*** Per Governor's emergency Proclamation 20-28 issued March 24, 2020, agencies are required to meet completely remotely without providing for a physical location. Agencies are prohibited from taking "action," as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency, until such time as regular public participation under the Open Public Meetings Act is possible.*

*** Per Section 3 of Anacortes Resolution 2082 Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic, adopted by the Anacortes City Council on March 16, 2020:*

- *All in-person Committee meetings of the City Council are cancelled.*
- *Council and committee meetings may be held telephonically regardless of whether the City has the capability of video recording meetings.*
- *The public comment portion of Council meetings and any scheduled public hearings are temporarily suspended to discourage public in-person attendance of City Council meetings.*
- *Meetings may be viewed live or viewed after the fact on the City of Anacortes website or on Channel 10.*
- *The public may also listen to the meeting by phone: 312-757-3121, Access Code: 373-576-877*
- *The public is encouraged to comment via email or written comment addressed to: City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to 5:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.*

Anacortes City Council

~~Municipal Building Council Chambers~~

~~904 6th Street~~

**** This meeting will be held electronically only ****

April 6, 2020
6:00 p.m.

PRELIMINARY AGENDA

Packet Materials / Watch Meeting

1. **Call to Order**

2. **Announcements and Committee Reports**
   a. Personnel Committee
   b. Planning Committee
   c. Public Works Committee

3. **Consent Agenda (Action)**
   a. Minutes of March 23, 2020 and March 30, 2020
   b. Approval of Claims in the amount of: $813,432.42
   c. Contract Award: 2020 WWTP Electrical Switchgear Maintenance #20-106-SEW-001
   d. Contract Modification: Municipal Broadband Network – Library to MSTs #19-175-FBR-001
   e. Resolution 2083: Waiving the State Competitive Bidding Requirements for the Purchase of a Boom Truck

4. **Other Business**
   a. Resolution 2084: Adopting Personnel Policy on Families First Coronavirus Response Act (FFCRA) (Action)

5. **Adjournment**

Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning April 13, 2020

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.

April 13, 2020

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April 20, 2020

•Ordinance 3069: An Interim Odinance Extending the Moritorium on the Acceptance of Certain Land Use Actions in the R4 Use Zone West of the Commercial Use Zone (Action)
•Access Anacortes Fiber Internet Update (Discussion)
•Monthly Finance Update and COVID-19 Impacts (Discussion)

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April 27, 2020

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May 4, 2020

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May 11, 2020

****

May 18, 2020

****

May 26, 2020

•Monthly Finance Update and COVID-19 Impacts (Discussion)

****

June 1, 2020

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Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

•Public Works, Monday, Apr 6, 2020, 5:00 PM, Teleconference
•Port/City Liaison, Tuesday, Apr 7, 2020, 8:30 AM, CANCELLED
•Public Safety, Tuesday, Apr 7, 2020, 10:00 AM, Teleconference
•Finance, Wednesday, Apr 8, 2020, 5:00 PM, Teleconference
•Fiber, Thursday, Apr 9, 2020, 2:30 PM, Teleconference
•Housing Affordability & Community Services, Monday, Apr 13, 2020, 4:00 PM, Teleconference
•Planning, Monday, Apr 13, 2020, 5:00 PM, Teleconference
•Fiber, Thursday, Apr 16, 2020, 3:30 PM, Teleconference
•Public Works, Monday, Apr 20, 2020, 5:00 PM, Teleconference
•Finance, Wednesday, Apr 22, 2020, 5:00 PM, Teleconference

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CITY OF ANACORTES

Laurie Gere, Mayor
904 6th Street Anacortes, WA 98221
www.anacorteswa.gov

PRESS RELEASE

New Online Public Comment Options for Anacortes City Council Meetings

April 1, 2020

The City of Anacortes values community input and public involvement in City Council meetings. Due to the COVID-19 public health crisis, Governor Inslee has issued a proclamation, which prohibits in-person attendance of public meetings[i]. The City's primary goals are to protect employee safety and public health, while ensuring critical City services continue. In response to these unprecedented times, the City has taken additional steps to ensure that the public can both view and submit comments for consideration at public meetings.

We encourage citizens to stay involved by watching City Council meetings and using this new feature. It is the duty of the City to take responsibility for the wellbeing of our community members. The Mayor and the City Council are following the guidelines set by Skagit County Public Health, the Governor and the CDC to protect the most vulnerable in our community.

If you would like to watch a City Council meeting, they may be viewed live or viewed after the fact on the City of Anacortes website (https://www.anacorteswa.gov/700/Watch-Meetings) or on Channel 10. If you would like to comment on an agenda items or on general topic you must do so by 5:00 p.m. Monday night prior to each 6:00 p.m. meeting. These comments will be published for consideration during the meeting and will become part of the record for that meeting, just as if presented in person.

There are three ways to comment:

- Email cityclerk@cityofanacortes.org.
- Mail written comments to: City Clerk, P.O. Box 547, Anacortes, WA 98221.
- Submit comments online using the eComment link on the City website.

You will find the eComment option the same place you would go to watch a City Council meeting (https://www.anacorteswa.gov/700/Watch-Meetings). The column to the right of the agendas is where the new eComment option is. You can eComment as soon as the meeting agenda is published at 3:00 p.m. on the Wednesday before each City Council meeting. Commenters will need to create a login to the City of Anacortes website to submit comments, which may by typed or uploaded. You do not need an account to view comments already submitted.

For assistance, contact the City Clerk at 360-299-1960 or cityclerk@cityofanacortes.org.

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[i] Per Governor's emergency Proclamation 20-28, agencies are required to meet completely remotely without providing for a physical location. Agencies are prohibited from taking "action," as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency, until such time as regular public participation under the Open Public Meetings Act is possible.

Mayor Laurie Gere called to order the Anacortes City Council meeting of March 23, 2020 at 6:00 p.m. Councilmembers Jeremy Carter, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller all participated in the meeting in absentia via video conference.

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Gere reviewed the Governor's Stay Home and Stay Healthy Order delivered earlier in the evening. Mayor Gere then read her directive to the community issued earlier in the day in response to the COVID-19 epidemic. The Mayor's directive was added to the packet materials for the meeting.

Public Comment

Per Section 3 of Resolution 2082 Ratifying Proclamation of Emergency and Providing Temporary Procedures to Respond to the COVID-19 Epidemic, adopted by the Anacortes City Council on March 16, 2020, the public comment portion of Council meetings and any scheduled public hearings were temporarily suspended to discourage public in-person attendance of City Council meetings. The public was encouraged to comment via email or written comment addressed to: City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to the meeting become part of the record for the meeting, just as if presented in person.

Mr. McDougall noted that the city's website now offered additional opportunities for citizens to submit comments electronically prior to City Council meetings.

Consent Agenda

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

a. Minutes of March 16, 2020
b. Approval of Claims in the amount of: $246,699.01

The following vouchers/checks were approved for payment:
EFT numbers: 96643 through 96690, total $201,979.19
Check numbers: 96691 through 96710, total $32,497.18
Wire transfer numbers: 265781 through 265971, total $11,343.88

OTHER BUSINESS

Resolution 2080: Amending City Council Committees and Committee Assignments to Add Library, Museum, and Information Technology Committees for 2020-2021

Mr. McDougall presented Resolution 2080 to establish committees for the Library, Museum and Information Technology which had not previously had committee representation. After some discussion of the rationale for adding the new committees, Mr. Miller moved, seconded by Mr. Young, to approve Resolution 2080. Vote: Ayes – Young, Walters, Cleland-McGrath, Moulton, McDougall, Miller and Carter. Motion carried.

Mr. Walters reported from the Housing Affordability and Community Services Committee meeting earlier in the day. He indicated that the group discussed how to communicate to the community which services are available to help citizens during the COVID-19 epidemic. Mr. Walters said the committee compiled some informational slides which had been posted on Channel 10. He noted that not all citizens have internet access so alternative avenues of disseminating information were vital. Ms. Moulton added that the committee had looked at a list of seven priorities going forward. Ms. Cleland-McGrath urged establishing videoconferencing capability for City Council committee meetings as well as City Council meetings.

Mr. Walters urged a City Council conversation in the very near future about investing in infrastructure required to enable employees to work remotely, about enforcement mechanisms for social distancing, and about assisting citizens with immediate needs.

There being no further business, at approximately 6:30 p.m. the Anacortes City Council meeting of March 23, 2020 was adjourned.

Mayor Laurie Gere called to order the advertised special Anacortes City Council meeting of March 30, 2020 at 6:00 p.m. Councilmembers Jeremy Carter, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Matt Miller all participated in the meeting in absentia via video conference.

STUDY SESSION

COVID-19 Impacts and Community Resources
Mayor Gere responded to the following agenda outline that had been prepared by councilmembers Cleland-McGrath, Moulton and Walters and submitted to the mayor the prior Friday. The outline was added to the packet materials for the meeting. The mayor shared information provided by other staff and other agencies and solicited councilmember questions, feedback and requests for future action.

A. Agenda Review
B. Situational Awareness
    (1) Number of cases in Skagit; Washington State trendline
    (2) Governor's orders re (a) stay-at-home and (b) OPMA
    (3) Expectation for length of stay-at-home orders
    (4) Discuss who is currently working in-office
C. Planning Goal 1: Protect employee and public health.
    (1) Is reliance on County Health appropriate?
    (2) How are we enforcing the stay-home order?
    (3) Are city staff still working on premises when they should be at home?

Human Resources Director Vanessa Bronsema reported on new federal leave law that would go into effect on April 1. Ms. Bronsema referenced the draft policy she had circulated to councilmembers prior to the meeting and said that an updated version of the draft would be presented to Council for action at its April 6, 2020 meeting. The draft policy was added to the packet materials for the meeting. Ms. Bronsema noted that federal guidance on this topic was continuing to evolve.

    (4) What work are staff from closed facilities (e.g., library) doing?
    (5) Do we need personnel policy amendments to justify leave pay?
D. Planning Goal 2: Ensure continued city services (including and especially emergency response services).
    (1) Can staff answer phone calls remotely?
    (2) Do first responders have sufficient PPE?
    (3) Are we effectively communicating with public?
        (a) Website
        (b) TV10
        (c) Anacortes American
        (d) Anacortes School District
    (4) Improve communication with City Council.

Mayor Gere solicited councilmember feedback on this item. Ms. Moulton requested frequent reports from department heads via email, even if brief, to keep councilmembers up to date between meetings. Mr. Walters requested more study sessions like the present meeting to inform councilmember decisions. Councilmembers requested that City Council committee meetings continue to be held per the normal schedule for such meetings and that they be conducted electronically as allowed under Resolution 2082. Mayor Gere indicated that staff would arrange electronic means of holding regularly scheduled committee meetings.

E. Planning Goal 3: Plan for funding sources to fluctuate during the pandemic, and prepare for recovery funding.
   (1) What are expectations for city financial situation?

Finance Director Steve Hoglund shared a brief slide deck summarizing anticipated impacts of COVID-19 to city revenues and cash flow during 2020. Mr. Hoglund's slides were added to the packet materials for the meeting. Mr. Walters requested more frequent finance updates during the epidemic. Mr. Hoglund agreed that monthly rather than quarterly updates would be appropriate. Mr. Miller observed that Council would need to begin and continue discussions of the hiring freeze, emergency cash reserves, and other means of responding to the economic impacts of the epidemic.

   (2) Are we tracking time for federal disaster reimbursement?

Mayor Gere reported on the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and referenced the related materials made available on the city website earlier in the day.

   (3) Should we suspend all LTAC expenditures this year?

Mayor Gere explained that LTAC contracts are reimbursement based but that some expenses for upcoming (and cancelled) events had already been incurred by the event organizers and should be honored by the City. Mr. Miller agreed with that assessment and that LTAC contracts probably did not need to be cancelled by the City. Mr. Walters and Mr. Miller suggested exploring ways that additional LTAC funds could be made available to local businesses.

F. Planning Goal 4: Accelerate digital transition for remote work.
   (1) What is the current city capacity for WFH?
   (2) We need council access to systems for council communication and remote work. Council needs to be able to setup its own meetings.

Councilmembers discussed different platforms available for electronic meetings. Mayor Gere indicated she would address that topic with IT staff.

   (3) Are we continuing fiber deployment? We need it now more than ever.

Mr. Walters and Mr. McDougall suggested ways that the Fiber installation teams might be able to connect and light up new customers while still complying with social distancing orders in order to generate revenue for the Fiber utility. Mr. Carter asked if fiber fees would continue to be charged to customers in economic duress. Mayor Gere advised that city utility fees were continuing to accrue but that customer service was not being interrupted for late payment at this time.

G. Planning Goal 5: Ensure cybersecurity and information security.
   (1) Are city staff using home computers putting the city network at risk?

Mr. Walters and Mr. McDougall indicated that the City Council IT Committee would be addressing the city's policy in this regard to bring it into alignment with current, secure practice.

   (2) What investments do we need to make?

H. Planning Goal 6: Prepare for multiple simultaneous emergencies or disasters.

(1) Emergency Plan
    (a) Distribution of plan
    (b) How are we using plan?
    (c) ICS training

Councilmembers asked for guidance on which online trainings would be appropriate for elected officials to pursue at this time. Mayor Gere said she would speak with Emergency Management Consultant Richard Curtis in that regard.

(2) Need to work directly with Island Hospital to plan for individuals who maybe discharged, but not able to return home or to an assisted living facility. That may require hotel space, school gym space, or other options.

Mr. Walters asked whether, if an exposed citizen wanted to avoid infecting his or her family, sufficient alternative housing was available to enable people to make that choice. Mayor Gere reported on alternative housing resources being arranged by Skagit County and said staff would continue to explore those options.

(3) City of Edmonds emergency code authorization for closures and penalties

Mr. Walters reported on City of Edmonds Ordinance 4177 authorizing its mayor to act swiftly to protect the public health, safety, and welfare in response to emergencies and civil emergencies. He encouraged adoption of similar legislation in Anacortes and said he would circulate the Edmonds ordinance to his colleagues. Mr. Carter noted that the Edmonds ordinance addressed gun confiscation and said he did not support including such a clause in an Anacortes ordinance.

I. Planning Goal 7: Prepare for critical personnel replacements and succession in case of illness.
  (1) Cross-training, re-org, and coordination
  (2) City of Edmonds emergency code on mayoral succession

Mayor Gere summarized the current succession code. Councilmembers discussed means of ensuring that both executive officers and a quorum of councilmembers would be available in emergencies.

J. Planning Goal 8: Prepare for Return to Work
  (1) Do we have shovel-projects ready for potential future Recovery Act funding? Do we need to spend money to get there? How will we prioritize/authorize such projects?
  (2) Have we extended permit time periods for projects on hold?

Mayor Gere invited councilmembers to raise any topics not addressed in the outline. Councilmembers expressed a need to query the community about other unmet needs. Local businesses, families and non-profit organizations were all mentioned as possibly needing additional resources. Councilmembers suggested contacting individual businesses by phone and also holding one or more electronic public meetings to solicit community input.

There being no further business, at approximately 7:23 p.m. the Anacortes City Council meeting of March 30, 2020 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 April 6, 2020 City Council meeting:

Download this file in OpenDocument spreadsheet format.

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
266558	9/29/2019	INV-US-44634	ENVISIONWARE, INC	LIBRARY RFID EQUIPMENT: 2 KIOSK SIDECAR	$ 1,925.00	publib
265965	10/4/2019	INV671448	WORLD TRADE PRESS	DATABASE RENEWAL 11/22-11/21/20	$ 508.73	publib
266564	11/15/2019	GIS-10699	GEOGRAPHIC INFORMATION	2019-2020 GIS SUPPORT THROUGH 10/31/19	$ 251.03	pw1
265770	11/29/2019	114-9541600	UNITED SITE SERVICES, INC	BRING ACCOUNT UP-TO-DATE FROM OVER-CREDIT IN DECEMBER 2019	$ 94.22	parks1
266559	12/9/2019	INV-US-45704	ENVISIONWARE, INC	LIBRARY RFID EQUIPMENT	$ 2,192.45	publib
266560	12/31/2019	3102-21912141	FCS GROUP	SOLID WASTE COLLECTION ANALYSIS THROUGH 12/31/19	$ 1,262.50	pw1
263929	1/12/2020	2-553331-31	DIAMOND RENTALS, INC.	TOILET RENTALS COMMUNITY GARDEN, 12/13/19	$ 350.00	parks1
265096	1/13/2020	1323259	SURETY PEST CONTROL	STA 2 SERVICE - JANUARY	$ 44.57	medic
266322	1/22/2020	RefundSawyer	SAWYER, AUBREY	REFUND DEPOT RESERVATION	$ 168.00	parks1
265684	1/29/2020	14197/01	FOR THE RECORD, LTD	RECORDING PLAYER FOR COUNCIL CHAMBERS	$ 1,407.67	infosys
264911	1/31/2020	TB-200656883	GOOD TO GO!	405 TOLL - YAKIMA DISPATCH	$ 12.00	afdcc
266230	2/1/2020	RefundManion	MANION, LAURA	REFUND FOR AGING MASTERY PROGRAM	$ 60.00	pkrec
264846	2/1/2020	504264952	MOTION PICTURE LICENSING CORP	MOTION PICTURE LICENSING CORPORATION 4/1/20-4/1/2021	$ 207.74	publib
266121	2/4/2020	WAANA123345	FASTENAL COMPANY	BACKSTOP REPAIRS	$ 59.38	parks1
266605	2/4/2020	#07_FEB2020	KUHNLEIN, LISA	STUDIO PORTRAIT TESCH	$ 160.88	finance
264869	2/6/2020	220021901958	PUGET SOUND ENERGY INC	TSUNAMI SIREN SKYLINE 1/8-2/5/20	$ 35.24	pw1
265936	2/11/2020	2-553331-32	DIAMOND RENTALS, INC.	TOILET RENTAL - CEMETERY, COMMUNITY 1/12/20	$ 350.00	parks1
264717	2/12/2020	1330339	SURETY PEST CONTROL	INSECT & RODENTS MAINTENANCE FOR ANACORTES MUSEUM	$ 44.57	pwfac
264718	2/12/2020	1322361	SURETY PEST CONTROL	ASAC GUTTER CLEANING	$ 86.96	pwfac
264699	2/13/2020	1064871	BUILDERS EXCHANGE OF	BID DOCUMENTS POSTING - 2020 WATERLINE REPLACEMENTS 20-010-WTR-001	$ 45.00	pw1
266700	2/13/2020	1720007263	PATEL DDS, RAMAN	DENTAL SERVICES, LEOFF1 RETIREE	$ 407.50	hr
266102	2/14/2020	07596	LOWE'S BUSINESS ACCOUNT/GEMB	PILOT FILTER MATERIALS	$ 54.19	dwtp
265172	2/18/2020	1327959	SURETY PEST CONTROL	ASAC PEST CONTROL	$ 92.40	pwfac
266021	2/19/2020	260 037 3822 1	CASCADE NATURAL GAS CORP.	611 R AVENUE 1/22-2/18/20	$ 396.12	parks1
266604	2/19/2020	#08_FEB2020	KUHNLEIN, LISA	STUDIO PORTRAITS OF STAFF	$ 979.39	finance
266235	2/19/2020	200219-1	SOUND WATER SERVICES, INC	SCM REPLACEMENT PARTS	$ 503.00	dwtp

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
265173	2/19/2020	1327946	SURETY PEST CONTROL	RODENT CONTROL CITY HALL	$ 43.48	pwfac
265034	2/20/2020	300-10069065	ALL BATTERY SALES & SERVICE	FUSES, LED'S- SHOP STOCK	$ 964.40	dshop
264829	2/22/2020	8129239896	SHRED-IT USA, LLC	CONTAINER SHREDDING - CITY HALL 2/14	$ 51.84	hr
264843	2/22/2020	8129237318	SHRED-IT USA, LLC	OLD RECORDS DESTROYED - APD (SERVICE DAY 2/14/20)	$ 27.64	apd
264898	2/24/2020	E37445/1	ACE HARDWARE	RECREATION SUPPLIES	$ 31.25	pkreccc
264947	2/24/2020	BAGGAGE-AA-2-24	ALASKA AIRLINES	BAGGAGE FEE FOR JVOGEL FLIGHT	$ 30.00	libcc
264897	2/24/2020	114-6470326-8077024	AMAZON.COM SERVICES, INC	POE+ NETWORK SWITCH FOR ASAC	$ 927.43	infosyscc
264905	2/24/2020	112-9476803-3945036	AMAZON.COM SERVICES, INC	WIRELESS KEYBOARD	$ 19.56	infosyscc
264961	2/24/2020	841221	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 43.24	wwtpcc
264716	2/24/2020	INV04373	BLUE CARD	ADD TWO NEW USERS	$ 200.00	medic
264816	2/24/2020	2-591264	DIAMOND RENTALS, INC.	FOUNTAIN RENTAL - DADDY DAUGHTER DANCE	$ 54.35	parks1
264896	2/24/2020	CR089327	FERGUSON ENTERPRISES, INC	REPLACEMENT PARTS FAUCET DEPOT	$ 92.67	parkscc1
264950	2/24/2020	8561 61 57275	HOME DEPOT	INSTALLATION CONSUMABLES	$ 15.43	fibercc
264904	2/24/2020	976321	LIFE ASSIST, INC	LAERDAL V-VAC STARTER KIT	$ 379.03	afdcc
264953	2/24/2020	42679192	MIDWAYUSA.COM	FIREARMS SUPPLIES; SLINGS, SAFETY AND CHARGING HANDLE	$ 735.46	apdcc
264902	2/24/2020	0D75418	PLATT ELECTRIC SUPPLY INC	FISHTAPE, 200-FT	$ 109.98	fibercc
264942	2/24/2020	593 53 33 8853	SAFEWAY INC	KIDS BAKING CLASS SUPPLIES	$ 36.57	pkreccc
264895	2/24/2020	F74952	SEBO'S DO-IT CENTER	DOWNSPOUT COUPLER	$ 4.89	parkscc1
264899	2/24/2020	F74844	SEBO'S DO-IT CENTER	DANIELS FIELD MAINTENANCE	$ 17.22	parkscc1
264900	2/24/2020	F74903	SEBO'S DO-IT CENTER	DANIELS FIELD REPAIRS	$ 41.95	parkscc1
264901	2/24/2020	2001043071	THE LIGHT BRIGADE, INC.	LIGHT BRIGADE TRAINING - ONLINE	$ 150.00	fibercc
264912	2/24/2020	USPS-DB	UNITED STATES POSTAL SERVICE	POSTAGE FOR PASSPORTS	$ 595.85	libcc
265003	2/24/2020	E1940042	WITMER PUBLIC SAFETY GROUP INC	FIREFIGHTING GLOVES, SPANNER WRENCHES	$ 345.72	afdcc
264945	2/25/2020	E37828/1	ACE HARDWARE	SNIPS	$ 3.25	parkscc1
264903	2/25/2020	111-5984703-8436231	AMAZON.COM SERVICES, INC	FIREARMS SUPPLIES; SLING SWIVEL MOUNT	$ 86.90	apdcc
264908	2/25/2020	112-0408009-7166635	AMAZON.COM SERVICES, INC	BRASS COMPRESSION FITTINGS #7903	$ 17.38	shopcc
264941	2/25/2020	114-1342707-0057019	AMAZON.COM SERVICES, INC	POE+ NETWORK SWITCH	$ 950.58	infosyscc
264951	2/25/2020	113-5391695-6744238	AMAZON.COM SERVICES, INC	FEED-THROUGH BUSHING	$ 26.07	fibercc
264960	2/25/2020	111-4625304-1534655	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 17.32	libcc
265009	2/25/2020	841361	BAYSHORE OFFICE PRODUCTS INC	FOAMCORE	$ 174.19	pwfaccc
264949	2/25/2020	41126245	FLUKE ELECTRONICS	FLUKE-744 PROCESS METER CALIBRATION	$ 345.00	wtpcc

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
264940	2/25/2020	I30987	FRONTIER BUILDING SUPPLY	CAULK, ADHESIVE	$ 16.28	parkscc1
264946	2/25/2020	FS200224764675	FS.COM, INC.	FIBER OPTIC CONNECTOR & PATCH CABLES	$ 163.60	fibercc
264959	2/25/2020	8931594	HAVE A HEART COMMUNITY	TRAINING - MELLEN ZELL	$ 72.76	financecc
264872	2/25/2020	183877	NAPA	SPINDLE NUT SOCKET- #204	$ 32.60	dshop
264944	2/25/2020	0570743-IN	NATIONAL SAFETY, INC	SAFETY SUPPLIES	$ 866.07	wwtpcc
264943	2/25/2020	101019	PORT OF ANACORTES	FUEL FOR #90011	$ 14.69	pkreccc
264939	2/25/2020	F75247	SEBO'S DO-IT CENTER	HEART OF ANACORTES ITEMS	$ 8.71	pwfaccc
265010	2/25/2020	315064523	SHELL OIL COMPANY	FUEL FOR TRUCK #607	$ 86.13	parkscc1
264819	2/25/2020	PI 22	UNITED STATES POSTAL SERVICE	PERMIT FEES	$ 480.00	financecc
264948	2/25/2020	parking-JV-PLA conf	US BANK	PARKING FEES FOR FLIGHT TO PLA CONFERENCE	$ 63.11	libcc
264952	2/26/2020	113-2554882-6766620	AMAZON.COM SERVICES, INC	IPHONE CHARGER	$ 21.72	fibercc
264958	2/26/2020	112-2483965-7689031	AMAZON.COM SERVICES, INC	POWER PLUG INLETS- #9-911	$ 120.92	shopcc
265002	2/26/2020	113-4376570-1925056	AMAZON.COM SERVICES, INC	CABLE DISPENSER	$ 392.65	fibercc
265008	2/26/2020	111-7590591-2363413	AMAZON.COM SERVICES, INC	DVD ADULT	$ 14.09	libcc
266553	2/26/2020	6374-45517	DETECTION INSTRUMENTS CORP	PUMP STATION MAINTENANCE	$ 547.55	finance
264997	2/26/2020	DM4048601	DISCOUNT MUGS	APL PENS	$ 210.42	libcc
266625	2/26/2020	1200250277	HDR ENGINEERING, INC	WTP CONTROLS MODIFICATIONS PROJECT - ENGINEERNIG: 11/24/19-2/1/20	$ 1,436.58	pw1
265086	2/26/2020	W850316899	HOME DEPOT	BATH FAUCETS - WA PARK	$ 381.71	parkscc1
264994	2/26/2020	0209592-IN	NURNBERG SCIENTIFIC	LAB SUPPLIES	$ 1,229.81	wwtpcc
264995	2/26/2020	0209656-IN	NURNBERG SCIENTIFIC	LAB SUPPLIES	$ 69.83	wwtpcc
265007	2/26/2020	F75773	SEBO'S DO-IT CENTER	TAPE, CABLE TIES, CLAMPS	$ 27.87	fiber
265011	2/26/2020	F75863	SEBO'S DO-IT CENTER	SWITCH PLATE	$ 3.59	parkscc1
264998	2/26/2020	8533	SKAGIT SHOOTING SPORTS, INC.	FIREARMS INSTRUCTOR TRAINING SUPPLIES; BUFFUM	$ 20.19	apdcc
265071	2/27/2020	E38895/1	ACE HARDWARE	EDGER BLADE	$ 23.46	parkscc1
265075	2/27/2020	E38777/1	ACE HARDWARE	WIRE ROPE CLIP- STREET DEPT	$ 10.39	shopcc
265083	2/27/2020	E38903/1	ACE HARDWARE	FASTENERS- #9911	$ 75.38	shopcc
265000	2/27/2020	111-9539114-9028263	AMAZON.COM SERVICES, INC	FULL FACEPIECE RESPIRATORS	$ 367.44	wwtpcc
265072	2/27/2020	113-7224034-9597054	AMAZON.COM SERVICES, INC	I-PHONE CASE	$ 21.73	fibercc
265258	2/27/2020	841783	BAYSHORE OFFICE PRODUCTS INC	RUBBER BANDS	$ 4.17	parkscc1
265225	2/27/2020	29367202	HOLIDAY INN	HOTEL STAY EVERGREEN CONFERENCE - CAMERON F	$ 326.25	wtpcc
265226	2/27/2020	45563446	HOLIDAY INN	HOTEL STAY EVERGREEN CONFERENCE - CAMERON JS	$ 326.25	wtpcc

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265227	2/27/2020	46280160	HOLIDAY INN	HOTEL STAY EVERGREEN CONFERENCE - CHAD S	$ 326.25	wtpcc
265233	2/27/2020	45835523	HOLIDAY INN	HOTEL STAY EVERGREEN CONFERENCE - MIKE H	$ 326.25	wtpcc
265247	2/27/2020	22197348	HOLIDAY INN	HOTEL STAY EVERGREEN CONFERENCE - MARIO G	$ 326.25	wtpcc
265069	2/27/2020	E0500AEPDS	MICROSOFT CORPORATION	AZURE FOR OFFICE 365 1/16-2/15/20	$ 29.00	infosyscc
265070	2/27/2020	E0500AEPON	MICROSOFT CORPORATION	AZURE PAY-AS-YOU-GO 1/16-2/15/20	$ 24.32	infosyscc
265079	2/27/2020	24234936	PURCELL TIRE AND SERVICE CENTE	MOUNT & DISMOUNT LOOSE WHEEL, TIRE TUBE-SHOP STOCK	$ 62.34	shopcc
265067	2/27/2020	F76194	SEBO'S DO-IT CENTER	ZINC SAFETY HASP FOR #9911	$ 10.21	shopcc
265082	2/27/2020	F76197	SEBO'S DO-IT CENTER	CONTRACTOR BAG- #WATER DEPT	$ 40.21	wdistcc
265084	2/27/2020	F76298	SEBO'S DO-IT CENTER	WA PARK REPAIRS	$ 10.32	parkscc1
265085	2/27/2020	F76300	SEBO'S DO-IT CENTER	FOAM SEALANT	$ 4.32	parkscc1
265080	2/27/2020	15253	SNOHOMISH COUNTY CISM	PARKING DURING TRAINING CLASS	$ 6.00	financecc
265312	2/27/2020	E1941091	WITMER PUBLIC SAFETY GROUP INC	WACK PACKS (LED WEDGE SETS)	$ 87.55	afdcc
265232	2/28/2020	F76928/1	ACE HARDWARE	DEGREASER	$ 13.84	parkscc1
265239	2/28/2020	E39462/1	ACE HARDWARE	ELBOW 45 PVC	$ 4.75	wdistcc
265254	2/28/2020	E39281/1	ACE HARDWARE	TRASH CAN	$ 49.33	parkscc1
265073	2/28/2020	113-1443077-2727435	AMAZON.COM SERVICES, INC	EVIDENCE BAGS (SMALL)	$ 13.32	apdcc
265241	2/28/2020	113-5921794-8233038	AMAZON.COM SERVICES, INC	EVIDENCE BAGS (LARGE)	$ 77.05	apdcc
265237	2/28/2020	842024	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - PENS	$ 21.59	fibercc
265242	2/28/2020	000017	CLEAN AND CLIP	K9 T-BONE GROOMING	$ 50.00	apdcc
265246	2/28/2020	L0094942626	DEPARTMENT OF LICENSING	VEHICLE LICENSING	$ 225.57	shopcc
265223	2/28/2020	10119204130770228200	DICK'S SPORTING GOODS	WORK BOOTS - BYER	$ 141.04	afdcc
265238	2/28/2020	WAANA124083	FASTENAL COMPANY	DROP IN 3/8 QTY 50	$ 21.74	wdistcc
265222	2/28/2020	I31773	FRONTIER BUILDING SUPPLY	50# JET SET	$ 81.48	shopcc
265230	2/28/2020	024881	FRONTIER BUILDING SUPPLY	LUMBER FOR BOW CRADLE FOR SAILING PROGRAM	$ 28.83	pkreccc
265234	2/28/2020	FS200227317581	FS.COM, INC.	FIBER OPTIC PATCH CABLES	$ 275.00	fibercc
265251	2/28/2020	U2016009103	HB JAEGER	FILTER PROJECT: LUBE	$ 13.71	wtpcc
265074	2/28/2020	3038769	INTERNATIONAL CODE COUNCIL,INC	2015 IBC MANUAL	$ 192.40	afdcc
265240	2/28/2020	S013977201.001	KELLER SUPPLY COMPANY	PLUMBING PARTS	$ 219.66	wdistcc
265250	2/28/2020	27911340	LOWE'S BUSINESS ACCOUNT/GEMB	FILTER PROJECT: SURGE PROTECTOR, EXTENSION CORD	$ 109.70	wtpcc
265231	2/28/2020	F76797	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	$ 11.91	wwtpcc
265244	2/28/2020	F76694	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	$ 20.20	wwtpcc
265249	2/28/2020	F76922	SEBO'S DO-IT CENTER	CLEANER / PLIERS	$ 42.60	wdistcc
265252	2/28/2020	F76673	SEBO'S DO-IT CENTER	TOOL MAINTENANCE SUPPLIES	$ 31.25	afdcc

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265243	2/28/2020	801T3-R5A07-3T7	VISTAPRINT	BUSINESS CARDS; SGT CLIFFORD	$ 16.31	apdcc
265224	2/29/2020	E40017/1	ACE HARDWARE	SUPPLIES FOR STANDPIPE KIT BAG - 2921	$ 106.36	afdcc
265306	2/29/2020	BAGGAGE-AA-2-29	ALASKA AIRLINES	BAGGAGE FEE FOR JVOGEL FLIGHT	$ 30.00	libcc
265255	2/29/2020	111-6045821-8497831	AMAZON.COM SERVICES, INC	BROTHER LABEL TAPES	$ 25.66	afdcc
266023	2/29/2020	262	BUBBA SUDZ CAR WASH, INC.	FEBRUARY CAR WASHES	$ 63.00	dshop
265333	2/29/2020	1104407	PUBLIC SURPLUS	PUBLIC SURPLUS FEES FEBRUARY	$ 268.29	finance
266115	2/29/2020	3054	SUMMITX CONTRACTORS, INC	WORK ON PICKET POCKET PARK	$ 2,754.86	parks1
266117	2/29/2020	3055	SUMMITX CONTRACTORS, INC	WORK ON PICKETT POCKET PARK	$ 3,731.41	parks1
265765	2/29/2020	114-9974082	UNITED SITE SERVICES, INC	ACE OF HEARTS 2/1-2/29/20	$ 76.74	parks1
265766	2/29/2020	114-9974616	UNITED SITE SERVICES, INC	EDWARDS WAY 2/1-2/29/20	$ 94.22	parks1
265767	2/29/2020	114-9974812	UNITED SITE SERVICES, INC	6300 SUNSET AVE 2/1-2/29/20	$ 112.03	parks1
265768	2/29/2020	114-9975646	UNITED SITE SERVICES, INC	WA PK - LOOP 2 2/1-2/2920	$ 62.00	parks1
265769	2/29/2020	114-9974071	UNITED SITE SERVICES, INC	WA PK LOOP #1 2/1-2/29/20	$ 59.87	parks1
265245	2/29/2020	RGEYM05TT3PP2	VILLAGE BOOKS	JUVENILE BOOK	$ 19.56	libcc
266316	3/1/2020	360-293-0045-0223175	FRONTIER COMMUNICATIONS	STA 1 BACKUP LINES: 3/1 - 3/31	$ 154.62	afdcc
266317	3/1/2020	360-293-1900-0122885	FRONTIER COMMUNICATIONS	CITY MAIN PHONE 3/1-3/31/20	$ 1,232.42	finance
265253	3/1/2020	F77877	SEBO'S DO-IT CENTER	SUPPLIES - FORCIBLE ENTRY TRAINING PROP	$ 13.01	afdcc
265228	3/1/2020	1925	THRIFTY CLEANERS	LAUNDRY - FEBRAURY	$ 100.69	afdcc
265256	3/1/2020	478749822	THRIVE COMMUNITY FITNESS	VOLUNTEER MEMBERSHIP - MARCH	$ 21.69	afdcc
265257	3/1/2020	478749821	THRIVE COMMUNITY FITNESS	2 MEMBERSHIP DUES - MARCH	$ 43.38	afdcc
265235	3/1/2020	uber-jv-mar12020	UBER	TAXI DURING PLA CONFERENCE	$ 18.24	libcc
265236	3/1/2020	Uber-jv-mar12020-2	UBER	TAXI	$ 3.00	libcc
265248	3/1/2020	0713-1229-1212-2003	WALGREENS	SUPPLIES	$ 11.95	libcc
265304	3/2/2020	E41099/1	ACE HARDWARE	BALL MOUNT & HITCH BALL	$ 34.22	wdistcc
265313	3/2/2020	112-0434499-6691430	AMAZON.COM SERVICES, INC	TRAILER COUPLER LOCKS	$ 113.86	shopcc
265316	3/2/2020	111-6819473-1221820	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 49.51	libcc
265375	3/2/2020	986246	BADEN SPORTS INC	FOOTBALLS FOR FLAG FOOTBALL PROGRAM	$ 271.75	pkreccc
265314	3/2/2020	BC099EC2EF8BE90E	COASTAL ELECTRIC SUPPLY	SAFETY GEAR	$ 199.09	fiber
265315	3/2/2020	WABUR218500	FASTENAL COMPANY	FIBER INSTALLATION CONSUMABLES	$ 413.03	fiber
265305	3/2/2020	58318576273769507040	FLSMIDTH KREBS INC	VORTEX FINDER, INLET HEAD, CONE - PAYMENT 2 OF 2	$ 5,000.00	wtpcc
265310	3/2/2020	58316898676161716040	FLSMIDTH KREBS INC	VORTEX FINDER, INLET HEAD, CONE - PAYMENT 1 OF 2	$ 6,746.12	wtpcc
265362	3/2/2020	41165120	FLUKE ELECTRONICS	FLUKE-718 CALIBRATION	$ 268.00	wtpcc
266731	3/2/2020	8561 02 22315	HOME DEPOT	TOOLS & SUPPLIES	$ 266.47	financecc

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265307	3/2/2020	JVMarriott 95667	MARRIOTT	HOTEL FOR PLA CONFERENCE	$ 1,562.60	libcc
265357	3/2/2020	593 51 41 8851	SAFEWAY INC	KIDS BAKING CLASSES SUPPLIES	$ 43.98	pkreccc
265308	3/2/2020	F78309	SEBO'S DO-IT CENTER	IRRIGATION SUPPLIES - DANIELS FIELD	$ 32.95	parkscc1
265309	3/2/2020	F77990	SEBO'S DO-IT CENTER	IRRIGATION SUPPLIES - DANIELS FIELD	$ 133.94	parkscc1
265317	3/2/2020	F78184	SEBO'S DO-IT CENTER	PARTS FOR VEH #202	$ 19.36	shopcc
265318	3/2/2020	F77986	SEBO'S DO-IT CENTER	CAUTION TAPE, CHALK - WA PARK	$ 15.51	parkscc1
265311	3/2/2020	114-9935632	UNITED SITE SERVICES, INC	WTP INTAKE PORTA POTTI 1/22/20-2/21/20	$ 22.98	wtpcc
264971	3/2/2020	70181830000231991267	UNITED STATES POSTAL SERVICE	POSTAGE - CERTIFIED MAIL	$ 14.15	finance
265358	3/3/2020	E41329/1	ACE HARDWARE	PVC NIPPLE	$ 2.72	parkscc1
265363	3/3/2020	113-3311326-3134669	AMAZON.COM SERVICES, INC	K9 T-BONE FOOD	$ 110.30	apdcc
265364	3/3/2020	112-8728172-3829817	AMAZON.COM SERVICES, INC	PACK OF 1" ALUM DRIVE RIVETS	$ 230.42	shopcc
265365	3/3/2020	112-5842561-2844245	AMAZON.COM SERVICES, INC	WIRING HARNESS CONNECTORS, REESE BOLT - ON JACKS	$ 181.16	shopcc
265370	3/3/2020	111-6819473-1221820	AMAZON.COM SERVICES, INC	SUPPLIES	$ 12.48	libcc
265371	3/3/2020	111-5347336-3959462	AMAZON.COM SERVICES, INC	SUPPLIES	$ 11.95	libcc
265374	3/3/2020	114-6409109-9829044	AMAZON.COM SERVICES, INC	SURFACE PRO CHARGERS	$ 54.32	afdcc
265435	3/3/2020	842363	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 17.97	fibercc
265437	3/3/2020	842155	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES; ENVELOPES AND CDS	$ 125.59	apdcc
265446	3/3/2020	842449	BAYSHORE OFFICE PRODUCTS INC	ENERGY OUTREACH MATERIAL	$ 53.06	pwfaccc
265361	3/3/2020	41865115482	EDGE ANALYTICAL, INC	PD ONLINE: 8 INVOICES	$ 649.00	wtpcc
265356	3/3/2020	101971	ELECTRONIC DISTRIBUTING	CB ANTENNA #613	$ 46.58	shopcc
265369	3/3/2020	296 2852 440 2268	GROCERY OUTLET	SUPPLIES	$ 6.46	libcc
265447	3/3/2020	317994	LEFEBER TURF FARM, LLC	LANDSCAPE BLOCKS FOR SKATE PARK	$ 100.91	parkscc1
265373	3/3/2020	R0011088	PAINTER'S ALLEY	PAINT- STORVIK	$ 38.81	parkscc1
265355	3/3/2020	F78543	SEBO'S DO-IT CENTER	HAMMER BIT, SOCKET SET	$ 23.41	parkscc1
265359	3/3/2020	F78552	SEBO'S DO-IT CENTER	STRAP, FASTENERS - DANIELS FIELD	$ 10.95	parkscc1
265360	3/3/2020	F78754	SEBO'S DO-IT CENTER	SPRAY PAINT	$ 19.16	parkscc1
265366	3/3/2020	F78795	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	$ 1.85	wwtpcc
265368	3/3/2020	196	SMART FOODSERVICE	SUPPLIES	$ 30.22	libcc
265440	3/4/2020	112-8265124-5455417	AMAZON.COM SERVICES, INC	SEAL TAPE- #044A	$ 281.68	shopcc
265442	3/4/2020	111-8598687-0347403	AMAZON.COM SERVICES, INC	SUPPLIES	$ 36.39	libcc
265444	3/4/2020	114-5113014-5528260	AMAZON.COM SERVICES, INC	HOT/COLD WATER COOLER- WATER DEPT	$ 121.72	pwfaccc

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265001	3/4/2020	210752A-5	BIRCH EQUIPMENT CO., INC	BOOM LIFT RENTAL, 11 FEB - 10 MAR	$ 3,045.94	fibercc
265436	3/4/2020	OL-1475652	CABLEWHOLESALE	FIBER OPTIC CABLE - INDDOOR/OUTDOOR	$ 116.24	fibercc
266565	3/4/2020	66225	CODE PUBLISHING COMPANY	CODIFICATION SERVICES	$ 262.46	legal
265445	3/4/2020	1204691	HEALTH & SAFETY INSTITUTE	ONLINE INSTRUCTOR RENEWAL FEE	$ 21.74	afdcc
265449	3/4/2020	94459	INDUSTRIAL SAFETY SUPPLY CORP	SENSOR (REPAIR GAS DETECTOR 2917)	$ 233.00	afdcc
265431	3/4/2020	F79059	SEBO'S DO-IT CENTER	FIBER SUPPLIES	$ 92.07	wdistcc
265434	3/4/2020	F79257	SEBO'S DO-IT CENTER	BALLFIELD SUPPLIES	$ 64.17	parkscc1
265372	3/4/2020	03/03/2020	STOW-IT	JOB SHACK- FIBER DEPT	$ 543.50	pwfaccc
265441	3/4/2020	113132	THE HOSE SHOP, INC	TUBING PARTS	$ 60.42	wtpcc
265450	3/4/2020	041	UNITED STATES POSTAL SERVICE	POSTAGE	$ 2.60	museumcc
265432	3/4/2020	TOTTENHAM	WASHINGTON STATE UNIVERSITY	PESTICIDE RECERTIFICATION TRAINING 3/4-5	$ 360.00	parkscc1
265448	3/4/2020	47894777	WASHINGTON STATE UNIVERSITY	PESTICIDE RECERTIFICATION COURSE PHILLIPS 3/4-5	$ 180.00	parkscc1
265513	3/5/2020	E42283/1	ACE HARDWARE	SPRAY BOTTLES	$ 13.26	pwfaccc
265443	3/5/2020	111-6635061-9480257	AMAZON.COM SERVICES, INC	SUPPLIES	$ 48.06	libcc
265511	3/5/2020	111-3214611-1109026	AMAZON.COM SERVICES, INC	CAMERA AND TELEPHONE CONNECTORS	$ 388.05	infosyscc
265516	3/5/2020	113-4890051-8334647	AMAZON.COM SERVICES, INC	FIBER CLEANING SUPPLIES	$ 115.16	fibercc
265517	3/5/2020	113-8433505-4824245	AMAZON.COM SERVICES, INC	FIBER OPTIC CLEANING SUPPLIES	$ 124.94	fibercc
265518	3/5/2020	113-3990071-8778606	AMAZON.COM SERVICES, INC	FIBER CLEAVER	$ 118.58	fibercc
265519	3/5/2020	113-4523331-4082610	AMAZON.COM SERVICES, INC	FIBER CUTTER	$ 76.60	fibercc
265527	3/5/2020	112-5446224-1361857	AMAZON.COM SERVICES, INC	50 WATT HALOGEN BULBS- #90002	$ 189.95	shopcc
265528	3/5/2020	112-5446224-1361857	AMAZON.COM SERVICES, INC	WHELEN 12V REPLACEMENT BULB- #90002	$ 189.95	shopcc
265529	3/5/2020	112-5585773-3072209	AMAZON.COM SERVICES, INC	ENGINE HEATER- #9911	$ 434.69	shopcc
265534	3/5/2020	114-1392060-0668256	AMAZON.COM SERVICES, INC	1" HEAT SHRINK END CAP- FIBER	$ 71.18	pwfaccc
265536	3/5/2020	111-7869540-0287441	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	$ 73.02	wwtpcc
265537	3/5/2020	14276	ATHLETIC STUFF	FLAG FOOTBALL SUPPLIES	$ 67.98	pkreccc
265611	3/5/2020	842697	BAYSHORE OFFICE PRODUCTS INC	ASAC SUPPLIES	$ 54.57	pwfaccc
265514	3/5/2020	0798 041 5259	BEST BUY STORES, L.P.	HOME ROUTERS	$ 467.60	fibercc
265532	3/5/2020	A89551	COASTAL FARM &	SAFETY WORK BOOTS- MARTY L	$ 104.34	wdistcc
265510	3/5/2020	0188-508551	CONSOLIDATED ELECTRICAL	1QT PULLING LUBE- FIBER	$ 37.34	wdistcc
265538	3/5/2020	123	E.J. HARRIS PHOTOGRAPHY	DADDY DAUGHTER DANCE PHOTOS	$ 1,110.92	pkreccc

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266019	3/5/2020	03/05/2020	FIDALGO CLEANING	MUSEUM CLEANING 3/5-3/18/20	$ 70.00	museum
265530	3/5/2020	49430709	LOWE'S BUSINESS ACCOUNT/GEMB	FILTER PROJECT: IMPAC DRILL	$ 155.66	wtpcc
266324	3/5/2020	ReimbMitchell	MITCHELL, NICHOLA	MILEAGE PESTICIDE COURSE BELLINGHAM 3/4	$ 30.46	parks1
265626	3/5/2020	452322783-001	OFFICE DEPOT, INC.	OFFICE SUPPLIES	$ 342.30	libcc
266126	3/5/2020	ReimbPhillips	PHILLIPS, STEPHEN	MILEAGE - PESTICIDE CLASS BELLINGHAM 3/4	$ 27.88	parks1
265531	3/5/2020	083563	PORT OF ANACORTES	NON-ETHANOL FUEL	$ 21.18	afdcc
265627	3/5/2020	593 2 27 6353	SAFEWAY INC	SUPPLIES	$ 22.81	libcc
265533	3/5/2020	F79708	SEBO'S DO-IT CENTER	PLIERS	$ 26.62	shopcc
265535	3/5/2020	F79671	SEBO'S DO-IT CENTER	PLUG- #9905	$ 14.89	shopcc
266127	3/5/2020	ReimbTottenham	TOTTENHAM, BRIAN	MILEAGE PESTICIDE CLASS BELLINGHAM 3/4	$ 33.60	parks1
265515	3/5/2020	114-9974922	UNITED SITE SERVICES, INC	PENN AVE PORTA POTTI 2/1/20-2/29/20	$ 158.85	wtpcc
265623	3/6/2020	E42923/1	ACE HARDWARE	FASTENERS, HOOK, CHAIN- #90009	$ 55.15	shopcc
265618	3/6/2020	113-1425521-1333852	AMAZON.COM SERVICES, INC	FIBER TOOLS & SUPPLIES	$ 218.61	fibercc
265635	3/6/2020	112-7113839-2357847	AMAZON.COM SERVICES, INC	MULTI (5) GAS DETECTOR	$ 2,278.38	afdcc
265617	3/6/2020	DayWDOH	AMERICAN WATER WORKS	DAY WITH DOH REGISTRATION - CHAD, MARIO, SETH, BOB 4/15	$ 340.00	wtpcc
265608	3/6/2020	907711674	BSN SPORTS, LLC	FIELD HOUSE FUN SUPPLIES	$ 340.23	pkreccc
265612	3/6/2020	41872759734	EDGE ANALYTICAL, INC	LAB ANALYSIS - 6 INVOICES	$ 434.00	wtpcc
265607	3/6/2020	I33484	FRONTIER BUILDING SUPPLY	2X4 12" WEDGES- FIBER	$ 57.53	wdistcc
266236	3/6/2020	EOC Equip	HAM, JAY	REIMBURSEMENT FOR 3 RADIOS, ANTENNA,	$ 1,490.04	medic
265624	3/6/2020	1206122	HEALTH & SAFETY INSTITUTE	CPR/AED CERTIFICATION	$ 7.29	afdcc
265625	3/6/2020	1206213	HEALTH & SAFETY INSTITUTE	12 CPR/AED CERTIFICATIONS CARDS	$ 87.40	afdcc
266113	3/6/2020	12708	HOW IT WORKS, INC	BARK IN THE PARK POSTERS	$ 120.93	parks1
265381	3/6/2020	300475320	KCDA PURCHASING COOPERATIVE	PAPER FOR APD	$ 642.38	apdcc
265619	3/6/2020	S014004512.001	KELLER SUPPLY COMPANY	PLUMBING SUPPLIES- WASTE WATER	$ 501.96	wdistcc
265606	3/6/2020	1291988111	LEADERSHIP SNOHOMISH COUNTY	STEP UP 2020: MOVING RACIAL EQUITY FORWARD CONFERENCE	$ 104.00	execc
265620	3/6/2020	453518280-001	OFFICE DEPOT, INC.	COPY PAPER - ASAC	$ 97.80	financecc
265633	3/6/2020	R0011109	PAINTER'S ALLEY	PAINT SUPPLIES	$ 14.69	parkscc1
265609	3/6/2020	F79976	SEBO'S DO-IT CENTER	PA SYSTEM SUPPLIES	$ 37.38	pkreccc
265634	3/6/2020	F80122	SEBO'S DO-IT CENTER	GLOVES	$ 23.42	parkscc1
265632	3/6/2020	h8gL	SQUARE	FOOD FOR LIBRARY TRAINING	$ 380.60	libcc
265631	3/6/2020	16028	WASHINGTON FIRE CHIEFS	EVIP CLASS - TL 5/28	$ 50.00	afdcc
265613	3/6/2020	WSDA	WASHINGTON STATE DEPARTMENT	PESTICIDE LICENSE RENEWAL FEE - NICK H	$ 0.99	wtpcc
265614	3/6/2020	WSDA	WASHINGTON STATE DEPARTMENT	PESTICIDE LICENSE RENEWAL - NICK H	$ 33.00	wtpcc
265615	3/6/2020	WSDA	WASHINGTON STATE DEPARTMENT	PESTICIDE LICENSE RENEWAL - MIKE H	$ 33.00	wtpcc

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265616	3/6/2020	WSDA	WASHINGTON STATE DEPARTMENT	PESTICIDE LICENSE RENEWAL FEE - MIKE H	$ 0.99	wtpcc
266234	3/6/2020	2006	WITHEFORD, PETER	REIMBURSEMENT FOR RADIO FOR EOC	$ 1,469.94	medic
265629	3/7/2020	114-1840202-2247469	AMAZON.COM SERVICES, INC	CABLE CRIMPS, PULLING GRIP- FIBER	$ 113.39	pwfaccc
265610	3/8/2020	112-6581927-7878648	AMAZON.COM SERVICES, INC	EARBUDS FOR RADIOS	$ 21.73	apdcc
265622	3/8/2020	111-3679381-6422634	AMAZON.COM SERVICES, INC	JUVENILE GAMES	$ 851.78	libcc
265628	3/8/2020	111-1143614-2359416	AMAZON.COM SERVICES, INC	SUPPLIES	$ 6.30	libcc
265630	3/8/2020	114-1154457-7284244	AMAZON.COM SERVICES, INC	PULLING COUNTER- FIBER	$ 20.74	pwfaccc
265675	3/9/2020	113-0910234-4954630	AMAZON.COM SERVICES, INC	FIBER OPTIC CONNECTORS	$ 61.95	fibercc
265715	3/9/2020	843176	BAYSHORE OFFICE PRODUCTS INC	BINDER DIVIDERS	$ 14.07	wtpcc
265954	3/9/2020	1065171	BUILDERS EXCHANGE OF	BID DOCUMENTS ONLINE PUBLISHING	$ 195.90	pw1
265674	3/9/2020	556479	FRONTIER BUILDING SUPPLY	THREADED ROD	$ 28.40	parkscc1
265539	3/9/2020	300476386	KCDA PURCHASING COOPERATIVE	PAPR FOR WWTP	$ 91.77	wwtpcc
266554	3/9/2020	220021901958	PUGET SOUND ENERGY INC	TSUNAMI SIREN SKYLINE WAY 2/6-3/6/20	$ 18.70	dwwtp
265712	3/9/2020	593 51 53 8851	SAFEWAY INC	KIDS BAKING CLASS SUPPLIES	$ 39.84	pkreccc
266218	3/9/2020	18713	SEASIDE AUTO BODY	REPAIR CAB CORNER- #186	$ 931.78	dshop
265673	3/9/2020	F81550	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	$ 18.69	pwfaccc
265724	3/9/2020	1322362	SURETY PEST CONTROL	GUTTER CLEANING MAINTENANCE - 29-2	$ 141.31	afdcc
265725	3/9/2020	1327978	SURETY PEST CONTROL	FEBRUARY SERVICE - 29-2	$ 44.57	afdcc
266210	3/9/2020	8062	TITUS INDUSTRIAL GROUP	COMPOSITE MANHOLE COVER AND FRAME	$ 1,521.42	dwwtp
265721	3/10/2020	E45289/1	ACE HARDWARE	TOOLS AND CONSUMABLES	$ 56.26	fiber
265710	3/10/2020	5221	AGA SYSTEMS	REGULATOR ASSEMBLY- #173	$ 374.28	shopcc
265716	3/10/2020	111-8565419-4921038	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 54.21	wtpcc
265717	3/10/2020	113-9623195-0111442	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES - POSTAGE INK	$ 158.60	financecc
266225	3/10/2020	250-0560-00	ANACORTES CHAMBER OF COMMERCE	REIMBURSE CHAMBER FOR WINE FESTIVAL	$ 306.77	finance
266441	3/10/2020	277868	BAY CITY SUPPLY	FACILITIES COVID-19 SUPPLIES	$ 63.17	pwfac
266442	3/10/2020	277413	BAY CITY SUPPLY	FACILITIES COVID-19 SUPPLIES	$ 108.92	pwfac
265749	3/10/2020	843254	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES- FIBER	$ 50.51	wdistcc
265723	3/10/2020	0188-508634	CONSOLIDATED ELECTRICAL	RECTIFIER FUSES	$ 9.13	pwfaccc
266084	3/10/2020	N03620	DEPARTMENT OF HEALTH	RAW WATER LINE PROJECT: DOH REVIEW	$ 778.00	dwtp
266086	3/10/2020	N03619	DEPARTMENT OF HEALTH	CLEARWELL PROJECT: DOH REVIEW	$ 1,206.00	dwtp
266436	3/10/2020	261104	DEPT OF LABOR & INDUSTRIES	FIRE STATION 1 ELEVATOR INSPECTION	$ 285.00	pwfac
265748	3/10/2020	8561 01 71918	HOME DEPOT	SUPPLIES- FIBER	$ 30.34	wdistcc
265686	3/10/2020	41600350674	LES SCHWAB TIRE CENTERS	DISMOUNT & MOUNT- #706	$ 8.70	dshop

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265751	3/10/2020	367379	MULTILINK	CONNECTORS, FIELD-INSTALLABLE	$ 827.19	fibercc
266434	3/10/2020	220022355600	PUGET SOUND ENERGY INC	ENERGY BILLING WWTP 2/7-3-9/20	$ 163.67	dwwtp
266435	3/10/2020	220022355618	PUGET SOUND ENERGY INC	ENERGY BILLING TSUNAMI SIREN 2/7-3/9/20	$ 18.59	dwwtp
265764	3/10/2020	593 7 30 4284	SAFEWAY INC	LAB SUPPLIES	$ 29.90	wwtpcc
265708	3/10/2020	F81931	SEBO'S DO-IT CENTER	SUPPLIES- FIBER	$ 117.91	wdistcc
265709	3/10/2020	F81997	SEBO'S DO-IT CENTER	SUPPLIES- FIBER	$ 22.92	wdistcc
265711	3/10/2020	F81936	SEBO'S DO-IT CENTER	PH METER BATTERY	$ 21.70	pwfaccc
265713	3/10/2020	F81872	SEBO'S DO-IT CENTER	FASTENERS	$ 13.16	parkscc1
265714	3/10/2020	F79976	SEBO'S DO-IT CENTER	MDD FIELD SUPPLIES	$ 41.51	parkscc1
265718	3/10/2020	F81870	SEBO'S DO-IT CENTER	NOZZLES, VEHICLE WASH BRUSHES	$ 69.60	afdcc
265762	3/10/2020	14 12 79 365567	THE MARKET LLC	LUNCH FOR 8 LT. EXAM EVALUATORS	$ 96.19	afdcc
265755	3/11/2020	E45604/1	ACE HARDWARE	PUMP STATION MAINTENANCE	$ 48.62	wwtpcc
265722	3/11/2020	111-1017536-8319446	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	$ 21.20	libcc
265754	3/11/2020	111-7855665-3965809	AMAZON.COM SERVICES, INC	CHILDREN'S BOOKS	$ 86.90	libcc
265757	3/11/2020	111-4669672-5487425	AMAZON.COM SERVICES, INC	SUPPLIES	$ 16.23	libcc
265758	3/11/2020	111-3783354-5812255	AMAZON.COM SERVICES, INC	SUPPLIES	$ 29.10	libcc
265763	3/11/2020	111-2379110-3629066	AMAZON.COM SERVICES, INC	LUNCH ROOM SUPPLIES	$ 18.79	wwtpcc
265810	3/11/2020	0188-508689	CONSOLIDATED ELECTRICAL	CONDUIT- FIBER	$ 30.81	wdistcc
265817	3/11/2020	0188-508684	CONSOLIDATED ELECTRICAL	CONDUIT - WA PARK	$ 861.19	parkscc1
265818	3/11/2020	0188-508696	CONSOLIDATED ELECTRICAL	PVC CEMENT	$ 47.73	parkscc1
266181	3/11/2020	CGH-INV-180296	CRALEY GROUP LIMITED	SILICONE GASKET SHEET- FIBER	$ 313.37	wdist
266591	3/11/2020	ReimbGere	GERE, LAURIE	OCT 2019 TO MARCH 2020	$ 366.35	executive
265815	3/11/2020	W947633963	HOME DEPOT	BALLFIELD SUPPLIES	$ 83.07	parkscc1
265759	3/11/2020	7820-2	PAINTER'S ALLEY	SPRAY PARK PAINT	$ 29.47	parkscc1
265752	3/11/2020	75000	RESCUE RESPONSE GEAR INC.	CMC ESCAPE BELT	$ 167.00	afdcc
265821	3/11/2020	593 53 139 8853	SAFEWAY INC	LAUNDRY SUPPLIES - ALL STATIONS	$ 26.02	afdcc
265747	3/11/2020	F82397	SEBO'S DO-IT CENTER	BATTERIES	$ 18.47	pwfaccc
265756	3/11/2020	F82283	SEBO'S DO-IT CENTER	WASTE BASKET- SHOP	$ 12.77	shopcc
265760	3/11/2020	F82282	SEBO'S DO-IT CENTER	PAINT SUPPLIES - WA PARK	$ 55.58	parkscc1
265761	3/11/2020	F82255	SEBO'S DO-IT CENTER	LIME GREEN SPRAY PAINT- SOLID WASTE	$ 8.50	shopcc
265816	3/11/2020	163426	SKAGIT REGIONAL HEALTH	CDL EXAM - RAINS	$ 92.00	parkscc1
265750	3/11/2020	7027	UNITED PARCEL SERVICE, INC	SHIPPING CHARGES- VEH #602	$ 42.34	shopcc
265820	3/11/2020	1945517	WITMER PUBLIC SAFETY GROUP INC	STRUCTURE FIRE BOOTS	$ 460.44	afdcc
265813	3/12/2020	66853-1	AGIS	SHUTDOWN SUPPLIES	$ 345.90	wwtpcc

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265753	3/12/2020	113-5295927-6177815	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES - FINANCE	$ 34.06	financecc
265916	3/12/2020	843596	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 95.33	pwfaccc
265925	3/12/2020	843521	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES; BADGE HOLDERS	$ 24.22	apdcc
265825	3/12/2020	35658	BEN RICHARDS FABRICATION	STAINLESS MANDREL PIPE- #7903	$ 140.51	shopcc
265924	3/12/2020	0188-508725	CONSOLIDATED ELECTRICAL	FIBER PROJECT MATERIALS	$ 6.32	pwfaccc
265778	3/12/2020	2-553331-33	DIAMOND RENTALS, INC.	TOILET RENTAL - CEMETERY, COMMUNITY 2/11/20	$ 350.00	parks1
266623	3/12/2020	1200253727	HDR ENGINEERING, INC	WATER SYSTEM MODEL UPDATE: 4/26/19-2/29/20	$ 1,873.13	pw1
266626	3/12/2020	1200253729	HDR ENGINEERING, INC	WTP CONTROLS MODIFICATIONS PROJECT - ENGINEERNIG: 2/2/20-2/29/20	$ 4,876.70	pw1
265823	3/12/2020	SO3606426	PERFORMANCE HEALTH SUPPLY, INC	SUPPLIES	$ 61.53	libcc
266107	3/12/2020	300000000343	PUGET SOUND ENERGY INC	PARKS/CEM/WASH. PARK/FAC/DEPOT 2/6-3/6/20	$ 4,987.71	parks1
266433	3/12/2020	300000300008	PUGET SOUND ENERGY INC	ENERGY BILLING WWTP 2/6-3/6/20	$ 19,438.50	dwwtp
265986	3/12/2020	03/12/2020	SCOTT MILO GALLERY/FRAMEMAKER	DEPT HEAD FRAME	$ 818.67	executive
265987	3/12/2020	03/12/2020	SCOTT MILO GALLERY/FRAMEMAKER	COUNCIL MEMBER FRAMES	$ 146.87	executive
265811	3/12/2020	F82833	SEBO'S DO-IT CENTER	TOOLS	$ 59.62	parkscc1
265819	3/12/2020	F82820	SEBO'S DO-IT CENTER	CONSUMABLES	$ 25.00	fiber
265826	3/12/2020	F82798	SEBO'S DO-IT CENTER	FOAM SEALANT	$ 4.32	parkscc1
265824	3/12/2020	19526	SUNLAND BARK & TOPSOILS	BARK	$ 95.11	parkscc1
265828	3/13/2020	111-0340670-3125076	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	$ 82.12	wwtpcc
265911	3/13/2020	111-0316996-3285061	AMAZON.COM SERVICES, INC	ACCIDENTAL PROTECTION PLAN FOR LAPTOPS, 4-YRS	$ 376.24	fibercc
265912	3/13/2020	111-8729202-8619432	AMAZON.COM SERVICES, INC	LAPTOPS FOR FIBER INSTALLERS	$ 1,260.90	fibercc
265913	3/13/2020	111-7895365-7738629	AMAZON.COM SERVICES, INC	CARRYING CASES FOR NOTEBOOK PCS	$ 30.82	fibercc
266443	3/13/2020	278617	BAY CITY SUPPLY	FACILITY SUPPLIES FOR FIRE DEPT	$ 258.01	pwfac
266446	3/13/2020	277409A	BAY CITY SUPPLY	FACILITIES SUPPLIES COVID-19	$ 48.03	pwfac
265917	3/13/2020	843608	BAYSHORE OFFICE PRODUCTS INC	OFFICE FURNITURE	$ 1,525.85	wtpcc
266699	3/13/2020	92861562	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE	$ 4,611.37	dwtp
266187	3/13/2020	BC1073334	GALLS, LLC.	ANNUAL UNIFORM ORDER - SM	$ 384.79	medic
266562	3/13/2020	0163913	GEOENGINEERS, INC.	CRITICAL AREAS REGULATIONS UPDATE - ADDITIONAL TECH SUPPORT 12/14/19-12/31/19	$ 2,439.88	plan
266325	3/13/2020	44330912	INGRAM LIBRARY SERVICES, LLC	ADULT BOOKS	$ 265.41	publib
265922	3/13/2020	0018359	JOHN'S AUTO TOGGERY	VAN RACK FOR VEH 195	$ 709.50	shopcc
266027	3/13/2020	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 2/6-3/6/20	$ 3,662.38	dwtp

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266026	3/13/2020	103430927	RICOH USA, INC	S/N C32029555 CITY HALL COPIER 3RD 3/1-3/31/20	$ 378.00	finance
266228	3/13/2020	18667	SEASIDE AUTO BODY	REPAIRS TO DRIVER SIDE BODY DAMAGE- #021	$ 3,871.93	dshop
265910	3/13/2020	F83224	SEBO'S DO-IT CENTER	DUST MASKS	$ 7.22	pwfaccc
265915	3/13/2020	F83206	SEBO'S DO-IT CENTER	BALLFIELD SUPPLIES	$ 12.19	parkscc1
265918	3/13/2020	F83180	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	$ 15.97	pwfaccc
265919	3/13/2020	F83286	SEBO'S DO-IT CENTER	FACILITY USE ITEMS	$ 11.71	pwfaccc
265923	3/13/2020	F83367	SEBO'S DO-IT CENTER	WWTP BATHROOM REMODEL PARTS	$ 114.03	wdistcc
265927	3/13/2020	F83396	SEBO'S DO-IT CENTER	PUMP STATION SUPPLIES	$ 22.76	wwtpcc
265928	3/13/2020	F83201	SEBO'S DO-IT CENTER	SECURITY LIGHT- LUNZ PROPERTY FIBER	$ 124.35	pwfaccc
265909	3/13/2020	92950	SUNLAND BARK & TOPSOILS	PARK - BARK	$ 134.52	parkscc1
265926	3/13/2020	79602	US UPFITTERS/INLAD	EQUIPMENT ADDED TO VEH #192 & #195	$ 3,614.66	shopcc
265920	3/14/2020	111-6682328-6256228	AMAZON.COM SERVICES, INC	VACUUM BAGS, BELTS	$ 19.48	wtpcc
265929	3/14/2020	112-0229695-8387456	AMAZON.COM SERVICES, INC	SHARPIES	$ 16.29	afdcc
265930	3/14/2020	112-3152398-8657019	AMAZON.COM SERVICES, INC	PENS	$ 14.55	afdcc
265933	3/14/2020	111-7993274-5869856	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	$ 13.02	wwtpcc
265934	3/14/2020	111-7993274-5869856	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	$ 17.38	wwtpcc
266020	3/14/2020	APD4704	BESTLINE LTD	EMBROIDERY FOR INVESTIGATIONS SHIRTS	$ 16.00	apd
266114	3/14/2020	118116	LAKESIDE INDUSTRIES, INC.	GRAVEL - ACFL TRAIL REPAIR	$ 92.72	parks1
266123	3/14/2020	118160	LAKESIDE INDUSTRIES, INC.	ROCK SALES & DUMP FEES	$ 1,693.09	wdist
265932	3/14/2020	1ZTH705C0317702421	UNITED PARCEL SERVICE, INC	FREIGHT	$ 31.43	wwtpcc
265931	3/15/2020	112-3152398-8657019	AMAZON.COM SERVICES, INC	LAMINATOR	$ 39.49	afdcc
266207	3/16/2020	843993	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 26.67	finance
265982	3/16/2020	0188-508782	CONSOLIDATED ELECTRICAL	FIBER PROJECT MATERIALS	$ 9.53	pwfaccc
266323	3/16/2020	RefundCritchlow	CRITCHLOW, KELSEY	REFUND FIELDHOUSE FUN REGISTRATION	$ 25.00	parks1
266013	3/16/2020	2018-10750	CRITICAL INFORMATICS INC	IPS/IDS WEB FILTER	$ 43,705.62	infosys
266216	3/16/2020	039725	DEPARTMENT OF HEALTH	RADIOACTIVE MATERIALS LICENSE	$ 402.00	dwwtp
266201	3/16/2020	5346	FIRE SERVICE REPAIR, LLC	REPLACEMENT GAUGES - PUMP REPAIR	$ 379.83	medic
266015	3/16/2020	015259722	GALLS, LLC.	UNIFORM DUTY BELT; OFC WILSON	$ 28.63	apd
266016	3/16/2020	015259689	GALLS, LLC.	UNIFORM SHIRTS; REC SUPERVISOR INGRAM	$ 110.77	apd
266200	3/16/2020	88471923	MCKESSON MEDICAL-SURGICAL	THERMOMETER COVERS	$ 20.83	medic
266627	3/16/2020	W7459	NATIONAL AUTO FLEET GROUP	ENGINEERING DEPARTMENT PICKUP TRUCK	$ 30,798.98	pw1
266628	3/16/2020	W7440	NATIONAL AUTO FLEET GROUP	PARKS DEPARTMENT PICKUP 1	$ 30,248.53	pw1

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266632	3/16/2020	W7438	NATIONAL AUTO FLEET GROUP	PARKS DEPARTMENT PICKUP 2	$ 30,648.53	pw1
266111	3/16/2020	0F40527	PLATT ELECTRIC SUPPLY INC	PVC - WA PARK	$ 44.86	parks1
265981	3/16/2020	91385	PORT OF ANACORTES	SAILING BOAT MOORAGE FOR MARCH	$ 392.97	pkreccc
265979	3/16/2020	F85020	SEBO'S DO-IT CENTER	REFLECTIVE NUMBERS - STORVIK	$ 11.23	parkscc1
265983	3/16/2020	F84720	SEBO'S DO-IT CENTER	SUPPLIES	$ 14.40	fibercc
265984	3/16/2020	F84839	SEBO'S DO-IT CENTER	BUILDING PERMIT DROP BOX COVID-19	$ 27.16	bldgcc
265980	3/16/2020	3002	SIGNDOG NW	SIGNS AND DECALS	$ 1,358.75	fibercc
266018	3/16/2020	APD Q2 20	SKAGIT 911	2ND INSTALLMENT FOR 2020 - QTR 2 LAW RADIO MAINT/MNGT	$ 50,231.00	apd
266196	3/16/2020	AFD Q2 20	SKAGIT 911	2ND QTR 2020 - RADIO MAINTENANCE	$ 4,972.00	medic
266176	3/16/2020	1203763	SKAGIT PUBLISHING LLC	PUBLISH SVH-2002371	$ 137.02	finance
265985	3/16/2020	113488	THE HOSE SHOP, INC	COMP X M PIPE VEH #7903	$ 154.02	shopcc
266119	3/16/2020	174450	USA BLUE BOOK	LAB SUPPLIES	$ 824.26	dwtp
266458	3/16/2020	RE 41 JA2711 L161	WASHINGTON STATE DEPARTMENT	FEB SIGNAL LIGHT MAINTNENANCE	$ 151.64	dshop
266006	3/17/2020	E48619/1	ACE HARDWARE	RESPIRATOR	$ 34.23	fibercc
266007	3/17/2020	E48614/1	ACE HARDWARE	TOOLS	$ 52.14	fibercc
266227	3/17/2020	00-2019-240 - 5	ALTA PLANNING AND DESIGN, INC	COMMERCIAL AVE CORRIDOR PLAN PHASE 1 - 11TH-13TH ST DESIGN - FEB 2020	$ 10,572.60	pw1
266447	3/17/2020	279336	BAY CITY SUPPLY	FACILITY COVID-19 SUPPLIES	$ 913.08	pwfac
266448	3/17/2020	279249	BAY CITY SUPPLY	FACILITY COVID-19 SUPPLIES	$ 328.58	pwfac
266061	3/17/2020	844226	BAYSHORE OFFICE PRODUCTS INC	HAND SANITIZER	$ 58.61	pwfaccc
266002	3/17/2020	BKD-73630404223	CLEVERBRIDGE INC	HELPDESK AGENT LICENSE	$ 130.44	infosyscc
266099	3/17/2020	8498 30 017 0543538	COMCAST	DEPOT 611 R AVENUE - 3/22-4/21/20	$ 186.15	finance
266009	3/17/2020	0188-508838	CONSOLIDATED ELECTRICAL	SCHED 40 CONDUIT 2"	$ 73.76	pwfaccc
266208	3/17/2020	20-08317	EDGE ANALYTICAL, INC	LAB TESTING	$ 104.55	dwwtp
266003	3/17/2020	FS200316640361-62	FS.COM, INC.	SPLITTERS AND DISTRIBUTION BOXES	$ 150.36	fibercc
266190	3/17/2020	BC1075488	GALLS, LLC.	ANNUAL UNIFORM ORDER DS	$ 296.61	medic
266005	3/17/2020	TB-200891511	GOOD TO GO!	TOLL - BRIDGE FEE	$ 5.50	fibercc
266563	3/17/2020	9315103615	GRAYBAR ELECTRIC COMPANY, INC	CABINETS	$ 12,593.29	fiber
266326	3/17/2020	44370229	INGRAM LIBRARY SERVICES, LLC	ADULT BOOKS	$ 702.93	publib
266193	3/17/2020	136653	LITHTEX NORTHWEST, LLC	COURT FORMS	$ 156.68	court
266195	3/17/2020	136652	LITHTEX NORTHWEST, LLC	COURT FORMS	$ 123.98	court
266001	3/17/2020	E0600AI9OE	MICROSOFT CORPORATION	AZURE DISASTER RECOVERY SITE 2/2-3/1/20	$ 442.95	infosyscc
266058	3/17/2020	3210248	NURNBERG SCIENTIFIC	LAB SUPPLIES	$ 75.61	wwtpcc
266022	3/17/2020	00097109	OWEN EQUIPMENT COMPANY	RUBBER HOSE AND GASKET FOR #610	$ 915.70	dshop
266180	3/17/2020	001-460710	PISTON SERVICE OF ANACORTES	ROCKER SWITCHES & RELAYS #186	$ 45.36	dshop
266308	3/17/2020	001-460699	PISTON SERVICE OF ANACORTES	METRIC KIT 13917	$ 77.58	dshop
266011	3/17/2020	F85291	SEBO'S DO-IT CENTER	1 GALLON STIHL MOTOMIX	$ 132.57	wdistcc

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266313	3/17/2020	P12870-09	SONSRAY MACHINERY, LLC	PARTS FOR #706	$ 118.45	dshop
266004	3/17/2020	1039741	SPECIALIZED PRODUCTS COMPANY	JUMPER - MST TO OTDR	$ 100.25	fibercc
266224	3/17/2020	17950	TRANSPORTATION SOLUTIONS INC	TRANSPORTATION CONCURRENCY MANAGEMENT SYSTEM - 1/16/20-3/15/20	$ 1,203.88	pw1
266008	3/17/2020	17731	TXLEY	WTP VACUUM REPAIR	$ 5.83	wtpcc
266060	3/18/2020	E49080/1	ACE HARDWARE	BATTERIES	$ 56.70	wtpcc
266064	3/18/2020	E49072/1	ACE HARDWARE	CONDUIT PVC SCHED 40	$ 11.70	wdistcc
266079	3/18/2020	E49379/1	ACE HARDWARE	ADMIN UPGRADE	$ 34.68	wwtpcc
266072	3/18/2020	112-4597073-4458644	AMAZON.COM SERVICES, INC	TAILGATE LOCK #131	$ 31.79	shopcc
266073	3/18/2020	112-2415136-6831440	AMAZON.COM SERVICES, INC	LADDER ROOF VAN RACK #131	$ 108.69	shopcc
266162	3/18/2020	844350	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - FIBER	$ 172.72	fibercc
266112	3/18/2020	0188-508880	CONSOLIDATED ELECTRICAL	PVC - WA PARK	$ 20.83	parks1
266080	3/18/2020	10119204153280318200	DICK'S SPORTING GOODS	SAFETY BOOTS	$ 108.49	pkreccc
266075	3/18/2020	8313	ELM USA INC.	TECHNICAL SUPPLIES	$ 79.70	libcc
266076	3/18/2020	WAANA124629	FASTENAL COMPANY	FASTENERS STOCK	$ 649.55	parkscc1
266182	3/18/2020	WAANA124609	FASTENAL COMPANY	HAND SANITIZER- STREET DEPT	$ 135.88	dshop
266056	3/18/2020	I36377	FRONTIER BUILDING SUPPLY	NOZZLE	$ 25.35	parkscc1
266197	3/18/2020	557618	FRONTIER BUILDING SUPPLY	ADMIN UPGRADE	$ 74.31	dwwtp
266062	3/18/2020	FS200317460849	FS.COM, INC.	PATCH CABLE	$ 63.00	fibercc
266238	3/18/2020	3/18/20	KING, TREVA	ACTIVE TRANSPORTATION COORDINATOR	$ 125.00	pw1
266212	3/18/2020	983486	LIFE ASSIST, INC	ASSORTED EXAM GLOVES, MEGAMOVERS, IV	$ 989.93	medic
266077	3/18/2020	16541381	LOWE'S BUSINESS ACCOUNT/GEMB	FILTER PROJECT: KNEEPADS	$ 43.46	wtpcc
266178	3/18/2020	MV231306	MOTOR TRUCKS, INC	OUTFIT NEW VEHICLES	$ 3,459.09	dshop
266059	3/18/2020	101372	PORT OF ANACORTES	FUEL #90011	$ 18.06	pkreccc
266620	3/18/2020	P0002-30	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WTP: SYSTEM ENGINEER	$ 1,531.25	dwtp
266071	3/18/2020	7911958	SCHOOL LIBRARY JOURNAL	SCHOOL LIBRARY JOURNAL	$ 99.00	libcc
266057	3/18/2020	F85825	SEBO'S DO-IT CENTER	MASONRY BIT	$ 23.42	parkscc1
266065	3/18/2020	F85758	SEBO'S DO-IT CENTER	SUPPLIES AND CONSUMABLES	$ 56.36	fibercc
266242	3/18/2020	1203929	SKAGIT PUBLISHING LLC	PUBLISH AA-2002126 AA-2002697 AA-2002718	$ 347.76	finance
266383	3/18/2020	045-296529	TYLER TECHNOLOGIES, INC	HAND HELD SCANNER - FINANCE	$ 521.76	finance
266106	3/18/2020	331 0509836	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	$ 87.89	dwtp
266063	3/18/2020	1ZTGR8090337176033	UNITED PARCEL SERVICE, INC	SHIP RETURN TO BALLASTSHOP	$ 19.20	wtpcc
266330	3/18/2020	0542005-001	UNUM LIFE INS CO OF AMERICA	APRIL LEOFF LONG-TERM CARE PREMIUM	$ 1,024.90	hr
265111	3/18/2020	5357	WASHINGTON RECREATION	CERTIFIED ARBORIST EXAM AND MATERIALS	$ 649.00	parks1

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266124	3/18/2020	30119	WETLANDS & WOODLANDS, INC.	PLANTINGS FOR PICKETT POCKET PARK	$ 1,447.61	parks1
266074	3/18/2020	INV671764	WORLD TRADE PRESS	WORLD TRADE PRESS ATOZ WORLD TRAVEL	$ 204.00	libcc
266109	3/19/2020	111405	A-1 MOBILE LOCK AND KEY, INC.	PADLOCKS	$ 120.66	parks1
266276	3/19/2020	172676	ABP INTERNATIONAL, INC	PHYSICAL ACCESS CONTROL TO MANAGE THE IP DOORS.	$ 1,129.42	infosyscc
266157	3/19/2020	E49927/1	ACE HARDWARE	SHUTDOWN SUPPLIES	$ 68.47	wwtpcc
266158	3/19/2020	E49738/1	ACE HARDWARE	SHUTDOWN SUPPLIES	$ 68.47	wwtpcc
266166	3/19/2020	E49623/1	ACE HARDWARE	TOOLS	$ 33.68	fibercc
266078	3/19/2020	111-3312136-8305062	AMAZON.COM SERVICES, INC	LENS CLEANING TISSUES	$ 15.14	shopcc
266167	3/19/2020	112-6407072-0638655	AMAZON.COM SERVICES, INC	TEXTURED BLACK NERF BAR- #188	$ 353.26	shopcc
266168	3/19/2020	112-5142254-9526611	AMAZON.COM SERVICES, INC	STEP BOARD MOUNT KIT #188	$ 112.82	shopcc
266082	3/19/2020	1991678529	ARAMARK	APD NYLON MATS CLEANED	$ 16.31	apd
266188	3/19/2020	1991678538	ARAMARK	OPS: MAT CLEANING	$ 41.63	dshop
266189	3/19/2020	1991678537	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	$ 80.41	finance
266273	3/19/2020	844458	BAYSHORE OFFICE PRODUCTS INC	HR OFFICE SUPPLIES	$ 30.10	hrcc1
266279	3/19/2020	844569	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 75.71	plancc
266282	3/19/2020	844577	BAYSHORE OFFICE PRODUCTS INC	CLIPBOARD	$ 7.53	wwtpcc
266284	3/19/2020	844234	BAYSHORE OFFICE PRODUCTS INC	SANITIZER	$ 508.98	pwfaccc
266285	3/19/2020	844453	BAYSHORE OFFICE PRODUCTS INC	OFFICE FURNITURE	$ 144.08	wtpcc
266286	3/19/2020	844480	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 16.72	pwfaccc
266287	3/19/2020	844516	BAYSHORE OFFICE PRODUCTS INC	HANGING FILE TABS	$ 4.12	fibercc
266294	3/19/2020	844488	BAYSHORE OFFICE PRODUCTS INC	PMP ROOM MOUSE	$ 34.08	wwtpcc
266214	3/19/2020	ReimbByer	BYER, CHRISTOPHER	REIMBURSEMENT FOR HELMET SHIELDS	$ 660.00	medic
266555	3/19/2020	656	CAPITOL ASSET & PAVEMENT SVCS	PAVEMENT CONDITION SURVEY, REPORTING, ANALYSIS	$ 21,500.00	pw1
266087	3/19/2020	917 600 0000 9	CASCADE NATURAL GAS CORP.	1915 13TH ST. 2/19-3/18/20	$ 107.95	parks1
266088	3/19/2020	199 800 0000 4	CASCADE NATURAL GAS CORP.	703 R AVENUE 2/19-3/18/20	$ 159.65	museum
266089	3/19/2020	538 000 0000 1	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. 2/19-3/18/20	$ 51.98	parks1
266090	3/19/2020	638 000 0000 0	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. #B, 2/19-3/18/20	$ 87.61	parks1
266091	3/19/2020	795 700 0000 4	CASCADE NATURAL GAS CORP.	CITY HALL 2/19-3/18/20	$ 954.83	finance
266094	3/19/2020	260 037 3822 1	CASCADE NATURAL GAS CORP.	611 R AVENUE 2/19-3/18/20	$ 429.59	parks1
266095	3/19/2020	440 400 0000 0	CASCADE NATURAL GAS CORP.	FIDALGO CENTER 2/19-3/18/20	$ 626.16	parks1
266096	3/19/2020	912 800 0000 0	CASCADE NATURAL GAS CORP.	CARNEGIE 2/19-3/18/20	$ 379.08	museum
266097	3/19/2020	038 200 0000 2	CASCADE NATURAL GAS CORP.	APD 2/19-3/18/20	$ 882.77	apd
266105	3/19/2020	154 700 0000 9	CASCADE NATURAL GAS CORP.	LIBRARY 2/19-3/18/20	$ 1,028.57	publib
266120	3/19/2020	710 300 0000 5	CASCADE NATURAL GAS CORP.	OPS - 2/19-3/18/20	$ 577.54	dshop
266194	3/19/2020	989 800 0000 8	CASCADE NATURAL GAS CORP.	WWTP NCINERATOR 2/19-3/18/20	$ 14.70	dwwtp

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266221	3/19/2020	674 400 0000 7	CASCADE NATURAL GAS CORP.	STA 1: 2/19-3/18/20	$ 180.86	medic
266223	3/19/2020	169 400 0000 9	CASCADE NATURAL GAS CORP.	STA 2: 2/19 - 3/18	$ 185.08	medic
266170	3/19/2020	106868171	DEPARTMENT OF LICENSING	LICENSING FEES- #188, #190, #191	$ 5,150.00	shopcc
266171	3/19/2020	106868275	DEPARTMENT OF LICENSING	LICENSING FEES- #188, #190, #191	$ 3,256.14	shopcc
266156	3/19/2020	3671252	DULTMEIER SALES, LLC	DRIVE SPRING ASSEMBLY #610	$ 158.78	shopcc
266229	3/19/2020	WAANA124639	FASTENAL COMPANY	BATTERIES, SANI-CLOTHS	$ 152.97	medic
266173	3/19/2020	I36793	FRONTIER BUILDING SUPPLY	VEH #213 DECK	$ 223.31	shopcc
266163	3/19/2020	FS200318101796-797	FS.COM, INC.	SPLITTERS AND DISTRIBUTION BOXES	$ 614.00	fibercc
266159	3/19/2020	9480620873	GRAINGER	INCINERATOR SHUT DOWN SUPPLIES	$ 121.70	wwtpcc
266301	3/19/2020	8563 61 13591	HOME DEPOT	STORAGE FOR COVID 19 SUPPLIES	$ 473.93	afdcc
266153	3/19/2020	30447113	INDEED, INC.	POSITION AD	$ 500.27	hrcc1
266152	3/19/2020	36320110	LIFELINE	MEDICAL SERVICES & HEALTH-PHILIPS LIFELINE	$ 55.12	hrcc1
266311	3/19/2020	MV231360	MOTOR TRUCKS, INC	WHEEL SPEED SENSOR #512	$ 215.05	dshop
266172	3/19/2020	085830	MY TAILOR	UNIFORM REPAIR	$ 9.00	afdcc
266283	3/19/2020	001-460910	PISTON SERVICE OF ANACORTES	MINI LAMP	$ 5.57	wtpcc
266306	3/19/2020	001-460853	PISTON SERVICE OF ANACORTES	PS/HOSE 90001	$ 28.91	dshop
266169	3/19/2020	24235508	PURCELL TIRE AND SERVICE CENTE	SWITCH TIRES- #511	$ 108.16	shopcc
266217	3/19/2020	INV5391	SEAWESTERN, INC.	PARTICULATE BLOCKING HOODS (25)	$ 3,146.43	medic
266154	3/19/2020	F86471	SEBO'S DO-IT CENTER	QUARTER NOZZLE	$ 15.27	parkscc1
266160	3/19/2020	F86314	SEBO'S DO-IT CENTER	SHUTDOWN SUPPLIES	$ 51.08	wwtpcc
266161	3/19/2020	F86323	SEBO'S DO-IT CENTER	BALLFIELD REPAIRS	$ 5.49	parkscc1
266174	3/19/2020	F86368	SEBO'S DO-IT CENTER	WA PARK REPAIRS	$ 15.39	parkscc1
266314	3/19/2020	201372	SETINA MANUFACTURING CO INC	TAHOE PARTITION & MOUNT VEH #043A	$ 1,599.83	dshop
266281	3/19/2020	0439292-IN	SIRCHIE	EVIDENCE TAPE	$ 179.05	apdcc
266232	3/19/2020	6000431700	THYSSENKRUPP ELEVATOR CORP	AFD REPAIR ELEVATOR	$ 2,169.65	medic
266024	3/19/2020	112065	WALTON BEVERAGE COMPANY, INC	OPS BREAKROOM SUPPLIES	$ 140.00	dshop
266029	3/19/2020	112063	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	$ 262.50	finance
266186	3/19/2020	112062	WALTON BEVERAGE COMPANY, INC	AFD BREAKROOM SUPPLIES	$ 105.00	medic
266290	3/20/2020	E83314/1	ACE HARDWARE	COPPER CAPS / WWTP BATHROOM PROJECT	$ 10.19	wdistcc
266289	3/20/2020	113-9504895-4458616	AMAZON.COM SERVICES, INC	FIBER OPTIC ADAPTERS	$ 34.20	fibercc
266296	3/20/2020	111-3621109-7460242	AMAZON.COM SERVICES, INC	JUVENILE BOOK	$ 9.47	libcc
266297	3/20/2020	111-6761081-7289017	AMAZON.COM SERVICES, INC	JUVENILE BOOK	$ 6.50	libcc
266098	3/20/2020	4400	ANACORTES TOWING, LLC	TOWING; APD CASE 20-A01837	$ 163.05	apd
266277	3/20/2020	844647	BAYSHORE OFFICE PRODUCTS INC	CLOCK	$ 30.23	fibercc
266280	3/20/2020	B844569-1	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	$ 19.24	plancc

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266304	3/20/2020	M087993	CORE & MAIN LP	HEX BOLTS & NUTS	$ 173.31	wdist
266085	3/20/2020	N03618	DEPARTMENT OF HEALTH	RAW WATER LINE PROJECT: DOH REVIEW	$ 1,206.00	dwtp
266274	3/20/2020	3361659P	DEPT OF LABOR & INDUSTRIES	WA PARK ELECTRICAL PERMIT	$ 93.60	parkscc1
266203	3/20/2020	20-08339	EDGE ANALYTICAL, INC	LAB TESTING	$ 181.05	dwwtp
266206	3/20/2020	20-08338	EDGE ANALYTICAL, INC	LAB TESTING	$ 344.90	dwwtp
266295	3/20/2020	WAANA124677	FASTENAL COMPANY	SCREWS	$ 7.61	wtpcc
266561	3/20/2020	2914-22003005	FCS GROUP	SEWER COST OF SERVICE AND RATE DESIGN STUDY THROUGH 3/20/20	$ 1,198.75	pw1
266291	3/20/2020	I37233	FRONTIER BUILDING SUPPLY	2X6 DOUG FIR WWTP BATHROOM REMODEL	$ 6.79	wdistcc
266240	3/20/2020	1200255915	HDR ENGINEERING, INC	WWTP OUTFALL PRE-DESIGN - PHASE 2 - 2/2/20-2/29/20	$ 16,361.62	pw1
266588	3/20/2020	118892	LAKESIDE INDUSTRIES, INC.	ROCK SALES- FIBER	$ 188.95	wdist
266226	3/20/2020	984018	LIFE ASSIST, INC	EXAM GLOVES	$ 119.57	medic
266278	3/20/2020	376700	NSI LAB SOLUTIONS	NPW SIMPLE NUTRIENTS/PE TESTING	$ 282.00	wwtpcc
266450	3/20/2020	16153517	PACIFIC POWER BATTERIES	COVID-19 FACILITY SUPPLIES	$ 99.66	pwfac
266215	3/20/2020	001-461019	PISTON SERVICE OF ANACORTES	MISC FILTERS- SHOP STOCK	$ 253.64	dshop
266305	3/20/2020	001-460973	PISTON SERVICE OF ANACORTES	JB WELD	$ 5.42	dshop
266556	3/20/2020	P0001-36	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP: CP5 CONTROL PANEL HARDWARE	$ 549.41	dwwtp
266557	3/20/2020	P0001-37	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP: SYSTEM ENGINEERS AND TECHNICIAN WORK	$ 4,155.50	dwwtp
266092	3/20/2020	ReimbRossi	ROSSI, JAMES	REIMBURSEMENT FOR PILOT FILTER PURCHASE - LOWES	$ 10.80	dwtp
266288	3/20/2020	1472 45 157 6486	SAFEWAY INC	ICE FOR WATER SAMPLE SHIPMENT - PILOT FILTER	$ 8.97	wtpcc
266292	3/20/2020	F86954	SEBO'S DO-IT CENTER	ELBOSE, FASTENERS WWTP BATHROOM PROJECT	$ 13.29	wdistcc
266293	3/20/2020	F86966	SEBO'S DO-IT CENTER	WWTP BATHROOM PROJECT	$ 30.61	wdistcc
266606	3/20/2020	1204101	SKAGIT PUBLISHING LLC	PUBLISH AA-1992543	$ 157.32	finance
266298	3/21/2020	111-0184778-8241813	AMAZON.COM SERVICES, INC	JUVENILE BOOK	$ 13.75	libcc
266299	3/21/2020	114-6305561-1481037	AMAZON.COM SERVICES, INC	WATER PUMP PRESSURE CONTROLLER	$ 47.06	pwfaccc
266183	3/22/2020	489688	DMH INDUSTRIAL ELECTRIC, INC	PUMP REPAIR	$ 274.50	dwtp
266275	3/22/2020	1020037401	STOMABAGS	TEMPLE THERMOMETERS	$ 166.37	afdcc
266514	3/22/2020	98985	VECA ELECTRIC & TECHNOLOGIES	BACKUP CONNETIONS FOR GENERATOR @ LIBRARY	$ 2,738.94	pwfac
266376	3/23/2020	E52173/1	ACE HARDWARE	ELBOW SCHED 40, PRIMER	$ 59.52	wdistcc
266363	3/23/2020	113-7393843-1378630	AMAZON.COM SERVICES, INC	CABLE CLIPS	$ 17.38	fibercc

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266364	3/23/2020	113-3883114-5557017	AMAZON.COM SERVICES, INC	FIBER CLEAVER	$ 43.47	fibercc
266368	3/23/2020	111-9286568-2717858	AMAZON.COM SERVICES, INC	BOOKS	$ 41.26	libcc
266369	3/23/2020	111-7309804-5281031	AMAZON.COM SERVICES, INC	BOOKS	$ 116.49	libcc
266374	3/23/2020	114-4470300-1254647	AMAZON.COM SERVICES, INC	2 BUTTRESS ADAPTER	$ 25.96	pwfaccc
266380	3/23/2020	111-2818962-7365801	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	$ 75.97	wwtpcc
266231	3/23/2020	RefundChamber	ANACORTES CHAMBER OF COMMERCE	Canceled - refund	$ 75.00	bldg
266209	3/23/2020	1991682254	ARAMARK	LAUNDRY SERVICE	$ 69.47	dwwtp
266358	3/23/2020	BKD-73630480764	CLEVERBRIDGE INC	HELPDESK AGENT	$ 391.32	infosyscc
266379	3/23/2020	3551-1844-7313-3865	EBAY	MAINTENANCE SUPPLIES	$ 244.56	wwtpcc
266361	3/23/2020	I37582	FRONTIER BUILDING SUPPLY	SONO TUBE	$ 153.16	parkscc1
266362	3/23/2020	I37707	FRONTIER BUILDING SUPPLY	3/8 SNAP LOCK PLUS MANDRAL #90011	$ 16.38	shopcc
266367	3/23/2020	5004504	LEFEBER TURF FARM, LLC	GRASS	$ 21.27	pwfaccc
266610	3/23/2020	94907207	MCKESSON MEDICAL-SURGICAL	PHARMACEUTICALS	$ 55.85	medic
266612	3/23/2020	94924872	MCKESSON MEDICAL-SURGICAL	PHARMACEUTICALS	$ 423.08	medic
266702	3/23/2020	51798	MT BAKER OVERHEAD DOORS INC	SERVICE- SHOP GARAGE DOORS	$ 125.01	dshop
266357	3/23/2020	227036.227038	N C MACHINERY COMPANY	PUMPS X 2	$ 641.34	wtpcc
266213	3/23/2020	001-461112	PISTON SERVICE OF ANACORTES	FILTER- SHOP STOCK	$ 5.45	dshop
266370	3/23/2020	24235776	PURCELL TIRE AND SERVICE CENTE	TIRES- SHOP STOCK	$ 1,094.66	shopcc
266371	3/23/2020	24235869	PURCELL TIRE AND SERVICE CENTE	TIRES- #203	$ 1,469.78	shopcc
266239	3/23/2020	RPS0220LC	RAY POLAND & SONS, INC.	50 GALLONS FIREFIGHTING FOAM	$ 2,237.29	medic
266237	3/23/2020	INV5449	SEAWESTERN, INC.	2 REPLACEMENT HELMETS	$ 869.17	medic
266356	3/23/2020	F88538	SEBO'S DO-IT CENTER	TOOLS	$ 19.79	parkscc1
266360	3/23/2020	F88450	SEBO'S DO-IT CENTER	PAILS FOR FOAM	$ 96.00	afdcc
266365	3/23/2020	F88494	SEBO'S DO-IT CENTER	COUPLINGS, HOLE SAW, PVC PIPE	$ 40.41	wdistcc
266366	3/23/2020	F88648	SEBO'S DO-IT CENTER	FIBER USE ITEMS	$ 40.18	fibercc
266373	3/23/2020	F88736	SEBO'S DO-IT CENTER	SCHED 40 ELBOW, ADAPTERS	$ 37.41	wdistcc
266377	3/23/2020	82144988691900888346	UNITED PARCEL SERVICE, INC	SHIPPING PARTS #7903	$ 16.96	shopcc
266321	3/23/2020	48528828	UNIVAR USA INC	CAUSTIC SODA	$ 4,704.39	dwtp
266233	3/23/2020	ContractWeedman	WEEDMAN, JANET	PAYMENT FOR WINTER QIGONG CLASS	$ 1,181.00	pkrec
266566	3/23/2020	Pay App 1	WELCH BROTHERS CONSTRUCTION	LONGVIEW AVENUE REPAIRS	$ 200,000.00	pw1
266429	3/24/2020	00177526	ACCEL PLASTICS	MESH BELT- #043A	$ 1,001.46	dshop
266375	3/24/2020	114-3917048-1350647	AMAZON.COM SERVICES, INC	SURE VENT AIR VALVES, ACTION PUMP BUTTRESS	$ 80.33	pwfaccc
266452	3/24/2020	278617A	BAY CITY SUPPLY	COVID-19 FACILITY SUPPLIES	$ 53.15	pwfac

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266453	3/24/2020	279799	BAY CITY SUPPLY	COVID-19 FACILITY SUPPLIES	$ 164.35	pwfac
266455	3/24/2020	280037	BAY CITY SUPPLY	FACILITY SUPPLIES	$ 113.40	pwfac
266613	3/24/2020	83558620	BOUND TREE MEDICAL, LLC	MANUAL RESUSITATORS	$ 787.75	medic
266327	3/24/2020	5190457	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	$ 25.31	medic
266328	3/24/2020	5190470	CARDINAL HEALTH 110, INC.	PHARMACEUTICALS	$ 33.08	medic
266457	3/24/2020	0865008	FERGUSON ENTERPRISES, INC	SOFTWARE SUPPORT	$ 2,864.30	wdist
266609	3/24/2020	31138	PACIFIC SECURITY	GUARD SERVICE FOR COURT - MARCH 2020	$ 280.00	court
266460	3/24/2020	001-461266	PISTON SERVICE OF ANACORTES	GLOSS WHITE #131	$ 6.62	dshop
266461	3/24/2020	001-461211	PISTON SERVICE OF ANACORTES	GLOSS WHITE #131	$ 6.62	dshop
266430	3/24/2020	103883	SKAGIT RIVER STEEL &	ALUMINUM PLATE- WATER DEPT	$ 49.17	wdist
266427	3/24/2020	331 0510771	UNIFIRST CORPORATION	WATER CREW LAUNDRY SERVICE	$ 48.11	wdist
266615	3/25/2020	1991686417	ARAMARK	STA 3 MAT/MOP SERVICE 3/25	$ 21.74	medic
266585	3/25/2020	8498 30 017 0487207	COMCAST	CITY HALL INTERNET CONNECTION 4/5-5/4/20	$ 191.15	finance
266621	3/25/2020	985782	LIFE ASSIST, INC	SAFETY GLASSES	$ 69.89	medic
266459	3/25/2020	001-461364	PISTON SERVICE OF ANACORTES	ELECTRICAL TERMINAL	$ 4.83	dshop
266597	3/25/2020	001-461349	PISTON SERVICE OF ANACORTES	14.5 OZ RED PLASTI-DIP	$ 11.45	dshop
266614	3/25/2020	1st QTR 2020	SKAGIT COUNTY DISTRICT COURT	1ST QTR 2020 PROBATION FEES	$ 8,550.00	court
266631	3/25/2020	1204316	SKAGIT PUBLISHING LLC	PUBLISH AA-2003773	$ 53.82	finance
266437	3/25/2020	Tulip Fest Inv 01	SKAGIT VALLEY TULIP FESTIVAL	LTAC 2020 TULIP FEST	$ 2,160.00	plan
266438	3/25/2020	200325-1	SOUND WATER SERVICES, INC	DELRIN GUIDE X 2	$ 218.00	dwtp
266618	3/25/2020	200340	T-SHIRTS BY DESIGN	ANNUAL T-SHIRT, SWEAT SHIRT ORDER.	$ 6,278.51	medic
266440	3/25/2020	331 0510949	UNIFIRST CORPORATION	WTP LAUNDRY SERVICE	$ 98.56	dwtp
266600	3/25/2020	185947	USA BLUE BOOK	STABLCAL, LIQUI-NOX CLEANER	$ 321.25	dwtp
266603	3/25/2020	186597	USA BLUE BOOK	HACH ACCUVAC SNAPPER X 2	$ 43.16	dwtp
266454	3/26/2020	ContractPickettPark	ANACORTES PARKS FOUNDATION	CONTRACT PAYMENT PER AGREEMENT FOR	$ 34,800.00	parks1
266445	3/26/2020	1991688432	ARAMARK	APD NYLON MATS CLEANED	$ 16.31	apd
266590	3/26/2020	1991688437	ARAMARK	OPS & PARKS LAUNDRY SVC FOR	$ 77.76	finance
266595	3/26/2020	1991688438	ARAMARK	OPS: MAT CLEANING	$ 34.96	dshop
266616	3/26/2020	1991688428	ARAMARK	STA 2 MAT/MOP SERVICE 3/26	$ 21.74	medic
266593	3/26/2020	278617B	BAY CITY SUPPLY	COVID-19 SUPPLIES	$ 389.36	pwfac
266596	3/26/2020	279249B	BAY CITY SUPPLY	COVID-19 SUPPLIES	$ 52.01	pwfac
266598	3/26/2020	280110	BAY CITY SUPPLY	FACILITY SUPPLIES	$ 353.36	pwfac
266568	3/26/2020	0540-JAN20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 42.50	court
266569	3/26/2020	0531-JAN20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 119.00	court
266570	3/26/2020	0615-JAN20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 153.00	court
266571	3/26/2020	0447-JAN20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 42.50	court
266572	3/26/2020	0475-JAN20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 34.00	court
266573	3/26/2020	0622-JAN20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 51.00	court
266574	3/26/2020	0605-JAN20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 59.50	court

Invoice Doc #	Transaction Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
266575	3/26/2020	0594-JAN20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 59.50	court
266576	3/26/2020	0560-JAN20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 25.50	court
266567	3/26/2020	2745853	FOSTER GARVEY PC	KOFFEL PROPERTY CONDEMNATION MATTER 104	$ 336.00	legal
266608	3/26/2020	015351120	GALLS, LLC.	UNIFORM SHOULDER PATCHES	$ 717.42	apd
266439	3/26/2020	ContractPratt	PRATT, KEVIN	SAILING COACH STIPEND	$ 1,000.00	pkrec
266619	3/26/2020	1971-01	QUANTUM CONSTRUCTION, INC	WWTP RESTROOM UPGRADE -CONSTRUCTION	$ 43,015.14	dwwtp
266592	3/26/2020	0251305-IN	REISNER DISTRIBUTOR INC	FUEL- #90006	$ 14,759.87	dshop
266516	3/26/2020	112085	WALTON BEVERAGE COMPANY, INC	WTP BREAKROOM SUPPLIES	$ 87.50	dwtp
266589	3/26/2020	2038449	WASHINGTON TRACTOR, INC	CUTTING EDGE- #714	$ 182.94	dshop
266517	3/27/2020	4707	ANACORTES TOWING, LLC	TOWING; APD 20-A01996	$ 288.06	apd
266577	3/27/2020	0540-FEB20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 17.00	court
266578	3/27/2020	0531-FEB20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 17.00	court
266579	3/27/2020	0615-FEB20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 25.50	court
266580	3/27/2020	0622-FEB20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 93.50	court
266581	3/27/2020	0605-FEB20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 17.00	court
266582	3/27/2020	0240-FEB20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 25.50	court
266583	3/27/2020	0594-FEB20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 144.50	court
266584	3/27/2020	0560-FEB20	CAMPBELL LAW FIRM	PUB DEF CONFL	$ 34.00	court
266599	3/27/2020	92865159	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE	$ 4,523.34	dwtp
266703	3/27/2020	01-71375	CUMMINS, INC.	SERVICE CALL- #1-903	$ 5,245.32	dshop
266515	3/27/2020	977532	SKAGIT COUNTY SOLID WASTE FUND	WTP DUMP RUN 0.4 TN	$ 40.20	dwtp
266617	3/30/2020	1991688429	ARAMARK	STA 1 MAT/MOP SERVICE 3/26	$ 21.74	medic
266624	3/30/2020	cpls	DEPARTMENT OF LICENSING	CPLS TO D.O.L.; FEB 2020	$ 540.00	apd
266607	3/30/2020	03/30/2020	FIDALGO CLEANING	APD CLEANING & SUPPLIES	$ 700.00	apd
266697	3/30/2020	987773	LIFE ASSIST, INC	EXAM GLOVES	$ 119.57	medic
266732	3/31/2020	210752B-5	BIRCH EQUIPMENT CO., INC	BOOM LIFT RENTAL	$ 3,045.94	fiber
266701	3/31/2020	1094	THE CLEAN TEAM	LTAC 2020 RESTROOM MAINTENANCE 22 & Q	$ 600.00	plan
266698	3/31/2020	331 0511900	UNIFIRST CORPORATION	WATER DEPT. LAUNDRY	$ 48.11	wdist
266303	4/1/2020	20200401	CHOWANEC, WILLIAM	STA 3 RENT: APRIL	$ 2,235.00	medic
266586	4/26/2020	10268	ARCHIVESOCIAL, INC.	SCANNING, ARCHIVING	$ 1,788.00	infosys

Total $813,432.42

City Council Contract Agenda Bill

Meeting Date: 4/6/2020 **Agenda Item**: 3c

Subject: Contract Award – 2020 WWTP Electrical Switchgear Maintenance 20-106-SEW-001

Staff Contact: Fred Buckenmeyer

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

Summary Statement: City staff seeks City Council consent to award a contract in the amount of $74,511.67 to Seahurst Electric, Inc. to perform the 2020 WWTP Electrical Switchgear Maintenance. The work provided for this contract will include ongoing electrical system inspection, testing, infrared and ultrasonic surveying, preventive maintenance, warranty/guarantee (inclusive of labor and/or materials) and arc flash analysis on the equipment included within the service program/terms. Seahurst will develop, schedule, administer and update the service program; direct and schedule the service activities with its comprehensive computerized maintenance management system; and keep plant staff informed of the program's progress and results on a continual basis via a web-based software application module.

Background:

1. History: In order to insure reliable operations of the facilities, it is important that preventive maintenance be done on all assets. While plant staff are trained and knowledgeable of mechanical and analytical equipment of the facility, electrical services require special expertise, certifications, licensing, etc, which staff does not have.

   Seahurst's electrical preventive maintenance program is designed to substantially reduce the growing risk of electrical fire and safety hazards; repair or replace electrical components prior to failure; minimize the risk of electrical problems that cause electrical outages; identify potential power quality concerns to minimize the risk of disruption or damage to microelectronic equipment and mechanical systems; assure the proper preventive maintenance services to improve electrical system efficiency and reduce utility costs; conform to applicable standards for ongoing maintenance to extend the life of the electrical distribution system and other electrical components; provide a complete arc flash analysis; and conform to OSHA standards and practices to provide an electrical safety program that will identify the hazards/risks present at each equipment/component and the appropriate protective equipment required.
2. Key Terms:
   - Contract is for a fixed price of $74,511.67 which includes $ $5,963.67 in sales tax.
   - Work shall be completed by December 31, 2020.
3. Competitive Bidding: In accordance with competitive bid requirements set forth under RCW 35.23.352 the project cost is under the competitive requirements and thus the Project Manager evaluated contractors and chose to contract with Seahurst Electric, Inc.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 20-106-SEW-001 with Seahurst Electric, Inc. in the amount of $74,511.67 to perform the 2020 WWTP Electrical Switchgear Maintenance.

Alternative Actions: Not award the contract

Attachments: Contract 20-106-SEW-001

Contractor	Seahurst Electric, Inc.
Contract Amount	$74,511.67
Earmarked Funds	$1,880,000.00
BARS #	440.000.594.35.63
Budget Amendment Required?	No
Start Date	Notice to Proceed
End Date	12/31/20

CONTRACT 20-106-SEW-001
AGREEMENT WITH
SEAHURST ELECTRIC, INC.

This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and Seahurst Electric, Inc., a private contractor at 2915 Chestnut Street, Everett, WA 98201 (herein after referred to as "Contractor").

PROJECT

2020 WWTP Electrical Switchgear Maintenance

1. **Scope of Work:** Contractor shall furnish all materials, equipment and labor to perform electrical maintenance, services and arc flash study program on the Anacortes Wastewater Treatment Plant's electrical system at 500 T Ave, Anacortes, WA 98221. Work is detailed in Exhibit A, which is hereby incorporated by reference and made a part hereof.

2. **Contract Price:** The Contractor will perform the scope of work above for a firm fixed price of **Seventy-Four Thousand Five Hundred Eleven Dollars and Sixty-Seven Cents ($74,511.67),** which includes $5,963.67 in sales tax at an 8.7% rate. This includes all labor and materials for the project. Before any payment is made by the City of Anacortes of sums under this contract, the contractor must provide a copy of the statement of *Intent to Pay Prevailing Wage* approved by the Department of Labor and Industries. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the contactor will be retained.

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

4. **Time of Completion:** The Contractor shall complete the work by December 31, 2020.

5. **Job Safety:** Contractor shall comply with all WA Department Labor & Industries safety standards.

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

7. **Contract Documents:** The attached General Provisions and Exhibit A are included in this Contract Agreement.

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

Owner:
City of Anacortes

____
Mayor

____
Date

Contractor:
Seahurst Electric, Inc.

____

____
Date

____
Contractor License #

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

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

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

At least once a month Contractor must file weekly certified payroll reports online with the Washington Department of Labor and Industries as required by RCW 39.12.120.

2. Delivery. Advance coordination of the work shall be made with the Project Manager Becky Fox, (360) 299-1501.

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

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

4. 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.

5. Invoicing. All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Contract Title, Agreement Number and Price, or Amended Price. The Contractor must invoice **MONTHLY** for quantities delivered during the invoice period. Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org. Contractors may complete a City furnished ACH/EFT form to receive electronic payments directly to their financial institution. The City shall notify the Contractor within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Contractor shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

6. 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.

7. 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.

8. 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.

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

10. 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.

11. 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.

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

B. **No Limitation:** The Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

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

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

D. **Minimum Amounts of Insurance:** The Contractor shall maintain the following insurance limits:

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

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

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

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

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

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

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

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

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

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

15. 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.

16. 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.

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

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

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

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

25. 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.

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

CITY:	CONTRACTOR:
City of Anacortes	Seahurst Electric, Inc.
Tiffany Matson	Heather Hicks
904 6th Street	2915 Chestnut Street
PO Box 547	Everett, WA 98201
Anacortes, WA 98221	

27. 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.

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

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

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

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

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

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

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

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

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

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

SEAHURST ELECTRIC, INC.
TEGG SERVICE DIVISION
OPTIONS SELECTION: PREMIUM AGREEMENT + AF STUDY

ANACORTES WASTE WATER TREATMENT PLANT

SYSTEM COMPONENTS & PLANNED SERVICE INTERVAL SCHEDULE

PREMIUM AGREEMENT + ARC FLASH STUDY		**2020**		
QTY	**ELECTRICAL DISTRIBUTION SYSTEM COMPONENT**	EPM	AF	IR/UE
2	Distribution Panel	2	2	
6	Branch Circuit Panel	6	6	
47	Motor Control Center Section	47	47	
183	MCC: Safety Disconnects	183	183	
15	Individual Disconnect Switch	15	15	
1	Individual Molded Case Breaker	1	1	
3	Transformer (Dry)	3	3	
18	Variable Frequency Drive	18	18	
PREMIUM AGREEMENT PRICE PER YEAR *(EXCLUDING TAX)* **STUDY TO BE COMPLETED BY JUNE 2020**		**$68,548.00**		

ANACORTES WASTE WATER TREATMENT PLANT

We will provide the safety equipment, service instruments, and labor to perform the predictive and proactive services tasks **that can be safely performed**, as appropriate, in either an energized or de-energized state. These predictive and proactive service tasks will be performed on the electrical component(s) and/or connection(s) identified in the "System Components and Planned Service Interval" section of this Agreement. The following tasks, as appropriate, will be conducted:

** NOTE: A GREY CHECK BOX INDICATES THE INCLUSION OF THE SPECIFICIED TASK WITHIN THE SCOPE OF AN ARC FLASH STUDY.*

PRIME	PREM	BASIC	
☒	☒	☒	**EQUIPMENT NAMEPLATES:** Compare/Document equipment nameplate data with drawings and specifications.
☒	☒	☒	**REMOVE COVERS:** Remove and replace covers on all Electrical System Components, where applicable.
☒	☒	☒	**INSPECTION:** Inspect physical, electrical, and mechanical equipment conditions.
☒	☒	☐	**CHECK TIGHTNESS:** Torque all connections and terminations to applicable specifications.
☒	☒	☒	**INSTALLATION:** Verify appropriate anchorage, clearances, physical damage and/or correct alignment.
☒	☐	☐	**EXERCISING:** Exercise all active components (when applicable).
☒	☒	☒	**MECHANICAL INDICATORS:** Inspect equipment mechanical indicating devices for correct operation and indication.
☒	☒	☐	**CLEANING:** Clean equipment interior and exterior, including vacuuming or blowing out, as required.
☒	☐	☐	**LUBRICATION:** Lubricate equipment, as appropriate, to assure proper mechanical function(s).
☒	☒	☒	**MINOR REPAIRS:** Perform minor "repairs", i.e. replace missing knockouts.
☒	☒	☐	**ANALYSIS:** Compare test results/trends in order to determine appropriate actions to minimize the likelihood of an unscheduled business interruption or safety hazard.
☒	☒	☒	**ONE-LINE DRAWINGS:** Document notations and/or changes, to existing one-line drawings, when available.
☒	☒	☒	**REPAIR OR REPLACEMENT:** Repair/Replace failed covered components, including all labor and materials, without any additional charges
☒	☐	☐	**TEMPORARY POWER:** Provide temporary power if covered failed component cannot be repaired/replaced in a reasonable time.

ANACORTES WASTE WATER TREATMENT PLANT

We will provide the safety equipment, service/testing instruments, and labor to conduct, interpret, document and report the results of the applicable comprehensive diagnostic services and inspections **that can be safely performed** on the electrical component(s) and/or connection(s) identified in the "System Components and Planned Interval" section of this Agreement. These services will be performed annually, at a minimum, and while your electrical distribution system is energized. The following testing and inspection services, as appropriate, will be conducted:

** NOTE: A GREY CHECK BOX INDICATES THE INCLUSION OF THE SPECIFICIED TASK WITHIN THE SCOPE OF AN ARC FLASH STUDY.*

PRIME	PREM	BASIC	Service
☒	☒	☐	**TRUE RMS VOLTAGE AND CURRENT SERVICE:** Capture and record the square root of the average square of the instantaneous magnitude of the voltage and current. This service is used to determine if the correct voltage and current is present to properly operate your equipment and optimize its life cycle.
☒	☒	☐	**VOLTAGE DROP SERVICE:** Measure and record the difference of voltages at the two terminals of passive impedance. This service is used to determine if your electrical components, i.e., circuit breakers, contact surfaces, etc., are operating properly to reduce hazards and equipment destruction.
☒	☒	☒	**INFRARED THERMOGRAPHIC IMAGING SERVICE:** Measure (utilizing state-of-the-art instrumentation) to identify and document temperatures that exceed NFPA Standard 70B recommendations, i.e., high resistance electrical connections, current overload, defective circuit breakers and/or defective insulator conditions. This service is used to reduce the risk of brownouts and blackouts, as well as safety and fire hazards.
☒	☒	☒	**ULTRASONIC SERVICE:** Measure and record sound waves that are above audible sound (16-18 kHz). This service is used to complement the infrared service as well as safety and determine if corona, tracking, arcing are present and to assure the quality and integrity of your electrical system.
☒	☒	☐	**VOLTAGE AND CURRENT HARMONICS SERVICE:** Capture and record Total Harmonic Distortion-Voltage (THDV) and Total Harmonic Distortion-Current (THDC) that exceed IEEE recommendations. This service is used to determine if your harmonic contaminations are within tolerance levels. In addition, this service is designed to assure accurate power (kW) charges and to minimize the risk of damage to microelectronic equipment, transformers, circuit breakers, motors, etc.
☒	☒	☒	**VISUAL AND MECHANICAL INSPECTIONS:** Interior and exterior of all components will be inspected to ascertain, and if necessary, make certain adjustments to ensure that its performance remains within specified limits. We will also identify corrosion, rust and discoloration, leaks, safety hazards, applicable electric code violations, grounding, physical damage and the general condition of components.
☒	☒	☐	**PHASE-BALANCE SERVICE:** Test to assure that the phases in your electrical system are balanced. This service is used to address unbalanced components that increase power-quality problems, total harmonic distortion as well as increased temperature rise of devices and current conductors.

Providing TEGG Electrical Services

SCOPE OF WORK FOR THE TEGG SERVICE ELECTRICAL MAINTENANCE, SERVICES & ARC FLASH STUDY PROGRAM

SECTION 1 – OBJECTIVE

The TEGG Service Electrical Maintenance, Services & Arc Flash Study program is designed to:

- Substantially reduce the growing risk of electrical fire and safety hazards.
- Repair or replace electrical components prior to failure.
- Minimize the risk of electrical problems that cause electrical outages.
- Identify potential power quality concerns to minimize the risk of disruption or damage to microelectronic equipment and mechanical systems.
- Assure the proper preventive maintenance services to improve electrical system efficiency and reduce utility costs.
- Conform to applicable standards for ongoing maintenance to extend the life of the electrical distribution system and other electrical components.
- Provide a complete arc flash analysis and conform to OSHA 29CFR, NFPA 70E, ANSI, NEC & IEEE 1584 standards and practices to provide an electrical safety program that will identify the hazards/risks present at each equipment/component and the appropriate protective equipment required.

SECTION 2 - SCOPE OF WORK

1. The TEGG Service Electrical Maintenance, Services & Arc Flash Study program will provide the Owner with ongoing electrical system inspection, testing, infrared and ultrasonic surveying, preventive maintenance, warranty/guarantee (inclusive of labor and/or materials) and arc flash analysis on the equipment included within the Service Program/Terms. The Service Program will be developed, scheduled, administered, and updated by the Contractor. The service activities will be directed and scheduled, on a regular basis, with the Contractor's comprehensive computerized maintenance management system, based upon manufacturer's recommendations, equipment type, equipment location, equipment application and as hereinafter specified. The Owner will be kept informed of the program's progress and results on a continual basis, by the Contractor, via a web-based software application module of the Contractor's computerized maintenance management system that makes reports available electronically, on the Owner's computer, through a relational database and image cataloging system.

SCOPE OF WORK FOR THE TEGG SERVICE
ELECTRICAL MAINTENANCE, SERVICES & ARC FLASH STUDY PROGRAM

A. The Contractor will perform energized preventive maintenance testing and inspection, as outlined in *Section 6*, on all electrical distribution system equipment and, applicable, emergency power equipment. Perform testing and inspection for evidence of overheating, power quality and/or consumption concerns, tracking, corona, corrosion, ozone cracking of synthetic rubber, cracked or chipped porcelains, potting compound leaks, broken, loose, cracked or damaged components, mechanical or electrical defects, code violations and/or safety hazards, including, but not limited to, electrical equipment connections, terminations, installations, use and/or general condition of, as per the *TEGG Service Agreement Equipment Interval Schedule.*

B. The Contractor will include and perform all minor repairs that can be safely performed in an energized state and without disruption to the facility and/or business operations, inclusive of labor and materials, at the time of testing and/or inspection site visits for any/all anomalies found.

C. The Contractor will calculate, provide and maintain a complete and accurate Arc Flash Analysis inclusive of a Coordination Study, a Short Circuit Study and an Arc Flash Study, as defined in *Attachment A*, throughout the life of the agreement.

2. The Contractor is responsible to familiarize him/herself with the buildings, respective electrical system components to be serviced under the Electrical Services and Maintenance Program, and any/all logistics and security access.

3. The Contractor will provide a technical agreement proposal which will include all items as indicated in the respective sections of this specification.

SECTION 3 - CONTRACTOR CAPABILITY REQUIREMENTS

1. Upon request, the Contractor will furnish a reference list containing a minimum of ten (10) references for whom are currently under an agreement for the same type of Electrical Services and Maintenance Program as specified herein.

2. The Contractor will provide and utilize fully-trained and certified personnel capable of providing engineering, supervision, system evaluation and the appropriate troubleshooting services to the Owner. The Contractor will perform all work in full compliance with NETA (International Electrical Testing Association) Standards, the NEC (National Electrical Code), and NFPA (National Fire Protection Association) 70B & 70E Standards regarding maintenance and safety standards.

SCOPE OF WORK FOR THE TEGG SERVICE
ELECTRICAL MAINTENANCE, SERVICES & ARC FLASH STUDY PROGRAM

3. The Contractor will provide a minimum of two (2) professionally trained certified TEGG Service Technicians to perform and complete all energized services specified for this Electrical Services and Maintenance Program. Each service personnel will be skilled electrical journeymen wiremen (01-WA State licensed electrician) with, at minimum, a valid Level II Infrared Thermography Certification, valid First-Aid & CPR certification and will have, a minimum of, five (5) years individual experience with energized and de-energized electrical systems analysis, testing procedures and preventive maintenance services. Service personnel will be trained in National OSHA requirements (1910.331-335) in full compliance with NFPA (National Fire Protection Association) 70E Standards for working on or near energized and/or de-energized electrical equipment.

    A. Proof of valid/current compliance documents, certifications and/or licenses will be provided upon request of the Owner.

4. Service personnel will be uniformed at all times while working throughout the site. The names of both the Contractor and the service personnel must be readily identifiable to/by the Owner and staff.

5. A designated Project Manager will be assigned account responsibility to monitor service performance, to track service history, and to consult with the Owner to meet his/her objectives. The assigned Project Manager and the entire Contractor's office staff will be available by telephone to assist the Owner in identifying or resolving electrical operation needs and/or problems.

6. The Contractor will maintain 24-hour emergency service capability and assure the Owner of its continued availability throughout the life of the agreement. The Owner will be provided with an exclusive customer identification code and the means to arrange for priority emergency response for electrical service, should the need ever arise.

7. The Contractor will possess, maintain and utilize a computerized maintenance management system to allow for (1) the capability of interfacing/communicating with third party asset management software systems such as, but not limited to, Maximo Asset Management software, FacilityOne management software, etc. (2) scheduling of each service site visit and each work task to be performed on each site visit per each component, (3) tracking of equipment information, (4) trending of electrical measurements taken, (5) cataloging of digital images (standard and infrared), (6) analyzing recorded equipment problems, and (7) visually show the relationship of each component and its power source.

    The Contractor will provide computerized maintenance scheduling through its web-based relational database application to assure that the electrical equipment is properly inventoried, and that no scheduled service task is not performed. Computerized tasking will clearly identify (with digital images resident within the tasking software) the requirements of the NFPA (National Fire Protection Association) 70E Standard and the appropriate PPE (Personal Protective Equipment) attire.

SEAHURST ELECTRIC
Providing TEGG Electrical Services

TEGG SERVICE

SCOPE OF WORK FOR THE TEGG SERVICE
ELECTRICAL MAINTENANCE, SERVICES & ARC FLASH STUDY PROGRAM

SECTION 4 - TEST EQUIPMENT

1. The Contractor will provide and utilize all required PPE (Personal Protective Equipment) per NFPA (National Fire Protection Association) 70E Standard, materials, tools, equipment, etc. necessary to appropriately carry out all testing, preventive maintenance tasks and procedures and minor repairs outlined under this Electrical Services and Maintenance Program.

2. All Testing Equipment, Instruments, Devices and/or Tools, provided for and utilized by the Contractor, will meet or exceed the minimum specifications/standards liated here within *Section 4: A - D*. Proof of compliance documents and/or calibration records will be provided upon request of the Owner.

   A. For Harmonics testing, the Contractor will utilize test equipment which measures "true" RMS values, with one millisecond peak hold capability to capture the half cycle peak of the wave form. In addition, the test equipment will have a crest factor capability of at least three (3) at full scale, and the ability to measure the frequency of the current. Portable test equipment which is average responding RMS calibrated will not be acceptable testing instrumentation.

   B. For infrared surveying, the Contractor will utilize thermographic test equipment which meets or exceeds the following specifications for either short wave or long wave electromagnetic radiation:

   C.1 Short Wave Electromagnetic Radiation

   System Type: Focal plane array camera

   Spectral Range: 3.6 to 5 Microns (Std.)

   Detector: PtSi Nybrid Silicon FPA

   Image Storage Capability: Image storage transferable to a color computer. Imaging and printing capability of problem areas.

   Ultra high resolution 320 by 244 focal plane array detector (78,080 pixels) (FPA required-rotating polygons and scanning mirrors unacceptable)

   Single element temperature measurement
   Full ratio metric 12-bit images (4,096 thermal levels)

C.2 For Long Wave Electromagnetic Radiation

Imaging and Measurement Capabilities

System	Focal plane array infrared camera
Spectral Range	7.5 – 13 microns
Detector	Uncooled microbolometer
Temperature Measurement Accuracy	± 2% of range or 2º

C. For Power Factor testing, the Contractor will utilize a clamp-on type of Current/Power Probe that measures dc current, ac current, and ac power in conjunction with a true RMS multimeter. Probe will be switch-selectable for outputs representing amps or kilowatts. Kilowatt measurement will take into account the phase angle and waveform distortion of both voltage and current to provide good performance over a wide range of input signals. A zero control function will be provided to offset core magnetization to improve accuracy of low-level dc current and kilowatt measurements. Multimeter will be a 4000 count instrument and will measure frequencies between 0.5 Hz and 200 KHz with up to 0.01 Hz resolution. Accuracy will be ±1% for any range for all functions.

D. For Ultrasonic Testing/Ultrasound Inspecting, the Contractor will utilize ultrasonic test equipment which meets or exceeds the following specifications:

CIRCUITRY:	Solid state heterodyne receiver with temperature compensation.
FREQUENCY RESPONSE:	Detect ultrasonic frequencies between 20 kHz and 100 kHz, continuously variable. Frequencies are converted to 100 Hz to 3 kHz audio.
PROBES Scanning Module:	Patented TRISONIC plug-in type consisting of a phased array of multiple transducers for airborne ultrasound. This probe is shielded against RF interference.

FEATURES:

Frequency tuning adjustment dial:	Scale 20 – 100 kHz with “fixed band” position for ultra-narrow frequency response.
Bi-Modal Meter Switch:	For logarithmic and linear meter scale adjustments.
Auxiliary Mode:	Selection for chart recorder output: 0 – 50 mV, Precision 10 turn adjustment dial with numerically calibrated sensitivity increments for finite gain adjustment.

The ultrasonic test equipment meets and exceeds ASTM International (American Society for Testing and Materials) E1002-93 requirements for leak detection.

E. For Energized Testing/Maintenance work performed, the Contractor will be educated, qualified, equipped and utilize the appropriate PPE (Personal Protective Equipment), per NFPA (National Fire Protection Association) 70E Standard and take full liability, should an incident occur.

SECTION 5 – OWNER’S RESPONSIBILITIES

The Owner’s responsibilities include:

1. Assign a Primary Contact with whom the Contractor should work to assure the proper coordination of their work.

2. Provide the Contractor with a copy, if available, of any electrical one-line drawings or prints.

3. Issue/Check-Out a set(s) of appropriate/applicable Facility access keys/cards and/or assign, if required, an escort to provide appropriate access to all applicable electrical, mechanical and/or communication components and/or areas.

4. Provide the Contractor with information pertaining to any possible unknown/variable cost(s) associated with uncommon/Facility specific factors, protocols and/or regulations, such as, but not limited to, parking, Facility scheduled event/circumstance that would impact the normal equipment operating condition(s)/access to, prior to the Contractor’s first service visit, as additional costs may apply.

5. Provide the Contractor with the Owner’s protocols and regulations regarding working within the Owner’s facility, such as: parking, sign-in/sign-out and security procedures, emergency contacts, and other appropriate information prior to the Contractor’s first service visit.

6. Permit only the Contractor's representatives to perform work on warranty/guarantee covered electrical components, as the Contractor can only guarantee their work and not the work of other parties.

7. Assure that the applicable electrical components are under normal operating load and conditions when energized predictive and proactive testing(s) and services are performed.

8. When de-energized work is scheduled within the Owner's facility, assure that necessary tenants and/or personnel are provided with advance notification of the electrical outage.

9. Coordinate the de-energizing of the Owner's electrical system, as required, with the appropriate utility company and the Contractor's designated representative.

10. Bear the initial cost to repair or replace any warranty/guarantee covered electrical component deemed by the Contractor to be not maintainable during their predictive and proactive service visit. Should the Owner choose not to make the initial repair(s) or replacement(s) deemed necessary, the affected component(s) will be removed from the repair or replacement warranty/guarantee provisions of this agreement.

SECTION 6 - ENERGIZED TESTING AND INSPECTION

The Contractor will provide the safety equipment, testing and service tools, equipment and/or instruments, and labor to properly remove all equipment deadfronts/covers, conduct, interpret, and document the results of the applicable comprehensive diagnostic services and inspections **that can be safely performed** on the covered electrical component(s) and/or connection(s). These services will be performed per the designed program schedule and while the Owner's electrical distribution system is energized.

The following testing and inspection services, as appropriate, will be conducted:

A. **True RMS Voltage and Current Testing**:
Capture and record the square root of the average square of the instantaneous magnitude of the voltage and current. This service is used to determine if the correct voltage and current is present to properly operate the Owner's equipment and optimize its life cycle.

B. **Voltage Drop**:
Measure and record the difference of voltages at the two terminals of passive impedance. This service is used to determine if the Owner's electrical components, i.e., circuit breakers, contact surfaces, etc., are operating properly to reduce hazards and equipment destruction.

SCOPE OF WORK FOR THE TEGG SERVICE
ELECTRICAL MAINTENANCE, SERVICES & ARC FLASH STUDY PROGRAM

C. **Infrared Thermographic Imaging Service**:
Measure and record to identify temperatures that exceed NFPA (National Fire Protection Association) 70B Standard recommendations and NETA (International Electrical Testing Association) Standards (i.e. high resistance electrical connections, current overload, defective circuit breakers and/or defective insulator conditions). This service is used to reduce the risk of brown-outs and black-outs, as well as safety and fire hazards.

D. **Ultrasonic Testing**:
Measure and record sound waves and/or vibrations that are above audible sound (16-18 KHZ). This service is used to compliment the thermographic imaging service and determine if corona discharge, tracking, arcing, vibration, mechanical looseness and/or motor bearing failure are present, and to assure the quality and integrity of the Owner's electrical system.

E. **Voltage and Current Harmonics Testing**:
Capture and record Total Harmonic Distortion-Voltage (THDv) and Total Harmonic Distortion-Current (THDc) that exceed IEEE (Institute of Electrical and Electronics Engineers) recommendations. This service is used to determine if the Owner's harmonic contamination is within tolerance levels. In addition, this service is designed to assure accurate power (kW) charges and to minimize the risk of damage to microelectronic equipment, transformers, circuit breakers, motors, etc.

F. **Visual and Mechanical Inspections**:
Interior and exterior of all components will be inspected to ascertain, and if necessary, make certain adjustments to ensure that its performance remains within specified limits. The Contractor will also identify corrosion, rust and discoloration, leaks, safety hazards, applicable electrical code violations, grounding, physical damage and the general condition of components.

G. **Phase-Balance Measurements**:
Assure that the phases in the Owner's electrical system are balanced. This service is used to address unbalanced components that increase power-quality problems, total harmonic distortion as well as increased temperature rise of devices and current-carrying conductors.

SCOPE OF WORK FOR THE TEGG SERVICE
ELECTRICAL MAINTENANCE, SERVICES & ARC FLASH STUDY PROGRAM

SECTION 7 – DE-ENERGIZED SERVICE AND INSPECTION

The Contractor will provide the safety equipment, service instruments, testing equipment, tools, supplies and labor to conduct, interpret, and document the results of the applicable comprehensive diagnostic services and inspections on the covered electrical component(s) and/or connection(s). These services will be performed at a mutually agreed schedule, while the Owner's electrical distribution system and/or electrical component(s) is de-energized and include, as appropriate, the following:

A. **Insulation Resistance**:
Measure and record the resistance of insulation under specified conditions set forth by applicable standards such as NFPA (National Fire Protection Association) 70B Standard. This service is designed to assure that the Owner's electrical system and components' insulation values are at an acceptable level, reducing the risk of explosions, fires and catastrophic breakdowns.

B. **Winding Resistance Service**:
Measure, record and compare the winding resistance of components. This service will assure that components are operating to applicable specifications, extending useful life, and reducing the risk of catastrophic failure.

C. **Contact Resistance Service**:
Measure and record the resistance between contact surfaces. This service addresses poor contact surfaces that would cause increased voltage drop, increased heat and reduced life expectancy, causing brown-outs, black-outs, explosions, fires and catastrophic failures.

D. **Circuit Breaker Testing (Low Voltage)**:
Measure, test, record and document findings regarding all applicable low voltage circuit breakers. The proper testing and inspection of the Owner's circuit breakers will reduce the risk of business interruption, fire and catastrophic failure.

E. **Ground Resistance Testing**:
Measure and record the resistance of conductors, connections and devices. This service will reduce the risk of power quality, harmonic and safety issues.

F. **Transformer Service**:
Measure, record and monitor all appropriate services and inspection to applicable standards such as NFPA (National Fire Protection Association) 70B Standard. This service and inspection is performed to reduce the risk of transformer failure, which could result in fire, and/or catastrophic failure.

G. **Motor Service:**
Measure, record and monitor all appropriate services and inspection to applicable standards such as NFPA (National Fire Protection Association) 70B Standard. This service and inspection is performed to monitor and trend the motor and to reduce the risk of failure.

H. **Visual and Mechanical Inspection:**
Interior and exterior of all components will be inspected to ascertain and, if necessary, make certain adjustments to ensure that its performance remains within specified limits. The Contractor will also identify corrosion, rust and discoloration, leaks, safety hazards, applicable electrical code violations, grounding, physical damage and the general condition of components.

SECTION 8 – PREDICTIVE AND PROACTIVE SERVICE

The Contractor will provide the safety equipment, service instruments, testing equipment, tools, supplies and labor to perform the predictive and proactive services tasks **that can be safely performed**, as appropriate, in either an energized or de-energized state.

These predictive and proactive service tasks will be performed on the warranty/guarantee covered electrical component(s) and/or connection(s) and the following tasks, as appropriate, conducted:

A. Compare, Document and Report equipment nameplate data. Compare data with drawings and specifications.

B. Inspect physical, electrical, and mechanical condition.

C. Torque all connections and terminations to applicable specifications.

D. Verify appropriate anchorage, required area clearances, physical damage, and correct alignment.

E. Exercise all active components (when applicable).

F. Inspect all mechanical indicating devices for correct operation and indication.

G. Clean interior and exterior of equipment, including vacuuming or blowing out as required.

H. Lubricate, as appropriate, to assure proper mechanical function(s).

I. Perform minor repairs (i.e., replace missing knock-outs).

J. Compare service results and trends in order to determine appropriate actions to minimize the likelihood of an unscheduled power loss or safety hazard.

SCOPE OF WORK FOR THE TEGG SERVICE
ELECTRICAL MAINTENANCE, SERVICES & ARC FLASH STUDY PROGRAM

SECTION 9 – ELECTRICAL SYSTEMS ANALYSIS

Any immediate safety or hazard concern that is identified during any visit will be shared with the Owner's authorized representative while on-site.

At the completion of each service visit, the Contractor will compile the results of all inspections, measurements, surveys and predictive and proactive service activities. The Contractor will then analyze these results to ascertain the condition of the electrical devices and/or components. The initial analysis will be documented in the form of an Electrical Systems Analysis Report, made available in hard copy and web-based electronic interactive format that both the Owner and Contractor can easily update, and will be presented to the Owner's authorized representative(s).

The Electrical Systems Analysis Report will be reviewed with the Owner and, if appropriate, include any recommended repairs, solutions and/or opportunities for improved electrical system efficiency, reduced electrical utility costs and/or improving safety conditions and/or minimizing the risk of downtime. If any warranty/guarantee covered component under the terms of this agreement is found to be in a non-maintainable condition, during the first service task on each component the Owner will be provided with the options and associated costs to either:

F. Repair or replace the doubtful component; or

G. Remove the doubtful component from the repair or replacement provisions of this agreement.

The Electrical Systems Analysis Report will also include, at a minimum but not limited to, each of the following reports for review by the Owner.

A. A report will include each component identified in the Inventory of Equipment Schedule. As a minimum, the report will include the following information: Component, purpose, size, type, quantity, manufacturer, electrical ratings, location, inspection/tests performed, inspection/test results, deficiencies found, probable cause(s), photographs, and infrared images.

B. An Infrared and Ultrasonic Survey Exception Report will be provided for all identified concerns or potential failures. As a minimum, the Infrared Survey Exception Report will consist of a color graphic report of abnormal temperature readings identified by the infrared survey, and detail ambient, caution, and warning conditions.

C. A Power Quality Analysis Report will be provided for all identified concerns or problems. As a minimum, the report will include the spectrum of harmonic disturbances for each test point in the electrical system where disruption due to adverse power quality interaction is suspected. In addition, the report will provide alternative options for power quality protection of operating and load conditions.

D. An Electrical Systems Analysis Report will be provided for all identified concerns or problems. As a minimum, the Electrical Systems Analysis Report will include for each identified concern or problem a detailed description of the situation, a color photograph of the deficiency, an explanation as to the cause, the result, the consequences if not corrected, the recommended course of action to be taken, and a list of the required action steps that would properly rectify the situation.

SECTION 10 – PRIORITY EMERGENCY RESPONSE

The intent of this Electrical Services and Maintenance Program is to avoid emergency electrical outages. In the event that the need ever arises for emergency electrical service, the Owner will be provided with Priority Emergency Response, including special protocols on how to arrange for dispatching on a 24-hour/7-days-per-week basis.

City Council Contract Agenda Bill

Meeting Date: 4/6/2020 **Agenda Item**: 3d

Subject: Contract Modification – Municipal Broadband Network – Library to MSTs 19-175-FBR-002

Staff Contact: Emily Schuh

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 Robinson Brothers Construction, Inc. (RBC) in the amount of $50,154.23, increasing the total contract price to $286,256.45, add work in the Southeast Corner of Old Town Area including the installation of vaults, cabinets, MSTs, backbone cables, and splicing. This modification also incorporates updated prevailing wage rates for specific units of work and adds an additional three new work units.

Background:

1. Reason for Contract Change: City Council approved contract 19-175-FBR-002 on November 25, 2019. Between then and now, the contractor (Robinson Brothers Construction) and the City's consultant (NoaNet) have identified additional work to be performed and additional contractor-provided materials needed.
2. History: Council approved Resolution 2013 on May 29, 2018, directing that a business plan be developed for a fiber optic network to provide high-speed internet service to City residents and businesses. Council then approved slightly over $3.1 million in the 2019-20 biennial budget for construction and operation of such a fiber optic network in three pilot areas.
3. Key Terms:
   - Work will be performed for a firm fixed price of $286,256.45.
   - No change in Time of Completion.
4. Competitive Bidding: The City entered into a cooperative purchasing agreement with NoaNet per the Washington Interlocal Cooperation Act RCW 39.34 which permits public entities to cooperate with one another on the basis of mutual advantage to make the most efficient use of their powers. On 9/19/17 NoaNet competitively bid the unit prices for Emergency Response and Restoration, Maintenance and Line Extension of OSP Facilities and entered into a contract with RBC.

Previous Council/Committee Action: Interlocal 263 for Cooperative Purchasing with NoaNet was approved on 6/4/18. Council approved Resolution 2013 at the May 29, 2018 meeting. Contract 19-175-FBR-001 with Graybar Electric Co. for the purchase of materials for this project was approved at the 11/4/19 Council meeting. Contract 19-175-FBR-002 with RBC was approved at the 11/25/19 meeting.

Competing Viewpoints Considered: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a contract modification with Robinson Brothers Construction, Inc., under Contract 19-175-FBR-002, in the amount of $50,154.23, increasing the total contract price to $286,256.45.

Alternative Actions: N/A

Attachments: Financial Summary for Modification 01, Contract 19-175-FBR-002 Modification 01

Consultant	Robinson Brothers Construction, Inc.
Original Agreement Amount	$236,102.22
Current Agreement Amount	$236,102.22
Change Per this Modification	$50,154.23
Total After Modification	$286,256.45
All Mods % of Total Contract Amount	21%
Earmarked Funds	$2,100,000.00
BARS #	001.260.594.32.63
Paid on Contract as of 4/1/20	$0
Budget Amendment Required?	No
Start Date	Inception
End Date	13 weeks from Notice to Proceed

WORKSHEET - CHANGES IN MOD01
Contract 19-175-FBR-002

SOURCE	ITEM	ORIGINAL	NEW	CHANGE
Section 1.1	Change BDB+ unit price in original Exhibit A	18,525.00	21,375.00	2,850.00
Section 1.1	Change BDB+ unit price in original Exhibit B	11,407.50	13,162.50	1,755.00
Section 1.2	Change BDB 1 unit price in original Exhibit B	6,020.00	6,665.00	645.00
Section 1.3	Change APS unit price in original Exhibit A	24,348.75	27,270.60	2,921.85
Section 1.3	Change APS unit price in original Exhibit B	6,815.00	7,632.80	817.80
Section 1.4	Change ALS unit price in original Exhibit A	23,201.85	27,621.25	4,419.40
Section 1.4	Change ALS unit price in original Exhibit B	7,861.35	9,358.75	1,497.40
Table 1	Add APT units for new work	0.00	3,500.00	3,500.00
Table 1	Add APG units for new work	0.00	825.00	825.00
Table 1	Add APD units for new work	0.00	750.00	750.00
Table 3A	Add Anchor units to original Exhibit A	0.00	3,724.00	3,724.00
Table 3A	Add Splice Cases to original Exhibit A	0.00	4,800.00	4,800.00
Table 3B	Add Splice Cases to original Exhibit B	0.00	1,440.00	1,440.00
n/a	subtotal			29,945.45
n/a	additional sales tax			2,605.25
Table 2	Add BCD units for SE corner of Old Town area	0.00	170.00	170.00
Table 2	Add APA units for SE corner of Old Town area	0.00	400.00	400.00
Table 2	Add APS units for SE corner of Old Town area	0.00	2,658.60	2,658.60
Table 2	Add ALS units for SE corner of Old Town area	0.00	2,880.00	2,880.00
Table 2	Add ARM 1 units for SE corner of Old Town area	0.00	110.00	110.00
Table 2	Add SPC units for SE corner of Old Town area	0.00	714.00	714.00
Table 2	Add SPF units for SE corner of Old Town area	0.00	565.00	565.00
Table 2	Add MST units for SE corner of Old Town area	0.00	1,785.00	1,785.00
Table 2	Add TRA units for SE corner of Old Town area	0.00	5,760.00	5,760.00
Table 2	Add Aerial hardware for SE corner of Old Town area	0.00	1,152.00	1,152.00
Table 2	Sales tax for SE corner of Old Town	0.00	1,408.93	1,408.93
n/a				50,154.23

Contract Number 19-175-FBR-002
MODIFICATION 01

Date April 7, 2020
Page 1 **of** 1 **Pages**

Project Title	**Municipal Broadband Network – Library to MSTs**
Prime Contractor	**Robinson Brothers Construction, Inc.**

BACKGROUND

This modification is issued in accordance with GC-17, Changes In Work in order to add work in the Southeast Corner of Old Town Area including the installation of vaults, cabinets, MSTs, backbone cables, and splicing. This modification also incorporates updated prevailing wage rates for specific units of work and adds an additional three new work units. Accordingly, the Contract price will increase from $236,102.22 by $50,154.23 to $286,256.45 to provide an equitable price adjustment in consideration of changes in Work as described below under Article 1.

Accordingly, the following change is incorporated under this contract:

Article 1. Scope of Work: Delete in its entirety and insert the following:

"The work as described above is hereby amended per Modification 01. Specific work unit rates are updated to reflect current Washington State Labor and Industries prevailing wage rates, an additional three work units are added, and the contractor shall perform work in the Southeast Corner of Old Town Area, as listed in Exhibit D, which is hereby incorporated by reference and made a part hereof."

Article 2. Contract Price: Delete in its entirety and insert the following:

"The work performed under this Agreement shall be compensated by Unit Price for each of the categories in Exhibits A, B, and D, which are hereby incorporated by reference and made a part hereof, for a total contract value of **Two Hundred Eighty-Six Thousand Two Hundred Fifty-Six Dollars and Forty-Five Cents ($286,256.45)**, which includes $22,911.05 in 8.7% sales tax. Before any payment is made by the City of Anacortes of sums under this contract, the contractor and subcontractors must provide a copy of the statement of Intent to Pay Prevailing Wage approved by the Department of Labor and Industries. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the contactor will be retained."

All other terms of the contract remain unchanged.

CITY OF ANACORTES

By ______________________________
Laurie Gere, Mayor

Date______________________________

ROBINSON BROTHERS CONSTRUCTION, INC.

By ______________________________

Title ______________________________

Date______________________________

Original Agreement Amount	$236,102.22	Original Contract Completion Date	13 weeks after Notice to Proceed
Current Agreement Amount	$236,102.22	Current Contract Completion Date	13 weeks after Notice to Proceed
Change Per this Modification	$50,154.23	Net Change	0 Days
Total After Modification	$286,256.45	Contract Completion Date After Change	13 weeks after Notice to Proceed

EXHIBIT D
Contract 19-175-FBR-002

1.0 CHANGES REQUESTED DUE TO WASHINGTON LABOR & INDUSTRIES 2020 PREVAILING WAGES

1.1 Unit Price for Unit code “BDB+” changes from $19.50 to $22.50.

This change increases the TOTAL “BDB+” line in Exhibit A from $18,525.00 to $21,375.00.

This change increases the TOTAL “BDB+” line in Exhibit B from $11,407.50 to $13,162.50.

1.2 Unit Price for Unit code “BDB 1” changes from $28.00 to $31.00.

This change has no impact on Exhibit A because that Exhibit does not contain a “BDB 1” line.

This change increases the TOTAL “BDB 1” line in Exhibit B from $6,020.00 to $6,665.00.

1.3 Unit Price for Unit code “APS” changes from $1.25 to $1.40.

This change increases the TOTAL “APS” line in Exhibit A from $24,348.75 to $27,270.60.

This change increases the TOTAL “APS” line in Exhibit B from $6,815.00 to $7,632.80.

1.4 Unit Price for Unit code “ALS” changes from $1.05 to $1.25.

This change increases the TOTAL “ALS” line in Exhibit A from $23,201.85 to $27,621.25.

This change increases the TOTAL “ALS” line in Exhibit B from $7,861.35 to $9,358.75.

2.0 CHANGES REQUESTED DUE TO ADDITIONAL, NEW WORK TO BE PERFORMED

2.1 NoaNet recently identified three additional kinds of work that need to be performed.

2.2 NoaNet has only identified the total quantity of each kind of new work to be performed. NoaNet has not identified how much of each kind of new work would be performed in Old Town (Exhibit A) and how much of each kind of new work would be performed in M Avenue (Exhibit B).

2.3 All three types of new work – Unit codes APT, APG and APD appear in the table originally included in contract 19-175-FBR-002 that provides detailed descriptions of what each type of work is comprised of.

2.4 Table 1 below states the quantities of kind of new work to be performed:

TABLE 1 – NEW KINDS OF WORK TO BE PERFORMED

QTY	UOM	Unit code	Description	Unit Price	TOTAL
28	Each	APT	Transfer, Straight	$125.00	$3,500.00
3	Each	APG	Transfer, Angle	$275.00	$825.00
2	Each	APD	Transfer, Dead-end	$375.00	$750.00

3.0 ADDITIONAL WORK TO BE PERFORMED IN THE SOUTHEAST CORNER OF THE OLD TOWN AREA

3.1 NoaNet has identified additional work that needs to be performed in the southeast corner of the Old Town area.

TABLE 2 - SOUTHEAST CORNER OF OLD TOWN AREA					
Contractor Services					
QTY	UOM	Unit code	Description	Unit Price	TOTAL
170	Lineal Foot	BCD	BCD Pull Fiber Cable thru Duct	$1.00	$170.00
2	Per Anchor	APA	APA Anchor Placement New	$200.00	$400.00
1899	Per Strand Foot	APS	APS Place Strand & Overhead Guys	$1.40	$2,658.60
2304	Per Strand Foot	ALS	ALS Lash Fiber Optic Cable	$1.25	$2,880.00
1	Per Location	ARM 1	ARM 1 Place New or Transfer Fiber glass Arm	$110.00	$110.00
2	Each Closure	SPC	SPC Splice Closure Prep & or Re-Entry	$357.00	$714.00
5	Each Splice	SPF	SPF Splice and Test Fiber, 1-12	$113.00	$565.00
5	Each	MST	MST Install Multi-Service Terminal	$357.00	$1,785.00
40	Per Hour	TRA	Traffic Control Crew	$144.00	$5,760.00
				Contractor Services Subtotal	$15,042.60

Contractor-Provided Martials					
QTY	UOM	Unit code	Description	Unit Price	TOTAL
2304	Each		Aerial hardware	$0.50	$1,152.00
				Contractor Services Subtotal	$1,152.00

Totals	
Contractor subtotal	$16,194.60
Sales tax @ 8.7%	$1,408.93
Grand total	$17,603.53

4.0 CHANGES REQUESTED DUE TO ADDITIONAL CONTRACTOR-PROVIDED MATERIALS

4.1 Robinson Brothers Construction and NoaNet recently identified two additional kinds of contractor-provided material that would be needed.

4.2 RBC and NoaNet identified how many additional splice cases will be needed in Old Town and how many additional splice cases would be needed in M Avenue.

4.3 RBC and NoaNet have identified the total quantity of anchors that will be needed, but have not identified how the quantity of anchors will be split between Old Town (Exhibit A) and M Avenue (Exhibit B).

4.3 Table 3A below duplicates the Contractor Provided Materials section of Exhibit A in the original contract 19-175-FBR-002, with the addition of the splice cases needed in Old Town indicated in red font. Table 3A below also states the entire quantity of anchors that will be needed for both Old Town and M Avenue, with red font used to indicate the addition.

TABLE 3A – CHANGES TO CONTRACTOR PROVIDED MATERIALS SECTION IN ORIGINAL EXHIBIT A					
Contractor Provided Materials					
100	Lineal Foot		Miscellaneous conduit	$2.00	$200.00
19479	Foot		Aerial hardware	$0.50	$9,739.50
38	Each		Anchor	$98.00	$3,724.00
10	Each		Splice Case	$480.00	$4,800.00
			Subtotal, Contract Provided Materials		$18,463.50

4.4 Table 3B below duplicates the Contractor Provided Materials section of Exhibit B in the original contract 19-175-FBR-002, with the addition of the splice cases needed in Old Town indicated in red font.

TABLE 3B – CHANGES TO CONTRACTOR PROVIDED MATERIALS SECTION IN ORIGINAL EXHIBIT B					
Contractor Provided Materials					
215	Lineal Foot		Miscellaneous conduit	$2.00	$430.00
5452	Foot		Aerial hardware	$0.50	$2,726.00
3	Each		Splice Case	$480.00	$1,440.00
			Subtotal, Contractor Provided Materials		$4,596.00

City Council Contract Agenda Bill

Meeting Date: 4/6/2020 **Agenda Item**: 3e

Subject: Resolution 2083 – Waiving the State Competitive Bidding Requirements for the Purchase of a Z45 Boom Lift

Staff Contact: Fred Buckenmeyer

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

Summary Statement: City staff seeks City Council approval of Resolution 2083 to waive the state competitive bidding requirements for the purchase a Z45 Boom Lift for use by the Fiber Department.

Background:

- RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements when a purchase is clearly and legitimately limited to a single source of supply, or when the purchase involves special facilities or market conditions.
- The Fiber Department is in need of a boom lift to perform fiber installations and has been renting a Z45 Boom Lift from Birch Equipment for over three thousand dollars a month.
- The estimated price for a brand new boom lift is $75,000.00.
- Birch Equipment is selling the used Z45 Boom Lift for a cost of $21,694.57.
- Birch Equipment indicated that this deal was only available for a short period of time and would be sold to the first purchaser.
- The Public Works Director believed the price for this used Z45 Boom Lift is a highly favorable price and would be sold to another party before the City had the time to comply with formal bidding requirements.

Previous Council/Committee Action: N/A

Competing Viewpoints Considered: N/A

Recommended Motion: I move that the Resolution 2083 be approved waiving the state competitive bidding requirements for the purchase of this Z45 Boom Lift for use by the City of Anacortes Fiber Department and authorizing sole source purchasing from Birch Equipment.

Alternative Actions: N/A

Attachments: Resolution 2083

RESOLUTION 2083

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, authorizing the purchase of a Z45 Boom Lift for the City's Fiber Department from Birch Equipment, and waiving the competitive bidding requirement due to a sole source purchase and special market conditions, pursuant to RCW 39.04.280.

WHEREAS, RCW 39.04.280 provides that the City, by resolution, may waive competitive bidding requirements when a purchase is clearly and legitimately limited to a single source of supply, or when the purchase involves special facilities or market conditions.

WHEREAS, the City of Anacortes Fiber Department is in need of a boom lift to perform fiber installations; and

WHEREAS, the Fiber Department has been renting a Z45 Boom Lift from Birch Equipment for over three thousand dollars a month; and

WHEREAS, the estimated price for a brand new boom lift is $75,000.00; and

WHEREAS, Birch Equipment is selling the used Z45 Boom Lift for a cost of $21,694.57; and

WHEREAS, Birch Equipment indicated that this deal was only available for a short period of time and would be sold to the first purchaser; and

WHEREAS, the Public Works Director believes the price for this used Z45 Boom Lift is a highly favorable price and would be sold to another party before the City has the time to comply with formal bidding requirements; and

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

Section 1. The City Council of the City of Anacortes, Washington, finds that the purchase of this Z45 Boom Lift clearly limits the City of Anacortes to a single source of supply and special market conditions, justifying the waiver of competitive bidding requirements.

Section 2. The City Council of the City of Anacortes, Washington, hereby waives the bidding requirements for the purchase of this Z45 Boom Lift for use by the City of Anacortes Fiber Department and authorizes sole source purchasing from Birch Equipment.

Section 3. Any actions of the City or its officers prior to the date hereof and consistent with the terms of this Resolution are ratified and confirmed.

Section 4. This Resolution shall be in full force and effect from the after its adoption and approval.

The foregoing resolution was ADOPTED by the City Council of the City of Anacortes, Washington, at a regular, open public meeting thereof this 6th day of April, 2020.

____
Laurie Gere, Mayor

ATTEST:

____
Steven D. Hoglund, City Clerk/Treasurer

APPROVED AS TO FORM:

____
Darcy Swetnam, City Attorney

City Council Agenda Bill

Meeting Date: 4/6/2020 **Agenda Item**: 4a

Subject: Resolution 2084: Adopting Personnel Policy on Family First Coronavirus Response Act (FFCRA)

Staff Contact: Vanessa Bronsema

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?
x	Resolution No. 2084
	Contract
	Public Hearing
	Staff Report

Summary Statement: Staff recommends approval of Resolution 2084, which adopts a personnel policy that incorporates the requirements of the new federal Families First Coronavirus Response Act (FFCRA).

Background: On March 18, 2020, the Federal Government passed the Families First Coronavirus Response Act (FFCRA), an economic stimulus package in response to the COVID-19 pandemic. Included in that law are temporary protected leave and paid leave benefits for certain absences arising from the COVID-19 outbreak. The policy below outline's the City of Anacortes' response to the law; the policy will be administered in accordance with the FFCRA statute and forthcoming federal regulations and guidance. The FFCRA will take effect on April 1, 2020, and remain in effect through December 31, 2020. The FFCRA provides for two categories of leave. The first expands existing FMLA coverage to provide up to 12-weeks of partially-paid Public Health Emergency Leave ("PHEL/FMLA") for eligible employees forced to miss work due to closure of their child's school or the unavailability of the child's childcare provider for reasons related to COVID-19. The second provides up to 10 days of Emergency Paid Sick Leave ("EPSL") for various reasons related to the COVID-19 outbreak.

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: None

Competing Viewpoints Considered: None – the City is required to comply with the new federal legislation

Recommended Motion: I move we adopt Resolution 2084, adopting a personnel policy implementing the requirements of the Families First Coronavirus Response Act (FFCRA).

Alternative Actions: None

Attachments (listed in order presented): Resolution 2084, Personnel Policy

RESOLUTION NO. 2084

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES ADOPTING A PERSONNEL POLICY TO IMPLEMENT THE FEDERAL FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a State of Emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the state and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented; and

WHEREAS, on March 10, 2020, the Skagit County Board of Commissioners declared a public health emergency to allow Skagit County to take immediate steps necessary to prepare and respond appropriately to the outbreak; and

WHEREAS, on March 16, 2020, Mayor Laurie Gere issued a Proclamation of Emergency, declaring the COVID-19 pandemic to be an emergency in the City of Anacortes pursuant to Section 38.52.010 RCW and other relevant provisions of state and federal law; and

WHEREAS, on March 18, 2020, the Federal Government passed the Families First Coronavirus Response Act (FFCRA), an economic stimulus package in response to the COVID-19 pandemic. Included in that law are temporary protected leave and paid leave benefits for certain absences arising from the COVID-19 outbreak; and

WHEREAS, the FFCRA provides for two categories of leave. The first expands existing FMLA coverage to provide up to 12-weeks of partially-paid Public Health Emergency Leave (“PHEL/FMLA”) for eligible employees forced to miss work due to closure of their child’s school or the unavailability of the child’s childcare provider for reasons related to COVID-19. The second provides up to 10 days of Emergency Paid Sick Leave (“EPSL”) for various reasons related to the COVID-19 outbreak; and

WHEREAS, the City now wishes to adopt policy to implement the requirements of the FFCRA to make the benefits provided available to City staff.

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

> **SECTION 1 – ADOPTION**: The attached Personnel Policy implementing Families First Coronavirus Response Act (FFCRA) is hereby adopted.

SECTION 2 – EFFECTIVENESS: The provisions of this Resolution shall become effective upon adoption.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 6th day of April, 2020.

____

LAURIE M. GERE, MAYOR

Approved as to form and legality:

____

Darcy Swetnam, WSBA #40530
City Attorney

ATTEST:

____

Steve D. Hoglund, City Clerk Treasurer

Vanessa Bronsema

Director of Human Resources & Labor Relations
City of Anacortes
904 6th Street & Q Avenue │ Anacortes, WA 98221
p: 360-588-8299 | c: 360-298-4184
vanessab@cityofanacortes.org | www.anacorteswa.gov

City of Anacortes Personnel Policy
Families First Coronavirus Response Act (FFCRA)
Effective April 1, 2020 – December 31, 2020

On March 18, 2020, the Federal Government passed the Families First Coronavirus Response Act (FFCRA), an economic stimulus package in response to the COVID-19 pandemic. Included in that law are temporary protected leave and paid leave benefits for certain absences arising from the COVID-19 outbreak. The policy below outline's the City of Anacortes' response to the law; the policy will be administered in accordance with the FFCRA statute and forthcoming federal regulations and guidance. The FFCRA will take effect on April 1, 2020, and remain in effect through December 31, 2020.

The FFCRA provides for two categories of leave. The first expands existing FMLA coverage to provide up to 12-weeks of partially-paid Public Health Emergency Leave ("PHEL/FMLA") for eligible employees forced to miss work due to closure of their child's school or the unavailability of the child's childcare provider for reasons related to COVID-19. The second provides up to 10 days of Emergency Paid Sick Leave ("EPSL") for various reasons related to the COVID-19 outbreak. Details regarding each category of leave are provided in the sections below.

<u>Section 1</u>: Public Health Emergency Leave (PHEL/FMLA) – *A Temporary Expansion of the Federal Family and Medical Leave Expansion Act [FMLA] (through December 31, 2020):*

1. **Eligibility:** Subject to certain exceptions, regular and temporary City employees, who have been employed for at least 30 calendar days are eligible for PHEL/FMLA leave. An employee need not meet the eligibility requirements for regular FMLA (12 months of employment and 1250 hours worked in the prior year) to be eligible for PHEL/FMLA.

   <u>Exempt (not eligible)</u>: To ensure the City's ability to meet the needs of the community during the COVID-19 pandemic, emergency responders are not eligible for PHEL/FMLA leave. Emergency responders include, but are not limited to, Police Department personnel, Fire Department personnel, Public Works personnel, and/or other positions that are assigned work supporting the provision of public health services.

   <u>Note</u>: In accordance with the FFCRA, the City may modify the eligibility for leave, including the designation of positions considered an emergency responder, to

meet the evolving needs of the City and community in response to the COVID-19 pandemic.

2. **Leave Entitlement:** Eligible employees are entitled to take up to 12 weeks of protected leave if the employee is unable to work (or telework) based on a need to care for their child under age 18 due to closure of the child's school or unavailability of a child care due to a public health emergency, as declared by a federal, state, or local authority, with respect to COVID-19.

   <u>Note</u>: PHEL/FMLA **<u>is not an additional</u>** 12 weeks of leave entitlement under the FMLA. If an employee has already used up their 12 weeks of FMLA for a different purpose (or a portion thereof), they are not eligible for an additional 12 weeks of PHEL/FMLA. Employees who have used any portion of their standard FMLA entitlement are eligible for the remaining portion under the expansion of PHEL/FMLA.

   <u>Intermittent Leave Allowed</u>: Eligible employees may use this leave intermittently. For example, when an employee is able to telework some number of hours they may use PHEL/FMLA for the remaining balance of their regular hours in the week. Employees must arrange for intermittent leave with their supervisor. (See also notice requirements for authorized use of leave, below.)

3. **Paid Leave Provision:** The first 10 scheduled work days of absence are <u>unpaid</u>, however employees may use any of the following paid leave options to cover the initial unpaid absence:

   a. Emergency Paid Sick Leave (EPSL, described in *Section 2*, below)
   b. The employees' accrued Washington Paid Sick Leave (WPSL)
   c. The employees' accrued City-paid sick leave
   d. Any other accrued leave (such as vacation, compensatory time, or exchange time)

   Absences after 10 days will be paid at the employee's regular rate of pay for hours they would regularly be scheduled to work. For employees who work a variable-hour schedule, pay will be determined using an average of hours the employee is typically compensated (within the past 6-months) or expected to be compensated upon hire.

4. **Employee Notice to Supervisor:** Employees must provide written notice to their supervisor as soon as practical regarding their need to take leave. Notice via email or text message is acceptable, however the supervisor must confirm receipt of the notice. When possible telework arrangements should be utilized to continue City operations, and may be used on an intermittent basis.

   Supervisors are responsible for assessing eligibility and tracking leave time for each employee, with support from the Human Resources department as needed.

5. **Job Restoration:** Upon return from leave, an employee will be entitled to return to the employee's former position or a position with equivalent pay, benefits, and conditions of employment, unless unusual circumstances have arisen (e.g., the employee's position or shift was eliminated for reasons unrelated to the leave). If the employee chooses not to return to work for any reason, the employee should notify the City of Anacortes as soon as possible.

Section 2: Emergency Paid Sick Leave (EPSL) – *ADDITIONAL Temporary Sick Leave (through December 31, 2020):*

1. **Eligibility:** Subject to certain exceptions, regular and temporary City employees are eligible for Emergency Paid Sick Leave (EPSL) without any waiting period.

   Exempt (not eligible): To ensure the City's ability to meet the needs of the community during the COVID-19 pandemic Police Department personnel and Fire Department personnel are not eligible for EPSL. Alternative leave benefits in response to COVID-19 for Fire and Police personnel are addressed by Memorandum of Understanding (MOU) with each of the respective collective bargaining groups.

   Note: In accordance with the FFCRA, the City may modify the eligibility for leave, including the designation of exempt positions, to meet the evolving needs of the City and community in response to the COVID-19 pandemic.

2. **Paid Leave Entitlement:** Eligible full-time employees are entitled up to 80 hours of Emergency Paid Sick Leave. Eligible part-time employees are entitled to the number of hours they typically work over a two-week period as determined by their full time equivalency (FTE) status. Leave is paid at the employee's regular hourly rate of pay.

   Note: EPSL **is in addition** to accrued leave already available to employees, and may be used prior to any other type of accrued leave for qualifying purposes (see *Covered Reasons For Taking Leave*, below). The 80-hour maximum of EPSL does not carry forward to 2021.

   Intermittent Leave with Multiple Qualifying Events: When an employee returns to work (or telework) after using EPSL the leave eligibility will cease, however any remaining balance of the 80-hour maximum may be used for additional qualifying leave through December 31, 2020.

3. **Covered Reasons For Taking Leave (Self):** Employees may use emergency paid leave when unable to work (or telework) for the following reasons:

   a. Quarantine or Isolation: The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.

b. Self-Quarantine: The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

c. Experiencing Symptoms: The employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis.

4. **Covered Reasons For Taking Leave (Others):** Employees may also use emergency paid leave when unable to work (or telework) for the following reasons:

   a. Care for an Individual in Quarantine, Isolation, or Self-Quarantine: The employee is caring for any individual who is subject to federal, state, or local quarantine or isolation for reasons related to COVID-19, OR the employee is caring for any individual who has been advised to self-quarantine by a health care provider for reasons related to COVID-19

   b. Care for their Child: If the employee's child's school or care facility is closed due to COVID-19 precautions. As noted in the expanded COVID-FMLA provision (Public Health Emergency Leave, PHEL/FMLA) above, Emergency Paid Sick Leave may be used in the 10-day waiting period in lieu of accrued leave.

5. **Employee Notice to Supervisor:** Employees must provide written notice to their supervisor as soon as practical regarding their need to take leave. Notice via email or text message is acceptable, however the supervisor must confirm receipt of the notice.

   Supervisors are responsible for assessing eligibility and tracking leave time for each employee, with support from the Human Resources department as needed.

6. **Coordination with Other Leave(s):** Emergency Paid Sick Leave may be used in coordination (before or after) other accrued leave, however it may only be used through December 31, 2020. When applicable, EPSL will run concurrently with standard Federal FMLA leave.

Anacortes City Council

Proposed Agenda Items for the Next Eight Weeks Beginning April 13, 2020

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.

April 13, 2020

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April 20, 2020

•Ordinance 3069: An Interim Odinance Extending the Moritorium on the Acceptance of Certain Land Use Actions in the R4 Use Zone West of the Commercial Use Zone (Action)
•Access Anacortes Fiber Internet Update (Discussion)
•Monthly Finance Update and COVID-19 Impacts (Discussion)

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April 27, 2020

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May 4, 2020

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May 11, 2020

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May 18, 2020

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May 26, 2020

•Monthly Finance Update and COVID-19 Impacts (Discussion)

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June 1, 2020

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Upcoming City Council Committee Meetings

The public is welcome to attend City Council Committee Meetings.

•Public Works, Monday, Apr 6, 2020, 5:00 PM, Teleconference
•Port/City Liaison, Tuesday, Apr 7, 2020, 8:30 AM, CANCELLED
•Public Safety, Tuesday, Apr 7, 2020, 10:00 AM, Teleconference
•Finance, Wednesday, Apr 8, 2020, 5:00 PM, Teleconference
•Fiber, Thursday, Apr 9, 2020, 2:30 PM, Teleconference
•Housing Affordability & Community Services, Monday, Apr 13, 2020, 4:00 PM, Teleconference
•Planning, Monday, Apr 13, 2020, 5:00 PM, Teleconference
•Fiber, Thursday, Apr 16, 2020, 3:30 PM, Teleconference
•Public Works, Monday, Apr 20, 2020, 5:00 PM, Teleconference
•Finance, Wednesday, Apr 22, 2020, 5:00 PM, Teleconference

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