, or adopt in part the independent fee calculation based on the analysis prepared by the district, or may impose alternative fees based on the calculations of the Department, the feepayer's independent fee calculation, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations must be set forth in writing and will be provided to the feepayer and to the district.
- C. Any feepayer submitting an independent fee calculation must pay the City a fee to cover the cost of reviewing the independent fee calculation, as identified in the adopted unified fee schedule.
- D. While there is a presumption that the calculations set forth in fee rate studies developed by the City are valid, the Director will consider the documentation submitted by a feepayer and the analysis prepared by a district, but is not required to accept such documentation or analysis which the Director reasonably deems to be inaccurate or not reliable, and may, in the alternative, require the feepayer or the district to submit additional or different documentation for consideration. The Director is authorized to adjust the impact fees on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development, and/or principles of fairness. The fees or alternative fees and the calculations must be set forth in writing and will be mailed to the feepayer and to the affected district.

3.93.080 Credits.

- A. **Credit for existing development.** Whenever the alteration, reconstruction, remodeling, or replacement of existing buildings or structures results in additional gross floor area or additional dwelling units, the applicant may receive credit for the existing buildings or structures and an impact fee may be required only for the additional gross floor area or additional dwelling units.
- B. **Credit for construction of public facilities.**
1. If a development subject to an impact fee is approved subject to a condition that the applicant construct a public facility that is identified in the City's or affected district's capital facilities plan and is acceptable to the City and any affected district, the development applicant is entitled to a credit for the actual cost of providing the facility against the impact fee for that type of public facility.
 2. For each request for a credit or credits, once the City has determined that the dedication improvements and/or construction would be suitable for district purposes, the City must select an appraiser. The appraiser will be directed to determine the value of the dedication, improvements, or construction provided by the feepayer on a case-by-case basis.
 3. The feepayer will pay for the cost of the appraisal or request that the cost of the appraisal be deducted from the credit which the Director may be providing to the feepayer, in the event that a credit is awarded.
 4. After receiving the appraisal and after consultation with any affected district, the Director will provide the applicant with a letter or certificate setting forth the dollar amount of the credit, the reason for the credit, where applicable, the legal description of the donation, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter or certificate indicating his/her agreement to the terms of the letter or certificate, and return such signed document to the Director before the impact fee credit will be awarded. The failure of the applicant to sign, date, and return such document within 60 calendar days will nullify the credit.
 5. Any claim for credit must be made no later than 20 calendar days after the submission of an application for a building permit.
 6. In no event may the credit exceed the amount of the impact fees that would have been due for the proposed development activity.
 7. No credit may be given for improvements that are not system improvements.
 8. For each request for a credit for significant past tax payments made for particular public facility system improvements, the feepayer must submit receipts and a calculation of past tax payments earmarked for or proratable to the particular system improvements.

3.93.090 Refunds.

- A. If the City or a district fails to expend or encumber the impact fees within the period established by Chapter 82.02 RCW, or where extraordinary or compelling reasons exist and have been identified in written findings by the City Council, the current owner of the property on which impact fees have been paid may receive a refund of such fees. In determining whether impact fees have been expended or encumbered, impact fees will be considered expended or encumbered on a first-in, first-out basis.
- B. The City will notify potential claimants by first-class U.S. mail to the last known address of such claimants. Fees are identified with land parcels; therefore, a potential claimant or claimant must be the owner of the property at the time refunds are initiated.
- C. Current owners seeking a refund of impact fees must submit a written request for a refund of the fees to the Director within one year of the date the right to claim the refund arises or the date that notice is given, whichever is later.
- D. Any impact fees for which no application for a refund has been made within this one-year period will be retained and expended on a related type of public facility for which the fees were originally collected.
- E. Refunds of impact fees under this Section will include any interest earned on the impact fees.
- F. Per RCW 82.02.080(2), when the City seeks to terminate any or all components of the impact fee program, all unexpended or unencumbered funds from any terminated component or components, including interest earned, will be refunded pursuant to this Section. Upon the finding that any or all fee requirements are to be terminated, the City will place notice of such termination and the availability of refunds in a newspaper of general circulation at least two times and will notify all potential claimants by first-class mail at the last known address of the claimants. All funds available for refund will be retained for a period of one year. At the end of one year, any remaining funds will be retained by a district, but must be expended for the appropriate facilities. This notice requirement will not apply if there are no unexpended or unencumbered balances within the account or accounts being terminated.
- G. The City will also refund to the current owner of property for which impact fees have been paid all impact fees paid, including interest earned on the impact fees, when the developer does not proceed with the development activity and no impact has resulted; except that, if a district has expended or encumbered the impact fees in good faith prior to the application for a refund, the district can decline to provide the refund.

3.93.100 Appeals.

- A. A feepayer may appeal the Director's decisions with respect to any of the following:
 - 1. the amount or applicability of impact fees to a building permit;
 - 2. the amount or availability of an exemption or a credit;

- 3. an independent fee calculation.
- B. An appeal is ripe and may be filed only after calculation and assessment of the impact fees.
- C. A fee payer may pay the impact fees assessed per this Chapter under protest to obtain a building permit or occupancy permit.
- D. Appeals under this Chapter may be made subject to the procedures set forth in AMC 19.20.

3.93.110 Adoption of School District Impact Fees

- A. The City may collect impact fees on behalf of a school district that has complied with the provisions of this subsection. Before the City may collect impact fees on behalf of a district:
 - 1. The district must submit its capital facilities plan, impact fee schedule, and impact fee calculations;
 - 2. The City must incorporate the district's capital facilities plan into the City's comprehensive plan;
 - 3. The City must adopt the district's impact fee schedule by ordinance; and
 - 4. The City and the district must enter into an interlocal agreement with the district consistent with this Section.
- B. The interlocal agreement between the City and the district must include the following:
 - 1. Procedures for the collection, accounting, and refunds of impact fees consistent with this Chapter;
 - 2. A requirement for the district to use the impact fees and any interest earned in accordance with State law governing impact fees;
 - 3. A requirement to provide an annual report to the City consistent with RCW 82.02.070;
 - 4. A requirement for the district to indemnify the City against any claim for refunds or challenges to payment of the impact fees for that district.

Amended Chapter 19.20 Application Procedures

Table 19.20.030 Types of review is amended as follows:

Table 19.20.030-1 Table Review Classification and Process Matrix

Types of Review	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
Types of Applications	• Accessory dwelling units • Assessment of impact fees per AMC Chapter 3.93 • Building, mechanical, and plumbing permits • Clearing and grading permits • Extension of time for approval • Shoreline exemptions • Minor permit revisions • Wireless Telecommunication uses in AMC 17.63.060	• Administrative conditional use permits, including home occupation permits • Affordable Housing Demonstration Program Projects • Binding site plans • Boundary line adjustments • Level 1 variances • Preliminary short subdivisions • SEPA threshold determinations • Stormwater Management Manual adjustments and exceptions	• Special use permits for towers or antennas • Level 2 variances	• Shoreline Substantial Development Permits (SSDP) for projects valued less than one million dollars on site less than three acres • Shoreline Conditional Use and Variance Permits • Special use and reasonable use permits per AMC Chapter 17.70 • Any other applications identified as "conditional uses" in AMC Title 17	• Conditional use permits, except administrative CUPs • Essential Public Facilities, type 1 and 2 • Manufactured home subdivisions • Preliminary long subdivisions • Modifications & exceptions per AMC Chapter 16.24 • Site-specific rezones authorized by the comprehensive plan • Shoreline Substantial Development Permits (SSDP) for projects

Types of Review	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
					valued at one million dollars or more or on site of three acres or more
Pre-Application Conference	At discretion of Director	At discretion of Director	Yes	Yes	Yes
Pre-Application Neighborhood Meeting	No	No, except for short subdivisions at discretion of Director	Yes	Yes	Yes
Notice of Application	No	Yes	Yes	Yes	Yes
Comment Period	None	14 days	21 days	21 days (30 for shoreline permits)	21 days (30 for shoreline permits)
Recommendation By	None	None	Director	Director	Planning Commission
Pre-Decision Open-Record Public Hearing	No	No	Yes, before Hearing Examiner	Yes, before Planning Commission	Yes, before Planning Commission
Closed-Record Decision Hearing	No	No	No	No	Yes, before City Council
Decision By	Director	Director	Hearing Examiner	Planning Commission	City Council
Notice of Decision	No	Yes	Yes	Yes	Yes
Local Appeal Available To	Hearing Examiner	Hearing Examiner	City Council	City Council	None

	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
Types of Review Type	Open-record	Open-record	Closed-record	Closed-record	N/A

(Ord. 2992 § 1 (Att. A), 2016)

Amended Chapter 13.44 Low Income Charge Waivers and Reductions

Sections:

13.44.010 General facility charges – Waiver for low income housing.

13.44.020 Reduction in monthly charges granted to low income and indigent residents.

13.44.010 General Facility Charges – Waiver for Low-Income Housing.

- A. Sewer, stormwater and water general facility charges for building permits for low-income housing may be waived per RCW 35.92.380.
- B. Low-income housing means housing with a monthly housing expense that is no greater than thirty percent of eighty percent of the median family income (defined by HUD) adjusted for family size, for Skagit County, as reported by the United States Department of Housing and Urban Development.
- C. The waiver must be conditioned on requiring the property owner to record a low-income housing covenant in a form approved by the City with the Skagit County Auditor. The covenant must run with the land and be binding on the owner, assigns, heirs and successors and must:
 1. prohibit use of the property or units for any purpose other than for low-income housing, as defined in this section;
 2. address price restrictions and household income limits for the low-income housing;
 3. provide that if the property or units are converted to a use other than for low-income housing, the property owner must pay the applicable general facilities charges in effect at the time of conversion;
 4. address reporting and monitoring requirements and any other topics related to the provision of low-income housing units deemed necessary by the City.

- D. The City may, at its sole discretion, establish a monitoring fee for the low-income units to cover the costs to the City to review and process documents to maintain compliance with low-income restrictions of the covenant.

13.44.020 Reduction in monthly charges granted to low income and indigent residents.

- A. There is granted a reduction in monthly city charges for water, sewer, storm sewer, and sanitation services, to low income and indigent residents of the city who meet the qualifications and requirements of Sections B and C, as follows:
 - 1. For all water, sewer, storm sewer, and sanitation utility charges incurred after June 1, 1984, the city shall reimburse low income and indigent residents of the city as defined in this chapter twenty percent of the minimum water, sewer, storm sewer, and sanitation charges as prescribed by the city rate ordinances, in the form of a reduction of such charges.
- B. Reduction eligibility determination. Qualifications (low income and indigent resident defined). To qualify for the relief set forth in Subsection (A)(1), an individual shall:
 - 1. Be a bona fide resident of the city during all periods during which said relief is requested and received; and
 - 2. Have an income from all sources whatsoever not to exceed the income eligibility guidelines as contained in Exhibit A attached to the ordinance codified in this chapter which is by this reference made a part hereof.
 - 3. For the purposes of this section, "income" shall include railroad retirement and social security benefits, investment income in the form of dividends from stock, interest on savings accounts and bonds, capital gains, gifts and inheritance, net rental income from real estate, disability payments, retirement pay and annuities. Reimbursement for losses are not to be considered as income. (Ord. 1947 § 2, 1984)
- C. Application requirements—Rules and regulations.
 - 1. All claims for application of this chapter must be made and filed with the department of finance of the city and no relief from charges incurred prior to the date on which the application is approved shall be granted.
 - 2. All requests for eligibility under this chapter shall be submitted to the department of finance in writing on a form provided by said department and certified by the claimant.
 - 3. The department of finance of the city shall publish rules and regulations to implement this chapter. (Ord. 1947 § 3, 1984)
- D. Penalty for a false statement. It is a misdemeanor for any person to knowingly file any false application for a reduction of utility charges under this chapter or to knowingly make any false statement or knowingly provide any false information on said application. A violation of this section shall be punishable by a maximum jail penalty of ninety days and/or a maximum fine of five hundred dollars.



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning May 21, 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 and vouchers are not included. The complete Preliminary Agenda for each meeting is published at 3:00 on the Wednesday prior to the meeting. Published Agendas are subject to change and may be updated following the posting period. For additional information on agenda topics, please contact the City Clerk's office at 360-299-1960 to be directed to the sponsoring staff member.

May 21, 2018

- Anacortes Historic Preservation Board Update (Discussion)
- Guemes Channel Trail Update (Discussion)
- Contract Award: Municipal Fiber Pilot Zone Construction (Discussion/Possible Action)

May 29, 2018

- Pavement Management Program Update (Discussion)
- Resolution 2015: Collective Bargaining Agreement by and between the City of Anacortes and the Anacortes Commissioned Police Officers 6/1/2018-12/31/2021 (Discussion/Possible Action)
- Resolution 2013: Municipal Broadband Network (Discussion/Possible Action)
- Executive Session (15 Minutes) : Collective Bargaining Update (6 PM at beginning of meeting)

June 4, 2018

June 11, 2018

June 18, 2018

June 25, 2018

July 2, 2018

July 9, 2018

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Planning, Monday, May 14, 2018, 5:00 PM, Main Conference Room, City Hall
- Parks & Recreation, Thursday, May 17, 2018, 6:00 PM, Main Conference Room, City Hall
- Public Works, Monday, May 21, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Finance, Wednesday, May 23, 2018, 5:00 PM, Main Conference Room, City Hall
- Planning, Monday, May 28, 2018, 5:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Jun 4, 2018, 5:00 PM, Public Works Director's Office, City Hall
- Public Safety, Tuesday, Jun 5, 2018, 10:00 AM, Mayor's Office, City Hall
