



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

November 5, 2018
6:00 p.m.

PRELIMINARY AGENDA

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Public Safety Committee
 - b. Skagit County Population Health Trust
 - c. Lodging Tax Advisory Committee
 - d. Public Works Committee
4. **Public Comment**
5. **Consent Agenda (Action)**
 - a. Minutes of October 22, 2018
 - b. Approval of Claims in the amount of: \$475,184.38
 - c. Contract Award: Operations Facility HVAC System Install 18-134-FAC-001
 - d. Street Fair Applications: Anacortes Chamber of Commerce Christmas Tree Lighting and Lions Club Christmas Parade
 - e. Contract Modification: Rapid Flashing Beacon Installation 18-006-TRN-002
 - f. Interlocal Cooperative Agreement with Skagit County for Department of Emergency Management IL261
6. **Public Hearings**
 - a. * Continued Public Hearing: Budgeted Revenue Sources, including 1% Property Tax Increase (Discussion)
 - b. * Public Hearing: 2019/2020 Biennial Budget (Discussion)
 - c. * Public Hearing: 2019-2024 Capital Facilities Plan (Discussion)
7. **Other Business**
 - a. * Latecomer Agreement: RR Summit NW, LLC 18-012-DEV-001 (Action)
 - b. * Ordinance 3029: Updating AMC to Add Section 2.32.020 Providing an Option for Councilmembers to Obtain Medical Insurance (Discussion)
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.*



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning November 13, 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.

November 13, 2018

** There will be no regular City Council meeting this night; Mayor and City Council will be attending the Association of Washington Cities Fall Regional Meeting in the Council Chambers. **

November 19, 2018

- Interlocal Agreement 276 with Skagit County for Library Materials
- Interlocal Agreement 277 with Whatcom County for Plantation Rifle Range Use
- Interlocal Agreement C20140640 Amendment 9 with Skagit County
- Resolution ____: Authorizing a 1% Property Tax Increase (Discussion/Possible Action)
- 2019/2020 Biennial Budget (Discussion)
- 2019-2024 Capital Facilities Plan (Discussion)
- Contract Award: Skagit River 42" Water Line Project Phase 1, Preliminary Engineering 18-070-WTR-002

November 26, 2018

- Sewer Rate Discussion - FCS Group (Discussion)

December 3, 2018

- Ordinance ____: Adopting the 2019/2020 Biennial Budget (Action)

December 10, 2018

- Ordinance ____: Adopting the 2019-2024 Capital Facilities Plan (Action)
- Fire Impact Fee Presentation from Berk and Associates (Discussion)
- Draft Impact Fee Ordinance No. 3030 (Discussion/Possible Action)

December 17, 2018

December 24, 2018 - CANCELLED

January 7, 2019

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Public Works, Monday, Nov 5, 2018, 5:00 PM, Main Conference Room, City Hall
- Port/City Liaison , Tuesday, Nov 6, 2018, 8:30 AM, Port of Anacortes
- Lodging Tax Advisory , Thursday, Nov 8, 2018, 4:00 PM, City Council Chambers, City Hall
- Skagit County Law & Justice Council, Wednesday, Nov 14, 2018, 8:15 AM, Mount Vernon
- Finance, Wednesday, Nov 14, 2018, 5:00 PM, Main Conference Room, City Hall
- Parks & Recreation, Thursday, Nov 15, 2018, 6:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Nov 19, 2018, 5:00 PM, Main Conference Room, City Hall
- Planning, Monday, Nov 26, 2018, 5:00 PM, Main Conference Room, City Hall

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



Anacortes City Council

Municipal Building Council Chambers
904 Sixth Street

November 5, 2018
6:00 p.m.

PUBLIC COMMENT SIGN IN SHEET

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. These rules are intended to promote an orderly system of holding a public hearing or meeting, to give every person who wishes to speak an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his or her right to free speech.

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

Bill Perkins ^{Name}

Budget ^{Topic} priorities

Continue on back of sheet as needed

City Council Minutes – October 22, 2018

At 6:00 p.m. Mayor Laurie Gere called to order the regular Anacortes City Council meeting of October 22, 2018. Councilmembers Eric Johnson, Anthony Young, Brad Adams, Liz Lovelett and Matt Miller were present. Councilmembers Ryan Walters and Bruce McDougall were absent.

The assembly joined in the Pledge of Allegiance.

Councilmember Ryan Walters joined the meeting immediately following the pledge.

Announcements and Committee Reports

Planning Commission Reappointments of Jeremy McNett and Andrea Doll: Mayor Gere requested confirmation of her reappointment of Jeremy McNett and Andrea Doll to the Anacortes Planning Commission for terms expiring in 2023. Ms. Lovelett moved, seconded by Mr. Adams, to confirm the appointments. The motion carried unanimously by voice vote.

Mayor Gere reminded that there would be no City Council meeting on October 29, 2018 because it was the fifth Monday of the month.

Mayor Gere invited the public to her monthly coffee at 1:30 p.m. on October 24, 2018 at the Anacortes Senior Activity Center.

Mayor Gere announced the annual Friends of the Forest benefit event on November 3, 2018 at the Port Transit Shed.

Proclamation of Harry Leon Causland Remembrance Day: Mayor Gere read a statement proclaiming Harry Leon Causland Remembrance Day on October 25, 2018, the 100th anniversary of Mr. Causland's death in battle during World War One. She presented the signed proclamation to Mr. Causland's descendants, members of the Good family.

Mr. Walters moved, seconded by Mr. Young, to excuse the absence of Mr. McDougall who was travelling on business. The motion carried unanimously by voice vote.

Mr. Miller reported that the Lodging Tax Advisory Committee (LTAC) met the prior week for the first review of applications for lodging tax grants for 2019. He said the committee had invited some applicants back to a future LTAC meeting to explain their proposals in more detail. Mr. Miller summarized the purpose and requirements of the lodging tax program. He advised that after several more meetings the committee's recommendations would come to City Council for action.

Public Comment

John Morgan thanked Council and staff for reporting back on the city's use of Roundup following the question he raised several meetings back. Mr. Morgan observed that turning left (north) from 11th Street onto R Avenue or crossing R Avenue at 11th Street was difficult. He suggested adding a traffic light at that intersection. He also asked for more electric vehicle charging stations in town, as many as four or five. Mr. Morgan reported that the street sign for his street, 27th Court, was difficult to see in low light. He suggested adding a street light at that location. Mr. Morgan inquired about enforcement of laws against cell phone use by drivers, noting that on his way to the Council meeting he had seen a driver using her phone while driving on M Avenue. Mayor Gere advised that Anacortes Police Department officers enforce that law whenever they can.

Consent Agenda

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

- a. Minutes of October 15, 2018
- b. Approval of Claims in the amount of: \$467,513.10

The following vouchers/checks were approved for payment:
EFT numbers: 90979 through 91028, total \$288,348.04
Check numbers: 91029 through 91078, total \$170,607.43
Wire transfer numbers: 239032 through 239474, total \$1,987.12

OTHER BUSINESS

Continued Review of 2019/2020 Biennial Budget

Finance Director Steve Hoglund kicked off the continued presentation of the 2019/2020 proposed budget, following presentation of the Public Works department budget at the October 8, 2018 meeting. He reviewed the schedule for consideration and eventual adoption of the budget and provided some general observations about the proposed budget across all departments and funds. He noted that except for the new Fiber department budget, all funds including the General fund were balanced without a material use of cash reserves. Mr. Hoglund's slide presentation was added to the packet materials for the meeting.

Mr. Hoglund presented a chart summarizing the new staff positions requested by department heads and the positions actually included in the proposed budget. Mr. Adams suggested additional discussion about adding the requested equipment mechanic back into the budget, citing the value of timely and preventive maintenance.

Mr. Hoglund inquired about timing for any budget changes directed by Council. He suggested that the budget public hearing scheduled for November 5, 2018 consider the budget as currently presented and that any changes directed by Council following public input and additional discussion be incorporated into the final budget presented as part of the budget ordinance prior to December 5. Mr. Walters noted that the general election results of Anacortes Proposition 1 would likely be available on November 6 which would also inform Council's budget discussions. Councilmembers generally concurred that Council discussion of the budget would continue at the November 19, 2018 meeting.

Mr. Hoglund explained the columnar display on the first two pages of the budget document included in the packet materials, noting that the Surplus/Deficit columns indicated the amount of cash reserves that were projected to be banked or used by each fund to arrive at a balanced budget. He indicated that the prior year budget figures reflected the adopted rather than amended budgets. Ms. Lovelett observed that there would be very little additional unrestricted cash reserves available in 2019 and 2020 if Council approved dedicating approximately \$3M of cash reserves for fiber program start up cash.

Museum Director Bret Lunsford presented the proposed budget for his department for 2019/2020. Mr. Lunsford described the budget as consistent with past years, with the addition of some hours to existing staff positions to expand the open hours of the Maritime Heritage Center and adjust for position reclassifications following the Teamster negotiations. He described upcoming exhibits and the museum's recent board/staff retreat. In response to a question from Mr. Adams, Mr. Lunsford said he continued to meet with groups interested in the Tommy Thompson Train and the antique fire truck regarding establishing static exhibits of those artifacts. He responded to councilmember questions about the role and value of the W.T. Preston.

Planning Manager Libby Grage presented the proposed budget for the Planning, Community and Economic Development department for 2019/2020. Her slides were added to the packet materials for the meeting. Ms. Grage reviewed the organization chart and the primary mission and activities of the department's Planning and Building divisions. She then presented highlights from each division's budget. For Planning, that included professional services to complete a Shoreline Master Program periodic update by 2020, complete the Critical Areas Regulations update, and develop a Downtown Parking Plan, as well as staff time to implement the South Commercial Avenue Corridor Plan and continue AMC updates and integration with AMC Title 19. Councilmembers discussed the urgency of completing the CAR update and recognized the need to harmonize those regulations with the SMP. Mr. Walters urged his colleagues to consider budgeting additional funding to complete the CAR update sooner than the proposed budget was likely to allow. Ms. Lovelett and Mayor Gere urged collecting additional parking survey data at peak season before continuing work on the parking plan. For the Economic Development division, Ms. Grage reported budgeted funds for maintenance and repair of the 30th Street boat ramp, establishing an economic development webpage presence, establishing the City Council Economic Development/Tourism Committee, and completing and implementing the Maritime Strategic Plan. Councilmembers requested more detail on the plans for the Economic Development committee and suggested that tourism did not need to be part of that committee's mission. Councilmembers also discussed the current role played by EDASC in local economic development and possible adjustments to that relationship. Ms. Grage said staff would report back on the city's current level of funding and county reimbursement for EDASC. Mr. Walters requested explanatory memos from staff when significant new program expenditures were proposed. In response to councilmember queries, Mr. Hoglund explained the BARS constraints that accounted for social services spending residing the Planning Department budget. Ms. Grage concluded her presentation by displaying building permit statistics for 2016 through 2018, noting continued strong numbers, then summarizing the Building division's 2018 accomplishments and 2019 goals. Mr. Hoglund responded to councilmember questions about specific line items. Mr. Walters inquired if the \$5K budgeted for code enforcement was sufficient.

City Attorney Darcy Swetnam presented the proposed budget for the Legal department for 2019/2020. Her slides were added to the packet materials for the meeting. She shared the department's organization chart, then summarized the services provided by the department. She identified the department's goals for 2019/2020 as completing the Laserfiche implementation citywide, completing necessary code updates, and maintaining and streamlining legal support to the City. Mr. Young encouraged cross training staff to support Laserfiche. Ms. Swetnam discussed the .6 FTE staffing increase she had proposed to support the increasing volume of public records requests. She reported that the proposed position had been eliminated to balance the 2019/2020 budget but indicated that the need would continue to grow and would likely be addressed again for the following biennium. Mr. Walters supported moving towards centralized public records response staffing. Councilmembers discussed with Ms. Swetnam the extent to which Laserfiche would achieve efficiencies in responses when fully implemented. She explained the ongoing challenges presented by email and increased reporting requirements. Ms. Swetnam responded to councilmember questions about the current legal assistant support for the contract City Prosecutor and possible reconfigurations of prosecution services. Ms. Swetnam then presented the nine line items of her budget. She explained that expenditures for outside counsel related to matters specific to a city department were charged to that department's budget, not to the Legal department budget. Councilmembers requested a full accounting of outside counsel expenditures across departments. Mayor Gere emphasized that Ms. Swetnam coordinated outside counsel for all departments, regardless of which department budget absorbed the cost.

Library Director Ruth Barefoot presented the proposed budget for the Library for 2019/2020. Her slides were added to the packet materials for the meeting. Ms. Barefoot introduced Librarian Gina Van Hess, Children's Services Librarian Leslie Wilson, Public Services Manager Diana Farnsworth and Librarian Jeff Vogel. The library team described the library's programs, successes and goals related to Adult Services, Children's and Teen Services, community outreach, physical and digital resources, and software services. Ms. Farnsworth described the value to the community of the proposed \$2K annual increase in the staff travel and training

budget. Mr. Young urged educating Anacortes students about the larger, wider, more diverse world beyond Fidalgo Island and the county. Mr. Vogel thanked the Library Foundation for support that would allow the library to continue to expand purchases of books and digital resources with no increase in the annual budget. He pointed out a small increase in the professional services line item to support potential implementation costs of the library's RFID software.

At approximately 8:12 p.m. Mayor Gere called a five minute break. At 8:17 p.m. the mayor called the meeting back to order.

Interim Fire Chief Jack Kennedy presented the Fire/EMS budget for 2019/2020. His slides were added to the packet materials for the meeting. Chief Kennedy summarized the goals that would be served by the proposed budget and reported on progress to date towards achieving the goals set by Council via Resolution 1946. He responded to councilmember questions about the effect of the expanded volunteer program. Chief Kennedy reviewed the department's expanding EMS service area effective January 1, 2019 per the recently approved service delivery agreement with Skagit County. He noted the four additional firefighter/paramedic positions included in the budget to allow 24/7 staffing of Fire Station 3 but said the budget did not include the additional staff required to achieve imminent rescue capability 24/7 nor for the fire inspector position anticipated by Resolution 1946. Chief Kennedy and Administrative Services Director Emily Schuh responded to councilmember questions about the extent to which firefighter/paramedics were able to perform inspections while on duty. Mr. Walters asked about charging a fee for inspections. Chief Kennedy said that some jurisdictions did charge such a fee but that Anacortes had not previously entertained that model. Mr. Miller urged prioritizing inspections for high risk structures. Mr. Adams suggested that the Public Safety committee review Resolution 1946 and progress towards those goals with the new fire chief in 2019.

Police Chief John Small presented his department's budget for 2019/2020. His slides were added to the packet materials for the meeting. Chief Small summarized anticipated cost increases beyond the department's control including bargaining unit labor costs, Skagit 911 dispatching fees, Spillman Records Management system fees, jail fees and inmate medical expenses, insurance, and uniform and equipment costs. He described the increasing costs associated with the department's successful K-9 narcotics detection team. He listed the extensive training required for officers and said that the department's training budget would increase by \$2K annually (to \$40K) for 2019/2020. Chief Small explained that he had requested two additional officers for the 2019/2020 biennium but that the request had been denied to balance the budget. The Chief listed the benefits that would accrue to the community from increased staffing. Councilmembers inquired about the Level of Service (officers per 1000 population) established in the 2016 Comprehensive Plan. Mayor Gere said staff would report back to Council with more information on how that LOS had been arrived at. Mr. Walters and Mr. Miller urged establishing a realistic LOS to allow the city to plan proactively for police staffing in response to increasing population. Mr. Young inquired if the training budget (Line 268) was sufficient to provide officers with valuable de-escalation training. Chief Small confirmed that training would be addressed within the proposed budget. Mr. Hoglund responded to councilmember questions about ever increasing jail fees. Mr. Johnson inquired if the department could save cost by contracting with the Sheriff's office for jail transports; Chief Small said the Sheriff's office did not have additional staffing available.

Mr. Hoglund presented the budgets for the Legislative, Executive, Finance, and Information Services departments and the Real Estate Excise Tax (REET) and Firemen's Pension funds. Mr. Hoglund's slides were added to the packet materials for the meeting. He explained the few exceptional increases in these departments. He itemized the projects that were budgeted to use REET, totaling \$1.12M for 2019 and \$1.03M for 2020. Mr. Walters and Ms. Lovelett suggested increasing the budget for the Senior Activity Center roof to allow metal rather than composition roofing. Mr. Hoglund said the Facilities department agreed and that the cost would likely be \$150K for metal vs. \$90K for composition. Mr. Young inquired if the IT training budget was sufficient to address the current environment of online security threats. Mr. Hoglund advised that the increased budget for that line acknowledged that need. Mr. Johnson asked if Council should budget to provide tablets or laptops for

councilmembers to comply with public records requirements. Mr. Hoglund confirmed that budget authority for those devices had been included in the 2017/2018 biennium and that the IT department supported that idea. Mayor Gere suggested considering that for the final 2019/2020 budget. Mr. Walters strongly encouraged moving to Office 365.

Parks and Recreation Director Gary Robinson presented his department's budget for 2019/2020. His slide presentation was added to the packet materials for the meeting. Mr. Robinson summarized that the budget was generally a hold the line budget with no staffing increases and REET funding for necessary capital spending. He highlighted selected line items that differed from the prior biennium. Ms. Lovelett suggested that the Depot improvements including possibly the stage could apply for LTAC funding. Mr. Hoglund addressed councilmember questions about the fluctuating allocation of Parks staffing expenses between funds, explaining that the accounting software projected costs based on recent history at the time of budget development but that actual allocation of Parks staff fluctuated significantly by season. Mr. Robinson and Mr. Hoglund confirmed that REET budgeted for Washington Park campground improvements could be spent on design as well as construction costs. Mr. Robinson clarified that the SHIP wetland trail capital improvements budgeted in Fund 108 were for the long planned interpretive center and possibly the connection of the boardwalk to the Washington State Ferry Terminal, which were distinct projects from the entirely separate Guemes Channel Trail. Ms. Lovelett reiterated her prior suggestion that the city evaluate the fees it charged for Grand View Cemetery services, urging that cemetery fees ought to be sufficient to cover the expansion project. Mayor Gere and Mr. Robinson compared the cemetery to other basic city infrastructure; Mr. Walters noted its status as a public resource of historic and cultural significance. Mr. Walters inquired if the quarry revenue reflected on line 477 was overstated. Mr. Hoglund said he would verify that figure.

Administrative Services Director Emily Schuh presented her department's budget for 2019/2020. Her slides were added to the packet materials for the meeting. Ms. Schuh reviewed the proposed organization chart for the restructured department pending approval of the municipal fiber budget. She noted that the Senior Center Foundation would assist with funding for the ASAC Administrative Assistant. Ms. Schuh reviewed the services provided by Municipal Court and the Office of Public Defense and the categories of costs that would increase for those divisions in the 2019/2020 biennium. As part of the Human Resources discussion, Ms. Schuh listed factors that may affect costs for the department and for labor costs citywide in 2019/2020 including the Washington State Paid Family and Medical Leave and Paid Sick Leave programs mandated by the state, increasing health care costs, collective bargaining agreements, succession planning, risk management and the potential for new HR/Payroll software. She confirmed that the city would prefer an integrated software solution that would serve all city departments and was exploring such options. She concluded her presentation with a summary of the programmatic and funding changes at the ASAC affecting its budget. Ms. Schuh emphasized the strong financial support of the Senior Activity Center Foundation.

Continued Review of 2019/2020 Biennial Budget - Municipal Fiber Network

Ms. Schuh said it appeared after her presentation to Council the prior week that there was Council support to invest in the municipal fiber network using general fund cash reserves for the first year trial program. Ms. Schuh's slide presentation was added to the packet materials for the meeting. She recapped her presentation from the October 15, 2018 City Council meeting which outlined the business plan and the features of the 2019 and 2020 Proposed Network Trials, noting that 2020 would be dependent on the success of the 2019 trial and that the kick start funding for the initial year from General fund cash reserves would be repaid to that fund when the fiber project became cash positive. She then reviewed the proposed budget for the project, similar to that presented on October 15, but presented as a new General fund department within the city under the Administrative Services Department. Mr. Johnson and Mr. Walters observed that the fiber network would still be required in Anacortes after 5G technology became more generally available. Mr. Miller asked to set a definitive date for Council to evaluate the results from the first year trial and determine if proceeding to the second year was viable and responsible. He noted that leasing dark fiber could provide revenue to allow the project to pay back the General fund cash reserve even if the customer subscription rate did not meet

projections. Mr. Adams agreed that Council should evaluate the program the following October and determine whether to continue forward or halt the project. Mayor Gere agreed that the city should have a good indication by October 2019 of the success of the program. Ms. Schuh proposed monthly updates to Council as the project progressed. Mr. Walters asked for a fiber web page as well indicating expenditures, subscriber rates, etc. Ms. Schuh noted that adopting the fiber budget as part of the biennial budget would allow planning and implementation of the first year trial to begin.

Ordinance 2025: Updating AMC to Add Section 2.32.020 Providing an Option for Councilmembers to Obtain Medical Insurance

Due to the late hour, Mayor Gere postponed consideration of this agenda item to the November 5, 2018 City Council meeting.

There being no further business, at approximately 10:10 p.m. the Anacortes City Council meeting of October 22, 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 November 5, 2018 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
239923	3/31/2018	205761	WIDENER & ASSOCIATES	GUEMES TRAIL EXTENSION - ENV COMPLIANCE REVIEW - MARCH 2018	\$3,389.17
239924	5/31/2018	205848	WIDENER & ASSOCIATES	DNR AQUATIC LAND LEASE - WWTP OUTFALL - THROUGH 5/31/18	\$6,854.40
239788	7/19/2018	11461177	VALUE LINE	VALUE LINE INVESTMENT SURVEY 10/26/18 - 10/18/19	\$470.00
240049	8/7/2018	SI-18037	AUTOMATED CONTROLS	PSE ISOP SUPPORT - FOR HVAC EQUIPMENT	\$463.06
236857	8/13/2018	1207359	FOSTER PEPPER PLLC	WATER TREATMENT PLANT MATTER #96	\$4,070.12
239811	8/21/2018	10016076	SIU, LISA	REFUND CANCELLED CAMPSITE RESERVATION	\$11.00
239614	8/24/2018	141103	INFOSEND, INC.	OPEN STREETS INSERTION FEE	\$956.63
237364	8/28/2018	September	SKAGIT LAW GROUP PLLC	PROSECUTOR SERVICES SETEPMBER 2018	\$6,000.00
237733	8/31/2018	3091620667	LEXISNEXIS	ON-LINE LEGAL SUBSCRIPTION AUGUST 2018	\$322.25
239772	8/31/2018	10151527	NAVIA BENEFIT SOLUTIONS, INC	AUGUST, FLEXIBLE SPENDING PARTICIPANT FEE	\$120.35
239661	9/14/2018	207999	SEAWESTERN, INC.	FIRE BOOTS, EXTRICATION GLOVES	\$428.58
239853	9/15/2018	ContractLeow	LEOW, WESLEY	SUPERVISION OF CITY SOCCER GAMES	\$60.00
239444	9/17/2018	SI-13001	FOURTH CORNER NURSERIES	TREES - GUEMES CHANNEL TRAIL	\$195.30
238189	9/18/2018	1209010	FOSTER PEPPER PLLC	GENERAL MATTER NO. 1	\$3,791.80
238194	9/18/2018	1209011	FOSTER PEPPER PLLC	WTP MATTER NO. 96 ANCHOR QEA CONTRACT	\$800.00
239304	9/21/2018	608387	MISTER T'S AWARDS &	AWARDS - MT. ERIE ROAD RUN	\$88.97
238599	9/23/2018	593 5 36 7124	SAFEWAY INC	OYSTER RUN BEVERAGES FOR PATROL	\$44.47
238601	9/24/2018	SO0038358	BLOSSMAN SERVICES, INC.	FORKLIFT VALVES #424	\$52.97
238605	9/24/2018	0188-495756	CONSOLIDATED ELECTRICAL	FLAG LIGHT FOR MUSEUM	\$86.05
239607	9/24/2018	16833024	LOWE'S BUSINESS ACCOUNT/GEMB	TYVEK OVERALLS	\$54.13
238615	9/24/2018	980-2-6843-	OFFICE DEPOT, INC.	LABEL TAPE	\$43.47
238596	9/24/2018	D05731	SEBO'S DO-IT CENTER	MEASURING CUPS FOR OIL CHANGES HARDWAR	\$11.24
238598	9/24/2018	D05768	SEBO'S DO-IT CENTER	MUSEUM FLAG LIGHT	\$30.31
238600	9/24/2018	D05879	SEBO'S DO-IT CENTER	26 BLADE THICKNESS GAUGE	\$9.74
238614	9/24/2018	81818	TRACTOR SUPPLY CO	COMPRESSOR MATERIALS	\$322.73
238612	9/25/2018	B60467/1	ACE HARDWARE	DOOR PULL	\$14.63
238611	9/25/2018	113-8631640-1321845	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES - LEGAL	\$38.19
238622	9/25/2018	111-2199237-7327400	AMAZON.COM SERVICES, INC	PACKAGE OF 10 FLASH DRIVES	\$38.84
239787	9/25/2018	5003871	ANACORTES AMERICAN	OPS- ANACORTES AMERICAN 10/19/18-10/18/19	\$50.00
238656	9/25/2018	783728	BAYSHORE OFFICE PRODUCTS INC	CLIPBOARD	\$1.83
238616	9/25/2018	000004	CLEAN AND CLIP	K9 T-BONE GROOMING; SEPT 2018	\$50.00

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
238606	9/25/2018	0188-495774	CONSOLIDATED ELECTRICAL	MUSEUM REPAIRS FLAG LIGHT	\$24.09
238607	9/25/2018	0188-495788	CONSOLIDATED ELECTRICAL	LIBRARY GENERATOR ITEMS	\$26.71
238619	9/25/2018	662 12 145 5	COSTCO WHOLESALE CORPORATION	IT USE ITEMS	\$61.81
238608	9/25/2018	H03091	FRONTIER BUILDING SUPPLY	LIBRARY GENERATOR ITEMS	\$20.16
238667	9/25/2018	GRCGR1000012361	GREEN RIVER COMMUNITY COLLEGE	NEMETH - EXAM PAYMENT	\$145.00
238621	9/25/2018	462582	NATIONAL FIRE PROTECTION	PUB-ED MATERIALS FOR OPEN HOUSE	\$167.45
238663	9/25/2018	593 51 6 8851	SAFEWAY INC	SHORT COURSE ON LOCAL PLANNING SEPT 25 2018	\$23.20
238609	9/25/2018	D06157	SEBO'S DO-IT CENTER	LIBRARY GENERATOR ITEMS	\$13.74
238610	9/25/2018	D06199	SEBO'S DO-IT CENTER	LIBRARY GENERATOR ITEMS	\$7.68
238613	9/25/2018	D06318	SEBO'S DO-IT CENTER	CHIP BRUSH/SCREWDRIVERS/FASTENERS	\$22.42
238617	9/25/2018	D06338	SEBO'S DO-IT CENTER	ROPE	\$16.26
238618	9/25/2018	D06403	SEBO'S DO-IT CENTER	CABLE TIES	\$6.07
238620	9/25/2018	D06147	SEBO'S DO-IT CENTER	KNEELING PAD	\$19.05
238670	9/26/2018	114-5257487-4284227	AMAZON.COM SERVICES, INC	FOG FOR TRAINING FACILITY	\$103.06
238694	9/26/2018	783783	BAYSHORE OFFICE PRODUCTS INC	PAPER - SOCCER LEAGUE	\$28.09
238695	9/26/2018	783850	BAYSHORE OFFICE PRODUCTS INC	WTP 1X17 BINDERS FOR CONSTRUCTION PLANS	\$38.39
238933	9/26/2018	X5-16368	CUMMINS, INC.	DIAGNOSTIC SOFTWARE SUBSCRIPTION- SHOP	\$569.63
238659	9/26/2018	WAANA108051	FASTENAL COMPANY	TORCH	\$29.10
238666	9/26/2018	H03437	FRONTIER BUILDING SUPPLY	OPS REMODEL PH 2 - JOIST HANGERS/LUMBER	\$51.23
238664	9/26/2018	31683	JANAM TECHNOLOGIES	JANAM XP SERIES HANDHELD REPAIR	\$250.00
238703	9/26/2018	593 5 127 1689	SAFEWAY INC	MESSY ME SUPPLIES	\$26.30
238704	9/26/2018	593 5 41 5587	SAFEWAY INC	FLAGGER TRAINING SUPPLIES	\$14.02
238660	9/26/2018	D06578	SEBO'S DO-IT CENTER	FACILITY REPAIR ITEMS	\$5.58
238661	9/26/2018	D06797	SEBO'S DO-IT CENTER	FACILITY REPAIR ITEMS	\$33.09
238662	9/26/2018	D06897	SEBO'S DO-IT CENTER	FACILITY REPAIR ITEMS	\$12.26
238669	9/26/2018	D06859	SEBO'S DO-IT CENTER	FUEL FILTER	\$2.89
238665	9/26/2018	BP18-0556	SKAGIT COUNTY PLANNING AND	FINAL PERMIT FOR CHLORINE PROJECT	\$5,896.50
238658	9/26/2018	866891	WB PROMOS, LLC	WATER BOTTLES FOR MT. ERIE RUN	\$321.12
238702	9/27/2018	085685	ADVATAGE OUTFITTERS, LLC	HEADLINER FOR VEH #182	\$727.80
238657	9/27/2018	114-5596076-3321841	AMAZON.COM SERVICES, INC	GLOVE DISPENSER	\$127.21
238701	9/27/2018	112-1396475-1501866	AMAZON.COM SERVICES, INC	MARKER LAMPS FOR #205	\$60.96
238705	9/27/2018	114-5400256-6993848	AMAZON.COM SERVICES, INC	STYLUS FOR NEW SURFACE MDT	\$78.66
238706	9/27/2018	112-9191823-8667419	AMAZON.COM SERVICES, INC	FLASH DRIVES	\$43.39
238805	9/27/2018	783997	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$50.85

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239480	9/27/2018	86653^	BLYTHE PLUMBING & HEATING, INC	EXHAUST FAN REPAIR @ FIDALGO CENTER	\$919.00
238697	9/27/2018	662 8 246 80	COSTCO WHOLESALE CORPORATION	APD BREAKROOM AND OFFICE SUPPLIES	\$126.69
238699	9/27/2018	WAANA108104	FASTENAL COMPANY	BANDSAW AND BLADES	\$70.66
238789	9/27/2018	8563 97 87904	HOME DEPOT	CARPET REPLACEMENT	\$662.97
239854	9/27/2018	ContractLeow	LEOW, WESLEY	SUPERVISION OF CITY SOCCER GAMES	\$120.00
239608	9/27/2018	27084705	LOWE'S BUSINESS ACCOUNT/GEMB	BATTERIES, PLYWOD	\$62.15
238698	9/27/2018	349889	MY TAILOR	PATCHES ON UNIFORM	\$9.00
238696	9/27/2018	AWWAHolmes	NW WA SUBSECTION PNWS-AWWA	AWWA PUMP STATION O&M WORKSHOP - TH	\$85.00
238700	9/27/2018	500032154	REAL WORK TRUCKS.COM	GRAB RAILS TRUCK #612, & 613	\$577.42
238799	9/27/2018	593 5 47 4291	SAFEWAY INC	SAFEWAY- LIGHT REFRESHMENTS FOR HOSTED TRANSPORTATION FORUM	\$58.94
238693	9/27/2018	3162-3	SHERWIN WILLIAMS	PAINT SUPPLIES / ROLLERS	\$42.22
238785	9/27/2018	137378	SKAGIT CYCLE CENTER	BIKE PATROL SUPPLIES	\$52.01
238778	9/28/2018	B61924/1	ACE HARDWARE	RED WHEEL CHALK	\$9.75
238793	9/28/2018	B61920/1	ACE HARDWARE	PLUMBERS PUTTY	\$5.85
238707	9/28/2018	114-3435814-7411438	AMAZON.COM SERVICES, INC	FILE FOLDERS	\$103.00
238803	9/28/2018	114-3521848-8540206	AMAZON.COM SERVICES, INC	PENS	\$18.00
238787	9/28/2018	784094	BAYSHORE OFFICE PRODUCTS INC	COMPASS POINTS	\$1.73
238802	9/28/2018	9/28/18	BLINDS.COM	BLINDS FOR NEW DORM ROOM	\$84.62
238792	9/28/2018	17044	FLOORING CONNECTIONS	AFD STATION 1	\$4,550.05
238798	9/28/2018	60032 /2	H.B. JAEGER	CHLORINE PROJECT - POWERLOK DRAIN SYSTEM	\$9,935.72
238790	9/28/2018	WA35879792	HOME DEPOT	CARPET REPLACEMENT	\$41.81
238791	9/28/2018	WA35873792	HOME DEPOT	CARPET REPLACEMENT ITEMS	\$471.16
238779	9/28/2018	300327934	KCDA PURCHASING COOPERATIVE	OFFICE SUPPLIES - FINANCE	\$16.26
238782	9/28/2018	41600287709	LES SCHWAB TIRE CENTERS	TIRE REPAIR	\$26.36
238801	9/28/2018	51189600	MOTIVATORS.COM	FLASHERS WITH ACE LOGO FOR WINTER WONDERLAND WALK	\$1,041.86
238708	9/28/2018	USD326954	PIKTOCHART	OCTOBER MONTHLY SUBSCRIPTION	\$29.00
238788	9/28/2018	31435338	SCIENTIFIC SUPPLY & EQUIP INC	WEIGHING DISHES	\$122.16
238777	9/28/2018	D07598	SEBO'S DO-IT CENTER	FASTENERS - BENCHES	\$107.19
238794	9/28/2018	D07718	SEBO'S DO-IT CENTER	NASA PROGRAM SUPPLIES	\$19.15
238786	9/29/2018	20008386618	5.11 TACTICAL	UNIFORM BOOTS; OFC DILLS	\$173.59
238804	9/29/2018	113-7060023-3640243	AMAZON.COM SERVICES, INC	COPY PAPER	\$27.11
238781	9/29/2018	XK423DCM3	DELL MARKETING LP	IT COMPUTER ITEMS	\$69.41
238784	9/29/2018	H04415	FRONTIER BUILDING SUPPLY	TOOLS - WORK PARTY	\$48.56
238800	9/29/2018	182023	FRONTIER PRECISION, INC	GPS PATHFINDER OFFICE SOFTWARE UPDATE	\$830.03
238783	9/29/2018	41600287630	LES SCHWAB TIRE CENTERS	TIRE REPAIR	\$26.36

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238796	9/29/2018	D08451	SEBO'S DO-IT CENTER	SMALL SPRAY HOSE	\$0.64
238797	9/29/2018	D08459	SEBO'S DO-IT CENTER	BAR CLAMP, FLEXIBLE GLUE	\$28.19
238795	9/30/2018	112-1455991-9785023	AMAZON.COM SERVICES, INC	FUELWORKS OVAL GEAR INLINE METER FOR #90006	\$108.49
239205	9/30/2018	3091665908	LEXISNEXIS	ON-LINE LEGAL SUBSCRIPTION SEPTEMBER 2018	\$322.25
239918	9/30/2018	IN928978	NOANET	TRAVEL FOR FIBER NETWORK CHAMPION SESSION	\$28.90
239919	9/30/2018	IN928977	NOANET	FIBER NETWORK OPS, GIS, AND ENGINEERING SUPPORT - SEPT 2018	\$1,390.00
239810	9/30/2018	10145	PETEK PH D, THOMAS C	PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATION, OLIVERI	\$300.00
239814	9/30/2018	10144	PETEK PH D, THOMAS C	PSYCH EVAL	\$300.00
239513	9/30/2018	0173	SKAGIT COUNTY SOLID WASTE FUND	SEPTEMBER TONNAGE HAULED	\$66,915.66
238913	9/30/2018	263423	VILLAGE BOOKS	BOOKS YS	\$74.89
239925	9/30/2018	206107	WIDENER & ASSOCIATES	GUEMES CHANNEL TRAIL - COMPLIANCE REVIEWS - THROUGH 9/30/18	\$6,910.40
238780	10/1/2018	113-0103584-0276209	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES - COURT	\$23.86
238906	10/1/2018	113-3069781-6043453	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES - LEGAL	\$37.76
238919	10/1/2018	113-3208258-0324220	AMAZON.COM SERVICES, INC	PAPER TOWELS	\$117.12
238967	10/1/2018	1178269	AMERICAN LIBRARY ASSOCIATION	MEETING REGISTRATION T	\$245.00
238908	10/1/2018	2377-3696-9688-0632	EBAY OR PAYPAL	BLACKLIGHT/FLASHLIGHT GLOW CONE - REC SUPPLIES	\$110.90
238911	10/1/2018	WAANA108161	FASTENAL COMPANY	SMALL TOOL SET	\$8.65
238905	10/1/2018	H04694	FRONTIER BUILDING SUPPLY	GENERATOR FOUNDATION	\$33.41
238909	10/1/2018	100060159	GLOWUNIVERSE.COM	LIGHT STICKS - REC SUPPLIES	\$112.08
239609	10/1/2018	71434059	LOWE'S BUSINESS ACCOUNT/GEMB	ENGINE OIL	\$15.07
239514	10/1/2018	000018271	PALADIN CASEWORKS, INC	LIBRARY CONSTRUCTION	\$9,012.60
238910	10/1/2018	80831	PORT OF ANACORTES	FUEL- STREET DEPT	\$58.91
238914	10/1/2018	80838	PORT OF ANACORTES	FUEL- WWTP	\$42.89
238912	10/1/2018	D09290	SEBO'S DO-IT CENTER	TAPPING GUN	\$5.41
238916	10/1/2018	D09370	SEBO'S DO-IT CENTER	CABLE TIES, KEY COIL	\$5.84
238812	10/1/2018	October	SKAGIT LAW GROUP PLLC	PROSECUTION SERVICES CONTRACT OCTOBER 2018	\$6,000.00
239512	10/1/2018	1251239	SURETY PEST CONTROL	OPS- MONTHLY PEST MAINTENANCE	\$65.10
238917	10/1/2018	478749822	THRIVE FITNESS	VOLUNTEER MEMBERSHIP - OCTOBER	\$21.65
238918	10/1/2018	478749821	THRIVE FITNESS	2 OCTOBER MEMBERSHIPS	\$43.30
238915	10/1/2018	NWN4SVZSG2Z	WASHINGTON CHAPTER APWA	TRAINING CLASS - ON-CALL CONSTRUCTION CONTRACTS, MAINT CONTRACTS	\$20.00

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238907	10/2/2018	113-9344058-5276228	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES - MAYOR	\$42.27
238959	10/2/2018	112-8006765--5293007	AMAZON.COM SERVICES, INC	FIRESENSOR	\$47.95
238964	10/2/2018	114-0762652-5165062	AMAZON.COM SERVICES, INC	FILTER PAPER	\$148.20
238966	10/2/2018	112-9325739-1429857	AMAZON.COM SERVICES, INC	SHOP CLEANING SUPPLIES	\$169.22
238962	10/2/2018	148517610	CLEVERBRIDGE INC	LANSWEEPER SUBSCRIPTION	\$1,230.00
238960	10/2/2018	0188-495988	CONSOLIDATED ELECTRICAL	GENERATOR ITEM	\$125.51
238961	10/2/2018	0188-496000	CONSOLIDATED ELECTRICAL	GENERATOR ITEMS	\$13.10
239510	10/2/2018	234898	DEPT OF LABOR & INDUSTRIES	ELEVATOR INSPECTION OF CITY HALL	\$500.00
238965	10/2/2018	WAANA108241	FASTENAL COMPANY	BENCHES PARTS	\$25.68
239014	10/2/2018	980-3-7828-894749-18	OFFICE DEPOT, INC.	WTP CHLORINE CONTRACTOR SAFETY TRAINING SUPPLIES	\$17.28
238968	10/2/2018	D09770	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- STREET DEPT	\$37.96
239009	10/3/2018	114-4782450-9730612	AMAZON.COM SERVICES, INC	GLOVES - XXL	\$165.60
239020	10/3/2018	112-3769183-0377009	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES YS	\$28.04
239013	10/3/2018	WAANA108290	FASTENAL COMPANY	BENCH HARDWARE	\$15.44
239007	10/3/2018	H05397	FRONTIER BUILDING SUPPLY	GENERATOR FOUNDATION PARTS	\$47.62
239015	10/3/2018	H05327	FRONTIER BUILDING SUPPLY	OPS REMODEL - STAPLES	\$25.08
239610	10/3/2018	38597949	LOWE'S BUSINESS ACCOUNT/GEMB	LIGHT SWITCH PARTS	\$41.96
239008	10/3/2018	0190893-IN	NURNBERG SCIENTIFIC	MFC BROTH AND FILTERS	\$471.86
239019	10/3/2018	80908	PORT OF ANACORTES	FUEL- PARKS SMALL EQUIPMENT	\$88.17
239010	10/3/2018	D10359	SEBO'S DO-IT CENTER	STAINLESS STEEL CLEANER	\$6.37
239016	10/3/2018	D10001	SEBO'S DO-IT CENTER	SUPPLIES- STREET DEPT	\$20.97
239055	10/4/2018	B65058/1	ACE HARDWARE	SOLID WASTE- OPERATING SUPPLIES	\$97.62
239017	10/4/2018	112-3632629-9505834	AMAZON.COM SERVICES, INC	PRINTER FOR PARKS SHOP	\$325.49
239018	10/4/2018	113-3614413-0188210	AMAZON.COM SERVICES, INC	PART- VEH #182	\$59.62
239051	10/4/2018	111-1919673-3013819	AMAZON.COM SERVICES, INC	BOOKS YS	\$42.62
239052	10/4/2018	111-1919673-3013819	AMAZON.COM SERVICES, INC	BOOKS YS	\$68.08
239060	10/4/2018	113-5984306-5722609	AMAZON.COM SERVICES, INC	4 CHILDREN'S FIREFIGHTER COSTUMES FOR OPEN HOUSE	\$199.93
239059	10/4/2018	WAANA108313	FASTENAL COMPANY	BATTERIES	\$10.08
239119	10/4/2018	025197	LOU'S GLOVES, INC	GLOVES - SMALL AND LARGE	\$231.00
239555	10/4/2018	7414	OLYMPUS CONTAINERS	STORAGE CONTAINER @ KIWANIS FIELD	\$81.38

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239049	10/4/2018	D11068	SEBO'S DO-IT CENTER	MAILBOX	\$24.94
239050	10/4/2018	D10583	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$48.81
239056	10/4/2018	D10512	SEBO'S DO-IT CENTER	SOLID WASTE- OPERATING SUPPLIES	\$26.57
239057	10/4/2018	D10528	SEBO'S DO-IT CENTER	SOLID WASTE- OPERATING PARTS	\$79.71
239058	10/4/2018	D10946	SEBO'S DO-IT CENTER	SOLID WASTE- OPERATING SUPPLIES	\$119.07
239118	10/4/2018	9033867	US BANK	FUEL FOR VEH #150	\$20.01
239125	10/4/2018	19974155	US BANK	APD HOSTED TRAINING; HOTEL STAY FOR TRAINER; BIKE PATROL	\$497.24
239011	10/4/2018	9XV3C-05A35-0F1	VISTAPRINT	BUSINESS CARDS	\$16.25
239120	10/5/2018	B65693/1	ACE HARDWARE	3/8" T-50 STAPLES	\$13.15
239124	10/5/2018	B67614/1	ACE HARDWARE	FLAGGING TAPE	\$11.03
239053	10/5/2018	113-8133461- 5542610	AMAZON.COM SERVICES, INC	LED SECURITY LIGHT	\$69.77
239117	10/5/2018	1643	ANACORTES PRINTING	WA PARK NOTICES	\$189.88
240057	10/5/2018	784801	BAYSHORE OFFICE PRODUCTS INC	DESK FURNITURE FOR ENGINEERING DEPT	\$2,038.98
239126	10/5/2018	H06018	FRONTIER BUILDING SUPPLY	BOARDS FOR CURB	\$24.59
239961	10/5/2018	0154128	GEOENGINEERS, INC.	ON-CALL ENVIRONMENTAL SERVICES CONSULTANT - 20 UNIT CALWEST CUP	\$2,417.21
239122	10/5/2018	1212	LIGHTTITLED.COM	LED LIGHTS	\$119.94
239123	10/5/2018	1180179	RITE AID	1ST AID KIT	\$8.67
239121	10/5/2018	593 53 21 8853	SAFEWAY INC	FLOUR - REC PROGRAM	\$15.16
239116	10/5/2018	D11350	SEBO'S DO-IT CENTER	W2 CHECK BALL	\$15.37
239128	10/5/2018	D11323	SEBO'S DO-IT CENTER	SHOCK TREATMENT / RATCHET	\$60.51
239127	10/5/2018	8248-5	SHERWIN WILLIAMS	BALLFIELD PAINT	\$631.90
239129	10/7/2018	111-4948357- 9245843	AMAZON.COM SERVICES, INC	MAX GREEN ROTARY TOUGH LASER	\$1,247.73
239130	10/7/2018	113-5984306- 5722609	AMAZON.COM SERVICES, INC	2 CHILDREN'S FIREFIGHTER COSTUMES FOR OPEN HOUSE	\$88.12
239228	10/8/2018	B67526/1	ACE HARDWARE	TARP	\$8.67
239131	10/8/2018	111-5402336- 8806619	AMAZON.COM SERVICES, INC	SUGAR & CREAMER	\$27.58
239231	10/8/2018	111-4948357- 9245843	AMAZON.COM SERVICES, INC	TRIPOD	\$55.68
239230	10/8/2018	80416	BERG VAULT COMPANY	CATCH BASIN & GRATE	\$246.75
239227	10/8/2018	Facebook Ad SEPT 18	FACEBOOK	EVENT ADVERTISING	\$41.79
239224	10/8/2018	H06463	FRONTIER BUILDING SUPPLY	KRAFT BATTS INSULATION	\$576.34
239611	10/8/2018	55033487	LOWE'S BUSINESS ACCOUNT/GEMB	EXTENSION CORD, TAPE, TIES,	\$141.55
239233	10/8/2018	692330049	ORIENTAL TRADING CO INC	CANDY CANES	\$182.86
239565	10/8/2018	13234	RICK'S REFRIGERATION, INC.	DISHWASHER REPAIR @ FIDALGO CENTER	\$758.14
239232	10/8/2018	593 53 31 8853	SAFEWAY INC	MESSY ME SUPPLIES	\$22.05

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239225	10/8/2018	D12874	SEBO'S DO-IT CENTER	MOP	\$11.69
239235	10/8/2018	D12976	SEBO'S DO-IT CENTER	PIPE	\$16.92
239226	10/8/2018	69101	WATERMARK BOOK COMPANY	BOOKS YS	\$10.13
239234	10/9/2018	113-0654017-6783457	AMAZON.COM SERVICES, INC	LEMONADE DISPENSER, POPCORN BAGS	\$44.86
239515	10/9/2018	86839^	BLYTHE PLUMBING & HEATING, INC	HOT WATER HEATER REPLACEMENT @ CITY HALL	\$1,356.25
240068	10/9/2018	86102^	BLYTHE PLUMBING & HEATING, INC	WTR CONDENSATE PUMP REPAIR	\$196.93
239765	10/9/2018	731682	CASCADE COLUMBIA DISTRIBUTION	NALCLEAR FILTER AID POLY X 4 55-LB BAGS	\$6,226.00
239223	10/9/2018	I36604	COASTAL FARM &	STEEL TOE WORK BOOTS	\$60.86
239266	10/9/2018	0188-496141	CONSOLIDATED ELECTRICAL	BOOKS - TRAINING	\$135.53
239668	10/9/2018	Special Fuel Billing	DEPARTMENT OF LICENSING	FUEL TAX ON PROPANE VEHICLES	\$3,645.19
239763	10/9/2018	11170699	HACH COMPANY	ROSOLIC ACID	\$96.92
239771	10/9/2018	11170616	HACH COMPANY	LAB SUPPLIES - DPD FREE, METHYL ORANGE, CHLORINE STANDARD	\$1,307.80
239271	10/9/2018	593 4 28 1689	SAFEWAY INC	ICE FOR THE LAB	\$35.88
239613	10/9/2018	545973733	SIGMA-ALDRICH, INC.	PT SAMPLES FOR LAB ACCREDITATION	\$125.02
239229	10/10/2018	112-8465623-1154645	AMAZON.COM SERVICES, INC	MAXX FAN DELUXE W/REMOTE	\$294.36
239274	10/10/2018	112-2851996-4093800	AMAZON.COM SERVICES, INC	PARTS FOR TRUCK #182	\$48.15
239275	10/10/2018	112-3736543-6875431	AMAZON.COM SERVICES, INC	TOOL BOX, SEALANT, ATV BOX FOR #182	\$364.97
239279	10/10/2018	113-3631702-5049811	AMAZON.COM SERVICES, INC	ADHESIVE	\$5.06
239269	10/10/2018	662 12 92 5	COSTCO WHOLESALE CORPORATION	BATTERIES	\$52.05
239268	10/10/2018	67133	ELECTRO-CHEMICAL DEVICES, INC	PH ELECTRODES	\$352.81
239276	10/10/2018	H07587	FRONTIER BUILDING SUPPLY	OPS REMODEL PHASE 2	\$1,526.15
239277	10/10/2018	H07589	FRONTIER BUILDING SUPPLY	DOOR HARDWARE	\$241.68
239272	10/10/2018	82425	J & M TRUCK BODIES	TRUCK #182 TRUCK BODY	\$100.00
239273	10/10/2018	82425	J & M TRUCK BODIES	VEH #182 - TRUCK BODY	\$4,575.00
239606	10/10/2018	1671278	MILES SAND & GRAVEL CO.	WTP CRUSHED ROCK, SAND	\$304.48
239786	10/10/2018	201809	MORROW MARINE	LEASE FOR RIB BOAT FOR FALL SAILING	\$500.00
239507	10/10/2018	001-415840	PISTON SERVICE OF ANACORTES	PART- VEH #610	\$27.56
239267	10/10/2018	D13880	SEBO'S DO-IT CENTER	HOSE REEL SR CTR	\$43.39
239270	10/10/2018	D13955	SEBO'S DO-IT CENTER	3/4 STOP / WASTE VALVE	\$9.32
239280	10/10/2018	26815	UNITED PARCEL SERVICE, INC	SHIPING TO PPI GROUP	\$22.39
239278	10/10/2018	86499808	UNITED STATES POSTAL SERVICE	POSTAGE FOR PASSPORTS	\$336.75
239307	10/11/2018	1861	ADA CENTRAL SIGNS	OPS REMODEL PHASE 2 - ADA CENTRAL SIGNS	\$240.50
239308	10/11/2018	112-9267240-2233006	AMAZON.COM SERVICES, INC	STAINLESS STEEL CORNER GUARD	\$336.36

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239499	10/11/2018	112-8397702-2469826	AMAZON.COM SERVICES, INC	3" TRIM EXTINGUISHER CABINET	\$225.68
239306	10/11/2018	AA0A2A0DEFB0	AMERICAN HEART ASSOCIATION	FIRST AID CLASSES - CS	\$54.25
239604	10/11/2018	6625662	FERGUSON ENTERPRISES, INC	PRV FOR FILTER AID POLY SYSTEM X 2	\$1,072.36
239312	10/11/2018	010969940	GALLS, LLC.	UNIFORM PANT-BIKE PATROL; OFC SCHEEPERS	\$108.49
239921	10/11/2018	1200149099	HDR ENGINEERING, INC	BLUE HERON CIRCLE RESERVOIR PROJECT DESIGN - 9/2/18-9/29/18	\$1,014.41
239386	10/11/2018	8561 02 98398	HOME DEPOT	WTP- CHLORINE CONTAINMENT	\$64.45
239385	10/11/2018	0520639	NATIONAL SAFETY, INC	SAFETY GLOVES- JOE FERRIS	\$114.57
239564	10/11/2018	10/11/18	SCOTT MILO GALLERY/FRAMEMAKER	OCTOBER ARTWALK	\$60.00
239305	10/11/2018	D14226	SEBO'S DO-IT CENTER	METRIC HEX KEY	\$26.03
239603	10/11/2018	708080	USA BLUE BOOK	LAB BUFFER	\$160.31
239372	10/11/2018	8216	WEST MARINE PRODUCTS, INC	SAILING SUPPLIES	\$93.65
239612	10/12/2018	23733	ALLMAX SOFTWARE, INC.	OPERATOR 10 SEATS X 2	\$2,100.00
239309	10/12/2018	111-8862820-1625846	AMAZON.COM SERVICES, INC	LAMINATE REFIL	\$61.18
240067	10/12/2018	86012^	BLYTHE PLUMBING & HEATING, INC	WTP HVAC REPAIRS	\$2,270.84
239650	10/12/2018	AN 62071	CENTRAL WELDING SUPPLY CO, INC	O2 FOR MED UNITS	\$32.75
239541	10/12/2018	15888	COMPUMATTER LLC	ELECTRONIC REPAIRS FOR SCHOOL SIGNS	\$10.85
239389	10/12/2018	662 7 455 55	COSTCO WHOLESALE CORPORATION	COFFEE, PAPER & HOT CUPS FOR OPEN HOUSE	\$31.91
240066	10/12/2018	4247564	FAMILY CARE NETWORK PLLC	CDL PHYSICAL FOR BRENT CHRISTENSEN	\$200.00
239390	10/12/2018	24 6 476 2043835	FRED MEYER	LEMONADE (OPEN HOUSE)	\$10.00
239313	10/12/2018	010984254	GALLS, LLC.	UNIFORM VEST POUCHES; KELLINGTON	\$17.31
239371	10/12/2018	8561 00057 65664	HOME DEPOT	WTP CHLORINE PROJECT - PARTS	\$21.28
239387	10/12/2018	8561 02 02952	HOME DEPOT	WTP- CHLORINE CONTAINMENT	\$123.57
239383	10/12/2018	13255	MAACO AUTO PAINTING	PAINT JOB- VEH #213	\$2,151.50
239380	10/12/2018	597370546	QUALITY INN	TRAINING HOTEL STAY; SGT PRUIETT AND OFC BUFFUM (HOMICIDE INV COURSE)	\$551.30
239600	10/12/2018	101230763	RICOH USA, INC	S/N C32029555 CITY HALL COPIER 3RD 10/1-10/31/18	\$377.30
239373	10/12/2018	D14956	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$11.89
239374	10/12/2018	D15134	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$106.32
239370	10/12/2018	82807	SUPERIOR SYSTEMS, INC	HYDROMATIC PUMP	\$25.49
239643	10/12/2018	1248537	SURETY PEST CONTROL	OCTOBER SERVICE	\$44.49
239388	10/13/2018	I38789	COASTAL WEAR PRODUCTS, INC	SAFETY WORK BOOTS- NICK HIBMA	\$86.95
239375	10/13/2018	H08448	FRONTIER BUILDING SUPPLY	FACILITY USE ITEMS	\$10.20
239376	10/13/2018	H08534	FRONTIER BUILDING SUPPLY	FACILITY USE ITEMS	\$50.38
239377	10/13/2018	D15629	SEBO'S DO-IT CENTER	ITEMS FOR CITY HALL	\$77.66
240059	10/13/2018	31076	SKAGIT AGGREGATES, LLC	DUMP MATERIALS WTP CHLORINE PROJECT	\$138.88
239382	10/14/2018	B70567/1	ACE HARDWARE	PIPE CUTTERS	\$44.46

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239378	10/14/2018	111-5832094-8067447	AMAZON.CREDIT PLAN	OIL ABSORBENT PADS	\$42.26
239381	10/14/2018	067637	HARBOR FREIGHT TOOLS	IT USE ITEMS	\$9.77
239495	10/15/2018	B70980/1	ACE HARDWARE	SCREWDRIVERS / BUCKETS	\$53.66
239496	10/15/2018	B71027/1	ACE HARDWARE	CABLE TIE, POCKET LIGHT, TUBE BRUSH	\$35.70
239379	10/15/2018	114-4805255-8780259	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$56.08
239384	10/15/2018	113-6392306-1854657	AMAZON.COM SERVICES, INC	PART- VEH #182	\$40.13
239500	10/15/2018	112-5261829-2026616	AMAZON.COM SERVICES, INC	IN WALL CABINET	\$82.86
239780	10/15/2018	101412	ASSOCIATION OF WASHINGTON	NOVEMBER, SUPPLEMENTAL LIFE INSURANCE	\$412.01
240062	10/15/2018	B784801-1	BAYSHORE OFFICE PRODUCTS INC	HEAVY DUTY CPU HOLDERS	\$262.87
239962	10/15/2018	1412-V09	BLYTHE PLUMBING & HEATING, INC	HVAC PREVENTATIVE MAINTENANCE - CITY HALL	\$962.43
239965	10/15/2018	AN 761683	CENTRAL WELDING SUPPLY CO, INC	O2 FOR MEDICAL	\$105.41
239321	10/15/2018	6583	CRITICAL INFORMATICS INC	FIREEYE RENEWAL	\$5,143.44
239501	10/15/2018	828819004749	FABRICS PLUS	MESSY ME SUPPLIES	\$14.47
240055	10/15/2018	10/15/2018	FIDALGO CLEANING	APD CLEANING & SUPPLIES	\$700.00
239498	10/15/2018	2018-10-15	FLOORING CONNECTIONS	CITY HALL REPAIR ITEMS	\$919.74
239547	10/15/2018	149855	HOME DEPOT	CONCRETE VIBRATOR RENTAL - DEPOSIT	\$62.81
239605	10/15/2018	530735	HUGHES FIRE EQUIPMENT, INC.	PART- VEH #222	\$395.72
239775	10/15/2018	1672697	MILES SAND & GRAVEL CO.	CHLORINE - TRENCH DRAIN CONCRETE MATERIALS	\$1,039.45
239784	10/15/2018	608612	MISTER T'S AWARDS &	NAME TAG, TIFFANY MATSON	\$20.07
239511	10/15/2018	129462	PACIFIC TIRE COMPANY, INC	SERVICE- VEH #510	\$81.38
239494	10/15/2018	10/15/2018	PENGUIN COFFEE	RETREAT EXPENSES	\$35.80
239964	10/15/2018	P1712-5	QCC QUALITY CONTROLS CORP.	TELEMETRY UPGRADES PHASE C	\$85,848.52
239548	10/15/2018	593 4 46 8568	SAFEWAY INC	MESSY ME SUPPLIES	\$34.93
239768	10/15/2018	S20182467	SUPERIOR SYSTEMS, INC	ALUMINUM BENCH TOP PANEL	\$225.68
239566	10/15/2018	1251375	SURETY PEST CONTROL	PEST CONTROL @ MUSEUM	\$44.49
239493	10/15/2018	000023	THE DONUT HOUSE	RETREAT EXPENSES	\$42.60
239615	10/15/2018	114-7492296	UNITED SITE SERVICES, INC	WASH. PARK LOOP - OCTOBER 2018	\$28.50
239659	10/15/2018	RE 41 JZ0145 L002	WASHINGTON STATE DEPARTMENT	SR 20 MP 43.89, FEED 4 PACK OF WATER	\$529.24
239492	10/15/2018	R37954168	YOURMEMBERSHIP.COM, INC.	AWWA STORM WATER PROGRAM MANAGER JOB POSTING	\$249.00
239540	10/16/2018	111-2860582-6625055	AMAZON.COM SERVICES, INC	SHOP TOWELS	\$238.72
239586	10/16/2018	0732109	ANTHONY'S RESTAURANT	ANTHONY'S- MAYORS AWARD OF MERIT	\$75.00
239559	10/16/2018	786212	BAYSHORE OFFICE PRODUCTS INC	SPECIAL PAPER BY THE SHEET	\$1.90

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239542	10/16/2018	000005	CLEAN AND CLIP	K-9 T-BONE GROOMING	\$50.00
239504	10/16/2018	1210915	FOSTER PEPPER PLLC	GENERAL MATTER NO. 1- TELECOMMUNICATIONS	\$7,824.50
239413	10/16/2018	H08637	FRONTIER BUILDING SUPPLY	FACILITY USE ITEMS	\$392.84
239536	10/16/2018	H09103	FRONTIER BUILDING SUPPLY	LUMBER	\$12.01
239573	10/16/2018	121761	FRONTIER FORD	PART- VEH #012	\$84.89
239926	10/16/2018	18606.00-1	GRAY & OSBORNE INC	2MG RESERVOIRS INSPECTION AND ANALYSIS - 9/16/18-10/13/18	\$4,009.74
240079	10/16/2018	18443.05-1	GRAY & OSBORNE INC	ON-CALL STORMWATER ENGINEERING SERVICES - 3002 30TH MOTEL BLDG	\$1,172.50
239968	10/16/2018	9306703826	GRAYBAR ELECTRIC COMPANY, INC	FIBER BUILD CBD - MATERIALS - ITEM #1000 ON EXHIBIT A	\$885.25
239533	10/16/2018	0191350-IN	NURNBERG SCIENTIFIC	MACRO TIPS	\$38.86
239505	10/16/2018	001-416386	PISTON SERVICE OF ANACORTES	PART- VEH #511	\$8.42
239506	10/16/2018	001-416384	PISTON SERVICE OF ANACORTES	SUPPLIES- VEH #511	\$334.72
239508	10/16/2018	001-416329	PISTON SERVICE OF ANACORTES	PARTS- VEH #157	\$197.00
239509	10/16/2018	001-416332	PISTON SERVICE OF ANACORTES	PARTS- VEH #157	\$549.96
239550	10/16/2018	001-416359	PISTON SERVICE OF ANACORTES	PART- VEH #182	\$120.74
239537	10/16/2018	81417	PORT OF ANACORTES	GASOLINE	\$8.15
239594	10/16/2018	040155	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$4.98
239534	10/16/2018	100053408	SIRCHIE	STERILE SWABS WITH TIP PROTECTORS	\$120.84
239773	10/16/2018	12/16/2018	STASCH M.S., VICKI	RETREAT FACILITATOR	\$600.00
239538	10/16/2018	82975	SUPERIOR SYSTEMS, INC	4 X 10 EXPANDED METAL	\$125.32
239539	10/16/2018	82975	SUPERIOR SYSTEMS, INC	CAN OF COLD GALV.	\$13.93
239616	10/16/2018	114-7505169	UNITED SITE SERVICES, INC	WASH. PARK LOOP - THRU OCT 12	\$28.50
239535	10/17/2018	112-0482997-7830658	AMAZON.COM SERVICES, INC	REPLACEMENT BATTERIES FOR FLASHLIGHTS	\$30.92
239543	10/17/2018	112-7437539-1517807	AMAZON.COM SERVICES, INC	POWER INVERTER FOR #182	\$97.64
239545	10/17/2018	112-6124986-5235426	AMAZON.COM SERVICES, INC	PRESSURE GAUGES (4)	\$53.14
239634	10/17/2018	test	CENTRAL PAYMENT CORP	TEST NEW CENTRAL PAYMENT APP	\$0.01
239654	10/17/2018	8498 30 017 0543538	COMCAST	DEPOT 611 R AVENUE - 10/22-11/21/18	\$186.12
239516	10/17/2018	cpls	DEPARTMENT OF LICENSING	CPLS TO D.O.L. (SEPTEMBER 2018)	\$561.00
239554	10/17/2018	1-567653-4	DIAMOND RENTALS, INC.	CRANBERRY LAKE RESTROOM - 9/17-10/17	\$100.00
239593	10/17/2018	WABUR206014	FASTENAL COMPANY	SAFETY SUPPLIES	\$331.33
239587	10/17/2018	H09448	FRONTIER BUILDING SUPPLY	50# JET SET	\$35.19
239644	10/17/2018	011015023	GALLS, LLC.	UNIFORM JACKET; NEW EMP KELLINGTON	\$585.36
240075	10/17/2018	80088	GRANITE PRECAST INC.	FIBER PROJECT - ROLL OF BUTYL MASTIC, 2' RISERS, 4X4	\$435.09

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239582	10/17/2018	52469	INTERNATIONAL CONFERENCE OF, POLICE CHAPLINS	ANNUAL MEMBERSHIP INTERNATIONAL CONF POLICE CHAPLAINS: RUSTY	\$125.00
239544	10/17/2018	2539969-111326097	MUNICIPAL RESEARCH &	WEBINAR REGISTRATION: PUBLIC WORKS CONTRACTING: TIPS AND BEST PRACTICES	\$35.00
239640	10/17/2018	0448634	NATIONAL SAFETY, INC	WORK VESTS	\$182.28
239670	10/17/2018	23343540	PARTS MASTER	CUT OFF WHEELS, WASHER TO STOCK SHOP	\$279.44
239551	10/17/2018	001-416494	PISTON SERVICE OF ANACORTES	FUSE BLOCK- VEH #185	\$50.87
239570	10/17/2018	001-416502	PISTON SERVICE OF ANACORTES	PARTS- VEH #303	\$33.05
239642	10/17/2018	001-416445	PISTON SERVICE OF ANACORTES	O-RINGS SEWER REPAIR	\$2.83
239581	10/17/2018	D18081	SEBO'S DO-IT CENTER	FASTENERS/SOCKET SET	\$26.01
239585	10/17/2018	D18383	SEBO'S DO-IT CENTER	25' TAPE MEASURES (2)	\$10.83
239597	10/17/2018	RS18029111	SHIFTNOTE, LLC	WTP SERVICE 11/1/18-1/31/19	\$119.85
239557	10/17/2018	771892	SKAGIT COUNTY SOLID WASTE FUND	DISPOSAL OF OUTDATED CHEMICALS	\$74.00
239664	10/17/2018	1130848	SKAGIT PUBLISHING LLC	PUBLISH AA-1824108	\$113.68
239779	10/17/2018	19772	THE LANGUAGE EXCHANGE INC	INTERPRETER SERVICES	\$225.00
239959	10/17/2018	72020276504	UL, LLC	RE-TEST AERIAL LADDER	\$495.00
239599	10/17/2018	331 0428511	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	\$82.91
239601	10/17/2018	331 0428528	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE FOR INTERN TH	\$6.19
239617	10/17/2018	114-7511622	UNITED SITE SERVICES, INC	WASH PARK - SERVICE THRU 10/15	\$112.61
239639	10/17/2018	112116	US BANK	LOCATOR MTG - LUNCHEON	\$14.11
239633	10/18/2018	B72575/1	ACE HARDWARE	HEART LAKE TOILET CHEMICALS	\$32.19
239636	10/18/2018	B72490/1	ACE HARDWARE	DISC GOLF SUPPLIES	\$30.92
239583	10/18/2018	112-8731479-6822639	AMAZON.COM SERVICES, INC	EXTERNAL DVD	\$32.54
239584	10/18/2018	112-5768912-9485022	AMAZON.COM SERVICES, INC	EXTERNAL DVD	\$32.53
239563	10/18/2018	1990940982	ARAMARK	APD NYLON MATS CLEANED	\$16.28
239569	10/18/2018	1990940990	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$58.16
240063	10/18/2018	244600	BAY CITY SUPPLY	CRAPET EXTRACTOR REPAIR PICK UP	\$21.70
239722	10/18/2018	80605	BERG VAULT COMPANY	CULVERT - 32ND ST. SWAMP	\$458.90
239553	10/18/2018	ReimbBuffum	BUFFUM, JESSE	TRAINING PER DIEMS; CORP BUFFUM	\$285.00
239660	10/18/2018	0709142	FERGUSON ENTERPRISES, INC	REG 1 SR2 TRPL 100 CF	\$81.27
239552	10/18/2018	0101518	FIDALGO CLEANING	APD CLEANING & SUPPLIES	\$700.00
239595	10/18/2018	10/18/2018	FIDALGO CLEANING	CLEANING - MUSEUM 10/4 & 10/18	\$100.00
239589	10/18/2018	PDC OCT18	JULIE C. WALTERS	PUB DEF COV	\$195.00
239590	10/18/2018	JS OCT18	JULIE C. WALTERS	PUB DEF CONFL	\$188.50
239591	10/18/2018	JM OCT18	JULIE C. WALTERS	PUB DEF CONFL	\$201.50
239652	10/18/2018	882679	LIFE ASSIST, INC	MEGAMOVERS, SHARPS CONTAINERS	\$233.29
239732	10/18/2018	980-4-9544-298571-18	OFFICE DEPOT, INC.	HEADPHONES, 4-PORT USB	\$33.68

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239562	10/18/2018	PettyCashKnapp	PETTY CASH FUND	REIMBURSE FOR SEPT/OCT PETTY CASH KERI	\$134.44
239567	10/18/2018	001-416588	PISTON SERVICE OF ANACORTES	BATTERY- VEH #182	\$247.14
239571	10/18/2018	001-416590	PISTON SERVICE OF ANACORTES	SUPPLIES- VEH #182	\$29.11
239572	10/18/2018	001-416561	PISTON SERVICE OF ANACORTES	PART- VEH #206	\$134.10
239984	10/18/2018	001-416591	PISTON SERVICE OF ANACORTES	PART- #7902	\$13.80
239602	10/18/2018	T594550	PLATT ELECTRIC SUPPLY INC	SUPPLIES FOR INTAKE CONTACTOR WIRING	\$119.55
239723	10/18/2018	593 54 40 8854	SAFEWAY INC	MT. ERIE ROAD RUN SUPPLIES	\$32.34
239631	10/18/2018	D18487	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	\$259.41
239632	10/18/2018	D18540	SEBO'S DO-IT CENTER	TORCH BLADE, JIGSAW BLADE	\$41.21
239635	10/18/2018	D18967	SEBO'S DO-IT CENTER	ADHESIVE	\$9.75
239637	10/18/2018	D18562	SEBO'S DO-IT CENTER	VEHICLE CLEANING SUPPLIES	\$74.37
239641	10/18/2018	D18724	SEBO'S DO-IT CENTER	WOOD SHIMS / FASTENERS	\$8.44
239767	10/18/2018	1181955	SIGNATURE FORMS, INC	BLANK CHECK STOCK (PAYROLL)	\$181.02
239665	10/18/2018	88365	VECA ELECTRIC & TECHNOLOGIES	INSTALL CABLE FOR WELDER AND TESTED	\$322.28
239669	10/18/2018	88366	VECA ELECTRIC & TECHNOLOGIES	INSTALLED TIMER PANEL FOR BLOCK HEATERS	\$1,454.64
239556	10/18/2018	113493	WALTON BEVERAGE COMPANY, INC	WWTP BREAKROOM SUPPLIES	\$70.00
239558	10/18/2018	113495	WALTON BEVERAGE COMPANY, INC	OPS/PARKS- BREAKROOM SUPPLIES	\$122.50
239568	10/18/2018	113494	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	\$192.50
239596	10/18/2018	113496	WALTON BEVERAGE COMPANY, INC	WTP BREAKROOM SUPPLIES	\$72.17
239653	10/18/2018	113492	WALTON BEVERAGE COMPANY, INC	AFD BREAKROOM SUPPLIES	\$122.50
239638	10/18/2018	9003760597	ZEP SALES & SERVICE	ZEP CLEANERS	\$508.85
239646	10/19/2018	300-10048009	ALL BATTERY SALES & SERVICE	OPERATING SUPPLIES- SOLID WASTE	\$80.29
239744	10/19/2018	114-8053576-8165803	AMAZON.COM SERVICES, INC	OFFICE SUPLIES	\$12.48
239663	10/19/2018	2902	ANACORTES TOWING, LLC	TOWING; APD CASE 18-A08284	\$162.75
239753	10/19/2018	786655	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$22.16
239715	10/19/2018	523093	CAMPBELL'S	LODGING, TRAVEL. L. BARBER, AWC EXPO CONFERENCE	\$128.99
239671	10/19/2018	710 300 0000 5	CASCADE NATURAL GAS CORP.	OPS 9/19- 10/18/18	\$419.24
239755	10/19/2018	638 000 0000 0	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. #B, 9/19-10/18/18	\$16.79
239756	10/19/2018	440 400 0000 0	CASCADE NATURAL GAS CORP.	FIDALGO CENTER 9/19-10/18/18	\$310.19
239757	10/19/2018	260 037 3822 1	CASCADE NATURAL GAS CORP.	611 R AVENUE 9/19-10/18/18	\$104.86
239758	10/19/2018	538 000 0000 1	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. 9/19-10/18/18	\$20.54
239761	10/19/2018	795 700 0000 4	CASCADE NATURAL GAS CORP.	CITY HALL 9/19-10/18/18	\$230.05
239762	10/19/2018	038 200 0000 2	CASCADE NATURAL GAS CORP.	APD 9/19-10/18/18	\$628.01
239766	10/19/2018	917 600 0000 9	CASCADE NATURAL GAS CORP.	1915 13TH ST. 9/19-10/18/18	\$18.29
239781	10/19/2018	199 800 0000 4	CASCADE NATURAL GAS CORP.	MUSEUM 9/19-10/18/18	\$28.07
239782	10/19/2018	912 800 0000 0	CASCADE NATURAL GAS CORP.	MUSEUM 9/19-10/18/18	\$126.43
239789	10/19/2018	154 700 0000 9	CASCADE NATURAL GAS CORP.	LIBRARY 9/19 - 10/18/18	\$399.64
239807	10/19/2018	674 400 0000 7	CASCADE NATURAL GAS CORP.	STA 1: 9/19 - 10/18	\$55.96

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239812	10/19/2018	169 400 0000 9	CASCADE NATURAL GAS CORP.	STA 2: 9/19 - 10/18	\$40.90
239716	10/19/2018	662 4 431 250	COSTCO WHOLESALE CORPORATION	OFFICE SUPPLIES COUNCIL CHAMBERS	\$8.45
239739	10/19/2018	662 10 69 23	COSTCO WHOLESALE CORPORATION	BREAKFAST WITH SANTA SUPPLIES	\$64.90
239805	10/19/2018	S18-101909	ENVIRO CLEAN EQUIPMENT INC	PARTS- VEH #303	\$581.59
239734	10/19/2018	WAANA108856	FASTENAL COMPANY	FASTENERS - BENCHES	\$11.25
239774	10/19/2018	WABUR206086	FASTENAL COMPANY	GLOVES	\$76.25
239754	10/19/2018	86291	FORESTER MEDIA INC.	BIORETENTION WEBINAR	\$79.00
239922	10/19/2018	1200151207	HDR ENGINEERING, INC	WTP CHLORINE CONVERSION PROJECT - 9/1/18-9/29/18	\$11,119.45
239618	10/19/2018	090-1380-03	LA HUE, BENTE & JIM	Overpayment on closed account	\$311.21
239740	10/19/2018	6079 2753 002	MICHAELS	MESSY ME & FANCY NANCY SUPPLIES	\$66.62
239989	10/19/2018	MV200040	MOTOR TRUCKS, INC	PART- VEH #613	\$1.67
239714	10/19/2018	36320110	PHILIPS HEALTHCARE	SEPTEMBER, MEAD, LEOFF1 RETIREE, PHILIPS LIFELINE	\$55.12
239759	10/19/2018	T607591	PLATT ELECTRIC SUPPLY INC	INTAKE CONTACTOR WIRING SUPPLIES	\$99.17
239648	10/19/2018	0040030-IN	REISNER DISTRIBUTOR INC	FUEL FOR PUMP STATIONS AND GENERATORS~	\$863.82
239721	10/19/2018	4342	SEASIDE AUTO BODY	SERVICE- VEH #157	\$113.93
239658	10/19/2018	208674	SEAWESTERN, INC.	AIR ANALYSIS FOR SCBA COMPRESSOR	\$131.00
239731	10/19/2018	D19342	SEBO'S DO-IT CENTER	FASTENERS	\$2.54
239735	10/19/2018	D19175	SEBO'S DO-IT CENTER	FASTENERS	\$9.18
239736	10/19/2018	D19369	SEBO'S DO-IT CENTER	PARTS- WATER DEPT	\$22.77
239741	10/19/2018	D19359	SEBO'S DO-IT CENTER	SUPPLIES- VEH #512	\$10.78
239733	10/19/2018	721894	SHELL	FUEL TRAVEL TO CONFERENCE	\$47.00
239719	10/19/2018	1Y86DT	SKAMANIA LODGE	LODGING ACCIS FALL 2018 CONFERENCE	\$360.01
239720	10/19/2018	1Y86DS	SKAMANIA LODGE	LODGING ACCIS FALL 2018 COMFERENCE	\$360.01
239326	10/19/2018	Kt556767	UNIVAR USA INC	SODIUM HYDROXIDE 25% SOLUTION	\$4,188.97
239725	10/19/2018	008229	US BANK	PARKING FOR LEADERSHIP CLASS	\$12.00
239726	10/19/2018	008260	US BANK	PARKING FOR LEADERSHIP CLASS	\$6.00
239737	10/19/2018	0713-1225-0509-1810	WALGREENS	NASA NIGHT EVENT	\$40.04
239742	10/19/2018	1218422	WASHINGTON STATE PATROL	WSP BACKGROUND CHECKS	\$12.00
239743	10/19/2018	1218424	WASHINGTON STATE PATROL	BACKGROUND CHECK	\$12.00
239724	10/20/2018	B73827/1	ACE HARDWARE	REC SUPPLIES	\$52.05
239738	10/20/2018	B73488/1	ACE HARDWARE	ADAPTER SOCKETS AND FASTENERS	\$18.85
239717	10/20/2018	113-2620822-9501009	AMAZON.COM SERVICES, INC	SENSOR - GAS	\$32.54
239718	10/20/2018	113-0851679-3164233	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$47.61
239727	10/20/2018	3486954650	HILTON HOTELS	ACCOMMODATION - LEADERSHIP CLASS	\$259.28
239852	10/20/2018	67254	LAKESIDE INDUSTRIES, INC.	1-1/4" & 1-1/2" GRAVEL- STREET DEPT	\$805.18

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239655	10/20/2018	2941	NW CLEANERS	STA 1 WEEKLY CLEANING FOR OCTOBER	\$488.00
239920	10/20/2018	2939	NW CLEANERS	JANITORIAL SERVICES AT THE ANACORTES PUBLIC LIBRARY - OCT 2018	\$2,388.00
239645	10/20/2018	00005W5A83428	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 10-20-18	\$26.22
239769	10/20/2018	000099E018428	UNITED PARCEL SERVICE, INC	SHIP SUPPLIES BACK TO ESPRI	\$16.95
239728	10/20/2018	1441510130323978	WASHINGTON STATE NARCOTICS	TRAINING REG FEE - OPEN SOURCE INTELLIGENCE CLASS: HANSEN	\$49.00
239729	10/20/2018	4248253158733095	WASHINGTON STATE NARCOTICS	TRAINING REG FEE - OPEN SOURCE INTELLIGENCE CLASS-TREVINO	\$49.00
239730	10/21/2018	112-1042910-5091451	AMAZON.COM SERVICES, INC	PATROL SUPPLIES; DIGITAL INSPECTION SNAKE CAMERA	\$97.64
239656	10/21/2018	5054865046	RICOH USA, INC	S/N C86112175 3RD FL COPIER 7/21-10/20/2018	\$1,724.46
239808	10/21/2018	8136 50 291 0005268	WAVE	FIBER LEASE WTP TO CITY HALL 11/1-11/30/2018	\$320.12
239745	10/22/2018	113-6593574-1880238	AMAZON.COM SERVICES, INC	HEFTY TRASH BAGS	\$11.73
239746	10/22/2018	113-0225355-6659429	AMAZON.COM SERVICES, INC	LYSOL WIPES	\$13.82
239747	10/22/2018	111-1004299-8104245	AMAZON.COM SERVICES, INC	TRASH BAGS	\$16.59
239748	10/22/2018	111-0387427-8724243	AMAZON.COM SERVICES, INC	DISHWASHING SOAP	\$16.60
239749	10/22/2018	113-9766497-0581025	AMAZON.COM SERVICES, INC	SPONGES	\$5.06
239750	10/22/2018	112-8288333-7562645	AMAZON.COM SERVICES, INC	MAGNETIC CLIPS	\$9.75
239751	10/22/2018	113-4075011-1906618	AMAZON.COM SERVICES, INC	BATTERIES	\$10.52
239752	10/22/2018	113-2819258-0677833	AMAZON.COM SERVICES, INC	PERMANENT MARKERS	\$10.61
239799	10/22/2018	112-6460165-8558619	AMAZON.COM SERVICES, INC	IPHONE CASE	\$19.52
239803	10/22/2018	112-9140335-0359417	AMAZON.COM SERVICES, INC	XTREME CLEEN DISINFECTANT CONCENTRATE	\$79.04
239667	10/22/2018	1990944849	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$71.30
239666	10/22/2018	786852	BAYSHORE OFFICE PRODUCTS INC	2019 CALENDARS	\$31.88
240060	10/22/2018	786811	BAYSHORE OFFICE PRODUCTS INC	OFFICE USE ITEMS	\$816.23
239801	10/22/2018	132298128172	EBAY OR PAYPAL	ROOF VENT ADAPTER	\$63.00
239991	10/22/2018	WABUR206146	FASTENAL COMPANY	SHELVING FOR DESK	\$107.14
239802	10/22/2018	H10570	FRONTIER BUILDING SUPPLY	CHLORINE SYSTEM SUPPLIES- WTP	\$84.77
239917	10/22/2018	181021	H2O SOLUTIONS, LLC	DIVE, CLEAN, AND INSPECT WATER RESERVOIRS	\$5,761.35
239987	10/22/2018	001-416896	PISTON SERVICE OF ANACORTES	PARTS- VEH #182	\$62.80

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
239647	10/22/2018	ReimbPruiett	PRUIETT, CHAD	TRAINING PER DIEM; SGT PRUIETT (HOMICIDE INVESTIGATION)	\$285.00
239777	10/22/2018	040498	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$15.82
239804	10/22/2018	D20947	SEBO'S DO-IT CENTER	ROPE	\$9.75
239809	10/22/2018	8125826431	SHRED-IT USA, LLC	CONTAINER SHREDDING - CITY HALL	\$38.83
239976	10/22/2018	8125823545	SHRED-IT USA, LLC	OLD RECORDS DESTROYED - APD	\$52.32
239838	10/22/2018	136285	SKAGIT CYCLE CENTER	BIKE PATROL SUPPLIES	\$55.29
239657	10/22/2018	refund inv 17035	TESORO NORTHWEST COMPANY	REFUND OVERPAYMENT ON COA AR INVOICE 17035	\$7,011.81
239800	10/22/2018	19870	THIRD PLACE BOOKS	BOOKS YS	\$28.60
239798	10/22/2018	102405721	ULINE, INC.	ALUMINUM BASE FOR POTABLE AIR COMPRESSOR	\$480.80
239834	10/23/2018	B74838/1	ACE HARDWARE	PARTS- VEH #182	\$14.93
239836	10/23/2018	B75250/1	ACE HARDWARE	OPERATING SUPPLIES- WATER DEPT	\$40.99
239841	10/23/2018	B74905/1	ACE HARDWARE	CONDUIT	\$84.68
239846	10/23/2018	114-0699493-3353858	AMAZON.COM SERVICES, INC	PAPER TOWELS	\$123.88
239770	10/23/2018	10-23-2018	AMERICAN ALLIANCE OF MUSEUMS	PROFESSIONAL MEMBERSHIP	\$275.00
239978	10/23/2018	2904	ANACORTES TOWING, LLC	TOWING; APD CASE 18-A08381	\$162.75
239783	10/23/2018	ReimbBarber	BARBER, LYNN	REIMBURSEMENT FOR TRAVEL EXPENSES	\$165.00
239778	10/23/2018	786944	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$18.21
239813	10/23/2018	ReimbBryan	BRYAN, TRAVIS	SUBSISTENCE: HAZMAT CLASS	\$45.00
239833	10/23/2018	1821	BUBBA SUDZ CAR WASH, INC.	CAR DETAIL- VEH #051	\$217.00
239806	10/23/2018	3642556	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$41.45
239957	10/23/2018	ReimbDavis	DAVIS, RICK	SUBSISTENCE, TRAVEL FOR LEADERSHIP	\$327.69
239837	10/23/2018	WAANA108970	FASTENAL COMPANY	28 PC PUNCH SET	\$23.34
239776	10/23/2018	ReimbJackson	JACKSON, MCARTHUR	LIBRARY USE ITEMS	\$107.42
239839	10/23/2018	12492622	KODIAK CUTTING TOOLS	OPERATING SUPPLIES- VEH #182	\$63.66
239843	10/23/2018	193983	MEDICAL WAREHOUSE, INC	ASSORTED GURNEY STRAPS	\$224.50
239835	10/23/2018	E06006SDHC	MICROSOFT CORPORATION	AZURE GOVERNMENT PAY-AS-YOU-GO	\$1,033.63
239844	10/23/2018	81625	PORT OF ANACORTES	FUEL- #90011	\$36.59
239832	10/23/2018	D21039	SEBO'S DO-IT CENTER	SILICONE/MASKING TAPE	\$28.45
239842	10/23/2018	D21160	SEBO'S DO-IT CENTER	CONDUIT	\$12.09
239845	10/23/2018	D21350	SEBO'S DO-IT CENTER	OPERATING SUPPLIES- WATER DEPT	\$55.04
240078	10/23/2018	040596	SEBO'S DO-IT CENTER	MAINTENANCE	\$6.03
239760	10/23/2018	Noble	SKAGIT COUNTY AUDITOR'S OFFICE	LIEN RELEASE NOBLE 1502 39TH ST	\$38.00
239956	10/23/2018	18-24	SKAGIT COUNTY FIRE DIST #6	FIRE OFFICER 1 CLASS: BERG, SWAIN,	\$1,050.00
239790	10/23/2018	050802918	THE SEATTLE TIMES	LIBRARY SUBSCRIPTION RENEWAL 11/9/18-11/7/19	\$624.00
240000	10/23/2018	114-7535999	UNITED SITE SERVICES, INC	INTAKE STATION PORTA-POTTI RENTAL	\$22.98

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
239840	10/24/2018	111-2823610-9185034	AMAZON.COM SERVICES, INC	PART- VEH #182	\$16.26
239847	10/24/2018	114-0699493-3353858	AMAZON.COM SERVICES, INC	2019 PLANNER	\$10.05
239953	10/24/2018	1990949074	ARAMARK	STA 3 MAT SERVICE: 10/24	\$21.70
239815	10/24/2018	3646759	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	\$2.74
239858	10/24/2018	989 800 0000 8	CASCADE NATURAL GAS CORP.	WWTP 9/19-10/18/18	\$94.38
239975	10/24/2018	201131221	CRIMINAL JUSTICE TRAINING	TRAINING REGISTRATION; HOMICIDE INVESTIGATIONS: PRUIETT AND BUFFUM	\$150.00
239857	10/24/2018	9477	ECO-COUNTER INC.	PEDESTRIAN/CYCLISTS COUNTER & ACCOUNT	\$5,855.00
240058	10/24/2018	011080239	GALLS, LLC.	UNIFORM BOOTS; CORP LEETZ	\$251.36
239850	10/24/2018	60377/2	H.B. JAEGER	WATER PARTS- INVENTORY	\$238.27
239851	10/24/2018	60375/2	H.B. JAEGER	WATER PARTS- INVENTORY	\$209.77
239970	10/24/2018	60378 /2	H.B. JAEGER	PIPING MATERIALS FOR CHLORINE PROJECT	\$2,054.17
239855	10/24/2018	ContractMiles	MILES, HEIKO	REFEREE FOR U12 SOCCER MATCHES (10)	\$300.00
240076	10/24/2018	PettyCashYerby	PETTY CASH FUND	EDUCATION SUPPLIES	\$17.89
239985	10/24/2018	001-417065	PISTON SERVICE OF ANACORTES	PARTS- VEH #182	\$6.16
239988	10/24/2018	331 0429603	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	\$55.71
239990	10/24/2018	331 0429619	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE INTERN TH	\$6.19
239972	10/25/2018	B75951	ACE HARDWARE	SUMP PUMP	\$136.70
239899	10/25/2018	1990951139	ARAMARK	OPS: MAT CLEANING 10/25/18	\$70.13
239910	10/25/2018	1990951138	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	\$57.86
239954	10/25/2018	1990951128	ARAMARK	STA 2 MAT SERVICE: 10/25	\$21.70
239955	10/25/2018	1990951129	ARAMARK	STA 1 MAT SERVICE: 10/25	\$21.70
239979	10/25/2018	1990951132	ARAMARK	APD NYLON MATS CLEANED	\$16.28
240065	10/25/2018	245001	BAY CITY SUPPLY	EXTRACTOR REPAIR	\$229.26
239900	10/25/2018	787112	BAYSHORE OFFICE PRODUCTS INC	OPS- OFFICE SUPPLIES	\$124.29
240077	10/25/2018	787291	BAYSHORE OFFICE PRODUCTS INC	EDUCATION SUPPLIES	\$10.38
239952	10/25/2018	8498 30 017 0487207	COMCAST	CITY HALL INTERNET CONNECTION 11/5-12/4/18	\$191.12
239963	10/25/2018	21323	ECONOWASH LAUNDRY & DRY	OCTOBER LAUNMDRY	\$1,024.78
240056	10/25/2018	21326	ECONOWASH LAUNDRY & DRY	UNIFORM CLEANING; OCTOBER 2018	\$451.90
239981	10/25/2018	011085236	GALLS, LLC.	BIKE PATROL UNIFORM SHIRT; SCHEEPERS	\$71.04
239849	10/25/2018	60376/2	H.B. JAEGER	WATER PARTS- INVENTORY	\$179.24
239916	10/25/2018	60471/2	H.B. JAEGER	SUPPLIES- WATER DEPT	\$299.46
239992	10/25/2018	60472 /2	H.B. JAEGER	HYDRANT REPAIR KIT X 2	\$265.64
240084	10/25/2018	83520284	INFOGROUP, INC	BOOK - ADULT REFERENCE	\$314.65
239902	10/25/2018	2945	NW CLEANERS	LTAC HEART RESTROOM CLEAN	\$1,650.00
240061	10/25/2018	2947	NW CLEANERS	JANITORIAL SERVICES FOR CITY HALL AND ASAC 9/21, 9/24, 10/8 & 10/9	\$1,000.00

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
239986	10/25/2018	001-417165	PISTON SERVICE OF ANACORTES	PARTS- VEH #182	\$40.37
240052	10/25/2018	Z364315	PLATT ELECTRIC SUPPLY INC	PUMP STATION 11 TERMINAL BOX AND FITTINGS	\$212.45
239856	10/25/2018	30000003000008	PUGET SOUND ENERGY INC	ENERGY BILLING FOR WWTP & PUMP STATIONS	\$14,225.64
239996	10/25/2018	P1552-21	QCC QUALITY CONTROLS CORP.	ON CALL WTP ISOP PUMP CONTROL STRATEGY IMPROVEMENTS - OCT 2018	\$9,500.00
239997	10/25/2018	P1552-20	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WTP - 6/5/18-10/19/18	\$1,472.50
239971	10/26/2018	B76369	ACE HARDWARE	BULBS	\$21.46
240050	10/26/2018	787531	BAYSHORE OFFICE PRODUCTS INC	CHAIR MAT FOR HR	\$79.69
239904	10/26/2018	00441-AUG18	CAMPBELL LAW FIRM	PUB DEF CONFL	\$71.50
239905	10/26/2018	00435-AUG18	CAMPBELL LAW FIRM	PUB DEF CONFL	\$52.00
239906	10/26/2018	00454-AUG18	CAMPBELL LAW FIRM	PUB DEF CONFL	\$13.00
239907	10/26/2018	00414-AUG18	CAMPBELL LAW FIRM	PUB DEF CONFL	\$422.50
239908	10/26/2018	00470-AUG18	CAMPBELL LAW FIRM	PUB DEF CONFL	\$78.00
239909	10/26/2018	00486-AUG18	CAMPBELL LAW FIRM	PUB DEF CONFL	\$208.00
239911	10/26/2018	00437-AUG18	CAMPBELL LAW FIRM	PUB DEF CONFL	\$19.50
239912	10/26/2018	00337-AUG18	CAMPBELL LAW FIRM	PUB DEF CONFL	\$32.50
239913	10/26/2018	00240-AUG18	CAMPBELL LAW FIRM	PUB DEF CONFL	\$52.00
239914	10/26/2018	00408-AUG18	CAMPBELL LAW FIRM	PUB DEF CONFL	\$104.00
239915	10/26/2018	00463-AUG18	CAMPBELL LAW FIRM	PUB DEF CONFL	\$84.50
239901	10/26/2018	0991725	HONEY BUCKET	MT. ERIE PORTABLE RESTROOM - OCT 17-NOV. 13	\$119.50
239897	10/26/2018	2948	NW CLEANERS	DEEP CLEANING-WASH. PARK RESTROOMS	\$275.00
239958	10/26/2018	2949	NW CLEANERS	WINDOW WASHING, STA 1	\$800.00
239903	10/26/2018	001-417213	PISTON SERVICE OF ANACORTES	SUPPLIES- WATER DEPT	\$125.42
240053	10/26/2018	T667869	PLATT ELECTRIC SUPPLY INC	PUMP STATION 11 JUNCTION BOX MATERIALS	\$233.13
239967	10/28/2018	4314	VALLEY DRYWALL, INC	OPERATIONS FACILITY REMODEL - DRYWALL	\$17,360.00
239966	10/29/2018	98	AQUA-TERR SYSTEMS INC	VOLUNTEER PARK MASTER PLAN	\$5,188.74
239998	10/29/2018	1990954992	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$79.62
239983	10/29/2018	400450	BEE SAFE EDUCATION & TRAINING	BABYSITTING CLASS - 20 PARTICIPANTS	\$700.00
239980	10/29/2018	ReimbIngram	INGRAM, KATIE	TRAINING PER DIEM; RECORDS SUP INGRAM	\$32.00
240073	10/29/2018	72254705	INTERSTATE BATTERIES	BATTERY- #158	\$133.40
239974	10/29/2018	ReimbNations	NATIONS, JACQUELINE	UNIFORM PATCHES; SGT NATIONS	\$36.00
240054	10/29/2018	T678498	PLATT ELECTRIC SUPPLY INC	PUMP STATION 11 JUNCTION BOX MATERIAL	\$35.74
239977	10/29/2018	ReimbRollo	ROLLO, JAMES	REIMBURSEMENT FOR WTP OP 2 APPLICATION, EXAM	\$187.00
239993	10/29/2018	Pay App 2	TRINITY CONTRACTORS, INC	2018-2019 STORM POND MAINTENANCE	\$13,386.85
239969	10/29/2018	181282	T-SHIRTS BY DESIGN	UNIFORM HATS, T-SHIRTS, PANTS,	\$1,384.68
239999	10/29/2018	9816899138	VERIZON WIRELESS	SCADA COMMUNICATIONS FOR PUMP STATIONS	\$1,089.64
240070	10/30/2018	WWTP Lab Accred	DEPARTMENT OF ECOLOGY	ACCREDITATION FOR WWTP LAB	\$840.00

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount
240083	10/30/2018	Prepay	SCHOOL LIBRARY JOURNAL	SCHOOL LIBRARY JOURNAL 12/18-12/19	\$136.99
240082	10/31/2018	October 31, 2018	ANACORTES CHAMBER OF COMMERCE	LTAC CHAMBER 2% FERRY ADVERTISING	\$9,017.49
239649	11/1/2018	20181101	CHOWANEC, WILLIAM	STA 3 RENT NOVEMBER	\$2,160.00
240051	11/1/2018	November	SKAGIT LAW GROUP PLLC	PROSECUTION SERVICES CONTRACT NOVEMBER 2018	\$6,000.00
240086	11/1/2018	0542005-001	UNUM LIFE INS CO OF AMERICA	NOVEMBER LEOFF LONG-TERM CARE PREMIUM	\$1,024.90

Total **\$475,184.38**



City Council Contract Agenda Bill

Meeting Date: 11/5/2018 **Agenda Item:** 5c

Subject: Contract Award - Operations Facility HVAC System Install #18-134-FAC-001

Staff Contact: Fred Buckenmeyer

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

Summary Statement: City staff seeks City Council consent to award a contract in the amount of \$47,799.97 to Stilly River Mechanical, Inc. to perform the Operations Facility HVAC System Install project. The project provides for the materials, equipment and labor to furnish and install a new HVAC system for the central and north portions of the Operations Building.

Background:

1. **History:** We have been in a 2 year long project to modernize the operations building. The original heating system was designed and constructed in 1976/77 to serve the facility in an open environment and has reached the end of its useful life. The new configuration requires a modernized and an individualized direct discharge approach versus the old system of discharging into a large space with a limited amount of vents and registers.
2. **Key Terms:**
 - Total contract price of \$47,799.97 which includes \$3,744.70 in sales tax.
 - The Contractor shall complete the work by December 14, 2018.
3. **Competitive Bidding:** In accordance with competitive bid requirements set forth under RCW 39.04.155 - Small Works Roster Contract Procedures, on October 17, 2018 an Invitation to Bid was sent to all contractors in the appropriate small works roster category. Three bids were received by the deadline on 10/26/18 at 2:00pm, and Stilly River Mechanical, Inc. was determined to be the lowest responsible bidder. The bid tabulation is attached.

Previous Council/Committee Action: A [presentation](#) on the Operations Facility Remodel was also given at the [3/26/18](#) meeting.

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract 18-134-FAC-001 with Stilly River Mechanical, Inc. in the amount of \$47,799.97 to perform the Operations Facility HVAC System Install project.

Alternative Actions: Cancel the project which would leave the Operations Facility without heat or climate control.

Attachments: Bid tabulation, Scope of Work, Contract 18-134-FAC-001

Contractor	Stilly River Mechanical, Inc.
Contract Amount	\$47,799.97
Earmarked Funds	None
BARS #	001.713.594.53.62
Budget Amendment Required?	No
Start Date	Inception
End Date	12/14/18

CITY OF ANACORTES TABULATION OF BIDS - Small Works Roster

Bid Item: Operations Facility HVAC System Install 18-134-FAC-001

Department: Facilities

Date: 10/26/2018

Time: 2:00pm

DATE/TIME IN		COMPANY	BID AMOUNT
1.	10/25/18 - 5:43pm	Handy's Heating, Inc.	\$61,054.04
2.	10/26/18 - 9:28am	Barron Heating	\$118,807.50
3.	10/26/18 - 1:00pm	Stilly River Mechanical	\$47,799.97
4.			
5.			

SCOPE OF WORK

All work to be performed between the hours of 7:00am and 4:30pm Monday-Friday excluding and City observed holidays. All work must conform to building and electrical codes and bidder is responsible for any and all permits that may be required.

Contractor shall furnish and install a new HVAC system for the central and north portions of the Operations Building located at 2201 37th St, Anacortes, WA 98221, all in accordance with the attached drawings and specifications, and the Contract Provisions.

The scope of work includes the following:

1. Furnishing and installing four each recessed 4-way ceiling cassettes in each of the north offices (4).
2. Furnishing and installing an associated outdoor heat pump unit on wall mounted equipment rack exterior to building.
3. Furnishing and installing two each recessed 4-way ceiling cassette to serve the Conference Room (1) and the Fleet Office (1).
4. Furnishing and installing an associated outdoor heat pump unit on wall mounted equipment rack exterior to building.
5. Furnishing and installing a wall mounted indoor air-conditioning unit to serve the IT Room.
6. Furnishing and installing as associated outdoor condensing unit on a wall mounted equipment rack exterior to building.
7. Furnishing and installing new wall mounted cassettes to serve the Administrative Offices and Fleet Mechanics Office.
8. Furnishing and installing a new DOAS (dedicated outside air system) to provide outside ventilation air to each of the new office spaces within the building.
9. Furnishing and installing duct work to distribute the ventilation air to each of the new offices.
10. Furnishing and installing new grilles and diffusers where required.
11. Furnishing and installing controllers for each of the indoor units.
12. Connecting vent to exhaust fans into existing collector box in the men's bathroom.
13. Move the existing open area furnace.
14. Performing check, test, and startup of new split systems to ensure correct operation.
15. Coordination with Owner during construction/remodel phase for structure penetrations.
16. Coordination with other trades.
17. Perform or subcontract insulation contractor for mechanical insulation of duct work and refrigeration lines.
18. Perform or subcontract TAB contractor to balance final airflows on ducted unit serving offices and Mechanics Office.
19. Warranty, which includes one-year labor and materials on all new work installed, plus extended manufacturer's warranties as applicable,



Operations Facility HVAC System Install 18-134-FAC-001
EXHIBIT A – Bid Proposal

Company Name: Stilly River Mechanical, Inc.

Email: office@stillyrivermechanical.com

Date: 10/24/2018

Address of Bidder: 29610 92nd Ave NW Ste 5-204, Stanwood WA 98292

Telephone No.: (360) 387-3788

Labor and Industries Account No.: 182,064-00

Having carefully examined all drawings & specifications prepared by the City of Anacortes, as well as the premises and conditions affecting the work, the Undersigned proposes to furnish all labor, equipment, and materials and perform all work, in accordance with the terms & conditions and prevailing wage requirements, which price is hereby designated as to the total proposal price for all necessary work.

Bidders are required to submit price in Lump Sum. The lowest responsive, responsible Bid will be determined following Bid Opening. Prices shall be unconditional and remain firm for a period not less than 60 days from the date of bid opening. Upon request, successful Bidder shall furnish a price breakdown for the Lump Sum amount.

Line	Qty	Description	Cost
1	1	Operations Facility HVAC System Install as detailed in the Invitation to Bid 18-134-FAC-001	\$ 44055.27
8.5% Sales Tax:			\$ 3744.70
Total:			\$ 47799.97

ADDENDA: Bidder acknowledges review of all Addenda through No. 0

COMPLIANCE WITH SPECIFICATIONS

The proposed equipment must fully comply with the Scope of Work to qualify as a responsive bid. Bidder must attach additional information or pages listing all deviations and substitutions or proposed "as equal" component to the specifications which are included with this Bid. A completed list of proposed deviations and substitutions will be required to enable the Owner to evaluate whether the proposed items comply with the requirements of the specifications, to be determined by the Owner in the Owner's sole discretion.

AUTHORIZATION

I, Shannon Saylor Shannon Saylor (sign and print name) authorize the above bid and I have the authority to enter into contracts on behalf of the business or other entity I represent.

CONTRACT 18-134-FAC-001
AGREEMENT WITH
STILLY RIVER MECHANICAL, INC.

This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and Stilly River Mechanical, Inc. a private contractor at 29610 92nd Ave NW, Ste 5-204, Stanwood, WA 98292 (herein after referred to as "Contractor").

Operations Facility HVAC System Install

1. **Scope of Work:** Contractor shall furnish all materials, equipment and labor to install a new HVAC system for the central and north portions of the Operations Building located at 2201 37th St. in Anacortes. Work shall be in accordance with and as described in the City of Anacortes document entitled "ITB Operations Facility HVAC System Install 18-134-FAC-001", which is hereby incorporated by reference and made a part hereof.
2. **Contract Price:** The Contractor will do the scope of work above for a total fixed price of **Forty-Seven Thousand Seven Hundred Ninety-Nine Dollars and Ninety-Seven Cents (\$47,799.97)**, which includes \$3,744.70 in tax. This includes all labor, materials, and standard freight for the project. Before any payment is made by the City of Anacortes of sums under this contract, the contractor must provide a copy of the statement of *Intent to Pay Prevailing Wage* approved by the Department of Labor and Industries. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the contractor will be retained.
3. **Bonds:** Pursuant to RCW 39.08.010, the Contractor shall provide the City a performance bond and payment bond for the full contract amount to be in effect as detailed in the incorporated General Provisions. The City may at its option release the bonds once all the conditions of RCW 39.08.010-1a have been discharged.
4. **Time of Completion:** The Contractor shall complete the work by December 14, 2018.
5. **Job Safety:** Contractor shall comply with all Department Labor and Industries and City of Anacortes safety standards while on the job.
6. **Contract Requirements:** Contractor must have a contractor license number, insurance, and City of Anacortes business license. **Prevailing Wage Law Applies.**
Forms Needed:
 - 1) Proof of Insurance with Additional Insured Endorsement (see General Provisions)
 - 2) Intent to Pay Prevailing Wage
 - 3) Affidavit of Wages Paid
 - 4) Performance Bond
 - 5) Payment Bond
 - 6) Certification of Compliance with Wage Payment Statutes
7. **Contract Documents:** The attached General Provisions and referenced Invitation to Bid are included in this Contract Agreement.

The Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents.

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

Owner:
City of Anacortes

Mayor

Date _____

Contractor:
Stilly River Mechanical, Inc.

Signature

Printed Name

Date _____

1. Delivery. Advance coordination of the work shall be made with the Project Manager Mac Jackson, 360-299-1961.

2. Subcontracts. The Contractor shall give notice reasonably in advance of placing any subcontract; preferably the Contractor shall identify subcontracts before subcontracted work begins. "Subcontract" means any contract entered into by a Sub-Contractor to furnish supplies or services for performance of the prime Contractor or a Sub-Contractor. 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-Contractor, (iv) proposed subcontract price.

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

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

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

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

4. Invoicing. All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Title, Agreement Number and Price, or Amended Price. The Contractor must invoice at least **MONTHLY** for quantities delivered during the invoice period. Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org. Contractors may complete a City furnished ACH/EFT form to receive electronic payments directly to their financial institution.

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

5. Withholding Payment. In the event the City determines that the Contractor has failed to perform any obligation under this Contract within the times set forth in this Contract, then the City may withhold from amounts otherwise due and payable to Contractor the amount determined by the City as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to terminate or damages, provided that the City promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than 8 days after it determines to withhold amounts otherwise due. A determination of the Public Works Director set forth in such notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provisions of the Disputes clause of this Contract. The City may act in accordance with any determination of the Public Works Director which has become conclusive under this clause, without prejudice to any other remedy under the Contract, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount so paid or incurred from amounts due to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Contractor by reason of good faith withholding by the City under this clause.

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

7. Inspection.

A. Of the Work

All materials furnished and work done shall be subject to inspection. The City Project Manager administering the Contract shall at all times have access to the work wherever it is in progress or being performed, and the

Contractor shall provide proper facilities for such access and inspection. Such inspection shall not relieve the Contractor of the responsibility of performing the work correctly, utilizing the best labor and materials in strict accordance with the Specifications of the Contract. All material or work approved and later found to be defective shall be replaced without cost to the City.

B. Project Manager's Authority

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

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

9. Defense and Indemnity Agreement. The Contractor shall defend, indemnify and hold the City, its appointed and elective officers, officials, employees and volunteers harmless from any and all claims, injuries, including death at any time resulting there from, damages, losses or suits including attorney fees, to the extent caused by negligent acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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

10. Insurance.

A. Insurance Term

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

B. No Limitation

The Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. **The City of Anacortes and**

its officers, elected officials, employees, agents, and volunteers shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.

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

D. Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

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

E. Public Entity Full Availability of Contractor Limits

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

F. Other Insurance Provision

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

G. Acceptability of Insurers

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

H. Verification of Coverage

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

I. Subcontractors' Insurance

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

J. Notice of Cancellation

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

K. Failure to Maintain Insurance

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

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

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

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

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

15. The City's Right to Terminate Agreement.

A. Termination for Default

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

B. Termination for Public Convenience

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

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

17. 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.

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

19. Disputes

A. General

Differences between the Contractor and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other

appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. Notice of Potential Claims

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

C. Detailed Claim

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

D. Dispute Resolution

In the event of a dispute between the City and the Contractor arising out of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Contractor to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute. In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties. If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

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 Contractor shall have no recourse against the City.

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

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

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

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

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

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

Release of Bonds

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

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

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

26. Retainage. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the Contractor will be retained. The Contractor may elect to execute a Retainage Bond. The bond must be furnished on a bond form standardized by the City Attorney's office and issued by a surety currently authorized by the State Insurance Commissioner to do business in Washington State.

Retainage will be released **45 days after final acceptance**, provided that the following has occurred:

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

27. WASHINGTON STATE PREVAILING WAGES

Washington State Prevailing Wages apply to all Work. The Contractor and any of its Subcontractors are required to pay their laborers and mechanics minimum wage in compliance with Washington State Prevailing Wage Laws. The applicable provisions are as follows:

Before any payment is made by the City of Anacortes of any sums under this contract, the contractor and each subcontractor must provide the City with a copy of the statement of *Intent to Pay Prevailing Wages* approved by the Washington State Department of Labor and Industries (L&I).

Following contract completion, the City will not release any funds retained, according to the provisions of RCW 60.28.010, until the contractor and each subcontractor has provided the City a copy of the *Affidavit of Wages Paid* approved by L&I. L&I provides the wage forms. Payment by the contractor or subcontractor of any fees are incidental to the project and all costs shall be included in other pay items of the project.

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

The State of Washington prevailing wage rates applicable for this public works project, which is located in Skagit County, may be found at the following website address of the Department of Labor and Industries: <https://fortress.wa.gov/lni/wagelookup/prvwagelookup.aspx>. The prevailing wage schedule in effect for the work under the contract will be 10/26/2018. A copy of the applicable prevailing wage rates are also available for viewing at the office of the Owner, located at 904 6th Street, Anacortes, WA. Upon request, the Owner will mail a hard copy of the applicable prevailing wages for this project.



City Council Agenda Bill

Meeting Date: 11/5/2018 **Agenda Item:** 5d

Subject: Street Fair Applications: Christmas Tree Lighting Event & Christmas Parade

Staff Contact: Fred Buckenmeyer, Don Measamer

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

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

Summary Statement: Street Fair Applications for Christmas Tree Lighting Event December 7, 2018 – 5:15-7:15 p.m. & Christmas Parade, December 8 – 10 a.m. to noon

Background: Annual community event on Friday, December 7, by Anacortes Chamber of Commerce, includes lighting of Christmas tree, stage performances, Santa Claus, music and hot cocoa. Event coincides with December Art Walk. Street closure includes Commercial Ave from 8th to 10th Streets and 1/2 block of 9th between Commercial and Q and full block of 9th between Commercial and O Street. Annual community event by the Lions Club - parade route south on Commercial from 3rd Street to 10th Street, turning west on 10th to N Avenue and completing the route at Causland Memorial Park. Line up for parade begins on O Avenue between 4th & 3rd Streets to Commercial & 3rd. Line up begins at 10 a.m., parade begins at 11 a.m. and entire event concludes at 12:30 p.m. Parade includes marching groups, walking participants, music, horses, and vehicles.

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

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: NA

Competing Viewpoints Considered: NA

Recommended Motion: I move to approve the street fair applications as submitted

Alternative Actions: Deny the request(s)

Attachments (listed in order presented): Christmas Tree Lighting Application, Christmas Parade Application and attached memorandums from F. Buckenmeyer.



STREET FAIR APPLICATION

Date Received: _____ Received by: _____ City Council Approved: _____

NAME OF EVENT Christmas Tree Lighting

DATES of Event Friday, December 7, 2018

TIME of Day 5:15pm - 7:15pm

NATURE/PURPOSE of Event Community Tree Lighting Celebration

PARTICIPANTS/Attendees (estimated number) 250-300

LOCATION of Event (include locations and dimensions of any structure to be erected, dimensions of street/right-of-way to be used and dimensions of same to remain unobstructed) _____

Tree lighting and stage performances in the chamber parking lot, overflow onto Commercial & 9th Street

DESCRIPTION of Event Christmas event with carolers, bands, Santa, tree lighting and hot cocoa

FACILITIES requested (street, sidewalk, park, etc.) Please close 9th from the back parking lot of Chamber to the west side of Commercial. Please close commercial from 10th to 8th and at 9th & O Street

Dates/hours requested 5:15pm - 7:15pm 12/7/2018

EQUIPMENT requested Reader board - Caution Children

Dates/hours requested _____

SERVICES requested (eg. Custodial, traffic control) Traffic Control

Dates/hours requested 5:15pm - 7:15pm 12/7/2018

PARKING (include locations and dimensions of parking space to be available/provided) _____

Street parking

INSURANCE (Certificate of Insurance must be submitted with Application)

Required X Not Required _____

FEES (itemize any Admission fees/space rental fees/sale of items/solicitation of funds) _____

No fees

APPLICANT/ORGANIZATION (Name) Anacortes Chamber of Commerce

Name of responsible person Heather Miller Phone # 360-293-7911

Address 819 Commercial Ave, Suite F

Anacortes, WA 98221 Date of Birth 9 / 30 / 1966

Event and contact information to be included on the City website:

Contact Name _____ Phone # _____

Contact Address _____

Email Address hmler@anacortes.org Website address Anacortes.org

Event Address _____ Hours of Event 5:30-7pm

Does your event require vendor(s) or participant(s) to sign up to participate? No vendors

The undersigned agrees to assume responsibility for the above-described event, and to abide by all conditions stipulated upon acceptance of permit.

Signature Heather Miller Date 10-15-18

* FOR OFFICE USE ONLY *

	Initials	Comments (Stipulate Conditions of Approval on Reverse)
Mayor	_____	_____
Building	<u>✓</u>	_____
Fire	<u>✓</u>	_____
Parks	<u>✓</u>	_____
Police	<u>✓</u>	_____
Public Works	<u>✓</u>	_____
City Council	_____	_____

* PERMIT *

Permit will be issued after review by above Department Heads and City Council subject to the following conditions: Compliance with all City Ordinances, Compliance with Department with Public Works regulations, and Submittal of Certificate of Insurance saving the City harmless from all liability.



TO: City Council Members, Mayor Gere
FROM: Fred Buckenmeyer, Director of Public Works
DATE: November 5, 2018
SUBJECT: Christmas Tree Lighting Event

Sponsor/Organizer: Anacortes Chamber of Commerce, Heather Miller

Location: Commercial Ave from 8th to 10th Streets and 1/2 block of 9th between Commercial and Q and full block of 9th from Commercial to O Street

Dates & Times:

Friday, December 7, 2018
5:15 to 7:15 p.m.

Background: Annual Christmas Tree lighting event at Chamber; coincides with December Art walk and includes stage performances in the parking lot with overflow into street.

Parking Restrictions:

Restricted in designated areas

Public Works Services:

None

Police Services: Traffic Control

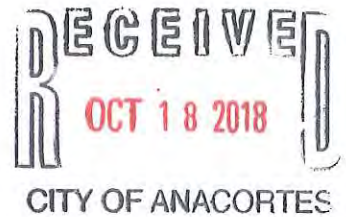
Recommendations: Staff recommends approval subject to applicant's submitted request

Proposed Motion: Recommend approval

Emergency Contact Numbers:

Heather Miller, 360-293-7911

cc: Marcia Hunt



STREET FAIR APPLICATION

Date Received: _____ Received by: _____ City Council Approved: _____

NAME OF EVENT ANACORTES WIONS CLUB CHRISTMAS PARADE

DATES of Event 8 DECEMBER 2018

TIME of Day 10:00 AM TO 12:00 AM

NATURE/PURPOSE of Event CHRISTMAS PARADE

PARTICIPANTS/Attendees (estimated number) 20 MEMBERS PLUS POLICE

LOCATION of Event (include locations and dimensions of any structure to be erected, dimensions of street/right-of-way to be used and dimensions of same to remain unobstructed) WALKING PARADE WITH MARCHING BAND - SOUTH on COMMERCIAL from 3rd Street to 10th; Right on 10th, crossing OAVE to N, turning right on N Ave ending at Casland Park.

DESCRIPTION of Event MARCHING WITH SANTA

FACILITIES requested (street, sidewalk, park, etc.) marching on street

Dates/hours requested 10 AM to 12:00 AM

EQUIPMENT requested POLICE & FIRE DEPARTMENT, Civilian Patrol POLICE AND TO LEAD AND BLOCK TRAFFIC

Dates/hours requested 10:00 AM & to 12:00 8 DECEMBER 2018

SERVICES requested (eg. Custodial, traffic control) Traffic control

Dates/hours requested 10:00 AM to 12:00 AM 8 DEC 2018

PARKING (include locations and dimensions of parking space to be available/provided) _____

INSURANCE (Certificate of Insurance must be submitted with Application)

Required _____ Not Required ✓

FEES (itemize any Admission fees/space rental fees/sale of items/solicitation of funds) NONE

APPLICANT/ORGANIZATION (Name) ANACORTES LIONS CLUB

Name of responsible person DONALD YANKALY Phone # 360-293-9218

Address 13995 TRAFON ROAD

Date of Birth / / 1945

Event and contact information to be included on the City website:

Contact Name _____ Phone # _____

Contact Address _____

Email Address DONALDRENALE@HOTMAIL.COM Website address _____

Event Address _____ Hours of Event _____

Does your event require vendor(s) or participant(s) to sign up to participate? _____

The undersigned agrees to assume responsibility for the above-described event, and to abide by all conditions stipulated upon acceptance of permit.

Signature Donald L. Yankaly Date _____

* FOR OFFICE USE ONLY *

	Initials	Comments (Stipulate Conditions of Approval on Reverse)
Mayor	_____	_____
Building	<u>✓</u>	_____
Fire	<u>✓</u>	_____
Parks	<u>✓</u>	_____
Police	<u>✓</u>	_____
Public Works	<u>✓</u>	_____
City Council	_____	_____

* PERMIT *

Permit will be issued after review by above Department Heads and City Council subject to the following conditions: Compliance with all City Ordinances, Compliance with Department with Public Works regulations, and Submittal of Certificate of Insurance saving the City harmless from all liability.



TO: City Council Members, Mayor Gere
FROM: Fred Buckenmeyer, Director of Public Works
DATE: November 5, 2018
SUBJECT: Lions Club Christmas Parade

Sponsor/Organizer: Lions Club, Don Yankacy

Location: Commercial Ave from 3rd to 10th Streets and 10th Street between Commercial and N Avenue to Causland Memorial Park

Dates & Times:

Saturday, December 8, 2018
10 a.m. to 12:30 p.m.

Background: Annual community event by the Lions Club - parade route from 3rd Street on Commercial to 10th Street, turning west on 10th to N Avenue and completing the route at Causland Memorial Park. Line up for parade begins on O Avenue between 4th & 3rd Streets to Commercial & 3rd. Line up begins at 10 a.m., parade begins at 11 a.m. and entire event concludes at 12:30 p.m. Parade includes marching groups, walking participants, music, horses, and vehicles.

Parking Restrictions:

Restricted in designated areas

Public Works Services:

None

Police Services: Traffic Control

Recommendations: Staff recommends approval subject to applicant's submitted request

Proposed Motion: Recommend approval

Emergency Contact Numbers:

Don Yankacy, 360-293-9218

cc: Marcia Hunt



City Council Contract Agenda Bill

Meeting Date: 11/5/2018 **Agenda Item:** 5e

Subject: Contract Modification – Rapid Flashing Beacons Installation 18-006-TRN-002

Staff Contact: Fred Buckenmeyer

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

Action Type: Contract Modification

Summary Statement: City staff seeks Council consent to issue a contract modification to Larry Brown Construction, Inc. in the amount of \$9,173.67, increasing the total contract price to \$33,814.02, to increase the scope of work to include installing three, instead of two, rectangular rapid flashing beacons.

Background:

1. **Reason for Contract Change:** We are adding one additional rectangular rapid flashing beacon (RRFB) to the contract. This RRFB will be used to replace an existing RRFB at the intersection of 32nd Street and M Avenue that was damaged when an automobile ran into it. There are RRFBs installed on both sides of the crosswalk on 32nd street to aid in the crossing of pedestrian traffic.
2. **History:** This work is part of the 2018 Bike Boulevard Project and originally included providing and installing two rapid flashing beacons at the SR20 & L Avenue pedestrian crossing. The modification increases the quantity of RRFBs from two to three.
3. **Key Terms:** increase of \$9,173.67, no addition to the term of agreement
4. **Competitive Bidding:** Pursuant to RCW Chapter 35.23.352 as this project has multiple crafts or trades and is estimated not to exceed the sum of \$65,000, formal bids were not required.

Previous Council/Committee Action: The original [contract](#) was fully executed by the Mayor on 10/29/18.

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with Larry Brown Construction, Inc., under Contract 18-006-TRN-002, in the amount of \$9,173.67, increasing the total contract price to \$33,814.02.

Alternative Actions: Not replace the damaged RRFB at 32nd St and M Avenue

Attachments: Contract 18-006-TRN-002 Modification 01

Consultant	Larry Brown Construction, Inc.
Original Agreement Amount	\$24,640.35
Current Agreement Amount	\$24,640.35
Change Per this Modification	\$9,173.67
Total After Modification	\$33,814.02
All Mods % of Total Contract Amount	37.23%
Earmarked Funds	\$200,000
BARS #	105.720.595.61.63
Paid on Contract as of 10/31/18	\$0
Budget Amendment Required?	No
Start Date	Inception
End Date	12/31/2018



**Contract Number 18-006-TRN-002
MODIFICATION 01**

Date November 6, 2018
Page 1 of 1 Pages

Project Title Rapid Flashing Beacons Installation

Prime Contractor Larry Brown Construction, Inc.

BACKGROUND

In accordance with General Provisions Article 16 – Changes/Additional Work, the Owner is directing changes to the work and increasing the number of rapid flashing beacons from two to three. Accordingly, the contract price is increased from \$24,640.35 by \$3,652.42 to \$33,814.02.

Accordingly, the following changes are incorporated under this contract:

Article 1. Scope of Work, the first sentence is revised to read:

“Contractor shall furnish all materials, equipment and labor to supply and install 3 (three) R920-F Rectangular Rapid Flashing Beacons.”

Article 2. Contract Price, the first and second sentences are revised to read:

“The Contractor will do the scope of work above for a total of **Thirty-Three Thousand Eight Hundred Fourteen Dollars and Two Cents (\$33,814.02)**, which includes \$2,649.02 in tax. Unit Prices are detailed in the attached bid schedule Exhibit A-1, which is hereby incorporated by reference and made a part hereof. This includes all labor and materials for the project.”

All other terms of the contract remain unchanged.

CITY OF ANACORTES

LARRY BROWN CONSTRUCTION, INC.

Mayor

Signature

Date

Printed Name

Date

Original Agreement Amount	<u>\$24,640.35</u>	Original Contract Completion Date	<u>12/31/2018</u>
Current Agreement Amount	<u>\$24,640.35</u>	Current Contract Completion Date	<u>12/31/2018</u>
Change Per this Modification	<u>\$ 9,173.67</u>	Net Change	<u>0 Days</u>
Total After Modification	<u>\$33,814.02</u>	Contract Completion Date After Change	<u>12/31/2018</u>

COA CONTRACT 18-006-TRN-002
EXHIBIT A-1

2018 BIKE BOULEVARD PROJECT
DESCRIPTION OF WORK

WORK

The work provided for this project will include all materials, equipment, labor and related items necessary to supply and install 2 (two) R920-F Rectangular Rapid Flashing Beacons. The location for the Work is illustrated on the vicinity map. Painted shared lane symbol locations will be marked in the field by the owner.

2018 BIKE BOULEVARD PROJECT					
BID FORM					
PROJECT 18-006-TRN-002					
ITEM NO.	QTY	UNIT OF MEASURE	DESCRIPTION	UNIT PRICE	AMOUNT
1	1	MC	MINOR CHANGES 1-04.4(1)	\$2,500.00 Allowance	\$2,500.00
2	1	LS	MOBILIZATION 1-09.7	At <u>\$3,300.00</u> Per Lump Sum	<u>\$3,300.00</u>
3	3	EA	R920-F RECTANGULAR RAPID FLASHING BEACONS	At <u>\$8,455.00</u> Per Each	<u>\$25,365.00</u>
SUBTOTAL					\$31,165.00
SALES TAX (8.5%)					\$2,649.02
TOTAL					\$33,814.02



City Council Agenda Bill

Meeting Date: 11/5/2018

Agenda Item: 5f

Subject: Interlocal Cooperative Agreement with Skagit County for Department of Emergency Management

Staff Contact: Darcy Swetnam

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

Action Type	
	Ordinance No.
	Code Revision?
	Resolution No.
x	Contract IL261
	Public Hearing
	Staff Report

Summary Statement: The Interlocal Agreement with Skagit County is improved from previous versions in that it provides clarity of services offered by Skagit County and each municipality. A specific list of deliverables are outlined in the agreement that the municipalities are expected to provide in Appendix A and B. The fee structure is modified to recognize the expense by each City in managing its own emergency management program. The agreement proposes that the County will pay 60% and each municipality will pay 40% of the total budget, where previously it was a 50/50 split. The County will set the annual budget. The Emergency Management Advisory Group (EMAG) will provide advice to the Director for the annual budget. If the municipality ultimately does not agree, they may withhold appropriation of operating revenue to the County and suspend the agreement.

Background: Council approved this agreement at the February 5, 2018 City Council meeting. The City of Anacortes was the first jurisdiction to approve the agreement. Other agencies considered the agreement and their governing bodies requested additional, but minor, changes. Therefore, the attached is the updated final version of the Interlocal.

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

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: Previously approved on [February 5, 2018](#).

Competing Viewpoints Considered: N/A

Recommended Motion: I move we approve the attached contract.

Alternative Actions: N/A

Attachments (listed in order presented): Proposed ILA

INTERLOCAL COOPERATIVE AGREEMENT

BETWEEN

CITY OF ANACORTES

AND

SKAGIT COUNTY

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Mount Vernon, a Washington municipal corporation ("Municipality") and Skagit County, a political subdivision of the State of Washington ("County") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT. The Municipality and the County may be individually referred to herein as a "party", and may be collectively referred to herein as the "parties".

RECITALS

A. The County has established the Skagit County Department of Emergency Management (hereinafter "SCDEM") as an emergency management agency within Skagit County government pursuant to SCC 9.28.; and

B. The County, acting through SCDEM, operates as a local organization for emergency management in accordance with relevant comprehensive emergency management plans and programs pursuant to RCW 38.52; and

C. The Municipality and the County previously contracted for coordinated emergency management services through an Agreement dated September 1, 1981 (Skagit County Contract No.: 00709); and

D. The coordinated emergency management services that the County (via SCDEM) provides augment, but do not supplant, the Municipality's responsibilities and obligations under RCW 38.52; and

E. The County and Municipality believe that it is in the public interest to provide and coordinate emergency management services as provided herein.

In consideration of the forgoing, and of the following terms, conditions, and consideration, the parties mutually agree as follows:

1. **PURPOSE:** This Agreement is authorized by and entered into pursuant to Chapter 39.34 RCW. The purpose and intent of this Agreement is to provide an economical mechanism for administration and coordination of the emergency management programs of both the County and the Municipality, generally to protect the public peace, health, and safety and to preserve the lives and property of the people of the County and the Municipality.

2. **EMERGENCY MANAGEMENT SERVICES:** The County shall provide emergency management services, as described herein, to the Municipality during the term of this Agreement in accordance with RCW 38.52 and SCC 9.28 (the "Services"). The County will reasonably provide the Services as described in Schedule A, attached hereto and incorporated herein. The parties' provision of services provided for and under this Agreement are intended to be rendered on the same basis such services are commonly rendered in their respective jurisdictions and neither party assumes liability for failure to provide services or for emergencies by reason of any circumstances beyond the party's control. The Municipality shall remain responsible for the provision of all those services identified in Schedule B, attached hereto and incorporated herein, as well as any other services the Municipality is otherwise required by law to perform. The Municipality shall make timely payment to the County for the Services, subject to Section 4. (below), and as otherwise provided herein. Unless specifically provided per the terms of this Agreement, neither the County nor the Municipality are otherwise obligated to provide any funds, or perform or provide any other services, duties, or responsibilities pursuant to the terms of this Agreement.

2.1. **EMERGENCY MANAGEMENT ADVISORY BOARD:** The Municipality shall be entitled during the term of this Agreement to representation on the Emergency Management Advisory Board (EMAB) established by SCC 9.28.040. Additional details regarding the EMAB are set forth in SCC 9.28.040 and Schedule C., attached hereto and incorporated herein. The parties recognize and agree that the EMAB shall serve solely in an advisory capacity in providing recommendations to County staff and the Skagit County Board of Commissioners. During the term of this Agreement, the parties agree that the Skagit County Board of Commissioners shall appoint by resolution the representative designated by the Municipality to represent the Municipality on the EMAB. Such municipal representative shall continue to serve until such time as a successor is appointed by the Skagit County Board of Commissioners, without regard to the term of this Agreement.

2.2. **REPORTING AND PERFORMANCE:** SCDEM may request timely written advice from Municipality in evaluating the provision of the Services (as described in Schedule A) by the County. The County (via the County Administrator) may request written advice regarding the DEM Director's job performance as part of an annual 360 degree review. SCDEM will provide the Municipality with monthly service reports, as well as a comprehensive annual report.

3. **TERM OF AGREEMENT:** This Agreement shall commence on the date of mutual execution and shall remain in effect through December 31, 2020, after which this Agreement will automatically renew for an additional one-year term on January 1st of each subsequent year thereafter (without further action by the parties), until otherwise terminated sooner pursuant to the terms herein; PROVIDED, that each party's respective obligations after December 31, 2020 (and annually thereafter), are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with applicable law. In the event that funds are not appropriated for this Agreement, then this Agreement shall terminate as of the last fiscal year for which funds were appropriated. The party subject to a non-allocation of funds shall notify the other party in writing of any such non-allocation of funds at the earliest possible date.

4. **MANNER OF FINANCING:**

4.1 **Annual Fee to be Paid by Municipality.** Effective July 1, 2017, the Municipality shall pay an Annual Fee to the County as provided herein. The Annual Fee rate for the Municipality shall be calculated by adding the Municipality's population as a percentage of the Total Incorporated Population and the Municipality's Assessed Value as a percentage of the Total Incorporated Assessed Value and dividing by two (2) multiplied by forty percent (40%). This yields the percentage of the annual expense budget to be billed by the County to the Municipality (the "Annual Fee"). This Annual Fee amount may be prorated for partial years. Population numbers for the Municipality shall

be obtained from the most current Washington State Office of Financial Management's April 1st estimate for Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues, as set forth in Schedule D (attached hereto and incorporated by reference). Assessed Value shall be determined by the Skagit County Assessor. The Annual Fee includes payment for the Services described Schedule A, and for the County's other reasonable operation and maintenance costs for which there will be no separate billing. The County shall invoice the Municipality for the Annual Fee. The Municipality shall be responsible for complete and timely payment of all amounts invoiced regardless of whether the Municipality chooses to participate in the invoiced services. Invoices will be sent by the County to the Municipality quarterly, with payment from the Municipality due and payable to the County in quarterly installments on January 31, April 30, July 31, and October 31 (unless an alternate payment schedule is mutually agreed upon by and between the parties in writing). The County is not obligated to pay or provide any funds to the Municipality pursuant to the terms of this Agreement.

4.2 Adjustments to Annual Fee. The Annual Fee rate shall be adjusted by the County effective January 1st of each year during the term of this Agreement. By the last Monday of September of each year during the term of this Agreement, the County shall calculate and issue a revision to Schedule D to reflect the Municipality's population from the annual Washington State Office of Financial Management's April 1st estimate for Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues, and the Skagit County Assessor to reflect updated Assessed Valuations, and used to determine the resulting Annual Fee rate for the subsequent year to be paid by the Municipality to the County in accordance with the terms herein. Each year during the term of this agreement, the County (through SCDEM) will provide a draft Schedule D to the Municipality and membership of the EMAB for discussion and informational purposes during the October EMAB meeting each year based on SCDEM's proposed annual budget for the upcoming fiscal year, in order to assist the Municipality with the Municipality's annual budget planning. After the County has approved the final SCDEM budget for the next fiscal year, SCDEM will issue the final version of Schedule D to the Municipality and membership of the EMAB as soon as reasonably possible, but no later than December 1st of each year during the term of this Agreement.

5. SCDEM BUDGET: Solely for informational purposes, SCDEM shall provide a copy of its annual department preliminary budget request with the Municipality on or before the last Monday of September of each year during the term of this Agreement.

6. ADMINISTRATION: The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

6.1 The County's representative shall be:

Douglas ten Hoopen, Director
Skagit County Department of Emergency Management
2911 East College Way, Suite B
Mt Vernon, WA 98273

6.2 The Municipality's representative shall be:

Nick Walsh, Asst. Fire Chief
Anacortes Fire Department
1016 13th Street
Anacortes, WA 98221

7. NO PARTNERSHIP OR JOINT VENTURE: No partnership and/or joint venture exists between the parties, and no partnership and/or joint venture is created by and between the parties by virtue of this Agreement. No agent, employee, contractor, subcontractor, consultant, volunteer, and/or other representative of the parties shall be deemed an agent, employee, contractor, subcontractor, consultant, volunteer, or other representative of the other party.

8. NO THIRD PARTY BENEFICIARIES: This Agreement is not intended to nor does it create any third party beneficiary or other rights in any third person or party, including, but not limited to, the general public, or any other organization or entity, or any agent, contractor, subcontractor, consultant, employee, volunteer, or other representative of any party.

9. INDEMNIFICATION: Except as specifically provided to the contrary herein, and except in those instances where the parties have statutory or common law immunity for their actions and/or inactions and to the extent permitted by state law, and for the limited purposes set forth in this Agreement, each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to either the County or Municipality by reason of entering into this contract except as expressly provided herein. Each party agrees that its obligations under this subsection extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each party, by mutual negotiation, hereby waives, with respect to the other party only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW.

10. TERMINATION: Any party hereto may terminate this Agreement upon sixty (60) days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

11. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS: The Agreement may be changed, modified, amended or waived only by subsequent written agreement duly executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

12. SEVERABILITY: In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement, 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.

13. USE OF DOCUMENTS AND MATERIALS PRODUCED: Both parties shall have the right to use and distribute any and all documents, writings, programs, data, public records or other materials prepared by any party (and/or any party's contractors, consultants, and/or subcontractors), in connection with performance of this Agreement. Unless privileged or otherwise exempt from public disclosure, the parties recognize and agree that any documents and/or materials arising from and/or related to this Agreement may be subject to public disclosure pursuant to applicable law (including RCW 42.56).

14. COMPLIANCE WITH LAWS: The parties to this Agreement shall comply with all applicable federal, state, and local laws, rules, and regulations in carrying out the terms and conditions of this Agreement.

15. **VENUE AND CHOICE OF LAW:** In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the Superior Court of the State of Washington in and for the County of Skagit. This Agreement shall be governed by the laws of the State of Washington.

16. **CAPTIONS & COUNTERPARTS:** The captions in this Agreement are for convenience and reference only and do not define, limit, or describe the scope or intent of this Agreement. This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

17. **NEUTRAL AUTHORSHIP:** Each of the terms and provisions of this Agreement have been reviewed and negotiated, and represents the combined work product of the parties hereto. No presumption or other rules of construction which would interpret the provisions of this Agreement in favor of or against the party preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement. The parties represent that they have had a full and fair opportunity to seek legal advice with respect to the terms of this Agreement and have either done so, or have voluntarily chosen not to do so. The parties represent and warrant that they have fully read this Agreement, that they understand its meaning and effect, and that they enter into this Agreement with full knowledge of its terms. The parties have entered into this Agreement without duress or undue influence.

18. **INDEPENDENT CONTRACTOR:** The County shall provide all Services under this Agreement as an independent contractor, and not as an agent, employee, or servant of the Municipality. The County shall be solely responsible for control, supervision, direction and discipline of its personnel, who shall be employees and agents of the County and not the Municipality. The County has the express right to direct and control the County's activities in providing the Services in accordance with terms of this Agreement.

19. **NO SEPARATE ENTITY:** The parties agree that no separate legal entity or entities are necessary to carry out this Agreement, and no legal entity is established by this Agreement.

20. **LIABILITY RELATED TO MUNICIPALITY'S ORDINANCES, POLICIES, RULES & REGULATIONS:** In executing this Agreement, the County does not assume liability or responsibility for or in any way release the Municipality from any liability or responsibility which arises in whole or in part from the existence or effect of any ordinances, policies, rules and/or regulations of the Municipality. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such ordinance, policy, rule and/or regulation of the Municipality is at issue, the Municipality shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the Municipality, the County, or both, the Municipality shall satisfy the same, including all chargeable costs and reasonable attorney's fees.

21. **PRIVILEGES & IMMUNITIES:** Whenever the employees of the County or the Municipality are rendering outside aid pursuant to RCW 38.52.070 and 38.52.080(1), such employees shall have the same powers, duties, privileges, and immunities as if they were performing their duties in the County or the Municipality in which they are normally employed. Nothing in this Agreement shall affect any other power, duty, right, privilege, or immunity afforded the County or the Municipality in RCW 38.52.

22. **ENTIRE AGREEMENT:** This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. In accordance with Skagit County Resolution # R20170199, dated

October 2, 2017, the parties hereby further mutually agree to terminate a previous agreement by and between the parties dated September 1, 1981 (Skagit County Contract No.: 00709).

23. STATUS OF AGREEMENT: This Agreement is in addition to, and is not intended to replace, substitute, modify, or otherwise amend any other agreements by and between the parties. Any other agreements by and between the parties shall continue in full force and effect, unless specified to the contrary herein (see Section 22. above). Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the Party for whom he or she purports to sign this Agreement.

City of Anacortes, a Washington municipal corporation ("Municipality"):

Laurie Gere, Mayor, City of Anacortes

Date: _____, 2018

Mailing Address:

PO Box 547
904 6th Street
Anacortes, WA 98221

DATED this _____ day of _____, 2018.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Kenneth A. Dahlstedt, Chair

Lisa Janicki, Commissioner

Attest:

Ron Wesen, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director

Schedule A

Description of Emergency Management Services

The County shall provide Emergency Management Services (“Services”) through its Department of Emergency Management (“SCDEM”) to the Municipality, in accordance with the terms of the Agreement and as provided herein. The Services shall be provided by the County, and the Municipality shall be responsible for all other emergency management services, duties, and/or responsibilities not specifically described herein. The Services shall include the following:

1. Disaster Response and Recovery Coordination: SCDEM will coordinate emergency management activities in order to endeavor to minimize death, injury, and damages to property, the economy, and the environment during natural or man-made disasters as follows:

a. Maintain an emergency management organization compliant with state and federal guidelines, adhering to the commonly practiced principles of emergency management and utilizing the tenets of the National Incident Management System (NIMS).

b. Provide a 24 hour per day Duty Officer for emergency management issues. The Duty Officer is available via Skagit 911.

c. During disasters as defined by RCW 38.52.010, activate the Skagit County Emergency Coordination Center (SCECC) to support the Municipality.

Requests to activate the SCECC will be made to the Duty Officer via Skagit 911. The level of SCECC activation will depend on the situation and the need for coordination and support. The decision to activate the SCECC, and at what level, is made by the SCDEM Director or the appropriate designee in the SCDEM line of succession.

When requested, and at the discretion of the SCDEM Director or the appropriate designee in the SCDEM line of succession, SCDEM will deploy a liaison(s) to the Municipality to directly assist with incident management leadership, technical support and assistance, and/or use of mobile assets. During activation of the SCECC, SCDEM may request that the Municipality and/or other jurisdictions deploy liaisons to the SCECC to, among other things, enhance communication between the SCECC and the incident site(s).

d. During disasters, as defined by RCW 38.52.010(6), activate the Skagit County Comprehensive Emergency Management Plan (SCCEMP). This plan articulates the roles and responsibilities of the County and its jurisdictions, and the SCECC’s procedures, respectively. The Municipality and other jurisdictions will, with the support of SCDEM as outlined in Section IV of the SCCEMP, develop and maintain plans and procedures that support the SCCEMP.

e. Make available the County’s emergency resources not required for use elsewhere during emergencies. Use shall be determined and prioritized by SCDEM. The Municipality agrees that the County shall not be responsible or liable in the event of non-availability or non-performance of equipment.

f. As needed, SCDEM will request additional assistance on behalf of the Municipality and/or other jurisdictions through established emergency management protocols, from the County to State, State to Region, and Region to National levels.

g. Under the provisions of SCC 9.28., initiate, through the Board of County Commissioners, a Declaration of Emergency when SCDEM determines that a public disorder, disaster, energy emergency, or riot exists which affects the life, health, property or public peace.

h. SCDEM, in conjunction with the Municipality and the State's Emergency Management Division (EMD), will coordinate FEMA's post-disaster preliminary damage assessment (PDA) process. The Municipality will be responsible for tracking and reporting activities potentially reimbursable by federal and/or state disaster assistance programs. The Municipality shall remain responsible for such costs it incurs.

i. When requested and practicable, SCDEM will provide technical assistance to support the Municipality's disaster recovery efforts.

2 Planning, Training, and Exercises: SCDEM will maintain emergency management plans in accordance with applicable state and federal laws, regulations, and guidance. It will also maintain training and exercise programs that adhere to state and federal guidance including the National Incident Management System (NIMS), Homeland Security Exercise and Evaluation Program (HSEEP), and Emergency Management Performance Grant (EMPG).

a. SCDEM will provide technical assistance (templates, meeting facilitation, and plan review) to the Municipality in order for SCDEM to maintain a comprehensive emergency management plan (CEMP) that meets the requirements set forth in RCW 38.52.030 and WAC 118-30-060.

b. SCDEM will maintain a multi-jurisdictional natural hazard mitigation plan (NHMP) that complies with the Disaster Mitigation Act of 2000 (DMA2K) and 44 CFR §201.6 and, when requested, provide technical assistance in order for the Municipality to meet the requirements for participation in the NHMP.

c. When requested, and at the discretion of the SCDEM Director, SCDEM will provide technical assistance and/or templates to the Municipality in order to develop functional emergency management plans and procedures. Examples of such plans include mass fatality plans, disaster debris management plans, emergency operations plans, and emergency operations center procedures.

d. SCDEM will conduct an annual training and exercise planning workshop (TEPW) in order to develop a coordinated training and exercise calendar. If the Municipality desires training and exercise support from SCDEM, the Municipality must make every reasonable effort to be represented at the TEPW.

e. SCDEM will coordinate one (1) County-level functional exercise annually and provide additional training and exercise opportunities throughout the year in support of the Municipality. As may be determined by SCDEM, such training(s) and/or exercise(s) provided to the Municipality may be provided individually to the Municipality, or in conjunction with other jurisdiction(s).

3 Warning, Notification, and Emergency Communications: SCDEM and the Municipality will utilize protocols and guidance established in the Skagit County Comprehensive Emergency Management Plan (CEMP).

a. As resources allow, SCDEM will utilize multiple means of communication to notify, warn, and/or provide information and instruction to the general public regarding impending or occurring disasters.

b. SCDEM will provide the Municipality with training, information, and/or technical assistance to endeavor to ensure communications interoperability during a crisis.

c. SCDEM will facilitate access to, and training on, applicable incident management sites and software.

d. SCDEM will provide the Municipality with an updated contact list for County departments and officials during the first quarter of each year.

4 Volunteer / Emergency Worker Management: SCDEM will work in cooperation with the Municipality to develop volunteer capabilities that augment the Municipality's local disaster response efforts; specifically, Community Emergency Response Team (CERT) and/or an emergency communications volunteer group, e.g. Skagit County ARES/RACES.

a. SCDEM will maintain a central database of these volunteers and facilitate their registration as emergency workers in accordance with the Washington State Emergency Workers' Program in accordance with WAC 118-04-080. Annually, SCDEM will provide to the Municipality with a list of the volunteers living within the Municipality's boundaries.

b. SCDEM will create electronic notification lists for these groups.

c. SCDEM will develop, maintain, and centrally manage a list of trained volunteers (including background checks of said volunteers). The purpose of this list is to provide volunteers able to augment jurisdictional emergency operation centers (EOCs), manage community points of distribution (CPODs), and manage volunteer reception centers (VRCs).

d. SCDEM will provide oversight for a countywide CERT capability based on self-organized and governed CERT teams in a regional construct. In this construct, SCDEM will provide initial CERT training and support *volunteer* Regional Coordinators that will be responsible for coordinating with the SCDEM Volunteer Coordinator for ongoing training, recruiting, and meeting place logistics.

i. SCDEM will provide, at a minimum, annual initial training for CERT volunteers. Initial training will consist of the CERT program as outlined by FEMA's Emergency Management Institute (EMI) and damage assessment (i.e. windshield survey) training.

ii. SCDEM's assigned Volunteer Coordinator will meet with the Regional Coordinators annually to establish a yearly training calendar for the regional teams, and then quarterly throughout the year.

iii. Semiannually, SCDEM will host a countywide CERT meeting. Each team's Regional Coordinator, with the support of SCDEM, will be responsible for additional meetings and trainings.

iv. SCDEM, in collaboration with the Regional Coordinators, will develop and maintain countywide CERT policies that ensure consistency and are applicable to all of the regional teams.

e. SCDEM will provide oversight to the Skagit County ARES/RACES function, which provides emergency communications services to SCDEM, the Municipality and other jurisdictions, as well as hospitals and the Northwest Washington Regional Chapter of the American Red Cross.

f. Using volunteers (as groups or individuals) for activities outside of the scope of their intended purpose and/or training places such volunteers outside of the scope of RCW 38.52.180, WAC 118-04, and this Agreement, and such volunteers cannot be afforded protection under the Washington State Emergency Workers Program. Therefore, the Municipality shall be required to provide coverage in accordance with L&I Industrial Insurance regulations for such volunteers.

5. Outreach and Preparedness: SCDEM will work in conjunction with the Municipality to provide disaster-related preparedness and education in order to improve overall community resilience.

a. SCDEM leadership will meet annually with the Municipality's leadership to discuss community-specific concerns and needs.

b. SCDEM will convene meetings of its Advisory Board quarterly. See Schedule C.

c. Upon request of the Municipality, SCDEM will provide a preparedness presentation to the Municipality at least once a year. Requests for presentation(s) should be made to SCDEM at least sixty (60) days prior to the date of the requested presentation. The request should include any specific items of interest the Municipality wishes SCDEM to address in its presentation.

Schedule B

Expectations of Municipality

As provided per the terms of the Agreement, the services provided by SCDEM (as described per Schedule A) augment any emergency services, duties, and/or responsibilities of the Municipality. This Schedule B outlines some, but not all, of the areas for which the Municipality shall retain responsibility.

1. Disaster Response and Recovery Coordination: The Municipality will coordinate its emergency management activities with SCDEM in order to endeavor to minimize death, injury, and damages to property, the economy, and the environment during natural or man-made disasters as follows:

a. Maintain a jurisdiction-level incident management structure that utilizes the principles of the National Incident Management System (NIMS).

b. During disasters, as defined by RCW 38.52.010(6), activate the Municipality's incident management structure and notify SCDEM as soon as practicable.

c. When requested and practicable, deploy a liaison to the SCECC to enhance coordination between the SCECC and the Municipality.

d. During disasters, as defined by RCW 38.52.010(6), activate the Municipality's Comprehensive Emergency Management Plan (CEMP).

e. Under the provisions of applicable code, initiate through the Municipality's appropriate authority, a Declaration of Emergency when the Municipality determines that a public disorder, disaster, energy emergency, or riot exists which affects the life, health, property or public peace. Notify SCDEM as soon as practicable of the intent to declare an emergency and provide SCDEM with a copy of the declaration as soon as practicable.

f. Work in conjunction with SCDEM during FEMA's post-disaster preliminary damage assessment (PDA) process. Track and report activities potentially reimbursable by federal and/or state disaster assistance programs.

2. Planning, Training, and Exercises: The Municipality, with SCDEM assistance, will develop and maintain emergency management plans, train staff necessary to implement those plans, and exercise those staff and plans accordingly. In order to achieve this, the Municipality shall:

a. Provide a point of contact to SCDEM.

b. Convene work groups and provide meeting space as necessary to facilitate the development of plans including the Municipality's comprehensive emergency management plan, hazard mitigation plan, functional emergency management plans, etc., as applicable.

c. Send a representative to participate in SCDEM's annual training and exercise planning workshop (TEPW) per Section 2.d. of Schedule A.

3. Warning, Notification, and Emergency Communications: Utilize established protocols and guidance to warn, notify, and communicate before, during, and after disasters.

a. Identify pre-designated areas and messages that can be loaded into the electronic notification system.

b. If capable, participate in communications checks with SCDEM at least monthly via two-way radio.

i. SCDEM conducts weekly checks on Tuesday mornings at 10:00 a.m. (or at such other time as may be specified by SCDEM) with all HAM operators throughout the Skagit County ARES/RACES network.

ii. SCDEM conducts monthly checks on the first Tuesday of each month with Municipal School Districts.

c. Identify incident management staff to receive access to, and training on, applicable incident management sites and software.

d. The Municipality shall provide SCDEM with an updated contact list for the Municipality's departments and officials during the first quarter of each year.

4. Volunteer / Emergency Worker Management: Work in collaboration with SCDEM to develop capabilities that augment local disaster response efforts; specifically, Community Emergency Response Team (CERT) and/or an emergency communications volunteer group, e.g. the Skagit County ARES/RACES.

a. Identify potential volunteers for membership in CERT, and/or ARES/RACES.

b. When practicable, support volunteer activities in their region by providing meeting space.

c. When practicable, integrate volunteers into the Municipality's plans, training, and exercising.

d. If desiring to utilize volunteers for duties outside of the scope of their intended purpose and/or training, the Municipality shall provide said additional training. Using these volunteers (as groups or individuals) for activities outside of the scope of their intended purpose and/or training places them outside of the scope of RCW 38.52.180 and WAC 118-04, and this Agreement, and such volunteers cannot be afforded protection under the Washington State Emergency Workers Program. Therefore, the Municipality is required to provide coverage in accordance with L&I Industrial Insurance regulations for such volunteers.

5. Outreach and Preparedness: Work in conjunction with SCDEM to provide disaster-related preparedness and education in order to improve overall community resilience.

a. Meet annually with SCDEM's leadership to discuss community specific concerns and needs.

b. Designate a representative to the Emergency Management Advisory Board (EMAB), to be appointed by the Skagit County Board of Commissioners in accordance with SCC 9.28.040.

c. Attend Emergency Management Advisory Board meetings.

d. Submit requests for annual SCDEM presentations to the Municipality at least sixty (60) days prior to the date of the requested presentation.

Schedule C

Emergency Management Advisory Board

In accordance with SCC 9.28.040, the Emergency Management Advisory Board (EMAB) shall consist of a total of sixteen (16) voting members representing each of Skagit County's eight (8) Cities and Towns, Sheriff's Office SAR, Public Health Emergency Preparedness, Skagit 911, Fire Commissioners, Rural Fire Chiefs, and representatives of three (3) Dike Districts. The EMAB members shall provide advisory recommendations to the Skagit County Board of Commissioners on aspects of emergency management planning, and shall assist Skagit County by providing advisory recommendations for the development of emergency management programs and policies. The EMAB shall also review and provide advisory comment on proposed emergency management rules, policies or ordinances prior to their adoption by the Skagit County Board of Commissioners. The EMAB shall also provide advisory recommendations on other matters as requested by the DEM Director or County Administrator. The EMAB shall provide recommendations to the County solely in an advisory capacity, and in any instance the Skagit County Board of Commissioners may accept, reject, and/or modify any and all advisory recommendations provided by the EMAB.

Schedule D

Department of Emergency Management								
Budget - 2018								
			Total Budget		\$	398,652		
			Less Est Grant Revenue		\$	90,651		
					\$	308,001		
Fee Split								
County - 60%								
Cities and Towns - 40%								
	Population	% of Incorporated Population	Assessed Value	% of Incorporated Assessed Value	Assigned Percentage	Proposed 2018 Budget Allocation		
Anacortes	16,780	22.92%	3,042,165,745	36.1%	118%	\$36,357		
Burlington	8,715	11.90%	1,348,893,296	16.0%	5.6%	\$17,193		
Concrete	740	1.01%	151,707,505	1.8%	0.6%	\$1,732		
Hamilton	300	0.41%	63,307,735	0.8%	0.2%	\$715		
La Conner	925	1.26%	152,113,873	1.8%	0.6%	\$1,890		
Lyman	455	0.62%	32,138,283	0.4%	0.2%	\$618		
Mount Vernon	34,360	46.92%	2,825,137,879	33.5%	16.1%	\$49,560		
Sedro-Woolley	10,950	14.95%	810,256,655	9.6%	4.9%	\$15,135		
Subtotal	73,225		8,425,720,971		40%	\$123,200		
Unincorporated Skagit County	50,875	41.00%	6,806,661,109	44.7%	60.0%	\$184,801		
Grand Total	124,100		15,232,382,080			\$308,001		

*For demonstration purposes only. Billing above does not necessarily reflect final billing amount.



City Council Agenda Bill

Meeting Date: 11/5/2018

Agenda Item: 6a, 6b, 6c

Subject: Public Hearing on revenues sources, including a potential 1% property tax increase

Staff Contact: Steve Hoglund

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

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

Summary Statement: As part of the City's biennial budget process and Capital Facilities Budget, public hearings are being held to meet state law and ensure the public is given the opportunity to have a voice in those budget processes.

Background: A public hearing on the biennial budget revenue streams was opened on October 8, but was not closed, and a 1% property tax increase is part of the draft revenue budget. A public hearing on the biennial budget is also required, and that public hearing has been advertised the past two weeks in the *Anacortes American* consistent with state law. We will also hold a public hearing on the Capital Facilities Plan (CFP). The budget calendar currently includes Council consideration of a resolution approving 1% property tax increase, and additional budget discussion, on November 19th; an ordinance adopting the biennial budget on December 3rd, and an ordinance adopting the CFP on December 10th.

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

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: CFP review [October 1, 2018](#); Public hearing on budgeted revenue sources [October 8, 2018](#); review of Public Works department budget [October 8, 2018](#); review of governmental department budgets [October 22, 2018](#)

Competing Viewpoints Considered: N/A

Recommended Motion: N/A, discussion only at this time

Attachments (listed in order presented): Overview of [CFP](#) by department, and overview of [biennial budget](#) by fund.

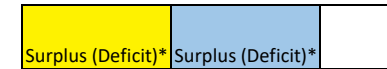
DEPARTMENT SUMMARY OF 2019 – 2024 CFP

Summary of Project Expenditures - Department Type	2019	2020	2021	2022	2023	2024	Total
Parks	\$885,000	\$1,100,000	\$1,050,000	\$1,350,000	\$550,000	\$2,750,000	\$7,685,000
General Government	5,175,000	7,685,125	7,015,401	4,505,835	716,420	727,166	25,824,947
Fire	196,992	399,446	789,369	3,824,042	361,554	97,251	5,668,654
Transportation	2,521,000	5,528,714	5,494,066	6,818,250	3,161,000	14,186,600	37,709,630
Water	2,564,385	3,831,000	2,873,000	3,163,000	5,711,000	7,485,000	25,627,385
Wastewater	2,424,000	2,046,000	2,238,000	2,710,000	3,252,000	2,435,000	15,105,000
Stormwater	300,000	300,000	300,000	300,000	300,000	300,000	1,800,000
Solid Waste	33,000	33,000	33,000	33,000	33,000	33,000	198,000
	\$14,099,377	\$20,923,285	\$19,792,836	\$22,704,127	\$14,084,974	\$28,014,017	\$119,618,616

Summary of Revenue by Type	2019	2020	2021	2022	2023	2024	Total
Taxes	\$1,128,000	\$1,313,526	\$933,763	\$1,085,437	\$929,477	\$966,900	\$6,357,104
Real Estate Excise Tax	2,126,759	2,195,463	2,731,385	2,805,835	1,920,742	1,927,166	13,707,351
Utility Tax	283,000	283,000	283,000	283,000	283,000	283,000	1,698,000
Impact Fees	20,000	1,308,605	791,371	6,749,610	1,082,227	6,283,951	16,235,763
Grants	600,000	2,457,376	3,193,066	1,200,000	400,000	8,300,000	16,150,442
Rates/User Fees	5,321,385	8,210,000	9,144,000	10,006,000	9,296,000	10,253,000	52,230,385
Developer Contributions	2,550,000	5,000,000	2,500,000	0	0	0	10,050,000
Fund Balance/Reserves	2,070,233	155,316	216,250	574,245	173,528	0	3,189,572
Total Revenues	\$14,099,377	\$20,923,285	\$19,792,836	\$22,704,127	\$14,084,974	\$28,014,017	\$119,618,616

2019/2020 Bu * DEPARTMENT HEAD REQUESTS *

Summary by Fund



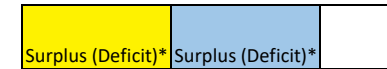
Totals by category

Governmental Funds	28,872,941	14,429,852	30,281,733	36,843,238	41,103,091
Proprietary Funds	23,992,177	11,791,020	29,070,732	27,826,393	28,869,492

		001
(1,214,305)	(1,948,923)	001
723	4,368	101
4,890	519	102
40,847	8,470	103
59	75	104
(1,989)	(11,287)	105
-	-	106
(1,898)	(9,568)	107
(144,796)	(244,796)	108
(120,215)	(131,796)	110
137,590	(795,875)	112
40,903	40,451	113
105,294	111,473	135
(18,600)	-	200
(94,224)	(108,830)	335
4,698,806	4,395,303	401
(978,020)	(505,148)	440
61,408	155,922	445
113,887	148,417	450
(96,142)	546,374	501
(662)	(622)	611
3,747,862	3,603,451	

2019/2020 Bu * DEPARTMENT HEAD REQUESTS *

Summary by Fund



Totals by category

		001
(1,214,305)	(1,948,923)	001
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Notice of Public Hearing and Determination of Non-Significance (DNS)

Proposal: Amendment to the City of Anacortes's Comprehensive Plan with an updated Capital Facilities Plan, providing capital facilities planning for the years 2019-2024.

Project File: PLN-2018-0003

Applicant /Proponent: City of Anacortes

Location of Proposal: City limits of the City of Anacortes &/or applicable service areas

Lead Agency: City of Anacortes, Planning, Community, & Economic Development Department

Threshold Determination: The lead agency has determined that this non-project action proposal does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This DNS is issued under WAC 197-11-340(2); the City of Anacortes will not act on this proposal for 14 days from the date of this notice. **Written comments on this threshold determination must be submitted on or before 5:00 p.m., November 1, 2018** to the project contact listed below.

Appeals: Appeals of the DNS on this legislative action may be filed with the Growth Management Hearings Board following final City Council action on the proposed amendment, based on written comments submitted on the DNS by the deadline noted above.

Public Hearing: A public hearing is scheduled before the City Council on **Monday, November 5, 2018 at 6 p.m.**

To View Documents: Documents associated with this proposal can be viewed on the City of Anacortes website, at: <https://www.anacorteswa.gov/245/Comprehensive-Plan>, or may be reviewed at the City of Anacortes Planning or Finance Departments.

Contact Person: Please direct any comments concerning this threshold determination to: Libby Grage, Planning Manager; Planning, Community, & Economic Development Department; P.O. Box 547, Anacortes, WA 98221; 360-299-1986; libbyb@cityofanacortes.org.

SEPA Responsible Official: Don Measamer, Director, Planning, Community & Economic Development Department

Signature:

Don Measamer, Director

Date of Issuance: **October 17, 2018**



SEPA ENVIRONMENTAL CHECKLIST

A. BACKGROUND [\[help\]](#)

1. Name of proposed project, if applicable: [\[help\]](#)

City of Anacortes Six-Year Capital Facilities Plan (CFP), 2019-2024

2. Name of applicant: [\[help\]](#)

City of Anacortes

3. Address and phone number of applicant and contact person: [\[help\]](#)

Steve Hoglund, Finance Director

City of Anacortes

P.O. Box 547

Anacortes, WA 98221

360-293-1906

steveh@cityofanacortes.org

4. Date checklist prepared: [\[help\]](#)

September 26, 2018

5. Agency requesting checklist: [\[help\]](#)

City of Anacortes

6. Proposed timing or schedule (including phasing, if applicable): [\[help\]](#)

Public hearing on November 5, 2018 at a regular city council meeting. Adoption by ordinance expected by end of December 2018.

7. Do you have any plans for future additions, expansion, or further activity related to or connected with this proposal? If yes, explain. [\[help\]](#)

The Capital Facilities Plan is updated biennially to account for changes in facility inventories, levels of services, planned capital improvements, and financing/revenue options.

8. List any environmental information you know about that has been prepared, or will be prepared, directly related to this proposal. [\[help\]](#)

The SEPA determination and environmental review documents for City Comprehensive Plan are hereby adopted by reference. The documents are on the City Comprehensive Plan website (<https://www.anacorteswa.gov/245/Comprehensive-Plan>). Individual planned capital improvements are subject to separate permitting and project-specific environmental review processes prior to construction, when applicable.

9. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain. [\[help\]](#)

None known. As a non-project action, this plan will be effective throughout the City of Anacortes.

10. List any government approvals or permits that will be needed for your proposal, if known. [\[help\]](#)

The CFP is required by RCW 36.70A Growth Management Act. The Anacortes Municipal Code (AMC 19.16.030.C) provides the city's adopted procedures for amending the capital facilities planning element and financing plan. The CFP is scheduled for a public hearing before Council as listed above and requires approval by the City Council by ordinance.

11. Give brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.) [\[help\]](#)

This proposal is a non-project legislative action to update the City's Comprehensive Plan with an updated Capital Facilities Plan; providing facilities for the years 2019-2024.

12. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and section, township, and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map, and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist. [\[help\]](#)

The CFP affects all lands within the City of Anacortes, its Urban Growth Area, and its Water Utility infrastructure including the Water Treatment Plant in Mount Vernon, Washington, transmission lines between the plant and its customers and distribution lines within the water service area.

B. ENVIRONMENTAL ELEMENTS [\[help\]](#)

ITEMS 1 THROUGH 16 RESPONSES ARE GENERAL IN NATURE BECAUSE THIS IS A NON-PROJECT ACTION.

1. Earth

a. General description of the site [\[help\]](#)

(circle one): Flat, rolling, hilly, steep slopes, mountainous,
other _____

b. What is the steepest slope on the site (approximate percent slope)? [\[help\]](#)

c. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land

of long-term commercial significance and whether the proposal results in removing any of these soils.

[\[help\]](#)

- d. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe. [\[help\]](#)
- e. Describe the purpose, type, total area, and approximate quantities and total affected area of any filling, excavation, and grading proposed. Indicate source of fill. [\[help\]](#)
- f. Could erosion occur as a result of clearing, construction, or use? If so, generally describe. [\[help\]](#)
- g. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? [\[help\]](#)
- h. Proposed measures to reduce or control erosion, or other impacts to the earth, if any: [\[help\]](#)

The City of Anacortes, Washington is located on the northern end of Fidalgo Island. Elevations within the City vary from sea level to 600 feet in the southwest quadrant and to the top of the 1,270 feet of Mt. Erie.

As a non-project action, no impacts to slopes or soils will occur. Development that is authorized consistent with the City's development regulations following the adoption of this CFP will be required to comply with City, State, and Federal requirements regarding slopes, soils, and erosion.

2. Air

- a. What types of emissions to the air would result from the proposal during construction, operation, and maintenance when the project is completed? If any, generally describe and give approximate quantities if known. [\[help\]](#)
- b. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe. [\[help\]](#)
- c. Proposed measures to reduce or control emissions or other impacts to air, if any: [\[help\]](#)

As a non-project action, no emissions to the air will result. Development that is authorized consistent with the City's development regulations following the adoption of this CFP will be required to comply with City, State and Federal requirements regarding emissions to the air and other impacts to the air.

3. Water

- a. Surface Water: [\[help\]](#)

- 1) Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into. [\[help\]](#)
- 2) Will the project require any work over, in, or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans. [\[help\]](#)
- 3) Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of fill material. [\[help\]](#)
- 4) Will the proposal require surface water withdrawals or diversions? Give general description, purpose, and approximate quantities if known. [\[help\]](#)
- 5) Does the proposal lie within a 100-year floodplain? If so, note location on the site plan. [\[help\]](#)
- 6) Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge. [\[help\]](#)

- b. Ground Water:

- 1) Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the

well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known. [\[help\]](#)

- 2) Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals. . . ; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve. [\[help\]](#)

c. Water runoff (including stormwater):

- 1) Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe. [\[help\]](#)
- 2) Could waste materials enter ground or surface waters? If so, generally describe. [\[help\]](#)
- 3) Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

d. Proposed measures to reduce or control surface, ground, and runoff water, and drainage pattern impacts, if any:

The City is bounded on three sides by 20 miles of saltwater shoreline of Burrows Bay, Rosario Strait, Guemes Channel and Fidalgo Bay. These shorelines are "shorelines of statewide significance". There are 15 named streams flowing through the city, including Happy Valley Stream, Ace of Hearts Creek, Beaver Brook, Cranberry Creek, Clyde Creek, Anaco Bourn, Morrison Run, Cedar Springs, Weaverling Rill, Miller Creek, Aqua Creek, Howard Creek, Summit Creek, and March's Run. Many of the streams have been placed in culverts, channels, or have been otherwise altered. There are three freshwater lakes within City limits, including Whistle, Heart and Cranberry Lakes, as well as a portion of the northeast shoreline of Lake Erie. Various category wetlands are found throughout the City, with major systems located within the Anacortes Forest Lands and near Ship Harbor.

There are parts of the City that are located within the regulated flood plain, primarily along shoreline areas.

Potable water is supplied to City residents and surrounding areas by the City water system, which gets water from Skagit River.

As a non-project action, no impacts to ground, surface, or potable water will occur. Development that is authorized consistent with the City's development regulations following the adoption of this CFP will be required to comply with City, State, and Federal requirements regarding regulated critical areas, stormwater runoff and all other potential impacts to both ground and surface water.

4. Plants [\[help\]](#)

- a. Check the types of vegetation found on the site: [\[help\]](#)
 - ___deciduous tree: alder, maple, aspen, other
 - ___evergreen tree: fir, cedar, pine, other
 - ___shrubs
 - ___grass
 - ___pasture
 - ___crop or grain
 - ___Orchards, vineyards or other permanent crops.

- ____ wet soil plants: cattail, buttercup, bullrush, skunk cabbage, other
 ____ water plants: water lily, eelgrass, milfoil, other
 ____ other types of vegetation

- b. What kind and amount of vegetation will be removed or altered? [\[help\]](#)
 c. List threatened and endangered species known to be on or near the site. [\[help\]](#)
 d. Proposed landscaping, use of native plants, or other measures to preserve or enhance vegetation on the site, if any: [\[help\]](#)
 e. List all noxious weeds and invasive species known to be on or near the site.

Anacortes is located within the Pacific Northwest, which has plentiful rainfall and mild summers. All of the above plants occur within Anacortes.

As a non-project action, no impacts to plants will occur. Development that is authorized consistent with the City's development regulations following the adoption of this CFP will be required to comply with City, State, and Federal requirements regarding plants.

5. Animals

- a. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include: [\[help\]](#)
 birds: hawk, heron, eagle, songbirds, other:
 mammals: deer, bear, elk, beaver, other:
 fish: bass, salmon, trout, herring, shellfish, other _____
 b. List any threatened and endangered species known to be on or near the site. [\[help\]](#)
 c. Is the site part of a migration route? If so, explain. [\[help\]](#)
 d. Proposed measures to preserve or enhance wildlife, if any: [\[help\]](#)
 e. List any invasive animal species known to be on or near the site.

All of the above animals occur within Anacortes. Anacortes is part of the migratory route known as the American Pacific Flyway. The City is home to many fish, shellfish and bird and mammal species, especially within the Anacortes Community Forest Lands and along the saltwater shorelines.

As a non-project action, no impacts to animals will occur. Development that is authorized consistent with the City's development regulations following the adoption of this CFP will be required to comply with City, State, and Federal requirements regarding animals.

6. Energy and natural resources

- a. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc. [\[help\]](#)
 b. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe. [\[help\]](#)
 c. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any: [\[help\]](#)

As a non-project action, no impacts to energy and natural resources will occur. Development that is authorized consistent with the City's development regulations following the adoption of this CFP will be required to comply with City, State, and Federal requirements regarding energy and natural resources.

7. Environmental health

- a. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill, or hazardous waste, that could occur as a result of this proposal? If so, describe. [\[help\]](#)
- 1) Describe any known or possible contamination at the site from present or past uses.
 - 2) Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.
 - 3) Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.
 - 4) Describe special emergency services that might be required.
 - 5) Proposed measures to reduce or control environmental health hazards, if any:

As a non-project action, no impacts to environmental health will occur. Development that is authorized consistent with the City's development regulations following the adoption of this CFP will be required to comply with City, State, and Federal requirements regarding environmental health.

b. Noise

- 1) What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)? [\[help\]](#)
- 2) What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)? Indicate what hours noise would come from the site. [\[help\]](#)
- 3) Proposed measures to reduce or control noise impacts, if any: [\[help\]](#)

As a non-project action, no noise impacts will occur. Development that is authorized consistent with the City's development regulations following the adoption of this CFP will be required to comply with City, State, and Federal requirements regarding noise.

8. Land and shoreline use

- a. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe. [\[help\]](#)
- b. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to nonfarm or nonforest use? [\[help\]](#)
- 1) Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling, and harvesting? If so, how:
- c. Describe any structures on the site. [\[help\]](#)
- d. Will any structures be demolished? If so, what? [\[help\]](#)
- e. What is the current zoning classification of the site? [\[help\]](#)
- f. What is the current comprehensive plan designation of the site? [\[help\]](#)
- g. If applicable, what is the current shoreline master program designation of the site? [\[help\]](#)
- h. Has any part of the site been classified as a critical area by the city or county? If so, specify. [\[help\]](#)
- i. Approximately how many people would reside or work in the completed project? [\[help\]](#)
- j. Approximately how many people would the completed project displace? [\[help\]](#)

- k. Proposed measures to avoid or reduce displacement impacts, if any: [\[help\]](#)
- l. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any: [\[help\]](#)
- m. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any:

The City has a number of zoning and Comprehensive Plan Future Land Use designations and has areas located within the shoreline jurisdiction that are regulated under the Shoreline Master Program.

As a non-project action, no land use or shoreline impacts will occur. Development that is authorized consistent with the City's development regulations following adoption of this CFP will be required to comply with City, State, and Federal requirements regarding shoreline and land use.

9. Housing

- a. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing. [\[help\]](#)
- b. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing. [\[help\]](#)
- c. Proposed measures to reduce or control housing impacts, if any: [\[help\]](#)

As a non-project action, no housing impacts will occur. Development that is authorized consistent with the City's development regulations following adoption of this CFP will be required to comply with City, State, and Federal requirements regarding housing.

10. Aesthetics

- a. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed? [\[help\]](#)
- b. What views in the immediate vicinity would be altered or obstructed? [\[help\]](#)
- c. Proposed measures to reduce or control aesthetic impacts, if any: [\[help\]](#)

As a non-project action, no aesthetic impacts will occur. Development that is authorized consistent with the City's development regulations following adoption of this CFP will be required to comply with City, State, and Federal requirements regarding aesthetic impacts.

11. Light and glare

- a. What type of light or glare will the proposal produce? What time of day would it mainly occur? [\[help\]](#)
- b. Could light or glare from the finished project be a safety hazard or interfere with views? [\[help\]](#)
- c. What existing off-site sources of light or glare may affect your proposal? [\[help\]](#)
- d. Proposed measures to reduce or control light and glare impacts, if any: [\[help\]](#)

As a non-project action, no light or glare impacts will occur. Development that is authorized consistent with the City's development regulations following adoption of this CFP will be required to comply with City, State, and Federal requirements regarding light and glare.

12. Recreation

- a. What designated and informal recreational opportunities are in the immediate vicinity? [\[help\]](#)
- b. Would the proposed project displace any existing recreational uses? If so, describe. [\[help\]](#)

- c. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any: [\[help\]](#)

The City has over 2,800 acres of designated Community Forest Lands, which amounts to over 50% of the city's total land area. There are also a variety of parks and community facilities located throughout the city.

As a non-project action, no impacts to recreational facilities will occur. Development that is authorized consistent with the City's development regulations following adoption of this CFP will be required to comply with City, State, and Federal requirements regarding recreation.

13. Historic and cultural preservation

- a. Are there any buildings, structures, or sites, located on or near the site that are over 45 years old listed in or eligible for listing in national, state, or local preservation registers located on or near the site? If so, specifically describe. [\[help\]](#)
- b. Are there any landmarks, features, or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts, or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources. [\[help\]](#)
- c. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc. [\[help\]](#)
- d. Proposed measures to avoid, minimize, or compensate for loss, changes to, and disturbance to resources. Please include plans for the above and any permits that may be required.

As a non-project action, no impacts to historic buildings, structures, or sites will occur. Development that is authorized consistent with the City's development regulations following adoption of this CFP will be required to comply with City, State, and Federal requirements regarding historic buildings, structures or sites, and cultural preservation.

14. Transportation

- a. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any. [\[help\]](#)
- b. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop? [\[help\]](#)
- c. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate? [\[help\]](#)
- d. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private). [\[help\]](#)
- e. Will the project or proposal use (or occur in the immediate vicinity of) water, rail, or air transportation? If so, generally describe. [\[help\]](#)
- f. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and nonpassenger vehicles). What data or transportation models were used to make these estimates? [\[help\]](#)
- g. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

h. Proposed measures to reduce or control transportation impacts, if any: [\[help\]](#)

As a non-project action, no impacts to transportation systems will occur. Development that is authorized consistent with the City's development regulations following adoption of this CFP will be required to comply with City, State, and Federal requirements regarding transportation.

15. Public services

- a. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe. [\[help\]](#)
b. Proposed measures to reduce or control direct impacts on public services, if any. [\[help\]](#)

As a non-project action, no impacts to public services will occur. Development that is authorized consistent with the City's development regulations following adoption of this CFP will be required to comply with City, State, and Federal requirements regarding public services.

16. Utilities

- a. Circle utilities currently available at the site: [\[help\]](#)
electricity, natural gas, water, refuse service, telephone, sanitary sewer, septic system,
other _____
b. Describe the utilities that are proposed for the project, the utility providing the service,
and the general construction activities on the site or in the immediate vicinity which might
be needed. [\[help\]](#)

All of the utilities listed above are available within the City. As a non-project action, no impacts to utilities will occur. Development that is authorized consistent with the City's development regulations following adoption of this CFP will be required to comply with City, State, and Federal requirements regarding utilities.

C. SIGNATURE [\[HELP\]](#)

I certify (or declare) under penalty of perjury under laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make a decision.



Signature:

Name of signee: Libby Grage

Position and Agency/Organization: Planning Manager, City Of Anacortes

Date Submitted: September 26, 2018

D. Supplemental sheet for nonproject actions [\[help\]](#)

Because these questions are very general, it may be helpful to read them in conjunction with the list of the elements of the environment.

When answering these questions, be aware of the extent the proposal, or the types of activities likely to result from the proposal, would affect the item at a greater intensity or at a faster rate than if the proposal were not implemented. Respond briefly and in general terms.

1. How would the proposal be likely to increase discharge to water; emissions to air; production, storage, or release of toxic or hazardous substances; or production of noise?

The proposal itself should not increase discharge or emissions, or the production, storage or release of toxic or hazardous substances. The proposal itself should not increase the production of noise that cannot be mitigated through project-specific review and conditions.

Proposed measures to avoid or reduce such increases are:

Discharges to water, emissions to air, the production, storage or release of toxic or hazardous substances and the production of noise are regulated by State law and development regulations specific to the City.

2. How would the proposal be likely to affect plants, animals, fish, or marine life?

The proposal itself should not affect plants, animals, fish or marine life in a way that cannot be mitigated through project specific review and conditions. Any projects which may occur as a result of this proposal may be subject to the SEPA process and environmental review.

Proposed measures to protect or conserve plants, animals, fish, or marine life are:

Existing State law and City development regulations have been adopted to protect and conserve plants, animals, fish, and marine life.

Projects that may be permitted following adoption of the proposed CFP will be reviewed under SEPA depending on the size and/or type of activity, City of Anacortes codes, and any other State or Federal laws that are applicable depending on the type of projects proposed.

3. How would the proposal be likely to deplete energy or natural resources?

The updated CFP is not likely to deplete energy or natural resources.

Proposed measures to protect or conserve energy and natural resources are:

Future project-specific development proposals would be subject to applicable federal, state and local regulations and mitigation measures if required, at the time of development. Comprehensive Plan goals and policies support the design and location of capital facilities that include features and characteristics that mimic natural ecological processes when possible, reduce greenhouse gas emissions and energy use, and are resilient to the impacts of changing climate conditions.

4. How would the proposal be likely to use or affect environmentally sensitive areas or areas designated (or eligible or under study) for governmental protection; such as parks, wilderness, wild and scenic rivers, threatened or endangered species habitat, historic or cultural sites, wetlands, floodplains, or prime farmlands?

This proposal will not directly affect environmentally sensitive areas. Development projects that follow the adoption of the CFP will be subject to the City's development regulations and the SEPA process where their possible impacts can be addressed and mitigated.

Proposed measures to protect such resources or to avoid or reduce impacts are:

Future project-specific development proposals would be subject to applicable federal, state and local regulations and mitigation measures if required, at the time of development.

5. How would the proposal be likely to affect land and shoreline use, including whether it would allow or encourage land or shoreline uses incompatible with existing plans?

The proposed amendments to the CFP do not propose land or shoreline uses that are incompatible with existing plans.

Proposed measures to avoid or reduce shoreline and land use impacts are:

As part of preparation of the CFP, proposed CFP projects are reviewed to ensure they are compatible with existing land and shoreline use.

6. How would the proposal be likely to increase demands on transportation or public services and utilities?

City growth over time places additional demands on transportation, public services, and utilities. Planned transportation infrastructure and improvements are designed to maintain road and intersection capacity at an adopted level of service. Planned utility improvements and public safety projects are designed to maintain or enhance existing public services.

Proposed measures to reduce or respond to such demand(s) are:

Future project-specific development proposals would be subject to applicable federal, state and local regulations and mitigation measures if required, at the time of development.

7. Identify, if possible, whether the proposal may conflict with local, state, or federal laws or requirements for the protection of the environment.

No conflicts are anticipated; the 6-year CFP is intended to meet the requirements of the Washington State Growth Management Act.

RR Summit, LLC

Latecomer Agreement Application

Legend

Project Location

Google Earth

1000 ft





AMC: 12.20.020 Application,



- Item A: Either the City or property owner who constructs street or utility system improvements within 10-miles from the City limits, for the purpose of serving the area in which real property of such owner is located may apply to the City to establish a Latecomer Agreement in order to recover a pro rata share of cost from Subsequent users of the street system improvements or utility system improvements.

The applicant RR Summit, LLC constructed Street\Roadway, Storm Drainage, Sanitary Sewer and Utility Improvements along with the related appurtenances that benefits other real property in the area. City Council has seen both of these Plats previously (Rock Ridge Phase 4 and 5) They have made application to recover a pro rata share of the costs via the Latecomer Agreement process.

- Item B: The application must be on forms prescribed by the Director and must be accompanied by a non-refundable application fee as established herein.

RR Summit, LLC has provided a check in the amount of \$2,450.00 for five utility improvements as required under AMC 12.20.030 – Application Fee

- All applications must be made before commencement of construction, as defined by the terms of the latecomer agreement, of the improvements subject to the proposed latecomer agreement.

Application was made on April 5, 2017, prior to work taking place

AMC: 12.20.020 Application, Item C

Public Works Director Latecomer Agreement Policy



Subject:

Public Work's Director's policy on constructed improvements subject to Latecomer Fees, via a Latecomer Agreement.

Supporting information:

- City of Anacortes Ordinance Number 2523
- City of Anacortes Municipal Code: Chapter 12.20 – Latecomer Agreements for Street and Utility Improvements.
- City of Anacortes Engineering Standards, current version
- RCW 35.72 – Contracts for Street, Road and Highway projects.
- RCW 35.91 – Municipal Water and Sewer Facilities Act

Policy:

To determine which improvements the benefiting parcels receive, the following guidelines are to be used;

1. **Subject to a Latecomers Agreement:** The parcel needs to be able to have immediate access and are able to recognize the full potential, or use, of the facilities by a direct connection to said facilities.
2. **Not Subject to a Latecomer Agreement:** The parcels have to extend or improve the facilities in order to obtain and recognize full potential, or use of said facilities.



AMC: 12.20.020 Application,



- Item D: The applicant shall be required to submit to the director a certified statement by a State Licensed Professional Engineer containing an itemization of the total project cost of the system improvements when may include the design plans.

The applicant submitted Civil Plan(s) stamped by a Professional Engineer, licensed in the State of Washington.

The itemization of the total project cost was provided by RR Summit, LLC who was their own contractor that constructed the improvements.

Because RR Summit, LLC was the Developer and Contractor for the project, we accepted their itemized total of the project cost.





AMC: 12.20.040 Processing of Application, Section A

Upon receipt of the applicant's statement of project cost, the Director shall prepare the City Council a report setting forth the following:

Item #1: The total area and frontage of property currently paying or sharing the cost of the actual construction of the improvements *(Next Slide – Parcels marked with P Numbers)*.

Item #2: The total area and frontage of property physically and feasibly capable of being served by the system improvements. *(Next Slide – Parcels marked B Numbers)*.

Item #3: The names and mailing addresses of the owners of the property determined to be within the possible service area. *(Provided in the packet)*.

Item #4: The fair pro rata share of the cost of each property which might tap the system or be benefited by the street improvements, determined on an acre, front footage or other equitable basis; *(Calculations were done on a per Lot Basis, as shown on the City Estimate used for the Pro Rata Share)*.

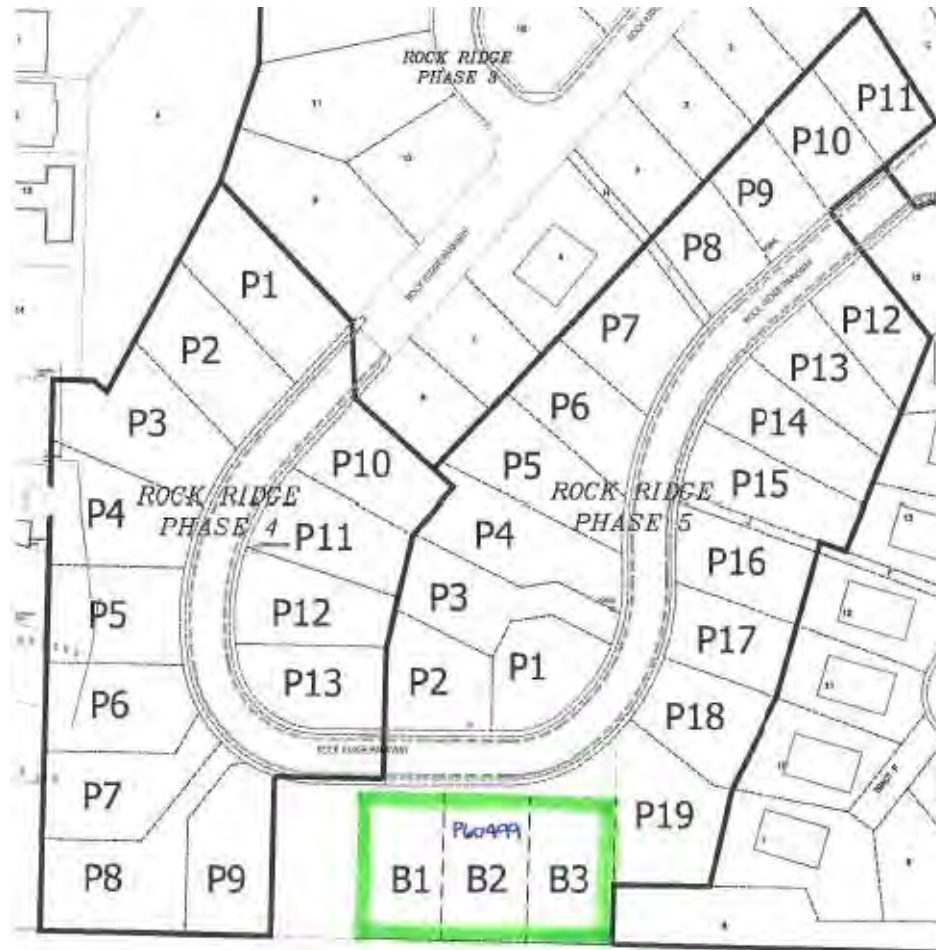
Item #5: A determination whether the system is consistent with the facility plan of the Department of Public Works *(Design meets the plan to provide improvements to these parcels)*.

Item #6: A list of all other necessary services presently available or planned for the area as part of the adopted plan; *(Park Trail access within the unopened Right-of-Way)*

Item #7: A recommendation whether the application meets the criteria of this chapter and the policies and procedures of the City Engineer and ought to be accepted. *(Provided in the packet)*.



AMC 12.20.040 – Processing of Application



MAP SHOWING BENEFITING PROPERTIES

SCALE: N.T.S.

N.T.S.



AMC: 12.20.040 Processing of Application Section B, C, D, E and F



Item B: A copy of the Director's report along with a description of the property owners rights and options hereunder shall be forwarded by registered mail to the property owners of record as shown on the records of Skagit County Assessor within the proposed assessment area. *(A letter was mailed on October 2, 2018)* A list of all property owners of record within the proposed assessment area shall be furnished by the applicant as part of his application. *(Provided in the packet)*. If the property owner requests a hearing in writing within twenty days of the mailing of the Director's report, a hearing shall be held before the City Council, notice of which shall be given to all affected property owners at least 10-days in advance of the Council Meeting. *(As of this City Council Meeting on November 5, 2018, no request was provided in writing. 31-day notification to all parties)*

Item C: After such public hearing, the City Council shall accept or reject the proposed Latecomer Agreement. If the City Council accepts the proposed Latecomer Agreement, it shall do so either by motion or by resolution declaring the intent to enter in a Latecomer Agreement, subject to the further requirements of this Chapter. *(This is where we are in the process. Agree or Not to enter into the Latecomer Agreement as submitted).*



AMC: 12.20.040 Processing of Application

Section B, C, D, E and F



Item D: After the system improvements are completed, the applicant must present to the director a final statement detailing the actual total project cost, including an application fee, design, construction and inspection fees. In addition, the applicant must submit “as built” plans showing the system and service area. *(The costs provided are the final numbers and “As-Builts” have been submitted to the GIS Mapping Department.)*

Item E: If both the “as built” plans and the final statement of costs are consistent with the improvement contemplated, the city shall enter into the latecomer agreement.. *(This is where we are in the process. Agree or Not to enter into the Latecomer Agreement as submitted).*

Items F: If the final statement exceeds or is inconsistent with the projected costs, or if the “as built” plans significantly differ from the original design, the director shall meet with the applicant to determine the reason for the increased costs or different design. Following such meeting the director shall make a further report and recommendation to the city council and the council may approve, reject, or modify the latecomer agreement following the meeting. If the proposed cost to affected property owners exceeds the preliminary estimate by more than ten percent, the city council shall schedule a new public hearing, notice of which shall be given to all affected property owners at least ten days in advance of the hearing date. Following the public hearing, the city council may approve, reject or modify the latecomer agreement. (Ord. 2523 § 5, 2000). *(Based on the information submitted as part of this application, Item F is N/A)*



AMC: 12.20.050 Ownership of System Section A and B



Item A: To be eligible for coverage under a Latecomer Agreement, a system must comply with all City Ordinances, rules and regulations pertaining to the design and construction of water and/or sewer systems or streets.

The project was reviewed by the Public Works Engineering Department and determined that the project meets all City of Anacortes requirements.

Item B: Upon approval of a Latecomer Agreement a constructed system becomes the property of the City. The City may charge and receive fees for use according to the City's established water and/or sewer rates. Maintenance and Operation costs of the system will be borne by the City. *(These improvements were accepted at Final Plat Acceptance.)*





City Council Agenda Bill

Meeting Date: 11/5/2018

Agenda Item: 7a

Subject: RR Summit NW, LLC Latecomer Agreement 18-012-DEV-001

Staff Contact: Fred Buckenmeyer, Steve Lange

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

Action Type	
X	Contract

Summary Statement: The RR Summit NW, LLC Latecomer Agreement 18-012-DEV-001 has been reviewed by the Engineering Department and has been determined to meet the requirements of Latecomer Agreements as identified under the Anacortes Municipal Code, Section 12.20, as well as policies established by the Public Works Director. A copy of the Director's report along with a description of the property owners' rights and options were mailed to the property owners of record on October 3, 2018. The City did not receive any written requests for a hearing within 20 days of the mailing. It is recommended that the City Council accept the proposed Latecomer Agreement.

Background: On April 5, 2017 RR Summit NW, LLC, submitted a Latecomer Agreement Application in consideration of Street/Roadway, Water, Storm Drainage, Sanitary Sewer, Utility Improvements and related appurtenances along Rock Ridge Boulevard.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that the City Council accept the proposed Latecomer Agreement 18-012-DEV-001 and authorize the Mayor to sign.

Alternative Actions: N/A

Attachments (listed in order presented): Latecomer Agreement 18-021-DEV-001 and Supporting Documents

LATECOMERS AGREEMENT NO. PW-18-012-DEV-001

This Agreement is made and entered into on _____ by and between the **CITY OF ANACORTES**, a municipal corporation, hereinafter referred to as "City," and RR Summit NW, LLC, hereinafter referred to as "Developer",

WHEREAS, the Developer has installed certain improvements which consist of the following:

Street/Roadway, Water, Storm Drainage, Sanitary Sewer, Utility Improvements and related appurtenances along Rock Ridge Boulevard

WHEREAS, the improvement has been accepted by the City; and

WHEREAS, the Developer is desirous of entering into a Latecomers Agreement with the City; and

WHEREAS, the City has calculated the proportionate share of the cost of the improvement that should be paid by other properties served by this improvement, namely Parcels P60499 (Tuttle and Buckley's Addition to Anacortes, Block 67, Lots 1-8 and Lots 13-20).

WHEREAS, this Agreement does not make any statement by the City that the lots are buildable;

WHEREAS, this Agreement does not make any statement by the City that the lots may actually be approved for hookup to the improvement;

WHEREAS, the City has agreed to collect said proportionate share of the costs of this improvement before any person shall be allowed to tap into the City of Anacortes water system by the terms of this Latecomer Agreement and return said share to the Developer.

WHEREAS, the City of Anacortes has the authority to enter into Latecomer Agreements per RCW 35.91 and Anacortes Municipal Code 12.20.

NOW THEREFORE, IT IS AGREED THAT:

1. The documentation for actual construction costs were submitted by the Developer on September 12, 2018. This submittal is the Developer's final and complete statement of costs for this improvement and is the basis for determining a pro rata share for each property as stated in Paragraph 14 below.
2. The Developer will provide as-built drawings for all facilities covered under the terms of this Agreement.
3. Throughout the terms of the agreement the Developer must, in writing, certify annually in January the names(s) and address(es) of the Developer. The City is not responsible for locating any person who may be entitled to benefits for any agreement. Failure to receive the annual certification required under this subsection, gives the City absolute right to refuse to make payment under this Agreement and money received may then become the sole and exclusive property of the City.
4. Payments of the latecomer charge must be made to the City under the Latecomer Agreement in accordance with the City's rules and terms of this Agreement.
5. Payment to the City must be by one lump sum. The City will pay over the amount due to the Developer within 60 days of receipt of said payment.

6. If payment of the Latecomer charge is made to someone other than the City, the City will require proof of payment in the form of a release from the Developer. Proof of recording will also be required before any connection to the City water system. The City will not under any circumstances be involved in enforcing private payment arrangements or mediating payment disputes between parties.
7. If payment is made, and any check is not cashed within six (6) months from date of mailing, then the City will cancel the check and place said sum in the water utility fund.
8. No Latecomer fee shall be collected for any property owned by the Developer and abutting the improvements covered by this Agreement.
9. If a property covered by the terms of this Agreement is served by the City's sanitary sewer system by a City water line not constructed under the terms of this Agreement, no latecomer fee will be collected.
10. A Latecomer fee is due or collectable only when a Building Permit Application is applied and paid for.
11. The recovery period under this Agreement shall be 20 years (RCW 35.91.020, Section 2) from the date below, after which the City shall have no obligation to collect and/or refund any monies in regard to this Agreement.
12. Execution of this Agreement by the Developer constitutes a waiver and release from all claims and future claims arising from the establishment, administration and enforcement of the Latecomer Agreement.
13. The location of the improvement covered by this Agreement is highlighted on the attached drawing.
14. The Latecomers charge per Parcel as listed above is One Hundred and Ten Thousand Five Hundred and Six Dollars and Ninety-two Cents (\$110,506.92).
15. All terms of this agreement comply with the Anacortes Municipal Code, Chapter 12.20.

This Agreement was accepted by the City Council at its regular meeting of November 5, 2018.

CITY OF ANACORTES

RR Summit NW, LLC

By _____
Laurie Gere

By _____
(signature)

Print Name _____

Title _____

ATTEST:

Steven D. Hoglund
City Clerk - Treasurer



ANACORTES PUBLIC WORKS DEPARTMENT

FRED BUCKENMEYER, DIRECTOR OF PUBLIC WORKS

P.O. BOX 547, ANACORTES, WA 98221

E-MAIL: fredb@cityofanacortes.org

PH (360) 293-1920

FAX (360) 293-1938

October 3, 2018

ATTENTION: To the Property Owners of Record according to the Skagit County Assessor Records Whose Parcels are affected by the Subject Latecomer Agreement

SUBJECT: Latecomer Agreement PW-18-012-DEV-001: (PW#18-012-DEV)

Your name(s) appears on the attached list of property owners whose parcel(s) will be affected by an upcoming decision by the Anacortes City Council.

The Council will consider an application for a Latecomer Agreement concerning Street/Roadway, Water, Storm Drainage, Sanitary Sewer, Utility and related appurtenances that were constructed adjacent to Block 67 of the Tuttle and Buckley's Addition by RR Summit NW, LLC.

Since this infrastructure improvement may serve your property, I have enclosed an explanation of Latecomer Agreements and a copy of the report that will be submitted to City Council.

If the Council approves the Latecomer Agreement, your property will be assessed a share of the construction costs. The City will collect the assessed fee if and only when a building permit application is applied and paid for within 20 years from the date of the Latecomer Agreement. Following that date, no latecomer fee is collected. The proposed latecomer fee is \$110,506.92 per parcel. The properties affected by this Latecomer Agreement are shown on the enclosed plat map. The Report prepared for City Council review details the costs and method to allocate the latecomer fee.

You have the right to a hearing on this matter if you wish. The matter will be reviewed by City Council for approval or denial on November 5, 2018. The City is combining an opening for public hearing on the same date set for Council decision. The meeting will be held at the Municipal Building Council Chambers, 2nd floor, located at the intersection of 6th and Q Avenue in Anacortes, Washington.

If the City Council approves the Latecomer Agreement, the Agreement will be recorded with Skagit County property records. If you have any questions, please call me at (360) 299-1983.

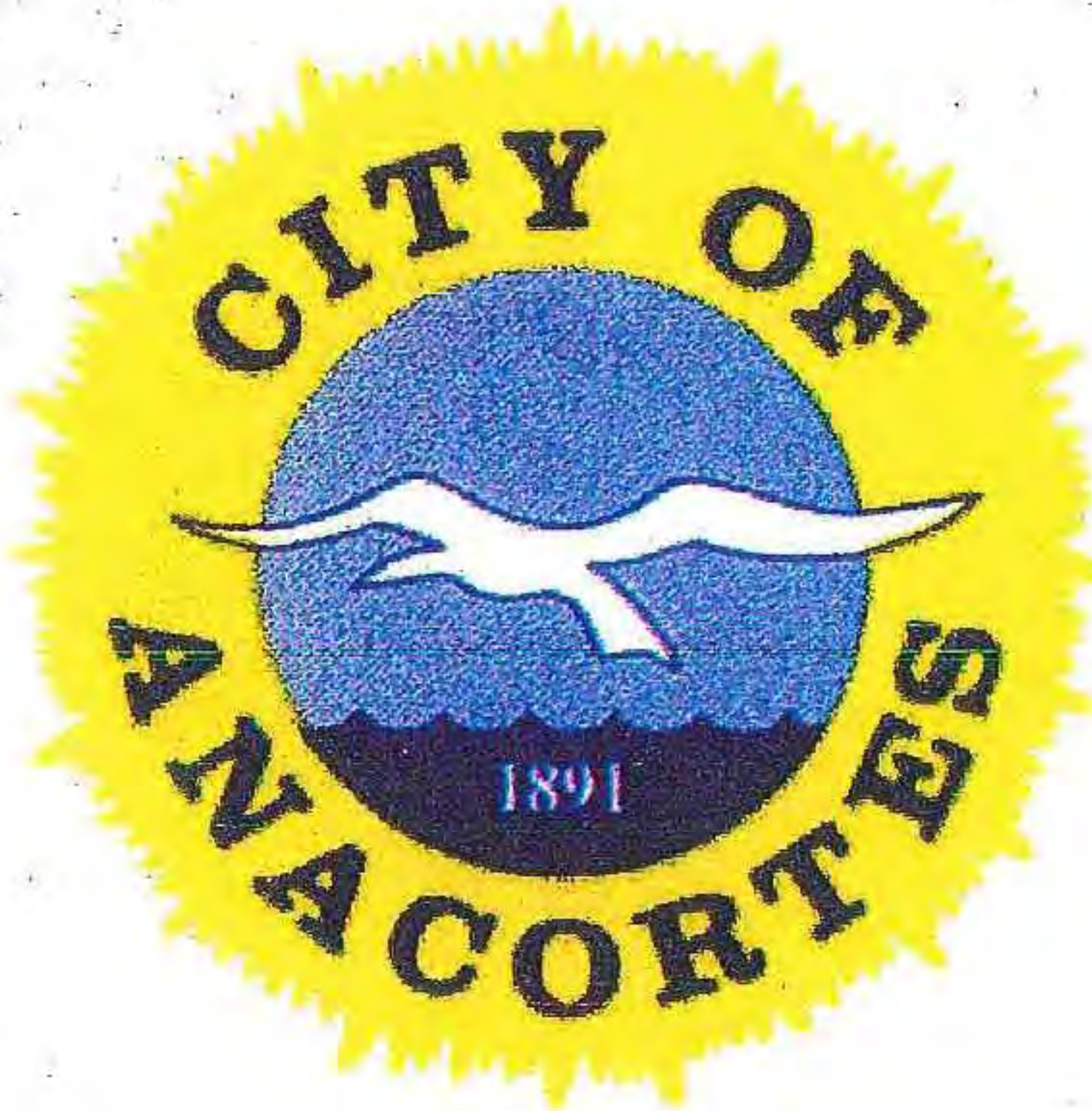
Sincerely,

CITY OF ANACORTES

Steven Lange
Project Manager



• Water • Wastewater • Streets • Storm Drainage • Engineering • Solid Waste
• Transportation • Equipment • Capital Projects • Development Services



**ROCK RIDGE IVV LATECOMER AGREEMENT
DEVELOPMENT IMPROVEMENTS**

PW#18-012-DEV

Contract Number: PW-18-012-DEV-001

FOR INFORMATION, CONTACT:

Steven Lange, Project Manager

City of Anacortes Engineering Department

PO Box 547

Anacortes, WA 98221

Office: 360.299.1983 Cell Phone: 360.661.3468 Fax: 360.293.1938

stevel@cityofanacortes.org

TABLE OF CONTENTS

Public Works Director Latecomer Agreement Policy.....(8 1/2 X 11)

PART 1 – Latecomer Agreement

PART 2 – Application, Cost Analysis, Property Owner Information

PART 3 - Area and Feasibility

PART 4 – Cost Sharing and City Estimate

PART 5 – Civil Plans

PART 6 – Correspondence

PART 7 – City Council Meetings

**City of Anacortes
Public Works Engineering
Latecomer Agreement Policy
October 2011**

Subject:

Public Work's Director's policy on constructed improvements subject to Latecomer Fees, via a Latecomer Agreement.

Supporting information:

- City of Anacortes Ordinance Number 2523
- City of Anacortes Municipal Code: Chapter 12.20 – Latecomer Agreements for Street and Utility Improvements.
- City of Anacortes Engineering Standards, current version
- RCW 35.72 – Contracts for Street, Road and Highway projects.
- RCW 35.91 – Municipal Water and Sewer Facilities Act

Policy:

To determine which improvements the benefiting parcels receive, the following guidelines are to be used;

1. **Subject to a Latecomers Agreement:** The parcel needs to be able to have immediate access and are able to recognize the full potential, or use, of the facilities by a direct connection to said facilities.
2. **Not Subject to a Latecomer Agreement:** The parcels have to extend or improve the facilities in order to obtain and recognize full potential, or use of said facilities.

LATECOMERS AGREEMENT NO. PW-18-012-DEV-001

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This Agreement was accepted by the City Council at its regular meeting of _____.

CITY OF ANACORTES

RR Summit NW, LLC

By _____
Laurie Gere

By _____
(signature)

Print Name _____

Title _____

ATTEST:

Steven D. Hoglund
City Clerk - Treasurer



Engineering and Development Services
PO Box 547, Anacortes, WA 98221
Telephone 360.293.1920
Fax 360.293.1938
E-mail engineering@cityofanacortes.org

Latecomer Agreement Application

Municipal Codes 12.20, 13.12.130, 12.32.0107

Applicant Information

Date: 4/5/2017

Name: RR Summit NW LLC

Telephone 360-293-7431

Address: PO Box 319

c/o Nels Strandberg

Contact Information (if different)

Name: Debbie Headrick

Telephone 360-293-7431

Address: PO Box 319 Anacortes WA 98221

Summary of Facilities

Facility	Total Project Qty *	Benefiting Property Qty.	Qty. Unit	Unit Cost	Total Project Cost	Total Benefiting Properties Cost
✓ **Street			SF			
✓ ***Water			LF			
✓ ***Storm			LF			
✓ ***Sewer			LF			
✓ Other						
Other						

*Total number of lots served

29

Number of latecomer lots

3

* Total project includes all improvements in addition to the benefiting property improvements.

** Street improvements must include curb, gutter, and sidewalk in the benefiting side of the street.

*** Water, sewer, storm connections must be provided and usable on the benefiting property.

Application Fee Worksheet

		Base Fee	\$950
Number of Facilities	<u>5</u>	X \$300 =	<u>1500 -</u>
		Total Application Fee	<u>\$2450 -</u>

Attachments:

- ☐ Name/address of owners of record for each property within proposed assessment area.
- ☐ Plans prepared and stamped by a professional engineer registered in the State of Washington detailing improvements, legal descriptions of all the properties proposed for latecomer agreement, and detailed cost estimate of the entire project.

Deposits Trust
Payment Amount:
Transaction Amount:
CHECK: 001097

2,450.00
2,450.00

Misc Receipts - 0631 - 2017
017418-0009 Carla B. 08/16/2017 01:38PM

Rock Ridge Phase 4 & 5

		ACTUAL COSTS	
1	Attorney fees	\$	4,389.00
2	city permits	\$	10,149.09
3	geotech	\$	27,972.17
4	staking	\$	3,832.22
5	maintenance bond		
6	final plat and survey	\$	30,686.43
7	Clearing	\$	27,465.04
8	Grinding	\$	7,800.00
9	Erosion Control	\$	49.14
9A	Land E	\$	1,672.25
9B	materials	\$	5,481.41
10	Cut and fill ROW / Lots		
10A	Labor	\$	28,303.25
10B	D6	\$	11,692.00
10C	Rock truck	\$	21,655.00
10D	84" roller	\$	8,012.50
10E	rent crusher	\$	19,400.00
10F	excavator to load	\$	69,670.40
11	ROW stripping		
	Land E		
12	Sewer Install		
12A	Land E	\$	38,093.85
12B	Manholes	\$	10,839.15
12C	lids and risers	\$	185.79
12D	Pipe	\$	8,708.03
12E	import pipe bedding	\$	12,956.00
12F	Manhole channel		
13	Storm Install		
13A	Land E	\$	82,481.21
13B	Catch basins	\$	3,991.29
13C	Frame and Grate		
13D	Structures pipe and bedding sand	\$	19,358.25
13E	import bedding	\$	2,709.00
14	Water Install		
14A	Land E	\$	78,511.30
14B	Materials	\$	63,659.54
14C	import bedding	\$	4,163.34
15	Curb and Gutter / Sidewalk		
15A	Land E	\$	57,996.30
15B	Crushed rock	\$	50,715.59
15C	Backstorm phase V	\$	41,049.36
15D	Backstorm phase IV	\$	60,142.95
15E	planter strip		
16	Sub Grade prep	\$	60.00
16A	Land E	\$	21,823.78
16B	D 4 rent	\$	4,030.00
17	Asphalt	\$	42,862.31
		\$	56,171.80
18	Final Grade and Clean up	\$	14,853.00
18A	Dry Utility Trench	\$	45,212.02
18B	Trench Backfill	\$	16,803.66
19	PSE	\$	123,827.07
20	CNG		
21	landscape	\$	76,785.95
22	Fuel	\$	3,078.25
23	Misc	\$	200,008.32

includes PRV

Plus applicable taxes \$ 22,807.97

Total \$ 1,448,114.98



**ENGINEERING
STEVEN LANGE, P.M.**

P.O. BOX 547
ANACORTES, WA 98221
Cell: (360) 661.3468
E-mail: stevel@cityofanacortes.org
FAX(360) 293-1938

Job 18-012-DEV-001
Title PROPERTY OWNER INFORMATION
Calculated by STEVEN LANGE DATE 10.01.18
Checked by _____ DATE _____
Sheet 1 of 1 SCALE _____

NOTE TO FILE:

AT THE TIME OF APPLICATION, THE APPLICANT WAS THE OWNER OF BOTH ROCK RIDGE PHASE 4 AND PHASE 5.

SINCE THE RECORDING OF EACH PLAT, OWNERSHIP OF EACH PARCEL HAS CHANGED.

St Lange

10.01.18

BENEFITING PROP.

Details for Parcel: P60499



Jurisdiction: ANACORTES
Please contact the city of ANACORTES for ANACORTES zoning information.

Zoning Designation:

[Excise Affidavits](#)

Document scans of excise affidavits

Parcel Number

P60499

XrefID

3834-067-000-0005

Quarter Section Township Range

NW 26 35 01

Owner Information

TROIKA LLC

LAURA KILKELLY

MULTICOM INC

12312 NE 7TH PL APT 101

BELLEVUE, WA 98005

Site Address(es)

Map Links

[Open in iMap](#)

Assessor's Parcel Map:

[PDF](#) | [DWF](#)

Current Legal Description [Abbreviation Definitions](#)

TUTTLE & BUCKLEY'S TO ANA LTS 1 TO 8 & 13 TO 20 BLK 67

2017 Values for 2018 Taxes*

Building Market Value \$0.00
Land Market Value +\$60,300.00
Total Market Value \$60,300.00
Assessed Value \$60,300.00
Taxable Value \$60,300.00

Sale Information

Deed Type QUIT CLAIM DEED
Sale Date 2004-07-12
Sale Price \$0.00

2018 Property Tax Summary

2018 Taxes will be available after 2/15/2018

Use the Taxes link above for 2017 taxes

* Effective date of value is January 1 of the assessment year (2017)

[Legal Description at time of Assessment](#)

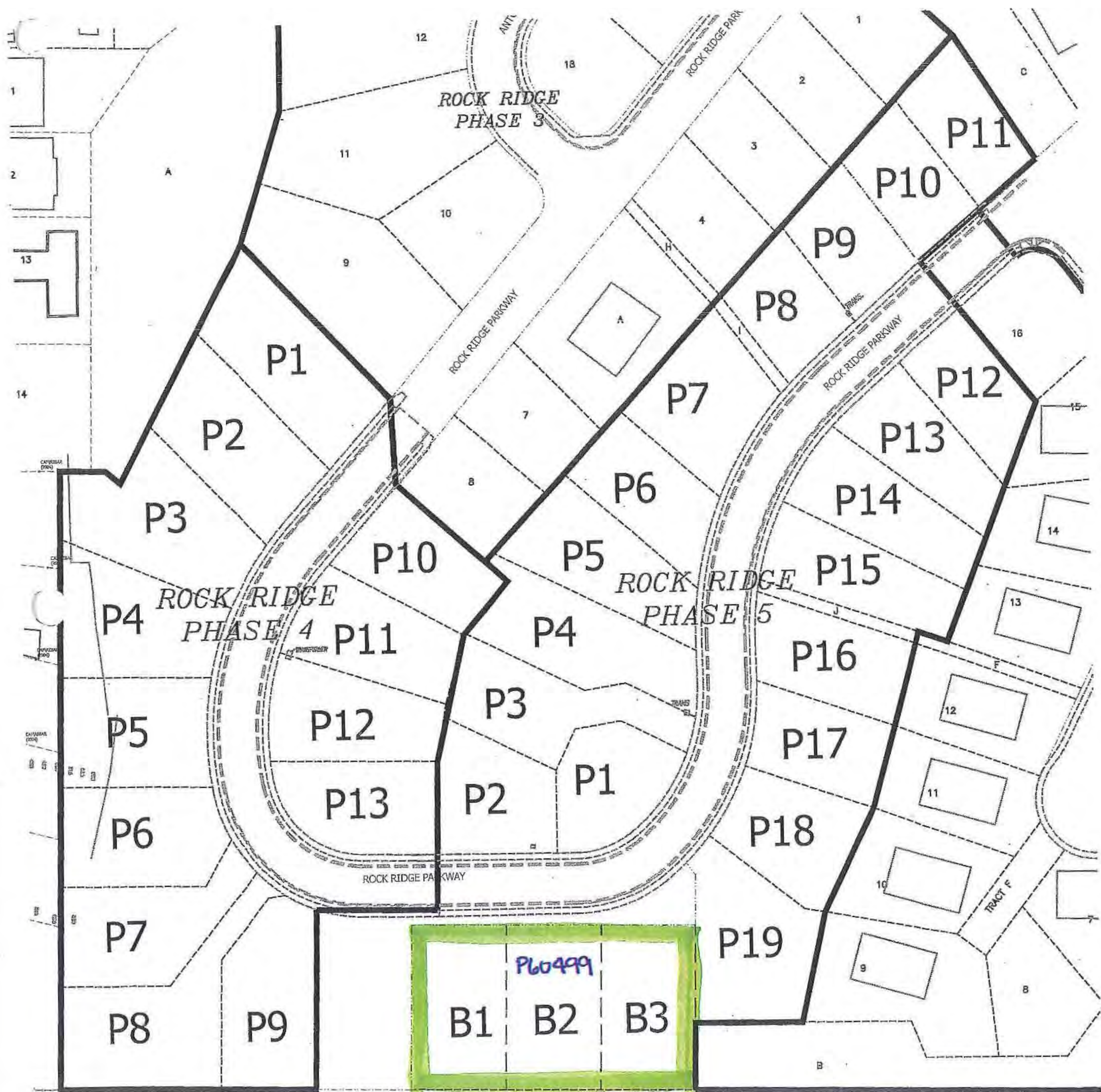
*Land Use					WAC 458-53-030
Neighborhood	(20ANP) ANACORTES NORTHERN PACIFIC RESIDENTIAL				
Levy Code	0900	Fire District			
School District	SD103	Exemptions			
Utilities		Acres	0.62		
Improvement 1 Attributes Summary					
Building Style	SINGLE FAMILY RESIDENCE				
Year Built		Foundation			
Above Grade Living Area		Exterior Walls			
Finished Basement		Roof Covering			
*Total Living Area		Heat/Air Conditioning			
Unfinished Basement		Fireplace			
*Total Garage Area		Bedrooms			
Bathrooms					
For additional information on individual segments see Improvements tab					

* Land Use codes are for assessment administration purposes and do not represent jurisdictional zoning. Please contact the appropriate planning department in your jurisdiction for land use questions.

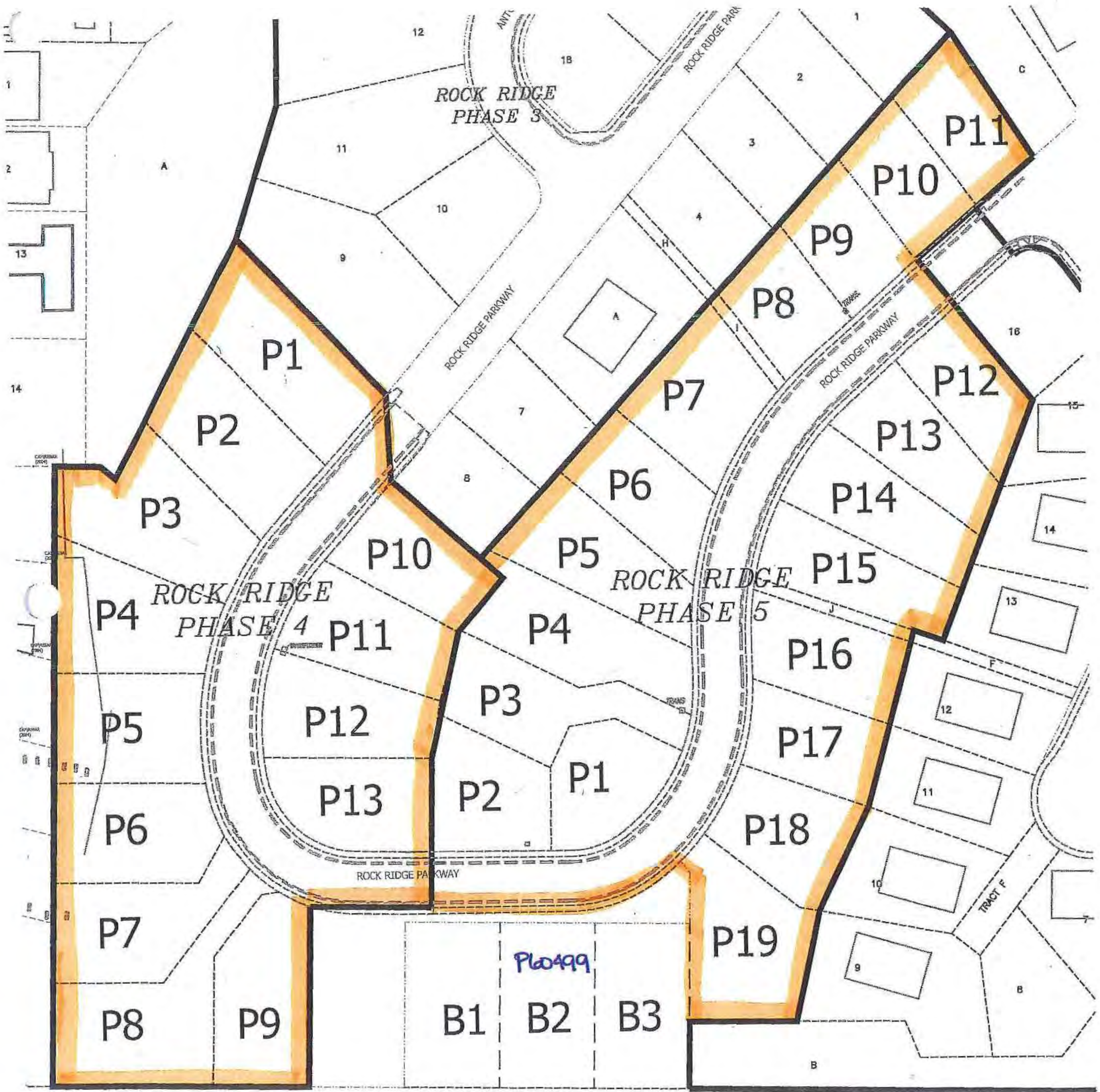
* Total living area includes above grade living area and finished basement area.

* Garage square footage includes all garage areas; basement garages, attached garages, detached garages, etc.

Assessment data for improvements is based on exterior inspections. Please contact the Assessor's office if the information does not accurately reflect the interior characteristics.



MAP SHOWING BENEFITING PROPERTIES
SCALE: N.T.S.



MAP SHOWING PARTICIPATING PROPERTIES.

SCALE: N.T.S.



Rock Ridge Phase 4 & 5 (Updated Numbers from 09-12-18) - CITY ESTIMATE.

MISC: Phase 4 and 5 Calculations

Attorney fees	\$	4,389.00	
city permits	\$	10,149.09	
geotech	\$	27,972.17	
staking	\$	3,832.22	
Latecomer Application	\$	2,450.00	
	\$	48,792.48	
			\35 = \$ 1,394.07

SWPPP: MR#2 Phase 4 and 5 Calculations

L and E	\$	1,672.25	
materials	\$	5,481.41	
Tax @ .085%	\$	608.06	
	\$	7,761.72	
			\35 = \$ 221.76

CUT AND FILL WITHIN ROW: Phase 4 and 5 Calculations

Labor	\$	28,303.25	
D6	\$	11,692.00	
Rock truck	\$	21,655.00	
84" roller	\$	8,012.50	
Clearing and grubbing	\$	35,265.04	
rent crusher	\$	19,400.00	
excavator to load	\$	69,670.40	
Tax @ .085%	\$	16,489.85	
	\$	210,488.04	

Total area cleared = \$210,488.04.00\256,430SF = \$0.82 SF

\$1,491.14

R-O-W Area = 63,646 SF x \$0.82 = \$52,189.72\35 = \$1,491.14

SEWER INSTALLATION: Phase 4 and 5 Calculations

L and E	\$	38,093.85	
Manholes	\$	10,839.15	
lids and risers	\$	185.79	
Pipe	\$	8,708.03	
import pipe bedding	\$	12,956.00	
Manhole channelling			
Tax @ .085%	\$	6,016.54	
	\$	76,799.36	
			\35 = \$ 2,194.27

STORM INSTALLATION: Phase 4 and 5 Calculations

L and E	\$	82,481.21
Catch basins	\$	3,991.29
Frame and Grate		
Strutres pipe and bedding sand	\$	19,358.25
import bedding	\$	2,709.00
Tax @ .085%	\$	9,225.88
	\$	117,765.63
	\35 =	\$ 3,364.73

WATER INSTALLATION: Phase 4 and 5 Calculations

L and E	\$	78,511.30
Materials	\$	69,659.54
import bedding	\$	4,163.34
Pump Station Upgrades	\$	200,008.32
Tax @ .085%	\$	29,949.11
	\$	382,291.61
	\35 =	\$ 10,922.62

CURB\GUTTER AND SIDEWALK: Phase 5 Calculations

L and E (Phase 4 and 5)	\$	57,996.30
Crushed rock (Phase 4 and 5)	\$	50,715.59
Subtotal (Phase 4 and 5)	\$	108,711.89
Subtotal\35 (Phase 4 and 5 Each Parcel)	\$	3,106.05
\$3,106.05 (Each Parcel) x 22 (Phase 5) =	\$	68,333.10
Backstorm phase V	\$	41,049.36
planter strip		
Tax @ .085%	\$	9,297.51
	\$	118,679.97
	\22 =	\$ 5,394.54

SUBGRADE PREP: Phase 4 and 5 Calculations

L and E	\$	21,823.78
D 4 rent	\$	4,030.00
Tax @ .085%	\$	2,197.57
	\$	28,051.35
	\35 =	\$ 801.47

ASPHALT and Crushed: Phase 4 and 5 Calculations

	\$	99,034.11	
Tax @ .085%	\$	8,417.90	
	\$	107,452.01	
		\35 =	\$ 3,070.06

FRANCHISED UTILITIES: Phase 4 and 5 Calculations

Dry Utility Trench	\$	62,015.68	
Tax @ .085%	\$	5,271.33	
	\$	67,287.01	
		\35 =	\$ 1,922.49

FRANCHISED UTILITIES: Phase 5 Calculations

Puget Sound Energy	\$	51,800.01	
Tax @ .085%			
	\$	51,800.01	
		\22 =	\$ 2,354.55

LANDSCAPE: Phase 4 and 5 Calculations

Final Grade and Clean up	\$	14,853.00	
landscape	\$	76,785.95	
Tax @ .085%	\$	7,789.31	
	\$	99,428.26	
		\35 =	\$ 2,840.81

STREET LIGHTING: Phase 5 Calculations

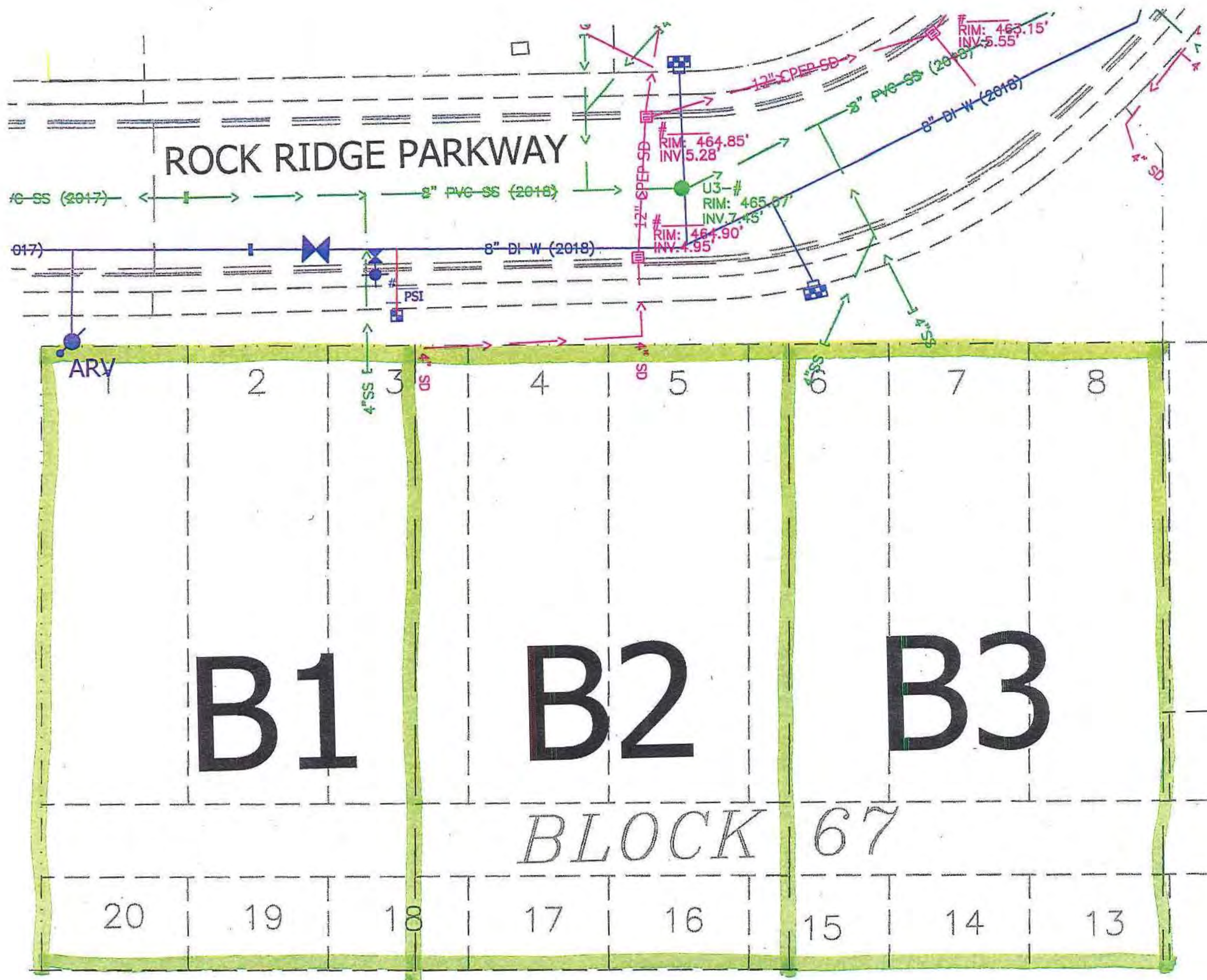
PSE\Intolight	\$	18,989.05	
		\22 =	\$ 863.14

Per Lot Cost: \$ 36,835.64

X 3 (B1, B2, B3)
110,506.92

COMPLETE 09.21.18

D. H. Lang



AS-BUILT (D.O.R) TO CITY OF ANACORTES
SCALE: 1"=30'

[illegible]

GRAPHIC SCALE
100 0 20 40 60 Feet
1" IN FEET
Vertical Scale: 1 inch = 40 Feet
H-200 Contour Interval

* Love 14/15
SIGNED BY LOVE TO THE
PROVIDED FROM AMERICA DAY
PLEASE TO BE HATS ON
CONTRACTORS HUBBLS
J.W. P. 10/10/15

PW#03-037-DEV

PLANS FOR THE PLAT OF
ROCK RIDGE SOUTH

PROJECT

STREET, GRADING & DRAINAGE
PLAN (NORTH)

SUMMIT Engineers & Surveyors, Inc.
2216 De Witt Pl. So. E., Seattle, WA 98103
(206) 415-1650 Fax (206) 415-1945



SUMMIT
PUBLISHING & COMMUNICATIONS, INC.
1000 SUMMIT AVENUE, SUITE 100
DENVER, CO 80202

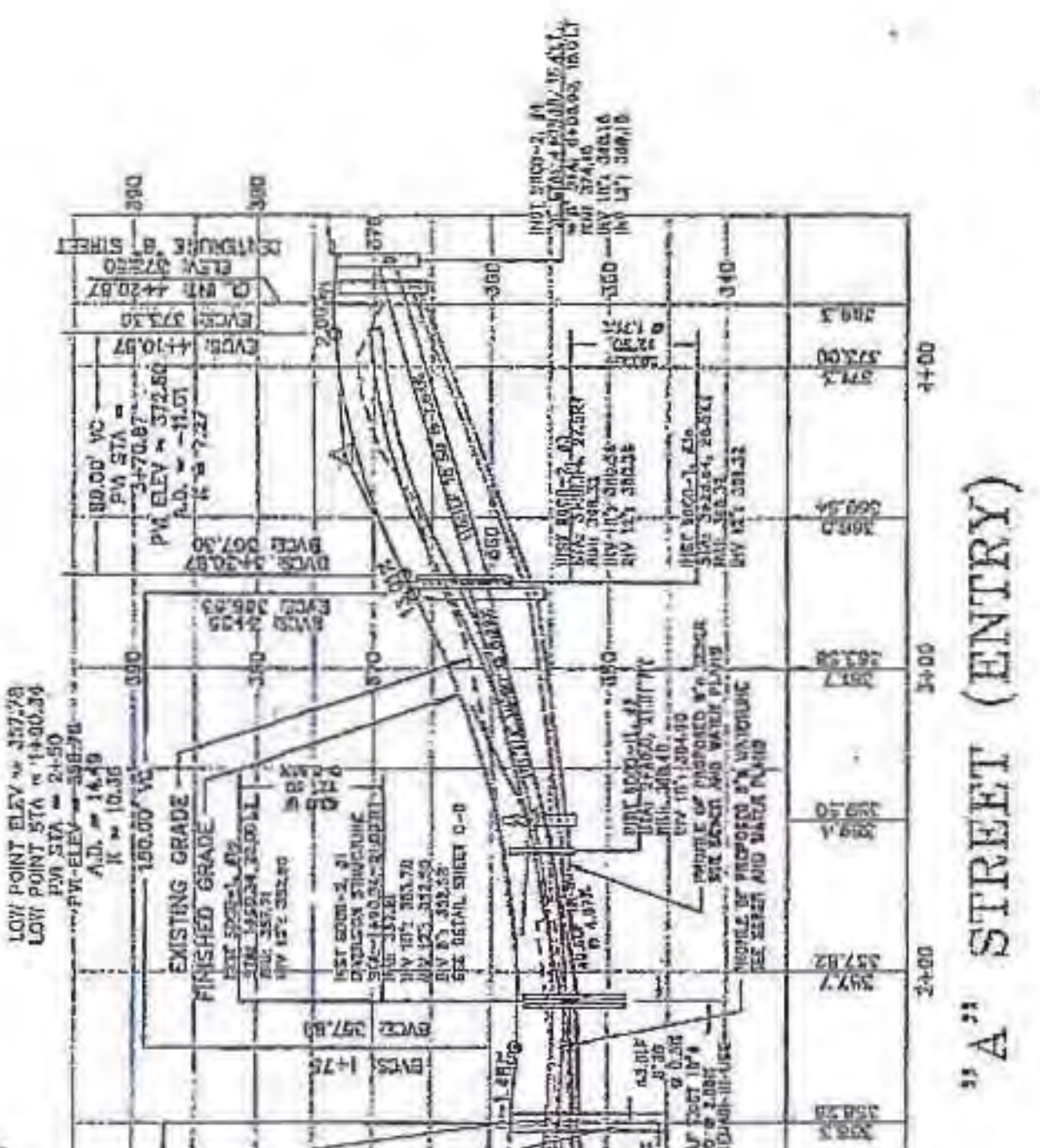
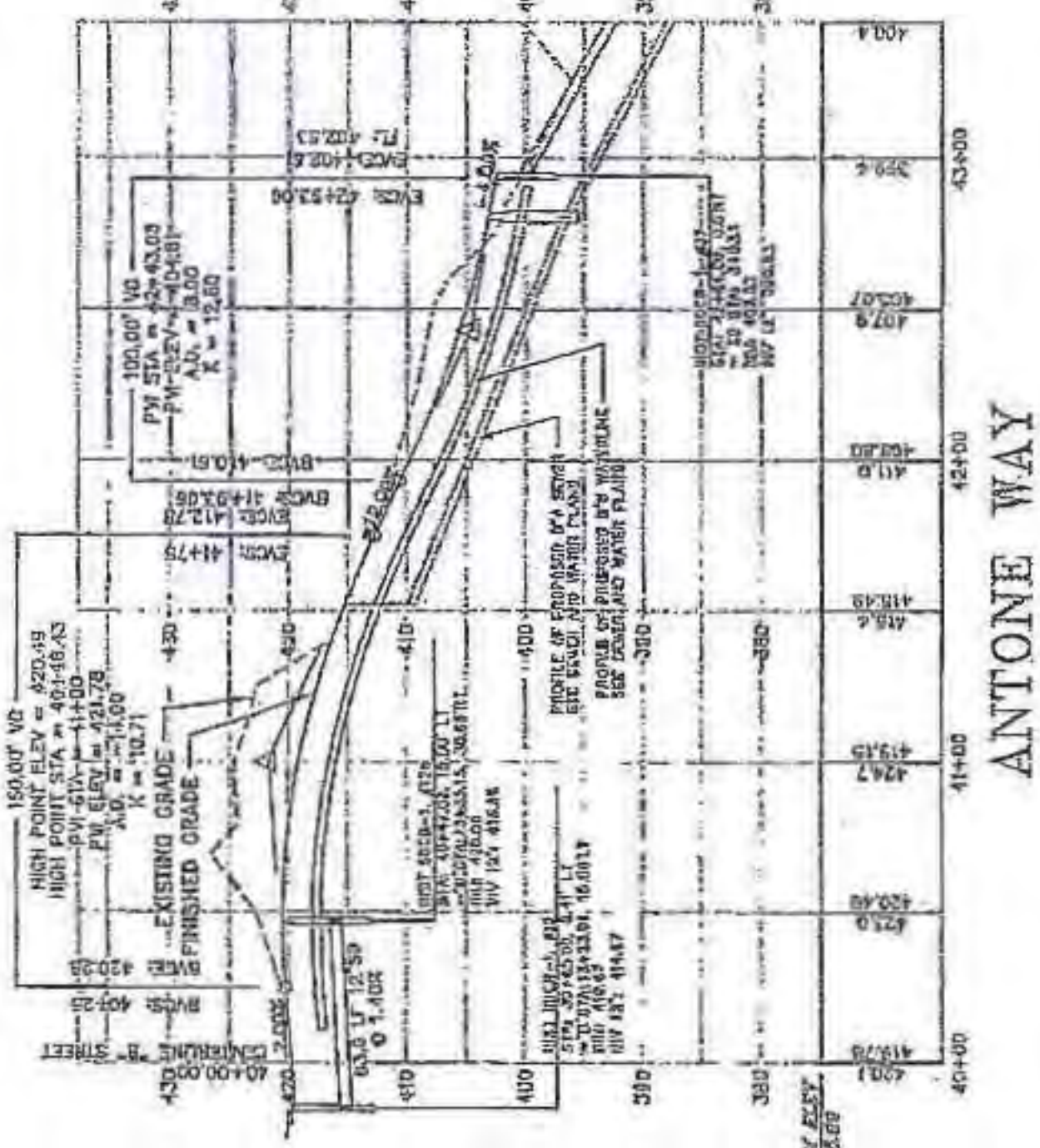
REVENUE
DATE
1/1/19

THE OFFICE OF
THE MAYOR
CITY OF CHICAGO

CS203-55140003
1-1 PAPER SPACE
7/21/2003

SEVEN MIDNIGHT
STREET
TOWN

PLAN OF
 ROCK RIDGE SOUTH
 TWP 36N, RGE 12E, W4E

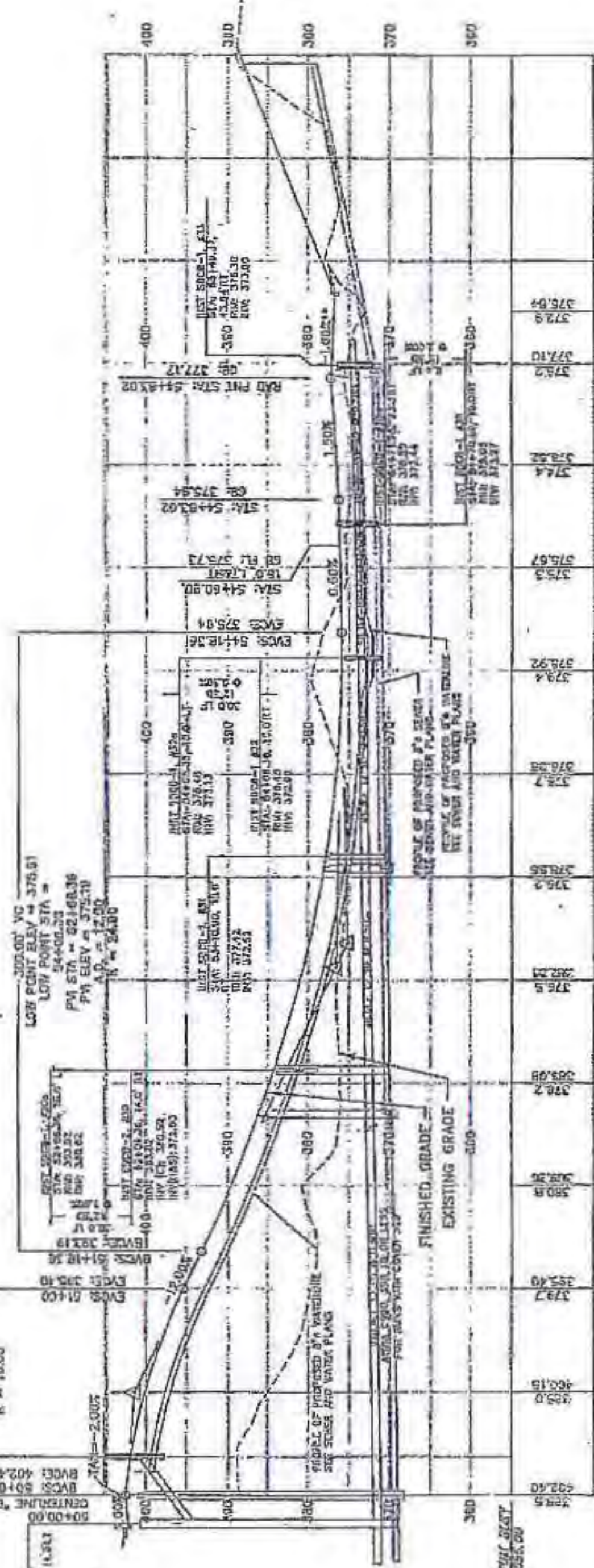


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 CUL-DE-SAC

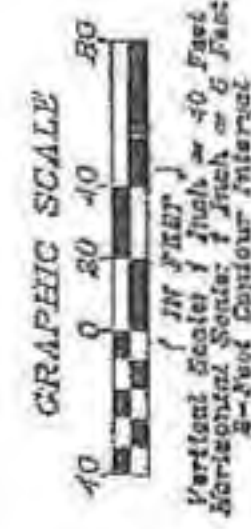
ANTONE WAY

A STREET (ENTRY)

STATION 0+00 TO 0+100
 SEE TO TOP OF STRUCTURE



D STREET



NOTES:
 1. The proposed street layout is shown on the plan view.
 2. The proposed street layout is shown on the plan view.
 3. The proposed street layout is shown on the plan view.
 4. The proposed street layout is shown on the plan view.
 5. The proposed street layout is shown on the plan view.
 6. The proposed street layout is shown on the plan view.
 7. The proposed street layout is shown on the plan view.
 8. The proposed street layout is shown on the plan view.
 9. The proposed street layout is shown on the plan view.
 10. The proposed street layout is shown on the plan view.

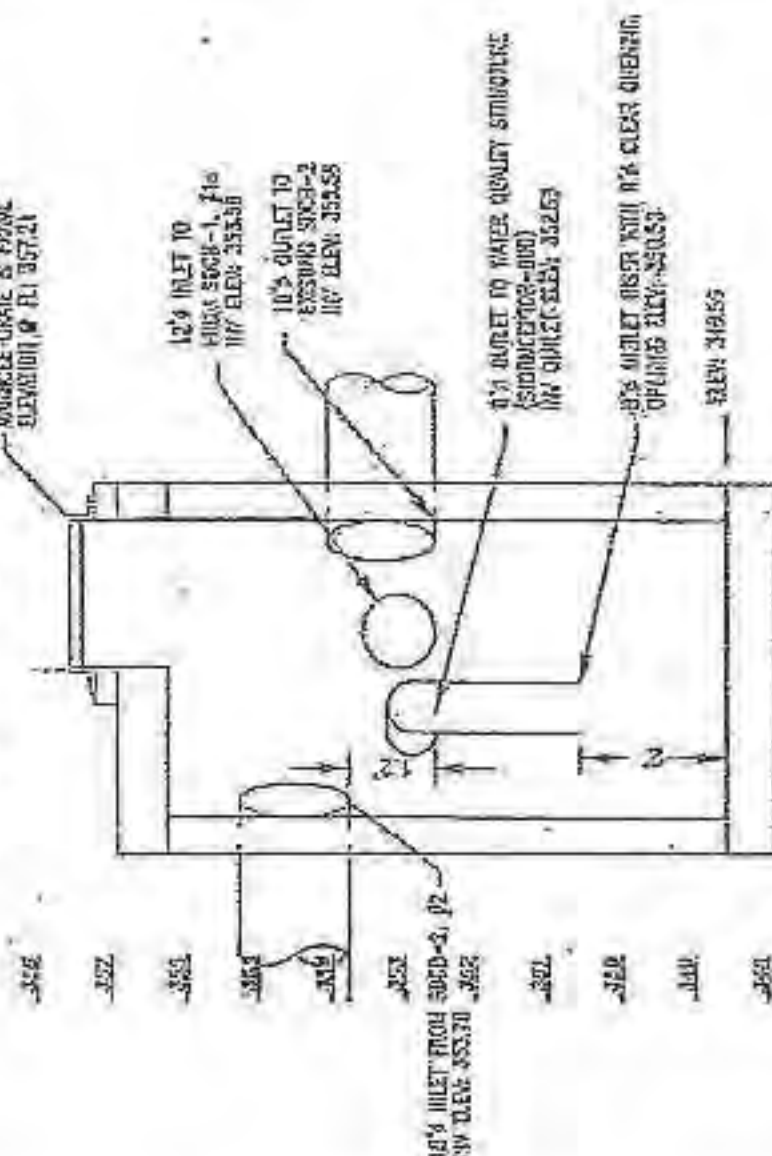


PW#03-037-DEV

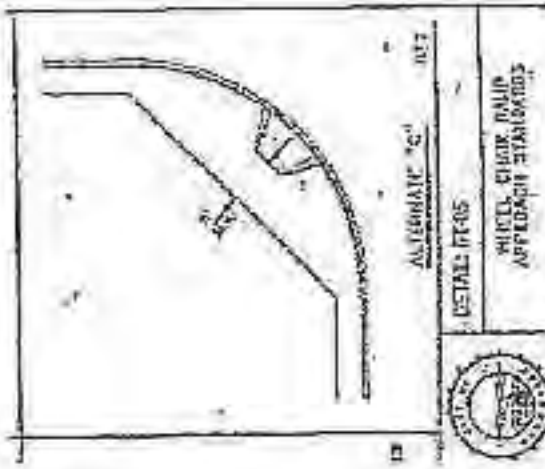
FILE NAME: C:\303-037\303-037-DEV	REVISIONS: BY: JES/2003 DATE: 11/21/2003	DESIGNED BY: JES/2003	CHECKED BY: JES/2003	PROJECT: PROFILES - "A" ST, ANTONE WAY, "D" ST & "E" ST	CIVIL PLANS FOR THE PLAT. OF ROCK RIDGE SOUTH	C-6
--------------------------------------	--	--------------------------	-------------------------	---	--	-----

SUMMIT Engineers & Surveyors, Inc.
 2220 E. Highway 88, Suite 100, Moorhead, MN 56501
 Phone: (218) 415-0818 Fax: (218) 415-0818

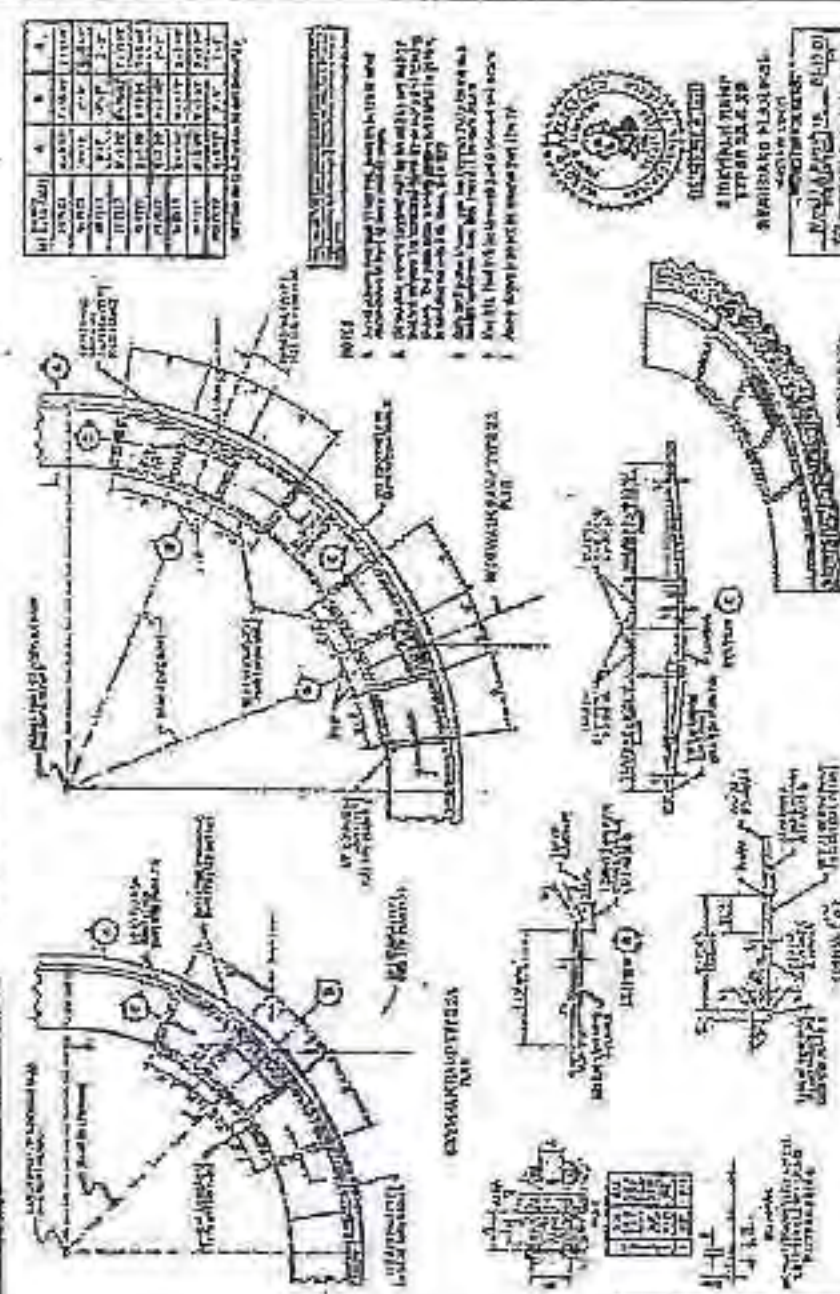
PLAT OF
ROCK RIDGE SOUTH
RANGE 14, SEC 26, TWP 33N, RGE 1E, W44.



ELEVATION VIEW
DIVERSION STRUCTURE DETAIL
NVS




 DEPARTMENT OF DEFENSE
 OFFICE OF THE SECRETARY
 ATTENTION: ASST. SEC. FOR
 POLICY AND PLANS
 1215 PENTAGON
 WASHINGTON, D.C. 20304-1215
 TEL: 703-697-3000
 FAX: 703-697-3000

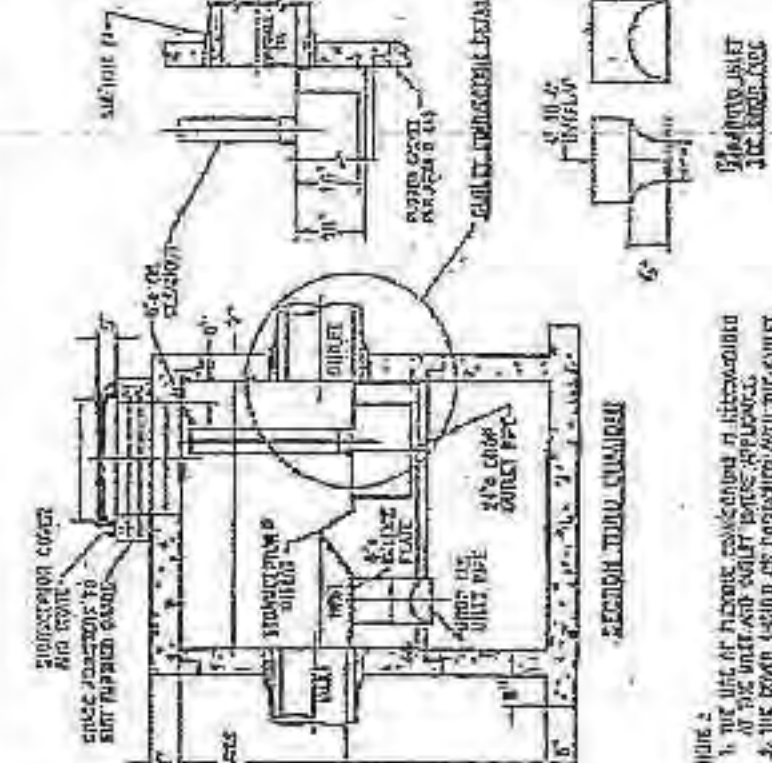


PW#03-037-DEV

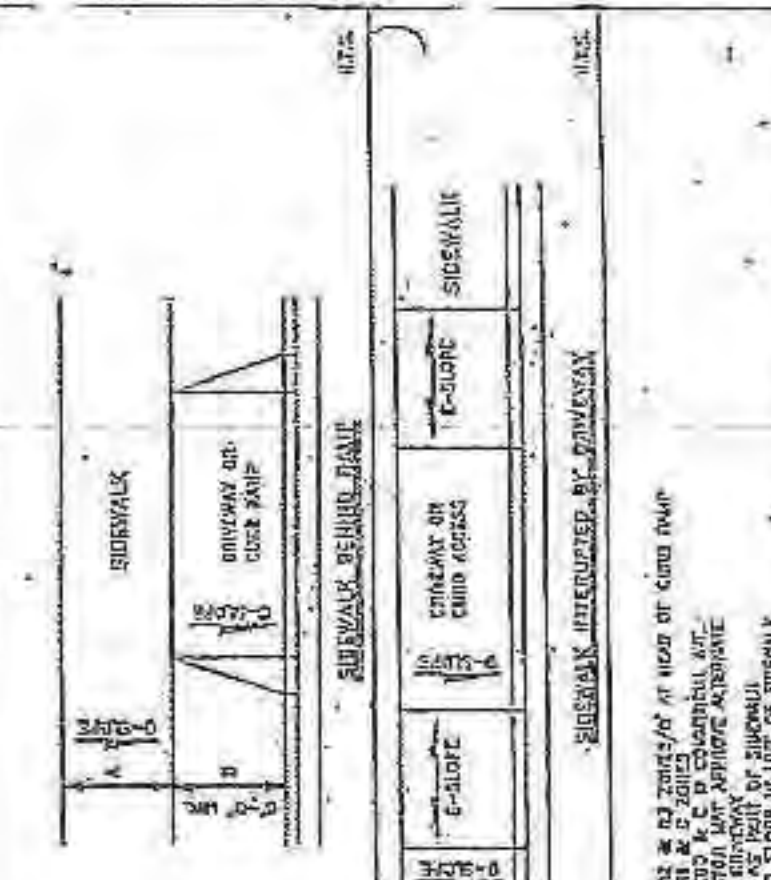
CIVIL PLANS FOR THE PLAT OF ROCK RIDGE SOUTH

6-9

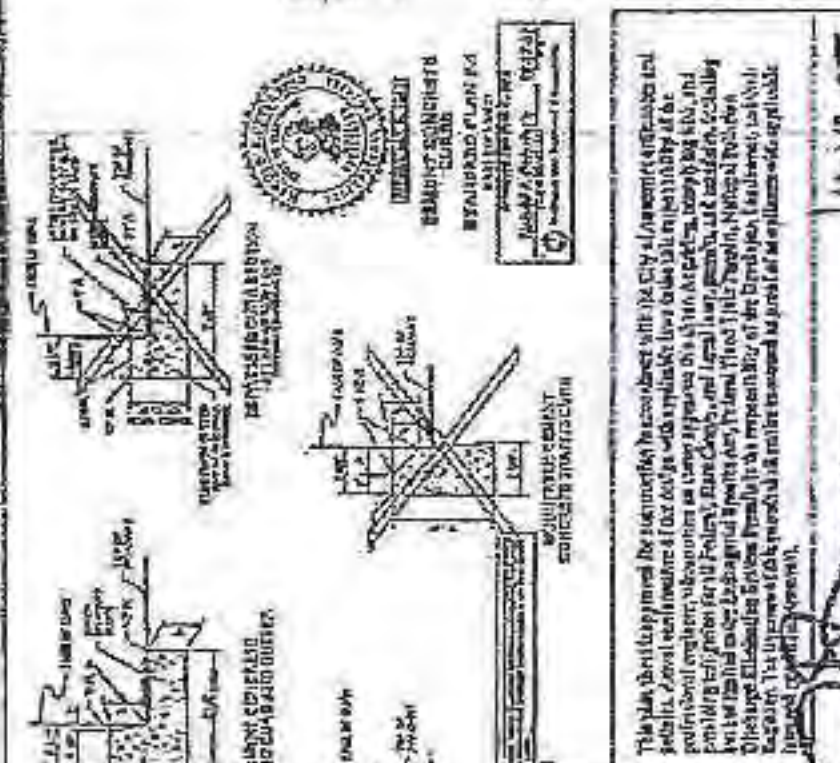
Hydro Conduit



DATE	JUNE 18	106-10397	
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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED	DATE 01-06-2008 BY 60322	REASON FOR DECLASSIFICATION	1956
			
SIDEWALK BARRIER FREE ROUTE OF TRAVEL			
DETAIL: ST-01			

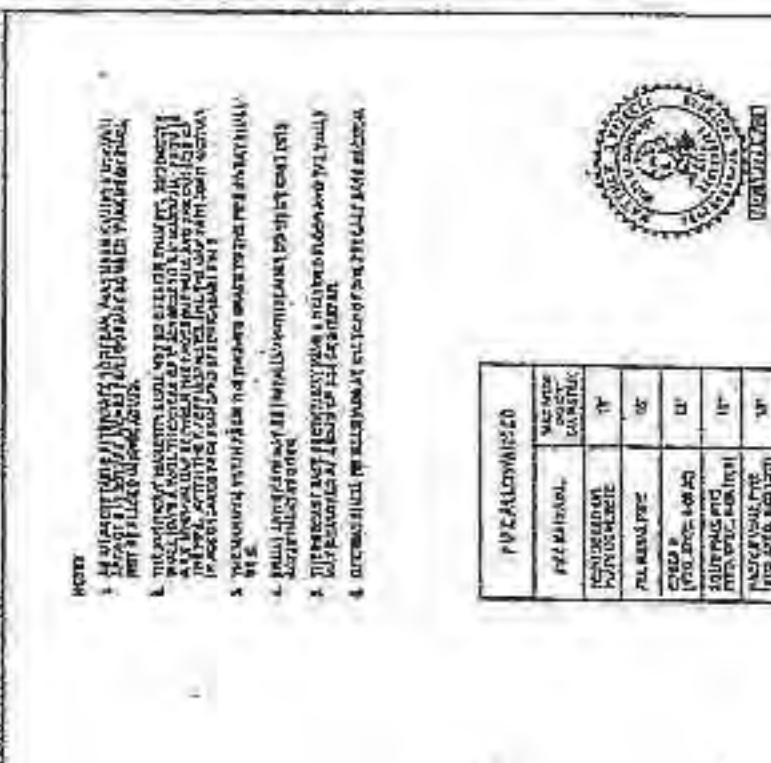
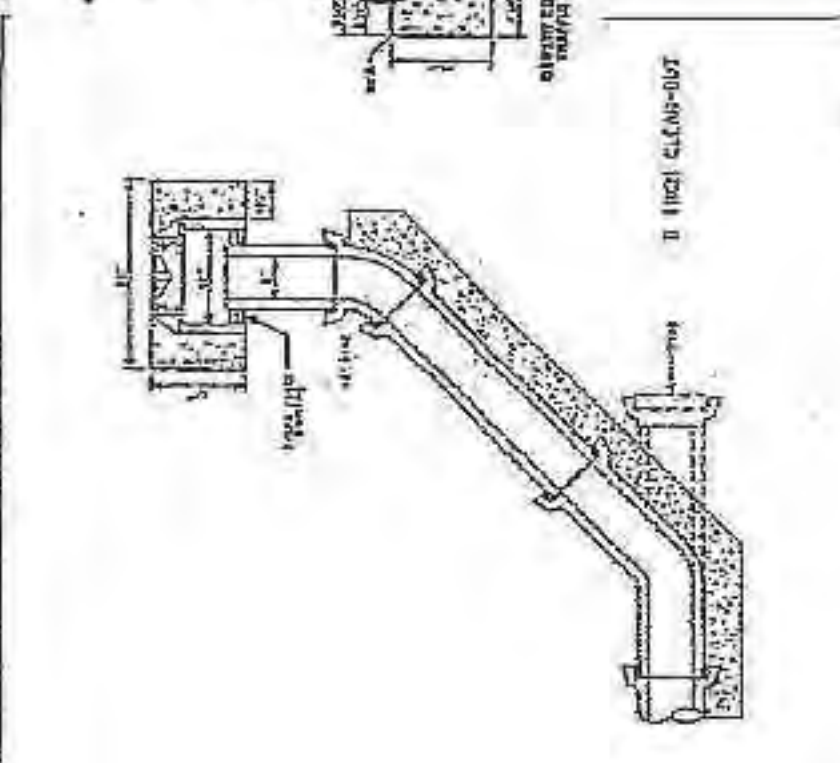


This is a very good example of the way in which the data are used.

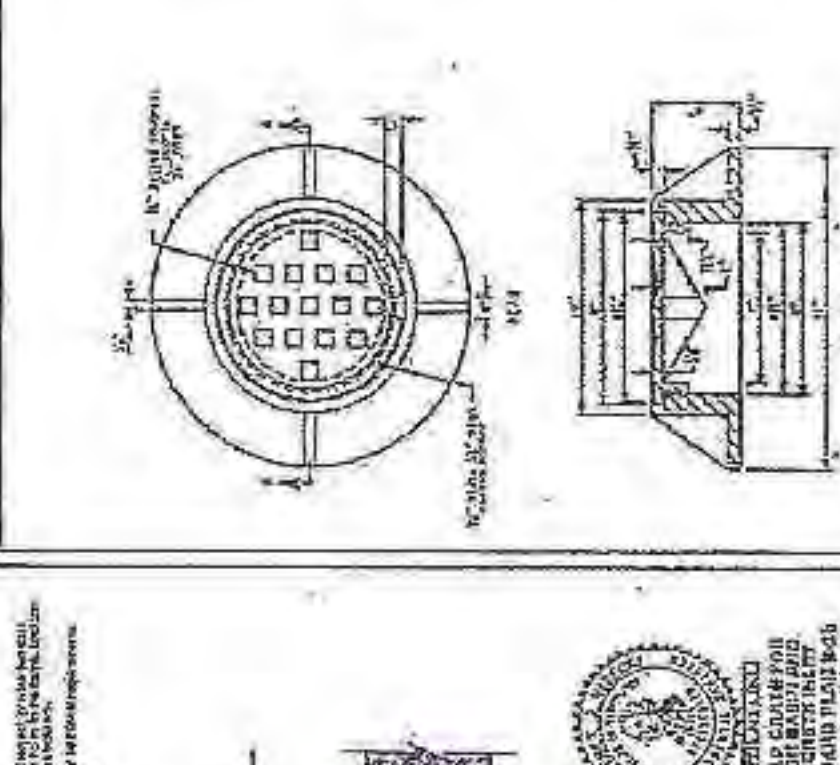
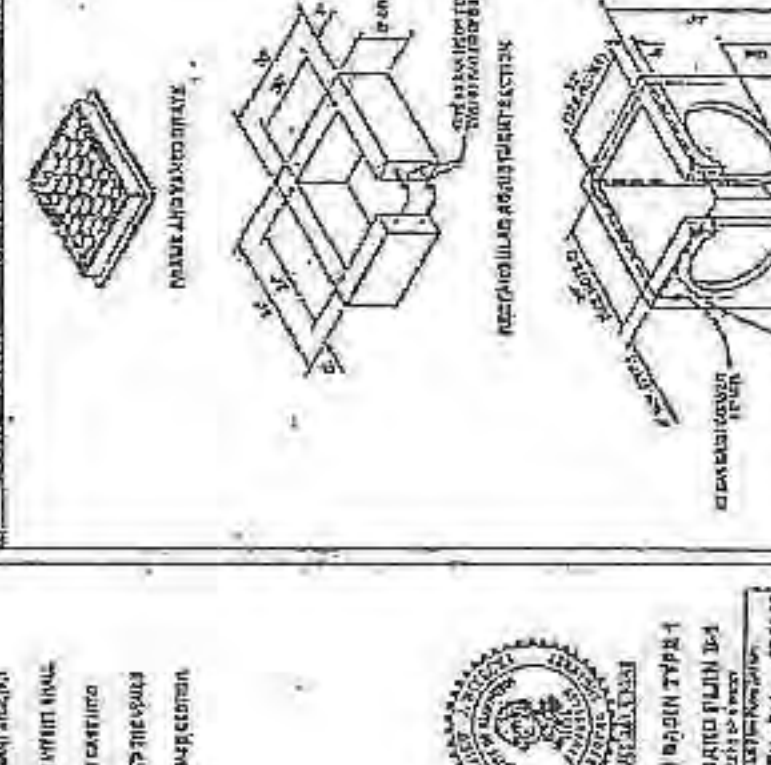
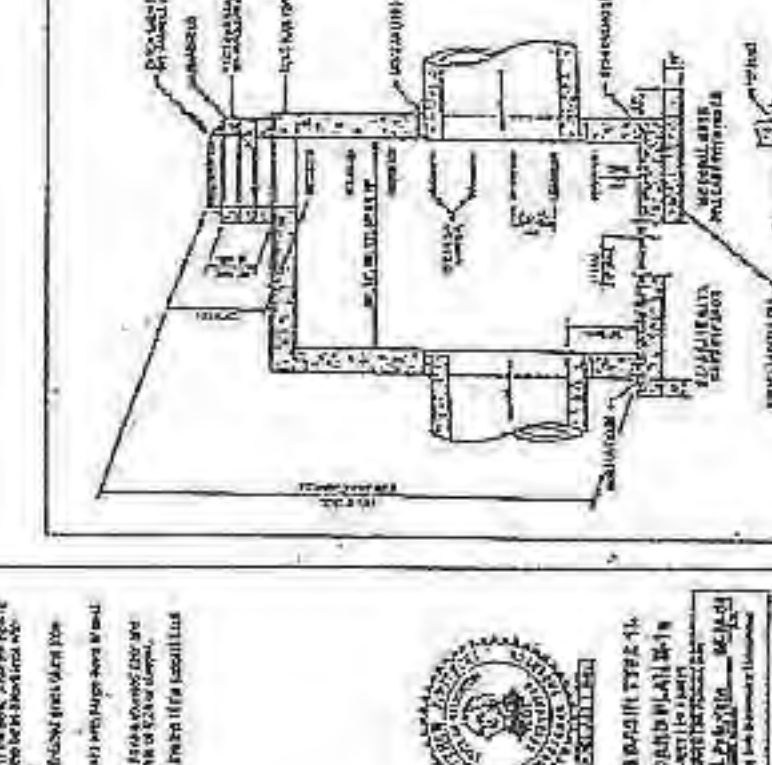


	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1st	100	90	80	70	60	50	40	30	20	10	0	0
2nd	90	80	70	60	50	40	30	20	10	0	0	0
3rd	80	70	60	50	40	30	20	10	0	0	0	0
4th	70	60	50	40	30	20	10	0	0	0	0	0
5th	60	50	40	30	20	10	0	0	0	0	0	0
6th	50	40	30	20	10	0	0	0	0	0	0	0
7th	40	30	20	10	0	0	0	0	0	0	0	0
8th	30	20	10	0	0	0	0	0	0	0	0	0
9th	20	10	0	0	0	0	0	0	0	0	0	0
10th	10	0	0	0	0	0	0	0	0	0	0	0
11th	0	0	0	0	0	0	0	0	0	0	0	0
12th	0	0	0	0	0	0	0	0	0	0	0	0

1. Name of the person who has been appointed as the person in charge of the work:
 2. Name of the person who has been appointed as the person in charge of the work:
 3. Name of the person who has been appointed as the person in charge of the work:
 4. Name of the person who has been appointed as the person in charge of the work:
 5. Name of the person who has been appointed as the person in charge of the work:
 6. Name of the person who has been appointed as the person in charge of the work:
 7. Name of the person who has been appointed as the person in charge of the work:
 8. Name of the person who has been appointed as the person in charge of the work:
 9. Name of the person who has been appointed as the person in charge of the work:
 10. Name of the person who has been appointed as the person in charge of the work:
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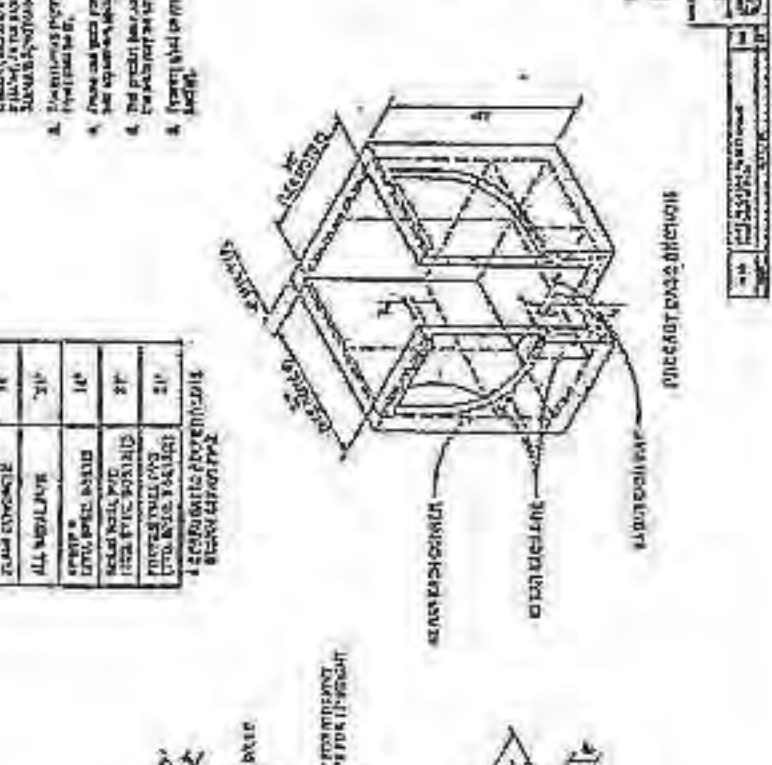
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B-19b-101
07-48-97



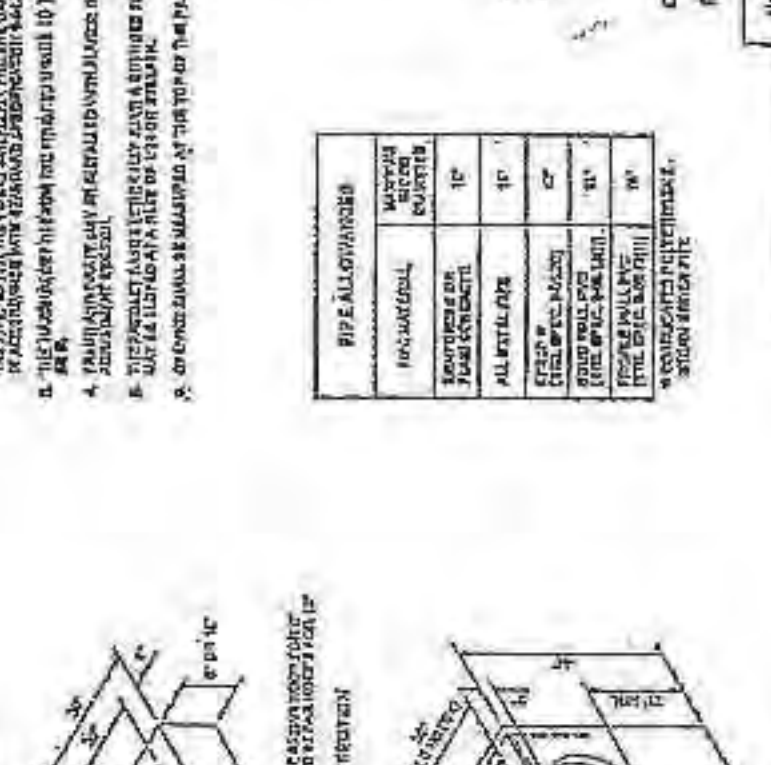
RECEIVED
JUL 10 1958
U.S. AIR FORCE
WASHINGTON, D.C.

FIGURE 1

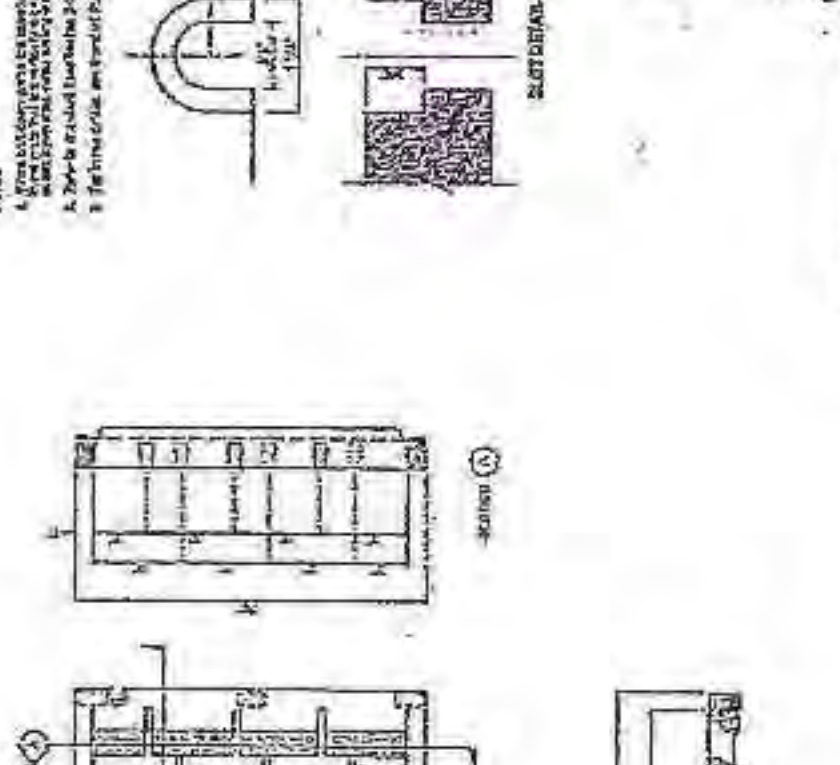
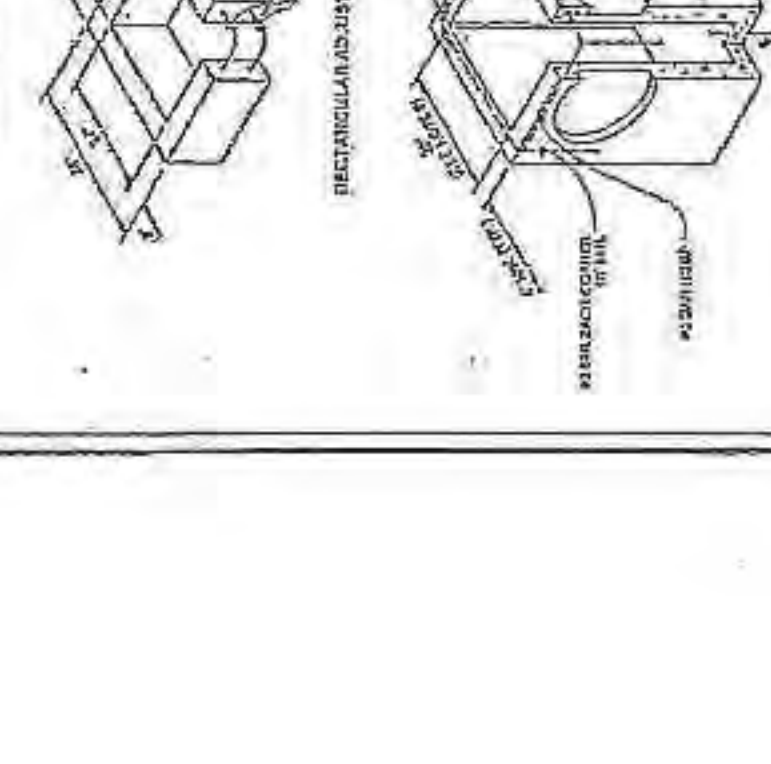
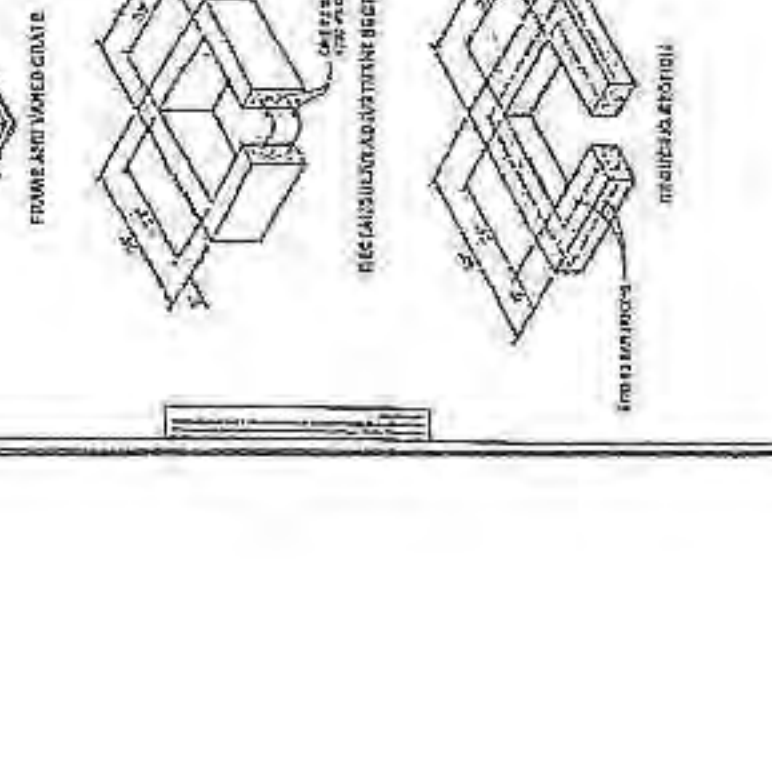


NOTES

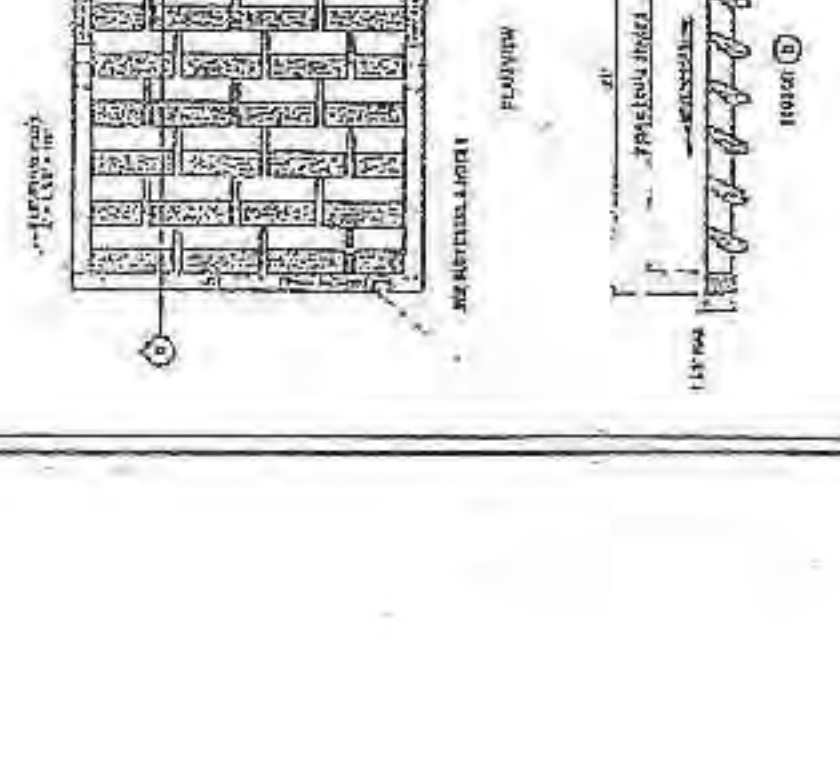
1. See also Campbell et al., *supra*, note 10.



11

[illegible]

FOUO/ST 843 G7



STREET & DRAINAGE DETAILS

SUMMIT ENGINEERS & SURVEYORS, INC.

FILE NAME: 0203-001403D	DESIGNED BY: DANIEL DY	REVISIONS: 6/27/07 254	DATE: 1/11/07
LOT SCALE: 1/1 PAPER SPACE	CHECKED BY: 11/21/2003	 SUNTT NORTH • EAST • SOUTH • WEST	
LAST DATE DATE:			



PLAN OF
ROCK RIDGE SOUTH
- NW 1/4, SEC 23
TWP 30N, R10E, N10W

NOTE: REQUIREMENTS FOR
CONNECTION TO THE
PUBLIC WATER MAIN
AND SEWER MAIN
SHOWN ON THIS PLAN
ARE BASED ON THE
LATEST EDITION OF THE
MUNICIPAL CODE OF
THE CITY OF ROCK RIDGE,
ILLINOIS, AND THE
DESIGN STANDARDS
OF THE ILLINOIS
STATE BOARD OF
SOLID WASTE
MANAGEMENT.
THESE REQUIREMENTS
SHOULD BE USED IN
CONJUNCTION WITH THE
DESIGN STANDARDS
OF THE ILLINOIS
STATE BOARD OF
SOLID WASTE
MANAGEMENT.
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SHOULD BE USED IN
CONJUNCTION WITH THE
DESIGN STANDARDS
OF THE ILLINOIS
STATE BOARD OF
SOLID WASTE
MANAGEMENT.

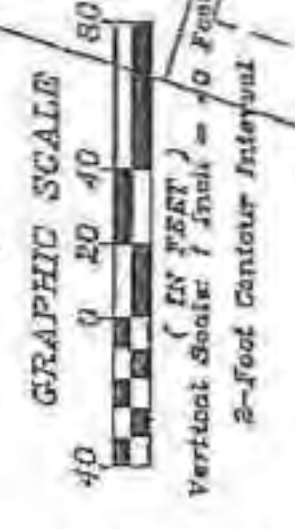


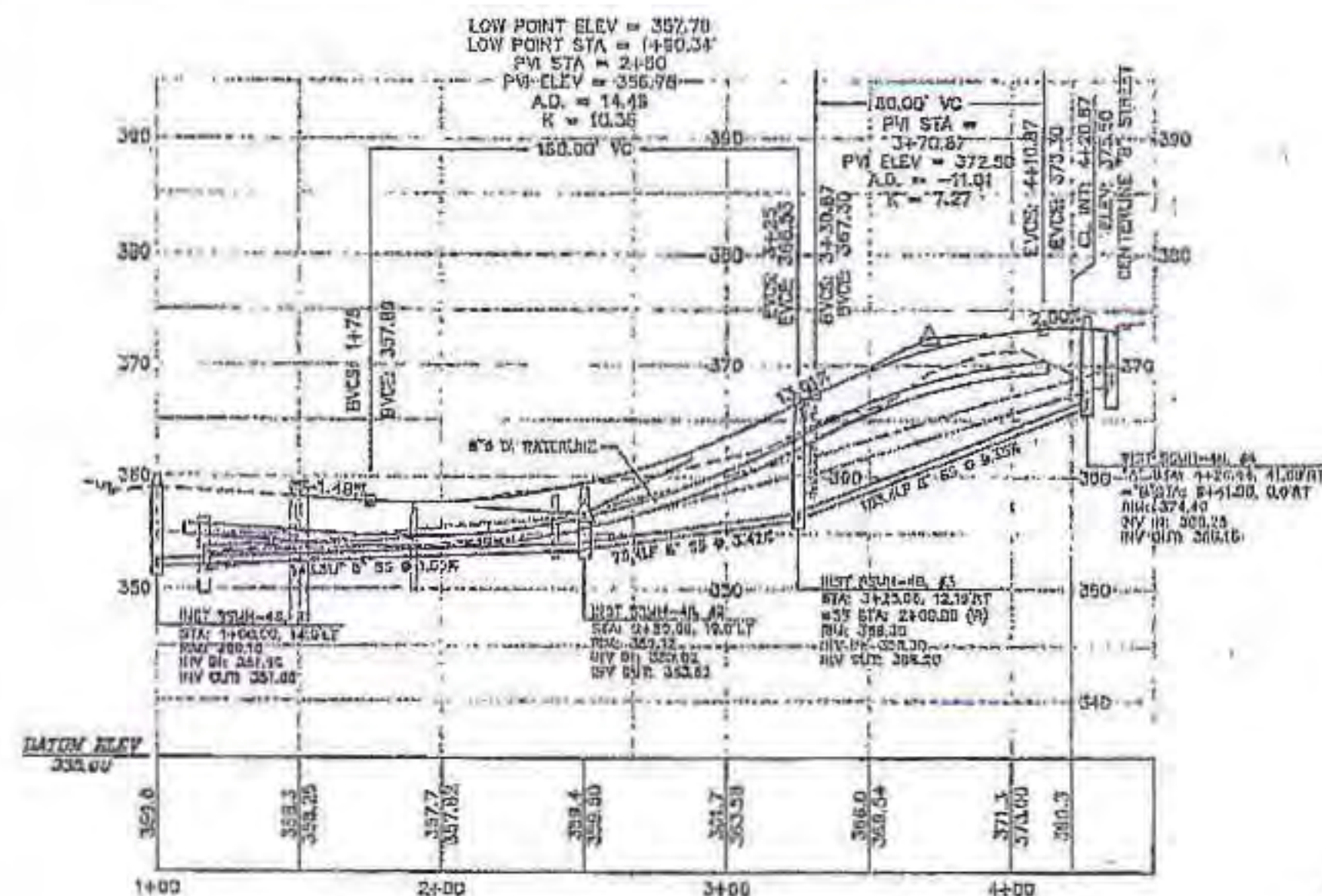
11/18/11
11/18/11

PW#03-037-DEV

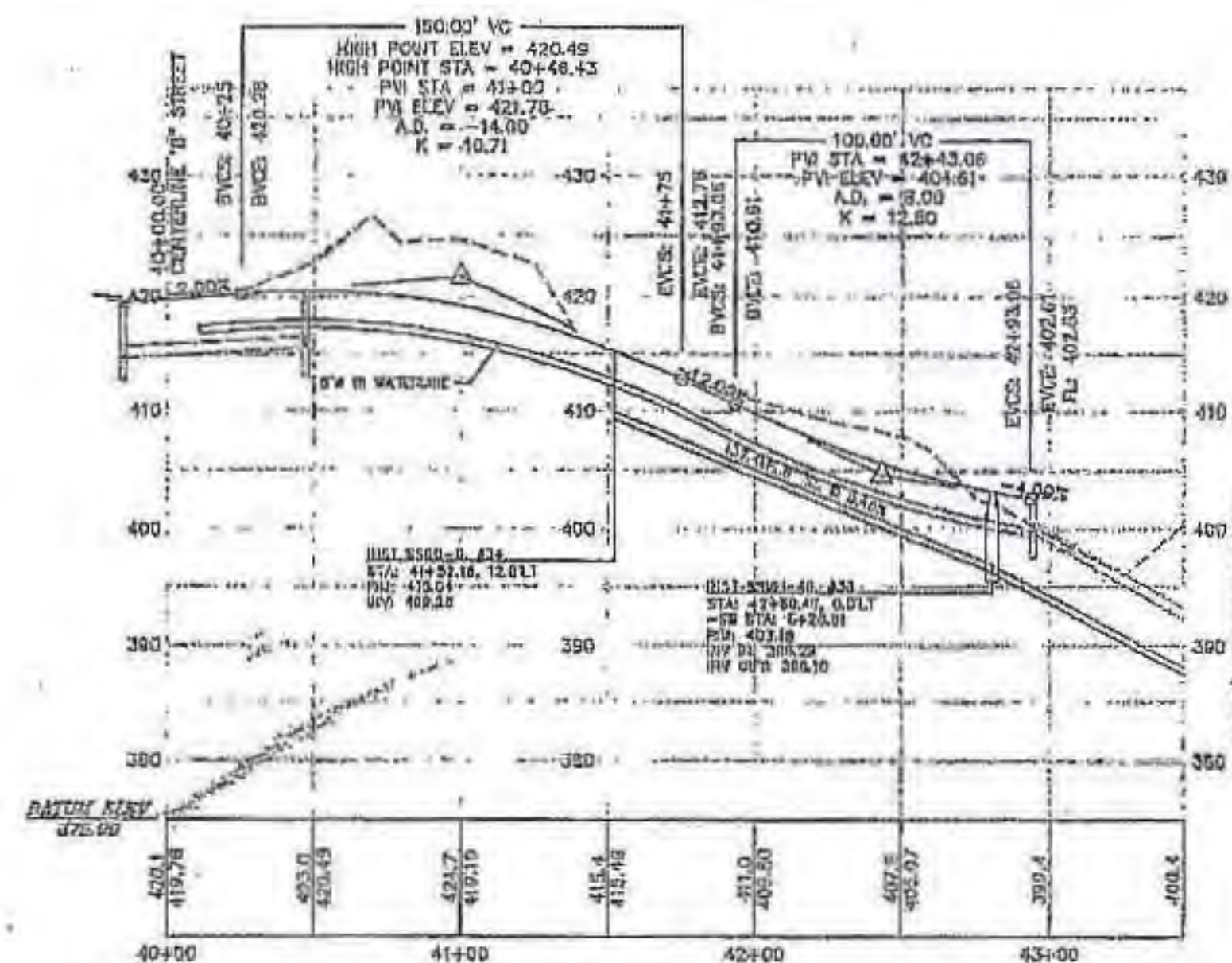
PLAN OF ROCK RIDGE SOUTH - NW 1/4, SEC 23 TWP 30N, R10E, N10W	CIVIL PLANS FOR THE PLAN OF ROCK RIDGE SOUTH	PROJECT CIVIL PLANS FOR THE PLAN OF ROCK RIDGE SOUTH	DATE 11/18/11
DESIGNED BY 11/18/11	DESIGNED BY 11/18/11	DESIGNED BY 11/18/11	DESIGNED BY 11/18/11
CHECKED BY 11/18/11	CHECKED BY 11/18/11	CHECKED BY 11/18/11	CHECKED BY 11/18/11
APPROVED BY 11/18/11	APPROVED BY 11/18/11	APPROVED BY 11/18/11	APPROVED BY 11/18/11
DATE 11/18/11	DATE 11/18/11	DATE 11/18/11	DATE 11/18/11

SUMMIT Engineers & Surveyors, Inc.
2200 Old Highway 195, Suite 100, Rock Ridge, IL 60086
Phone: (847) 416-1111 Fax: (847) 416-1112

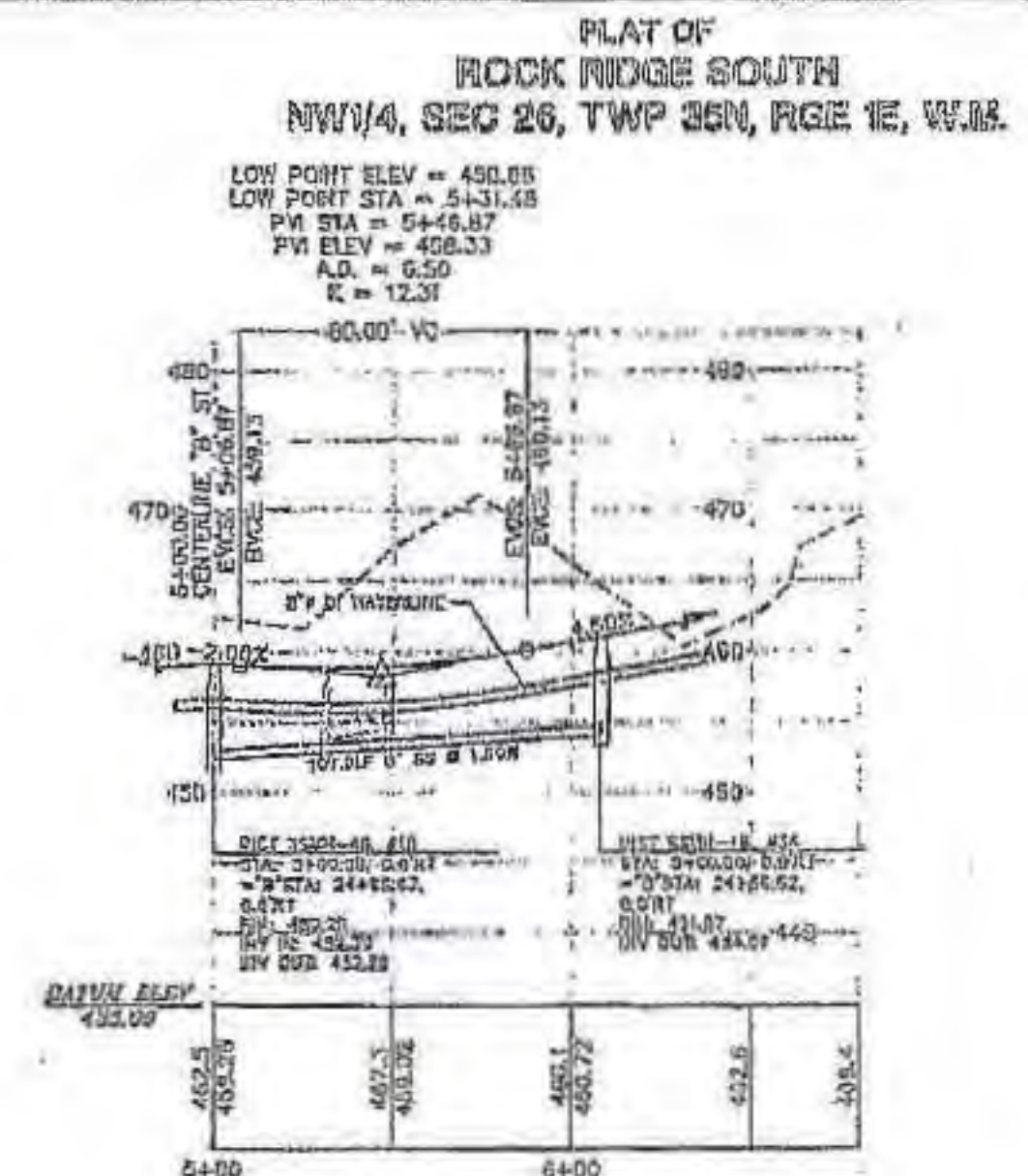




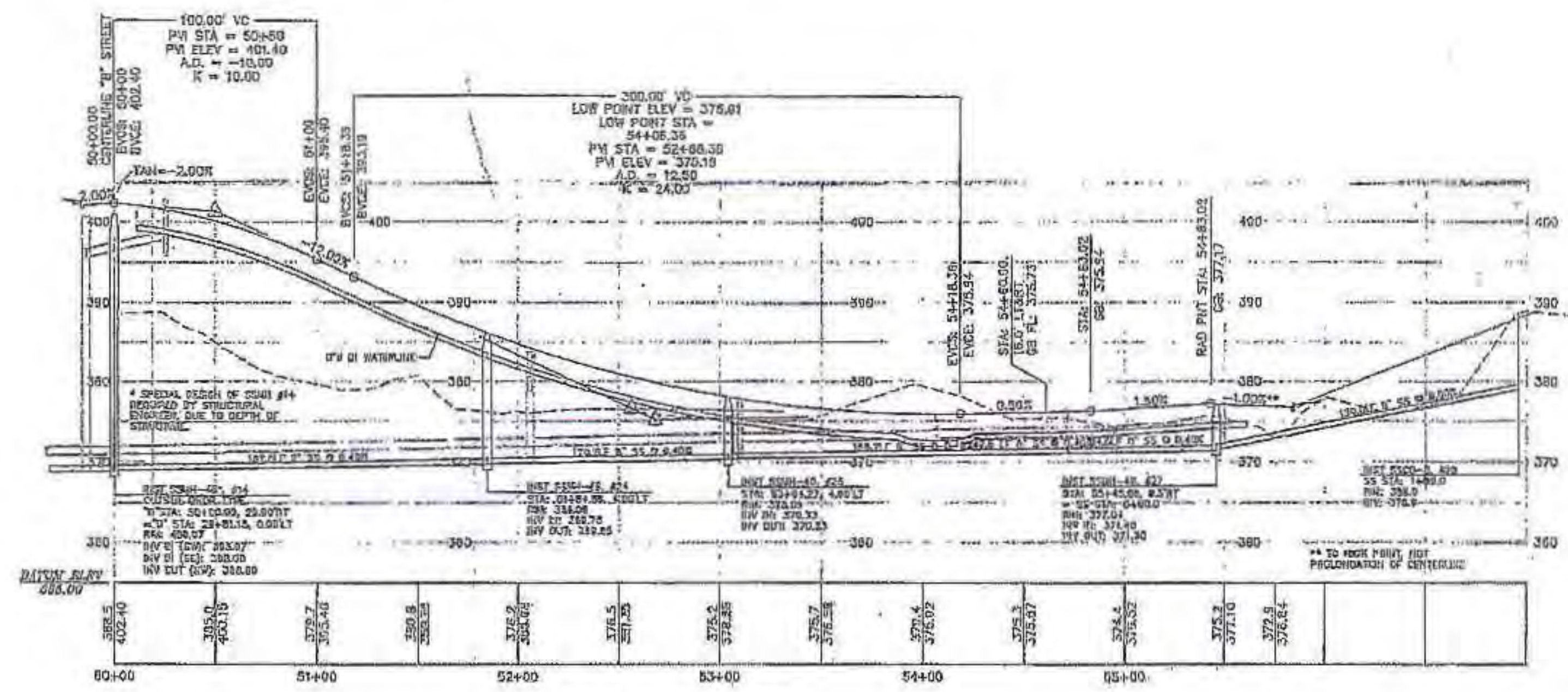
"A" STREET (ENTRY)



ANTONE WAY



"E" STREET
CUL-DE-SAC



"D" STREET



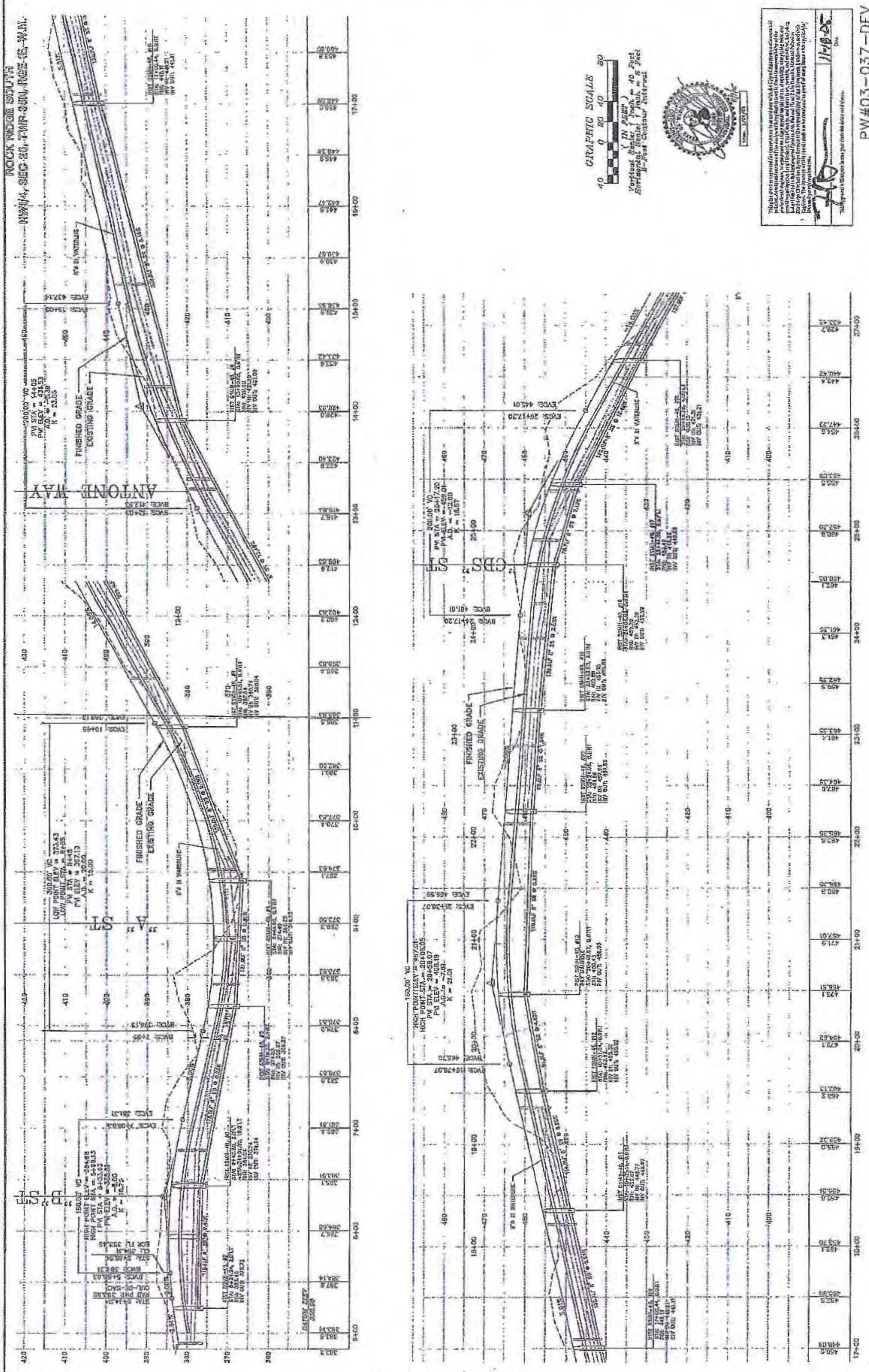
This plan is prepared for the use of the City of Rock Ridge South and is not to be used for any other purpose without the written consent of the Engineer. The Engineer assumes no responsibility for the accuracy of the data furnished by the City or for the results of the design. The Engineer's liability is limited to the design of the sewer system shown on this plan. The Engineer's liability does not extend to the construction of the sewer system or to the performance of the sewer system after construction.

11/18/05

PW#03-037-DEV

FILE NAME: 02203-03100PPS	DESIGNED BY: _____	REVISIONS: _____	DATE: _____	SHEET DESCRIPTION: SEWER PROFILE "A", "D" & "C" ST	PROJECT: CIVIL PLANS FOR THE PLAT OF ROCK RIDGE SOUTH	C-12
PLOT SCALE: 1/4" = 10'	CHECKED BY: _____	APPROVED BY: _____	DATE: _____	DEVELOPER: ROCK RIDGE LLC, P.O. BOX 1203, ANACOSTIA, WA 98001		
LAST EDIT DATE: 11/21/2003						

SUMMIT Engineers & Surveyors, Inc.
2218 22nd Highway SE, Mount Vernon, WA 98273 Phone: (360) 436-4954 Fax: (360) 416-4940



FILE NAME: 0303-037-DEV
DATE: 11/21/2003
LAST EDIT: 11/21/2003

REVISIONS:

NO.	DATE	DESCRIPTION
1	11/21/2003	11/21/2003

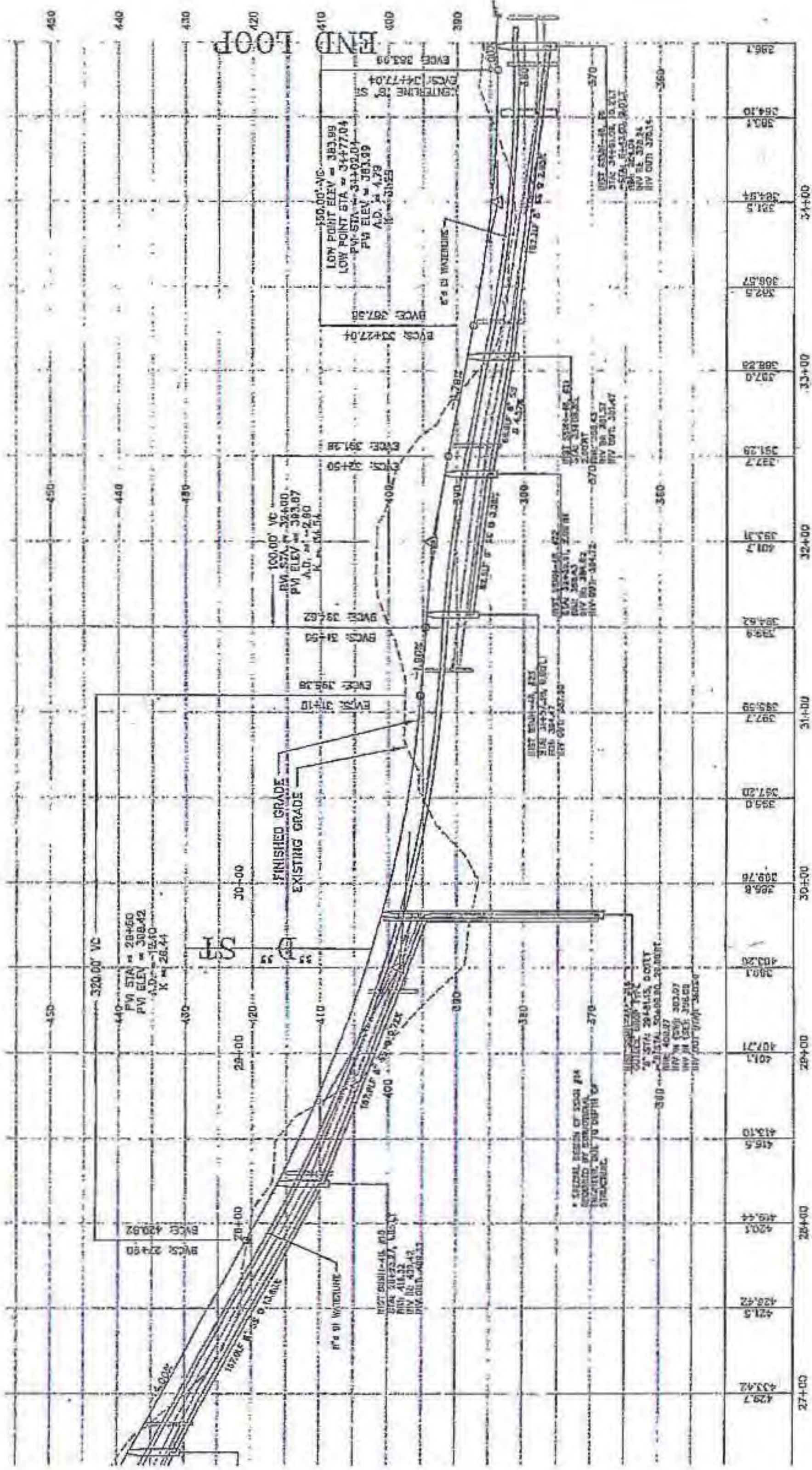
PROJECT: CIVIL PLANS FOR THE PLAT OF
 ROCK RIDGE SOUTH

PROJECT NO.: PW#03-037-DEV

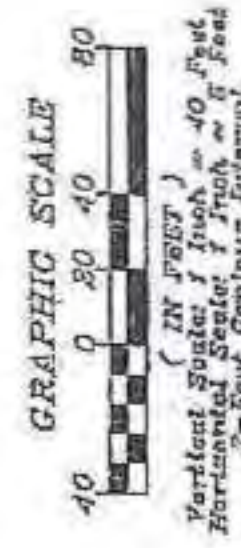
CLIENT: ROCK RIDGE LLC, P.O. BOX 133, ALBANY, NY 12212

DESIGNER: SUMMIT ENGINEERS & SURVEYORS, INC.
 239 Duane Street, Albany, NY 12242
 Phone: (518) 486-8888, Fax: (518) 486-8888

PLAT OF
ROCK RIDGE SOUTH
NW1/4, SEC 26, TWP 36N, RGE 1E, W1/4



"B" STREET (LOOP)



This document is prepared for use by the client and is not to be used for any other purpose without the written consent of the engineer. The engineer assumes no responsibility for the accuracy or completeness of the information provided by the client. The engineer's services are limited to the design and construction of the sewer system shown on this plan. The engineer does not warrant the performance of the sewer system or the accuracy of the information provided by the client. The engineer's liability is limited to the amount of the fee paid for the services rendered. The engineer's services are not to be used for any other purpose without the written consent of the engineer.

PW#03-037-DEV

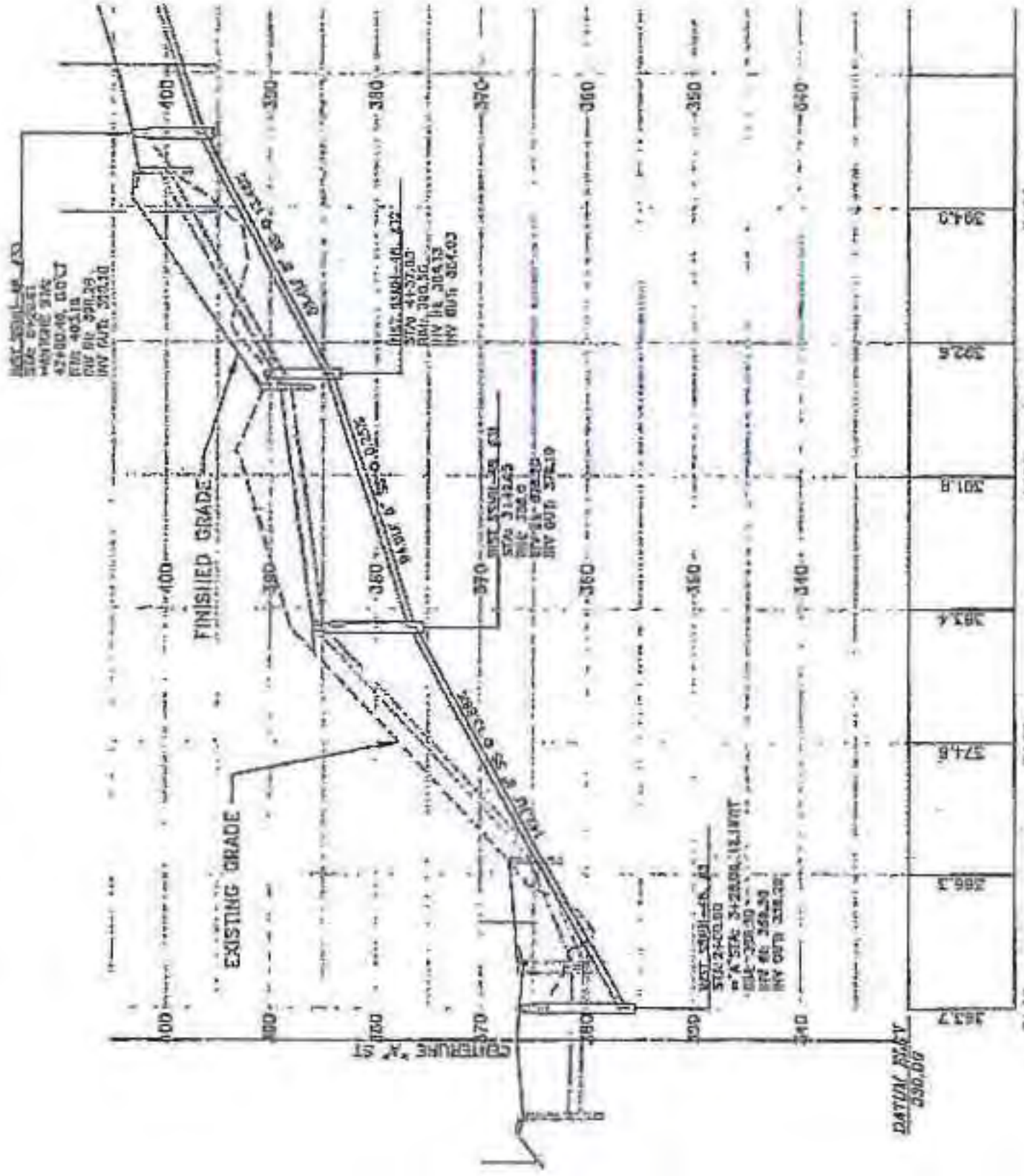
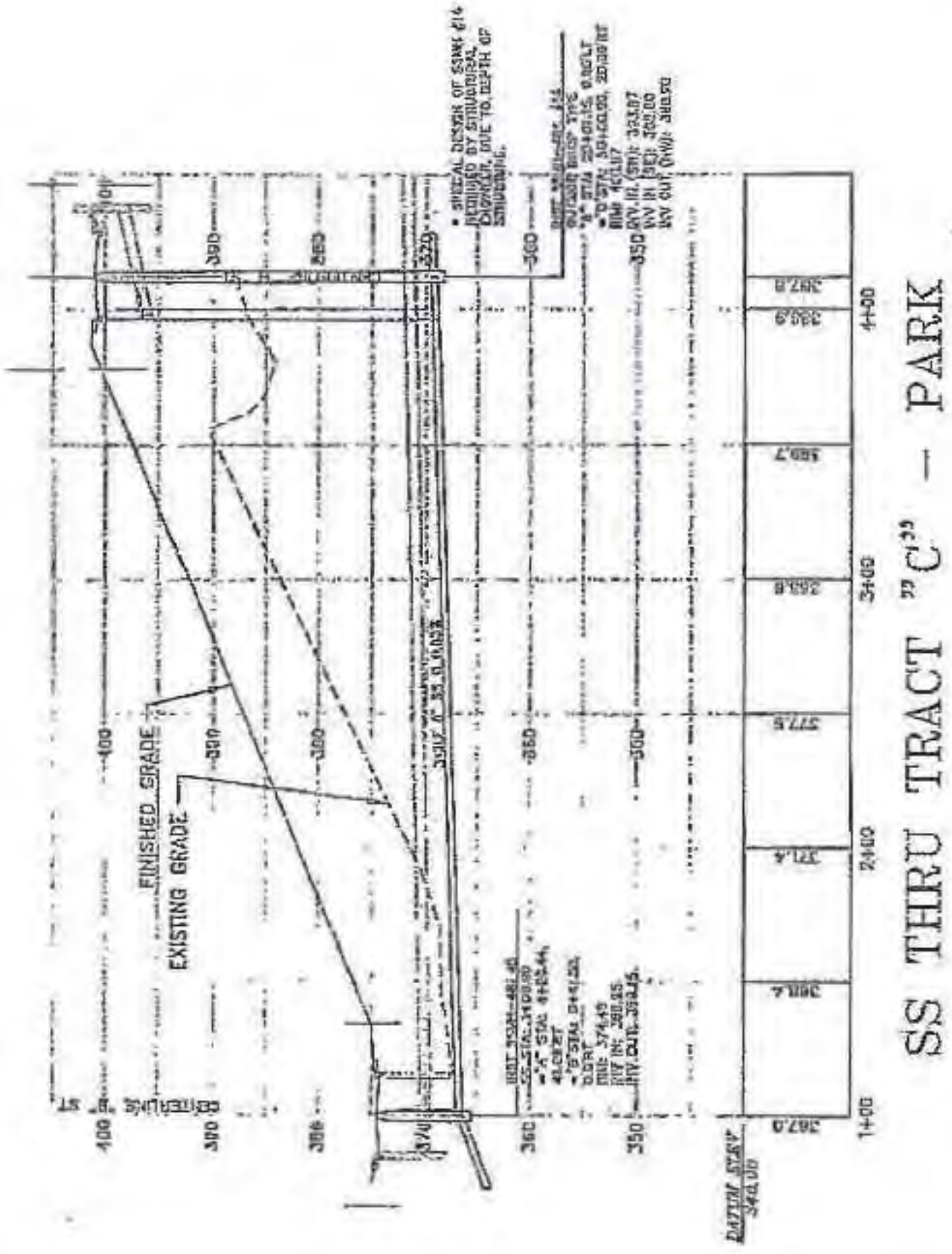
FILE NAME: C0203-HIGHWAYS 111 PAPER STAGE 11/21/2003	REVISIONS: BY: JHE DATE: 11/21/03	DESIGNED BY: UTAHN INC. CHECKED BY:	PROJECT: CIVIL PLANS FOR THE PLAT OF ROCK RIDGE SOUTH	DATE: 0-14
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SUMMIT Engineers & Surveyors, Inc.



2210 Old Highway 53 So. Brentwood, TN 37027 Phone: (615) 486-0385 Fax: (615) 418-1878

PLAT OF
ROCK RIDGE SOUTH
NW1/4, SEC 26, TWP 35N, R1E 1E, W1M.



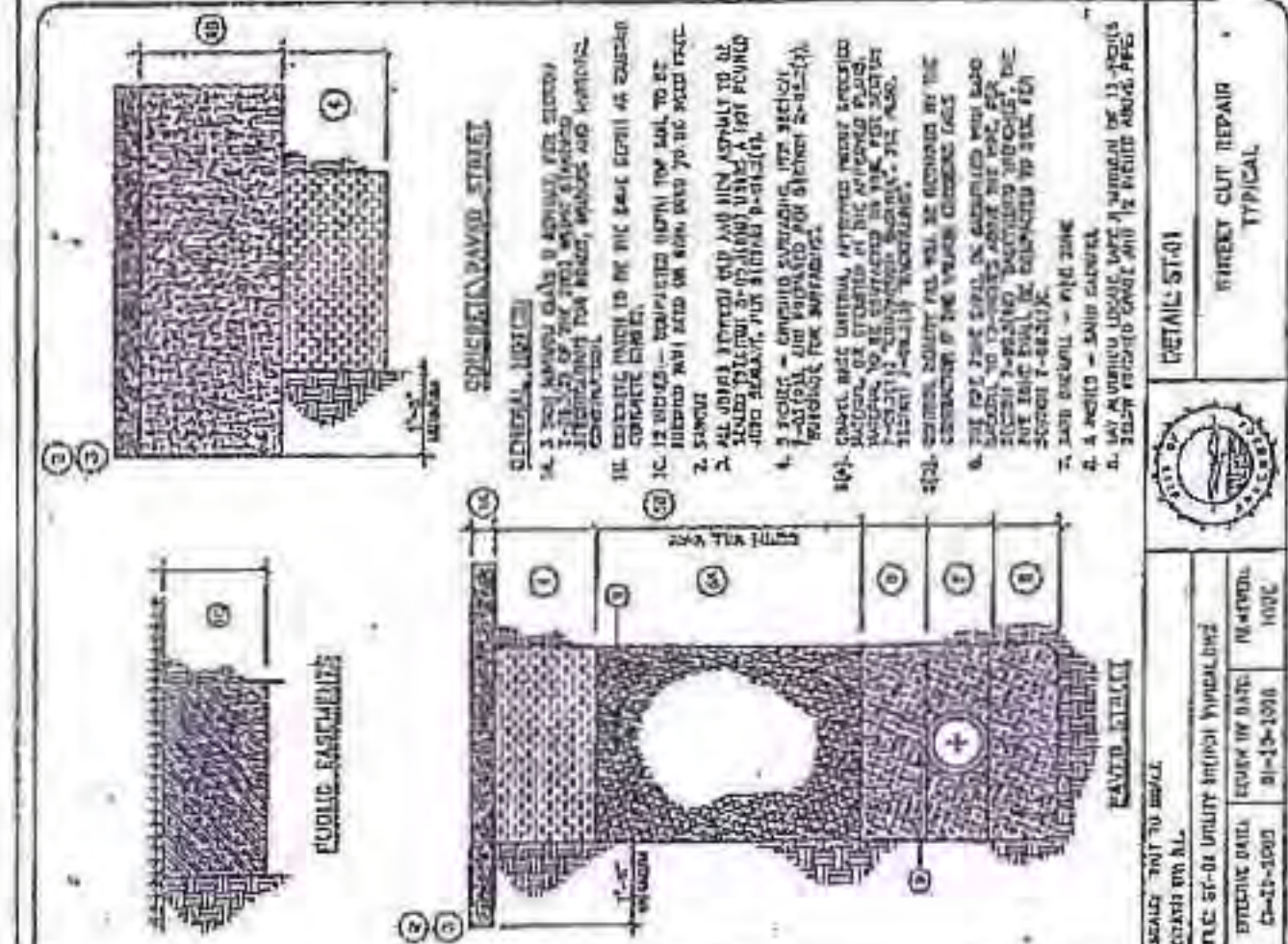
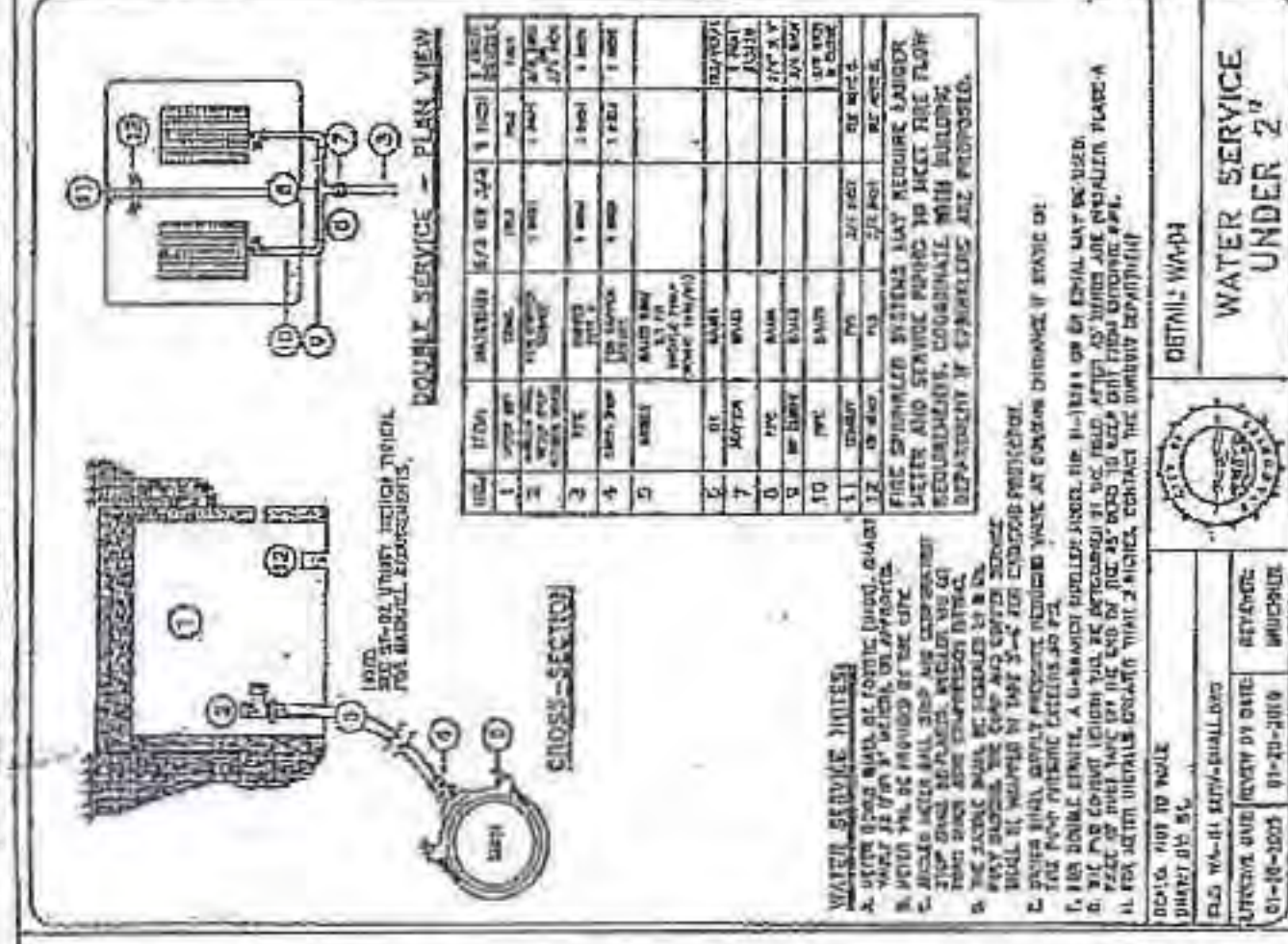
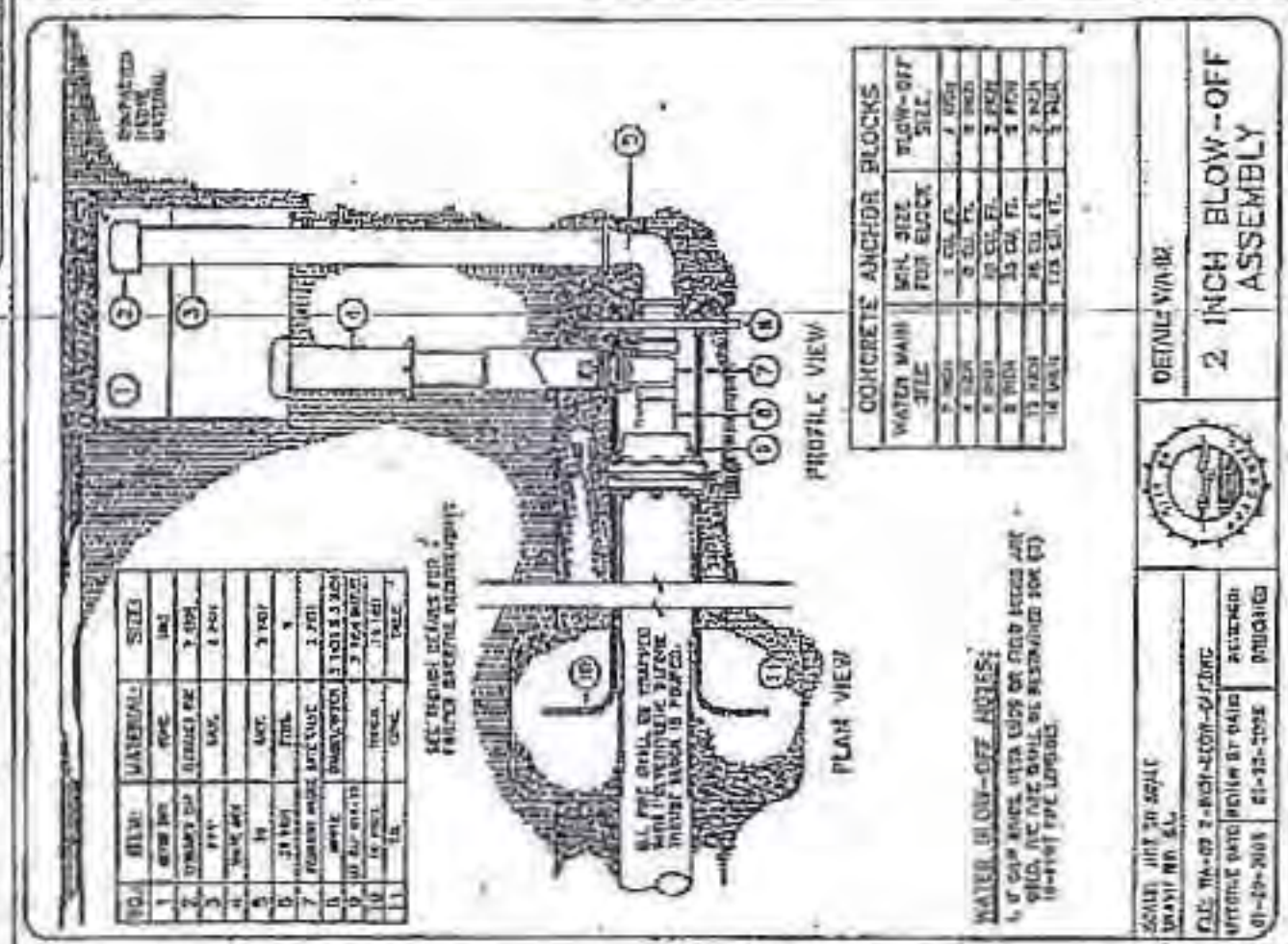
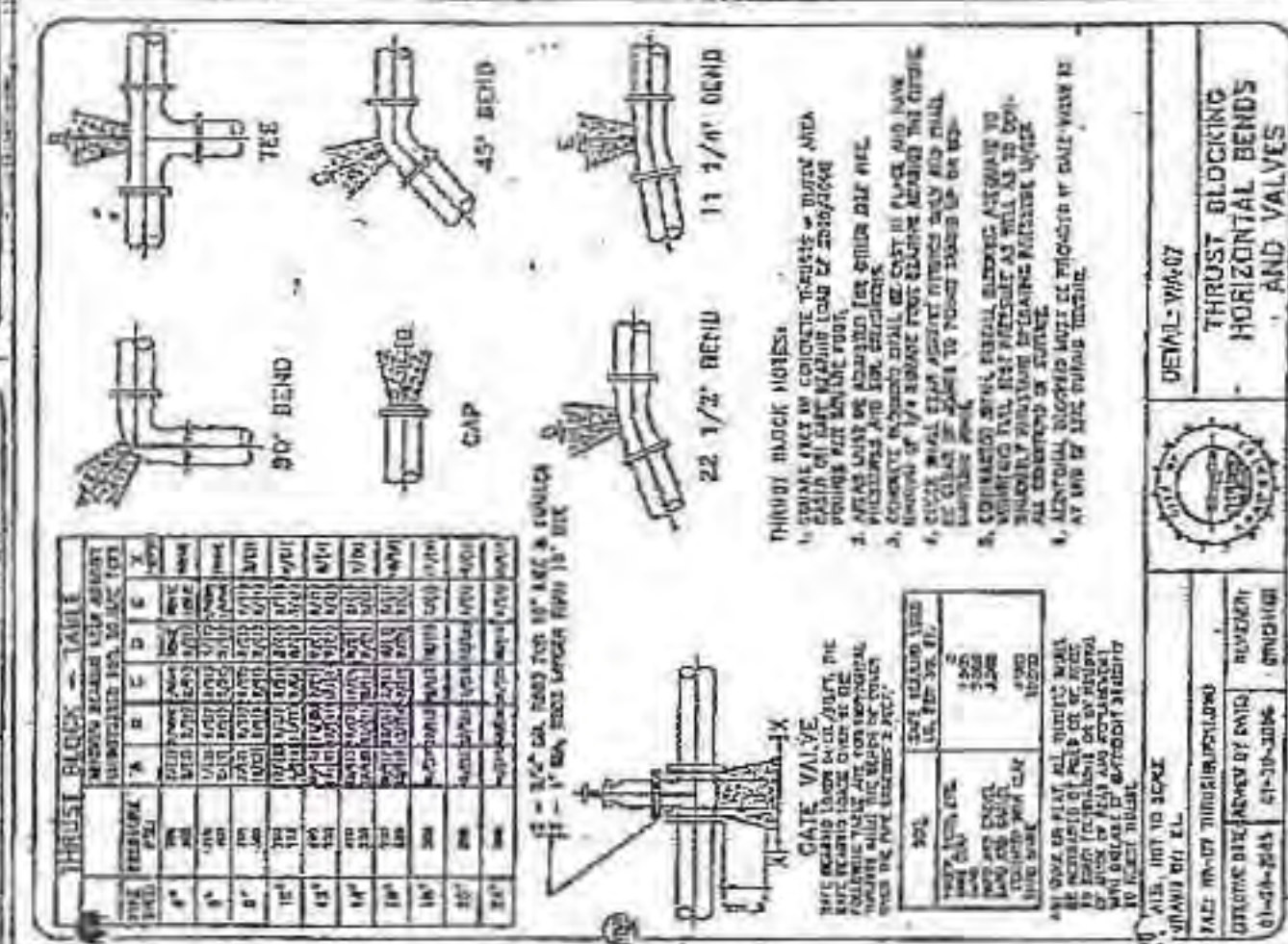
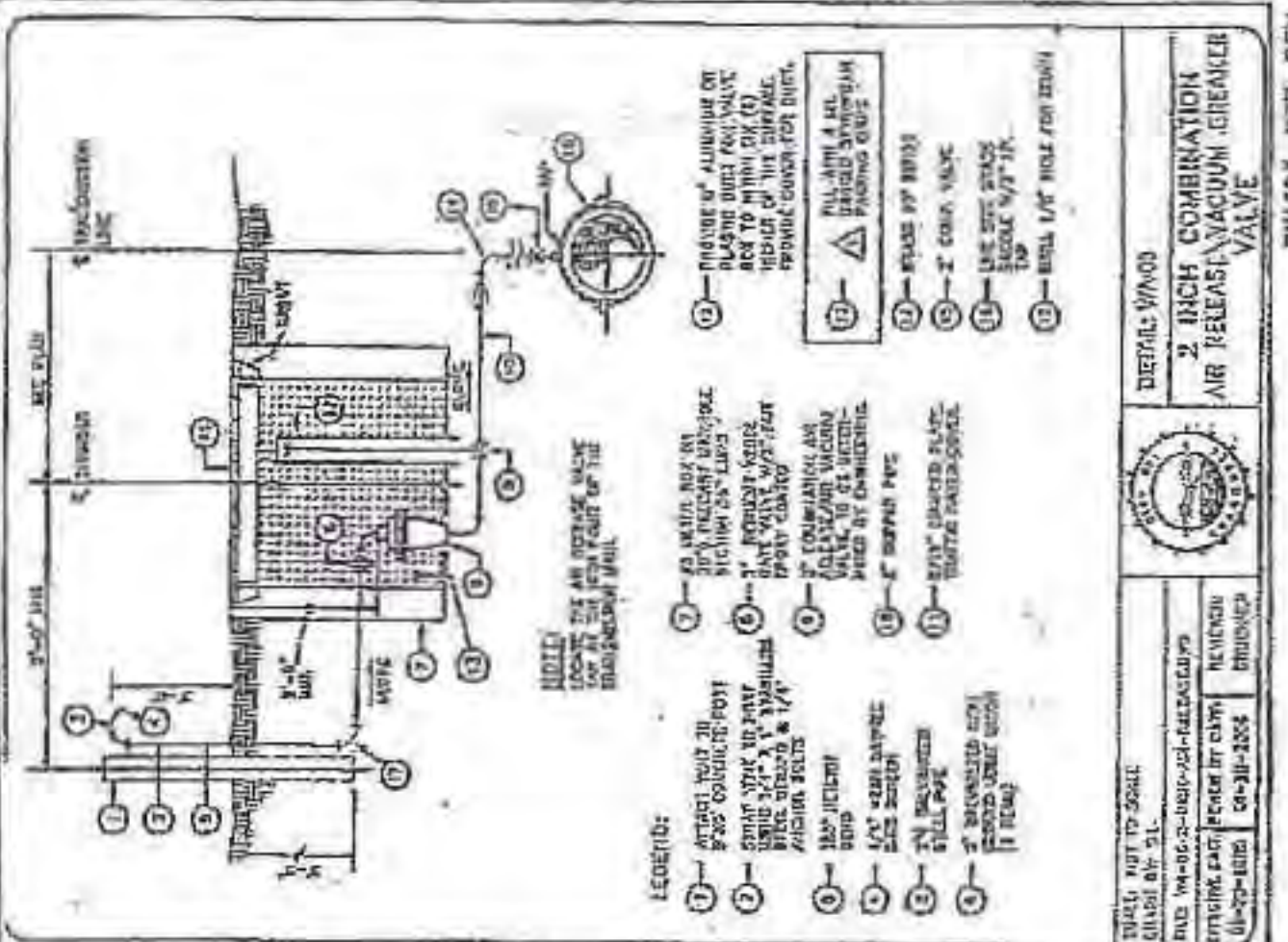
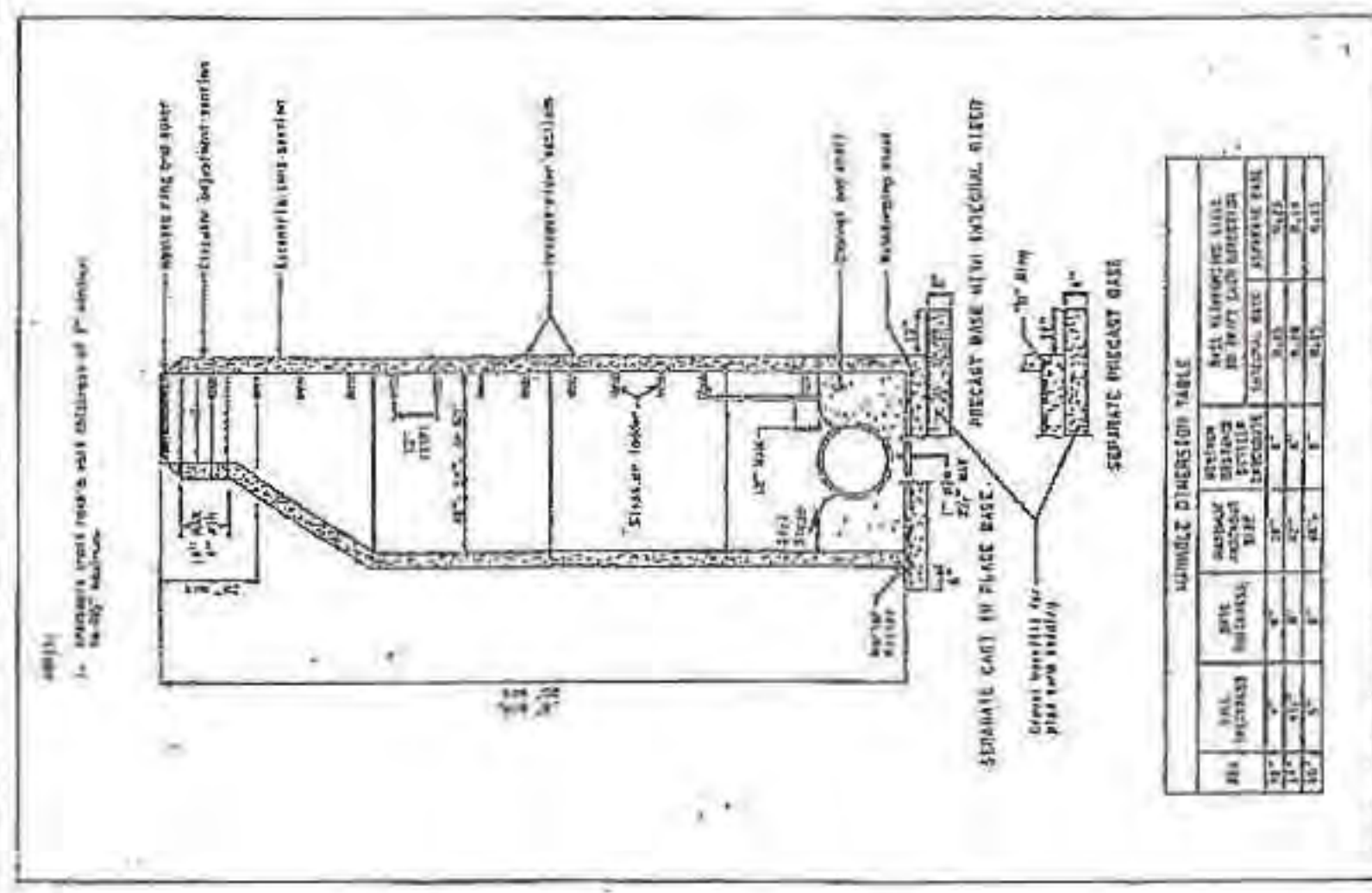
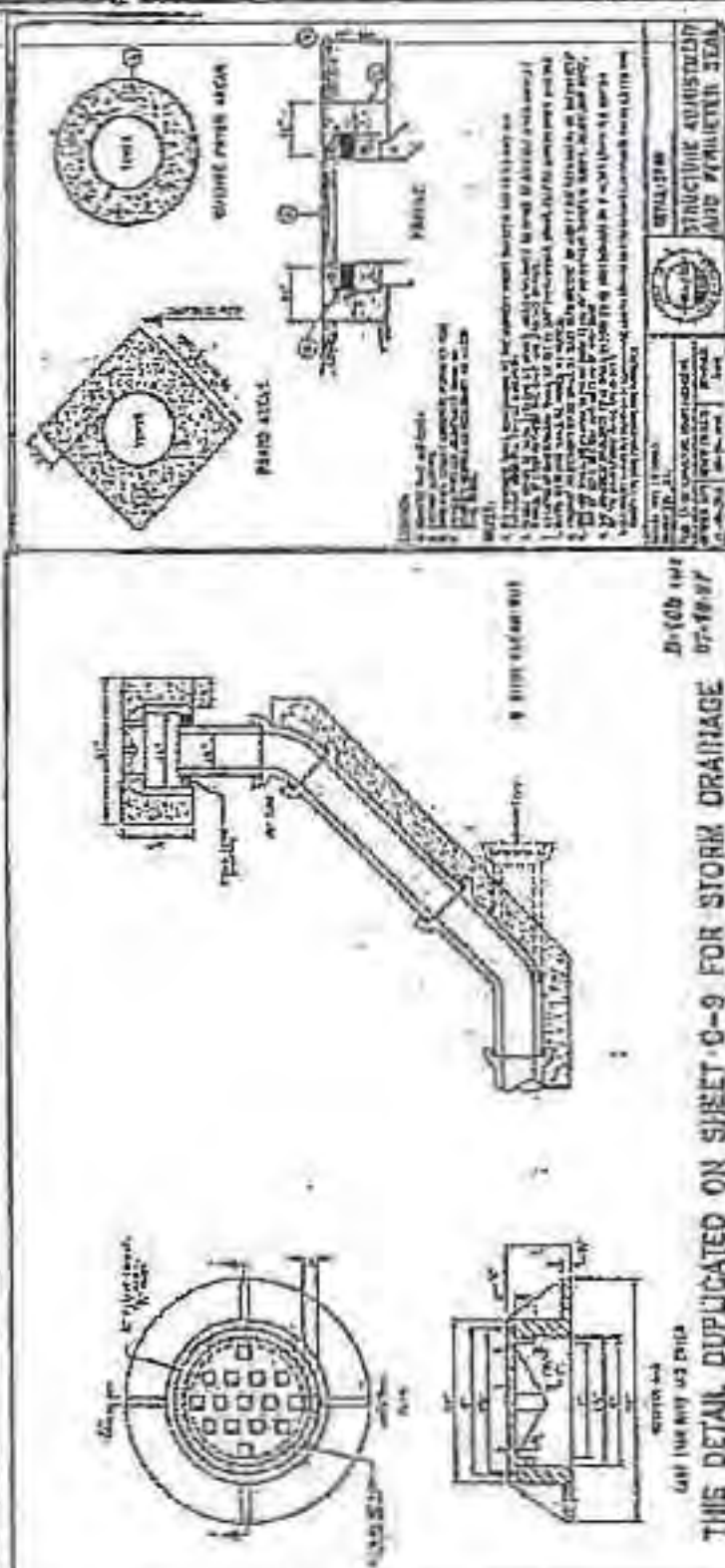
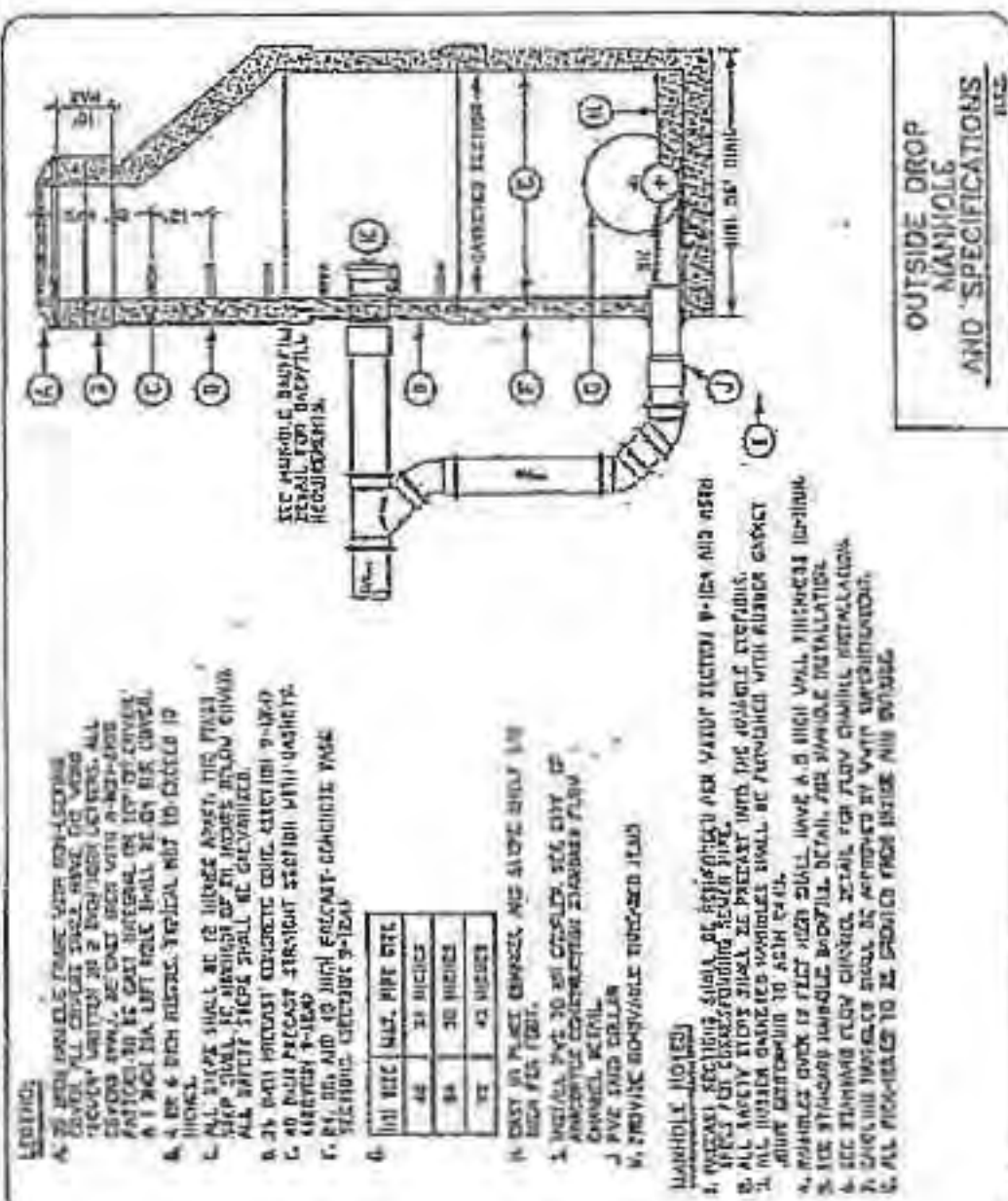
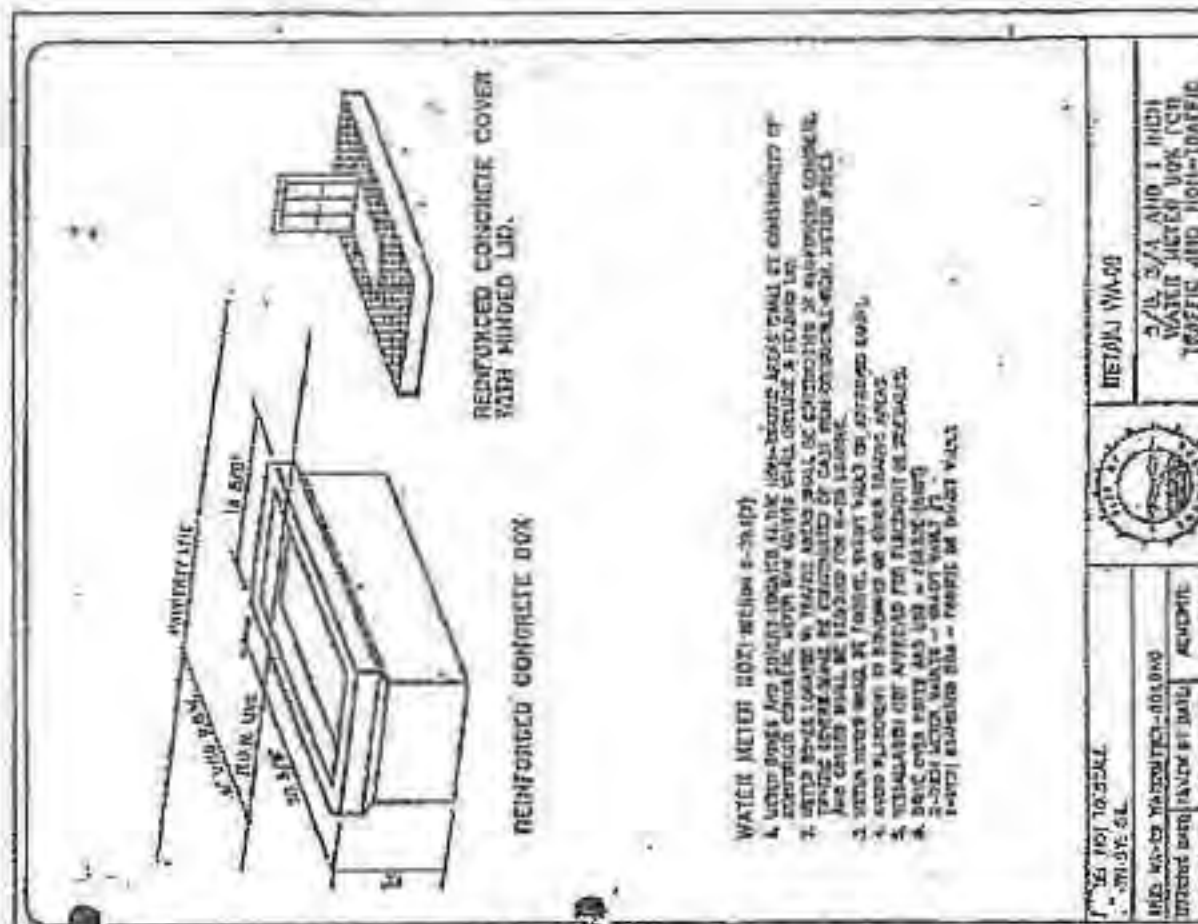
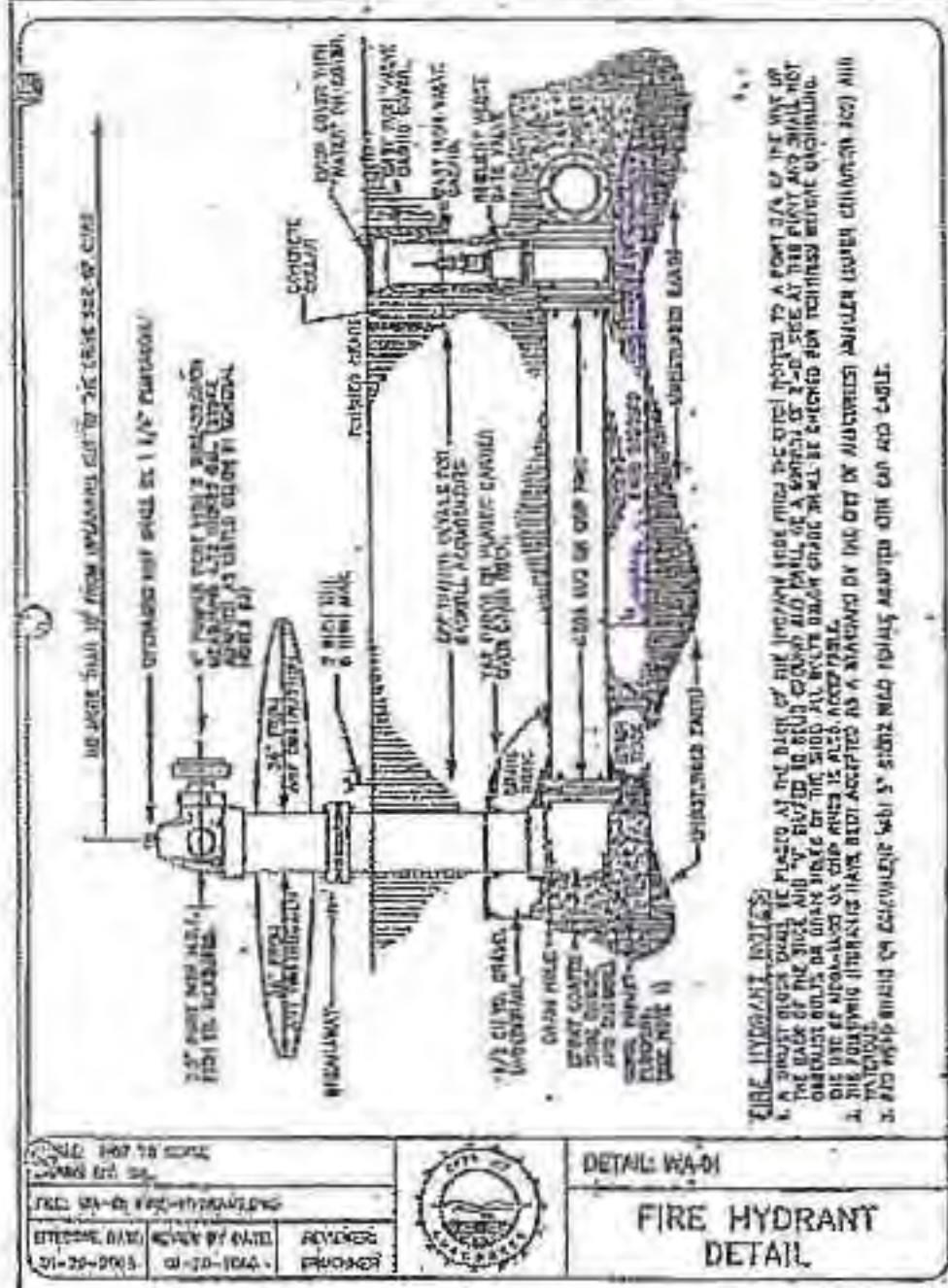
This document is the property of the Engineer and is not to be reproduced or used in any manner without the written consent of the Engineer. The Engineer assumes no responsibility for the accuracy or completeness of the information provided herein. The Engineer's services are limited to the design and construction of the sewer line shown on this plan. The Engineer does not warrant the accuracy or completeness of the information provided herein. The Engineer's services are limited to the design and construction of the sewer line shown on this plan.

PW#03-037-DEV
C-15

FILE NAME PLOT SCALE LAST EDIT DATE	0303-037-DEV 1/1/2003 11/21/2003	DESIGNED BY DRAWN BY CHECKED BY	APPROVED BY DATE	PROJECT CIVIL PLANS FOR THE PLAT OF ROCK RIDGE SOUTH	DATE 11/21/03
SUMMIT Engineers & Surveyors, Inc. 2210 15th Highway 60.50, Mount Vernon, NY 10553 Phone: (914) 488-4888 Fax: (914) 488-4888				SEWER PROFILES THRU TRACTS & EASEMENTS	

[illegible]

FIRE HYDRANTS ACCEPTED BY THE CITY OF ARADONIS:
MANUFACTURER MUELLER
MODEL SUPER CENTURION 200
MAKER 100
SIZE 929
GLASS MEDALLION 100
MMH



02103-REAPPY# LE DAME LOT SCALE IN PAPER SPACE LAST ENT DATE 11/21/2003	REVISIONS 1/27/04 JH	 SUMMIT ENGINEERING & SURVEYORS, INC. 2214 Old Highway 59 So. Highland, Vermont, WI. 56773 Phone: (360) 410-1970 Fax: (360) 415-4949	SHEET DESCRIPTION SEWER / WATER DETAILS	PROJECT CIVIL PLANS FOR THE PLAT OF ROCK RIDGE SOUTH	DEVELOPER ROCK RIDGE, LLC AND JANA HANCOCK, INC. 10221 PONDVIEW (240) 289-0108 C-16
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ANACORTES PUBLIC WORKS DEPARTMENT

Steven Lange, Project Manager

P.O. BOX 547, ANACORTES, WA 98221

E-MAIL: stevel@cityofanacortes.org

PH(360) 293-1920

FAX(360)-293-1938

Memo

Date: October 2, 2018

To: Fred Buckenmeyer, Public Works Director

From: Steven Lange

Subject: Recommendation – RR Summit NW, LLC Latecomer Agreement Application
(PW#18-012-DEV)

cc: Eric Shjarback, City Engineer

This memo is to inform you that the RR Summit NW, LLC Latecomer Agreement has been reviewed by the Engineering Department and has been determined to meet the requirements of Latecomer Agreements is identified under the Anacortes Municipal Code, Section 12.20, as well as policies established by the Public Works Director.

It is recommended that the application move forward for Public Hearing and acceptance of the City of Anacortes City Council.

Thank you,

A handwritten signature in blue ink, appearing to read "S. Lange".

Steven Lange



• Water • Wastewater • Streets • Storm Drainage • Engineering • Solid Waste
• Transportation • Equipment • Capital Projects • Development Services



City Council Agenda Bill

Meeting Date: 11/5/18

Agenda Item: 7b

Subject: AMC Section 2.32.020 addition to provide option for health insurance coverage for City Councilmembers

Staff Contact: Emily Schuh, Administrative Services Director

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

Action Type	
X	Ordinance No. 3029
Yes	Code Revision?
	Resolution No.
	Contract
	Public Hearing
	Staff Report

Summary Statement: In July 2018 the Council Finance Committee met and discussed health insurance benefit options for elected officials. Based on feedback from the meeting an ordinance has been prepared providing an option for Councilmembers to participate in the City's medical insurance program at the same level and City contribution as non-represented part time employees and consistent with the insurance provider's (currently AWC Benefit Trust) underwriting requirements.

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

Proposed Contract	
Contractor	
Amount	
Start Date	
End Date	

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: *For future meeting, discussion only at this time:*

I move to approve Ordinance 3029 adding Section 2.32.020 to the Anacortes Municipal Code providing for health insurance for City Councilmembers.

Alternative Actions: N/A

Attachments (listed in order presented): Slide Presentation, Ordinance 3029



Elected Officials

Health Insurance Benefits
AMC Code Update
Ordinance 3029

Considerations

- ▶ Compensation
- ▶ Underwriting Rules (Association of WA Cities Benefit Trust)
- ▶ Cost
- ▶ Coverage Options
- ▶ Codification

Health Benefits are no longer considered additional compensation

- ▶ **RCW 41.04.190**
Hospitalization and medical aid for county, municipal and other political subdivision employees or elected officials -- Cost not additional compensation - - Disbursement.
- ▶ The cost of a policy or plan to a public agency or body is not additional compensation to the employees or elected officials covered thereby. The elected officials to whom this section applies include but are not limited to commissioners elected under chapters [28A.315](#), [52.14](#), [53.12](#), [54.12](#), [57.12](#), [70.44](#), and [87.03](#) RCW, as well as any county elected officials who are provided insurance coverage under RCW [41.04.180](#), and city officials elected under chapters [35.17](#), [35.22](#), [35.23](#), [35.27](#), [35A.12](#), and [35A.13](#) RCW. Any officer authorized to disburse such funds may pay in whole or in part to an insurance carrier or health care service contractor the amount of the premiums due under the contract.
- ▶ [2007 c 42 § 1; 1996 c 230 § 1610; 1992 c 146 § 13; 1983 1st ex.s. c 37 § 1; 1965 c 57 § 2; 1963 c 75 § 2.]

Proposed AMC update

AMC Section 2.32.020. The City may provide medical insurance benefits to City Councilmembers, provided that applicable policies and underwriting rules are satisfied as defined by the health benefits provider for the City. Health insurance benefits under this section shall be provided at the same levels and premium payments provided to non represented regular part-time employees.

AWC Elected official benefit participation criteria

Key Points

- **For a city to offer medical coverage, 50% of all elected officials must be enrolled on a Trust-sponsored plan.** For example, if a city has a mayor and seven council members, at least four individuals must enroll in the medical program. There is no contribution requirement, the city can choose to pay 0-100% of premium. With regard to all other benefit programs, the established participation levels and contribution requirements will be applicable.

AWC Elected official benefit participation criteria

Key Points

- ▶ **Should participation by the elected officials group drop below the minimum enrollment levels for elected officials during the year, coverage for all officials will be terminated the first of the month following non-compliance (this is not considered a COBRA qualifying event).**

Discussion

- ▶ What benefit amount ought to be paid for by the City?
 - ▶ Non represented part time employees 50-74% FTE are eligible for $\frac{1}{2}$ of the employee only medical insurance premiums of the lowest cost plan offered by the City.

2018 monthly rates for medical plans offered to City employees

AWC HealthFirst® 250	2018 rate	2018 WellCity rate
Active employee	\$ 734.16	\$ 719.48
Spouse	\$ 740.32	\$ 725.51
First dependent	\$ 364.70	\$ 357.41
Second dependent	\$ 301.50	\$ 295.47
No additional charge for three or more dependents.		

Kaiser Permanente Access PPO	2018 rate	2018 WellCity rate
Active employee	\$ 581.12	\$ 569.50
Spouse	\$ 571.80	\$ 560.36
First dependent	\$ 291.66	\$ 285.83
Second dependent	\$ 291.66	\$ 285.83
No additional charge for three or more dependents.		

Proposed AMC update

AMC Section 2.32.020. The City may provide medical insurance benefits to City Councilmembers, provided that applicable policies and underwriting rules are satisfied as defined by the health benefits provider for the City. Health insurance benefits under this section shall be provided at the same levels and premium payments provided to non represented regular part-time employees.

Questions?

ORDINANCE NO. 3029

**AN ORDINANCE OF THE CITY OF ANACORTES, WASHINGTON PROVIDING
FOR HEALTH INSURANCE FOR CITY COUNCILMEMBERS, ADDING SECTION
2.32.020 TO THE ANACORTES MUNICIPAL CODE**

Whereas the City provides health insurance benefits to City staff, with coverage levels varying based on employment status and hours work; and

Whereas the City currently does not provide health insurance coverage to City Councilmembers; and

Whereas the City desires to provide the option to extend medical insurance coverage to City Councilmembers in a manner that is consistent with coverage provided for City employees;

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

Section 1. **AMC Section 2.32.020.** A new Section 2.32.020 shall be added to Chapter 2.32 of the Anacortes Municipal Code as follows:

The City may provide medical insurance benefits to City Councilmembers, provided that applicable policies and underwriting rules are satisfied as defined by the health benefits provider for the City. Health insurance benefits under this section shall be provided at the same levels and premium payments provided to non represented regular part-time employees.

Section 2. **Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. **Effective Date.** This ordinance shall take effect five (5) days from and after its passage, approval and publication in the manner required by law.

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



Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning November 13, 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.

November 13, 2018

** There will be no regular City Council meeting this night; Mayor and City Council will be attending the Association of Washington Cities Fall Regional Meeting in the Council Chambers. **

November 19, 2018

- Interlocal Agreement 276 with Skagit County for Library Materials
- Interlocal Agreement 277 with Whatcom County for Plantation Rifle Range Use
- Interlocal Agreement C20140640 Amendment 9 with Skagit County
- Resolution ____: Authorizing a 1% Property Tax Increase (Discussion/Possible Action)
- 2019/2020 Biennial Budget (Discussion)
- 2019-2024 Capital Facilities Plan (Discussion)
- Contract Award: Skagit River 42" Water Line Project Phase 1, Preliminary Engineering 18-070-WTR-002

November 26, 2018

- Sewer Rate Discussion - FCS Group (Discussion)

December 3, 2018

- Ordinance ____: Adopting the 2019/2020 Biennial Budget (Action)

December 10, 2018

- Ordinance ____: Adopting the 2019-2024 Capital Facilities Plan (Action)
- Fire Impact Fee Presentation from Berk and Associates (Discussion)
- Draft Impact Fee Ordinance No. 3030 (Discussion/Possible Action)

December 17, 2018

December 24, 2018 - CANCELLED

January 7, 2019

Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

- Public Works, Monday, Nov 5, 2018, 5:00 PM, Main Conference Room, City Hall
- Port/City Liaison , Tuesday, Nov 6, 2018, 8:30 AM, Port of Anacortes
- Lodging Tax Advisory , Thursday, Nov 8, 2018, 4:00 PM, City Council Chambers, City Hall
- Skagit County Law & Justice Council, Wednesday, Nov 14, 2018, 8:15 AM, Mount Vernon
- Finance, Wednesday, Nov 14, 2018, 5:00 PM, Main Conference Room, City Hall
- Parks & Recreation, Thursday, Nov 15, 2018, 6:00 PM, Main Conference Room, City Hall
- Public Works, Monday, Nov 19, 2018, 5:00 PM, Main Conference Room, City Hall
- Planning, Monday, Nov 26, 2018, 5:00 PM, Main Conference Room, City Hall
