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- The public is encouraged to comment via email to cityclerk@cityofanacortes.org or via written comment addressed to City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received by the [City Clerk](#) prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.
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Anacortes City Council
Municipal Building Council Chambers
904 6th Street

February 27, 2023
6:00 PM

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Planning Committee (Report)
 - b. Museum Committee (Report)
 - c. Arts Commission Appointments (Action)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of February 21, 2023 (Action)
 - b. Approval of claims in the amount of \$139,980.34 (Action)
 - c. Contract Modification: On-Call Professional Services at the WWTP #22-057-SEW-001 (Action)
6. **Public Hearings**
 - a. * Community Development Block Grant (CDBG) 2023-2027 Consolidated Plan Final (Discussion/Action)
7. **Other Business**
 - a. Property Taxes and How They Work in Washington State - Skagit County Assessor Danny Hagen (Presentation)
 - b. Contract Award: Fidalgo Island Water Service Area Expansion: Supervisory Control and Data Acquisition (SCADA) Integration #21-197-WTR-002 (Discussion/Action)
 - c. * Resolution 3111: 2023 Lodging Tax Advisory Committee Appointments (Discussion/Action)
8. **Adjournment**

Per Resolution 3051, citizens wishing to comment on items not on the agenda may do so under Public Comment. Citizens wishing to comment on items indicated with an asterisk () may do so as those items are considered by Council during the course of the meeting.*

The City of Anacortes is committed to making public meetings available and accessible to all members of the community.
 For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.

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City Council Memo

TO: Anacortes City Council
FROM: Matt Miller, Mayor
DATE: February 27, 2023
RE: Arts Commission Appointments
Appointed by the Mayor Requiring Confirmation by City Council

Summary Statement:

The following appointments to the Arts Commission are being presented at the regular City Council meeting on February 27, 2023.

I would like to thank Terry McDonald, Betsy Humphries and Laura Hamilton for their service to the Arts Commission and present my recommendations for new members:

- Bob Hogan
 - Mark Gardner
 - Dona Reed
 - Hyojeong “Clara” Jeong who will be serving a one-year student term
-

Arts Commission Appointments

It is my recommendation that the following appointments to the Arts Commission be confirmed by Council:

- Bob Hogan (three year term)
- Mark Gardner (three year term)
- Dona Reed (three year term)
- Hyojeong “Clara” Jeong (one year student term)

Recommended Motion:

I move to confirm the appointments of Bob Hogan, Mark Gardner, Dona Reed and Hyojeong “Clara” Jeong as presented

Anacortes City Council Minutes - February 21, 2023

Call to Order

Mayor Matt Miller called to order the Anacortes City Council meeting of February 21, 2023 at 6:08 p.m. Councilmembers Christine Cleland-McGrath, and Carolyn Moulton were present.

Councilmembers Amanda Hubik, Bruce McDougall (joined the meeting at approximately 6:15 p.m.), and Jeremy Carter participated in the meeting remotely via Zoom. Councilmembers Ryan Walters and Anthony Young were absent.

Ms. Moulton moved, seconded by Ms. Cleland-McGrath, to excuse the absence of Mr. Walters and Mr. Young. The motion carried unanimously by voice vote.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller shared an update on the Tommy Thompson Trail trestle repair project, reporting that it will open in February once the final inspection is complete. He continued by reading a statement on Proposition 1, asking for individuals to serve on a committee either for or against the proposition, which is on the April 25, 2023 special election ballot. He continued saying that names of individuals who would like to write statements for or against would be due to Skagit County elections by February 24, 2023 and the statements themselves by March 3, 2023 and a rebuttal by March 8, 2023. He concluded by announcing that Skagit County Assessor, Danny Hagen, would be giving a presentation on property taxes at the City Council meeting on February 27, 2023.

Economic Development Committee

Mayor Miller announced that the Economic Development Committee did not meet as scheduled.

Public Works Committee

Ms. Moulton reported from the Public Works Committee meeting held earlier in the evening. The topics discussed included the Stormwater Management Action Plan, which was completed in-house by Stormwater Program Manager, Diane Hennebert, with extensive coordination with relevant departments and saved an estimated \$100,000 that would have been required for a consultant. The report will be coming before the Council in early March and will be available for public comment prior to submission to the Department of Ecology at the end of March. Additionally, the committee discussed the Water System Plan, which was recently updated to account for the results of a report by the Skagit Climate Science Consortium that included the effects of climate change to date and predicted future effects of climate change, including a two-degree increase in the overall temperature, and how to plan on ensuring high water quality in the future through recommended capital projects and treatment techniques. Ms. Moulton announced that the Skagit Climate Science Consortium would hold a public event on March 12th at the Senior Center. She concluded by mentioning that the committee discussed public education methods for preventing contamination of yard waste and recycling bins.

Traffic Safety Committee

Ms. Moulton reported from the Traffic Safety Committee meeting held earlier in the morning. The topics discussed included the new crosswalk on A Avenue at the entrance to trail 10 of the Anacortes Community Forest Lands equipped with rapid flashing beacons and a reduced speed limit. The committee also discussed a constituent concern, who had advocated for an additional crosswalk on the north side of Q Avenue and 7th Street. She added that every intersection in Washington is a pedestrian crossing with or without a crosswalk, and that motorists and pedestrians must exercise due caution when approaching or crossing at an intersection.

Public Safety Committee

Ms. Cleland-McGrath reported from the Public Safety Committee meeting held on February 14, 2023. Police topics discussed included the annual report, which will be available on the City website, unmanned aerial system policy and operator training with expected operational status in mid-spring, challenges with jail staffing, and an increase in police applications. Mayor Miller added that many quality applicants have been interviewed by the department over the past week.

Fire topics included the Alternative Response Team for T Avenue in its third week of operation, interdepartmental crane training with Mount Vernon and Burlington, the ladder truck delivery being delayed to Spring 2024, the rescue boat being out during the upcoming Anacortes High School sailing regatta March 18-19, and a recent training burn at the former drive-in movie theater.

State Legislature Engagement

Ms. Cleland-McGrath shared an update about her and Ms. Moulton's visit to Olympia. She thanked the Mayor's Executive Assistant, Jennifer Tottenham, for scheduling the visit, which included meetings with local representatives and a discussion with the Washington State Broadband Office led by Administrative Services Director, Emily Schuh. Ms. Moulton added that it was a productive and fun experience and that she felt welcomed by all parties with whom she met. She expressed thanks to Ms. Hubik, Representative Alex Ramel's Legislative Assistant, for providing time and access to state legislators.

Public Comment

Mayor Miller invited the public to comment on any item not on the agenda.

Pat Gardner of Anacortes commented on crosswalks, saying that it would enhance public safety to have more equipped with rapid flashing beacons, especially with the upcoming busy summer season. Mayor Miller added that the next lighted crosswalk would be added on D Avenue.

Consent Agenda

Ms. Moulton moved, seconded by Ms. Cleland-McGrath, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

a. Minutes of February 13, 2023

b. Approval of claims in the amount of \$460,870.38

The following vouchers/checks were approved for payment:

EFT numbers: 105594 through 105605, total \$335,110.07

Check numbers: 105606 through 1056232, total \$105,768.43

Wire transfer numbers: 318898 through 319247, total \$19,991.88

c. Street Fair Event - Anacortes Farmers Market

d. Street Fair Event - Rotary Shipwreck Day

e. Contract Award: Skyline Sanitary Sewer Pump Station #14 Conveyance Vault Lid Replacement #23-074-SEW-001

Other Business

Ordinance 4041: Adopting New AMC Chapter 2.86 Regarding Compost Procurement

City Attorney, Darcy Swetnam, re-introduced Ordinance 4041: Adopting New AMC Chapter 2.86 Regarding Compost Procurement, which was discussed at the February 13, 2023 meeting. She noted that pursuant to section 7.2.c. of the Council Procedures, ordinances must be approved by a majority of the whole membership of the Council, so there must be four members who support the ordinance to pass the measure. She reminded the Council and public that Ms. Moulton had recused herself from voting on this ordinance due to being an employee of Lautenbach Recycling. Mr. Carter remarked that without Ms. Moulton voting, there would still be four members of the Council voting on the measure. Ms. Swetnam updated the principal ordinance tenets, referring to a slide presentation that was added to the packet materials for the meeting.

Mayor Miller invited the public to comment on the agenda item. No one present wished to address the Council on the agenda item.

Ms. Cleland-McGrath commented that this is an ordinance mandated by the state legislature and that it is important for ensuring that compostable items be kept out of the landfill as much as possible through public education.

CHRISTINE CLELAND-MCGRATH moved, seconded by AMANDA HUBIK, to approve Ordinance 4041: Adopting New AMC Chapter 2.86 Regarding Compost Procurement as presented. Vote: Ayes - JEREMY CARTER, CHRISTINE CLELAND-MCGRATH, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Abstentions: CAROLYN MOULTON. Result: Passed

Adjournment

There being no further business, at approximately 6:35 p.m. the Anacortes City Council meeting of February 21, 2023 was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the February 27, 2023 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
319662	8/22/2022	67380	LUCAS HOLDINGS, LLC	LIBRARY CARDS	\$ 668.20	publib
319683	9/26/2022	1100985260	INSIGHT PUBLIC SECTOR, INC	RED HAT LINUX SERVER RENEWAL - 8/23/22-8/23/23	\$ 1,064.74	infosys
319653	10/28/2022	954495	RAINBOW ENTERPRISES	WTP SEPTIC INSPECTION AND PUMP OUT	\$ 868.80	dwtp
319681	1/1/2023	0547389	EBSCO INFORMATION SERVICES	MAGAZINES LIBRARY	\$ 2,527.22	publib
319676	1/1/2023	0547392	EBSCO INFORMATION SERVICES	USA TODAY ANNUAL SUBSCRIPTION	\$ 275.00	publib
319497	1/1/2023	GB00100301	TRANSAMERICA LIFE INS CO	JAN-APRIL 2023 LEOFF LONG- TERM CARE INSURANCE	\$ 689.75	hr
319490	1/3/2023	ReimbLindquist	LINDQUIST, THAD	REIMBURSE PHARMACY COPAY, LEOFF1 RETIREE	\$ 49.99	hr
319666	1/23/2023	INV-US61611	BIBLIOTHECA , LLC	RFID TAGS FOR BOOKS	\$ 1,377.64	publib
319227	1/31/2023	10741599	LANGUAGE LINE SERVICES, INC	TELEPHONE INTERPRETER SERVICES	\$ 82.96	court
319357	1/31/2023	4139	BOYS & GIRLS CLUBS	FUNDING AGREEMENT - LUNCH PROGRAM - JAN	\$ 160.00	finance
319667	2/1/2023	23004234	WASHINGTON STATE PATROL	BACKGROUND CHECKS; JAN 2023	\$ 212.00	apd
319644	2/2/2023	0453	FIDALGO CLEANING	MUSEUM CLEANING 2/2 & 2/16	\$ 180.00	museum
319643	2/2/2023	0454	FIDALGO CLEANING	HERITAGE CENTER CLEANING 2/2 & 2/16	\$ 120.00	museum
319641	2/6/2023	112564	WALTON BEVERAGE COMPANY, INC	AFD BREAKROOM SUPPLIES	\$ 210.00	medic
319492	2/7/2023	ReimbLindquist	LINDQUIST, THAD	REIMBURSE PHARMACY COPAY, LEOFF1 RETIREE	\$ 51.79	hr
319685	2/8/2023	2334	THE CLEAN TEAM	JANITORIAL SERVICES - JANUARY 2023	\$ 4,776.00	pw1
319659	2/8/2023	726161	INTOXIMETERS, INC	DUI PROCESSING EQUIPMENT	\$ 563.60	apd
319642	2/10/2023	98077927	ECO SERVICES OPERATIONS CORP	ALUMINUM SULFATE	\$ 4,566.99	dwtp
319491	2/11/2023	222962	LAKE SIDE INDUSTRIES, INC.	PARK MAINTENANCE SUPPLIES- DOG PARK	\$ 135.29	parks1
319680	2/11/2023	8498 90017 0464628	COMCAST	WA PARK BOAT/SHOP INTERNET 2/21-3/20/23	\$ 113.16	parks1
319493	2/13/2023	300000000343	PUGET SOUND ENERGY INC	PARKS/CEM/WASH. PARK/FAC/DEPOT 01/0-02/07/23	\$ 2,002.12	parks1

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
319646	2/13/2023	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 1/7-2/6/23	\$ 4,602.35	dwtp
319360	2/13/2023	300000300008	PUGET SOUND ENERGY INC	WWTP 1/8-2/7/23	\$ 23,297.58	dwwtp
319657	2/14/2023	10964542	WORLD WIDE TECHNOLOGY, LLC	DROP CABLES, GUEMES VIEW	\$ 28,803.98	fiber
319356	2/14/2023	20230283	SYSTEMS DESIGN WEST, LLC	AMBULANCE SERVICE BILLING 01/2023	\$ 3,784.89	finance
319637	2/14/2023	268382	USA BLUE BOOK	BUFFER, CHLORINE SWIFTESTS, ACCUVAC SNAPPERS	\$ 629.93	dwtp
319656	2/14/2023	400002858597	PUGET SOUND ENERGY INC	POLE ATTACHMENTS - 2023	\$ 3,808.45	fiber
319504	2/15/2023	0001406	CITY OF BURLINGTON	DARK FIBER & RACK SPACE	\$ 275.00	fiber
319661	2/15/2023	509255	PROFORCE LAW ENFORCEMENT	TASER EXTENDED POWER MAGS	\$ 626.69	apd
319639	2/15/2023	50928101	UNIVAR USA INC	SODIUM HYDROXIDE	\$ 4,804.32	dwtp
319362	2/15/2023	Ref000319362	POLLARD, RON OR DONNA	Refund portion of permit fees	\$ 18,067.66	bldg
319665	2/16/2023	038 200 0000 2	CASCADE NATURAL GAS CORP.	APD 1/23 - 2/15/23	\$ 1,559.46	apd
319647	2/16/2023	112610	WALTON BEVERAGE COMPANY, INC	AFD BREAKROOM SUPPLIES	\$ 140.00	medic
319494	2/16/2023	143381	SUMMIT LAW GROUP, PLLC	LEGAL SERVICES RE APD BARGAINING & CBA REVIEW	\$ 337.50	hr
319664	2/16/2023	154 700 0000 9	CASCADE NATURAL GAS CORP.	LIBRARY 1/20-2/15/23	\$ 1,961.79	publib
319654	2/16/2023	169 400 0000 9	CASCADE NATURAL GAS CORP.	STA 2: 1/20 - 2/16/23	\$ 256.93	medic
319638	2/16/2023	199 800 0000 4	CASCADE NATURAL GAS CORP.	703 R AVENUE 1/20-2/13/23	\$ 410.30	museum
319484	2/16/2023	245506	NORTHSTAR CHEMICAL INC.	SODIUM HYDROXIDE	\$ 5,088.26	dwwtp
319671	2/16/2023	260 037 3822 1	CASCADE NATURAL GAS CORP.	611 R AVENUE 1/20-2/15/23	\$ 543.50	parks1
319636	2/16/2023	271314	USA BLUE BOOK	CHLORINE STANDARDS	\$ 297.74	dwtp
319677	2/16/2023	304 713 42342	CASCADE NATURAL GAS CORP.	607 R AVE 1/20-2/15/23	\$ 13.83	parks1
319673	2/16/2023	440 400 0000 0	CASCADE NATURAL GAS CORP.	FIDALGO CENTER 1/20-2/15/23	\$ 832.40	parks1
319675	2/16/2023	538 000 0000 1	CASCADE NATURAL GAS CORP.	411 HILLCREST DR.1/20-2/15/23	\$ 75.87	parks1
319672	2/16/2023	638 000 0000 0	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. #B, 1/20-2/15/23	\$ 57.01	parks1
319652	2/16/2023	674 400 0000 7	CASCADE NATURAL GAS CORP.	STA 1: 1/20 - 2/15/23	\$ 336.11	medic
319648	2/16/2023	7272865443	CARDINAL HEALTH 110, INC.	PHARMA: ROCURONIUM, EPINEPHRINE	\$ 990.14	medic
319634	2/16/2023	795 700 0000 4	CASCADE NATURAL GAS CORP.	CITY HALL 1/20-2/15/23	\$ 1,506.65	finance
319640	2/16/2023	912 800 0000 0	CASCADE NATURAL GAS CORP.	CARNEGIE 1/20-2/15/23	\$ 544.82	museum
319674	2/16/2023	917 600 0000 9	CASCADE NATURAL GAS CORP.	1915 13TH ST. 1/20-2/15/23	\$ 383.90	parks1
319645	2/16/2023	989 800 0000 8	CASCADE NATURAL GAS CORP.	WWTP 1/20-2/15/23	\$ 15.52	dwwtp
319499	2/16/2023	INV2604489	COPIERS NORTHWEST, INC	CANON COPIERS CITY WIDE1/15-2/14/23	\$ 181.61	finance

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
319495	2/16/2023	TR-INV001642	CPS HR CONSULTING	TESTING FOR APD RECORDS SUPPORT RECRUITMENT	\$ 575.00	hr
319502	2/17/2023	RefundAckerman	ACKERMAN, COLIN	WA PARK CAMPING REFUND	\$ 18.00	parks1
319668	2/19/2023	74537673	INGRAM LIBRARY SERVICES, LLC	ADULT BOOKS	\$ 293.93	publib
319670	2/19/2023	74537674	INGRAM LIBRARY SERVICES, LLC	JUVENILE BOOKS	\$ 59.01	publib
319649	2/20/2023	23-0666	IMS ALLIANCE	VOLUNTEER PASSPORT NAMETAGS	\$ 67.73	medic
319635	2/20/2023	45305	PACIFIC SECURITY	SECURITY DETAIL JANUARY 2023	\$ 603.75	court
319655	2/21/2023	02200 C	DEPARTMENT OF HEALTH	2023 OPERATING PERMIT FEE AND OPERATOR CERTIFICATION SYSTEM FFF	\$ 10,411.70	dwtp
319682	2/21/2023	0655024-IN	REISNER DISTRIBUTOR INC	MAINTENANCE SUPPLIES - OIL FOR THE PLANT	\$ 241.99	dwwtp
319651	2/21/2023	121	AUREUS, LLC	STA 3 RENT: FEBRUARY	\$ 2,620.00	medic
318703	3/1/2023	22-131-FAC-0011	VECA ELECTRIC & TECHNOLOGIES	RETAINAGE RELEASE	\$ 159.79	pw1
	Total				\$ 139,980.34	



City Council Agenda Bill

Meeting Date: February 27, 2023 **Agenda Item:** 5.c.

Agenda Item Title: Contract Modification: On-Call Professional Services at the WWTP #22-057-SEW-001

Staff Contact(s): Brian Walker, Henry Hash

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Modification
TIFFANY MATSON	

Item Summary: City staff seeks Council consent to issue a contract modification to Quality Controls Corporation (QCC) in the amount of \$5,271.49, increasing the total contract price to \$48,271.49, to allow payment for on-call work performed in November and December of 2022.

Background:

1. Reason for Contract Change: The contract for services in 2022 currently has a remaining balance of \$983.51, and the total for invoice P0001-75 (received 12/23/22) and P0001-76 (received 12/29/22) equals \$6,255.00. The majority of the costs within these two invoices were incurred late in the contract period and were the result of emergency callouts such as emergency bypass controls, PS14 power failure, and incinerator fuel pump VFD failure. Additionally, the original contract value was burdened by several equipment purchases earlier in the year that should have been made off-contract. Every effort will be made to keep QCC billings within the existing 2023 contract value.

2. Competitive Bidding: Quality Controls Corporation was designated sole source for PLC and SCADA system development and maintenance at the WTP via [Resolution 1930](#) at the 10/5/15 Council meeting.

3. Key Terms:

- Contract is on a time and materials basis not-to-exceed \$48,271.49.
- The term is through 12/31/22.

Budget Impact:

Consultant	Quality Controls Corporation (QCC)
Original Agreement Amount	\$35,000.00
Modification 01 signed 10/20/22	\$8,000.00
Current Agreement Amount	\$43,000.00
Change Per this Modification	\$5,271.49
Total After Modification	\$48,271.49
BARS #	Varies based on work
Paid on Contract as of 2/21/2023	\$42,016.49
Budget Amendment Required?	No
Start Date	Inception
End Date	12/31/22

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign a modification to contract 22-057-SEW-001 with Quality Controls Corporation (QCC) in the amount of \$5,271.49, increasing the total contract price to \$48,271.49.

Alternative Actions:

Attachments (listed in order presented):

1. 22-057-SEW-001 Mod 02
2. December invoice
3. November invoice



**Contract Number 22-057-SEW-001
MODIFICATION 02**

Date February 27, 2023
Page 1 of 1 Page

Contract Title	<u>On-Call Professional Services at the WWTP</u>
Consultant	<u>Quality Controls Corporation</u>

BACKGROUND

This modification is issued in accordance with Article 21, Changes/Additional Work to add additional funds for on-call work at the WWTP. Accordingly, the contract price is increased from \$43,000.00 by \$5,271.49 to \$48,271.49, and the following change is incorporated under this contract:

ARTICLE 3. Price and Payment Terms. The first sentence is revised to read:

“The work performed under this Agreement shall be performed on a time and materials basis not-to-exceed **Forty-Eight Thousand Two Hundred Seventy-One Dollars and Forty-Nine Cents (\$48,271.49).**”

All other terms of the contract remain unchanged.

CITY OF ANACORTES

QUALITY CONTROLS CORPORATION

By _____
Matt Miller, Mayor

By _____

Date _____

Date _____

Original Agreement Amount	<u>\$35,000.00</u>	Original Contract Completion Date	<u>12/31/2022</u>
Current Agreement Amount	<u>\$43,000.00</u>	Current Contract Completion Date	<u>12/31/2022</u>
Change Per this Modification	<u>\$5,271.49</u>	Net Change	<u>0 Days</u>
Total After Modification	<u>\$48,271.49</u>	Contract Completion Date After Change	<u>12/31/2022</u>



Quality Controls Corporation
5015 208th St SW
Suite 1B
Lynnwood, WA 98036

Invoice

Accounts Payable: 425-967-7102

Date	Invoice #
12/29/2022	P0001-76

Bill To				Ship To	
Anacortes Wastewater Treatment PO Box 547 Anacortes, WA 98221				Anacortes Wastewater Treatment 500 T Avenue Anacortes, WA 98221	
PO / SC Number	Terms	Ship	Via	F.O.B.	Project
22-057-SEW-001	Net 30	12/29/2022		Lynnwood	P0001 WWTP Service Contract

Item	Description	QTY	Price Each	Amount
Sr. Controls Engineer	James Cross - Sr. Controls Engineer - December 2022 Service (Emergency Service - 2x Hourly Rate)	5.3	360.00	1,908.00
Controls Engineer	Laura van Kolck - Controls Engineer - December 2022 Service	0.5	170.00	85.00
Total				\$1,993.00

AWWTP - December 2022

12/01/2022 - 12/31/2022

Total: 5.80



Date	Description	Duration	User
12/17/2022	Emergency Weekend Support - Onsite support to commissioning replacement VFD for incinerator fuel pump control system. Programmed VFD, commissioning and testing for replacement Poweflex 400 VFD. City of Anacortes - P0001 Anacortes WWTP Service	5.30 19:15:00 - 00:33:00	James Cross
12/02/2022	MFA Meeting City of Anacortes - P0001 Anacortes WWTP Service - WWTP General Service	0.50 09:00:00 - 09:30:00	Laura van Kolck



Quality Controls Corporation
5015 208th St SW
Suite 1B
Lynnwood, WA 98036

Invoice

Accounts Payable: 425-967-7102

Date	Invoice #
12/23/2022	P0001-75

Bill To				Ship To	
Anacortes Wastewater Treatment PO Box 547 Anacortes, WA 98221				Anacortes Wastewater Treatment 500 T Avenue Anacortes, WA 98221	
PO / SC Number	Terms	Ship	Via	F.O.B.	Project
22-057-SEW-001	Net 30	12/23/2022		Lynnwood	P0001 WWTP Service Contract

Item	Description	QTY	Price Each	Amount
Sr. Controls Engineer	James Cross - Sr. Controls Engineer - November 2022 Service	13.1	180.00	2,358.00
Controls Engineer	Laura van Kolck - Controls Engineer - November 2022 Service	11.2	170.00	1,904.00
Total				\$4,262.00

AWWTP - November 2022

11/01/2022 - 11/30/2022

Total: 24.30



Date	Description	Duration	User
11/29/2022	Completed Bluebeam redline updates to CP5 drawing set to update with new incinerator cooling water valve wiring. City of Anacortes - P0001 Anacortes WWTP Service - WWTP Incinerator Service	2.00 16:15:00 - 18:15:00	James Cross
11/29/2022	Onsite investigation of CP5 to identify scrubber spray valve control wiring termination points City of Anacortes - P0001 Anacortes WWTP Service - WWTP Incinerator Service	2.20 11:33:00 - 13:45:00	James Cross
11/28/2022	W3 Pump Alarm Issues And kW Counter Issues City of Anacortes - P0001 Anacortes WWTP Service - WWTP General Service	1.40 09:55:22 - 11:19:22	Laura van Kolck
11/01/2022	Evaluated CP5 spare IO for new incinerator bed cooling water flow meter. Added PLC programming and reviewed SCADA tagnames City of Anacortes - P0001 Anacortes WWTP Service - WWTP Incinerator Service	3.70 13:55:00 - 17:37:00	James Cross
11/01/2022	Secondary bypass testing. Tuned flow control loop and updated tuning parameters. Modified SCADA screens City of Anacortes - P0001 Anacortes WWTP Service - WWTP General Service	1.30 12:39:00 - 13:57:00	James Cross
11/01/2022	Test new bypass screens and logic City of Anacortes - P0001 Anacortes WWTP Service - WWTP General Service	5.80 12:00:00 - 17:48:00	Laura van Kolck
11/01/2022	PS14 VFD Line power fail troubleshooting. Updated auto reset logic to include additional line power failures, updated lag pump rotation to allow lag pump to run after fault. City of Anacortes - P0001 Anacortes WWTP Service - Pumpstation Service	3.90 08:06:00 - 12:00:00	James Cross
11/01/2022	Update pumpstations power alarms to not lock in and make sure they are set to call out City of Anacortes - P0001 Anacortes WWTP Service - Pumpstation Service	4.00 08:00:00 - 12:00:00	Laura van Kolck



City Council Agenda Bill

Meeting Date: February 27, 2023 **Agenda Item:** 6.a.

Agenda Item Title: Community Development Block Grant (CDBG) 2023-2027 Consolidated Plan Final

Staff Contact(s): DON MEASAMER

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Joann Stewart	Public Hearing
DON MEASAMER	

Item Summary: The Consolidated Plan is the planning and application requirement for the City's Community Development Block Grant (CDBG). The Consolidated Plan includes a five-year Strategic Plan and a one-year Action Plan that describes how CDBG funding will be used to carry out the City's Strategic Plan to meet housing and community development needs. The meeting tonight concludes the public comment period and provides the Consolidated Plan for approval by City Council to be forwarded to the Department of Housing and Urban Development (HUD) for their review and approval. Prior to being submitted to HUD, the plan will be updated to reflect actual allocations and include any public comments received. This should take place no later than May 15, 2023.

Budget Impact:
None

Previous Action: Preview draft Plan and review applications for funding

Recommended Motion: Move to accept the plan projects as submitted and recommend the plan be submitted to HUD for review and approval.

Alternative Actions: Possible further revisions.

Attachments (listed in order presented):

1. Con Plan
2. Pub Hrg Notice Consolidated Plan
3. Housing Authority Request
4. 2023 - AFC CDBG Public Services App



CITY OF ANACORTES DRAFT CDBG 2023-2027 STRATEGIC PLAN & 2023 ACTION PLAN

Executive Summary

ES-05 Executive Summary – 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Consolidated Plan, the Strategic Plan and the annual Action Plan allow grantees to fund activities and organizations in the coming year(s). The Consolidated Plan is a plan of 3 to 5 years in length and describes community needs, resources, priorities and proposed activities to be undertaken under certain U.S. Department of Housing and Urban Development (HUD) programs such as the Community Development Block Grant (CDBG) and the HOME Investment Partnership (HOME). The Consolidated Plan consists of 5 main components: A description of the lead agency or entity responsible for overseeing the development of the Con Plan and a description of the process undertaken to develop the plan; a housing and homeless needs assessment; a housing market analysis; a Strategic Plan (3 to 5 years in length); and a 1 year Action Plan.

In 2015, the city became a member of the HOME Consortium consisting of Skagit, Whatcom & Island Counties, and includes existing entitlement cities such as Anacortes and Mount Vernon that receives CDBG. Skagit County is the lead in this Consortium and because of that, prepares the first 3 components of the Comprehensive Plan. The other entitlements prepare their own Strategic Plans and 1 year Action Plans to address the needs within their communities. The city is now developing its 2023-2027 Strategic Plan and 2023 Action Plan in conjunction with the overall Consolidated Plan being prepared by Skagit County.

A strategic plan sets forth program goals, specific objectives, annual goals, and benchmarks for measuring progress. This helps local governments and citizens keep track of results and learn what works. These Plans will provide the U.S. Department of Housing and Urban Development (HUD) with information on the intended uses of funds from the Community Development Block Grant (CDBG) program. The 2023 Action Plan will further the goals of the Strategic Plan and is the spending plan for the CDBG funds.

The city allocates the annual funding primarily to public and non-profit entities for projects consistent with HUD's CDBG goals and requirements. The CDBG program requires that each activity funded except for program administration and planning activities meet one of the three national objectives which are:

- Benefit to low- and moderate-income (LMI) persons;
- Aid in the prevention or elimination of slums or blight; and
- Meet a need having a particular urgency (referred to as urgent need)

The primary objective is the development of viable urban communities by providing decent housing, creating suitable living environments, and expanding economic opportunities. Based on these objectives, the City developed the following goals:

- Increase and preserve affordable housing for both renters and homeowners
- Provide supportive services to help individuals from becoming homeless
- Support efforts to reduce poverty
- Support efforts to connect low income individuals and families with accessible services
- Support efforts to expand economic opportunities for low income citizens.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The goals of this plan include increasing and preserving the existing supply of affordable rental housing, funding supportive services to help individuals and families from becoming homeless and supporting efforts to reduce poverty, supporting efforts to connect low income individuals and families with accessible services and support efforts to expand economic opportunities for low income citizens.

The outcomes of these objectives will create a viable community of a diverse population where all can live and work in safe, suitable environments.

3. Evaluation of past performance

See past performance below:

- 2018-2021 - Public Services - homelessness/assist special needs populations - create suitable living environs, reducing poverty – 90 day shelter for families and single women along with supportive services for housing location, job search assist, healthy living training – approximately 726 individuals served during this 4 year period (2022 report is not yet available) – CDBG funding (4 years) - \$58,446.86, benefit for low to moderately low income individuals/families
- 2018 - Preservation – Housing Authority - create suitable living environments/preservation of rental housing – low income rental units rehabilitated - 2 households, 7 individuals total - \$65,000, benefit for low to moderately low income individuals/families
- 2019 Preservation – create suitable living environments/preservation of rental housing – essential appliances provided to 20 unit low income apartment complex -\$41,859, benefit for low to moderately low income individuals/families
- 2019 Removal of Architectural Barriers - create suitable living environments – sidewalk ramp replacements in key locations to provide access to services and entertainment for mobility impaired individuals within our community - \$45,222 replaced 6 ramps and improved intersections along O Avenue.
- 2019 Salvation Army Refrigeration Unit for Food Bank – homelessness/assist low income residents – installation of new refrigeration unit for Salvation Army Food Bank. Existing unit was no longer functioning. Very timely project in that the Covid pandemic hit at the same time and many within the community were suddenly without income and food was scarce. Served approximately 1988 individuals during first year - \$59,971.79 CDBG funds

- 2019/2020 CDBG-CV – Small Business Stabilization Grants – prepare, respond and prevent the spread of Covid – the city created a grant program to help 15 local small businesses retain approximately 75 employees and remain in business during the shutdown caused by the pandemic. \$68,183 in CV funding and utilized another \$100,000 in annual funding to fund this project.
- 2019/2020 CDBG-CV - Community Action Food Bank provides food and supplies to local food banks. The City provided \$8,183 to assist in distribution of food supplies to the Anacortes food banks. It was estimated that this helped increase food supplies to the local food banks by more than 10%.
- 2021 – Preservation – awarded approximately \$100,000 to the Housing Authority for a full roof replacement and the Harbor House 50 unit low income, disabled seniors apartment complex. This project provided suitable living conditions for the residents and helped retain low income housing stock within the community.
- 2022- Benefit to Low to Moderately Low Income Individuals – the City awarded the Anacortes Family Center \$85,444 to develop the early learning childhood center at The Landing, a 21 low income housing complex. The Early Learning facility is expected to serve approximately 50 children each year at minimal costs to the families living in the complex and other families in need this type of service.

In reviewing activities accomplished with its federal funding for the past 5 years, the City of Anacortes advanced its goals of improving conditions, creating better housing resources and opportunities, and assisting human service organizations in providing effective support services to priority low-income and homeless populations. The projects were selected based on consultation with local agencies and in response to the area's countywide Continuum of Care Plans.

4. Summary of citizen participation process and consultation process

In development of the Consolidated Plan/Strategic Plan and Action Plan, the City of Anacortes advertised 2 public hearings, February 6, 2023 and February 27, 2023. The public comment period was open from January 23, 2023 through February 21, 2023. The notices for the public comment period and public hearings were advertised in the Anacortes American. The notice for the 30 day comment period and meetings was published on January 4, 2023 and February 8, 2023. The funding award is expected to be announced by the first of February. The plan will be updated to reflect the actual amounts for each activity for 2023. The recommendations for funding this year's activities are based on previous years' funding and are estimates.

In addition to the hearings, the City also consulted with local housing and human service providers to obtain input on the Action Plan.

5. Summary of public comments

In the development of this plan, City staff participated in meetings with various organizations such as the Housing Affordability & Community Services Committee, the City Council Planning Committee, the Anacortes Community Health Council and the 2022/2023 Housing Action Plan. Overwhelmingly, the input emphasized the need for affordable housing and living wage jobs.

6. Summary of comments or views not accepted and the reasons for not accepting them

The City accepted all comments and input in the development of this Plan. The City provided public notice for every meeting, provided copies of the draft Con Plan/Action Plan on the City website and at City Hall, included links in all notices to the draft on the city website for public viewing. All comments received were provided during the public hearings and are included in this document.

INCLUDE ANY COMMENTS OR VIEW NOT ACCEPTED HERE

No additional comments were submitted outside of the public hearings.

7. Summary

The overall goal of the community planning and development programs available from the City of Anacortes with CDBG funding is to assist in the development of affordable housing for low and moderate income households, reduce poverty in Anacortes, assist in creating better living conditions for low income households and provide funding to assist human service agencies serving low-income populations. A review of the projects and activities implemented in past years demonstrate that the City has made progress in fulfilling its goals. The City intends to continue to work closely with HUD staff to improve performance in timely implementation of identified community development strategies and CDBG administrative activities. The City did not hinder Consolidated Plan implementation by action or willful inaction.

The Process

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	ANACORTES	Planning, Community & Economic Development

Table 1– Responsible Agencies

Narrative

The Skagit County HOME Consortium is comprised of three counties – Skagit, Island, and Whatcom that contain 20 municipalities. The Consortium has been structured so that all three counties and 19 of the 20 municipalities within these counties are members. Skagit County has been designated as the lead entity and administrator for the Consortium.

The cities of Anacortes and Mount Vernon in Skagit County are participating CDBG entitlement jurisdictions that administer their own CDBG programs. The planning, development, and implementation of the CDBG program in Anacortes has been designated to the Planning, Community & Economic Development Department by the Mayor of Anacortes.

Consolidated Plan Public Contact Information

Consolidated Plan Public Contact Information

HOME Consortium Contact Information:

George Kosovich, Public Health Analyst
Manager, Community Services Division
Skagit County Dept. of Public Health & Community Services
700 S. Second Street, Room 301
Mount Vernon, WA 98273
360-416-1547
georgek@co.skagit.wa.us

CDBG City of Anacortes contact:

Joann Stewart
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Planning, Community & Economic Development
904 6th Street, P.O. Box 547
Anacortes, WA 98221
360-293-1907; joanns@cityofanacortes.org

PR-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City performed an extensive outreach program to consult and coordinate with non-profit agencies, affordable housing providers, government agencies and other entities.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City held 2 public hearings to obtain input from all citizens of the community. The first public hearing was held on February 6, 2023. This meeting opened the planning process for the development of the 2023/2027 Strategic Plan and the 2023 Action. The next meeting was held on February 27, 2023.

The City made inquiries to various organizations and individuals to obtain current information on pressing needs within the communities. In addition, City staff worked with various entities such as the Anacortes Community Health Council (comprised of representatives of churches, private organizations, social service agencies, city departments and community groups who provide support for Anacortes citizens), Skagit County Health Department, Community Action of Skagit County. Input was received from the Anacortes Housing Authority, the Anacortes Community Health Council, the Anacortes Family Center, and the Housing Affordability & Community Services Committee (HACS), as well as information provided during the development of the 2023 Housing Action Plan.

The Anacortes Community Health Council member agencies include:

- Anacortes Adventist Fellowship
- Anacortes Christian Church
- Anacortes Family Center
- Anacortes First Baptist Church
- Anacortes Housing Authority
- Anacortes Library
- Anacortes Lutheran Church
- Anacortes Police Department
- Anacortes School District
- Anacortes Senior Activity Center
- Anacortes United Methodist Church
- Anacortes Boys and Girls Club
- A Simple Gesture, Anacortes
- Celebration Lutheran Church
- Christ Episcopal Church
- Christ the King Community Church
- Community Action of Skagit County
- Didgwalic Wellness Center, Swinomish Indian Tribal Community

- Helping Hands Food Bank
- Island Hospital Chief of Chaplains
- Kiwanis Club of Anacortes
- Molina Healthcare
- Northwest Regional Council, Aging and Disability Resources.
- Pilgrim Congregational Church
- Skagit Connections
- Skagit Domestic Violence and Sexual Assault Services
- Skagit Friendship House
- Skagit Senior Information and Assistance
- Skagit Transit
- St. Vincent de Paul
- The Salvation Army
- Westminster Presbyterian Church/Dinner at the Brick.
- WIC Program

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The City incorporates the Skagit County Continuum of Care plans which prioritizes the use of HOME and CDBG funds toward the goals of ending homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

The City has coordinated with Skagit County Dept of Public Health & Community Services, Skagit County Coalition to End Homelessness, and Community Action through the HOME Consortium efforts. These organizations are responsible for using ESG funds and for administering HMIS for service providers operating in the Consortium region. Their goals, strategies activities and outcomes have been incorporated in the Consolidated Plan.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2– Agencies, groups, organizations who participated

1	Agency/Group/Organization	Community Action of Skagit County
	Agency/Group/Organization Type	Housing Services-Children Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in multi-agency meetings, one-on-one consultation with staff, board meetings, participated in various committees in which CASC provided input. Anticipate increased coordination of homeless activities and public services.
2	Agency/Group/Organization	Anacortes Community Health Council
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	City staff is a member of this organization which meets monthly to discuss the current situation of those in need within the community, case-by-case review of needs, solutions to those needs and other services available to help. Roundtable meetings provide information and resources to improve the coordination of services.
3	Agency/Group/Organization	Anacortes Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and board meetings; outcomes include city/HA working collaboratively to locate property to develop more housing units.
4	Agency/Group/Organization	ANACORTES FAMILY CENTER
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and group meetings; working closely with Family Center staff to determine funding, develop transitional housing and locating additional funding options to realize success.

Identify any Agency Types not consulted and provide rationale for not consulting

The City made extensive outreach efforts through public meetings, one-on-one consultations, and public notices to elicit input from all agencies and service providers that work with individuals and families experiencing hardships due to lower incomes. This City did not refuse any input or consultations with any individuals or agencies.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Skagit County Public Health	The Strategic Plan has adopted the major strategies of the 5-year Homeless Housing Plan.
North/West Basin Concept Plan	Port of Anacortes	Creating a better, coordinated strategy for public facilities improvements
2017 Affordable Housing Strategic Plan	City of Anacortes	Creating a coordinated strategy for the development of affordable homes & community services within the community
Skagit County Natural Hazards Mitigation Plan	Skagit County	Creating a coordinated strategy for the community in the event of a natural or manmade disaster
Fiber Optics Installation	City of Anacortes	Creating opportunities to help low income residents connect to broadband services to narrow the digital divide
2023 Housing Action Plan	City of Anacortes	Develop strategies and implementing actions that promote greater housing diversity, affordability, and access to opportunities for residents of all income levels

Table 3– Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))

The City coordinated efforts with the County, the Port of Anacortes, Washington State Dept. of Commerce, Anacortes Housing Authority, the Anacortes Family Center and Anacortes Community Health Council to share concerns, determine the needs and routes to follow to address the needs.

Narrative

PR-15 Citizen Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

In deciding the 2023 program year funding allocations and the development of the 2023-2027 Consolidated/Strategic Plan, the City of Anacortes conducted two public hearings (February 6, 2023 and February 27, 2023) and encouraged public comment in conjunction with the CDBG program. The notices for the public hearings were advertised in the Anacortes American. The notice for the 30 day comment period and meetings was published on January 4, 2023 and February 8, 2023. The public comment period began on January 23, 2023 and ended on February 21, 2023. PROVIDE ANY INFO RE CONTINUATION OF THE PUBLIC HEARINGS HERE.

In addition to the hearings, the City also consulted with local housing and human service providers to obtain input on the Action Plan.

The impact this had on the goal setting was the need for more affordable housing and living wage jobs. These City plans to work toward achieving these goals utilizing CDBG funding and other funding sources.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	To be updated.	In the development of this plan, City staff participated in meetings with various organizations such as the Anacortes Community Health Council and the Housing Affordability & Community Services (HACS) City Council Committee to obtain much citizen input from the 2023 Housing Action Plan and the HACS meetings. Overwhelmingly, the input from service providers and the citizens was the need for affordable housing and living wage jobs.	To be completed upon finalization of process	
	Consolidated Plan		ANACORTES		15	

Table 4– Citizen Participation Outreach

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Needs Assessment

NA-05 Overview

Needs Assessment Overview

The 2021 Census for the City of Anacortes identified 4,972 people over the age of 65 living in Anacortes and 5,694 people between the ages of 62 and 65. With more than 50% of the population over 62, this will have a significant impact on the city. Housing to accommodate the elderly, increases in hospital services, pharmacies, public transportation to assist this population are just some of the services that will need to be increased to assist this population. With the current wait lists on practically every public and elder care housing provider, the needs Anacortes must address will be significant.

According to HUD 2019 estimates, over 50% of Anacortes households were housing cost burdened. Families who pay more than 30% of their income for housing are considered cost burdened and may have difficulty affording other necessities such as food, clothing, transportation, and medical care.

The Anacortes Housing Action Plan provides the city is expected to see demand for an additional 3,019 housing units through 2045, based on a projected annual growth rate of 1.4%. It is expected there will be a demand for 1,451 rental units and 1,561 ownership units. The ownership units will likely target higher income brackets than the rental units. Many units will need to be affordable to households earning under 80% of the Area Median Income (AMI), or \$68,900 for a family of four as of 2022. Currently, the Anacortes Housing Authority and Anacortes Family Center together provide 387 units to households earning under 80% of the AMI, and in some cases to households earning less than 50% of the AMI.¹

¹ <https://www.anacorteswa.gov/1416/Housing-Action-Plan>

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NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Anacortes most pressing public facility needs include a community resource center, boys & girls club/teen center, infant and child care centers for low income families, public showers for homeless. Much community input has presented the need for a centralized community center that can provide multiple services to the community at large. The Boys & Girls Club needs a facility closer to the schools and should be able to accommodate more young people and provide more activities than are able to be offered in the current location. Anacortes teens are sorely lacking a place to go after school that is safe and provides a positive atmosphere to foster learning and develop skills to help them become quality adults. Much community input has been expressed for these types of facilities.

In addition, broadband connectivity became a community priority in 2016 and the City moved forward with implementing broadband connections to the entire community. The City is currently installing fiber cable throughout the city which will be used to serve all businesses and residents at a reasonable rate, including reduced fees for lower income households.

How were these needs determined?

The HACS Committee meets weekly with citizens and community leaders involved in the lives of low income residents. The weekly meetings involve developing strategies to identify obstacles to lower income residents from achieving well balanced lives due to the lack of services and help determine gaps in available resources.

The Anacortes Community Health Council, comprised of representatives of churches, private organizations, social service agencies, city departments and community groups who provide support for low income Anacortes residents, meets monthly to discuss needs within the community. The individuals that form this group provide much input on the needs of the low income individuals and families living within the community.

The Anacortes Family Center is developing an early childhood learning center in their new mixed-use low-income apartment complex. The City provided CDBG funding to help assist in the development of the facility, expected to open in early 2023.

In addition, the Port of Anacortes is working on the North/West Basin Concept Plan as part of their Comprehensive Plan to obtain community input on the needs and desires to develop the marina and core downtown areas. The most predominant needs presented through these processes have been a community center and children/teen activity centers.

The City is currently working with Community Action of Skagit County, a full service provider for low income residents of the county, to support a local service center in Anacortes. Some of the services the

new center will provide low income residents are screening for eligibility and connection to programs and benefits such as Basic Food (SNAP), Homeless Coordinated Entry System, Working Families Tax Credit, care coordination, food and energy assistance.

Describe the jurisdiction's need for Public Improvements:

The HACS committee input, 2023 Housing Action Plan, and the Port of Anacortes's North and West Basin Concept Plan identified the following common elements for the City:

- Street repair throughout the city
- Sidewalk installation and repair
- South Commercial streetscape
- Maritime museum
- Pedestrian connectivity between Cap Sante Marina and downtown
- Boat launches for both non-motorized and motorized boats
- Waterfront events center
- Small boat center
- Increasing walkability throughout city
- Improve vehicular mobility throughout city
- Improved parking throughout city

How were these needs determined?

Through the HACS committee, the development of the 2023 Housing Action Plan, research, and community outreach.

Describe the jurisdiction's need for Public Services:

The City provides the allowed 15% CDBG funding for public services to low income persons and households within the city. These funds are typically provided to an emergency family shelter to provide shelter and counseling to families and single women facing dire situations. The need for public services is growing and the CDBG, while beneficial, does not adequately provide enough support to help all in need.

How were these needs determined?

The needs are determined through stakeholder consultation, citizen participation and public comment.

Based on the needs analysis above, describe the State's needs in Colonias N/A

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Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

What a particular household can afford is expressed in terms of area median income, adjusted for family size. The 2022 median yearly income for a family of 4 in Anacortes is \$86,100². If the household wage earner(s) brings in less than that, say the 80% level, they would earn \$68,900. That household can afford to spend as much as \$1,722 per month, including utilities, using the standard formula for housing affordability (no more than 30% of income).

The average sale home price in 2022 in Anacortes was \$729,000, according to Redfin. The required annual income to purchase a home at this cost is approximately \$143,00 with 20% down, 6.16% interest for a 30 year mortgage. Monthly payments would be \$3,557.

In Anacortes, there are few rental homes and apartments that could accommodate this family for \$1,722 or less per month. According to Zillow, as of January 2023, the average cost of a 3 bedroom rental is approximately \$2,750, 2 bedrooms are listing at approximately \$1,990 and 1 bedroom properties are listing at approximately \$1,838 per month. For the average workers, it is almost impossible to work and live within the City.

Up to 50.85% of Anacortes households meet HUD criteria of housing cost burdened (paying more than 30% for living costs) and up to 19.04% pay greater than 50% of the living costs.³

Housing Supply & Demand – Lack of affordable housing causes severe burdens for low income residents According to HUD, American Community Survey 2015-2019, approximately 1,025 reside in households with at least 4 housing problems. These problems may include incomplete kitchen facilities, income plumbing facilities, more than 1.5 persons for per room and cost burden greater than 50%.⁴

MA-05

Low income housing units within Anacortes include Bayview, 46 units; Bayview Family Housing, 62 units; Harbor House, 49 1 bedroom senior and/or disabled units; Wilson Hotel, 25 studio and 1 bedroom apartments. The Housing Authority (HA) currently has a waitlist of 192 families. Other low income housing include Bayside 39 units; Harborview, 32 units, Anacortes Manor, 35 one bedroom units; and Silverwood, 34 units. Wait list information was not available for these locations. Both the Anacortes Housing Authority and the Anacortes Family Center have added additional low income housing units.

² <https://www.huduser.gov/portal/datasets/il/il2022/2022summary.odn>

³ <https://egis.hud.gov/cpdmaps/>

⁴ <https://www.huduser.gov/portal/datasets/cp.html>

The AFC built 22 new units, studio, 1 and 2 bedroom units and will open 21 new units in Spring 2023. The Housing Authority just completed 5 new townhomes, each consisting of 2 bedrooms and 1.5 bathrooms. They will be affordable to families who are at or below 60% of the Area Medium Income. Since 2018, the Housing Authority has added 12 new apartments/townhomes to its inventory.

Condition and Cost of Housing: According to HUD American Community Survey, approximately 455 homes in the area that are owner occupied have severe housing problems, including a lack of complete plumbing facilities. This report includes approximately 570 renter occupied homes lack complete plumbing facilities.⁵

Housing stock available to serve persons with disabilities and other special needs: 134 units for persons with disabilities, special needs and the elderly. Wait lists for every available room range from 6 months to 5 years. This creates an enormous burden on the individuals with disabilities as well as the organizations trying to serve this population.

Condition and needs of public and assisted housing: Many of the public housing units need repair. Most of the units managed by the HA were built in the early 1970's. The City has provided funding in the past to the HA to assist in upgrades in the living units but much work is still necessary.

Brief inventory of facilities, housing, and services that meet the needs of homeless persons: The Anacortes Community Health Council (ACHC), comprised of numerous member agencies, has developed an emergency support system within the community to accommodate families and individuals in dire need, particularly homeless families and individuals. The ACHC provides immediate vouchers for overnight stays in hotels within the City as does the Salvation Army. The Anacortes Family Center (AFC) serves homeless women and families. The AFC provides safe transitional housing along with job readiness skills to help establish a stabilized positive lifestyle for those in risk of becoming/remaining homeless. There are 7 facilities that provide lunch & dinner services & food distribution within Anacortes.

MA-05 Part 2

Regulatory barriers to affordable housing: Zoning regulations within the City may be changed to allow more housing density including multi-family buildings in areas that currently do not allow such

⁵ <https://www.huduser.gov/portal/datasets/cp.html>

construction. The City is working on the development regulations and much discussion has centered on how to accommodate lower income households. The consensus is to change some of the zoning regulations to allow more density.

Significant characteristics of economy: The American Community Survey 2021 estimated 14,729 people over 16 years of age with 7,924 in the labor force. This amounts to approx 54% which is lower than the state and national average and is reflective of the large retiree population in Anacortes.

The top occupations according to the 2021 American Community Survey: Educational services, health care and social assistance (23.5%); Professional, Scientific, and Management, and Administrative and Waste Management Services (12.4%), and retail trade (11.1%) The highest wages are reported for management, construction, and production.

The top 4 industries employing residents: educational services, health care & social assistance, arts entertainment, recreation & accommodation, food services & manufacturing & retail trade.

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MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f)

Introduction

Anacortes: The City of Anacortes, through the CDBG and other citywide programs, invests in low-income communities to help ensure equitable opportunities for good health, happiness, safety, self-reliance and connection with the entire community. Our investments in new developments are designed to create diverse economic opportunities, promote affordable housing, provide accessible connectivity with amenities and services and promote a healthy lifestyle. These opportunities provide lower income residents sustainability within the community

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	113	111	1	2	1
Arts, Entertainment, Accommodations	815	816	10	12	2
Construction	500	418	6	6	0
Education and Health Care Services	2057	1723	25	24	-1
Finance, Insurance, and Real Estate	356	296	4	4	0
Information	102	83	1	1	-
Manufacturing	1018	851	12	12	0
Other Services	458	380	6	5	-1
Professional, Scientific, Management Services	886	743	11	10	-1
Public Administration	467	387	6	5	-1
Retail Trade	793	663	10	9	-1
Transportation and Warehousing	551	464	7	7	0
Wholesale Trade	187	155	2	2	0
Total	8303	7090	--	--	--

Table 5 - Business Activity

Data Source: 2009-2013 ACS (Workers), 2013 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	6383
Civilian Employed Population 16 years and over	7090
Unemployment Rate	3.4
Unemployment Rate for Ages 16-24	20.21
Unemployment Rate for Ages 25-65	4.11

Table 6 - Labor Force

Data Source: 2009-2013 ACS

Occupations by Sector	Number of People
Management, business and financial	2886
Farming, fisheries and forestry occupations	111
Service	380
Sales and office	1305
Construction, extraction, maintenance and repair	418
Production, transportation and material moving	1002

Table 7 – Occupations by Sector

Data Source: 2021 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	4715	73%
30-59 Minutes	1250	20%
60 or More Minutes	466	7%

Travel Time	Number	Percentage
Total	6,430	100%

Table 8 - Travel Time

Data Source: 2009-2013 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1552	120	1020
High school graduate (includes equivalency)	6604	330	3277
Some college or Associate's degree	11,256	937	4370
Bachelor's degree or higher	9211	428	3497

Table 9 - Educational Attainment by Employment Status

Data Source: 2009-2013 ACS

Educational Attainment by Age

	Age				
	18-24 yrs	25-34 yrs	35-44 yrs	45-65 yrs	65+ yrs
Less than 9th grade	8	16	30	35	60
9th to 12th grade, no diploma	110	95	60	150	165
High school graduate, GED, or alternative	435	380	425	955	875
Some college, no degree	250	440	405	1220	1125
Associate's degree	55	155	145	520	255
Bachelor's degree	60	540	460	1040	1000
Graduate or professional degree	8	150	285	710	720

Table 10 - Educational Attainment by Age

Data Source: 2013-2017 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	\$26,980
High school graduate (includes equivalency)	\$31,745
Some college or Associate's degree	\$35,045
Bachelor's degree	\$54,270
Graduate or professional degree	\$66,695

Table 11 – Median Earnings in the Past 12 Months

Data Source: 2013-2017 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The major employment sectors within Anacortes are manufacturing with 21% of the jobs, arts, entertainment and accommodations with 17% of the jobs, and education/health care services and retail trade both with 14% of the jobs.

Describe the workforce and infrastructure needs of the business community:

The American Community Survey 2011-15 estimates there are 13,504 people over 16 years of age with 6,049 of those in the labor force. Approximately 2,000 residents work in Anacortes while approximately 4,173 residents have jobs outside of town. Approximately 3,935 workers commute into Anacortes from elsewhere for work every day.

Infrastructure needs of the business community include creating better connections between the locations where people come into the City to the businesses located throughout the City. This would include pedestrian connectivity between the marina and downtown, increasing walkability throughout the city, improving vehicular mobility throughout the city and improving parking throughout the city.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

The loss of many businesses and jobs during the Covid pandemic had a huge impact on Anacortes as it did in many areas of the United States. Many businesses were lost during that time. Economic development and sustainability are a major focus in our community and the City is working on ways to accommodate future and current businesses to encourage growth and provide living wage jobs.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

The Workforce Council identifies 22% of the jobs in the region may require a high school diploma or GED certificate; 34% of the jobs require a high school diploma and some vocational training or job-related course work; 29% of the jobs require training in vocational schools, related on-the-job experience, or an associate's degree; 11% of the jobs require a four-year bachelor's degree; and 5% of the jobs a require a bachelor's degree but may require graduate work.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Skagit Valley College's (SVC) Strategic Plan includes aligning educational programs with regional and state workforce and economic development strategies.

Skagit offers 37 two-year degree programs and 38 certificate programs which includes the regional marine industry with two-year degrees in Marine Electrical and Marine Mechanical Technician fields offered at the Anacortes Marine Technology Center. Other emphasis areas included Health Science, Human Services and Public Resources, and Business clusters. The college offers a Bachelor of Applied Science in Environmental Conservation and Applied Management. SVC continues to expand nursing and allied health, welding, and manufacturing, composites and marine technology programs. SVC partners with area school districts through the Northwest Career and Technical Academy and hosts the Northwest Center of Excellence for Marine Manufacturing and Technology in Anacortes. The college has invested in making education possible for students less prepared for college-level work by using the highly successful I-BEST instructional programs to support students in 8 professional/technical programs.

Apprentice training: Training for apprentices is offered at Skagit Valley College. Examples of courses offered include: apprentice painter, workshop, carpentry, communications, and electrician programs.

One Stop Service Delivery System (WorkSource): The region's one-stop career development system (WorkSource Northwest) is a trusted source of employment and training services with locations in each county.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

The Economic Development Alliance of Skagit County (EDASC), in which Anacortes is a partner, maintains the Skagit County Economic Development Strategy Plan (CEDS).

Discussion

The various improvements to the City with development of more usable properties (Port plans and the MJB property expansion), as well as allowing changes within the zoning, creating more businesses and expansion which will add to job growth.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

Census tracts 940500, 940600 and 940700 include the largest portion of low to moderately low income families (43.48%, 50.85%, & 40.8% respectively). This is a concentration of homes that are located north of the Highway 20 Spur, the main motorized route into and out of Anacortes and the industrial waterfront and the east side of the downtown core area that is surrounded by industrial businesses. Many of the homes are older, with approximately 20% built prior to 1949 and over 75% built prior to 1980. Approximately 45% of the homes in these census tracts have 1 of 4 housing unit problem.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

Within the City of Anacortes are pockets of low income residences but most are concentrated in Census Tracts 940500, 940600, 940700 with an average of approximately 45% LMI households.

What are the characteristics of the market in these areas/neighborhoods?

In these Census Tracts, there are approximately 45% of households with a cost burden greater than 30%, approximately 18% with a severe cost burden greater than 50% and approximately 41% with 1 of 4 housing problems. Renter occupied housing amounts to approximately 60% of the households while owner occupied homes is approximately 40%.

In regard to resiliency, these tracts are not in areas more prone to damage from natural or manmade disasters than any other area of the city. The city is included in the Skagit County 2020 Multi-Jurisdictional Hazard Mitigation Plan. City personnel participate in emergency preparation planning on a routine basis. The city also has a squad of volunteers that will perform door to door outreach in the event of a disaster to assist those in need with evacuations or provide service to help the residents stay safe.

Are there any community assets in these areas/neighborhoods?

Low income housing is available in this neighborhood which provides some relief for the low income families. There are approximately 387 low income family units within the city and the major concentration of those are located in the Census Tract 940600. Unfortunately there is a multi-year waiting list for most of these units.

Census Tract 940600 also includes industrial, marine related businesses and commercial businesses with the potential for more commercial development. A major focus in the 2016 Comprehensive Plan was to develop more living wage jobs and businesses within this tract, as well as housing opportunities. Strategies continue to help develop more opportunities for housing at all levels of income within the community.

Are there other strategic opportunities in any of these areas?

The Port of Anacortes North & West Basin Redevelopment plan promotes redevelopment of this area for community and economic benefit, the development of the waterfront by the MJB Properties will develop more housing and economic benefits to these areas as well as provide better connectivity for residents through the downtown core areas of businesses and housing.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The 2023-2027 Consolidated Plan provides an analysis of community needs and establishes priority objectives and long-range strategies to guide the allocation of housing and community development resources. The Plan is a collaborative process between the community's primary stakeholders and agencies to establish a unified vision for community development actions. The plan proposes strategies to implement the U.S. Department of Housing & Urban Development national objectives and the priorities to the City of Anacortes over the next three years, utilizing the grant resources provided through the Community Development Block Grant (CDBG) Program. The specific level of funding available and the uses of the funds are outlined in Annual Action Plans submitted to HUD each year. The following are specific objectives of HUD for the respective Programs:

Provide Decent Housing – assist homeless persons obtain affordable housing; assist persons at risk of becoming homeless; retain the affordable housing stock; increase the availability of affordable permanent housing, particularly to members of disadvantaged minorities; increase the supply of supportive housing; and provide affordable housing that is accessible to job opportunities.

Provide Suitable Living Environment – improve safety and livability of neighborhoods; eliminate blighting influences & the deterioration of property and facilities; increase access to quality public and private facilities and services; reduce the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods; restore and preserve properties of special historic, architectural, or aesthetic value; and conserve energy resources and use of renewable energy resources.

Expand Economic Opportunities – job creation & retention; establishment, stabilization and expansion of small businesses (including micro-businesses); the provision of public services concerned with employment; the provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan; availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices; access to capital and credit for development activities that promote the long-term economic and social viability of the community; and empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

Mission: In a spirit of cooperation, the City of Anacortes Block Grant Program works with low income housing providers and supportive services for individuals and families to provide safe & healthy housing

and self-reliant living. We support agencies, nonprofits, and individuals to identify, address and fund long term solutions and projects that reduce homelessness, advance the availability of truly affordable housing, and increase the social and economic vitality of neighborhoods and the individual. We work with all members of the community to make Anacortes socially, economically, and physically healthy by providing collaborative planning processes and responsive development services to achieve our community's desired future.

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SP-10 Geographic Priorities - 91.415, 91.215(a)(1)

Geographic Area

Table 12 - Geographic Priority Areas

1	Area Name:	Tracts 940600 & 940500
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	Bounded on the east and north by Fidalgo Bay, Highway 20 on the south, a main arterial for freight and business access on the west side, and through the central business district on the northeast section.
	Include specific housing and commercial characteristics of this target area.	These tracts are located adjacent to and contain commerce, employment, recreation, and have great potential to draw more visitors due to the waterfront and plans for redevelopment. These neighborhoods are also home to several special needs and low-income housing.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	These tracts, in conjunction with the downtown business area and the industrial/manufacturing areas and located on the waterfront, have been a priority area for community and economic development. This was reinforced during multiple consultations with stakeholders throughout the planning process.
	Identify the needs in this target area.	This area has a high concentration of LMI households. Many homes were built prior to 1980 and deterioration may cause the loss of lower income homes, less housing creates a higher rate of housing costs. It is estimated that more than 45% of the people living in these tracts are 30% or more cost burdened.
	What are the opportunities for improvement in this target area?	The Comprehensive Plan and the 2023 Housing Action Plan present many strategic opportunities that are being considered, including updating infrastructure for better access to services.

	Are there barriers to improvement in this target area?	Barriers include the industrial/commercial operations and close proximity to the waterfront and adequate funding. Property costs are exceedingly high in this jurisdiction.
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General Allocation Priorities

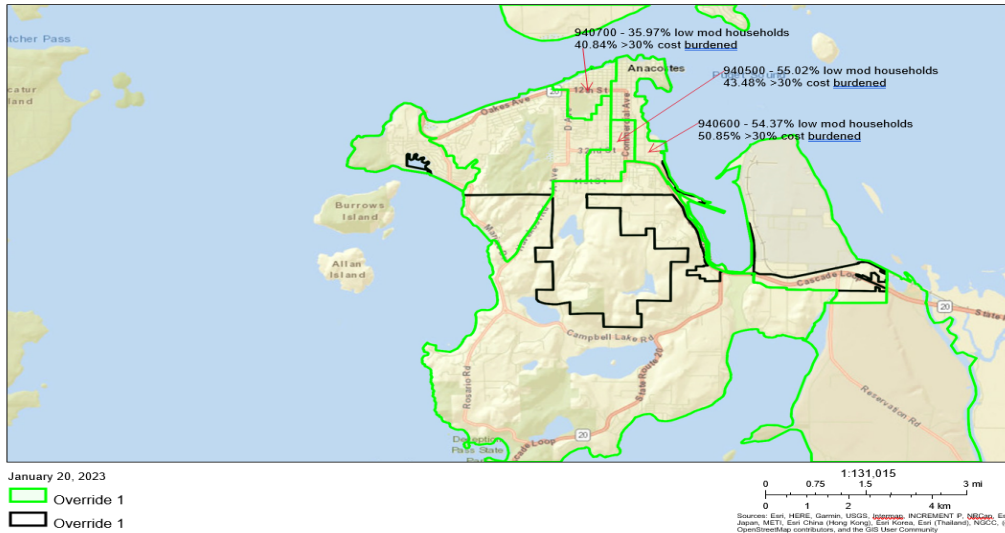
Describe the basis for allocating investments geographically within the state

While Anacortes has two census tracts (940500 and 940600) with the highest concentration of persons living below the poverty level, there are low income households interspersed throughout the City. The City establishes priorities for allocating resources and long-range strategies following a careful assessment of the needs and demographics of the community. A clear priority identified in the analysis is a response to the needs of low to moderately low income families and individuals within the City for safe and affordable housing and basic services such as medical, dental, child care and home energy assistance. Families and individuals in crisis situations need significant services and housing to be able to reach self-sufficiency. Included in this population are the homeless and others with special needs who are generally either priced out of housing or are unable to maintain stable housing. Improving conditions, creating new housing resources and opportunities, and reducing housing costs to affordable levels represent major means of responding to the needs of the targeted population. The strategies and objectives listed in the Strategic Plan reflect these priorities and outline activities designed to alleviate these needs.

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. Consolidated Plan strategies developed through the community planning process reflect that a significant amount of funds are targeted to projects that benefit the low to moderately low income households. The public services portion is allocated to services that provide multiple benefits to households in dire situations and the remaining resources are directed to projects that provide safe and

stable environments, transitional and permanent housing for families and individuals in need.

CPD Maps - Consolidated Plan and Continuum of Care Planning Tool



CPD MAP - GEOGRAPHIC PRIORITIES

SP-25 Priority Needs - 91.415, 91.215(a)(2)

Priority Needs

Table 13 – Priority Needs Summary

1	Priority Need Name	Homelessness/Assist special needs population
	Priority Level	High
	Population	Extremely Low Low Moderate Families with Children Elderly Public Housing Residents Individuals Families with Children Elderly Frail Elderly Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	Tracts 940600 & 940500
	Associated Goals	Homelessness/Assist Special Needs Populations Public Facilities Improvements/Assist Special Need
	Description	Priority 1. Homelessness/Assist special needs populations Skagit County's 5 year Homeless Housing Plan was developed in 2019. The City adopts, by reference, Skagit County's Homeless Housing Plan, including its goals and strategies. Public services are needed to help individuals and families with special needs obtain help with basic needs, food, housing, employment, health, and other important services.
	Basis for Relative Priority	Preventing homelessness and assisting those that are homeless is a high priority within the community. Providing a safe and secure shelter to those in risk of becoming homeless and helping those to the path of permanent housing and employment is a priority goal for the City.
2	Priority Need Name	Rehabilitation of existing units
	Priority Level	High

Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Victims of Domestic Violence
Geographic Areas Affected	Tracts 940600 & 940500
Associated Goals	Preservation
Description	The cost of rental and homeowner housing is beyond the reach of many Anacortes households who are homeless or struggling with a severe housing cost burden, putting their future tenancy at risk. The City anticipates supporting the Anacortes Housing Authority to help increase the number of affordable housing units. With the development of the Affordable Housing Strategic Plan, the City will work to implement development regulations to encourage the development/retention of affordable housing for both rental and homeownership opportunities. Preservation strategies are needed to maintain the stock of existing affordable housing resources. Anacortes is working with the Anacortes Housing Authority to rehabilitate housing units to maintain the existing stock of low income housing.
Basis for Relative Priority	Providing affordable homes for individuals and families in the community in which they work allows families to save money, keeps families close and provides for a greater dynamic in the community family.

Narrative (Optional)

The level of need in a community is always greater than the limited resources available to help meet those needs. In earlier sections of the Consolidated Plan, information has been presented that helps compare the types and levels of need within our community to support setting priorities, goals and strategies.

The City uses these priorities and goals to form the basis for determining what types of housing and community development programs will be funded over the next five years. The City has identified the following general priorities (not in order) amongst different activities and needs.

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SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c)(1,2)

Introduction

The city receives CDBG funding annually. In 2023, the city received approximately \$105,000 from CDBG. The city is also a member of the HOME Consortium that consists of Skagit County as the lead agency, Mount Vernon, Anacortes, Whatcom County and Island County. The HOME program receives approximately \$600,000 annually.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Economic Development Housing Public Improvements Public Services	Approximately (based on previously years) \$105,000	0	0	Approximately \$105,000	0	Funds used for rehabilitation, public services, public facilities

Table 14 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Anacortes, other local Skagit County jurisdictions and stakeholder organizations participated in the development of a county-wide housing affordability strategy that anticipates using local resources, including CDBG, to leverage significant additional local and nonlocal

resources to meet the affordable housing needs of county residents, including those who live in Anacortes. That strategy includes participating in the multi-county HOME Investment Partnership Consortium.

Federal funds the City receives through the Community Development Block Grant (CDBG) are used to leverage other federal, state, local and private resources to meet housing and community development needs. While matching funds are not currently required for the City's CDBG program, the City anticipates that most major projects will be funded primarily through non-CDBG resources.

If appropriate, describe publically owned land or property located within the state that may be used to address the needs identified in the plan

The City has identified core areas where infrastructure improvements are needed to allow easy access for all individuals and in particular, disabled residents and visitors. The work between City residents, the Port of Anacortes and the City on the North, West Basin Concept Plan, the 2023 Housing Action Plan, and the 2017 Affordable Housing Strategic Plan has identified areas throughout the core downtown that are being proposed for development of a central hub that will include residential development, retail, public services, restaurant, grocery and entertainment establishments that will be easily and safely accessible. The city also has property available that could be used as a bartering tool to aid in the development of affordable housing. The city is considering all possibilities to aid in the prevention of homelessness and create better living conditions for those in need.

Discussion

Through the development of the strategic plans developed by the City and other entities, a unique vision is coming together to create a cohesive, well-laid out community with affordable housing and pedestrian mobility key factors in determining the paths to the central hub as described above. Zoning regulations are being reviewed for changes that will allow greater density, multi-family mixed use development, and greater mobility which will help create more affordable living space within the central hub of downtown.

SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
ANACORTES	Government	Planning	Jurisdiction
Anacortes Housing Authority	PHA	Public Housing	Jurisdiction
Community Action of Skagit County	Non-profit organizations	Homelessness Non-homeless special needs public facilities public services	Region
Skagit County	Government	Economic Development Non-homeless special needs Planning neighborhood improvements public facilities	Region
Anacortes Family Center	Subrecipient	Homelessness	Region
Anacortes Community Health Council	Non-profit organizations	Homelessness Non-homeless special needs Planning neighborhood improvements public services	Jurisdiction

Table 15 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The City of Anacortes works with various public, private and non-profit agencies to carry out its consolidated plan. This includes Skagit County, Community Action of Skagit County, a major provider of public services located in Mount Vernon, Washington (soon to have a location within Anacortes), the Anacortes Housing Authority, City staff, the Anacortes Community Health Council and the Anacortes Family Center. This is a collaborative process to provide housing and community development opportunities within the City.

The strength of the delivery system is based on the number of agencies and individuals willing and able to assist those in need. The gaps in delivering those services occur because of the volume of assistance requested an extreme lack of funding to accommodate those in need.

Unfortunately, despite the wide range of programs available, the services offered throughout the City are often insufficient in comparison to the need. Gaps in the housing and supportive services system in Anacortes can be seen in large part as a function of low paying jobs and historically fluctuating vacancy rates combined with accelerating housing costs and a growing population. Very-low, low-income and even moderate-income people are being priced out of the housing market. At the same time, they and special needs populations are competing for the same supply of affordable housing, which grows in cost as the demand increases.

Public service providers within Anacortes are few, with the majority of services being offered in the Mount Vernon/Burlington areas, approximately 20 miles away from Anacortes. Bus service is available but is not always feasible due to length of time it takes to make connections along the bus routes.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement	X	X	
Mobile Clinics	X	X	
Other Street Outreach Services	X	X	
Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X	X	
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	X
HIV/AIDS	X		X
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X	X	

Other			

Table 16 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The community uses outreach services as the primary tool to engage people who are chronically homeless and unaccompanied youth. People who are chronically homeless are connected to permanent supportive housing; families with children to rapid rehousing; and unaccompanied youth to rapid rehousing and transitional housing. Outreach workers, assessment staff, and case managers all work with these populations to ensure that they are accessing mainstream services.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

The main strength of the service delivery system is that it covers all the sub populations and types of services that are necessary to prevent and end homelessness. However, the main weakness is that there is not sufficient amount of each type of service to meet the needs.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The strength of the delivery system is based on the number of agencies and individuals willing and able to assist those in need. The gaps in delivering those services occur because of the volume of assistance requested and the lack of funding to accommodate those in need. The Anacortes Community Health Council, which the City is a participating member, provides access to a network of service providers to quickly facilitate access to available services. This community service greatly increases the success of providing those in need with the required services and helps to reduce the gaps to address priority needs.

SP-45 Goals - 91.415, 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homelessness/Assist Special Needs Populations	2023	2024	Homeless	Tracts 940600 & 940500	Homelessness/Assist special needs population Non-Housing Community Development	CDBG: Approximately 15% of the annual allocation	Public service activities other than Low/Moderate Income Housing Benefit: 190 Persons Assisted
2	Preservation	2023	2024	Affordable Housing Public Housing	94060	Rehabilitation of existing units	CDBG: approximately \$100,000	Rental units rehabilitated: 14 Household Unit Roof Replacement

Table 17 – Goals Summary

Goal Descriptions

1	Goal Name	Homelessness/Assist Special Needs Populations
	Goal Description	Providing shelter, basic needs, food, employment assistance, and other important services
2	Goal Name	Preservation
	Goal Description	Preserve and maintain existing stock of affordable rental housing resources

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

The City estimates that through Anacortes Family Center development of the transitional housing for low income individuals and families and the rehabilitation to preserve existing housing stock, approximately 300 low, low mod and moderate income households within the City will be provided with, or be able to remain in, affordable housing during the 5 years of this plan. The City expects to work with other entities in an effort to create more affordable housing through zoning changes to increase single family zones to multi-family zones and make available incentives such as density bonuses to builders/developers.

SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

About one quarter (26%) of all pre-1980 Anacortes housing units were built before 1940, meaning they are at high risk of LBP hazards. There is not a significant difference between the age of owner-occupied and renter-occupied units.

The City provides EPA Lead Based Paint pamphlets to all builders when rehabilitation permits are applied for homes built prior to 1980. The City has contracted with a local firm for testing for all CDBG funding projects that involve rehabilitation of homes older than 1980 with the assumption that any home built prior to that date may contain lead paint. If test results are positive for lead paint, it is recommended the house undergo abatement and a list of certified abatement contractors will be provided to the homeowner. If the home is determined free and clear of lead paint, the owners are provided with a certificate of clearance. Because CDBG funding is so minimal, the city most likely will not take on lead paint abatement projects due to the high costs.

How are the actions listed above integrated into housing policies and procedures?

The City will work with the Housing Authority and other service providers to educate families and individuals on the significant risks to people, especially children, living in homes contaminated with lead.

SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

Reducing the number of poverty level families will require a combination of short-term interventions and long-term strategies, implemented by a cohesive network of community partners. Anacortes has a growing number of low income residents with many elderly who rely primarily on Social Security for support. One goal of the City of Anacortes has been to implement the Housing Affordability & Community Services City Council Committee to identify and address the issues that keep families living in poverty within our community. The City is working on development regulations to coordinate the goals of the 2023 Housing Action Plan, 2017 Affordable Housing Strategic Plan and 2016 Comprehensive Plan for implementation. Some of the regulations currently being proposed include incentives for development of inclusionary zoning to create affordable living spaces either within a development or in another site, bonus density to increase floor space for reduced costs if affordable living spaces are developed as part of the project.

The City has created a zone which will allow development of multi-level housing complexes designed explicitly for low income families and individuals. This area is adjacent to public transit, shopping, schools and medical facilities which also include the opportunities for employment.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

City staff work together to meet the goals of this plan as well as the goals developed in the 2023 Housing Action Plan, the 2017 Affordable Housing Strategic Plan, and the 2016 Comprehensive Plan. The needs of the low income community that were determined through the public process of developing the these plans are incorporated into this document and if feasible, are addressed with the CDBG funding the City receives. The CDBG public services funding is allocated to the Anacortes Family Center which provides temporary housing for families and single women and also provides job search assistance, assistance with housing locations, and other support services as needed. This project helps families and individuals facing homelessness and assists in getting them back to safe and stable lives. The City will allocated funding to the Anacortes Housing Authority to rehabilitate existing low income housing to provide safe and reliable housing for the residents. As with all of the listed goals, programs and policies in this Plan, the City continues to coordinate with all jurisdictional, regional and statewide organizations and agencies through a regular communication process.

SP-80 Monitoring - 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City's CDBG program is audited by HUD and the State under the Single Audit Act on an as need basis based on risk assessments. This audit verifies that the City meets all statutory requirements and that information reported is correct and complete.

The City's Planning, Community & Economic Development Department is responsible for monitoring CDBG program sub-recipients. City staff monitors sub-recipients as needed to ensure all regulatory requirements are met and that the information reported is complete and accurate. The City has adopted subrecipient monitoring standards and procedures as described in Managing CDBG: A Guidebook for Grantees on Subrecipient Oversight.

Sub-recipients are monitored semi-annually from written reports submitted by the sub-recipient to the City. Monitoring of the CDBG program is consistent with program regulations. Monitoring consists of both desk and on-site reviews.

The City also conducts monitoring of its CDBG activities. CDBG monitoring depends on the activity. Construction or acquisition projects will be monitored as they progress in order to ensure compliance with specific federal requirements, including Davis-Bacon, Section 3, NEPA, and Uniform Relocation and Acquisition requirements.

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The city receives CDBG funding annually. In 2022, the city received \$105,260 from CDBG. The city is also a member of the HOME Consortium that consists of Skagit County as the lead agency, Mount Vernon, Anacortes, Whatcom County and Island County. The HOME program receives approximately \$800,000 annually.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	Approximately \$105,000	0	0	105,000	0	Funds used for rehabilitation, public services, public facilities

Table 18 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how

matching requirements will be satisfied

The City of Anacortes, other local Skagit County jurisdictions and stakeholder organizations participated in the development of a county-wide housing affordability strategy that anticipates using local resources, including CDBG, to leverage significant additional local and nonlocal resources to meet the affordable housing needs of county residents, including those who live in Anacortes. That strategy includes participating in the multi-county HOME Investment Partnership Consortium.

Federal funds the City receives through the Community Development Block Grant (CDBG) are used to leverage other federal, state, local and private resources to meet housing and community development needs. While matching funds are not currently required for the City's CDBG program, the City anticipates that most major projects will be funded primarily through non-CDBG resources.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City has identified core areas where infrastructure improvements are needed to allow easy access for all individuals and in particular, disabled residents and visitors. The work between City residents, the Port of Anacortes and the City on the North, West Basin Concept Plan, the 2023 Housing Action Plan, and the 2017 Affordable Housing Strategic Plan has identified areas throughout the core downtown that are being proposed for development of a central hub that will include residential development, retail, public services, restaurant, grocery and entertainment establishments that will be easily and safely accessible. The City also has property available that could be used as a bartering tool to aid in the development of affordable housing. The city is considering all possibilities to aid in the prevention of homelessness and create better living conditions for those in need.

Discussion

Through the development of the 2023 Housing Action Plan, the Port's North-West Basin Concept Plan, and the implementation of the 2017 Affordable Housing Strategic Plan, a unique vision is coming together to create a cohesive, well-laid out community with affordable housing and pedestrian mobility key factors in determining the paths to the central hub as described above. Zoning regulations are being reviewed for changes that will allow greater density, multi-family mixed use development, and greater mobility which will help create more affordable living space within the central hub of downtown.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homelessness/Assist Special Needs Populations	2023	2024	Homeless	Tracts 940600 & 940500	Homelessness/Assist special needs population	CDBG: 15% maximum	Public service activities other than Low/Moderate Income Housing Benefit: approx. 190 individuals assisted annually
2	Preservation	2023	2024	Affordable Housing Public Housing	Tracts 940500	Rehabilitation of existing units	CDBG: \$100,000	Rental units rehabilitated: 14 Household Housing Unit, 39 individuals

Table 19 – Goals Summary

Goal Descriptions

1	Goal Name	Homelessness/Assist Special Needs Populations
	Goal Description	Provide 15% public services funding to Anacortes Family Center to help single women and families with children get off the streets and into a safe, working environment

2	Goal Name	Preservation
	Goal Description	Preservation of Affordable Housing; roof replacement on 14 unit public housing complex.

DRAFT

AP-35 Projects - 91.420, 91.220(d)

Introduction

The projects chosen are based on HUD criteria that the activity meet at least one of the national objectives (benefit to low and moderately low income persons, aid in the prevention or elimination of slums or blight, and meet a need having a particular urgency) and they meet the criteria established in the City's Strategic Plan. The City determined that the public services funding be provided to the Anacortes Family Shelter as the Center meets a need of particular urgency by assisting families and women who would otherwise end up living on the streets without this service.

#	Project Name
1	Public Services
2	Anacortes Housing Authority

Table 20 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City established priorities for allocating resources and long-range strategies following a careful assessment of the needs and demographics of the community. A clear priority identified in the analysis is a response to the needs of low to moderately low-income families and individuals within the City for safe and affordable housing and basic services such as medical, dental, and home energy assistance. Families and individuals in crisis situations need significant services and housing to be able to reach self-sufficiency. Included in this population are the homeless and others with special needs that generally are either priced out of housing or are unable to maintain stable housing.

Improving conditions, creating new housing resources and opportunities, retaining jobs, and reducing housing costs to affordable levels represent major means of responding to the needs of the targeted population. The strategies and objectives outlined in the 2023-2027 Strategic Plan reflect these priorities and outline activities designed to alleviate these needs.

The primary basis for allocation of resources is to serve the needs of the low and moderately low-income households. Consolidated Plan strategies developed through the community planning process reflect that a significant amount of funds are targeted to projects that benefit the low to moderately low-income households. The public services portion provides services and resources to the households in need while the remaining resources are directed to projects that provide safe and stable transitional and permanent housing for families and individuals in need.

A major obstacle to address underserved needs is lack of funding.

AP-38 Project Summary

Project Summary Information

1	Project Name	Public Services
	Target Area	Tracts 940500
	Goals Supported	Homelessness/Assist Special Needs Populations
	Needs Addressed	Homelessness/Assist special needs population
	Funding	CDBG: Approx. 15%
	Description	Provide funding for operation of Anacortes Family Center, a 60-90 day intensive care shelter for women, women with children and families facing imminent or actual homelessness.
	Target Date	4/1/2024
	Estimate the number and type of families that will benefit from the proposed activities	The Anacortes Family Center estimates service for approximately 200 individuals which includes families with children. The program provides intensive self-sufficiency based services and shelter for homeless single women, children and families with children in crisis, most often due to domestic violence. Approximately 60% of the clients will be children. A majority of the clients have complex issues involving generational violence, poverty and mental illness.
	Location Description	1011 27th Street, Anacortes, WA The facility is a secure complex that can only be accessed via electronic passcode and visual acceptance.
2	Planned Activities	The Center provides housing for 60-90 days and intensive case management and life skills education to assist the household with gaining the skills and resources needed to become fully self-sufficient. In 2021, the Center provided successful transition to stable living/working environments to approximately 76% of their clients, which amounted to approximately 122 individuals.
	Project Name	Anacortes Housing Authority Reroof Project

Target Area	Tracts 940600
Goals Supported	Preservation
Needs Addressed	Rehabilitation of existing units
Funding	CDBG: \$100,000 approx
Description	Reroof of 14 unit public housing complex. Consists of 2 separate buildings
Target Date	4/1/2024
Estimate the number and type of families that will benefit from the proposed activities	Low to very low (30% ami) families will benefit from this update. It will allow 14 units of affordable housing to remain as viable affordable housing which will accommodate up to 39 individuals.
Location Description	Anacortes Housing Authority Apartment multi-family complex is located at 508 6th Street, Anacortes, WA and the complex consists of 14 two, three and four bedroom apartments.
Planned Activities	Remove and replace all roofing materials, gutters, fascia and capping to include replacement of damaged decking where needed.
Estimate the number and type of families that will benefit from the proposed activities	14 low income families consisting of approximately 39 individuals will benefit from this project
Location Description	

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Anacortes is located on Fidalgo Island in Skagit County with 12.5 miles of saltwater shoreline, four freshwater lakes, and 3000 plus acres of city-owned forestlands and city-owned parks. Anacortes is approximately 20 miles from the county seat in Mount Vernon, Washington. A majority of public services available to the citizens of Skagit County are provided in the Mount Vernon area.

The current population of Anacortes is approximately 17,437 citizens (US 2021 Census). Anacortes has two areas with a concentration of moderately low to low income households, Census Tracts 940600 (50.85% LMI households) and 940500 (43.48% LMI households). The overall low, to moderately low, income households in Anacortes is approximately 39%.

While Anacortes has two census tracts (940600 & 940500) with the highest concentration of individuals living below the poverty level, there are smaller concentrations of low income households interspersed throughout the City. The City establishes priorities for allocating resources and long-range strategies following a careful assessment of the needs and demographics of the community. A clear priority identified in the analysis is a response to the needs of low to moderately low income families and individuals within the City for safe and affordable housing and basic services such as medical, dental and home energy assistance. Families and individuals in crisis situations need significant services and housing to be able to reach self-sufficiency. Included in this population are the homeless and others with special needs who are generally either priced out of housing or are unable to maintain stable housing.

Improving conditions, creating new housing resources and opportunities, and reducing housing costs to affordable levels represent major means of responding to the needs of the targeted population. The strategies and objectives listed in the Strategic Plan reflect these priorities and outline activities designed to alleviate these needs.

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. Consolidated Plan strategies developed through the community planning process reflect that a significant amount of funds are targeted to projects that benefit the low to moderately low income households. The public services portion is allocated to services that provide multiple benefits to households in dire situations and the remaining resources are directed to projects that provide safe and stable environments, transitional and permanent housing for families and individuals in need.

Geographic Distribution

Target Area	Percentage of Funds
Tracts 940600 & 940500	100

Table 21 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Census Tracts 940600 and 940500 contain the highest concentration of low, to moderately low households.

Discussion

This is where a majority of the public housing complexes are located. The Housing Authority public housing and the Anacortes Family Center are located in these tracts. Also, many of the residents in these tracts are older and have been living in their homes for many, many years. Such families are low to moderately low income residents who do not necessarily have the funds to maintain an older home nor the ability to move to another location. It is vitally important to provide support to all of these residents in need to allow the aging residents to remain safely in their own homes and support those families struggling to reach self-sufficiency.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Because the City of Anacortes's annual CDBG grant is minimal, it is difficult to use CDBG for many other purposes than those already identified. However, the City does intend to invest other resources and effort toward the following actions:

Actions planned to address obstacles to meeting underserved needs

The City will continue outreach to various community sectors to inform lenders, property managers, and the public about Fair Housing laws. The City includes many fair housing resources on the CDBG website for public access. The City recently completed the work on the 2023 Housing Action Plan which is intended to define strategies and implementing actions that promote greater housing diversity, affordability, and access to opportunity for residents of all income levels.

The purpose of this effort is to identify ways to encourage construction and preservation of both affordable and market-rate housing in a greater variety of types, densities, and cost levels. The priorities for the HAP were informed by a housing needs assessment, public engagement, discussion with the City Council and Planning Commission, and City staff.

Actions being taken or considered currently include creating regulations to encourage development of affordable housing and speeding up the review process for accessory dwelling unit permits.

Actions planned to foster and maintain affordable housing

The City will work in partnership with the Anacortes Housing Authority to secure the resources necessary to rehabilitate the various complexes, an important low-income housing resource in Anacortes. The City will also work with the Housing Authority to promote development of more complexes to accommodate the growing wait list for affordable housing.

The 2023 Housing Action Plan is intended to inform updates to the Anacortes Comprehensive Plan (most notably the Land Use and Housing elements) and guide implementation strategies such as development regulations, housing programs, and infrastructure spending priorities that will foster and maintain affordable housing.

Actions planned to reduce lead-based paint hazards

Code enforcement will address any and all lead based paint issues that may arise; additionally the City will include lead based paint hazard information in community education and outreach.

Actions planned to reduce the number of poverty-level families

The Public Services funding to the Anacortes Family Center provides intensive case management and life skills education to assist the household with gaining the skills and resources needed to become fully self-sufficient. The City is working on strategies developed in the 2023 Housing Action Plan, the 2017 Affordable Housing Strategic Plan and the 2016 Comprehensive Plan to reduce the number of poverty-level families. The consensus from the community in the development of the 2023 Housing Action Plan is that we need more housing options for those in lower income brackets. The City will work to make zoning changes and create building incentives to encourage the development of more affordable housing. The City is also working with partners to keep opportunities for new businesses and expansion of existing businesses to provide decent wage jobs within the community.

Actions planned to develop institutional structure

The City worked in partnership with adjacent and regional jurisdictions to create the regional HOME Consortium. The HOME Consortium will enhance the resource base for developing more affordable housing, and for addressing institutional barriers to creating more affordable housing.

Actions planned to enhance coordination between public and private housing and social service agencies

The City supports the efforts of the Anacortes Community Health Council and participates regularly in their multi-agency meetings. Active participation in the Council improves the coordination of the City's Consolidated Plan goals and the efforts to reduce instability in the low income community.

Discussion

Funding continues to be the main obstacle to meeting underserved need. Obstacles include lack of sufficient financial resources to adequately address large projects such as permanent housing and shelters. Also, the limit on the public services prohibits the City from adequately providing a greater service to households in need of basic services.

DRAFT

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

The primary basis for allocation of resources is to serve the needs of the low and moderately low income households. The 2023 Action Plan allocates all of the funds to projects that benefit the low to moderately low income households. The public services portion provides services and resources to the households in need while the remaining resources are directed to projects that provide safe and stable transitional and permanent housing for families and individuals in need.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

This Action Plan covers a one year period – July 1, 2023 through June 30, 2024. The entire funding allocated to the City of Anacortes through the CDBG will be provided to assist the low income population of the city. The City leaders have determined that, because the funding is such a minimal amount, distributing the full allocation to fund projects is a better use of the funds. No CDBG funds will be used for administration of the grant and projects.

Appendix - Alternate/Local Data Sources

DRAFT



NOTICE OF PUBLIC HEARINGS & OPEN PUBLIC COMMENT PERIOD

City of Anacortes 2023-2027 Consolidated Plan: Strategic Plan, Action Plan, and Citizen Participation Plan

The City of Anacortes Planning Department is undertaking the planning process for submission of its five-year Strategic Plan in conjunction with the HOME Consortium Consolidated Plan to the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is the planning and application requirement for the City's Community Development Block Grant (CDBG). The Consolidated Plan includes a five-year Strategic Plan and a one-year Action Plan that describes how CDBG funding will be used to carry out the City's Strategic Plan to meet housing and community development needs. The Citizen Participation Plan describes how the City will provide for active participation by all citizens who are affected by the CDBG-funded activities.

The Strategic Plan provides the needs analysis and priorities used to guide the development of annual Action Plans. The 2023 allocation is estimated to be approximately \$100,000.

The purpose of this notice is to announce the times and location of the public hearings for the planning process for the five-year Strategic Plan and the 2023 Action Plan and announce the public comment period which begins January 23, 2023 and ends February 21 2023.

The time and location of the first public hearing is: Monday, February 6, 2023 @ 6 pm in the Municipal Building Council Chambers. Topics for discussion: Description of planning process, anticipated funding, programs covered, and solicitation of public comment on needs and priorities.

The time and location of the second public hearing is: Monday, February 27, 2023 @ 6 pm in the Municipal Building Council Chambers. This meeting will conclude the work begun at the previous meeting.

Written comments on any of the subjects described above may be submitted to the City of Anacortes Planning Department, Attn: Joann Stewart, P.O. Box 547, Anacortes, WA 98221 or by email to Joann Stewart (joanns@cityofanacortes.org) during the comment period above stated. Consolidated Plan information and applications may be accessed by visiting the Planning Department's web site at <https://www.anacorteswa.gov/174/CDBG-Plans-Reports>

PUBLISH: January 4, 2023 & February 8, 2023



CDBG FUNDING APPLICATION PROGRAM YEAR 2023

Check the appropriate box to identify the type of funds for which you are applying:

☐ Public Service ☐ Planning ☒ Capital Improvement

CDBG Fund Request (% OR \$ AMOUNT)

\$ 100,000.00

Project Title Public Housing Site 1 Renovation

(If this project has been previously funded, please use the same title)

Project Description Funds will be used to *(Please attach additional page if necessary outlining project with specific numbers/goals):*

Remove and replace all roofing materials, gutters, fascia and capping to include replacement of damaged decking where needed.

Project Location *(physical address)* 508 6th Street, 511 T Avenue, Anacortes WA 98221

Number of Unduplicated People Directly Benefiting from this Project 39

Applicant Name

Anacortes Housing Authority

Mailing Address

719 Q Avenue, Anacortes WA 98221

Agency Director

Brian Clark / Bkclark@anacorteshousing.com

360-420-1858

Name

Telephone #

e-mail address

Staff Contact

Brian Clark / Executive Director

360-420-1858

Name and Title

Telephone and Fax #

e-mail address

**Federal Tax I.D. # (req'd)

91-0863090

**DUNS # (req'd)

609135769

Type of Organization:

Public Agency

Private Nonprofit

Other *(Specify)*

Housing Authority

Are you a Certified Housing Development Organization (CHDO) or Certified Community Based Development Organization (CBDO)?

☐ Yes ☐ No

If not, are you planning on becoming a Certified CHDO or CBDO?

☐ Yes ☒ No

Authorized Signature

Brian Clark

Date

12/22/22



CDBG FUNDING APPLICATION PROGRAM YEAR _____

Check the appropriate box to Identify the type of funds for which you are applying:

☐ Public Service ☐ Planning ☐ Capital Improvement

CDBG Fund Request (% OR \$ AMOUNT) \$ _____

Project Title _____
(If this project has been previously funded, please use the same title)

Project Description Funds will be used to (Please attach additional page if necessary outlining project with specific numbers/goals):

Project Location (physical address) _____

Number of Unduplicated People Directly Benefiting from this Project _____

Applicant Name _____

Mailing Address _____

Agency Director _____
Name Telephone #
e-mail address

Staff Contact _____
Name and Title Telephone and Fax #
e-mail address

**Federal Tax I.D. # (req'd) _____

**DUNS # (req'd) _____

Type of Organization: Public Agency _____
Private Nonprofit _____
Other (Specify) _____

Are you a Certified Housing Development Organization (CHDO) or Certified Community Based Development Organization (CBDO)? ☐ Yes ☐ No

If not, are you planning on becoming a Certified CHDO or CBDO? ☐ Yes ☐ No

Authorized Signature _____ Date _____



City Council Agenda Bill

Meeting Date: February 27, 2023 **Agenda Item:** 7.a.

Agenda Item Title: Property Taxes and How They Work in Washington State - Skagit County Assessor Danny Hagen

Staff Contact(s): STEVE HOGLUND

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Presentation
STEVE HOGLUND	

Item Summary: Skagit County Assessor, Danny Hagen, will give a presentation on how property taxes are administered in Skagit County and Washington State.

Budget Impact:

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Property Taxes and How They Work in Washington State

Property Taxes & How They Work in Washington State



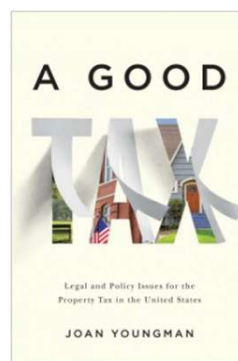
Danny Hagen, IAAO-P
Skagit County Assessor

Property Tax is a Good Tax

“The property tax is not a perfect tax, but perfection is not a reasonable standard for public policy.”

– Joan Youngman

Publications / Books



A Good Tax

Legal and Policy Issues for the Property Tax in the United States

Joan Youngman

March 2016 | English

Lincoln Institute of Land Policy

Paperback | \$35.00 | 278 pages
ISBN: 978-1-55844-342-6

[PURCHASE](#)

Sold by Columbia University Press
and distributed by Ingram Publisher
Services

PDF | Free | 278 pages
ISBN: 978-1-55844-346-4

[DOWNLOAD PDF](#)

EPUB | Free
ISBN: 978-1-55844-345-7

[DOWNLOAD PDF](#)

“This book makes clear, cogent arguments in support of the property tax, emphasizing transparency and the need for autonomous funding for local government, while dispelling myths about regressivity and dealing with complex policy issues....The illustrative case studies from around the United States make this a one-of-a-kind significant resource.”

— Alan S. Dornfest, Property Tax Policy Supervisor, Idaho State Tax Commission



Why is it a Good Tax?

3 Main Reasons

1. Transparency

- How much does each person pay?
- Where does it go?
- Why am I paying this much?
- Is what I am paying fair compared to my neighbors?



The screenshot shows the Skagit County Property Search website. At the top left is the Skagit County logo. The main heading is "Property Search" with a subtitle "Assessor Information, Taxes, Land Improvements, Value History, Permits". Below this is a navigation bar with "Find It Here", "Records", and "Contact". A section titled "Select a search option below:" contains five radio buttons: "Address" (selected), "Parcel #", "Owner Name (Last First)", "Road", and "XrefID". Below the radio buttons is a text input field labeled "Enter Address:" with a "Print" button to its left and "Clear" and "Help" links to its right.

Why is it a Good Tax?

3 Main Reasons

2. Local Accountability

- Elected officials
- Under 8,400 votes in the last Anacortes mayoral race
- Over 4 million votes in last state governor's race

2023 Summary	
Levy Code:	0900
Levy Rate:	7.4089
Land Market Value:	\$268,200.00
Building Market Value:	\$133,800.00
Total Market Value:	\$402,000.00
Taxable Value:	\$402,000.00
General Tax:	\$2,978.39
Special Assessment/Fees:	\$5.00
2023 Total Due:	\$2,983.39
2023 Amount Paid:	\$0.00

2023 Property Tax, Assessments, and Fees		
Tax District	Rate	Amount
ANACORTES	0.9809	\$394.30
SKAGIT COUNTY	0.9832	\$395.24
CONSERVATION FUTURES FUND	0.0333	\$13.38
MEDIC 1 SERVICES	0.3160	\$127.03
FIDALGO PARK & RECREATION DISTRICT	0.0999	\$40.14
HOSPITAL DISTRICT 2	0.6619	\$266.07
PORT DISTRICT 1	0.1683	\$67.66
STATE LEVY	2.3183	\$931.98
SCHOOL DISTRICT 103	1.8473	\$742.59
Special Assessment and Fees		
SKAGIT CONSERVATION DISTRICT		\$5.00
CONSERVATION DISTRICT FEE		\$0.00
2023 Property Tax, Assessments, and Fees Total:		\$2,983.39



Why is it a Good Tax?

3 Main Reasons

3. Efficiency

- Money doesn't need to go to Olympia or Washington D.C. before distribution
- Levied locally
- Again—locally elected officials



What is the role of an Assessor in Washington State?

- [Who are Assessors?](#)
 - Thank you Cowlitz County and Rick Stuart of Team Consulting, LLC



Washington's Budget Based Property Tax System

$$\text{Assessed Value} \times \text{Levy Rate} = \text{Taxing District's Budget}$$



Budget Constrained

- 1% increase year over year
- Plus new construction value added to the district
- Unless voter approved levy is passed
- ***caveat*** Part II of State School levy was rate based 2018 through 2021 at equalized \$2.70 per thousand of AV

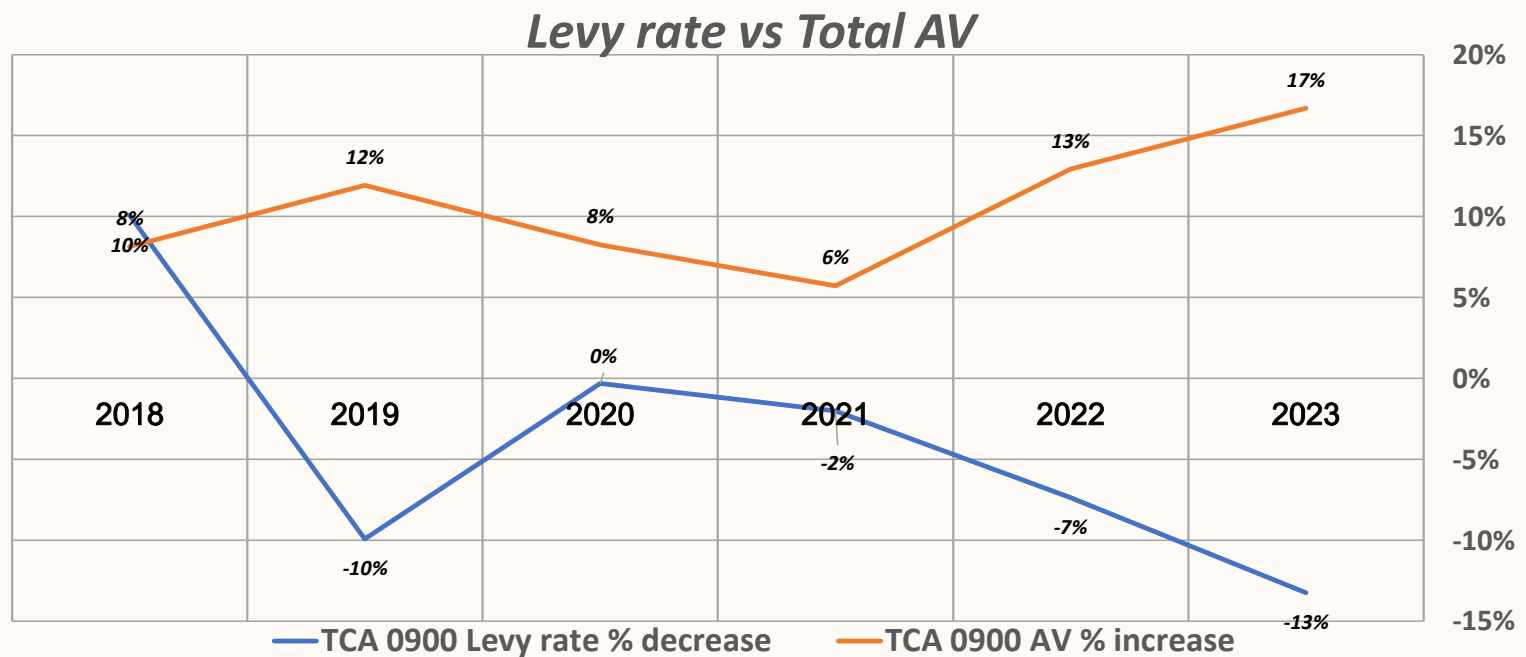


Levy Rate vs. Total Assessed Values

TCA 0900				
Year	Total AV	% increase	Levy rate	% decrease
2023	\$ 5,552,329,980	17%	7.41	-13%
2022	\$ 4,758,505,751	13%	8.54	-7%
2021	\$ 4,213,585,262	6%	9.22	-2%
2020	\$ 3,985,572,170	8%	9.41	0%
2019	\$ 3,681,764,163	12%	9.44	-10%
2018	\$ 3,289,763,092	8%	10.48	10%



Levy Rate vs. Total Assessed Values



Conclusion

- Our office calculates the assessed values of approximately 80,000 parcels annually.
- The taxing districts calculate their legally allowed budget.
- We calculate the proper levy rate to achieve these budgets, with the certified assessed values we have.
- Senior / disabled exemption program
- Appeal process



What can you do to help?

- Visit www.skagitcounty.net/Search/Property
“Property One-Stop”
- Review your property data
- Sign up for e-notices
- Talk with your neighbors
- Ask questions



Thank you!

Are there any questions?

Please reach out...

Danny Hagen, IAAO-P
Skagit County Assessor
dhagen@co.skagit.wa.us
(360) 416-1792





City Council Agenda Bill

Meeting Date: February 27, 2023 **Agenda Item:** 7.b.

Agenda Item Title: Contract Award: Fidalgo Island Water Service Area Expansion: Supervisory Control and Data Acquisition (SCADA) Integration #21-197-WTR-002

Staff Contact(s): Henry Hash, BRIAN MCDANIEL

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Award
TIFFANY MATSON	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$112,107.78 to Quality Controls Corporation (QCC) to perform the SCADA integration for the Fidalgo Island Water Service Area Expansion.

Background:

1. **History:** The City recently acquired the Fidalgo Island Water System service area from Skagit PUD through contract [21-197-WTR-001](#). This contract with QCC includes the services and hardware necessary to integrate the existing water system controllers into the City's existing telemetry and SCADA system. This improvement will allow the water plant to control and monitor this section of the distribution system. This includes controls upgrade at the WTP control room.
2. **Key Terms:**
 - Contract is for a firm fixed price of \$112,107.78.
 - The work performed under this Agreement shall be completed by March 1, 2024.
3. **Competitive Bidding:** Quality Controls Corporation was designated sole source for PLC and SCADA system development and maintenance for the WTP via [Resolution 1930](#) at the 10/5/15 Council meeting.

Budget Impact:

Contractor	Quality Controls Corporation
Contract Amount	\$112,107.78

Earmarked Funds	\$309,000.00 in CFP
BARS #	401.740.594.34.63
Budget Amendment Required?	No
Start Date	Inception
End Date	3/1/2024

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 21-197-WTR-002 with Quality Controls Corporation in the amount of \$112,107.78 to perform the Fidalgo Island Water Service Area Expansion: SCADA Integration.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 21-197-WTR-002



AGREEMENT 21-197-WTR-002
Between
THE CITY OF ANACORTES
AND
QUALITY CONTROLS CORPORATION

Fidalgo Island Water Service Area Expansion: SCADA Integration

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Quality Controls Corporation, hereinafter referred to as the "Consultant"; alleged

WHEREAS, the City requires the professional services of the Consultant;

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

1. **Scope of Work.** Under this Agreement, the Consultant shall provide professional services to perform the integration of the exiting Fidalgo Island water system controllers into the City's existing telemetry and SCADA system. A Statement of Work describing the services is provided as Exhibit A to this Agreement which is hereby incorporated by reference and made a part hereof. Work shall be directed by the City's Project Manager, Isaac Brunk, or his designee.

2. **COVID-19 Safety Requirements Compliance.** The Consultant, and its sub-Consultants of any tier, agree to comply with all current and future COVID-19 proclamations, regulations, requirements and/or related guidance issued by the Office of the Governor of Washington State or the Office of the Mayor of the City of Anacortes as it may relate to City of Anacortes projects.

3. **Price and Payment Terms.** The services provided under this Agreement shall be for a firm fixed price of **One Hundred Twelve Thousand One Hundred Seven Dollars and Seventy-Eight Cents (\$112,107.78)**. The billable rates for services provided shall be in accordance with Exhibit A.

4. **Period of Performance.** The period of performance under this Agreement is from inception through March 1, 2024.

5. **Subcontracts.** The Consultant shall not subcontract the Scope of Work ("Work") unless detailed in this Agreement or the Project Manager approves in writing. If the Project Manager requests, the Consultant shall provide proof that the Subconsultant has the experience, ability, and equipment the Work requires. "Subconsultant" means an individual, partnership, firm, corporation, or joint venture who is sublet part of the Contract by the Consultant. Each request to subcontract shall include the following information (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed Subconsultant, (iv) proposed subcontract price, (v) identification of the percentage of work to be performed by subcontract. Approval of subcontract shall not:

- a. Relieve the Consultant of any responsibility to carry out the Contract,
- b. Relieve the Consultant of any obligations or liability under the Contract,
- c. Create any contract between the City and the Subconsultant, or
- d. Convey to the Subconsultant any rights against the City.

Consultant remains fully responsible for obligations, services, and functions performed by its subConsultants to the same extent as if such obligations, services, and functions were performed by Consultant's employees, and for purposes of the Agreement such work will be deemed work performed by Consultant. The Consultant shall give immediate written notice, reference Clause Notices, of any action or suit filed and prompt notice of any claim made against the Consultant by any Subconsultant or vendor that, in the opinion of the Consultant, may result in litigation related in any way to this Agreement, with respect to which the Consultant may be entitled to reimbursement from the City.

If dissatisfied with any part of the subcontracted Work, the Project Manager may request in writing that the Subconsultant be removed. The Consultant shall comply with this request at once and shall not employ the Subconsultant for any further Work under the Contract.

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

7. **Invoicing.** All invoices shall include a cover page that states: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Manager Name, **Agreement Number**, Agreement Price, amount requested per invoice and cumulative invoiced amount. Invoices shall include actual hours worked by Period, by Labor Category. The Consultant must invoice MONTHLY for quantities delivered during the invoice period, and no more frequently than monthly, and allow 30 calendar days from receipt of the invoice for payment. Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org. The City shall notify the Consultant within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Consultant shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the **Disputes** clause contained herein.

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

9. **Final Payment: Waiver of Claim.** The Consultant's acceptance of final payment shall constitute a waiver of claims, except those previously and properly made and identified by the Consultant as unsettled at the time request for final payment is made.

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

11. **Assistance Regarding Patent and Copyright Infringement.** In the event of any claim or suit against City on account of any alleged patent or copyright infringement arising out of the performance of this Contract or out of the use of any material furnished or work or services performed hereunder, Consultant shall defend City against any such suit or claim and hold City harmless from any and all expenses, court costs, and attorney's fees in connection with such claim or suit.

12. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

13. **General and Professional Liability Insurance.**

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

B. No Limitation: Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance: Consultant shall obtain insurance of the types and coverages described below:

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

D. Minimum Amounts of Insurance: Consultant shall maintain the following insurance limits:

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

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

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

G. Verification of Coverage: The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Consultant **within 10 days of contract execution and before scheduling of the work**. Upon request by the City, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subconsultants' coverage.

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

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

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

14. **Registered or Licensed.** The City is prohibited from executing an Agreement with a Consultant who is not registered or licensed as required by the applicable laws of the state for their profession. In addition, Anacortes Municipal Code requires that every business located within the city limits of Anacortes register the business with the state and include a City of Anacortes Endorsement. Businesses from outside city limits with

a gross annual income of \$2,000 within Anacortes are also required to obtain a city endorsement. Business licenses and city endorsements can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.

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

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

17. **Standard Title VI / Non-Discrimination Assurances.** During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest agrees to the clauses in "Appendix A" and "Appendix E" of the Standard Title VI Assurances (USDOT1050.2A), which are hereby incorporated by reference and made a part hereof.

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

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

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

21. **Right to Terminate Agreement.**

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

B. Termination for Public Convenience: The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Consultant shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work through the date of termination. If the City exercises its option under this Paragraph, the City shall not be responsible for payment for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

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

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

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

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

26. **Disputes**

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

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

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

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

27. **Force Majeure**. Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials;

acts of civil or military authority; freight embargoes; epidemics; pandemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or termination of its obligations due to force majeure shall give the other party prompt written notice of the impediment and its effect on the ability to perform, with such notice to be provided no more than two (2) working days after the force majeure event or reasonable discovery of the event's impact on performance. Failure to provide such notice shall preclude recovery under this provision. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Consultant shall have no recourse against the City.

28. **Compliance with Laws.** The Consultant in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. The Consultant specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

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

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

31. **Survival of Agreement Termination.** The articles relating to Defense and Indemnity, Taxes, Ownership and Use of Documents, Assistance Regarding Patent and Copyright Infringement, The City's Right to Terminate Agreement, Governing Law, and Disputes, shall survive completion of the services, payment in full of the compensation and termination of this Agreement.

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

CITY:

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

CONSULTANT:

Quality Controls Corporation
James Cross
5015 208th Street, SW, Suite 1-B
Lynnwood, WA 98036

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

CITY OF ANACORTES

QUALITY CONTROLS CORPORATION

By _____
Matt Miller, Mayor

By _____

Date _____

Title _____

Date _____

CONTRACT 21-197-WTR-002
EXHIBIT A



Proposal

January 1, 202 Proposal Number: Q4228

To: City of Anacortes Water Treatment Plant
14489 Riverbend Road
Mount Vernon WA 98273

Project: Fidalgo Water – Anacortes Water SCADA Integration

Reference: Site walk of existing sites, 11/8/2022

Terms: Net 30

FOB: Lynnwood, WA

Freight: Prepaid and allowed

This quote is valid for 60 days.

QCC is pleased to provide quotation for the above referenced project. Quality Controls Corp. (QCC) provides services and materials, FOB Lynnwood, WA, complete, installed in the existing control panels. QCC's quoted price does not include tax or the cost to bond this project.

Please call me with any technical questions or if you have any questions concerning the pricing on this quotation.

Sincerely,

A handwritten signature in black ink that reads 'James T. Cross'.

James Cross

5015 – 208th Street S.W. Unit 1B Lynnwood, Washington 98036
Phone: 425.778.8280 Fax: 425.778.4541
Email: JamesC@Quality-Controls.com

Clarifications and Exclusions

1. This proposal includes the services and hardware necessary to integrate the exiting water system controllers into the City's existing telemetry and SCADA system. This quotation does not include any modifications or improvements to the existing functional operation of the Fidalgo Water System station controls.
2. QCC does **NOT** provide UL field inspection or recertification of the existing equipment modified on this project. QCC can provide these services for an additional fee if required by the local authority having jurisdiction.
3. QCC provides all PLC, SCADA, and network device programming and configuration services required for all phases included in this proposal.
4. QCC supplies field start-up, commissioning, and training as required for all phases included in this proposal.
5. QCC provides Bill of Materials, and Operation and Maintenance manuals as required for all equipment included in this proposal.
6. QCC provides CAD base as-built drawings for the upgraded control system panels under **Phase 2 scope** of work only.

Pricing

Phase 1 Scope of Work – Telemetry and SCADA Integration:	\$ 29,370.00
Phase 2 Scope of Work – PLC Modernization and Reliability Upgrades:	\$ 73,860.00
Subtotal:	\$ 103,230.00
State and Local Sales Tax (8.6%):	\$ 8,877.78
Total Price for all Material and Services Included in this Proposal:	\$ 112,107.78

Phase 1 Scope of Work – Telemetry and SCADA Integration

QCC provides the following hardware and services for each of the following Fidalgo Water System stations:

1. Thomas Road PRV Station

- a) QCC provides the following hardware, installed in the existing control panel.
 - QTY (1) Cellular Router, Sierra Wireless Raven RV55
 - QTY (1) Ethernet switch, 5-port unmanaged ethernet switch.
- b) QCC provides the required cellular router configuration, PLC and SCADA programming necessary for a fully functional SCADA and telemetry system.

2. Gibraltar Pump Station

- a) QCC provides the following hardware, installed in the existing control panel.
 - QTY (1) Cellular Router, Sierra Wireless Raven RV55
 - QTY (1) Ethernet switch, 5-port unmanaged ethernet switch.
- b) QCC provides the required cellular router configuration, PLC and SCADA programming necessary for a fully functional SCADA and telemetry system.

3. Gibraltar Tank

- a) QCC relocates the following hardware from the exiting Gibraltar Pump Station control panel, installed in the exiting Gibraltar Tank control panel.
 - QTY (1) 1761-NET-ENI
- b) QCC provides the following hardware, installed in the existing control panel
 - QTY (1) Cellular Router, Sierra Wireless Raven RV55
 - QTY (1) Ethernet switch, 5-port unmanaged ethernet switch.
- c) QCC provides the required cellular router configuration, PLC and SCADA programming necessary for a fully functional SCADA and telemetry system.

4. Hoxie Road PRV

- a) QCC provides the following hardware, installed in the existing control panel.
 - a. QTY (1) Cellular Router, Sierra Wireless Raven RV55
 - b. QTY (1) Ethernet switch, 5-port unmanaged ethernet switch.
- b) QCC provides the required cellular router configuration, PLC and SCADA programming necessary for a fully functional SCADA and telemetry system.

Phase 2 Scope of Work – PLC Modernization and Reliability Upgrade

QCC provides the following hardware and services for each of the following Fidalgo Water System stations:

1. Thomas Road PRV Station

- a) QCC provides the following hardware, installed in the existing control panel.
 - a. QTY (1) CompactLogix PLC, 1769-L24ER-QBFC1B
 - b. QTY (1) CompactLogix Analog Input Card, 1769-IF4I
- b) QCC provides the required PLC and SCADA programming necessary for a fully functional SCADA and telemetry system.
- c) QCC provides the required engineering service necessary to create CAD base as-built drawings for the upgraded control panel. Includes onsite engineering required to document the existing control panel layout, wiring, tagging, and labeling.

2. Gibraltar Pump Station

- a) QCC provides the following hardware, installed in the existing control panel.
 - a. QTY (1) CompactLogix PLC, 1769-L30ER
 - b. QTY (1) CompactLogix PLC Power Supply, 1769-PA2, 120VAC
 - c. QTY (1) CompactLogix Discrete Input Card, 1769-IA16
 - d. QTY (1) CompactLogix Discrete Output Card, 1769-OW16
 - e. QTY (2) CompactLogix Analog Input Card, 1769-IA16
- b) QCC provides the required PLC and SCADA programming necessary for a fully functional SCADA and telemetry system.
- c) QCC provides the required engineering service necessary to create CAD base as-built drawings for the upgraded control panel. Includes onsite engineering required to document the existing control panel layout, wiring, tagging, and labeling.

3. Gibraltar Tank

- a) QCC provides the following hardware, installed in the existing control panel.
 - a. QTY (1) CompactLogix PLC, 1769-L24ER-QBFC1B
 - b. QTY (1) CompactLogix Analog Input Card, 1769-IF4I
- b) QCC provides the required PLC and SCADA programming necessary for a fully functional SCADA and telemetry system.
- c) QCC provides the required engineering service necessary to create CAD base as-built drawings for the upgraded control panel. Includes onsite engineering required to document the existing control panel layout, wiring, tagging, and labeling.

4. Hoxie Road PRV

- a) QCC provides the following hardware, installed in the existing control panel.
 - a. QTY (1) CompactLogix PLC, 1769-L24ER-QBFC1B
 - b. QTY (1) CompactLogix Analog Input Card, 1769-IF4I
- b) QCC provides the required PLC and SCADA programming necessary for a fully functional SCADA and telemetry system.
- c) QCC provides the required engineering service necessary to create CAD base as-built drawings for the upgraded control panel. Includes onsite engineering required to document the existing control panel layout, wiring, tagging, and labeling.

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment,

unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



City Council Agenda Bill

Meeting Date: February 27, 2023 **Agenda Item:** 7.c.

Agenda Item Title: Resolution 3111: 2023 Lodging Tax Advisory Committee Appointments

Staff Contact(s): DON MEASAMER, STEVE HOGLUND

Approved for Submittal to Council by **Action Type**

Joann Stewart
DON MEASAMER
STEVE HOGLUND
DARCY SWETNAM

Resolution

Item Summary: Confirmation of the Lodging Tax Advisory Committee 2023. Five current members of the Lodging Tax Advisory Committee have confirmed they wish to serve on the committee. The members are – from businesses required to collect the tax - Mark Lione (Cap Sante Marine) and John Kim (Ship Harbor Inn). The remaining members, from businesses authorized to receive funding by the tax, are Anastasia Brencick (Anacortes Pride), Sommer Carter (Anacortes Music Project), and Nancy Rytand-Carey (Mocean Canoes). Anthony Young, City Councilmember, is Chair of the committee. The Committee currently has 1 vacancy from a business required to collect the tax. Travis Sherman, General Manager of The Majestic Inn and Spa, has submitted an application and city staff recommends Mr. Sherman be included as a new committee member.

Budget Impact:

None

Previous Action: None

Recommended Motion: I move to approve re-appointing the existing committee members and appoint Travis Sherman as a committee member to represent the City in the review and recommendation of projects that encourage tourism in Anacortes.

Alternative Actions: Deny the recommendations

Attachments (listed in order presented):

1. Resolution 3111 LTAC Membership 2023
2. Sherman, Travis Talent Bank Application

RESOLUTION 3111

A RESOLUTION ESTABLISHING THE LODGING TAX ADVISORY COMMITTEE MEMBERSHIP FOR 2023

WHEREAS, the Anacortes City Council adopted Ordinance 4019 April 4, 2022, setting requirements and rules for the Lodging Tax Advisory Committee (LTAC) consistent with 67.28.1816 and 67.28.1817 of the Revised Code of Washington; and

WHEREAS, the City Council has authority to appoint LTAC members for the remainder of the calendar year consistent with Ordinance 4019, Anacortes Municipal Code (AMC) 2.48.030 (A); and

WHEREAS, the City Council appointed Chair of the Committee for 2023 City Council member Anthony Young; and

NOW THEREFORE, BE IT RESOLVED BY THE ANACORTES CITY COUNCIL THAT THE FOLLOWING PERSONS ARE NAMED AS LODGING TAX ADVISORY COMMITTEE MEMBERS FOR THE YEAR 2023:

Representing Lodging Tax Revenue Generating Businesses:

John Kim, Ship Harbor Inn
Mark Lione, Cap Sante Inn
Travis Sherman, Majestic Inn & Spa

Representing Organizations Potentially funded by Lodging Tax Revenue

Anastasia Brencick, Anacortes Pride
Nancy Rytand-Carey, Mocean Canoes
Sommer Carter, Anacortes Music Project

PASSED AND APPROVED by the City Council this 27th day of February 2023.

CITY OF ANACORTES

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk/Treasurer

APPROVED AS TO FORM:

By: _____
Darcy Swetnam, WSBA# 40530
City Attorney



Talent Bank Application for Public Involvement

Thank you for your interest in serving on a Board or Commission! The City keeps all applications on file for two years and reviews them whenever there is an opening. If you are not selected right away, remember that many people apply and that there are not always openings available.

What position(s) are you interested in being considered for? *

Check all that apply

- | | |
|--|---|
| ☐ Accessible Community Advisory Committee | ☐ Anacortes Arts Commission |
| ☐ Civil Service Commission | ☐ Forest Advisory Board |
| ☐ Historic Preservation Board | ☐ Housing Authority Board |
| ☒ Lodging Tax Advisory Committee | ☐ Library Board of Trustees |
| ☐ Museum Advisory Board | ☐ Parks and Recreation Board |
| ☐ Planning Commission | |

Applicant Information

First Name *

Travis

Last Name *

Sherman

Address *

2311 42nd PL

City *

Anacortes

State *

WA

ZIP Code *

98221

Phone Number *

(503) 467-1689

Alternative Phone Number

Email *

gm@majesticinnandspa.com

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

I was nominated by Russ Olivier and sincerely feel I have a keen understanding of Anacortes, it's culture and a clear vision of where it is headed.

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

As a general manager of a hospitality business, I have a firm understanding on all aspects of running a business and marketing to customers.

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

I am the general manager of the Majestic Inn and Spa in downtown Anacortes.

List any additional information you would like us to consider *

Throughout the years I have gained a deep understanding of where Anacortes has greatly succeeded and areas we can improve in. I want to share these opinions with the committee in order to help make Anacortes an even greater success.

Attachments

Please attach a resume and/or other biographical information if you wish.

References

Please provide the name and contact information for two references who are knowledgeable about your qualifications and skills relative to volunteering at the City of Anacortes.

First Reference Name *

Russ Olivier

Email Address *

rolivier@viphgroup.com

Title/Position/Organization

VP of Operations

Phone Number*

(775) 737-1288

Second Reference Name*

Summer Moore

Title/Position/Organization

General Manager of Blue Water Distilling

Phone Number*

(360) 630-3012

Alternative Phone Number

Email Address*

smoores09@gmail.com

Alternative Phone Number

Acknowledgements

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

Signature*



Date*

2/15/2023