

TOWN OF LA CONNER

Council Packet

December 10, 2024



TOWN COUNCIL AGENDA

December 10, 2024, 6PM

Maple Hall.

204 Commercial Street

Skagit County Washington
Incorporated 1890
www.townoflaconner.org

I. Call to Order

II. Pledge of Allegiance

III. Public Comments (Limit: 3 minutes per person)

IV. Presentations:

V. CONSENT AGENDA

A. Consent Agenda (Approved without objection 5/0)

1. Approval of the Minutes: Council Meeting of November 26, 2024
2. Finance:
 - Approval of Accounts Payable
 - Approval Payroll

B. Items Removed from the Consent Agenda

VI. REPORTS

1. Chamber Report
2. Revenue /Expenditure Report
3. Department Head Reports
4. Mayor's Report
5. Council Committee Reports

VII. UNFINISHED BUSINESS:

1. Center Street Project - Discussion
2. Ordinance – 2024 Budget Amendments
3. **PUBLIC HEARING** – 2025 Final Budget
4. Ordinance – 2025 Budget
5. Agreement – Fire Boat
6. Resolution – Emergency Management Plan

VIII. NEW BUSINESS

1. Agreement – 2025 TIB Grant - Washington & Road Streets Pedestrian Improvements
2. Agreement – 2025 Public Restroom Cleaning (Frontline)
3. Mayor Pro Tem – Carlson
4. Cancelation of the December 24, 2024 Council Meeting

IX. MAYOR ROUNDTABLE:

X. EXECUTIVE SESSION:

There may be an executive session immediately preceding or following the meeting as allowed by RCW 42.30.110 and as announced by the presiding officer.

Town Hall Meetings are available for viewing only on our live portal at www.townoflaconner.com "technology permitting".

Consent Agenda

- 1) Approval of Minutes**
- 2) Approval of Accounts Payable**
- 3) Approval of Payroll**

Town of La Conner

Town Council Meeting

November 26, 2024 – 6:00 p.m.

The meeting of the La Conner Town Council was called to order at 6:00 p.m. by Mayor Hanneman.

Present: Councilmembers Taylor, Dole and Chamberlain.

Also present: Administrator Thomas, Finance Director DeGoede, Public Works Director Lease, Planner Davolio and WWTP Operator Wynn.

Councilmember Chamberlain moved to excuse Councilmembers Carlson and Wohleb. Motion seconded by Councilmember Dole. Motion carried 3/0.

Public Comments: No Public Comments

Presentations:

Assistant Planner Eills gave a status update on the Moore Clark Property Subarea Plan. The plan just defines the land uses allowable for the space. There has been a public survey with 104 responses to date, a public workshop in late September as well as opportunities for public comments submitted in writing and at regular Planning Commission meetings. There is an upcoming workshop on December 11th as well. The community has shown a strong desire for art, culture, music and community development spaces. The Bainbridge Artists Resource Network and the Jansen Art Center in Bellingham are great examples. Full survey results will be on the Town website.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the November 12, 2024 Council Meeting.

Accounts Payable:	Checks	27587 - 27621	\$179,777.20
	Electronic Pmts.	2018283 – Excise Tax	\$9,357.12
		2018284 – WA Fed Bank	\$107.14
		Total Accounts Payable	\$189,241.46

Payroll of October 18, 2024:	Checks 5996 - 6002	\$2,317.55
	Payroll Auto Tax Payment #2018282	\$8,991.40
	Payroll Auto Deposit	\$26,915.50
	Total Payroll	\$38,224.45

Councilmember Dole moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Taylor. Motion carried 3/0.

Administrator's Report:

Administrator Thomas discussed the 911 cost increase due to staffing costs. The Town will be paying \$5,474 for next year.

Mayor's Report:

Mayor Hanneman will be out of Town for a portion of December and the current Mayor Pro Tem will be as well. Council will need to appoint one of the remaining Councilmembers to the position.

Councilmember Dole moved to appoint Councilmember Chamberlain as Mayor Pro Tem through December 2024. Motion seconded by Councilmember Taylor. Motion Carried 3/0.

The Mayor also reported the Libraries Tiny Trees Auction and the Chambers Ladies Night Shopping were very successful. The Santa Breakfast and the Tree Lighting will be on December 7th. Also, she has met with the Port and they have approved the Fire Department to send out a letter to their residents requesting donations for the fireboat.

The Mayor also announced the Town has been awarded the TIB Pedestrian Improvement Grant of \$290,000 for next year.

Council Committee Reports:

Arts Commission:

Councilmember Taylor reported Art's Alive was a success and they plan to continue scheduling the event the last weekend of October. There are two positions on the Art's Commission that will have reached their term limits at the end of the year. Administrator Thomas is looking at removing the term limit.

Emergency Management Commission:

Councilmember Dole stated the Emergency Management Plan is ready for Council approval at the next meeting. Also, they have tested the emergency radios in Town Hall and all worked fine. They will continue testing every Tuesday as was done in the past. The Commission still has one open position.

Center Street Project:

There were discussions on the Town code and meeting with the County on the elevator issues.

Councilmember Chamberlain attended the AWC Small Cities and Towns Meeting. The common problems for cities and towns are infrastructure, policing, mental health and the need for grant writers.

2025 Budget Discussions:

Finance Director DeGoede noted there haven't been any significant changes since the last meeting. She will continue to update as needed for the final budget. There were discussions on possible efficiencies we can implement to reduce the cost of the utilities and what the professional services costs are throughout the budget.

Uniform Development Code Updates:

Planner Davolio explained most changes were for consistency with the State. He did add an area for water meters addressing required separation. There have been recent issues with shared meters in Town, such as condos all on one meter and then sold separately and commercial building sharing with residential. He is requesting the Council for a preliminary approval for State review.

Councilmember Chamberlain moved to approve the Preliminary Uniform Development Code Updates for the State Review. Motion seconded by Councilmember Dole. Motion carried 3/0.

Agreement – Water Wastewater Services:

Administrator Thomas explained this is for operating the treatment plant. There were a few revisions, such as addressing after hours costs. The 2025 cost will be \$471,725, with an annual CPI increase, capped at 4%, each year after.

Councilmember Taylor moved to approve the Mayor to sign the agreement with Water Wastewater Services. Motion seconded by Councilmember Dole. Motion carried 3/0.

Agreement – Skagit County Sheriff Policing Services:

Administrator Thomas stated the agreement already had all the services we needed so there were no negotiations. As discussed at the previous meeting, there is a 13% increase for 2025.

Councilmember Chamberlain moved to approve the Mayor to sign the agreement with the Skagit County Sheriff's for policing services. Motion seconded by Councilmember Tayler. Motion carried 3/0.

Agreement – Western Fire Works:

Administrator Thomas stated this has been before Council for the last few meetings. He did talk to them about a price reduction, but it is not really feasible. The cost remains the same. Discussions included looking at other options at a less cost.

Councilmember Chamberlain moved to approve the Mayor to sign the Professional Service Agreement with Western Firework for the 4th of July display, but with the condition to review other options for next time. Motion seconded by Councilmember Dole. Motion carried 3/0.

Agreement - Skagit County Interlocal Agreement for Senior Center Funding:

Finance Director DeGoede noted this is an annual agreement to help fund our Senior Center.

Councilmember Dole moved to approve the Mayor to sign the Interlocal Agreement with Skagit County for the Senior Center Funding. Motion seconded by Councilmember Taylor. Motion carried 3/0.

Mayor Roundtable: No Discussions

There being no further business the meeting ended at 6:54 p.m.

Maria DeGoede, Finance Director

Marna Hanneman, Mayor



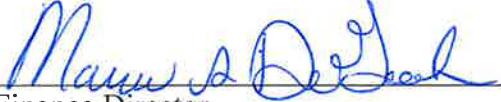
TOWN OF LA CONNER

CLAIMS CLEARING

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that the merchandise or services hereinafter specified for **the December 10, 2024** **Claims** have been received and that;

Checks Numbered:	27622 - 27665	\$117,899.96
Auto Payments:	#2018290 – US Bank	\$55.03
	#2018291 – Invoice Cloud	\$198.20

Are approved for a total payment of \$118,153.19 this 10th day of December 2024.

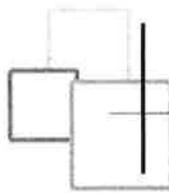


Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal: : 2024 - December
Council Date: : 2024 - December - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Badger Meter, Inc.	27622			2024 - December - 1st Council Meeting	
		Invoice - 80177134			
			Water Meter Hosting		
			401-000-534-80-41-00	Professional Services	\$57.01
				Hosting Serv Unit	
		Total Invoice - 80177134			\$57.01
	Total 27622				\$57.01
Total Badger Meter, Inc.					\$57.01
Beckwith Consulting Group	27623			2024 - December - 1st Council Meeting	
		Invoice - INV-3-BW			
			Moore Clark Subarea Plan PMT 3		
			001-000-558-60-41-02	Professional Services	\$12,844.23
		Total Invoice - INV-3-BW			\$12,844.23
	Total 27623				\$12,844.23
Total Beckwith Consulting Group					\$12,844.23
Bowman Consulting Group Ltd.	27624			2024 - December - 1st Council Meeting	
		Invoice - 4067-22411028			
			Tribal Rate		
			409-000-535-80-41-00	Professional Services	\$3,476.25
		Total Invoice - 4067-22411028			\$3,476.25
	Total 27624				\$3,476.25
Total Bowman Consulting Group Ltd.					\$3,476.25
Community to Community	27625			2024 - December - 1st Council Meeting	
		Invoice - ComComDevDepRev10/20/24			
			Community to Community Dev. Dep Ref 10/20/24		
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$248.06
		Total Invoice - ComComDevDepRev10/20/24			\$248.06
	Total 27625				\$248.06
Total Community to Community					\$248.06

Vendor	Number	Reference	Account Number	Description	Amount
Copiers Northwest					
	27626			2024 - December - 1st Council Meeting	
		Invoice - INV2919511			
		Copies			
		001-000-518-30-31-00		Office & Operating Supplies	\$123.73
		70			
		401-000-534-80-31-00		Office & Operating Supplies	\$26.51
		15			
		409-000-535-80-31-00		Office & Operating Supplies	\$26.51
		15			
		Total Invoice - INV2919511			\$176.75
	Total 27626				\$176.75
Total Copiers Northwest					\$176.75
Crystal Springs					
	27627			2024 - December - 1st Council Meeting	
		Invoice - 5383122 112724			
		Distilled Water			
		409-000-535-80-31-02		Lab Supplies	\$59.57
		WWTP Distilled Water			
		Total Invoice - 5383122 112724			\$59.57
	Total 27627				\$59.57
Total Crystal Springs					\$59.57
David Evans & Associates Inc.					
	27628			2024 - December - 1st Council Meeting	
		Invoice -575280			
		Water System Plan			
		401-000-594-34-64-02		Capital Projects	\$644.86
		Total Invoice -575280			\$644.86
		Invoice -575281			
		Water System Plan			
		401-000-594-34-64-02		Capital Projects	\$5,190.34
		Total Invoice -575281			\$5,190.34
	Total 27628				\$5,835.20
Total David Evans & Associates Inc.					\$5,835.20
Edge Analytical					
	27629			2024 - December - 1st Council Meeting	
		Invoice - 24-33196			
		Effluent & Influent Testing			
		409-000-535-80-48-05		Materials/Testing	\$591.00
		Sewer Testing			
		Total Invoice - 24-33196			\$591.00

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 24-33904			
		Effluent & Influent Testing			
		409-000-535-80-48-05		Materials/Testing	\$388.50
		Sewer Testing			
		Total Invoice - 24-33904			\$388.50
		Invoice - 24-34601			
		Effluent Testing			
		409-000-535-80-48-05		Materials/Testing	\$49.50
		Sewer Testing			
		Total Invoice - 24-34601			\$49.50
		Invoice - 24-35424			
		Effluent Testing			
		409-000-535-80-48-05		Materials/Testing	\$49.50
		Sewer Testing			
		Total Invoice - 24-35424			\$49.50
		Invoice - 24-35812			
		Coliform Testing			
		401-000-534-80-41-00		Professional Services	\$25.00
		Water Testing Samples			
		Total Invoice - 24-35812			\$25.00
	Total 27629				\$1,103.50
Total Edge Analytical					\$1,103.50
Farmers Equipment Company Inc					
	27630			2024 - December - 1st Council Meeting	
		Invoice - BUR2011712			
		Repair to the Pump			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$598.08
		Total Invoice - BUR2011712			\$598.08
	Total 27630				\$598.08
Total Farmers Equipment Company Inc					\$598.08
Fastenal Company					
	27631			2024 - December - 1st Council Meeting	
		Invoice - WAANA159261			
		Garbage Bags & TP			
		003-000-575-50-31-05		Public Restroom Supplies	\$695.93
		Total Invoice - WAANA159261			\$695.93
	Total 27631				\$695.93
Total Fastenal Company					\$695.93

Vendor	Number	Reference	Account Number	Description	Amount
Grainger	27632			2024 - December - 1st Council Meeting	
		Invoice - 9324306373			
		Sand Bags			
		409-000-535-80-31-00		Office & Operating Supplies	\$71.12
		Total Invoice - 9324306373			\$71.12
	Total 27632				\$71.12
Total Grainger					\$71.12
H.D. Fowler Company	27633			2024 - December - 1st Council Meeting	
		Invoice - 16886775			
		Concrete Catch Basins, Frames & Gaskets			
		403-000-531-38-48-03		System Repair & Maintenance	\$1,317.81
		Total Invoice - 16886775			\$1,317.81
		Invoice - 16890769			
		PVC Sewer Pipes, Insert Tee & Coupling			
		403-000-531-38-48-03		System Repair & Maintenance	\$1,066.54
		Total Invoice - 16890769			\$1,066.54
	Total 27633				\$2,384.35
Total H.D. Fowler Company					\$2,384.35
Invoice Cloud	2018291			2024 - December - 1st Council Meeting	
		Invoice - 1022-2024-11			
		Utility ACH Fees			
		001-000-514-23-41-03		Bank Service Charges	\$198.20
		Total Invoice - 1022-2024-11			\$198.20
	Total 2018291				\$198.20
Total Invoice Cloud					\$198.20
Jennifer Selvig	27634			2024 - December - 1st Council Meeting	
		Invoice - SelvigGCDepRef11/30/24			
		Selvig Garden Club Dep Ref 11/30/24			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$250.00
		Total Invoice - SelvigGCDepRef11/30/24			\$250.00
	Total 27634				\$250.00
Total Jennifer Selvig					\$250.00

Vendor	Number	Reference	Account Number	Description	Amount
La Conner Arts Foundation					
	27635			2024 - December - 1st Council Meeting	
		Invoice - LCArts2024HMPMT			
		2024 Hotel Motel Disbursement			
		123-000-573-90-30-07		LC Arts Foundation	\$7,253.02
		Total Invoice - LCArts2024HMPMT			\$7,253.02
	Total 27635				\$7,253.02
Total La Conner Arts Foundation					\$7,253.02
La Conner Library Foundation					
	27636			2024 - December - 1st Council Meeting	
		Invoice - LCLibraryMHDepRef11/23/24			
		La Conner Library Maple Hall Dep Ref 11/23/24			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$862.50
		Total Invoice - LCLibraryMHDepRef11/23/24			\$862.50
	Total 27636				\$862.50
Total La Conner Library Foundation					\$862.50
La Conner School District					
	27637			2024 - December - 1st Council Meeting	
		Invoice - LCSchool2024			
		2024 Braves After School Program			
		002-000-571-09-41-00		Parks & Rec Programs	\$10,000.00
		Total Invoice - LCSchool2024			\$10,000.00
	Total 27637				\$10,000.00
Total La Conner School District					\$10,000.00
La Conner Weekly News					
	27638			2024 - December - 1st Council Meeting	
		Invoice - 10499-1			
		Senior Center Ad			
		001-000-575-50-41-00		Senior Center Prof Services	\$28.80
		Total Invoice - 10499-1			\$28.80
		Invoice - 10508			
		Senior Center Ad			
		001-000-575-50-41-00		Senior Center Prof Services	\$28.80
		Total Invoice - 10508			\$28.80
		Invoice - 10548			
		Senior Center Ad			
		001-000-575-50-41-00		Senior Center Prof Services	\$28.80
		Total Invoice - 10548			\$28.80
		Invoice - 10587			
		Senior Center Ad			
		001-000-575-50-41-00		Senior Center Prof Services	\$28.80
		Total Invoice - 10587			\$28.80

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 10708			
		Senior Center Ad			
		001-000-575-50-41-00		Senior Center Prof Services	\$28.80
		Total Invoice - 10708			\$28.80
		Invoice - 10863			
		Senior Center Ad			
		001-000-575-50-41-00		Senior Center Prof Services	\$28.80
		Total Invoice - 10863			\$28.80
		Invoice - 10992			
		Senior Center Ad			
		001-000-575-50-41-00		Senior Center Prof Services	\$28.80
		Total Invoice - 10992			\$28.80
		Invoice - 11894			
		Publish Notice of Public Hearing - Preliminary Budget & Levy Taxes			
		001-000-514-23-44-00		Advertising	\$69.00
		Total Invoice - 11894			\$69.00
		Invoice - 11906			
		Publishing of Ord. 1251			
		001-000-514-23-44-00		Advertising	\$48.00
		Total Invoice - 11906			\$48.00
		Invoice - 11907			
		Notice of Deter/NonSig for UDC Chapter 15			
		001-000-558-60-44-00		Advertising	\$127.00
		Total Invoice - 11907			\$127.00
		Total 27638			\$445.60
		Total La Conner Weekly News			\$445.60
Mac & Mac Electric					
	27639			2024 - December - 1st Council Meeting	
		Invoice - 8031-24			
		New Motor for Compost Mixer			
		412-000-554-90-48-06		Compost Machinery/Equip	\$3,230.98
		Total Invoice - 8031-24			\$3,230.98
		Total 27639			\$3,230.98
	Total Mac & Mac Electric				\$3,230.98
Michael Davolio, AICP					
	27640			2024 - December - 1st Council Meeting	
		Invoice - #46			
		Nov 2024 Planning Charges			
		001-000-558-60-41-00		Professional Services - Planner	\$4,860.00
		Total Invoice - #46			\$4,860.00
	Total 27640				\$4,860.00
	Total Michael Davolio, AICP				\$4,860.00

Vendor	Number	Reference	Account Number	Description	Amount
Municipal Emergency SVCS					
	27641			2024 - December - 1st Council Meeting	
		Invoice - IN2153269		SCBA Flow Testing, Battery Sensor & Battery Board Replacement	
			001-000-522-20-48-03	Equip. Repair & Maintenance	\$2,164.98
		Total Invoice - IN2153269			\$2,164.98
	Total 27641				\$2,164.98
Total Municipal Emergency SVCS					\$2,164.98
Nelson-Reisner					
	27642			2024 - December - 1st Council Meeting	
		Invoice - 0878532-IN		WWTP Fuel	
			412-000-554-90-32-00	Fuel	\$2,537.40
		Total Invoice - 0878532-IN			\$2,537.40
	Total 27642				\$2,537.40
Total Nelson-Reisner					\$2,537.40
Nelson-Reisner					
	27643			2024 - December - 1st Council Meeting	
		Invoice - CL84644		Fire Dept./Code Enforcement Fuel	
			001-000-521-70-32-00	Fuel	\$27.06
			Code Enf. 1/2 Maverick Truck		
			001-000-522-20-32-00	Fuel	\$346.05
			Fire Dept.		
		Total Invoice - CL84644			\$373.11
		Invoice - CL84645		Public Works Fuel	
			401-000-534-80-32-00	Fuel	\$792.41
			Public Works		
		Total Invoice - CL84645			\$792.41
	Total 27643				\$1,165.52
Total Nelson-Reisner					\$1,165.52
North Central Laboratory					
	27644			2024 - December - 1st Council Meeting	
		Invoice - 512458		Petri Dish w Pad & M-FC Broth	
			409-000-535-80-31-02	Lab Supplies	\$286.15
		Total Invoice - 512458			\$286.15
	Total 27644				\$286.15
Total North Central Laboratory					\$286.15

Vendor	Number	Reference	Account Number	Description	Amount
NP Information Systems					
	27645			2024 - December - 1st Council Meeting	
		Invoice - 192589			
			Phones		
			001-000-518-30-42-00	Communications	\$344.08
			Town Hall 70%		
			001-000-522-20-42-00	Communications	\$49.15
			Fire Dept. 10%		
			401-000-534-80-42-00	Communications	\$49.15
			Public Works 10%		
			409-000-535-80-42-00	Communications	\$49.15
			WWTP 10%		
			Total Invoice - 192589		\$491.53
		Total 27645			\$491.53
Total NP Information Systems					\$491.53
ORCA Communication Systems					
	27646			2024 - December - 1st Council Meeting	
		Invoice - 41634			
			Firefighter Background Check - Guy		
			001-000-522-20-41-00	Professional Services	\$50.00
			Total Invoice - 41634		\$50.00
		Total 27646			\$50.00
Total ORCA Communication Systems					\$50.00
Port of Skagit Co.					
	27647			2024 - December - 1st Council Meeting	
		Invoice - POSDec2024			
			Public Works Lease		
			002-000-576-80-45-00	Rents & Leases - Short Term	\$247.88
			10% PW Lease		
			003-000-575-50-48-06	Rents & Leases Short Term	\$247.88
			10% PW Lease		
			005-000-542-65-49-03	Rentals/Leases - Short Term	\$247.88
			10% PW Lease		
			401-000-534-80-45-00	Rents & Leases - Short Term	\$991.54
			40% PW Lease		
			403-000-531-38-45-00	Rents & Leases - Short Term	\$743.65
			30% PW Lease		
			Total Invoice - POSDec2024		\$2,478.83
		Total 27647			\$2,478.83
Total Port of Skagit Co.					\$2,478.83

Vendor	Number	Reference	Account Number	Description	Amount
Sam Banaszak	27648			2024 - December - 1st Council Meeting	
		Invoice - 15757704		Reimb Banaszak - Parts for Chain Saw Repair	
			001-000-522-20-48-03	Equip. Repair & Maintenance	\$88.43
		Total Invoice - 15757704			\$88.43
	Total 27648				\$88.43
Total Sam Banaszak					\$88.43
Skagit County Public Health Dept	27649			2024 - December - 1st Council Meeting	
		Invoice - 7828		3rd Qtr. Liquor Tax	
			001-000-566-00-41-16	Alcoholism	\$255.08
		Total Invoice - 7828			\$255.08
	Total 27649				\$255.08
Total Skagit County Public Health Dept					\$255.08
Skagit County Sheriff Office	27650			2024 - December - 1st Council Meeting	
		Invoice - SkCoNov20254JailTax		Nov 2024 County Jail Tax	
			631-000-589-40-00-00	Special Use Tax - County Jail	\$5,401.43
				Special Use Tax - County Jail	
		Total Invoice - SkCoNov20254JailTax			\$5,401.43
	Total 27650				\$5,401.43
Total Skagit County Sheriff Office					\$5,401.43
SonshineTree Care	27651			2024 - December - 1st Council Meeting	
		Invoice - 2190		Review Tree Protection Ordinance	
			001-000-558-60-41-02	Professional Services	\$487.50
		Total Invoice - 2190			\$487.50
	Total 27651				\$487.50
Total SonshineTree Care					\$487.50
State of WA Department of Licensing	27652			2024 - December - 1st Council Meeting	
		Invoice - NotRenew12/2024		Notary Renewal - DeGoede	
			001-000-518-30-31-00	Office & Operating Supplies	\$47.00
		Total Invoice - NotRenew12/2024			\$47.00
	Total 27652				\$47.00
Total State of WA Department of Licensing					\$47.00

Vendor	Number	Reference	Account Number	Description	Amount
TK Elevator Corporation	27653			2024 - December - 1st Council Meeting	
		Invoice - 13008238276			
		Elevator Maint.			
		003-000-575-50-48-01		Building Repair & Maint-MH/MC	\$1,009.62
		Total Invoice - 13008238276			\$1,009.62
					\$1,009.62
					\$1,009.62
					\$1,009.62
Total TK Elevator Corporation					
T-Mobile	27654			2024 - December - 1st Council Meeting	
		Invoice - TMobile12/2024			
		Cell Phones			
		001-000-575-50-42-00		Senior Center Communications	\$40.44
		401-000-534-80-42-00		Communications	\$423.38
		Total Invoice - TMobile12/2024			\$463.82
					\$463.82
					\$463.82
					\$463.82
Total T-Mobile					
Town of La Conner	27655			2024 - December - 1st Council Meeting	
		Invoice - TOLWtrChgs11/2024			
		Nov 2024 Water Charges			
		001-000-518-30-47-00		Public Utility Services	\$184.44
		204 Douglas - Town Hall			
		001-000-522-20-47-00		Public Utility Services	\$230.90
		Fire Hall - 12142 Chilberg			
		002-000-576-80-47-00		Public Utility Services	\$73.87
		Skateboard Park - 528 6th Street			
		002-000-576-80-47-00		Public Utility Services	\$73.87
		Washington Street Park			
		002-000-576-80-47-00		Public Utility Services	\$46.82
		Benton Street Stairs			
		002-000-576-80-47-00		Public Utility Services	\$46.82
		Flag Pole/Monument			
		002-000-576-80-47-00		Public Utility Services	\$122.90
		Pioneer Park			
		002-000-576-80-47-00		Public Utility Services	\$100.92
		1st Street Merchant Park			
		002-000-576-80-48-01		Building Repair & Maintenance	\$49.89
		Waterfront Park Irrigation #1			
		002-000-576-80-48-01		Building Repair & Maintenance	\$46.82
		Waterfront Park Irrigation #2			
		003-000-575-50-47-01		Public Utility Services-MH/MC	\$316.95
		108 Commercial - Maple Hall			

Vendor	Number	Reference	Account Number	Description	Amount
			003-000-575-50-47-02	Public Utility Services-GC 622 South 2nd St - GC	\$113.33
			003-000-575-50-47-05	Public Utility Svcs-Restrooms 613 South First St Restroom	\$243.00
			003-000-575-50-47-05	Public Utility Svcs-Restrooms 304 Morris St Restroom	\$196.94
			401-000-534-80-47-00	Public Utility Services 604 Third St N - PW Office	\$121.06
			401-000-534-80-47-00	Public Utility Services PW Washpad - 12142 Chilberg	\$138.20
			409-000-535-80-47-00	Public Utility Services WWTP Belt Filter Press	\$1,198.14
			409-000-535-80-47-00	Public Utility Services WWTP Hydrant	\$185.31
			409-000-535-80-47-00	Public Utility Services Dunlap Street Pump	\$73.87
			409-000-535-80-47-00	Public Utility Services WWTP - 12154 Chilberg Road	\$153.55
			Total Invoice - TOLWtrChgs11/2024		\$3,717.60
	Total 27655				\$3,717.60
Total Town of La Conner					\$3,717.60
ULINE					
	27656			2024 - December - 1st Council Meeting	
				Invoice - 185960171	
				Dog Waste System Dispenser	
				002-000-576-80-48-01	Building Repair & Maintenance
				Total Invoice - 185960171	
	Total 27656				\$186.01
Total ULINE					\$186.01
					\$186.01
					\$186.01
United Site Services					
	27657			2024 - December - 1st Council Meeting	
				Invoice - INV-4965177	
				Port a Potty - John Hammer Park	
				002-000-576-80-41-00	Professional Services
				Total Invoice - INV-4965177	
					\$201.75
					\$201.75
				Invoice - INV-4969014	
				Port a Potty - Waterfront Park	
				002-000-576-80-41-00	Professional Services
				Total Invoice - INV-4969014	
					\$213.25
					\$213.25

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - INV-4969527			
		Port a Potty - 6th & Morris			
		002-000-576-80-41-00		Professional Services	\$215.44
		Total Invoice - INV-4969527			\$215.44
					\$630.44
					\$630.44
	Total 27657				
Total United Site Services					
Urban Forest Nursery					
	27658				
		2024 - December - 1st Council Meeting			
		Invoice - 10534			
		Trees (Maple & Elm)			
		002-000-576-80-48-01		Building Repair & Maintenance	\$445.26
		Total Invoice - 10534			\$445.26
					\$445.26
					\$445.26
	Total 27658				
Total Urban Forest Nursery					
US Bank-Parking Meter Fees					
	2018290				
		2024 - December - 1st Council Meeting			
		Invoice - USBnkNov2024			
		Payment Station Fees			
		002-000-576-80-41-00		Professional Services	\$27.51
		Moorage/Launch Processing Fees			
		005-000-542-65-48-00		Repair & Maintenance	\$27.52
		Parking Lot Processing Fees			
		Total Invoice - USBnkNov2024			\$55.03
					\$55.03
					\$55.03
	Total 2018290				
Total US Bank-Parking Meter Fees					
USA Bluebook					
	27659				
		2024 - December - 1st Council Meeting			
		Invoice - INV00543454			
		Manhole Cover Cushion Gasket Rope			
		409-000-535-80-48-03		Pipe Repair & Maintenance	\$233.38
		Total Invoice - INV00543454			\$233.38
		Invoice - INV00548568			
		Tracing Dye			
		409-000-535-80-48-03		Pipe Repair & Maintenance	\$153.13
		Total Invoice - INV00548568			\$153.13
					\$386.51
					\$386.51
	Total 27659				
Total USA Bluebook					

Vendor	Number	Reference	Account Number	Description	Amount
Utilities Underground Locate					
	27660			2024 - December - 1st Council Meeting	
		Invoice - 4110728			
			Underground Locates		
			401-000-534-80-41-00	Professional Services	\$3.96
			Notifications		
			Total Invoice - 4110728		\$3.96
		Total 27660			\$3.96
Total Utilities Underground Locate					\$3.96
Ven Tek International					
	27661			2024 - December - 1st Council Meeting	
		Invoice - 147109			
			Payment Station Monitoring Fees		
			002-000-576-80-41-00	Professional Services	\$203.63
			005-000-542-65-48-00	Repair & Maintenance	\$203.62
			Total Invoice - 147109		\$407.25
		Total 27661			\$407.25
Total Ven Tek International					\$407.25
Waste Management of Skagit					
	27662			2024 - December - 1st Council Meeting	
		Invoice - 2673416-0043-0			
			Recycle/Garbage		
			409-000-535-80-47-00	Public Utility Services	\$729.76
			WWTP		
			Total Invoice - 2673416-0043-0		\$729.76
		Invoice - 2673588-0043-6			
			Recycle/Garbage		
			001-000-518-30-47-00	Public Utility Services	\$508.04
			Town Hall/Sheriff		
			Total Invoice - 2673588-0043-6		\$508.04
		Invoice - 2674213-0043-0			
			Garbage		
			005-000-543-50-48-04	Refuse Disposal	\$806.06
			Public Works		
			Total Invoice - 2674213-0043-0		\$806.06
		Invoice - 2674546-0043-3			
			Garbage		
			001-000-522-20-47-00	Public Utility Services	\$52.74
			Fire Dept.		
			Total Invoice - 2674546-0043-3		\$52.74
		Total 27662			\$2,096.60
Total Waste Management of Skagit					\$2,096.60

Vendor Number	Reference	Account Number	Description	Amount
Water-Wasterwater Services 27663			2024 - December - 1st Council Meeting	
	Invoice - 60073		Nov 2024 WWTP Charges	
		409-000-535-80-41-03	Plant Operator	\$19,333.48
			Sewer Plant Operations	
		409-000-535-80-48-01	Plant Repair & Maintenance	\$656.38
			Reimbursables	
		412-000-554-90-41-05	Compost Operator	\$18,083.65
			Compost Operations	
	Total Invoice - 60073			\$38,073.51
Total 27663				\$38,073.51
Total Water-Wasterwater Services				\$38,073.51
Wave Broadband 27664			2024 - December - 1st Council Meeting	
	Invoice - Wave12/2024		Phones & Internet	
		401-000-534-80-42-00	Communications	\$347.14
			PW Office Internet & phones - 604 3rd N	
		409-000-535-80-42-00	Communications	\$35.66
			WWTP Marina Lift Station	
	Total Invoice - Wave12/2024			\$382.80
Total 27664				\$382.80
Total Wave Broadband				\$382.80
Wycoff Insurance Agency, Inc. 27665			2024 - December - 1st Council Meeting	
	Invoice - 144491V		Notary Bond - Viola	
		001-000-514-23-41-00	Professional Services	\$115.58
	Total Invoice - 144491V			\$115.58
	Invoice - 144493D		Notary Bond Renewal - DeGoede	
		001-000-514-23-41-00	Professional Services	\$75.00
	Total Invoice - 144493D			\$75.00
Total 27665				\$190.58
Total Wycoff Insurance Agency, Inc.				\$190.58
Grand Total	Vendor Count	46		\$118,153.19



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **November 16, 2024** through **November 30, 2024** are a just, due and unpaid obligation against the Town of La Conner, and that I am authorized to certify to said claim.

Maria DeGoede
Maria DeGoede, Finance Director

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that:

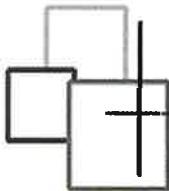
Payroll checks numbered 6003 through 6010	\$2,405.08	
Auto Payments:		
AWC Insurance	#2018285	\$10,743.68
Deferred Comp.	#2018286	\$2,488.74
PERS Retirement	#2018287	\$11,829.95
Teamsters Insurance	#2018288	\$8,926.00
Payroll Taxes	#2018289	\$9,933.25
Payroll Auto Deposit		\$27,706.99

are approved for a total payment of **74,033.69** this 10th day of December, 2024.

Councilmember – Finance Committee

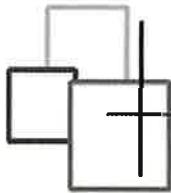
Councilmember – Finance Committee

Councilmember



Register

Number	Name	Fiscal Description	Cleared	Amount
6003	Dept of Labor & Industry	2024 - December - 1st Council Meeting		\$900.36
6004	Employment Security	2024 - December - 1st Council Meeting		\$76.70
6005	Empower Annuity Ins. Co of America	2024 - December - 1st Council Meeting		\$275.00
6006	North Coast Credit Union	2024 - December - 1st Council Meeting		\$150.00
6007	Paid Family & Medical Leave	2024 - December - 1st Council Meeting		\$211.40
6008	Teamsters Local No. 231	2024 - December - 1st Council Meeting		\$186.50
6009	Wa Cares Fund	2024 - December - 1st Council Meeting		\$135.02
6010	Washington State Support Registry	2024 - December - 1st Council Meeting		\$470.10
2018285	AWC Employee Benefit Trust	2024 - December - 1st Council Meeting		\$10,743.68
2018286	Dept of Retirement - Def Comp	2024 - December - 1st Council Meeting		\$2,488.74
2018287	Dept of Retirement Systems	2024 - December - 1st Council Meeting		\$11,829.95
2018288	WA Teamsters Welfare Trust	2024 - December - 1st Council Meeting		\$8,926.00
2018289	Washington Federal	2024 - December - 1st Council Meeting		\$9,933.25
<u>Direct Deposit Run -</u> <u>12/2/2024</u>	Payroll Vendor	2024 - December - 1st Council Meeting		\$27,706.99
				\$74,033.69



Register Activity

Name	Reference	Posting Reference	Detail Amount
Direct Deposit Run - 12/2/2024	Payroll Vendor	2024 - December - 1st Council Meeting	\$27,706.99
Carlson, Ivan J	ACH Pay - 7343	Posting Run - 12/2/2024 10:35:00 AM	\$136.65
Chamberlain, MaryLee S	ACH Pay - 7356	Posting Run - 12/2/2024 10:35:00 AM	\$136.65
Dole, Richard L	ACH Pay - 7358	Posting Run - 12/2/2024 10:35:00 AM	\$1.65
Eills, Ajah G	ACH Pay - 7345	Posting Run - 12/2/2024 10:35:00 AM	\$1,864.40
Hanneman, Marna E	ACH Pay - 7354	Posting Run - 12/2/2024 10:35:00 AM	\$324.83
Herring, Jennifer M	ACH Pay - 7346	Posting Run - 12/2/2024 10:35:00 AM	\$1,481.71
Johnson, Brittany	ACH Pay - 7362	Posting Run - 12/2/2024 10:35:00 AM	\$519.04
Kerley-DeGoede, Maria A	ACH Pay - 7355	Posting Run - 12/2/2024 10:35:00 AM	\$2,293.47
Lease, Brian	ACH Pay - 7349	Posting Run - 12/2/2024 10:35:00 AM	\$2,850.42
Palaniuk, Kevin R	ACH Pay - 7360	Posting Run - 12/2/2024 10:35:00 AM	\$2,298.51
Park, Todd W	ACH Pay - 7344	Posting Run - 12/2/2024 10:35:00 AM	\$2,332.20
Peña-Ayon, Manuel A	ACH Pay - 7352	Posting Run - 12/2/2024 10:35:00 AM	\$1,415.05
Reinstra, Aaron M.	ACH Pay - 7357	Posting Run - 12/2/2024 10:35:00 AM	\$1,996.08
Sherman, Albert R	ACH Pay - 7351	Posting Run - 12/2/2024 10:35:00 AM	\$2,113.12
Smith, Christopher	ACH Pay - 7348	Posting Run - 12/2/2024 10:35:00 AM	\$2,754.66
Taylor, Anne M	ACH Pay - 7359	Posting Run - 12/2/2024 10:35:00 AM	\$136.65
Thomas, Scott G	ACH Pay - 7347	Posting Run - 12/2/2024 10:35:00 AM	\$3,053.74
Viola, Angela T	ACH Pay - 7350	Posting Run - 12/2/2024 10:35:00 AM	\$1,861.51
Wohleb, Mary M	ACH Pay - 7361	Posting Run - 12/2/2024 10:35:00 AM	\$136.65
			\$27,706.99

Reports

- 1) Chamber Report**
- 2) Revenue/Expenditure Report**
- 3) Department Head Reports**
- 4) Mayor's Report**
- 5) Council Committee Reports**

Revenue/Expenditure Report

Department Head Reports

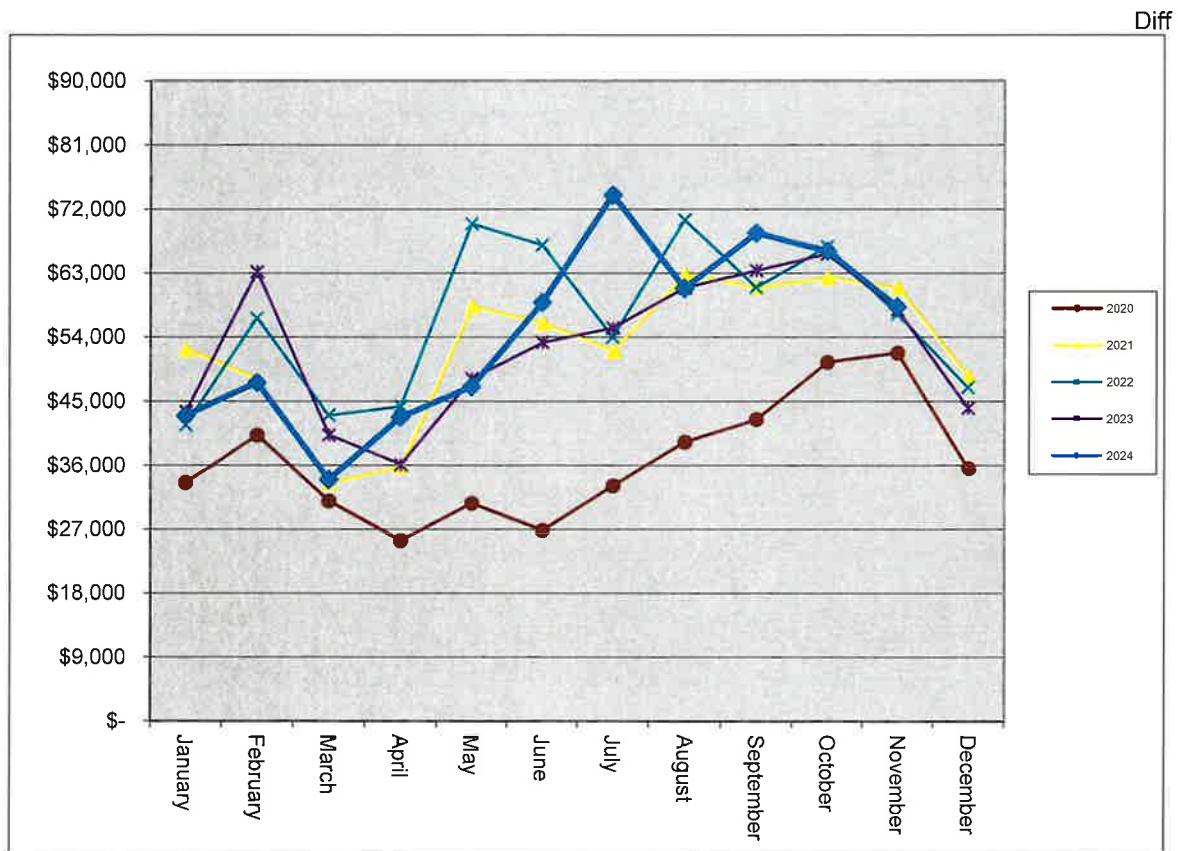
TOWN OF LA CONNER
Monthly Treasurer's Report
November 2024 - Year to Date

Fund	Fund Name:	Budget	Revenues to Date	% of Budget	Budget	Expenditures to Date	% of Budget
001	General Fund	1,491,390	1,489,225	100%	2,479,003	1,639,204	66%
002	Park & Port	236,986	244,102	103%	390,532	260,753	67%
003	Facilities	537,906	391,862	73%	574,802	482,240	84%
004	Public Art	3,226	2,876	89%	2,500	908	36%
005	Streets	1,149,843	253,018	22%	1,218,696	304,044	25%
123	Hotel Motel	141,200	188,778	134%	342,111	88,242	26%
214	Fire Hall Loan	50,492	50,164	99%	39,125	39,124	100%
303	Flood Control	500	1,242	248%	500	179	0%
304	REET 1	36,790	66,909	182%	500	408	0%
305	REET 2	36,810	66,989	182%	200,500	200,408	0%
401	Water	1,242,027	1,265,570	102%	1,337,148	1,104,944	83%
403	Storm Drainage	367,383	334,607	91%	651,556	469,153	72%
409	Sewer	995,364	824,345	83%	1,116,569	628,643	56%
412	Sewer Compost	1,256,702	1,079,323	86%	1,244,152	726,926	58%
TOTALS		7,546,619	6,259,011	83%	9,597,694	5,945,175	62%

Town of La Conner

Sales Tax Receipts

Month	2020	2021	2022	2023	2024	
January	33,427.50	52,155.18	41,561.10	43,390.62	42,874.71	
February	40,192.52	48,035.77	56,546.93	63,103.16	47,549.13	
March	30,913.88	33,430.43	42,937.78	40,187.49	33,929.53	
April	25,318.90	35,756.91	44,209.82	36,015.58	42,670.99	
May	30,598.74	58,286.79	69,865.79	48,072.92	46,949.42	
June	26,758.90	55,900.26	66,878.23	53,129.86	58,778.05	
July	33,062.15	52,061.10	53,917.06	55,178.70	73,967.99	
August	39,233.38	62,720.18	70,383.49	60,820.03	60,799.96	
September	42,409.55	60,971.61	60,899.83	63,276.38	68,591.27	
October	50,406.48	62,268.96	66,647.98	65,602.87	65,989.67	
November	51,733.86	60,911.19	57,164.48	57,728.51	58,132.76	
December	35,510.27	48,334.16	46,910.27	43,947.09		
TOTAL	439,566.13	630,832.54	677,922.76	630,453.21	600,233.48	98.53%
Budgeted	469,860.00	328,202.00	492,303.00	609,181.00	609,181.00	
Rec Year to Date	439,566.13	630,832.54	677,922.76	630,453.21	600,233.48	
Annual Monthly Avg	36,630.51	52,569.38	56,493.56	52,537.77	50,019.46	
Amount needed to meet budget:						8,947.52

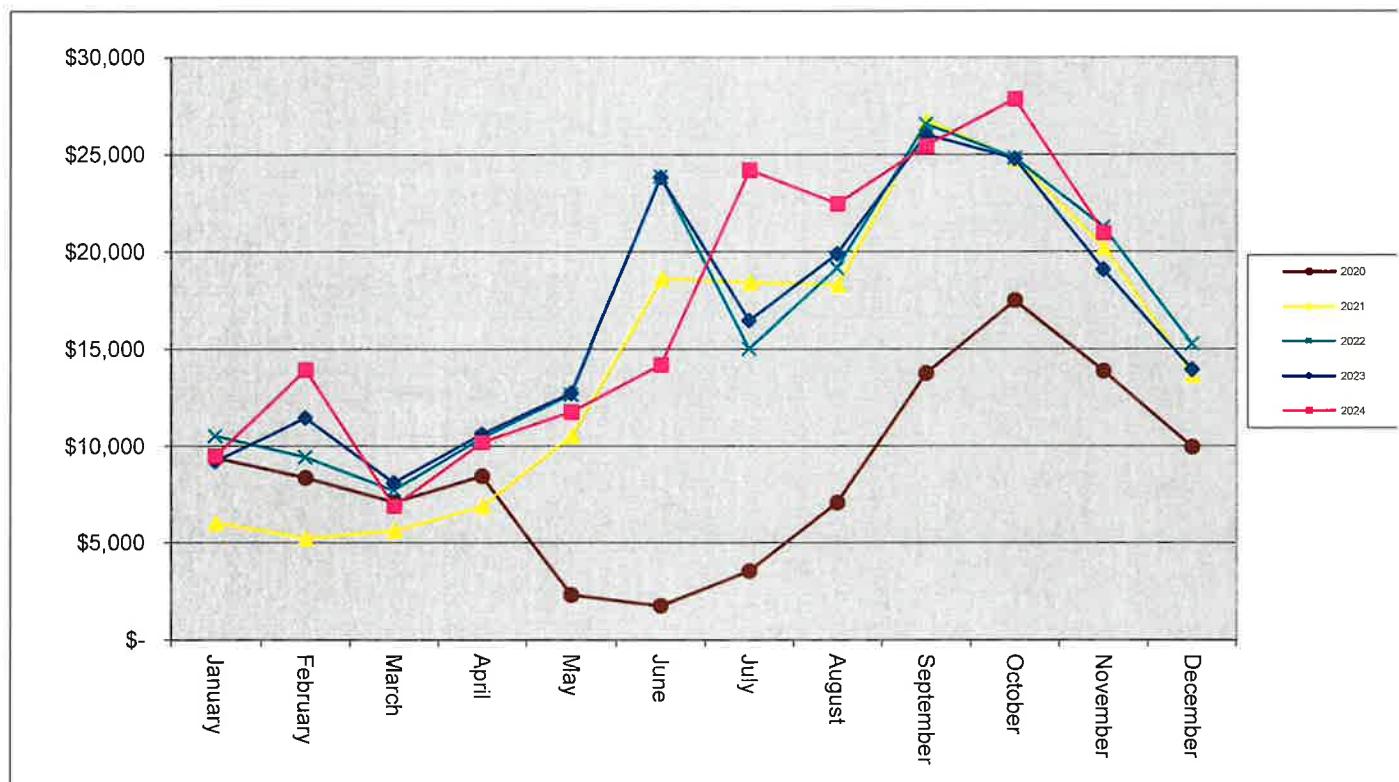


Town of La Conner

Annual Hotel/Motel Receipts

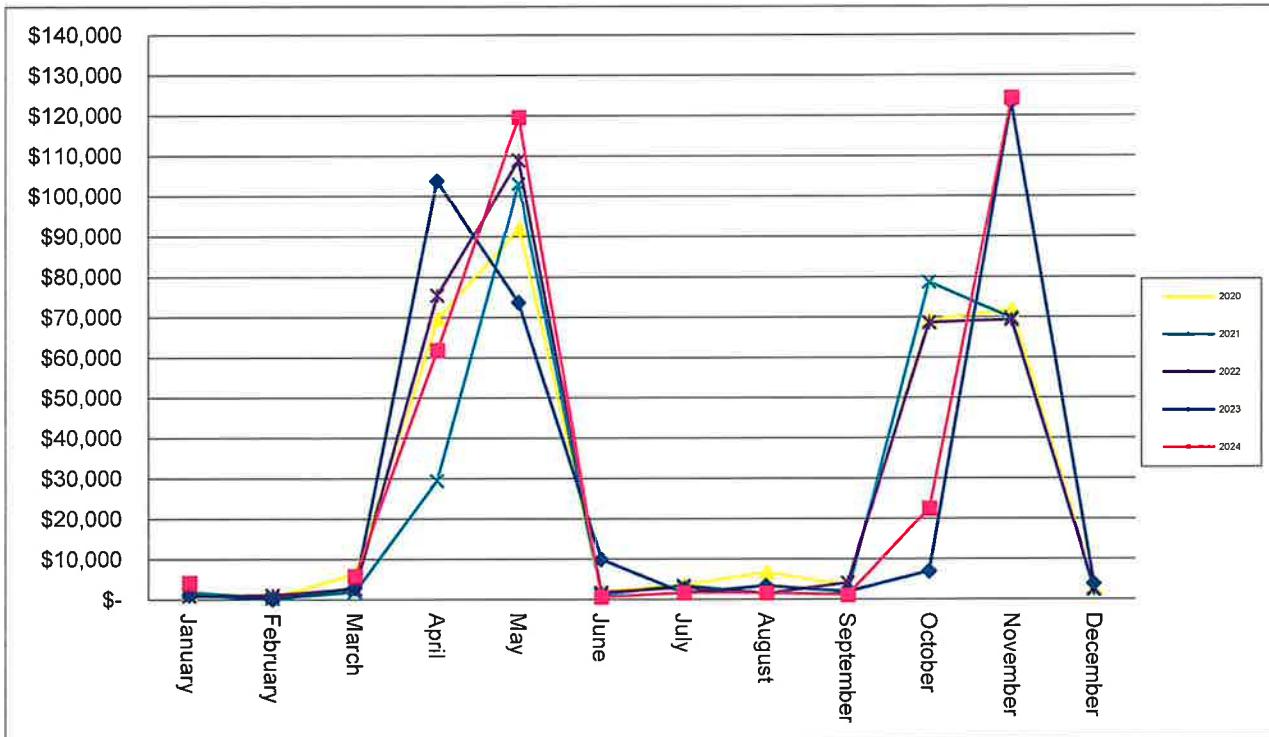
Month	2020	2021	2022	2023	2024
January	9,363.38	6,025.96	10,500.64	9,175.12	9,464.06
February	8,348.90	5,235.46	9,409.26	11,438.50	13,915.32
March	7,077.20	5,622.06	7,698.52	8,082.72	6,869.22
April	8,431.24	6,895.04	10,399.52	10,591.94	10,164.74
May	2,279.94	10,542.90	12,633.28	12,700.56	11,740.32
June	1,715.92	18,643.56	23,829.20	23,784.50	14,159.23
July	3,518.70	18,439.86	14,988.76	16,441.86	24,180.12
August	7,056.40	18,295.26	19,136.57	19,848.46	22,440.16
September	13,732.36	26,730.28	26,545.62	26,000.70	25,422.40
October	17,480.20	24,731.96	24,802.90	24,761.98	27,827.62
November	13,844.66	20,184.16	21,228.28	19,048.44	20,918.58
December	9,930.96	13,653.56	15,232.24	13,909.48	
TOTAL	102,779.86	175,000.06	196,404.79	195,784.26	187,101.77
Budgeted	126,000.00	88,200.00	132,300.00	133,040.00	140,400.00
Received Year to Date	102,779.86	175,000.06	196,404.79	195,784.26	187,101.77
Monthly Average	8,564.99	14,583.34	16,367.07	16,315.36	15,591.81
Amount needed to meet budget:					(46,701.77)

133.26%



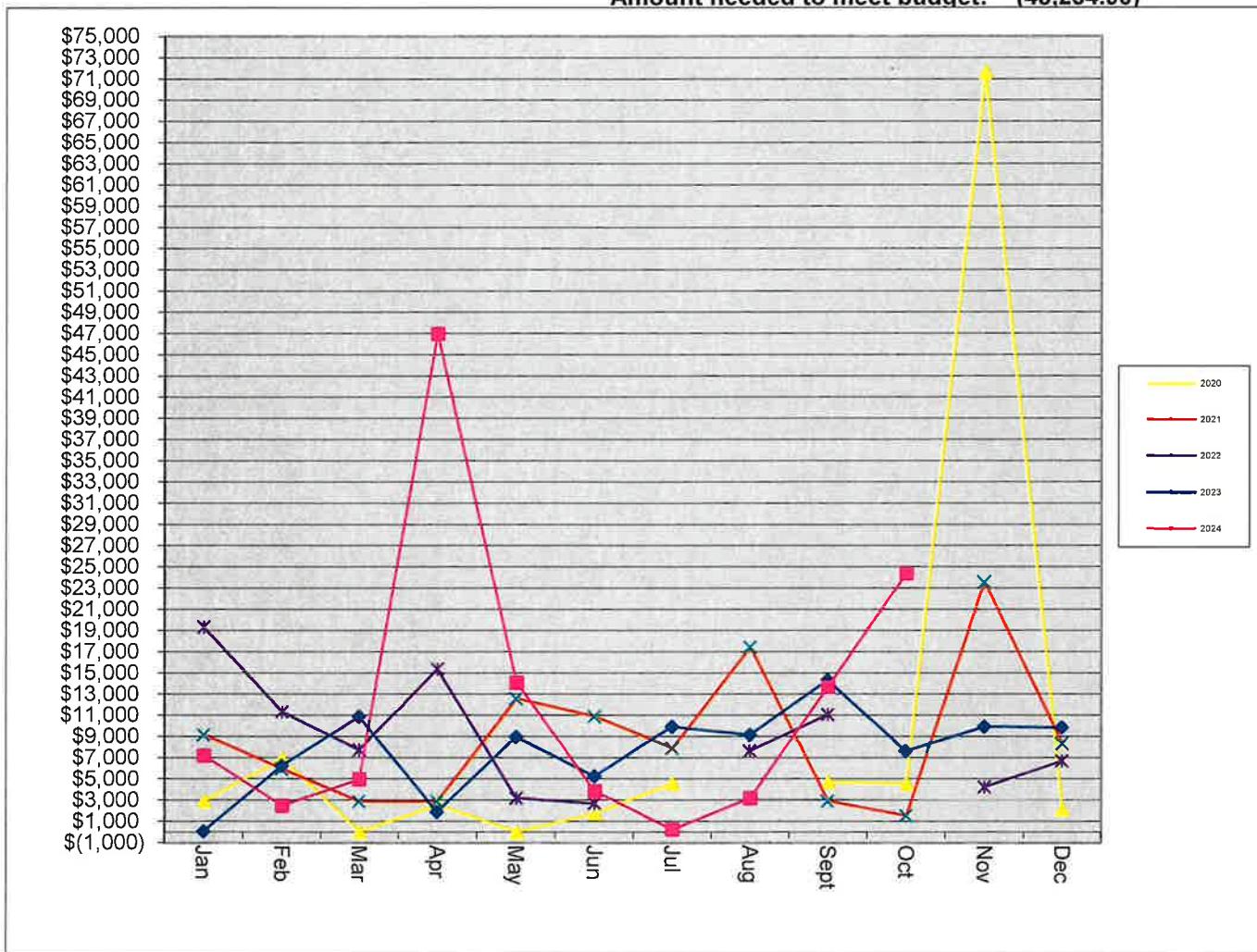
Town of La Conner
Annual Property Taxes

Month	2020	2021	2022	2023	2024	
January	1,366.53	1,735.37	679.87	1,020.21	4,001.34	
February	540.84	123.80	923.67	-		
March	6,187.85	1,731.98	2,479.49	2,889.62	5,655.39	
April	69,784.34	29,295.28	75,356.27	103,626.12	61,738.45	
May	92,047.43	102,991.26	108,828.88	73,546.50	119,446.31	
June	1,723.19	1,047.57	1,503.75	9,809.06	443.60	
July	3,510.19	3,275.00	2,725.34	1,412.30	1,422.72	
August	6,704.12	1,381.95	1,259.96	3,299.01	1,529.68	
September	3,314.93	1,100.00	3,887.71	1,714.39	945.91	
October	69,156.88	78,553.96	68,521.30	6,801.76	22,305.55	
November	71,812.11	69,666.72	69,178.91	123,150.38	124,237.44	
December	2,652.74	2,154.94	2,392.56	3,747.23		
TOTAL	328,801.15	293,057.83	337,737.71	331,016.58	341,726.39	95.69%
Budgeted	328,840.00	330,004.00	336,312	352,971	357,121	
Received Year to Date	328,801.15	293,057.83	337,737.71	331,016.58	341,726.39	
Monthly Avg	27,400.10	24,421.49	28,144.81	27,584.72	28,477.20	
Amount needed to meet budget:						15,394.61



Town of La Conner
Annual REET

Month	2020	2021	2022	2023	2024
Jan	2,887.09	9,078.30	19,230.75	-	7,092.50
Feb	6,878.02	5,860.80	11,263.69	6,179.19	2,376.00
Mar	-	2,796.75	7,672.50	10,820.70	4,874.50
Apr	2,538.11	2,796.75	15,300.45	1,825.00	46,887.00
May	-	12,508.65	3,118.50	8,910.00	14,030.90
Jun	1,757.25	10,815.74	2,598.75	5,164.50	3,750.00
Jul	4,566.37	7,825.50		9,874.25	176.50
Aug		17,362.12	7,548.75	9,070.87	3,105.00
Sept	4,682.69	2,821.50	10,976.62	14,275.00	13,600.00
Oct	4,497.07	1,480.05		7,543.80	24,342.50
Nov	71,626.40	23,472.90	4,149.50	9,875.00	
Dec	2,128.50	8,256.60	6,599.50	9,776.25	
TOTAL	101,561.50	105,075.66	88,459.01	93,314.56	120,234.90
Budgeted	36,000.00	36,000.00	36,000.00	72,000.00	72,000.00
Received Year to Date	101,561.50	105,075.66	88,459.01	93,314.56	120,234.90
Monthly Average	8,463.46	8,756.31	7,371.58	7,776.21	10,019.58
					166.99%
Amount needed to meet budget: (48,234.90)					

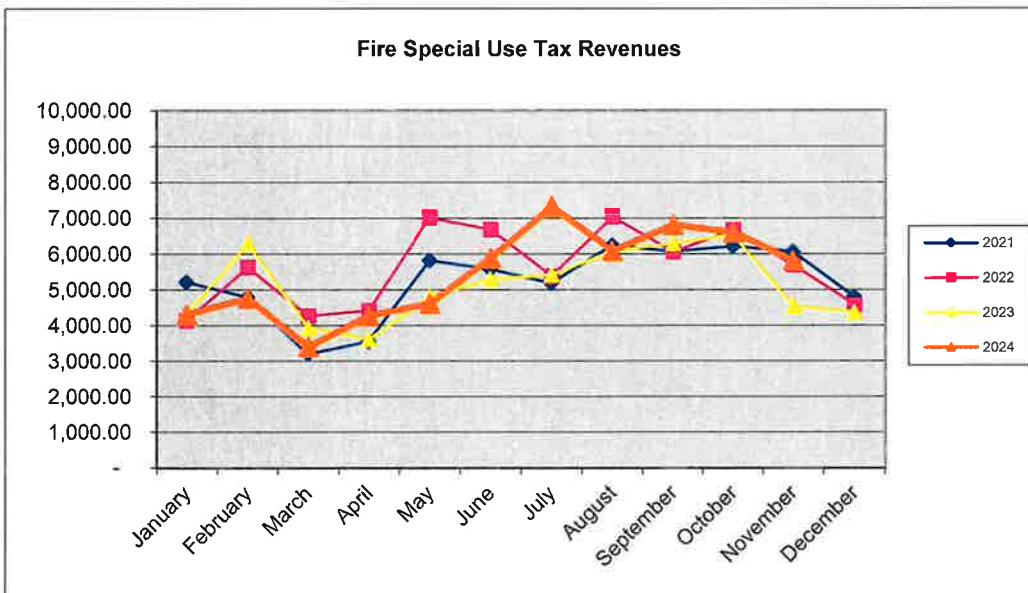


Town of La Conner
Special Use Fire Tax Revenue

Month	2021	2022	2023	2024	
January	5,196.26	4,108.62	4,333.29	4,280.52	
February	4,779.92	5,609.50	6,278.74	4,738.97	
March	3,192.27	4,237.71	3,923.57	3,382.21	
April	3,536.70	4,396.10	3,593.96	4,254.77	
May	5,807.88	6,984.88	4,796.78	4,593.74	
June	5,569.18	6,661.47	5,297.25	5,869.99	
July	5,170.83	5,364.02	5,393.11	7,301.60	
August	6,230.94	7,019.56	6,063.58	6,070.44	
September	6,055.85	6,041.25	6,284.28	6,798.06	
October	6,201.24	6,659.05	6,524.47	6,589.21	
November	6,052.29	5,673.70	4,516.48	5,798.19	
December	4,795.36	4,555.14	4,344.70		
TOTAL	62,588.72	67,311.00	61,350.21	59,677.70	119.36%
Budgeted	30,334.00	45,501.00	50,000.00	50,000.00	
Received Year to Date	62,588.72	67,311.00	61,350.21	59,677.70	
Monthly Avg	5,215.73	5,609.25	5,112.52	4,973.14	

Amount needed to meet budget: **(9,677.70)**

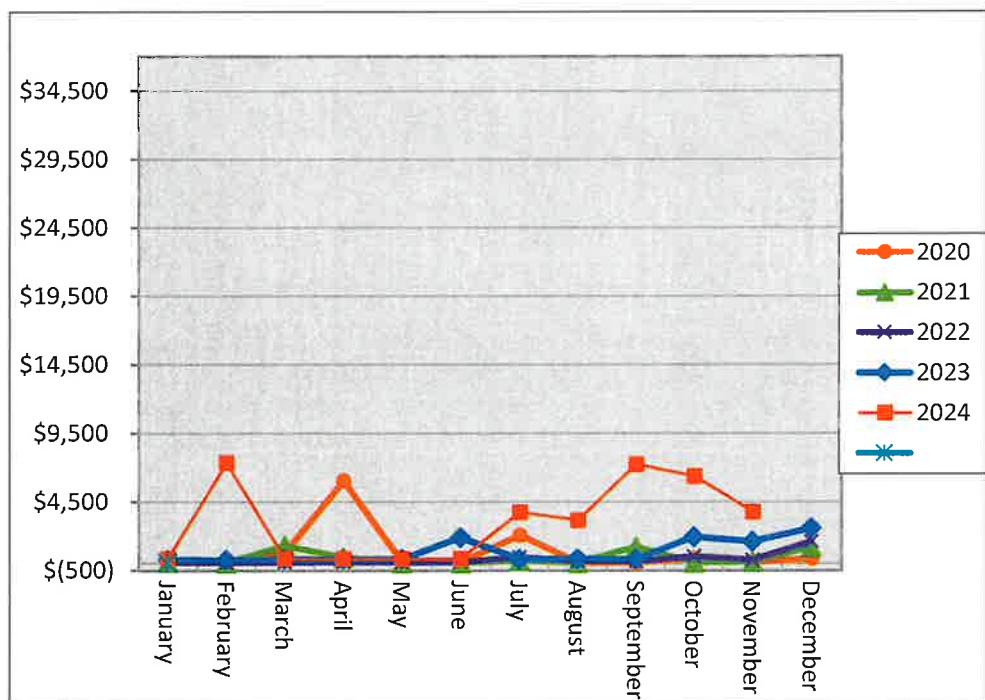
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Town of La Conner

Investment Interest Receipts

Month	2020	2021	2022	2023	2024	
January	85.01	53.53	4.52	222.14	288.36	
February	77.60	6.04	4.86	211.19	7,298.06	
March	654.91	1,256.42	11.21	242.20	290.11	
April	5,977.72	396.24	19.48	243.73	281.56	
May	24.67	3.80	35.04	264.29	292.30	
June	17.74	3.62	48.70	1,847.72	284.46	
July	2,000.42	141.11	382.44	271.13	3,681.23	
August	12.71	3.92	112.03	277.67	3,094.00	
September	9.88	1,169.94	123.87	272.22	7,196.78	
October	283.03	4.66	446.26	1,881.45	6,307.42	
November	7.74	59.37	182.53	1,550.19	3,684.94	
December	279.06	1,157.59	1,549.18	2,546.09		
TOTAL	9,430.49	4,256.24	2,920.12	9,830.02	32,699.22	427.72%
Budgeted	5,500.00	4,465.00	4,581.00	5,079.00	7,645.00	
Received Year to Date	9,430.49	4,256.24	2,920.12	9,830.02	32,699.22	
Monthly Average	785.87	354.69	243.34	819.17	2,724.94	
Amount needed to meet budget:						(25,054.22)





TOWN OF LA CONNER

Monthly Planner's Report

November 2024

NEW APPLICATIONS ACCEPTED:

Land Use

- LU24-46S, 109 N. 1st Street, new sign permit
- LU24-47SP, Caledonia Street, short plat
- LU24-48SEPA, Townwide, UDC Updates

Page | 1

Building Permit

- BP24-47ROW, 715 Maple Ave, new utility pole
- BP24-48EST, 612 S. 3rd Street, excavation for power trench
- BP24-49SS, 703 3rd Street, side sewer repair

Planning Commission:

The Planning Commission met on November 5 and November 19. On November 5, the Planning Commission received information about the Commercial-Transition sub-area plan, and approved changes to the development code related to housing. On November 19, the Planning Commission approved edits to the Land Use element of the Comprehensive Plan, and further changes to the La Conner Municipal Code.

Hearing Examiner:

There was no business before the Hearing Examiner during the month of November.

Comprehensive Plan Update:

This month, staff continued to work with the hired consultant to develop the sub-area plan for the Commercial-Transition Zone, focusing on stakeholder interviews and data gathering. In addition, staff received comments from the Department of Fish and Wildlife regarding the Housing and Land Use Element.

General Planning Activities:

- Staff are continuing to review the Public Participation Program currently in place and are testing new methods of public engagement, such as Community Mingles and Public Workshops.
- Staff are continuing to engage in chapter-by-chapter review and rewrite of the Comprehensive Plan elements.
- Staff are developing internal processes to ensure consistency between departments.
- Staff are continuing to engage in collaboration with La Conner's neighbors, including the Swinomish Tribe, the Port of Skagit, and the La Conner School District.
- Staff are reviewing the current files for record retention requirements.
- Staff are continuing to update property files.
- Continuing review of development and permit applications.
- Continuing response to public inquiries regarding land use.
- Continuing issuance of permits.
- Long term planning priorities:
 - Neighborhood plan for Commercial Transitional Zone.
 - 2023-2025 Comprehensive Plan Update
 - Public Participation and Communication

Public Works
Department Head Report
November – 2024

Water:

- Asset Management; GIS Mapping, Work Orders, Work Requests and Inspections are currently 90% active. Weekly team meetings and training will continue.
- Water System Comprehensive Plan Update; final review out soon.
- Water meter replacement 931 Maple.
- New water service 13251 Mclean Road
- Fire Hydrant replacement 516 Maple.
- Lead & Copper Rule Revision, Lead service line survey with completion summer 2025.

Drainage:

- Annual flood mitigation along the waterfront is 95% in place. The remaining 5% is staged and ready to go.
- Wet weather drainage maintenance, ensuring the catch basins are clear of debris.

Streets:

- Sidewalk repairs 224 Maple Ave.
- Ongoing pothole repairs due to wet weather.
- TIB grant; Washington and Road St. pedestrian improvement project, Successful. \$290,000. TIB funds and \$23,800 local funds. Project Total \$313,800.
- Installed Christmas lights on the Street light poles.

Park and Port:

- Tide Gauge; is logging critical data during the coming high tides and storms.
- Christmas tree Gilkey Square.

Facilities:

- Maple Hall elevator inspection and Fire Alarm inspection and repairs.

Other:

- Zippy Fiber project, this is a major project that covers the entire town.
- Preparing the 2025 Public Works budget.
- Projects; 516 Maple, 102 N 1st St, 613 Whatcom BP, La Conner Maritime utility extension DE. 733 Maple ADU, 212 State St, demo and SP, 213 Calhoun remodel, 931 Maple Improvements, 306 Center, 303 Center Garage, BYK Snapdragon BP's.

Brian Lease,

Public Works Director, Town of La Conner



Town of La Conner

Honorable Mayor and Town Council

Monthly Report on Wastewater Treatment Plant Operations & Maintenance

Month: November 2024

During the month of November, the plant is running well. The effluent is clean, and the fecal coliform counts are below permit. 1 grinded yard waste pile.

See attached spreadsheet for WWTP data.

Locates

- There were thirteen (3) locates in November with no issues.

Call Outs-Emergencies

- NONE

System Maintenance

- Compost mixer motor broke, a new one was ordered. Bayside was onsite to jet sector 3 and sewer mains and degritted digesters 1 & 2 as well as the influent wet well.

Process Changes

- NONE

Miscellaneous

- Both waste pumps are down.
- In the process of replacing the tribal meter.

Compost Sales:

Wholesale

0 yards were sold in November– 0 yards year to date.

Retail Sales

154 yards were sold in November– 6865 yards year to date.

In November 2024, the Town received 154 yards of retail and wholesale compost for a total of \$1,342.00

Metered Flow:

Influent:	<u>308,666.66 Gallons</u>
Tribal:	<u>2,163,582 Gallons</u> – Averaged due to broken meter.
Hydrant:	<u>8,452.4 Gallons</u>
Belt Press:	<u>868,702 Gallons</u>
Reuse Water:	<u>270,972 Gallons</u>

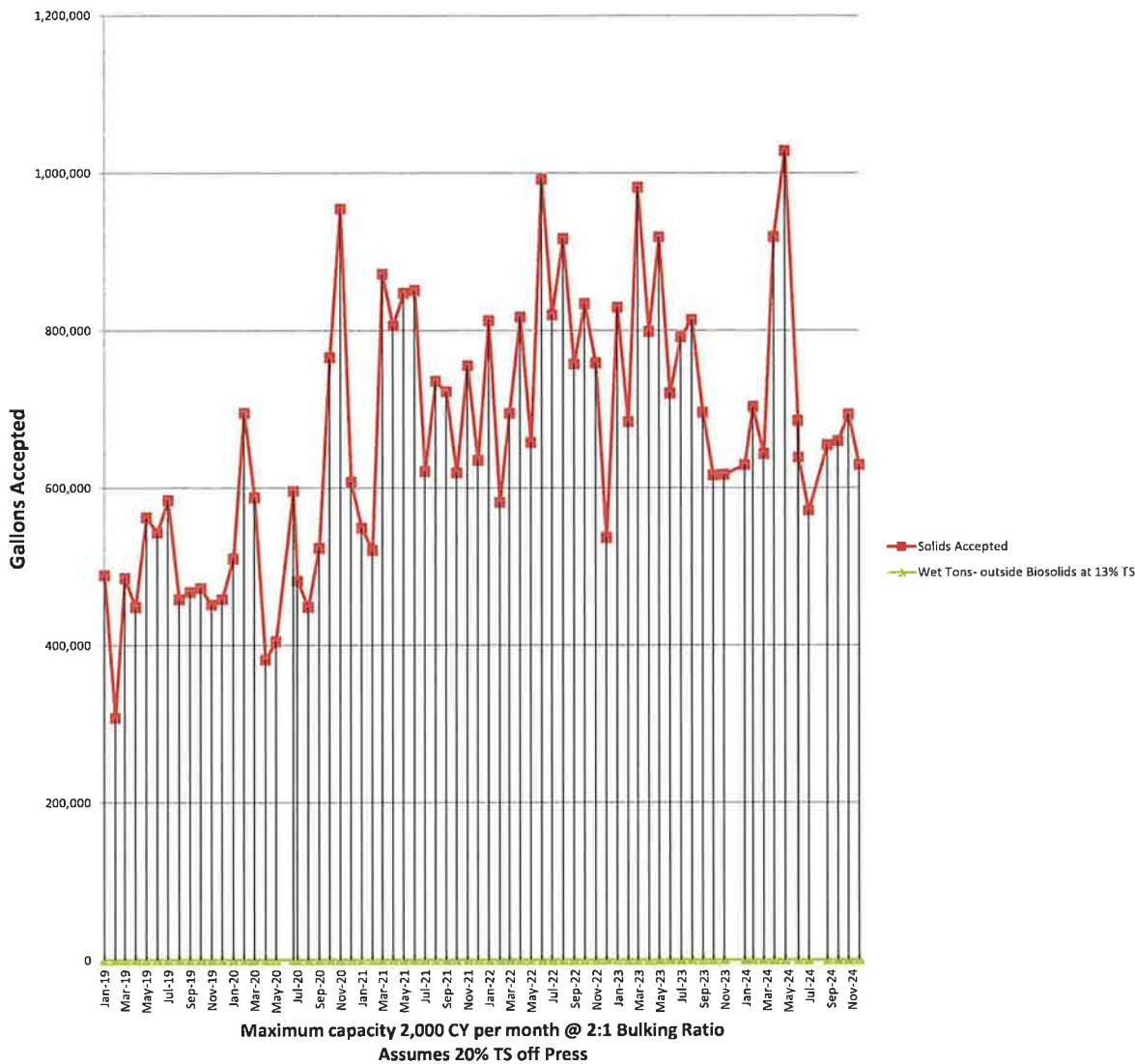
LaConner Wastewater Treatment Plant

Monthly Data 2024

Increase

Decrease

LaConner Wastewater Treatment Plant Monthly Data 2019- Present



Fire Chief / Code Enforcement Report

Nov-24

Alarms:	36 Emergency Calls	Ave # Responders:	3.6
100 Fire	4	300 Med	21
700 False	3	800 Weath	1
		500 Services	2

Calendar:
6-Nov Business
13-Nov SCBA
20-Nov OTEP/ Scene size up
27-Nov Fire Debrief

Events:
Turkey Trot
Veterans Dinner
Thanksgiving

Enforcement Notes: Parking on 1st Street- employees and work vehicles
Dogs off leashes

Aaron Reinstra
Fire Chief/Code enforcement
Town of La Conner

Info Summary



Incidents in Current View

- Civil 6
- Crimes Against Person 2
- Domestics 1
- Drug/Alcohol 2
- Fraud 3
- Motor Vehicle Incidents 2
- Other Incidents 13
- Property Crimes 3

32

Incident Map



Skagit County Sheriff Department Report

Agency	TimeDate	CaseNumber	NatureDesc
SCSO	11/1/2024, 3:24 PM	24-13985	Alcohol Problem
SCSO	11/2/2024, 6:44 PM	24-14040	Lost Property
SCSO	11/4/2024, 5:09 AM	24-14093	Alarm
SCSO	11/4/2024, 6:38 AM	24-14096	Alarm
SCSO	11/4/2024, 1:57 PM	24-14117	Traffic Hazard
SCSO	11/5/2024, 11:52 AM	24-14153	Found Property
SCSO	11/5/2024, 1:57 PM	24-14155	Juvenile Problem
SCSO	11/6/2024, 6:13 PM	24-14216	Welfare Check
SCSO	11/7/2024, 3:04 PM	24-14257	Domestic Violence
SCSO	11/7/2024, 10:36 PM	24-14278	Property Theft
SCSO	11/8/2024, 1:54 PM	24-14300	Fraud Violation
SCSO	11/11/2024, 8:20 AM	24-14401	Missing Person
SCSO	11/11/2024, 10:17 AM	24-14405	Traffic Enforcement
SCSO	11/13/2024, 2:09 PM	24-14524	Agency Assistance
SCSO	11/14/2024, 9:20 AM	24-14569	Suspicious Circumstances
SCSO	11/17/2024, 3:55 PM	24-14679	Harassment Of Person
SCSO	11/18/2024, 1:38 AM	24-14685	Unsecure Premise
SCSO	11/20/2024, 7:14 AM	24-14779	Civil Problem
SCSO	11/24/2024, 5:10 AM	24-14967	Noise Ordinance
SCSO	11/24/2024, 11:50 AM	24-14972	Fraud Violation
SCSO	11/24/2024, 11:37 AM	24-14973	Fraud Violation
SCSO	11/25/2024, 1:35 PM	24-15018	Suspicious Circumstances
SCSO	11/27/2024, 4:31 PM	24-15122	Threats
SCSO	11/27/2024, 11:33 PM	24-15138	Suspicious Circumstances
SCSO	11/29/2024, 9:15 AM	24-15177	Vehicle Prowl
SCSO	11/30/2024, 4:22 PM	24-15223	Welfare Check
SCSO	11/30/2024, 6:14 PM	24-15227	Animal Problem

TIME IN TOWN 104 HOURS

TIME IN ZONE 610 HOURS

Category
Drug/Alcohol
Civil
Other Incidents
Other Incidents
Motor Vehicle Incidents
Civil
Other Incidents
Other Incidents
Domestics
Property Crimes
Fraud
Other Incidents
Motor Vehicle Incidents
Other Incidents
Other Incidents
Crimes Against Person
Other Incidents
Civil
Civil
Fraud
Fraud
Other Incidents
Crimes Against Person
Other Incidents
Property Crimes
Other Incidents
Other Incidents

Unfinished Business

- 1) Center Street Project - Discussion**
- 2) Ordinance – 2024 Budget Amendments**
- 3) PUBLIC HEARING – 2025 Final Budget**
- 4) Ordinance - 2025 Budget**
- 5) Agreement – Fire Boat - will provide at meeting**
- 6) Resolution – Emergency Management Plan**

**Ordinance –
2024 Budget Amendment**

TOWN OF LA CONNER



Ordinance No. An ordinance amending the 2024 Budget

WHEREAS, the Town of La Conner adopted the 2024 Budget in final form by Ordinance No. 1237 on the 12th day of December 2023; and

WHEREAS, subsequent thereto it has become necessary for the Town of La Conner to amend said ordinances because of revenues and expenditures of same, which could not reasonably have been foreseen at the time of adopting said budget, and

NOW THEREFORE BE IT ORDAINED BY THE LA CONNER TOWN COUNCIL AS FOLLOWS:

Section 1. The 2024 Budget, as represented in Ordinances No. 1237, 1246, 1249 and 1251 revenues and expenditures for 2024, is hereby amended as set forth below and Attachment A.:

Revenue Funds	Description	Previous Rev. Allocation	Increase	New Exp. Allocation
401-Water	Increase	1,242,027	24,755	1,266,782
Expenditure Funds		Previous Exp. Allocation	Increase	New Exp. Allocation
001 – General	Decrease Grant	2,559,003	-29,750	2,529,253
401-Water	Increase	1,337,148	22,279	1,359,427

Section 2.

This ordinance shall take effect upon publication.

Enacted by a vote of the La Conner Town Council this 10th day of December, 2024.

Marna Hanneman, Mayor

ATTEST:

APPROVED AS TO FORM

Maria A. DeGoede, Town Clerk

Scott Thomas, Town Attorney

Attachment A

Revenue Funds	Description	Previous Exp. Allocation	Increase	New Exp. Allocation
001-General				
401-Water	Latecomers Fees	1,242,027	24,755	1,266,782
Expenditure Funds	Description	Previous Exp. Allocation	Increase	New Exp. Allocation
001 - General	Comprehensive Plan Allocation Correction-Decrease	2,559,003	-29,750	2,529,253
401-Water	Latecomers Fees	1,337,148	22,279	1,359,427

Ordinance – 2025 Budget

Town of La Conner



Ordinance No.

AN ORDINANCE ADOPTING THE 2025 BUDGET

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF LA CONNER, WASHINGTON AS FOLLOWS:

Section 1. The budget showing estimated revenues and expenditures for the Town of La Conner for the fiscal year 2025 is hereby adopted as follows:

<u>Fund No.</u>	<u>Fund Name</u>	<u>Revenues</u>	<u>Expenditures</u>
001	General Fund	\$1,544,149	\$ 1,786,633
002	Park & Port	257,105	313,457
003	Facilities	191,995	250,184
004	Public Art	2560	2600
005	Street	637,828	702,098
123	Hotel Motel Tax	161,300	215,180
214	Fire Hall Bond	52,693	39,125
304	REET 1	45,900	24,500
305	REET 2	45,900	500
401	Water	1,427,314	1,345,686
403	Storm Drainage	400,313	572,646
409	Sewer	1,088,009	1,267,344
412	Compost	1,257,280	1,219,132
TOTAL		\$7,112,346	7,739,085

Section 2. The Finance Director is hereby authorized to transmit a copy of this ordinance together with a copy of the final budget as adopted to the proper State offices and the Association of Washington Cities.

Dated this 10th day of December, 2024.

Marna Hanneman, Mayor

ATTEST:

Maria DeGoede, Town Clerk

APPROVED AS TO FORM:

Scott Thomas, Town Attorney

Town of La Conner



RESOLUTION NO

A RESOLUTION OF THE TOWN OF LA CONNER ADOPTING THE LA CONNER COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

WHEREAS, the La Conner Emergency Management Commission was established by the La Conner Town Council and charges with creating a framework from which the town can increase its capability to respond and recover from a major disaster; and

WHEREAS, the Town of La Conner is vulnerable to natural, technological and human-made disasters, with a "disaster" being defined as a great misfortune, catastrophe or sudden calamitous event, which brings great damage, loss or destruction; and

WHEREAS, RCW 38.52.070 authorizes and directs political subdivisions within the State to establish comprehensive emergency management plans to address disaster and crisis scenarios that may exist in a community; and

WHEREAS, Chapters 118-06 through 118-30 of the Washington Administrative Code establishes criteria for the contents of a Comprehensive Emergency Management Plan ("CEMP"); and

WHEREAS, the CEMP is for use by Town and public safety officials in providing emergency management proceeding, during and following a disaster, and gives the policies, information, recommendations and guidance necessary for the officials making operational decisions; and

WHEREAS, when used as an educational and management tool, the Town of La Conner Comprehensive Emergency Management Plan assists the Town in preparation, response, mitigation and recovery from disasters, and can, thereby, reduce the effects of a disaster on the people and property within the Town; and

WHEREAS, the La Conner Town Council desires to approve the Town of La Conner Comprehensive Emergency Management Plan; NOW, THEREFORE,

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LA CONNER:

Section 1. Comprehensive Emergency Management Plan Approved. The La Conner Town Council hereby approves and adopts the 2024 La Conner Community Emergency Management Plan, attached as Exhibit "A."

Section 2. Previous CEMP Iterations Superseded. All prior versions of and/or revisions to the Town of La Conner Comprehensive Emergency Management Plan are hereby superseded and of no further force or effect.

Adopted by vote of the La Conner Town Council this 10th day of December, 2024.

Marna Hanneman, Mayor

Attest:

Maria DeGoede, Town Clerk

Approved as to form:

Scott G. Thomas, Town Attorney

Resolution –
Emergency Management Plan

Comprehensive Emergency Management Plan

Resolution No.
Adopted

I. Introduction.....	3
A. Purpose.....	3
B. Objectives.....	3
C. Preparedness Activities.....	4
II. Scope, Situations, and Assumptions.....	5
A. Plan Scope.....	5
B. Situation Overview.....	5
Characteristics.....	5
Hazard Profile and Vulnerability Assessment.....	6
B. Planning Assumptions.....	6
C. Limitations.....	7
VIII. Concept of Operations.....	9
A. General.....	9
B. National Incident Management System (NIMS).....	9
C. Emergency Management Concepts.....	10
D. Direction, Control, and Coordination.....	12
Authority to Initiate Actions.....	12
Standard Procedure.....	12
Succession.....	12
State Command.....	12
Information Collection and Dissemination.....	12
Critical Infrastructure Survey.....	13
Immediate Damage Assessments.....	13
Detailed Damage Assessments.....	13
Reports from Sources.....	13
E. Emergency Operations Center (EOC).....	13
Location.....	13
Goals.....	14
EOC Activation.....	14
Thresholds for Activation.....	14
Notifications Upon Activation.....	15
EOC Activation Levels:.....	15
Area Command.....	17
EOC Deactivation.....	18
IX. Organization and Assignment of Responsibilities.....	18
A. Generally.....	18
B. Organization & Assignment of Responsibilities.....	18
The Mayor has the responsibility to:.....	18
The Town Council has the responsibility to:.....	19
Law Enforcement has the responsibility to:.....	19

The Town of La Conner volunteer fire department has the responsibility to:.....	20
The Town Legal Department has the responsibility to:.....	21
The Town Manager has the responsibility to:.....	21
The Public Works Department (Water, Wastewater, Operations, Engineering, GIS, Facilities) has the responsibility to:.....	22
Skagit County Department of Emergency Management has the responsibility to:.....	23
Skagit Emergency Communications (E-911) Center has the responsibility to:.....	23
Other Agencies/Organizations:.....	24
X. Communications.....	27
1. Purpose of Communication.....	27
2. Communication with Local Citizens.....	27
3. Communication Among Town Officials.....	27
4. Coordination with Skagit County DEM.....	28
5. Engagement with Swinomish Tribal DEM.....	28
7. Communication Tools and Technologies.....	28
8. Training and Exercises.....	28
Administration, Finance, and Logistics.....	29
X. Authorities and References.....	30



La Conner Comprehensive Emergency Management Plan (CEMP)

I. Introduction

A. Purpose

The purpose of this comprehensive plan (“CEMP”) is to define the actions and roles necessary to provide a coordinated response to emergencies within the Town of La Conner. This plan provides guidance within La Conner for general concepts of potential emergency actions and assignments before, during and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace County or State operations, plans or procedures.

B. Objectives

1. Reduce loss of life and minimize property damage and loss.
2. Define personnel responsibilities and Chain of Command
3. Reduce or mitigate disruptions to Town operations and utilities.
4. Ensure that the Town can continue to perform its mission-essential functions, as appropriate, during an emergency or disaster event.
5. Protect essential facilities, equipment, records and other assets, in the event of disruption.
6. Achieve a timely and orderly recovery and reconstitution from an emergency.
7. Ensure the community has access to pre-disaster planning.
8. Define Town resources and responsibilities

C. Preparedness Activities

Preparedness activities are designed to encourage and support a state of readiness in governments, public organizations, businesses, families and individuals that provides the capability to survive a disaster and ensures continuity of government. The Town and its residents should take steps to prepare for emergency and/or disaster events before those events occur.

County and municipal agencies with primary and support responsibilities during an emergency or disaster event should take action to develop the

operational capabilities necessary to facilitate an effective response. These agencies should:

1. Identify lines of authority to ensure continuity of government.
2. Establish jurisdiction and agency roles and responsibilities for emergency and/or disaster events.
3. Review disaster readiness capabilities and/or update emergency procedures and guidelines.
4. Promote individual and family preparedness.
5. Ensure that personnel assigned to the town Emergency Operation Center (EOC) positions are trained and maintain their proficiency to perform assigned EOC duties.
6. Encourage and maintain inter-jurisdiction and/or inter-agency cooperation and coordination of readiness planning efforts.
7. Maintain facilities, equipment, supplies and vehicles in a readiness condition.
8. Develop and maintain a resource inventory.
9. Develop and adopt mutual-aid agreements and memorandums of understanding with neighboring jurisdictions/agencies.

II. Scope, Situations, and Assumptions

A. Plan Scope

This plan applies to all Town of La Conner departments.

B. Situation Overview

Characteristics

1. Location
2. Geographic
3. Demographics (source data ([La Conner, WA | Data USA](#)))
4. Special Events
5. La Conner School
6. Economic Base and Infrastructure

Hazard Profile and Vulnerability Assessment

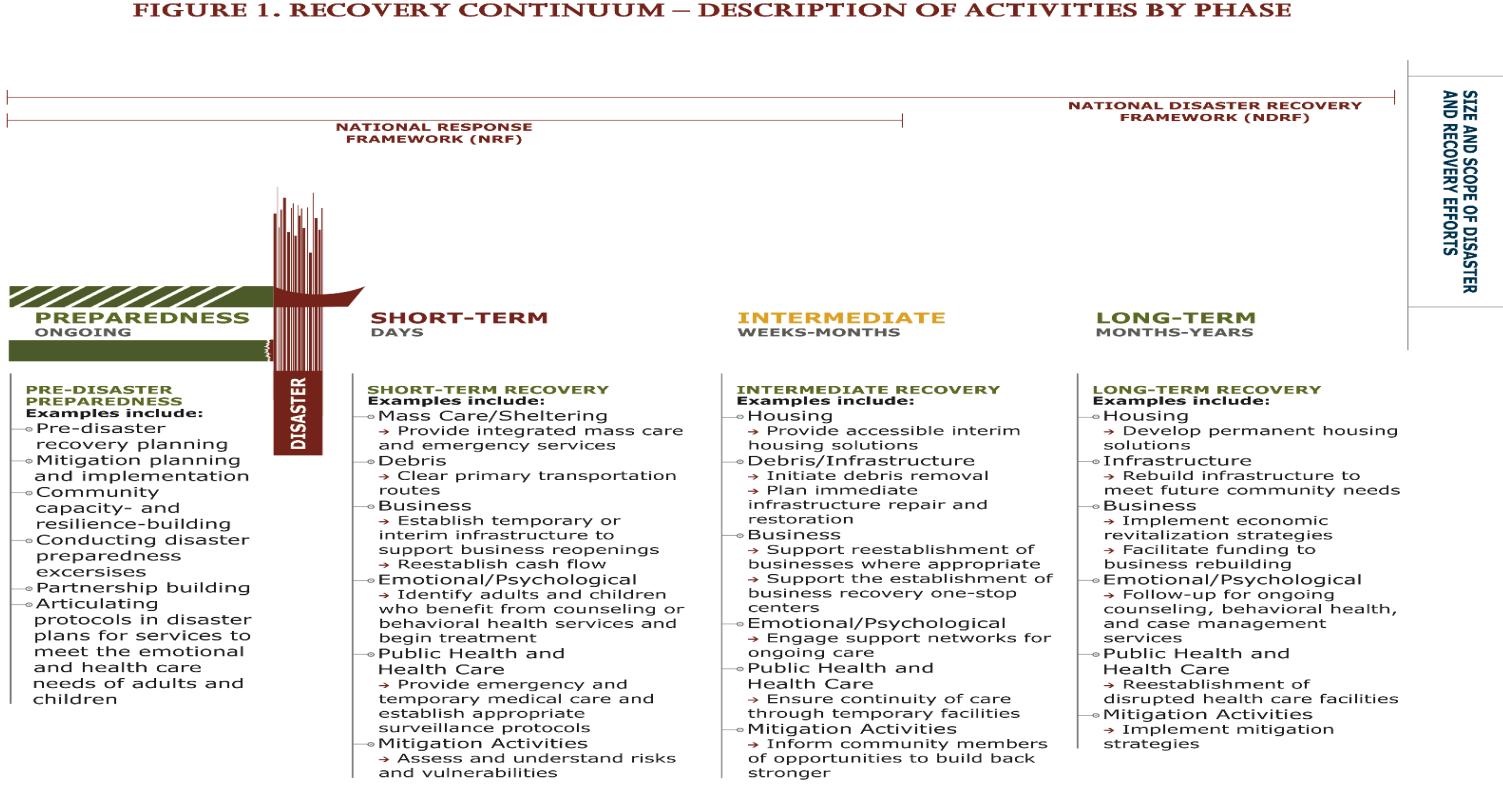
The Town of La Conner and Skagit County are vulnerable to the effects of a variety of natural, human-caused, and technological hazards, varying widely in type and magnitude from local community issues to statewide. The table below is based on the 2014 Skagit County Natural Hazard Mitigation Plan and modified to better reflect the unique hazards in La Conner.

Event	Severity (1-15)	Probability (1-5)	Risk Score
Storm Surge	8	5	40
Earthquake	12	3	36
Winter Storm	7	5	35
Flood (Skagit)	11	3	33
Active Shooter	15	2	30
High Winds	6	4	24
Infestation/Disease	8	3	24
Urban Fire	11	2	22
Wildfire	7	3	21
Network Cyber Attack	5	3	15
Bomb Threat	5	3	15
Mass Casualty	15	1	15
Terrorism	15	1	15
Landslide/Erosion	6	2	12
Volcanic Activity	9	1	9
Drought	2	4	8
Chemical Incident	5	1	5
HazMat Train Derailment	5	1	5
Tsunami	3	1	3
Lightning	2	1	2
Refinery Incident	1	1	1

C. Planning Assumptions

The next figure is the Recovery Continuum model from the FEMA publication “National Disaster Recovery Framework: Strengthening Disaster Recovery for the Nation” (September 2011), available at [ndrf.pdf\(fema.gov\)](http://ndrf.pdf(fema.gov))

FIGURE 1. RECOVERY CONTINUUM – DESCRIPTION OF ACTIVITIES BY PHASE



D. Limitation

The Town of La Conner will make every reasonable effort to respond in the event of an emergency or disaster, based upon the situation, information and resources available at the time. However, no guarantee of a perfect or ideal response is expressed or implied. The Town's assets and systems are vulnerable to natural, human-caused and technological events and may be damaged or overwhelmed. Employees will be concerned about the care of their families and personal possessions. They may be unavailable to support emergency or disaster response activities if they have been personally impacted.

Fundamental resources such as water, food, first-aid supplies, utilities, fuels, shelter and sanitation supplies, and basic survival supplies may be needed. The Town of La Conner does not have sufficient supplies and equipment on hand for long-term use. The arrival of County, State and Federal assistance may be delayed for some time after the occurrence. Furthermore, the Town's disaster and recovery activities may be limited by factors including, but not limited to:

1. The inability of citizens to be self-sufficient for more than three days without additional food, water, medical, shelter and other resources.
2. The inability to provide citizens with timely warnings and emergency information due to damaged warning systems.
3. The inability of law enforcement, fire, emergency medical, public works and other governmental agencies to fully respond to the incident due to damage to facilities, equipment, supplies, transportation systems, communication systems and shortages of personnel.
4. The shortage of trained response personnel and equipment to respond to fire, emergency medical, hazardous materials, law enforcement, public works, and other emergencies.
5. The shortage of medical facilities and critical drugs.
6. Damages to lifelines such as roads, rails, utilities, petroleum pipelines, and communication networks.
7. Normal distribution of resources may be reduced or interrupted, impacting the social wellbeing and economic infrastructure of the Town.
8. Partial or complete failure of emergency response communication systems due to equipment damage or overloading.
9. Damage to transportation lifelines may isolate the town from other communities and leave the town without critical supplies including food and fuel.

This list is a suggestive, not an exhaustive list of potential limitations or inabilities to respond in an emergency or disaster affecting the Town. No guarantee is implied by this plan of a perfect or ideal response system. The Town can only endeavor to make every reasonable effort within its capabilities at the time to deal with dangers and hardships imposed based on the situation, the information available, and the resources at hand.

III. Concept of Operations

A. National Incident Management System (NIMS)

Homeland Security Presidential Directive 5 (HSPD-5) mandated the creation of the National Incident Management System (NIMS) to enhance the efficiency of incident response operations across the United States. NIMS is designed to enable emergency response personnel from various jurisdictions and disciplines to collaborate effectively during natural disasters, emergencies, including acts of terrorism, and other significant incidents. It aims to foster the development of mechanisms that facilitate multi-jurisdictional, state-wide, and inter-state coordination for incident management and assistance during large or complex situations.

NIMS is a critical component of the National Response Framework (NRF), which provides a standardized approach to incident response. This system offers a systematic, proactive strategy to guide entities at all government levels to work together seamlessly to prevent, protect against, respond to, recover from, and mitigate the impacts of incidents. It emphasizes the importance of a unified approach to incident management that is scalable, flexible, and standardized.

The Comprehensive Emergency Management Plan (CEMP) for La Conner incorporates NIMS as an all-hazards plan. This plan outlines the structure and mechanisms for coordinated incident management, utilizing the Incident Command System (ICS) as a key tool for command, control, and coordination of resources and personnel. The adoption of ICS, in alignment with NIMS and the NRF, ensures that the CEMP can be activated partially or fully in response to a threat or in anticipation of a significant event. The primary incident management priorities are:

- saving lives,
- stabilizing the incident,
- and protecting property and the environment.

NIMS components are applied and implemented based on the principles of flexibility, standardization, and unity of effort.

- *Flexibility:* The Scalability of NIMS allows it to be adapted for incidents of varying complexity, hazard types, geographic locations, demographics, climates, cultures, and organizational authorities.

- *Standardization*: NIMS establishes standardized organizational structures and practices to enhance integration among jurisdictions and organizations. It promotes the use of common terminology to ensure effective communication and cohesive operation among diverse entities involved in incident management.
- *Unity of Effort*: This principle emphasizes the coordination of activities among different organizations to achieve shared objectives. It enables entities with specific jurisdictional responsibilities to support one another while maintaining their own authority, ensuring a cohesive response to incidents.

By integrating NIMS into the CEMP, La Conner is equipped with a robust framework for managing emergencies and disasters, ensuring a coordinated, efficient, and effective response to protect the community.

B. Emergency Management Concepts

The Mayor is responsible, by law, for emergency management operations within the Town but will also function with other leaders as part of the Skagit Emergency Management Advisory Board. The mayor has delegated to the town administrator the responsibility to represent La Conner on the advisory board but not the responsibility to act during an emergency. The Skagit County Director of Emergency Management is responsible to the Skagit Emergency Management Council for carrying out the emergency management program for Skagit County and the member municipalities. The elected and appointed county and municipal officials, departments, and offices, as well as supporting organizations, agencies, or individuals, retain their identity and autonomy but coordinate activities under this plan as an emergency organization.

When an emergency or disaster is imminent or has occurred, local governments having primary responsibility will respond (1) to preserve life, property, and the environment, (2) to minimize the effects of the situation and (3) to expedite recovery. The Mayor and Council will implement emergency statutes and ordinances and will mobilize and commit local resources to conduct response and recovery activities to the best of their ability. The protection of life, property, the environment, and the restoration of local government services and the economy are the primary concerns of the Town. The Town may also conduct such functions outside territorial limits as may be necessary pursuant to [RCW 38.52](#) and current resolutions, ordinances, and mutual-aid agreements.

When an emergency or disaster occurs Town staff shall carry out their responsibilities using their best judgment and in a coordinated manner to:

- Report to the predetermined site to manage operations.
- Account for personnel.
- Assess damage to facilities and resources.
- Assess personnel and resources available.
- Assess problems and needs.
- Report situation and status to the town EOC.
- Send representatives to the Skagit County EOC, as requested.
- Carry out agency responsibilities and assigned tasks.
- Keep detailed and accurate records, document actions, costs, situations etc.

The Skagit County Department of Emergency Management will request mission numbers from the Washington State Military Department, Emergency Management Division for all response actions intended to protect life, property, and the environment during emergency incidents.

Normal, day-to-day organizational structures and chains of command will be maintained as much as possible. When mutual-aid is requested, the responsible requesting organization will be in charge unless the specific mutual-aid agreements direct otherwise. Skagit County government and member municipal governments will utilize all available resources prior to requesting assistance from the state government.

During emergency incidents that do not require the activation of the EOC, public information may be disseminated to the media through the Mayor, Public Information Officer(s), and On-Scene Incident Commander(s), or their designees. Upon activation of the Town's EOC, all public information disseminated to the news media and citizens should be coordinated with the Public Information Officer to ensure release of compatible and accurate information.

C. Direction, Control, and Coordination Authority to Initiate Actions

The Mayor and department heads should have named successors to ensure continuity of leadership and operations. They should take steps to ensure that all successors to their respective positions are aware of their

emergency responsibilities and have the full authority to conduct emergency activities.

Standard Procedure

1. The Mayor is the chief executive of the Town of La Conner and is responsible for direction of city government during an emergency, and at their discretion may delegate responsibilities.

Succession

1. [RCW 35A.12.065: Pro tempore appointments. \(wa.gov\)](#) and the Town Council's rules of procedure provides for the Towns Council's ability to appoint a Mayor Pro Tem to serve as mayor in the absence or temporary disability of the mayor
2. [RCW 42.14.050: City or Town officers. \(wa.gov\)](#) provides: "In the event that, due to an emergency or disaster, the Mayor or Mayor Pro-Tem of any city or Town is unavailable to exercise the powers and discharge the duties of the office, then those members of the Town council available for duty shall by majority vote select one of their members to act as the mayor of such city or Town. In the event the number of council members is reduced, then those members available for duty shall have full power to act by majority vote of those present.

State Command

1. The Town of La Conner, when required by law, agrees that the State of Washington assumes command of an incident. The Town of La Conner has personnel trained in the NIMS Incident Command System (ICS). State and Federal officials will coordinate their operations through the Mayor's office or their designated representatives.
 - a) Incident Command System. The local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of on-scene incident operations. If a disaster affects multiple widely separated facilities, separate incident command operations and an Area Command may be set up.
 - b) Assistance. If La Conner's own resources are insufficient, exhausted, or inappropriate to respond to the emergency situation, a request shall be routed to Skagit County Emergency Operations Center where assistance from other

municipalities, the State, or Federal government may be derived.

Information Collection and Dissemination

Disaster information managed by the Town of La Conner EOC is coordinated through agency representatives at the EOC. The goal of the EOC to obtain the most accurate and up to date information is to ensure a comprehensive understanding of the emergency. The collection and dissemination of information is used to develop strategies and tactics to effectively manage emergency operations.

Critical Infrastructure Survey

The La Conner Fire department will conduct windshield surveys on pre-planned routes to determine the extent and severity of damage to important and critical infrastructures facilities within the Town. The Town personnel will report their findings to the town EOC for development of initial actions.

CERT members will begin the process of recording and reporting damage assessments of identified neighborhoods to expand the common operating picture for the town EOC. Information on life safety issues, fires, road, gas and water leaks, downed wires, structural damages, etc will be recorded on paper or electronically.

CERT members having completed a designated area will send reports to the town EOC by the most effective means. This may include drop-off, ham radio, or electronic transmission.

Post disaster building safety evaluation procedures will be implemented to properly assess buildings for occupancy following a major earthquake, flood, or wind event.

Reports from Other Sources

Staff will utilize the most dependable and consistent source of information depending on the degree of the disaster. These sources of information may include emergency software, social media, television, radio, telephone, written documents, and face to face communications. The gathered information will be used to develop a comprehensive analysis to effect decisions on how best to deploy limited resources.

D. Emergency Operations Center (EOC)

Location

The La Conner EOC, housed in the Town Hall, provides a facility in which Town and other agency officials and representatives can coordinate local response and recovery activities during major events.

Goals

Based on situational demands, the overarching strategic goals for activation of the town EOC are:

1. Personal safety of emergency responders.
2. Saving and protecting the greatest number of people at risk.
3. Saving and protecting as many residential, business, and industrial properties as possible.
4. Saving and protecting as much vital government infrastructure as possible.
5. Restraining the spread of environmental damage.
6. Minimizing human hardship and economic interruptions.
7. Maintain a reliable source of information

EOC Activation

In the Town of La Conner, Washington, emergencies are managed at the most immediate jurisdictional level to ensure an effective response. Routine emergencies, such as fires and medical incidents, are typically handled without the direct involvement of emergency management or elected officials. However, the Town is occasionally faced with larger scale events that may develop rapidly or over time, surpassing the capabilities of normal

operations. These major emergency incidents or disasters necessitate a heightened response and incident management due to their magnitude and/or complexity, often requiring coordination by the local emergency management organization.

For the Town of La Conner, the Emergency Operations Center (EOC) can be activated by the Mayor, or the Mayor pro tem if the Mayor is unavailable, or by any Town employee to whom the Mayor may delegate the responsibility.

The severity of the emergency or disaster will dictate whether the Mayor, or their successor, requests the activation of the Skagit County EOC. This structured approach ensures that the Town's response is scaled appropriately to the situation at hand, with the aim of providing a coordinated and efficient management of emergencies and disasters.

Thresholds for Activation

Depending upon the situation, the EOC could be activated for any of the following:

- a. Proclamation of emergency.
- b. Providing and coordinating emergency warnings and public information.
- c. Collecting and managing information in anticipation of a potential emergency.
- d. Overseeing the effective use and allocation of available local resources.
- e. Determining specific requirements that are vital but beyond local means to acquire and referring such needs to the federal state or county for supplemental assistance.
- f. Coordinating inter-agency and/or inter-jurisdictional activities.
- g. Coordinating continuity of government operations.
- h. Coordinating damage assessment and recovery activities.

Notifications Upon Activation

Upon activation of the La Conner EOC, the Coordinator or their designee should perform the following tasks:

1. Notify Skagit County EOC of the activation, and provide an unpublished, “back-door” phone number for direct contact.
2. Notify the Town Administrator and Mayor, and any support personnel that will be expected to staff the EOC. (Staffing schedules should be prepared in advance. Shifts should be 13 hours in length to allow a 30-minute overlap on each side of a 12-hour shift to brief the next shift. Longer shifts are not advised, and staff schedules should include at least one full day off per week.)
3. Provide supervision and management of EOC staff and delegate tasks to appropriate staff for action.
4. Obtain information, primarily through situation reports from Skagit EOC, the Emergency Broadcast System, news reports, field reports, evacuee interviews, and other sources.
5. Receive and/or prepare situation reports, identify and request needed resources, assist in requests from Skagit County EOC or other agencies.

Activation Level	Description
IV - Normal Operations / Steady State	<p>Level IV for the Town of La Conner represents the normal or steady state level of operations. At this level, the Town operates under Standard Operating Guidelines (SOGs) that clearly define the roles, responsibilities, and notification procedures for alerting responding agencies to potential issues. These guidelines ensure that daily minor emergencies, such as potential excessive heat events, tidal inundations, river flooding are monitored efficiently without necessitating the direct involvement of emergency management or elected officials. However, these SOGs also prepare the Town for the escalation of incidents to higher activation levels by establishing a framework for coordination and response. This approach mirrors practices in similar municipalities, where the emphasis is on preparedness and the ability to scale responses according to the severity of the emergency. The SOGs serve as a critical foundation, ensuring that all responding agencies are aligned and ready to act in a coordinated manner, thereby enhancing the Town's resilience to emergencies and disasters.</p>
III - Alert/Watch Operations	<p>Level III is the lowest level of EOC activation and is typically initiated in the event of an impending or occurring incident that requires close monitoring.</p> <p>Level III incidents include:</p> <ol style="list-style-type: none"> 1. tidal inundation 2. flood watch 3. minor/localized small stream flooding 4. winter storm watch 5. high wind warning

Activation Level	Description
	<ul style="list-style-type: none"> 6. minor hazardous materials incidents 7. multiple-casualty incidents 8. Summer heat events
II - Limited Operation	<p>Level II Activation occurs when an incident has grown or is expected to grow beyond the capability of alert/watch operation staffing levels and requires additional EOC staffing and capabilities to manage the incident and provide warning and/or public information.</p> <p>Level II incidents include:</p> <ul style="list-style-type: none"> 1. moderately sized hazardous materials incidents 2. winter storm events
I - Full Operation	<p>Level I Activation is the highest level of EOC activation. The size and complexity of an incident requires EOC representation by all appropriate departments and community organizations to support response and/or recovery activities.</p> <p>Level I incidents include:</p> <ul style="list-style-type: none"> 1. moderate to major flooding events 2. moderate to major earthquakes 3. large-scale evacuations 4. extended periods of severe weather

Area Command

According to the NIMS, Area Command is defined as a command structure that oversees the management of multiple incidents that are

each being handled by an Incident Command System organization or a very large incident that has multiple incident management teams assigned to it. The primary functions of an Area Command are:

1. Provide agency or jurisdictional authority for assigned incidents.
2. Ensure a clear understanding of agency expectations, intentions, and constraints.
3. Establish critical resource use priorities between various incidents.
4. Ensure that incident management team personnel assignments and organizations are appropriate.
5. Maintain contact with officials in charge, and other agencies and groups.
6. Coordinate the demobilization or reassignment of resources between assigned incidents.

EOC Deactivation

Upon deactivation of the La Conner EOC, the Coordinator or their designee should perform the following tasks:

1. Notify Skagit County EOC of the deactivation;
2. Notify Town Administrator and Mayor of deactivation;
3. Provide documentation and permanent records, including individual and telephone logs, situation reports, action plans, maps, contacts, and time sheets.

IV. Organization and Assignment of Responsibilities

A. Generally

The Town of La Conner has limited resources. These generally consist of the Public Works Department and the Volunteer Fire Department. For this reason, citizen volunteers will provide an important role in any emergency situation.

B. Organization & Assignment of Responsibilities

The Mayor has the responsibility to:

1. Provide jurisdictional chain of command and continuity of government.
2. Make decisions necessary to accomplish response and recovery activities.
3. Implement ordinances and motions adopted by the town council and appropriate revenue and authorize expenditures as needed for disaster mitigation, preparedness, response and recovery.
4. Directly implement emergency response and recovery plans and operating procedures in their respective jurisdictions.
5. Conduct public meetings and take actions to assist in reassuring and informing the public and identifying public needs.
6. Assist in providing public information and dissemination of emergency information through county and municipal departments offices in coordination with the EOC, JIC.
7. Direct citizen requests for assistance and information to appropriate agencies.
8. Request support (through the Department of Emergency Management) from neighboring jurisdictions Skagit County the Swinomish tribe, the community of Shelter Bay and the Port of Skagit as well as the Washington State Military Department, Emergency Management Division.
9. Direct the use of activated EOC facilities under their control.
10. Re-establish municipal operations and capabilities.
11. Town staff will report through the normal chain of command structure, department heads, administrator to the Mayor.

The Town Council has the responsibility to:

1. Make policy, adopt and enact ordinances and motions, appropriate revenue and approve expenditures to enable the Town to provide necessary services to the public.
2. Provide for the continuity of Town government
3. Assist the Mayor with the implementation of policy and decision making.
4. Provide delegates to the EOC.

Law Enforcement has the responsibility to:

The Town of La Conner relies on the Skagit County Sheriff for law enforcement. These resources will follow Skagit County Policies. Responsibilities include:

1. Maintain law and order.
2. Control traffic.
3. Protect vital installations.
4. Control and limit access to the scene of the disaster.
5. Supplement communications.
6. Search and rescue (with fire service).
7. Develop and maintain operational procedures for use during emergency and disaster operations.
8. Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the NIMS.
9. The Sheriff participates as part of the Unified Command during emergency or disaster events occurring within Skagit County.
10. Conduct normal day-to-day law enforcement activities.
11. Assist in the conducting of alert and warning notification via the Skagit County Fan-Out Alerting System as appropriate when contacted by the Skagit Emergency Communications (E 911) Center.
12. Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
13. Conduct evacuation(s) of the affected area, as needed.
14. Provide crowd and traffic control and assist fire service as needed.
15. Direct and control the use of available resources required to conduct search and rescue operations.
16. Provide for the security of the disaster area and municipal facilities.
17. Provide protection of key public officials; prevent and control civil disorder.
18. Provide the use of available personnel and equipment to support emergency communications requirements
19. Provide representative(s) and equipment to assist in staffing appropriate EOC(s).
20. Assist in obtaining damage assessment information and reporting damage to the appropriate EOC.
21. Provide support personnel to the JIC as required.
22. Support response and recovery activities as required.

23. Return organizational activities to normal levels unless involved with recovery activities.
24. Document emergency related costs and activities and submit required reports.
25. The Washington State Patrol shall act as the Incident Command Agency for hazardous materials incidents in Skagit County.

The Town of La Conner volunteer fire department has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Establish a Command Post (when appropriate) in cooperation with other on-scene response agencies utilizing the Incident Command System (ICS) or the Unified Command System based upon the NIMS.
3. Perform basic firefighting and rescue.
4. Perform Basic Life Support (BLS) care to the injured.
5. Assist in hazardous materials containment and control, based upon level of training.
6. Advanced Life Support (ALS) will be through EMS of Skagit.
7. Provide rescue services based upon personnel and equipment availability.
8. Establish staging areas as needed for support personnel and equipment.
9. Assist law enforcement as needed with warning, evacuation, and traffic control.
10. Provide available personnel and equipment to support emergency communications requirements.
11. Provide representative(s) and equipment to assist in staffing appropriate EOC(s).
12. Assist in obtaining damage assessment information and reporting damage to the EOC.
13. Provide support personnel to the JIC as able.
14. Support response and recovery activities as able.
15. Return organizational activities to normal levels unless involved with recovery activities.
16. Document emergency related costs and activities and submit required reports.

The Town Legal Department has the responsibility to:

1. Advise officials on legal matters relating to emergency management authority and responsibility.
2. Provide legal advice in the development and execution of emergency administrative plans and provide representation in all criminal and civil proceedings in which the jurisdiction may be a party, as a result of emergency planning and operations.
3. Serving as a liaison with other legal and judicial agencies and sections of the government.
4. Support response and recovery activities as required.
5. Return operational activities to normal levels unless involved with recovery activities.
6. Implement emergency procurement procedures and provide instruction for their use.
7. Document emergency-related costs and activities and submit required reports.

The Town Administrator has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. On an annual basis, maintain a list of suppliers, vendors, and items of critical emergency need (through the appropriate procurement division).
3. Aid in emergency financial management.
4. Prepare municipal emergency financial reports.
5. Provide for the receipt, disbursement, and accounting of State, Federal, and other funds provided to municipal government for emergency welfare services such as reimbursement of disaster response and recovery expenses and repair/replacement of infrastructure.
6. Provide support to the EOC to assure proper financial documentation in accordance with state and federal requirements.
7. Support response and recovery activities as required.
8. Return department activities to normal levels unless involved with recovery activities.
9. Document emergency related costs and activities and submit required reports.

The Public Works Department (Water, Wastewater, Operations, Engineering, GIS, Facilities) has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. As resources permit, assist special purpose jurisdictions (Dike Districts, Drainage Districts, and Fire Districts) and other agencies with flood-fighting efforts.
3. Open emergency routes (where possible) to enable emergency access to incident scenes. Maintaining designated major streets and avenues, highways, and other designated routes of travel.
4. Provide emergency signs, barricades, and traffic control to aid in evacuation route travel as needed and within capability/capacity.
5. Coordinate and provide for the removal and disposal of debris during and after the disaster.
6. Assist in keeping water systems, water treatment systems, storm sewers and drainage structures/facilities, and sanitary sewers in operation.
7. Assist in the relocation of public records.
8. Furnishing information, including maps or materials, as needed, for the emergency management agency or emergency preparedness coordinator.
9. Maintenance of vehicles and other essential equipment of the various departments and agencies.
10. Supply fuel and refueling equipment/services for response and recovery equipment.
11. Provisions for the immediate repair of emergency service vehicles and equipment, both in the field and in the shop, as the situation permits.
12. Provide personnel to support outside resources.
13. Assist in obtaining damage assessment information and reporting damage to the town EOC.
14. Support response and recovery activities as required.
15. Return department activities to normal levels unless involved with recovery activities.
16. Document emergency related costs and activities and submit required reports.

Skagit County Department of Emergency Management has the responsibility to:

1. Activate and manage the County Emergency Operations Center during emergency or disaster events occurring within Skagit County.

2. Develop and coordinate the Emergency Management Program for Skagit County and the incorporated municipalities located within the county.
3. Develop a Comprehensive Emergency Management Plan for Skagit County and the incorporated municipalities located within the county that conforms to the Washington State Comprehensive Emergency Management Plan. The Emergency Management Director shall direct department personnel to review, revise, maintain, publish, and distribute the plan.
4. Help coordinate emergency preparedness activities of local agencies in preparation for response to natural, human-caused, or technological emergencies and disasters including acts of terrorism and/or incidents involving weapons of mass destruction.
5. Develop plans for coordination of resources in disasters and assist response agencies in coordinating communication resources during response and recovery activities.
6. Help coordinate warnings to the public of impending emergencies/disasters and during unforeseen emergencies/disasters. Provide instructions to the public as to where to go and what to do before, during, and after emergencies/ disasters.
7. Identify local staging areas to receive outside resources and coordinate with the Washington State Emergency Operations Center regarding the receiving of outside resources.
8. Provide public information and education as it pertains to disaster mitigation, preparedness, response, and recovery.
9. Review response capabilities by conducting drills/exercises, conducting after-action reviews, and developing improvement plans.
10. Prepare damage assessment, incident, and disaster analysis reports as necessary.

Skagit Emergency Communications (E-911) Center has the responsibility to:

1. Develop and maintain operational procedures for use during emergency and disaster operations.
2. Provide E 911 call receiving, dispatch services, and relay of messages for all Skagit County emergency services agencies on a 24-hour basis to support response and recovery activities.
3. Develop and maintain alert and warning notification procedures in cooperation with the Department of Emergency Management.
4. Provide alert and warning notifications to emergency response agencies and the citizens of Skagit County via agreed upon standard operating protocols.
5. Coordinate with vendors to assure high quality and continuous operation of the E-911 system, and timely restoration of E-911 services in the event of service disruptions.
6. Advise the Skagit County Department of Emergency Management of communication capabilities and limitations.
7. Verify that ACCESS, NAWAS, and EAS systems are operational and that messages received are distributed in a timely manner to the Department of Emergency Management and other appropriate parties.
8. Support response and recovery activities as required.
9. Return department activities to normal levels unless involved with recovery activities.
10. Document emergency related costs and activities and submit required reports.

Other Agencies/Organizations:

Other entities beyond direct Town of La Conner control may be capable of supporting and assisting with disaster response or recovery. The Town of La Conner does not have any direct authority over outside entities like the American Red Cross, Salvation Army, Skagit Transit, La Conner School District, etc. These and other agencies typically perform a variety of emergency tasks and may, upon request, provide

support personnel and response/recovery services and equipment, as needed.

- American Red Cross is responsible for establishing emergency shelters for disaster victims in pre-selected congregate care facilities upon the request of the Department of Emergency Management; providing food and clothing to disaster victims, providing food to disaster workers; establishing a welfare inquiry service and providing medical and nursing care in American Red Cross shelters and operational facilities; and coordinating with the Skagit County Department of Emergency Management, and welfare agencies for the receiving, sorting, storage and distribution of donated items.
- Salvation Army provides assistance, upon request, to the American Red Cross in providing emergency food service to the Anacortes and Fidalgo Island area and coordinates with the Department of Emergency Management and various welfare agencies for the receiving, sorting, storage, and distribution of donated items.
- Skagit Amateur Radio Emergency Communications Club provides emergency communication assistance for Skagit County, LA Conner School District, Port of Skagit, and other network sites.
- Churches often give assistance with sheltering, feeding, and other issues, as necessary.
- Skagit County Search and Rescue (SAR) provides services as coordinated through and directed by the Skagit County Sheriff's Office. When it is safe for volunteers, SAR will search for, rescue, or recover by means of ground, water, or air persons who become lost, injured, or are killed while outdoors or because of a natural, human-caused, or technological emergencies and/or disasters. The Department of Emergency Management will register SAR workers and request Mission Numbers from the Washington State Military Department, Emergency Management Division.
- Island Health and Skagit Regional Health coordinate the organization and mobilization of medical and health personnel during a disaster or major emergency and provide continuous care to the sick and injured victims of an incident.
- La Conner School District is required by law to develop and maintain disaster plans and conduct regular drills with teachers and students. In the event of an emergency or disaster event that precludes students from being reunited with their parents, legal

guardian, or other authorized caregiver, school districts are responsible to provide care for those students until they can be reunited, or an appropriate and adequate alternative can be provided. School districts may provide transportation support to the local Department of Emergency Management, upon request.

- Skagit County Emergency Medical Services (EMS) Department provides, by contract, pre-hospital Basic Life Support (BLS) personnel affiliated with first response agencies such as fire service and ALS search and rescue, law enforcement, and private ambulance companies within Skagit County. The Skagit EMS Department may provide a representative to the EOC to assist with the coordination and organization of pre-hospital emergency medical services as required.
- Tribal Nations provide services on tribal lands and will operate in accordance with tribal Emergency Management Plans. These plans are separately published documents. Coordination in mitigation, planning, response, and recovery efforts will be conducted between the town and the Samish Indian Nation, the Upper Skagit and the Swinomish Indian Tribal Communities.
- Port of Skagit provides staff and volunteers to assist the town in immediate response activities as well as recovery efforts.
- EVAC— Emergency Volunteer Air Corps is a volunteer airlift resource helping communities and emergency responders cope with a local disaster.

Other resources include Puget Power, Cascade Natural Gas, Astound Internet, Anacortes Water, Corps of Engineers and Verizon cellular services.

X. Communications

1. Purpose of Communication

Effective communication is critical in managing and responding to emergencies efficiently. The purpose of this section is to establish clear, reliable, and quick communication protocols among Town officials, local citizens, Skagit County Department of Emergency Management, and the Swinomish Tribal DEM. These protocols are designed to ensure that all stakeholders are well- informed, coordinated, and ready to act in a unified manner during emergencies.

2. Communication with Local Citizens

The Town of La Conner will use multiple communication channels to reach out to citizens before, during, and after an emergency. These channels include:

- **Mass Notification Systems:** Utilize systems like CodeRED to send urgent notifications and updates.
- **Social Media:** Regular updates on platforms such as Facebook, Nextdoor and Twitter.
- **Local Media:** Collaborations with local radio and television stations to broadcast emergency information.
- **Town Website:** Maintains a dedicated emergency updates page with real-time information.

Regular drills will be conducted to ensure these systems are effective and to familiarize residents with their operation.

3. Communication Among Town Officials

Communication among Town officials will be structured around a clear chain of command as specified in the Incident Command System (ICS). Key components include:

- **Emergency Contact List:** Maintained and updated regularly, detailing contact information for all critical personnel.
- **Communication Tree:** Defined protocols for who communicates with whom and how information flows during emergencies.

4. Coordination with Skagit County DEM

The Town will maintain a direct line of communication with Skagit County DEM to facilitate a coordinated response. This includes:

- **Integrated Communication Systems:** Shared platforms such as the WebEOC to ensure consistent message flow and resource sharing.
- **Joint Information Center (JIC):** Establishment of a JIC during major emergencies to coordinate communications across agencies.

5. Engagement with Swinomish Tribal DEM

A partnership with the Swinomish Tribal DEM will be reinforced through:

- **Regular Meetings:** Establish routine meetings to discuss plans, share resources, and coordinate training.
- **Joint Exercises:** Collaborative exercises to improve inter-agency communication and emergency response strategies.

6. Communication with Shelter Bay

A partnership with the Shelter Bay community will be reinforced through:

Regular Meetings: Establish routine meetings to discuss plans, share resources, and coordinate training.

Joint Exercises: Collaborative exercises to improve inter-agency communication and emergency response strategies.

7. Communication Tools and Technologies

The Town of La Conner will invest in and maintain communication technologies to support emergency operations. This includes:

- **Emergency Alert System (EAS):** Used for broadcasting emergency alerts.
- **HAM Radio:** Maintained as a backup communication tool, especially useful when other systems fail.

8. Training and Exercises

Continuous training and regular communication drills will be integral:

- **Annual Training:** For Town officials and key stakeholders on the latest communication tools and emergency protocols.
- **Community Drills:** Involving local citizens to ensure they understand how to receive and act on emergency communications.

This Communications section aims to create a robust framework to support effective and efficient communication during emergencies, enhancing the overall resilience of La Conner.

La Conner Demographics

In 2021, La Conner had a population of 1060 people with a median age of 57 and a median income of \$53,819. The five largest ethnic groups in La Conner are White (Non Hispanic) 72.8%, Other (Hispanic) 7.7% American Indian & Alaskan Native (Non-Hispanic) 7.1%, Two+(Non-Hispanic) 3.4% and White (Hispanic) 3.1%.

None of the households in La Conner reported speaking a non-English language at home as their primary shared language. This does not consider the potential multilingual nature of households, but only the primary self-reported language spoken by all members of the household.

98% of the residents in La Conner are U.S. Citizens.

In 2021, the median home property value in La Conner was \$357,100 and the homeownership rate was 55%.

La Conner businesses employ approximately 464 people. The largest employers are educational services (80 people), accommodation and food service (54 people) and construction (49 people). The Town is home to a marina operated by the Port of Skagit, two marine service boat yards and two boat manufacturers.

List of Future Annexes

Response to earthquake

Response to Fire

Response to Flood

Response to Wildfire

Response to Heat

Response to loss of Utilities

 Water

 Sewer

 Electricity

 Natural Gas

 Telecommunications

List and Map of Emergency Shelters

Map of evacuation Routes

Typical Household Emergency Supplies

Individual Planning and Preparation Guidelines

Support Organizations Contact

Emergency Resource Contact List

Emergency Communication Tree

TOWN OF LA CONNER

By
Mayor Marna Hanneman

Attest:

Maria DeGoede, Town Clerk

Approved as to form:

Scott Thomas, Town Attorney

New Business

- 1) Agreement – 2025 TIB Grant – Washington & Road Street Pedestrian Improvements**
- 2) Agreement – 2025 Public Restroom Cleaning (Frontline)**
- 3) Mayor Prot - Carlson**
- 4) Cancelation of December 24, 2024 Council Meeting**

**Agreement - 2025 TIB Grant
Washington & Road Streets Pedestrian
Improvements**



Washington State Transportation Improvement Board

TIB Members

Chair	Councilmember Sam Low Snohomish County
Vice Chair	Mayor Hilda González City of Granger
	Susan Carter Hopelink
	Kent Cash Port of Vancouver
	Barbara Chamberlain WSDOT
	Dongho Chang WSDOT
	Scott Chesney Spokane County
	Vicky Clarke Cascade Bicycle Club & Washington Bikes
	Nick Covey Link Transit
	Andrew Denham Town of Twisp
	Stephanie Forman Forman Consulting
	Preston Frederickson City of Walla Walla
	Commissioner Al French Spokane County
	Commissioner Scott Hutsell Lincoln County
	Councilmember Jon Pascal City of Kirkland
	Les Reardanz Whatcom Transportation Authority
	Mayor Kim Roscoe City of Fife
	Maria Thomas Office of Financial Management
	John Vicente City of Kenmore
	Jennifer Walker Thurston County
	Jane Wall County Road Administration Board

November 22, 2024

Brian Lease
Public Works Director
Town of La Conner
Post Office Box 400
La Conner, WA 98257-0400

Dear Brian Lease:

Congratulations! The Transportation Improvement Board (TIB) is pleased to announce the selection of your project, Washington St and Road St Pedestrian Improvements, Multiple Locations, TIB project number C-W-834(002)-1.

TIB is awarding 92.4156% of approved eligible project costs with a maximum grant of \$290,000.

Before any work is permitted on this project, you must complete and email the following items to your TIB engineer:

- Verify the information on the attached Project Funding Status Form and revise, if necessary. Sign and email a copy.
- Submit the section of your adopted Six-Year Transportation Improvement Plan listing this project.
- Sign and email one copy of the Fuel Tax Grant Distribution Agreement.

You may only incur reimbursable expenses after you receive approval from TIB. **This project must advertise for bids no later than May 1 and construction activities shall start no later than July 1 of the year of scheduled construction, unless TIB provides an extension in writing.**

In accordance with RCW 47.26.084, you must certify full funding by November 22, 2025, or the grant may be terminated. Grants may also be rescinded due to unreasonable project delays as described in WAC 479-05-211.

If you have questions, please contact Chris Langhoff, TIB Project Engineer, at ChrisL@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures

Town of La Conner

C-W-834(002)-1

Washington St and Road St Pedestrian Improvements

Multiple Locations

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
Town of La Conner
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the Washington St and Road St Pedestrian Improvements, Multiple Locations (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and Town of La Conner, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 92.4156 percent of approved eligible project costs up to the amount of \$290,000, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW and/or chapter 47.04 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Project Funding Status Form
- b) Bid Authorization Form with plans and engineers estimate
- c) Award Updated Cost Estimate
- d) Bid Tabulations
- e) Contract Completion Updated Cost Estimate with final summary of quantities
- f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue and other revenue sources. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060 and/or WAC 479-10-575. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that

maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.

12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.

15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington and/or 47.04 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer

Date

Executive Director

Date

Print Name

Print Name

**Agreement - 2025 Public Restroom
Cleaning (Frontline)**



Town of La Conner Services Agreement

THIS AGREEMENT is entered into by and between the Town of La Conner, a Washington municipal corporation, hereinafter referred to as the "Town", and **Frontline Cleaning Services Corp**, a Washington corporation, hereinafter referred to as the "Contractor".

The Town and Contractor mutually agree as follows:

I. Scope and Schedule of Work.

- A.** The Contractor agrees to perform those services described in Exhibit "A," and Exhibit "B" attached hereto and incorporated herein.
- B.** All obligations and services of the Contractor undertaken pursuant to this Agreement shall be performed diligently and completely in accordance with professional standards of conduct and performance.
- C.** The Contractor shall comply with all applicable provisions of Washington State's Prevailing Wage law, Chapter 39.12 RCW.

II. Compensation and Payment.

- A.** The Town shall pay the Contractor the sum of **\$35,335.00** for the services performed under this Contract. Such payment shall be the total compensation for all work performed under this Agreement, including but not limited to all labor, reimbursable expenses, and equipment expenses. The following supplies shall be provided by the Town.
- B.** The Contractor shall be eligible for payment on a monthly basis, in an amount proportionate to the total compensation to be paid under this agreement. The Contractor shall submit an original written invoice with necessary and appropriate documentation, for work completed during the previous month.
- C.** Payment shall be made through the Town's ordinary payment process and shall be considered timely if made within 30 days of receipt of a properly completed invoice.
- D.** All payments shall be subject to adjustment for any amounts determined upon audit to have been improperly invoiced.

- E. In the event the Contractor fails to pay any taxes, assessments, penalties, or fees imposed by any governmental body, including a court of law, then the Contractor authorizes the Town to deduct and withhold, or pay over to the appropriate governmental body, those unpaid amounts upon demand by the governmental body. Any such payments shall be deducted from the Contractor's total compensation.

III. Termination of Agreement.

- A. The Town may terminate this Agreement at any time, with or without cause, by giving thirty (30) days' notice to the Contractor in writing.
- B. Neither party shall be considered to be in default in the performance of this Agreement to the extent that performance is prevented or delayed by any cause which is beyond the reasonable control of the affected party.

IV. Contract Administration and Management.

- A. The Public Works Director for the Town shall have primary responsibility for administering and approving services to be performed by the Contractor and shall coordinate all communications between the Contractor and the Town.
- B. Any and all notices affecting, or relative to, this Agreement shall be effective if in writing and delivered or mailed, postage prepaid, to the respective party being notified at the address listed with the signature of this Agreement.
- D. The Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, and regulations.

V. Independent Contractor Status.

- A. The Contractor is and shall be, at all times during the term of this Agreement, an independent contractor and not an employee of the Town.
- B. The Contractor acknowledges that it is responsible for the payment of all charges and taxes applicable to the services performed under this Agreement, and the Contractor agrees to comply with all applicable laws regarding the reporting of income, maintenance of insurance and records, and all other requirements and obligations imposed as a result of the Contractor's status as an independent contractor. If the Town is assessed, liable, or responsible in any manner for those charges or taxes, the Contractor agrees to hold the Town harmless from those costs, including attorney's fees.

- C. The Contractor, at its sole expense, shall obtain and keep in force any and all necessary licenses and permits.

VI. Indemnification and Insurance.

- A. The Contractor shall indemnify, defend, and hold harmless the Town, its officials, officers, agents, employees, and volunteers from any and all claims, demands, damages, lawsuits, liabilities, losses, liens, and expenses and costs arising out of the subject matter of this Agreement; provided that this provision shall not apply to the extent that damage or injury results from the fault of the Town or its officers, agents, or employees. The term "fault" as used herein shall have the same meaning as set forth in RCW 4.22.015, as that statute may hereinafter be amended.
- B. The Contractor specifically assumes potential liability for actions brought by the Contractor's own employees against the Town and, solely for the purpose of this indemnification and defense, the Contractor specifically waives any immunity under the State Industrial Insurance Law, RCW 51. **THE CONTRACTOR RECOGNIZES THAT THIS WAIVER WAS SPECIFICALLY ENTERED INTO PURSUANT TO THE PROVISIONS OF RCW 4.24.115 AND WAS THE SUBJECT OF MUTUAL NEGOTIATION.**
- C. These indemnifications shall survive the termination of this Agreement.
- D. Contractor shall maintain and keep in force the following insurance policies during the term of this Agreement:**
 1. **Commercial General Liability** Insurance, written on ISO occurrence form CG00 01, which shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The Town shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Town.
 2. **Auto Liability** covering all owned, non-owned, hired and leased vehicles. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 3. **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.
- E. A waiver or failure by either party to enforce any provision of this Agreement shall not be construed as a continuing waiver of such provisions, nor shall the same constitute a waiver of any other provision of this Agreement.**

VII. Conflict of Interest.

No officer, employee, or agent of the Town, nor any member of the immediate family of any such officer, employee, or agent, shall have any personal financial interest, direct or indirect, in this Agreement. The Contractor shall comply with all federal and state conflict of interest laws, statutes, and regulations. The Contractor further covenants that, in performance of this Agreement, no person having any such interest shall be employed.

VIII. Interpretation and Venue.

- A.** Washington law shall govern the interpretation of this Agreement. Skagit County shall be the venue of any arbitration or lawsuit arising out of this Agreement.
- B.** If one or more of the clauses of this Agreement is found to be unenforceable, illegal, or contrary to public policy, the Agreement will remain in full force and effect except for the clauses that are unenforceable, illegal, or contrary to public policy.
- C.** This Agreement constitutes the complete and final agreement of the parties and replaces and supersedes all oral and/or written proposals and agreements heretofore made on the subject matter and may be modified only by a writing signed by both parties.

IX. Changes to Agreement. The Town may, from time to time, require changes in the scope of the service to be performed hereunder. Such changes, including increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by the Town and the Contractor, shall be incorporated in written amendment to this agreement.

X. Notices: Any notices required to be given by the Town to the Contractor or by the Contractor to the Town shall be in writing and delivered to the parties at the following addresses:

Town Administrator
Town of La Conner
P.O. Box 400
La Conner, WA 98257

Contact: _____
Frontline Cleaning Services
PO Box 587
Burlington, WA 98233

IN WITNESS WHEREOF the Town and the Contractor have caused this Agreement to be executed on the dates written below.

APPROVED BY TOWN COUNCIL December-10-2025.

TOWN OF LA CONNER

Contractor

By: Mayor Marna Hanneman

By:

Date: _____

Date: _____

APPROVED AS TO FORM:

Scott G. Thomas
Town Attorney

EXHIBIT "A"

Professionally Clean/sanitize 4 public restrooms for public use at the locations of: 3RD and Morris Street (men's and women's); and 613 S First Street, (men's and women's).
2025 cleaning schedule attached as Exhibit "B."

Supplies provided by the Town of LaConner.



BID FOR: TOWN OF LACONNER

PUBLIC RESTROOM CLEANING FOR 2025 \$ 35,335.00

Clean 4 bathrooms per 2025 cleaning schedule.

Cleaning starts January 1st through December 31st.

384 regular cleanings with 11 holidays for a total of 395 cleanings.

Supplies provided by the Town of LaConner.

**This is a prevailing wage project. Prevailing wage will be paid and filed with the state. The cost to file an intent and affidavit will be added to the first and last invoice of \$40.00 each.

Town of LaConner _____ Date _____

Frontline _____ Date _____

Schedule: **EXHIBIT "B"**

Cleaning to begin January 1, 2025 and continue through December 31, 2025.

Contractor to perform 384 regular cleanings and 11 holidays, for a total of 395 cleanings.

(Yellow = 9:AM) (Yellow/Red Circle = Holiday 9:AM)							2025 (Red = 9:AM and 3:PM)																				
JANUARY							FEBRUARY							MARCH							APRIL						
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12	13	14	15	16	17	18	9	10	11	12	13	14	15														
19	(20)	21	22	23	24	25	16	(17)	18	19	20	21	22														
26	27	28	29	30	31		23	24	25	26	27	28															
MAY							JUNE							JULY							AUGUST						
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25	(26)	27	28	29	30	31	29	30																			
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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