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- The public may also watch, listen to, or participate in the meeting live by visiting <https://us02web.zoom.us/j/89255646791> or by telephoning 1-253-215-8782 and entering Meeting ID 892 5564 6791.
- 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.
- Complete guidelines for virtual participation in Anacortes City Council meetings are available [here](#). View the quick video example for connecting to the meeting [here](#).



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

November 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. Fiber Committee (Report)
 - b. Planning Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of November 20, 2023 (Action)
 - b. Approval of claims in the amount of \$272,382.52 (Action)
 - c. Special Event Application: Anacortes Santa Run (Action)
6. **Other Business**
 - a. * 2024 Budget Discussion (Discussion)
 - b. * Resolution 3138: Update of Tourism Promotion Strategic Plan (Discussion/Possible Action)
 - c. * Community Development Block Grant Balance Update (Report)
 - d. * Resolution 3139: 2024 Legislative Priorities (Discussion/Possible Action)
7. **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.

Anacortes City Council Minutes - November 20, 2023

Call to Order

Mayor Matt Miller called to order the Anacortes City Council meeting of November 20, 2023 at 6:00 p.m. Councilmembers Jeremy Carter, Ryan Walters, Anthony Young, Christine Cleland-McGrath, Bruce McDougall and Amanda Hubik were present. Councilmember Carolyn Moulton participated in the meeting remotely via Zoom.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller thanked the Senior College for having him as a guest speaker on November 14th, provided an R Avenue improvement project update, detailed Thanksgiving holiday closures and trash pickup schedules, announced Anacortes High School's upcoming football state semifinal game at 3pm on November 25th, and encouraged people to travel safely and find something to be thankful for during the season of Thanksgiving.

Economic Development Committee

Mr. Young reported from the Economic Development Committee meeting held November 14th. The topics discussed included the economic development plan, reviewing participant businesses, consideration of the resources that are needed to accomplish the work, partnership with the Economic Development Alliance of Skagit County, and determining how to ensure all stakeholders are included in the effort.

Housing Affordability and Community Services Committee

Ms. Cleland-McGrath reported from the Housing Affordability and Community Services Committee meeting held on November 15th. The topics discussed included cold weather shelter funding coordination between the Salvation Army and the Anacortes Family Center (AFC) and access to social services, the Housing Consortium of Skagit County, rental assistance funding available through the Salvation Army and AFC, identifying where homeless, community or human services should be located within the Anacortes development code, housing grant opportunities through the Department of Commerce, and coordinated entry funding being awarded to Volunteers of America.

Public Works Committee

Mr. Walters reported from the Public Works Committee meeting held earlier in the evening. The topics discussed included cross-street signal timing adjustment by the Washington State Department of Transportation on Commercial Avenue at 32nd Street, 22nd Street and 17th Street, a traffic study to increase efficiency at 32nd Street and Commercial Avenue, and potential right-of-way maintenance code provisions.

Parks and Recreation Committee

Ms. Hubik reported from the Parks and Recreation Committee meeting held November 16th. The topics discussed included a Christmas luncheon to be held on December 21st at the Anacortes Senior Center, skate park funding, and a soft ribbon cutting for the skate park on December 7th at 3pm with a much larger event planned for the spring.

Ms. Cleland-McGrath moved, seconded by Mr. Walters to add item 7.a. Ordinance 4062: An Ordinance Adopting New AMC Chapter 2.08 Regarding Appointive Officers of the City to the agenda.

Public Comment

Mayor Miller invited the public to comment on any item not on the agenda. Public comment was given as follows:

Judy Billings of Anacortes thanked Mayor Miller for his professionalism in handling his duties as mayor, adding that his job is difficult with a City Council that is anti-American, arrogant and determined to undermine his progress. She thanked the mayor for his leadership and efforts in keeping Anacortes safe.

Donna Manning of Anacortes thanked Mayor Miller and his family for their service and sacrifice to the country, adding that she considered him an honorable man and was glad to have him as mayor of Anacortes. She also expressed appreciation for the Afghanistan plaque being up on the memorial wall and the overall clean and well-maintained condition of Causland Memorial Park.

Suzanne Rohner of Anacortes thanked Mayor Miller for having the political courage and moral will to present the America Proud resolution to the City Council on June 26, 2023. She expressed disappointment that the City Council did not raise a motion and cited misinformation in City Council emails that wrongly associated the resolution with the Proud Boys organization. She added that the local effort behind the resolution had no website and that the national website could not be linked to the Proud Boys or white supremacy.

Consent Agenda

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

a. Minutes of November 13, 2023

b. Approval of claims in the amount of \$561,107.76

The following vouchers/checks were approved for payment:

EFT numbers: 107869 through 107921, total \$500,261.47

Check numbers: 107907 through 107920, total \$10,825.43

Wire transfer numbers: 334918 through 335271, total \$50,020.86

c. Special Event Application: Anacortes Christmas Tree Lighting Ceremony

Public Hearings

Public Hearing: 2024 Revenue Sources, Including an Increase in the Property Tax Levy

Senior Accountant, Philip Steffen, opened the discussion on revenue sources, pointing out that the public hearing has been open since October 23, 2023, and no public comment had yet been received. He added that information regarding revenue sources is available on the [city's website](#).

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

At approximately 6:30pm, Mayor Miller closed the public hearing on 2024 Revenue Sources.

Ordinance 4061: Setting the 2024 Property Tax Levy

Senior Accountant, Philip Steffen, introduced Ordinance 4061 that would set the 2024 property tax levy, noting that this year's ordinance differs from past years due to the levy lid lift ballot measure, which passed in the April 2023 special election.

Discussion topics included:

- November 30th deadline for passing the ordinance.
- Annual 1% property tax increase versus the tax levy allowed under the public safety ballot measure.

Mayor Miller invited members of the audience to comment on this agenda item. Public comment was given as follows:

Steve Anderson of Anacortes commented that it was not 100% of voters or citizens that approved the levy lid lift, but rather was a majority.

Mayor Miller clarified that 67.4% of voters voted to approve the levy lid lift.

Mr. Walters moved, seconded by Ms. Hubik, to suspend the City Council's two-read rule for ordinances. The motion carried by voice vote.

CHRISTINE CLELAND-MCGRATH moved, seconded by AMANDA HUBIK, to adopt ordinance 4061 Setting the 2024 Property Tax Levy. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Public Hearing: Ordinance 4063 - Evans Vacation Petition

City Attorney, Darcy Swetnam, introduced Ordinance 4063 that would approve a petition to vacate the city right-of-way in exchange for an easement that would provide public benefit of stormwater drainage service for the area, referring to a slide presentation that was added to the packet materials for the meeting. She added that to date no public comments had been received on the proposed right-of-way vacation. Public Works Director, Andrew Rheame, outlined the public benefit for the city in vacating the right-of-way. The applicant, Bob Evans, commented on a general utility easement, expressing no objection to including water and / or fiber utilities in the easement area.

Discussion topics included:

- Restrictions on building over the 20-foot stormwater easement area.
- Generic utility easement instead of a stormwater easement.
- Vote timing and transfer of the land to the petitioner.
- Community garden.

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

CHRISTINE CLELAND-MCGRATH moved, seconded by BRUCE MCDOUGALL, to adopt Ordinance 4063 vacating right of way in exchange for a utility easement.

RYAN WALTERS moved, seconded by CAROLYN MOULTON, to delete the second recital in the draft ordinance. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Mr. Walters moved, seconded by Mr. Young to suspend the council's two-read rule for ordinances. The motion passed by voice vote.

CHRISTINE CLELAND-MCGRATH moved, seconded by BRUCE MCDOUGALL, to adopt Ordinance 4063 vacating right of way in exchange for a utility easement with the second recital deleted from the draft ordinance. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Other Business

Ordinance 4062: An Ordinance Adopting New AMC Chapter 2.08 Regarding Appointive Officers of the City

Ms. Cleland McGrath re-introduced Ordinance 4062, announcing that the had Council received the mayor's veto and accompanying objections to the ordinance on November 15th. She asked that the mayor's objections be introduced into the record. She continued that reconsideration of the mayor's veto is considered in accordance with RCW 35A.12.130.

Discussion topics included:

- Additional time for discussion of the issues between the mayor and councilmembers.
- Control and communication between the legislative and executive branches.
- Process with respect to management and policy decisions.
- Ensure the structure of city government that includes a human resources director.
- Action is important for the budget process.
- Possibility for future code amendment.

CHRISTINE CLELAND-MCGRATH moved, seconded by CAROLYN MOULTON, to adopt Ordinance 4062 adopting new Chapter 2.08 regarding appointive officers as adopted on Nov 6th.

Vote: Ayes - RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - JEREMY CARTER, ANTHONY YOUNG. Result: Passed

Interlocal Agreement: Fidalgo Pool and Fitness Center

City Attorney, Darcy Swetnam, introduced the interlocal agreement with Fidalgo Pool and Fitness Center to place a ballot measure to create a metropolitan park district. She then introduced Fidalgo Pool and Fitness District Executive Director, Rob Peterson, who outlined the proposed agreement and creation of a metropolitan park district separate from the city, referring to a slide presentation that was included in the packet materials for the meeting.

Discussion topics included:

- Community value of the facility.
- Commissioners will be elected in the same manner, but will be open to a larger area.
- Laying the groundwork for future work.
- The future pool facility and public bond funding for construction.

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

Connie Miller of Anacortes asked if there would be no more levies required and advocated caution about how tax dollars are spent.

Mr. Peterson responded that it would be extended into perpetuity and any increase in excess of 1% annually would need to go before the voters.

Connie Russell of Anacortes wondered if there was an offset for the county tax levy, citing a 30% increase in property values over the last two years and the recent public safety levy.

Mr. Peterson responded that the proposed metropolitan park district would replace the current parks and recreation district, thus providing the offset.

AMANDA HUBIK moved, seconded by ANTHONY YOUNG, to authorize the mayor to sign the interlocal agreement with the Fidalgo Parks and Recreation District. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Resolution 3137: Fidalgo Pool and Fitness Center

Mayor Miller asked the Council if they had additional questions or comments for Mr. Peterson in addition to the earlier discussion.

Discussion topics included:

- Replacing the existing district with the new district.
- Distributing maintenance and operating costs to more property owners.

BRUCE MCDOUGALL moved, seconded by AMANDA HUBIK, to adopt Resolution 3137 as presented. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Contract Award: AMI Mono Pole Antenna Installation - Water Meter Reading Project #21-137-WTR-002

Public Works Director, Andrew Rheame, introduced the proposed contract for the AMI Mono Pole Antenna Installation - Water Meter Reading Project #21-137-WTR-002, detailing the responsive bid of \$281,313.28 that came in under the \$400,000 engineer's estimate.

Discussion topics included:

- Prior discussions of the project and its cost effectiveness.

RYAN WALTERS moved, seconded by CAROLYN MOULTON, to authorize the mayor to execute contract #21-137-WTR-002. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Public Works Committee Recommendations

Public Works Director, Andrew Rheame, and Public Works Administrator, Sidney Neel, introduced recommendations from the Public Works Committee regarding traffic safety items, referring to a presentation that was added to the packet materials for the meeting. Mr. Walters clarified that the majority of the issues raised came during the code amendment process and that the committee deemed that action on these concerns should be deferred until now.

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

Marilyn Sage of Anacortes addressed the bus lane on Sands Way near the park, pointing out that two-way traffic would be constricted with authorized parking on both sides of the street. She added that the curbs near a hydrant and bus stop are not marked appropriately. Mr. Rheame responded that hydrants are not typically

marked and that the county would be responsible for marking the area associated with the bus stop.

Barbara Smart of Anacortes wondered if the proposed diagonal parking for 6th Street between T Avenue and Market Street would impact Farmers Market vendors and recommended the Council hold off on taking action until the Port finished its North Basin RV Park project.

Rob Peterson of Anacortes commented that Market Street is very narrow and there is not sufficient space for parking on both sides of the street.

Discussion topics included:

- Sands Way two-way traffic and parking space.
- The standard for painting curbs throughout the city.
- No trailer parking on Coho Lane, Geer Lane, Sunset Avenue, Pacific Avenue, Washington Boulevard, and Storm Place to minimize the impact of Washington Park on local neighbors.
- Painting a curb versus posting a no-parking sign. (17th Street and Georgia).
- Defer action and continue monitoring 17th Street and Georgia
- Take no action on Cay Way.
- Angled parking on 6th Street between Market Street and T Avenue - cost of going into the right-of-way to create more space.
- Defer action on Guemes Ferry holding area extension. Test striping of area in the parking lane in front of driveways to discourage ferry traffic from blocking the area.
- Adding Market Street to the no parking zone - understand the ownership of the roadway. Parking time limits on the west side of Market Street.
- 32nd Street and Commercial Avenue Intersection - dedicated left turn lane and right / straight lane. Incorporating current signal technology.
- Safety concerns should be brought to the attention of public works and the police.

Adjournment

There being no further business, at approximately 8:15 p.m. the Anacortes City Council meeting of November 20, 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 November 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
335466	6/30/2023	2023-5124	EDASC	EDASC SERVICES AGREEMENT - JAN-JUNE 2023	\$ 5,000.00	plan
335758	10/5/2023	ReimbLindquist	LINDQUIST, THAD	REIMBURSE PHARMACY COPAY, LEOFF1 RETIREE	\$ 67.79	hr
335748	10/6/2023	ReimbRoss	ROSS, WILLIAM	LEOFF1 MEDICAL COPAY	\$ 425.00	hr
335601	10/13/2023	13777762	HACH COMPANY	LAB SUPPLIES	\$ 1,188.09	dwwtp
335721	10/23/2023	12P38414	MOTOR TRUCKS, INC	PARTS FOR STOCK	\$ 1,259.19	dshop
335465	10/27/2023	17092 - 30	H W LOCHNER, INC	R AVE LONG-TERM IMPROVEMENT - ENGINEERING - 9/30/23-10/27/23	\$ 21,951.08	pw1
335392	10/31/2023	U2316048440	ICONIX WATERWORKS INC	SUPPLIES FOR WATER MAINTENANCE	\$ 3,876.75	wdist
335724	10/31/2023	5	LAW, LYMAN, DANIEL	CONSULTATION RE: OPMA AND EXEC SESH PROCEDURES	\$ 132.50	legal
335750	10/31/2023	13777	NATIONAL TESTING NETWORK, INC	CPAT: WOOD, BARNES	\$ 209.00	medic
335617	10/31/2023	1023	NELSON, BONNIE	AGING MASTERY PROGRAM ADMINISTRATION - OCTOBER 2023	\$ 825.00	pkrec
335608	11/1/2023	10624	PORT OF ANACORTES	MARINE 29 MOORAGE - NOVEMBER, ELECTRICITY	\$ 397.73	medic
335400	11/1/2023	INV-1223	WHITE, DAVID	ART WALK MUSICIAN FOR 98221 GALLERY	\$ 50.00	parks1
335398	11/2/2023	348387A	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 283.72	pwfac
335457	11/2/2023	INV3290351	CARDIO PARTNERS INC.	FA/CPR/AED/BBP TRAINING 2023-10-13	\$ 1,620.00	dwwtp
335456	11/2/2023	INV3290359	CARDIO PARTNERS INC.	FA/CPR/AED/BBP TRAINING - 2023-08-04	\$ 720.00	dwwtp
335751	11/3/2023	an95236	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCES	\$ 107.36	medic
335749	11/3/2023	1377886	LIFE ASSIST, INC	ENDOTRACHEAL STYLETTE	\$ 2.98	medic
335394	11/3/2023	12P39347	MOTOR TRUCKS, INC	PARTS FOR VEHICLE #515	\$ 1,169.30	dshop
335760	11/4/2023	ReimbLindquist	LINDQUIST, THAD	REIMBURSE PHARMACY COPAY, LEOFF1 RETIREE	\$ 50.99	hr
335397	11/7/2023	349043	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 440.64	pwfac
335752	11/8/2023	AN 95376	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCE	\$ 150.17	medic

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
335725	11/8/2023	ReimbRoss	ROSS, WILLIAM	LEOFF1 MEDICAL COPAY	\$ 400.00	hr
335609	11/8/2023	4122	SKAGIT 911	3RD QTR FIRE MOBILE (SPILLMAN)	\$ 9,231.08	medic
335605	11/9/2023	880929	CASCADE COLUMBIA DISTRIBUTION	SODIUM HYDROXIDE - CAUSTIC SODA	\$ 5,171.31	dwwtp
335713	11/9/2023	93396	RH2 ENGINEERING, INC	WATER METER ANTENNA DESIGN - THRU OCT 29, 2023	\$ 1,826.55	pw1
335618	11/9/2023	62802250	ROBERT HALF INTERNATIONAL INC.	TEMPORARY STAFFING - FINANCE DEPARTMENT	\$ 1,586.00	finance
335157	11/10/2023	23-1113RM-N	BERRYMAN EQUIPMENT COMPANY	MAINTENANCE SUPPLIES - INCINERATOR BLOWER	\$ 40,787.05	dwwtp
335401	11/11/2023	8498 30 017 0464628	COMCAST	WA PARK INTERNET ACCESS 11/21-12/20/23	\$ 113.16	parks1
335597	11/11/2023	39760	SKAGIT PUBLISHING LLC	PUBLISH SVH-444489	\$ 193.68	pw1
335467	11/13/2023	9903411156	GRAINGER	MAINTENANCE SUPPLIES	\$ 419.53	dwwtp
335468	11/13/2023	9903548551	GRAINGER	MAINTENANCE SUPPLIES - INCINERATOR	\$ 27.63	dwwtp
335599	11/13/2023	I6568445	HD FOWLER COMPANY INC	MAINTENANCE SUPPLIES	\$ 1,463.62	dwwtp
335469	11/13/2023	300000000343	PUGET SOUND ENERGY INC	PARKS/CEM/WASH. PARK/FAC/DEPOT 10/6-11/6-23	\$ 1,637.85	parks1
335402	11/13/2023	300000000343	PUGET SOUND ENERGY INC	PARKS/CEM/WASH. PARK/FAC/DEPOT 09/06-10/05/23	\$ 9,526.96	parks1
335761	11/13/2023	300000290019	PUGET SOUND ENERGY INC	ALL STATIONS: 9/6 - 10/5/23	\$ 1,957.74	medic
335533	11/13/2023	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 10/6-11/13/23	\$ 4,069.02	dwwtp
335593	11/13/2023	300000300008	PUGET SOUND ENERGY INC	WWTP & PUMP STATIONS - 9/7-11/3/23	\$ 40,963.55	dwwtp
335395	11/13/2023	300000305007	PUGET SOUND ENERGY INC	SKYLINE STREET LIGHTS: 9/1-10/2/23	\$ 859.56	dshop
335759	11/13/2023	231371	T-SHIRTS BY DESIGN	T-SHIRTS, SHORTS, SWEATS, BEANIE.	\$ 511.36	medic
335391	11/14/2023	INV2735963	COPIERS NORTHWEST, INC	Canon/IRC5870i/3rd Floor 10/11-11/10/23	\$ 269.82	finance
335598	11/14/2023	23-33855	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT RAW	\$ 63.00	dwwtp
335463	11/14/2023	Pay App 1	SCIMITAR CONSTRUCTION	O AVENUE SIDEWALK INFRASTRUCTURE IMPROVEMENT PROJECT	\$ 24,859.80	pw1
335464	11/14/2023	120945REV	VECA ELECTRIC & TECHNOLOGIES	UNIT-PRICED ELECTRICAL SERVICES 2023-2025 - REMOVE ROMEX WIRE	\$ 1,332.80	pw1

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
335393	11/14/2023	1655569	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	\$ 220.00	finance
335616	11/14/2023	RE 41 JA2711 L178	WASHINGTON STATE DEPARTMENT	OCTOBER SIGNAL LIGHT MAINTENANCE	\$ 259.09	dshop
335603	11/15/2023	831734-1	IBS INC	MAINTENANCE AND SAFETY SUPPLIES	\$ 120.15	dwwtp
335399	11/15/2023	ReimbNations	NATIONS, JACQUELINE	UNIFORM BOOTS; DET SGT NATIONS	\$ 250.00	apd
335717	11/15/2023	62828098	ROBERT HALF INTERNATIONAL INC.	TEMPORARY STAFFING - FINANCE DEPARTMENT	\$ 2,061.80	finance
335462	11/15/2023	160055	SKAGIT HYDRAULICS	REPAIR FOR EQUIP #714	\$ 533.13	dshop
335460	11/16/2023	INV2737812	COPIERS NORTHWEST, INC	CANON COPIERS CITY WIDE 10/15-11/14/23	\$ 488.86	finance
335600	11/16/2023	23-34768	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwwtp
335602	11/16/2023	23-34779	EDGE ANALYTICAL, INC	WATER ANALYSIS - TCR NORTH INTOWN	\$ 133.00	dwwtp
335723	11/16/2023	9334844853	GRAYBAR ELECTRIC COMPANY, INC	OPTICAL NETWORK TERMINALS	\$ 25,450.50	fiber
335403	11/16/2023	RefundLindquist	LINDQUIST, ERIK	WA PARK REFUND	\$ 78.00	parks1
335614	11/16/2023	0310606-IN	REISNER DISTRIBUTOR INC	MAINTENANCE SUPPLIES	\$ 443.72	dwwtp
335596	11/16/2023	113875	WALTON BEVERAGE COMPANY, INC	WTP BREAKROOM SUPPLIES	\$ 66.00	dwwtp
335470	11/16/2023	PS-INV106739	WHITNEY EQUIPMENT CO INC	OUTSIDE SERVICE - FLOWMETER STARTUP	\$ 1,679.87	dwwtp
335744	11/17/2023	00540	CAMPBELL LAW FIRM	PUB DEF CONFL	\$ 60.00	pubdef
335747	11/17/2023	00683	CAMPBELL LAW FIRM	PUB DEF CONFL	\$ 165.00	pubdef
335743	11/17/2023	00832	CAMPBELL LAW FIRM	PUB DEF CONFL	\$ 60.00	pubdef
335746	11/17/2023	00929	CAMPBELL LAW FIRM	PUB DEF CONFL	\$ 37.50	pubdef
335745	11/17/2023	00939	CAMPBELL LAW FIRM	PUB DEF CONFL	\$ 165.00	pubdef
335610	11/17/2023	7338960620	CARDINAL HEALTH 110, INC.	PHARMA: NALOXONE, DILTIAZEM,	\$ 323.44	medic
335595	11/17/2023	93628127	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE	\$ 6,109.72	dwwtp
335472	11/17/2023	INV2738495	COPIERS NORTHWEST, INC	COURT & ASC COPIES 10/16-11/15/23	\$ 1,339.83	finance
335720	11/17/2023	12W4845	MOTOR TRUCKS, INC	PARTS AND SERVICE FOR VEHICLE #304	\$ 4,556.84	dshop
335612	11/17/2023	0310607-IN	REISNER DISTRIBUTOR INC	DIESEL PRODUCTS FOR WTP GENERATORS	\$ 1,791.18	dwwtp
335611	11/17/2023	0310891-IN	REISNER DISTRIBUTOR INC	9851 GALLONS DIESEL 2 DYED FOR WTP GENERATORS	\$ 36,970.59	dwwtp

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
335718	11/17/2023	0012	WINNINGHAM PRODUCTIONS	BALLROOM DANCE INSTRUCTOR - OCTOBER 2023	\$ 135.00	pkrec
335716	11/20/2023	23-35425	EDGE ANALYTICAL, INC	WATER ANALYSIS - HOSPITAL HELICOPTER PAD	\$ 19.00	dwtpt
335765	11/21/2023	831734-2	IBS INC	MAINTENANCE SUPPLIES	\$ 173.80	dwwtpt
335726	11/21/2023	0901	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 18.51	pubdef
335727	11/21/2023	0902	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 3.51	pubdef
335728	11/21/2023	0903	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 37.26	pubdef
335729	11/21/2023	0904	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 116.01	pubdef
335730	11/21/2023	0905	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 63.51	pubdef
335732	11/21/2023	0906	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 26.01	pubdef
335733	11/21/2023	0907	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 138.51	pubdef
335734	11/21/2023	0908	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 89.76	pubdef
335741	11/21/2023	1002	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 74.76	pubdef
335740	11/21/2023	1003	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 67.26	pubdef
335739	11/21/2023	1004	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 11.01	pubdef
335738	11/21/2023	1005	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 29.76	pubdef
335737	11/21/2023	1006	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 56.01	pubdef
335736	11/21/2023	1007	LAW OFFICE OF DONNA B GIBSON	PUB DEF CONFL	\$ 29.76	pubdef
335735	11/21/2023	149921	SUMMIT LAW GROUP, PLLC	LEGAL SERVICES RE POLICE CBA, TEAMSTERS GRIEVANCE	\$ 712.50	hr
	Total				\$ 272,382.52	



City Council Agenda Bill

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

Agenda Item Title: Special Event Application: Anacortes Santa Run

Staff Contact(s): Stephanie Snyder

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

Stephanie Snyder
John Coleman

Motion

Item Summary: We would like to host the 3rd annual Anacortes Santa Run (5K) on Saturday, December 9, 2023. For the event, we rent the Seafarers Park Building which acts as our official hub and gathering point for the event. Last year, this was an amazing community and family event and the energy was palpable. Imagine festive holiday music, warm coffee and hot cocoa, Christmas trees adorned with finish medals that double as ornaments, and a gaggle of Santa's running around Cap Sante Marina as every participant receives a "one size fits all" Santa suit as part of their registration.

Just as we did during last year's event, we will be partnering again with the Anacortes High School cross country team. We will be collecting donations and a portion of each registration will also go towards the XC team. In exchange, they will be providing the volunteers. This partnership worked very well last year and the volunteer crew was instrumental in helping to create a fun and safe event for all.

The event will utilize a portion of Seafarers Way, part of the Tommy Thompson Trail and a couple other side

streets around Cap Sante Marina as part of our route. The logistics are as follows: Scheduled for Saturday, 12/9 with a 9:00am start time with the last runner finishing around 10:30.

400 participants for the 5K

The following is the course route (course maps attached):

- The race starts on Seafarers Way by Seafarers Park.
- Runners will run west on Seafarers Way and will turn left (south) on the TTT.
- Run south on TTT and then turn around close to the restrooms.
- Head north on TTT and turn right (east) on 9th St
- Left (north) on R Ave
- Right (east) on 4th St
- Right (south) on T Ave

- Runners will head out to the gazebo.
- On their way back, runners will turn left just prior to the Anacortes Yacht Club and run along the shoreline of Cap Sante Marina.
- Runners will follow the shoreline until they get back to Seafarers Way.
- They will turn left (east) on Seafarers Way where they will head back to the finish line which is the same location as the finish line.

The route requires the closure of just the north lane of Seafarers Way during our mass start from 8:55-9:15. We will manage incoming and outgoing traffic in the south lane of Seafarers Way for that 20 minutes using flaggers.

This also means that we would be using a portion of TTT and other sidewalks around the Cap Sante Marina, understanding that we will be sharing with other users.+

Budget Impact:

0

Previous Action:

Recommended Motion: Approve

Alternative Actions: Disapprove/Amend

Attachments (listed in order presented):

1. Special Event Application - Anacortes Santa Run
2. Alternate Route for Santa Run
3. Special Event Indemnification Agreement-signed 2023



Special Event Application Processing

Administrator reviews the application for completeness. Administrator contacts the applicant to obtain any missing information and updates the application accordingly, including a legible copy of the Indemnification Agreement if that was not provided. It is recommended that the Administrator also verify that the applicant has entered phone and email correctly! Administrator then sets the target City Council date and routes the application for review by department heads.

View Anacortes Municipal Code [Chapter 7.04, Special Events](#)

Application

Application Date *

11/6/2023

Event Name *

Anacortes Santa Run

Event Type

- ☐ Street Fair / Festival
- ☒ Athletic Event
- ☐ Parade
- ☐ Rally / Demonstration
- ☐ Filming
- ☐ Other identified in AMC 7.04.010

Applicant/Organization Name *

What the Heck Running Company

Mailing Address *

2024 L Ave

Event Contact Person *

Chad Sage

Event Contact Email *

chadsage4@gmail.com

Event Contact Phone ***Event Website****Estimated Number of Participants/Attendees *****Event Description ***

We would like to host the 3rd annual Anacortes Santa Run (5K) on Saturday, December 9, 2023. For the event, we rent the Seafarers Park Building which acts as our official hub and gathering point for the event. Last year, this was an amazing community and family event and the energy was palpable. Imagine festive holiday music, warm coffee and hot cocoa, Christmas trees adorned with finish medals that double as ornaments, and a gaggle of Santa's running around Cap Sante Marina as every participant receives a "one size fits all" Santa suit as part of their registration.

Just as we did during last year's event, we will be partnering again with the Anacortes High School cross country team. We will be collecting donations and a portion of each registration will also go towards the XC team. In exchange, they will be providing the volunteers. This partnership worked very well last year and the volunteer crew was instrumental in helping to create a fun and safe event for all.

The event will utilize a portion of Seafarers Way, part of the Tommy Thompson Trail and a couple other side streets around Cap Sante Marina as part of our route. The logistics are as follows:

Scheduled for Saturday, 12/9 with a 9:00am start time with the last runner finishing around 10:30.

400 participants for the 5K

The following is the course route (course maps attached):

- The race starts on Seafarers Way by Seafarers Park.
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- Right (south) on T Ave
- Runners will head out to the gazebo.
- On their way back, runners will turn left just prior to the Anacortes Yacht Club and run along the shoreline of Cap Sante Marina.
- Runners will follow the shoreline until they get back to Seafarers Way.
- They will turn left (east) on Seafarers Way where they will head back to the finish line which is the same location as the finish line.

The route requires the closure of just the north lane of Seafarers Way during our mass start from 8:55-9:15. We will manage incoming and outgoing traffic in the south lane of Seafarers Way for that 20 minutes using flaggers.

This also means that we would be using a portion of TTT and other sidewalks around the Cap Sante Marina, understanding that we will be sharing with other users.

Will food vendors participate in this event? *

All Food Vendors must be inspected by the Fire Marshall on site prior to the start of the event.

☐ Yes ☒ No

Date Event Starts ***Time Event Starts *** ▼

Date Event Ends ***Time Event Ends *** ▼**Date Street Closure Starts ***

Include requested closures before and after the event hours if required for set up and tear down.

Time Street Closure Starts * ▼**Date Street Closure Ends *****Time Street Closure Ends *** ▼**Event Location ***

List end points of each street that will be closed (e.g. 6th Street from O Ave to Q Ave). Also include location and dimensions of any structures that will be erected and locations of the event that will not be on city street right of way.

The end points where we would like to close are Seafarers Way between Q Ave and Seafarers Park. However, we are only looking to close down the north lane and manage traffic to/from Thrive on the south lane using flaggers.

Parking Location

List any public parking areas that the event requests to use for dedicated event parking, including handicapped parking.

Runners will be able to park anywhere along Seafarers Way, the ESD and NW Career Technical Academy parking lots, which are both not being utilized Saturday morning's.

Event Map (optional)

Upload one or more maps of the event

[Course Map w_ Logo & Directi...](#) 79.59KB

Indemnification Agreement *

Upload scan of SIGNED indemnification agreement

[Special Event Indemnification A...](#) 199.56KB

Download the Indemnification Agreement [here](#).

Signage

Street closure signs will be provided by the City of Anacortes. Applicants must contact City staff one week prior to the event to arrange sign delivery. Event sponsor personnel are responsible for placing street closure signs, which may not be posted more than 72 hours prior to the approved closure, must be removed immediately following the event, and must be returned to city staff the first business day following the event.

Insurance

The applicant may be required to provide public liability insurance subject to the provisions of AMC 7.04.100. Applicants will be notified following application approval of insurance requirements for the specific event.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I state that I am over the age of 18, that I agree to assume responsibility for the above-described event and to abide by all conditions stipulated by the approval of the application.*

☒ Yes

Signature

Chad Sage

Admin Review

Council Meeting Date *

Target date for presentation to City Council; no later than 30 days prior to event

11/20/2023

Staff Review Deadline *

Staff review/approval required no later than 7 days prior to City Council meeting to allow packet preparation

11/13/2023

Administrator comments and conditions of approval

Please Approve

Insurance Certificate

Upload

Insurance certificate may be required by staff or as a condition of Council approval

Departmental Review

Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

N/A

Fire Department concerns, objections, or conditions of approval *

None

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

Since this event is using the Thompson Trail and the trail at Rotary Park, the public still needs to be able to access these facilities even if they are not part of this event.

Police Department will provide the following services for this event:

routine police patrols

Police Department concerns, objections, or conditions of approval *

None

Public Works Department will provide the following services for this event:

Public Works Department concerns, objections, or conditions of approval *

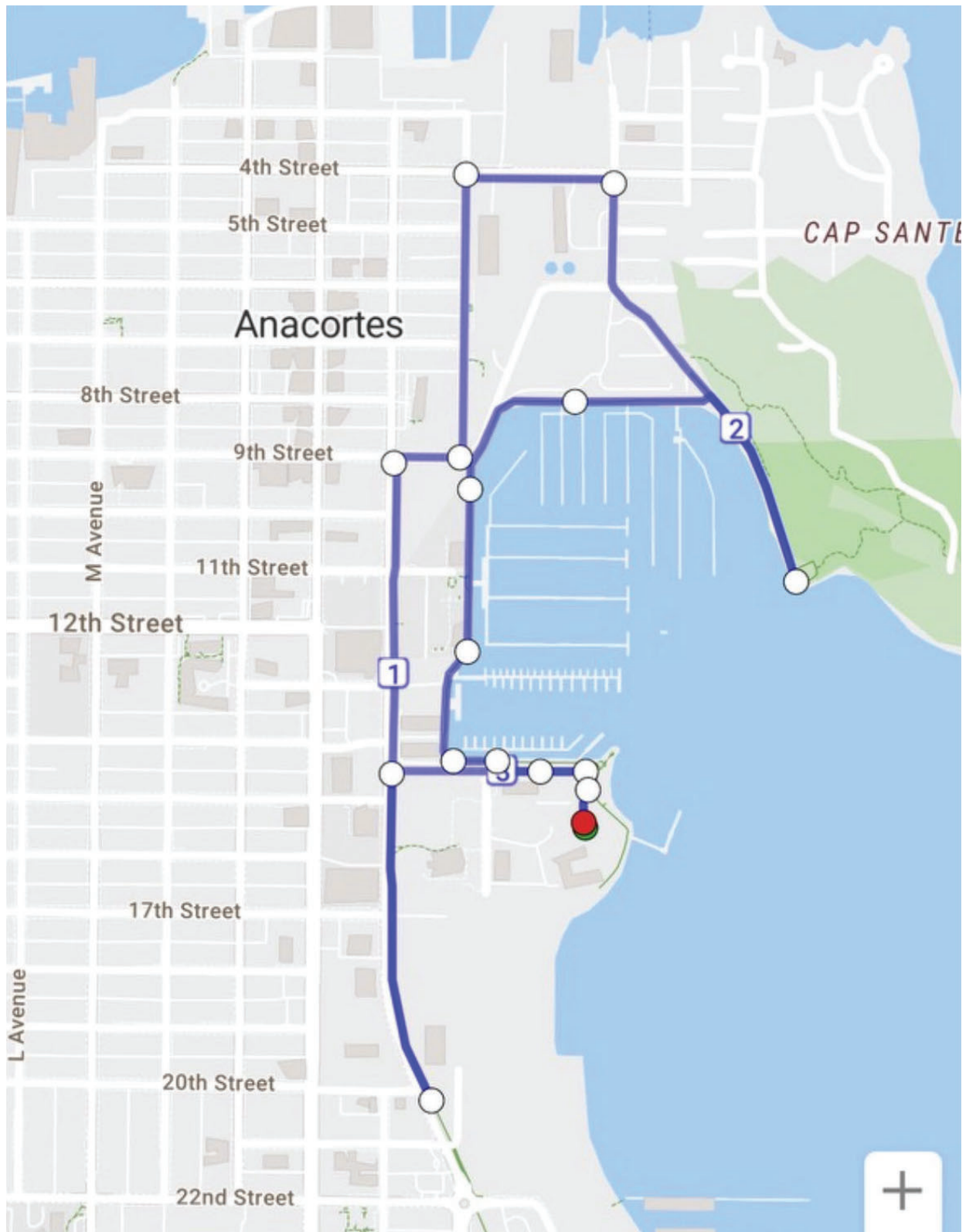
None

Departmental attachments

Upload any staff memos, guidelines, or requirements that will be in effect for this event.

Upload

Comments





SPECIAL EVENT INDEMNIFICATION AGREEMENT

The undersigned applicant, by signing below, certifies that the applicant is the authorized officer of the sponsoring organization and agrees as follows:

Pursuant to Anacortes Municipal Code Title 7.04.090, the undersigned applicant agrees to defend, indemnify and hold the City of Anacortes, its agents, employees and officers, harmless from any and all claims, injuries, suits, damages, losses, demands and judgments including the attorneys' fees and other costs of their defense, arising out of in whole or in part, the activities, omissions or appliances of the applicant, his employees, agents, volunteers or otherwise, except any claims arising from the sole negligence of the City. The applicant further agrees to comply with all provisions of pertinent laws, rules and regulations, and agrees that any failure to so comply may lead to revocation of an applicant's permit. This Indemnification Agreement constitutes substantial adequate consideration in return for the City's issuance of a special event permit.

Date: 11/4/23

Chad Sage - Event Coordinator
Name and Title – Printed

Chad Sage
Signature

Name and Title – Printed

Signature



City Council Agenda Bill

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

Agenda Item Title: 2024 Budget Discussion

Staff Contact(s): STEVE HOGLUND

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

Item Summary: Council and the public have been informed about the 2024 Budget at various meetings and through [available reports online](#). This is an informational presentation and no action is necessary. However, public comments will be accepted. This discussion will highlight overall revenue and expense amounts, fund balances, salary and position information, and provide a time to ask questions.

Budget Impact:

In order to prepare council to adopt the 2024 Budget Ordinance, this discussion is intended to provide information to make an informed decision.

Previous Action: Review of capital budget, review of department budgets.

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Written Public Comment - Anacortes Senior Activity Center Foundation



November 27, 2023

To Anacortes City Council, Mayor & Staff:

Change presents opportunities.

After devoting nearly twenty years to supporting our seniors at the Anacortes Senior Activity Center (ASAC), Lea DeVere announced her well-earned retirement effective December 2023. Lea's departure will present challenges. It also provides a unique opportunity by changing the assistant administrator's current 32-hour position to a full-time position of 40 hours to address unprecedented demographic changes that have increased demand for Anacortes senior services.

Seniors are a growing proportion of Anacortes' population.

Anacortes' 2021 65+ population is up 35% (1,284) from 2012, versus our overall population growth during that timeframe of 10% (1,639). Anacortes residents aged 65+ in 2021 are 29% of our population and are likely to continue to outpace overall population growth as Baby Boomers age. For comparison, both Mount Vernon and Burlington's proportion of 65+ population is significantly less at 17%.

ASAC is a Partnership of City, County, and Community

The operation of the ASAC has been a partnership of the City of Anacortes for the facility, Skagit County for Meals on Wheels and management of the Center, the ASAC Foundation, and hundreds of volunteers. The Foundation was established as a 501 (c) 3 in 1978 for the purpose of serving the needs of older Anacortes residents and has raised funds for programs, entertainment, scholarships, stipends for volunteers' transportation, technology, facility improvements like the newly dedicated Sally Hill Pavilion, and more. The Foundation also contracted with Lea for 32 hours a week to perform administrative duties supporting the Administrator.

In 2017, the city agreed to take over the operation of the ASAC. While the Administrator and Lea would become City employees, Skagit County would provide funds annually for the Administrator (e.g., \$104,805 was paid in 2023), and the city would take responsibility for Lea's salary from the Foundation over a period of five years and will be complete in 2024.

More seniors and programs add administrative burdens, limit growth, and affect the quality of service.

The 32 hrs./week allocated for the administrative assistant isn't adequate for today's requirements or for what our future holds.

The ASAC Foundation requests the city take this unique opportunity to change the assistant administrator position to 40 hrs./ week in the 2024 Budget. The added time will help close the gap in the ability to manage programs and will likely open the pool of candidates interested in the position if it is offered as a full-time position.

Your consideration is appreciated,
Regards,

President

Board of Directors

Officers

Dustin Johnson
President

Eric Johnson
Pres-elect

Pat Buckley
Vice Pres.

Kirk Kennedy
Secretary

Don Campbell
Treasurer

Members

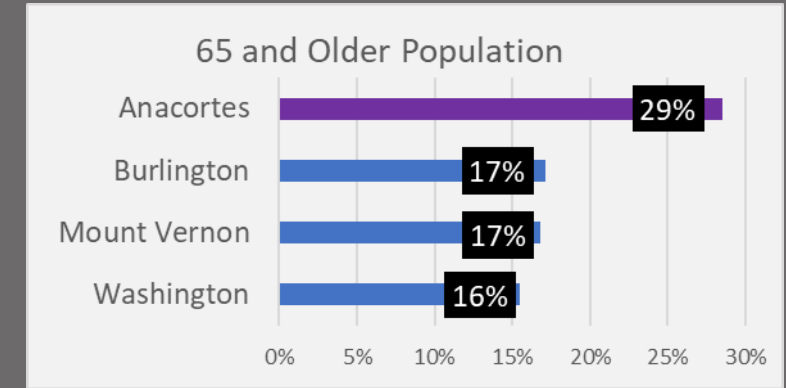
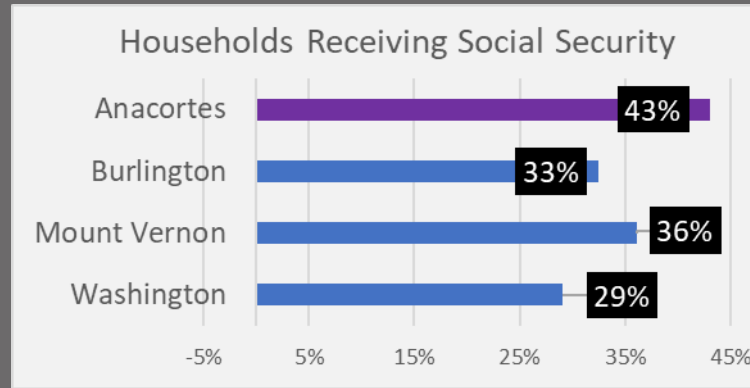
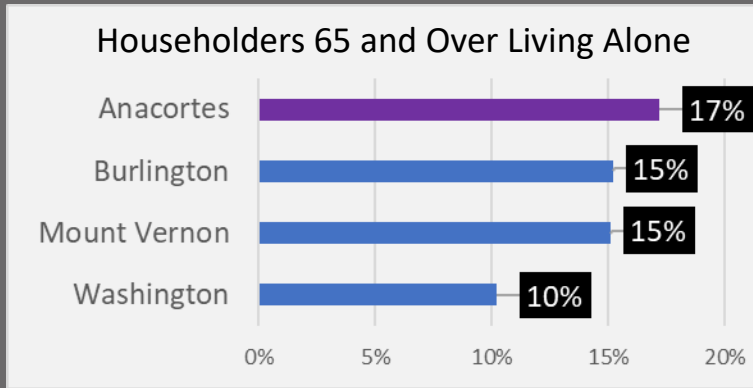
Bill Harris
Colleen Craig
Jean Long
Ryan Walters
TJ Fantini
Wendy Drake
Vicki Stasch

Ex-officio

Members
Michele Pope
PK Mead

FACTS ABOUT ANACORTES' SENIOR POPULATION

Source: US Census Bureau American Community Survey 2021



100

Anacortes citizens rely on one meal a day through the Meals on Wheels program.

17%

of Anacortes Householders (1,330) are 65 or over and live alone.
- 12% are females
- 5% are males

4,972

Anacortes citizens are 65 and older.

43%

of households receive Social Security payments. This is higher than Burlington, Mt. Vernon, and WA state.

95%

of citizens own a computer, and 90% have a broadband connection. Up from 83% and 78% respectively from 5 years ago.

27%

of seniors don't drive, according to AAA.

7%

of Anacortes citizens 65 and over, had income below the poverty level in last 12 months.

29%

of citizens are 65% and older. This is higher than Burlington, Mt. Vernon, and WA state. Up from 25%, 5 years ago.



City Council Agenda Bill

Meeting Date: November 27, 2023 **Agenda Item:** 6.b.

Agenda Item Title: Resolution 3138: Update of Tourism Promotion Strategic Plan

Staff Contact(s): Stephanie Snyder, John Coleman

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Stephanie Snyder	Resolution
John Coleman	
STEVE HOGLUND	
DARCY SWETNAM	

Item Summary: The City maintains a Tourism Promotion Strategic Plan (Strategic Plan) to guide the use of Lodging Tax funds. The Strategic Plan was developed in 2016 and envisioned a five-year planning horizon. Because the Plan identified the years 2016 to 2021, the Anacortes Lodging Tax Advisory Committee (LTAC) believed the plan should be updated to make sure it is relevant for the next five years. In the proposed 2023-2028 Strategic Plan, staff updated the dates, financial figures and reviewed the document to make sure no other technical, but not substantive, updates were necessary. LTAC reviewed and approved the updated 2023-2028 Strategic Plan at its October 26, 2023 meeting.

Budget Impact:

The Strategic Plan guides how Lodging Tax funds shall be used, but the update of the Strategic Plan does not have a fiscal impact.

Previous Action: None

Recommended Motion: I move to approve Resolution 3138 updating the 2023-2028 Tourism Promotion Strategic Plan

Alternative Actions:

Attachments (listed in order presented):

1. Resolution 3138 - adopting 2023-28 Tourism Promotion Strategic Plan
2. 2023-2028 Tourism Promotion Strategic Plan

RESOLUTION NO. 3138

A RESOLUTION ADOPTING THE CITY OF ANACORTES 2023-2028 TOURISM PROMOTION STRATEGIC PLAN

WHEREAS, RCW 67.28.1817 requires a Lodging Tax Advisory Committee (LTAC) to recommend programs for tourism promotion; and

WHEREAS, the City Council established the Tourism Promotion Strategic Planning Committee in January 2016 to develop a Tourism Promotion Strategic Plan; and

WHEREAS, on November 14, 2016, the City Council approved Resolution 1973 adopting the City of Anacortes 2016-2021 Tourism Promotion Strategic Plan; and

WHEREAS, on October 26, 2023, the LTAC reviewed and recommended that Council approve an updated City of Anacortes 2023-2028 Tourism Promotion Strategic Plan; and

WHEREAS, the City Council intends to update the City of Anacortes Tourism Promotion Strategic Plan for the years 2023-2028; and

NOW, THEREFORE BE IT RESOLVED by the Anacortes City Council that Resolution 1973 is hereby repealed, and City of Anacortes 2023-2028 Tourism Promotion Strategic Plan is hereby adopted.

PASSED AND APPROVED this 27th day of November 2023.

CITY OF ANACORTES:

Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk Treasurer

APPROVED AS TO FORM:

Darcy Swetnam, City Attorney WSBA #40530

Track changes were not enabled in May 2023 when this document was created.

Originating with the 2016-2021 Tourism Promotion Strategic Plan

Changes include:

All Pages: Font change

All Pages: Marked as Draft

All Pages: Header: City Seal and Title

All Pages: Footer: Page numbers

Page 5: Updated chart for Lodging Tax Allocations

Page 6: Updated recent LTAC Award year and amounts

Page 7: Updated recent LTAC Award year and amounts

Page 8: Updated annual events

Page 10: Updated the year in the comprehensive plan paragraph



City of Anacortes Tourism Promotion Strategic Plan

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City of Anacortes Tourism Promotion Strategic Plan

BACKGROUND

Strategic Planning

In January 2016, the City Council established an ad hoc council committee, including three council members, two hoteliers, and two other members of the public for the express purpose of developing a City strategic plan for tourism promotion. The committee immediately set about writing this strategic plan, which is focused heavily on how the City can best leverage its lodging tax revenue and guide the lodging tax advisory committee.

Lodging Tax

The City of Anacortes collects a 4% tax on the furnishing of lodging within the City, called the "lodging tax."¹ In the past, this tax has been referred to as the "hotel/motel tax," but that verbiage is not used in the statute and is inexact, as the tax is also levied on bed and breakfast and other such businesses offering transient occupancy.

Lodging Tax Advisory Committee

State law, RCW 67.28.1817, requires the City to establish a Lodging Tax Advisory Committee ("LTAC"), which must review and comment on any proposal to impose, increase, or repeal the lodging tax, or change the allocations, at least 45 days before final action on or passage of the proposal.²

LTAC is subject to the Open Public Meetings Act.³

(a) at least three members who are representatives of businesses required to collect the tax;

The Committee membership must be appointed by the City Council and must include:

(b) at least three members who are persons involved in activities authorized to be funded by revenue received from the tax;

(c) a City elected official, who must serve as chair of the committee.

The number of members in (a) must be equal to the number of members in (b). Persons who are eligible for appointment under (a) are not eligible for appointment under (b).⁴ Terms last one year and members are eligible for re-appointment.



City of Anacortes Tourism Promotion Strategic Plan

Use of Lodging Tax Revenues

State law allows the City to spend lodging tax revenue on:

- (a) tourism marketing;
- (b) the marketing and operations of special events and festivals designed to attract tourists;
- (c) supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or
- (d) supporting the operations of tourism-related facilities owned or operated by nonprofit 501(c)(3) or (c)(6) organizations. ⁵

"Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is:

- (a)(i) Owned by a public entity;
- (ii) Owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended;
- (iii) Owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities. ⁶

"Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs. ⁷

(1) AMC Chapter 3.15 and RCW 67.28.181(2)(a).

(2) RCW 67.28.1817(2).

(3) RCW Chapter 42.30, including the training requirements of RCW 42.30.205.

(4) RCW 67.28.1817(1).

(5) RCW 67.28.1816.

(6) RCW 67.28.080.

(7) RCW 67.28.080.



City of Anacortes Tourism Promotion Strategic Plan

The LTAC allocations are recommendations and not approvals, but the City may choose lodging tax recipients only from the list of candidates and recommended amounts provided by the local lodging tax advisory committee.⁸

Application and Reporting Requirements

In recent years, the Legislature has added new requirements for use of lodging tax revenue. Applicants for use of lodging tax revenue must provide estimates of how any moneys received will result in increases in the number of people traveling for business or pleasure on a trip⁹, and after using the lodging tax revenue, recipients must submit a report describing the actual number of people traveling for business or pleasure on a trip:¹⁰

- (i) Away from their place of residence or business and staying overnight in paid accommodations;
- (ii) To a place fifty miles or more one way, away from their place of residence or business for the day or staying overnight: or
- (iii) From another country or state outside of their place of residence or business.

The City, in turn, must make those reports available to:

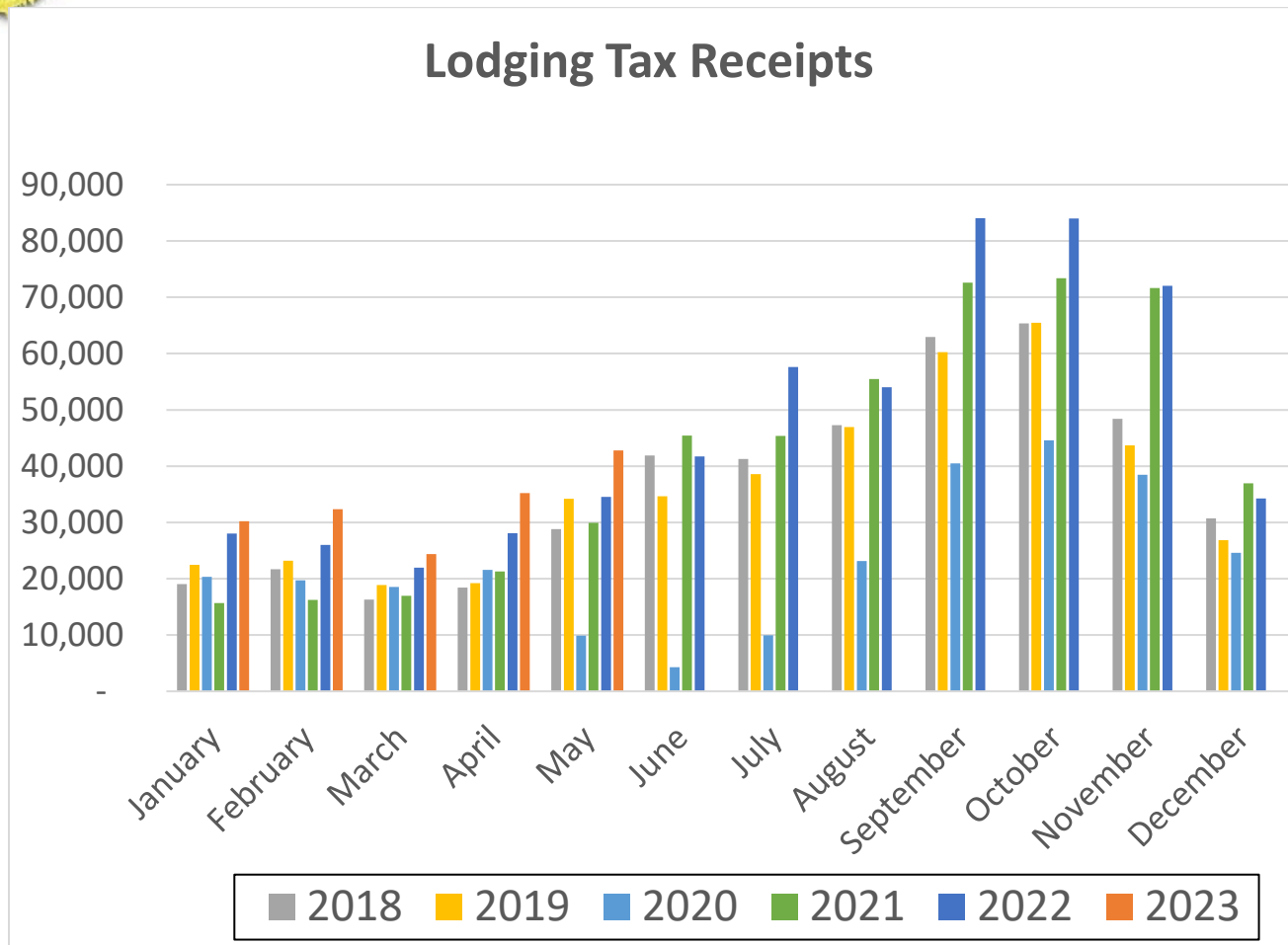
- The City Council;
- The Public;
- The Lodging Tax Advisory Committee;
- The State Legislature's Joint Legislative Audit and Review Committee (JLARC)¹¹

Revenue History and Projections

In the last several years, the City has collected increasing lodging tax, last year totaling \$566,294. The chart below shows the last six years of revenue history, grouped by month to demonstrate seasonality. Note that lodging taxes are received two months after the room is paid for by the customer, i.e., in the chart below, January revenues are from rooms rented in November.



City of Anacortes Tourism Promotion Strategic Plan



(8) RCW 67.28.1816(2)(b)(iii) (9) RCW 67.28.1816(2)(a). (10) RCW 67.28.1816(2)(c)(i) (11) RCW 67.28.1816(2)(c)(i){C}.

Lodging Tax Allocations

Process

While state law does not prescribe a specific process for allocations, it does require the City to seek recommendation from the lodging Tax Advisory Committee ("LTAC") before changing the allocations.¹² Historically, the City has had an annual process where the City solicits applications from organizations eligible to receive lodging tax funds, and LTAC considers those applications simultaneously and makes a recommendation for the following year. That annual process works well for recurring, annual events, but is not the only way to allocate lodging tax. The City maintains a website about the City's lodging tax and its Lodging Tax Advisory Committee.

(12) RCW 67.28.1817(2).



City of Anacortes Tourism Promotion Strategic Plan

Recent Allocations

Requested funds and awarded allocations for 2023 are listed in the table below:

2023 LTAC Activity	2023 Requests	2023 Awards
98221 Studio Tour	\$6,000.00	\$6,000.00
AAF Art in Anacortes	\$5,000.00	\$5,000.00
AAF Annual Arts Festival	\$5,000.00	\$5,000.00
AAF Coastal Christmas Art Show	\$7,500.00	\$7,500.00
AAF Creative District	\$8,000.00	\$8,000.00
AAF Nautical Treasure Hunt	\$10,000.00	\$8,000.00
ACFL Educational Hikes	\$15,000.00	\$7,500.00
Anacortes Farmers Market	\$10,000.00	\$10,000.00



City of Anacortes Tourism Promotion Strategic Plan

The largest recurring recipient, the Chamber of Commerce, receives approximately \$298,118

2023 LTAC Activity	2023 Requests	2023 Awards
Anacortes Music Project	\$27,175.00	\$16,575.00
Anacortes Waterfront Alliance Seafarers Cup	\$2,000.00	\$2,000.00
Chamber Experience Anacortes	\$223,118.00	\$223,118.00
Chamber VIC	\$85,116.00	\$75,000.00
Summer Concert Series at the Heart of Anacortes	\$2,200.00	\$2,200.00
Port Rock the Dock	\$4,000.00	\$4,000.00
Port Summer Concert Series	\$10,000.00	\$8,000.00
Race Week Pacific Northwest (PNW)	\$25,000.00	\$25,000.00
Shipwreck Day	\$4,000.00	\$4,000.00
Tulip Festival Brochure	\$3,500.00	\$2,400.00
Waterfront Fest Car Show	\$1,800.00	\$1,800.00
Anacortes Arts Center At Buxtons	\$30,000.00	\$30,000.00
Pride Parade	\$2,500.00	\$2,500.00

annually to promote the City and operate the Chamber Visitor Information Center (VIC) at 819 Commercial Avenue received \$75,000.



City of Anacortes Tourism Promotion Strategic Plan

In 2023, the City used \$71,800 of Lodging Tax revenues to provide handrails in the Heart of Anacortes, maintenance costs for City restrooms, a portion of 4th of July costs and tourism marketing costs and signage for the City Museum.

Tourism Events and Infrastructure in Anacortes

Anacortes hosts several successful events that attract tourists throughout the year. The city also benefits from a few events held off Fidalgo Island, such as the Skagit Valley Tulip Festival (April).

Annual Events

January ▪	February	March	April ▪ Art in Bloom ▪ Spring Boat ▪ Vintage Market
May ▪ The Boat Show/TrawlerFest	June ▪ Bark in the Park ▪ Pride Parade	July ▪ Fourth of July ▪ Shipwreck Fest	August ▪ Arts Festival ▪ Fidalgo Bay day
September ▪ Oyster Run	October	November	December

Recurring Events

- First Friday Art Walk
- Saturday Farmers Market
- Summer Concert Series (Wednesdays and Fridays)

Infrastructure and Attractions

- | | |
|-------------------------------|---------------------------|
| ❖ Visitors Information Center | ❖ Guemes Ferry Terminal |
| ❖ Museum | ❖ San Juan Ferry Terminal |
| ❖ Depot & W.T. Preston | ❖ Heart of Anacortes |
| ❖ Parks and forestlands | ❖ Brodniak Hall |
| ❖ Deception Pass State Park | ❖ Port Transit Shed |



City of Anacortes Tourism Promotion Strategic Plan

Mission, Vision, and Commitments

Our Vision

The vision statement concerns the City as a community.

We all recognize that our vision cannot be achieved through the efforts of City government alone.

Anacortes is a thriving northwest island destination that engages visitors in genuine community experiences in local arts, culture, and the natural environment.

Our Mission

The mission statement speaks to the City of Anacortes's role in realizing our vision.

*ENHANCE THE LOCAL ECONOMY AND LOCAL CULTURE BY
ATTRACTING VISITORS WHO STAY LONGER, ENGAGE WITH OUR
SMALL BUSINESSES AND MAKE LASTING CONNECTIONS WITHIN
OUR COMMUNITY.*

City of Anacortes



City of Anacortes Tourism Promotion Strategic Plan

Strategic Commitments

Our strategic commitments are the fundamental principles that drive the implementation of our mission and vision, and lay the groundwork for the goals, objectives, and strategies in the remainder of this plan:

- Consistency with community vision: align tourism promotion with our Comprehensive Plan.
- Inclusiveness: make resources available to everyone and encourage participation.
- Cooperation: encourage, facilitate, and engage in partnerships to accomplish our shared goals.
- Transparency: be clear and accountable in our actions.
- Fiscal responsibility: spend lodging tax money wisely.

The Comprehensive Plan

The City's 2023 Comprehensive Plan includes the following goals and policies relevant to tourism promotion:

Value Statements

Provide a Supportive & Connected Community: Offer a variety of year-round recreational and tourism opportunities.

Goals and Policies

Goal ED-3. Tourism. Maintain and enhance year-round opportunities for sustainable tourism in keeping with the Community's vision.

Policy ED-3.1. Pursue opportunities that recognize Anacortes's unique historic heritage, culture, recreational amenities and natural setting.

Policy ED-3.2. Actively work with business and tourism associations as well as other local organizations to establish a brand for Anacortes as a recognizable tourist destination.



City of Anacortes Tourism Promotion Strategic Plan

Policy ED-3.3. Consider creation of a City culture and tourism office to manage marketing and tourism promotion.

Policy ED-3.4. Enhance entrances to the City with extensive landscaping and appropriate signage.

Policy ED-3.5. Encourage activities and facilities that attract visitors throughout the year.

Policy ED-3.6. Encourage activities and facilities that serve residents as well as tourists.

Policy ED-3.7. Encourage development of expanded lodging options to support overnight stays by tourists and other visitors.

Policy ED-3.8. Attract users of Washington State Ferries and other nearby destinations to spend time in Anacortes and patronize local businesses.

Policy ED-3.9. Encourage development of a civic community gathering place and a destination events/concert/meeting/music venue with hotel in the downtown/waterfront area.

Policy ED-3.10. Expand the amount and variety of attractions available to visitors, such as a fishing pier, sawmill museum, or other attractions that build on Anacortes's unique history and identity.

Policy ED-3.11. Promote Downtown Anacortes, including the Central Business District and Cap Sante Marina, Central Fidalgo Bay Waterfront and South Commercial Avenue as visitor destinations.

Policy ED-3.12. Coordinate marketing and programming of visitor activities to increase the length of potential visitor experience.

Policy ED-3.13. Coordinate marketing with other nearby attractions such as Deception Pass, Whidbey Island, and San Juan Islands.

Policy ED-3.14. Improve vehicular and pedestrian connections between downtown and the waterfront and downtown and the State Ferry Terminal, including potential development of a shuttle service.



City of Anacortes Tourism Promotion Strategic Plan

Goals, Strategies, and Action Items

The meat of any strategic plan is its goals, strategies, and action items. In this plan, these elements are grouped logically, but are not in any particular order of priority.

Overview

Except when introduced by a conditional phrase, each of these elements begin with action verbs.

Goals: broad, high-level statements that are not time limited and are not intended to change from year to year.

This strategic plan includes two types of goals:

- (1) services goals that articulate what things we intend to accomplish or services we intend to provide, and
- (2) logistical goals that articulate how we intend to conduct our work. In general, services goals relate to the services provided to the public, and the logistical goals speak to the internal mechanics of providing those services (such as cost-efficiency).

Each goal is supported by **strategies** that articulate how to achieve the overall goals. Strategies may or may not be time-limited and may or may not include action items. Strategies are not formal or binding policies; policies should be adopted by a policy-setting body, such as the City Council.

Each **action item** is a specific, discrete task to implement the strategy. The action items defined in the plan may not be all of the possible or obvious actions that could implement the strategy but are the items that we have identified as it is able to implement over the course of the plan.



City of Anacortes Tourism Promotion Strategic Plan

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City of Anacortes Tourism Promotion Strategic Plan

City Leadership on Tourism and Culture

Goal 1: Lead and coordinate tourism promotion.

Strategy 1A: Establish a City Council Tourism Committee.

Action 1A-1 Appoint broad representation (up to 9 members) from non-profit organizations, tourist business community, the Chamber, and others.

Action 1A-2 Make the statutorily required Lodging Tax Advisory Committee a subset of the City Council Tourism Committee.

Action 1A-3 Adopt the committee structure into City Code.

Strategy 1B: Actively manage marketing and tourism promotion of the City.

Action 1B-1 Consider creation of a City tourism office.

Allocation Process

Goal 2: Allow flexibility in times of application submissions.

Strategy 2A: Allow first-time applicants, events, or initiatives to apply at any time during the year.

Strategy 2B: Require recurring events to apply in the normal annual cycle.

Strategy 2C: Do effective outreach for application/LT requests.

Action 2C-1 Provide first-time applicants with assistance through the application process.

Action 2C-2 Improve the website.

Action 2C-3 List the prior year allocations on the website.

Action 2C-4 Advertise in A-Town is Our Town (promote allocations in a tourism corner)

Action 2C-5 Email non-profits or businesses with request for proposals or ad about the lodging tax opportunity.

Strategy 2D: Comply with 45-day statutory timeline.



City of Anacortes Tourism Promotion Strategic Plan

Goal 3: Choose projects based on data.

Strategy 3A: Implement strategies for finding information about length visits, capacities, etc. application and reporting

Action 3A-1 Evolve LT applications to implement this strategic plan and collect useful data.

General Standards for Allocations

Goal 4: Ensure recipients are accountable.

Strategy 4A: Require effective and useful reporting.

Action 4A-1 Develop a template reporting form and handout on methods of reporting and tracking.

Strategy 4B: Require presentation of reporting metrics in a useful way.

Action 4B-1 Modify the application to require recurring events to provide prior year reporting data in their applications.

Goal 5: Spend tax money wisely, consistent with strategic plan.

Strategy 5A: Do not allocate money just because someone asks.

Strategy 5B: Perform a cost benefit analysis on all allocation requests.

Strategy 5C: Ensure events, whether they solicit lodging tax funds, pay the costs the City incurs to manage public safety, cleanup, etc., during the event.

Goal 6: Fund proposals based on our priorities.

Strategy 6A: Fund our own initiatives.

Action 6A-1 Develop a computer/mobile device application that functions as a rolling events calendar.



City of Anacortes Tourism Promotion Strategic Plan

Action 6A-2 Fund maintenance of the online events calendar.

Action 6A-3 Formally evaluate cost-benefit ratio of the physical Visitors Information Center and consider replacing it with new technology.

Strategy 6B: Save for capital project goals.

Action 6B-1 Maintain a healthy fund balance until we reach a capital goal.

Action 6B-2 Reserve 25% of annual receipts for addition to the fund balance.

Event Funding

Goal 7: Fund events that promote tourism.

Strategy 7A: Favor events with growth potential.

Strategy 7B: Make a special effort to solicit shoulder season events.

The best banquet month in Anacortes is August, mostly for weddings. The 2nd best banquet month for Anacortes is December, mostly for holidays.

Strategy 7C: Solicit events that leverage our natural resources and surroundings, e.g., bike events.

Strategy 7D: Invest in events that could do better (4th of July, Christmas)

Strategy 7E: Continue support of events that contribute to local culture, e.g., the Farmers Market.

Strategy 7F: Wean off events that should be able to support themselves (Oyster Run); except events that could become much greater and we should push them forward (e.g., incubator and mid-tier events)

Strategy 7G: Allow for continuing support of events that don't have an obvious funding source (Fourth of July).

Strategy 7H: Require every funded event to have at least a basic web presence.



City of Anacortes Tourism Promotion Strategic Plan

Goal 8: Ensure interesting events are happening continuously.

Strategy 8A: Support existing events during tourist season. (June-August)

Strategy 8B: Encourage businesses downtown to be open on Sundays.

Strategy 8C: Emphasize new events and promotion during shoulder seasons, winter, and Sundays.

Action 8C1 Develop at least one new or greatly expanded shoulder season event.

Strategy 8D: Develop indoor events and cultural events.

Goal 9: Articulate policies for each category of event.

Strategy 9A: Phase out funding of events that aren't accomplishing strategic goals in their category.

Strategy 9B: For incubator type or hobby programs, provide support where necessary.

Action 9B-1 Develop criteria for successful granting in the incubator category, including some criteria to take a chance on events that may not work.

Action 9b-2 Develop criteria for approving funding for these events based on what kind of resources the sponsor has and their history of performance in the community.

Action 9b-3 Develop streamlined applications and requirements and paperwork for first-time applicants.

Some have suggested a new "Whiskey on the Wharf" or "February Antique Fest" event. Two art walks each month? Coupeville's Penn Cove Mussel Fest is a good example of a successful winter event. Wine events, kayak events, paddle board events, including instruction and equipment rental along with Anacortes bicycle tours have all been suggestions as good additions that would attract tourism. Taking advantage of our geo location and promoting local businesses...



City of Anacortes Tourism Promotion Strategic Plan

Strategy 9C: For mid-tier (Vintage Market, Shipwreck Day), consider support on a case-by-case basis.

Mid-tier events are profitmaking events that may eventually be able to fund themselves and might later become anchor events.



Strategy 9D: For partnership events (e.g. cooperative events with the Port, Farmers Market, Fourth of July, summer concert series), continue support.

Partnership events are those that the City co-sponsors because they provide an enhanced, sustaining experience for the community. Many may not have their own funding source or obvious significant funding stream.

Strategy 9E: For anchor events (Arts Festival, Bier on the Pier, Spring Wine Festival, Waterfront Festival), continue support to ensure continued success.

It continues to be valuable to promote anchor events, even when there's no chance of them failing. The more the word Anacortes gets out into the world the more the whole city benefits.

Action 9E-1 Fund additions or extensions of existing anchor events into new areas or new time periods.

Action 9E-2 Fund promotion, not capital expenses ie; portable toilets

Marketing and Promotion Funding

Goal 10 Fund Marketing Projects.

Strategy 10A: Support marketing that encourages visitors to engage in Anacortes.

Action 10A-1 Explore co-marketing with neighboring communities; visitors from < 50 miles could also visit La Conner, San Juans.

Action 10A-2 Endorse the countywide Tourism Promotion Area.



City of Anacortes Tourism Promotion Strategic Plan

Action 10A-3 Increase Anacortes' presence with statewide tourism promotion groups, e.g., Washington Tourism Alliance.

Strategy 10B: Use local marketers, printers, and consultants for marketing.

Strategy 10C: Support co-op advertising.

Action 10C-1: Instead of giving money to advertising for individual events, contract with the Chamber to do co-op marketing for the event; pool event marketing dollars to achieve greater advertising buying power.

Strategy 10D: Ensure the City retains rights to intellectual property produced with lodging tax dollars.

Strategy 10E: Ensure all businesses are promoted with lodging tax funds, not just Chamber members.

Strategy 10F: React to economic challenges and shifts (e.g., fluctuations in the Canadian currency exchange rate) with new marketing strategies.

Goal 11: Promote Longer Stays in Our Community

Strategy 11A: Promote Anacortes as a getaway, not just a "gateway."

Strategy 11B: Promote spending whole days in our community, even if not overnight.

Strategy 11C: Don't focus exclusively on overnight stays but do encourage visitors to stay longer than their previous stays.

Community Building

Goal 12: Work with Civic & Nonprofit Groups to Support and Create Opportunities for Visitors.

Strategy 12A: Connect, interpret, and present cultural activities with opportunities for increased participation.

Such cultural opportunities might include investing in and encouraging the existing authentic experiences in town, e.g., Friends of the Forest, the local music scene, community events such as the Fourth of July parade, small boat



City of Anacortes Tourism Promotion Strategic Plan

rendezvous, school activities, Samish Indian Nation events as well as historical features like the Maiden of Deception pass.

Action 12A-1 Develop all-ages activities.

Action 12A-2 Develop multi-generational sharing opportunities.

Action 12A-3 Develop multi-cultural and environmental sharing opportunities.

Goal 13: Re-invest lodging tax dollars in our community.

Strategy 13A: Fund events and activities that ultimately reinvest in our community, e.g., the Arts Festival.

Strategy 13B: Look for ways to hire a cultural curator to bring artists into town, including the possibility of insourcing a City tourism office.

Strategy 13C: Leverage the Heart of Anacortes to be a cultural outreach center 12 months a year.

Strategy 13D: Encourage groups and individuals to contribute their own efforts towards maintaining our City's "critical mass" of culture and economy.

Tourism Infrastructure

"Tourism-related facility" means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.¹³

Goal 14: Plan and develop facilities for tourism and activities.

Strategy 14A: Integrate the Depot and downtown with Cap Sante Marina.



City of Anacortes Tourism Promotion Strategic Plan

ACTION 14A-1 Plan a conference center oriented toward the waterfront, marina, or downtown.

ACTION 14A-2 Develop a plan for the future closure of the Port's Transit Shed when its lease expires.

ACTION 14A-3 Develop permanent stalls near the Depot site for weeklong sales. *Permanent spaces at inexpensive rents could supplement the Saturday Farmers Market and provide incubator space for new businesses.*

13 RCW 67 .28.080.

DRAFT



City Council Agenda Bill

Meeting Date: November 27, 2023 **Agenda Item:** 6.c.

Agenda Item Title: Community Development Block Grant Balance Update

Staff Contact(s): John Coleman, Stephanie Snyder

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Staff Report
John Coleman	

Item Summary: Staff will present an overview of how the city intends to distribute its allotted Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development. This is an informational presentation and no action is necessary. However, public comments will be accepted. The attached document shows the full 2023 CDBG allotment and how the city intends to distribute the 2023 funds. The attached document also shows that there were remaining funds from the 2020 Covid CDBG funds, as well as unspent funds from the 2021 and 2022 CDBG Entitlement funds. The attached document includes an explanation of how the city intends to allocate the remaining 2020, 2021 and 2022 CDBG allotments to qualified applicants and projects.

Budget Impact:
None

Previous Action: None

Recommended Motion: Informational only. No Action.

Alternative Actions:

Attachments (listed in order presented):

1. CDBG Update City Council 27Nov2023
2. CDBG Presentation Nov. 27, 2023



Community Development Block Grant (CDBG) Funds

The table below is an excerpt from the internal software of the U.S. Department of Housing and Urban Development, also known as HUD. This software is what federal grant managers use to plan, fund, and report on a variety of Federal Grants. The City of Anacortes is allocated an annual entitlement grant called Community Development Block Grant, known as CDBG. The CDBG Grant Year for Anacortes runs from July 1 to June 30th. Not all grantees have the same dates for their grant year. The screenshot below shows the current balances for Anacortes as of Nov. 21, 2023.

Program	Grant Year	Grant #	Grant Status	IDIS Grant Balance
CDBG	2023	B-23-MC-53-0018	Active	\$104,537.00
CDBG	2022	B-22-MC-53-0018	Active	\$17,649.58
CDBG	2021	B-21-MC-53-0018	Active	\$33,819.00
CDBG	2020	B-20-MW-53-0018	Active	\$13,961.17

Council reviewed and approved a 2023 CDBG Action Plan in February. The 2023 funds as shown above are to be spent as presented to Council in the Action Plan which is detailed as follows:

- 2023 Funds have been allocated entirely in the City's 2023 Action Plan to two projects as submitted and approved by HUD for the 2023 CDBG Annual Action Plan:
 1. 15% for Public Services to the Anacortes Family Center: \$15,680.55
 2. 85% toward funding of roof replacement and maintenance to Anacortes Housing Authority, Site 1: \$88,856.45
(The two properties of Site 1 are located at:
508 6th St. Anacortes & 511 T Ave Anacortes)

This will complete the spending of 2023 grant funding, and no changes to the 2023 action plan are required at this time.



REMAINING FUNDS:

- 2020: This grant is a separate allocation than the Anacortes Annual Entitlement Grant. This can be seen in the middle letters of the grant number as “MW”.
The 2020 grant balance of \$13,961.17 reflects the leftover amount of the CDBG Covid Funds. HUD criteria for this particular grant is to prepare, prevent and respond to Corona Virus. Cold Weather Shelter meets this HUD requirement. The remainder amount of these funds shall continue funding our partnership with the Salvation Army, for costs of Cold Weather Shelter vouchers, for use at various motels in the City for unsheltered persons. The cold weather shelter use meets the HUD requirement to prepare, prevent and respond to Corona Virus.
- 2021 Balance of Grant Funds were not fully spent, due to intended projects not being ready to fund by the end of the grant year. An amendment to the 2021 Annual Action Plan must be created and published for the Citizen Participation Plan portion of HUD Requirements. The PCED Department intends to publish the following amendment to the 2021 Action Plan to utilize the remaining \$33,819.00 of the 2021 grant:
 1. A Curb replacement project at the corners of 24th St. and H Ave. This project is to assist non-mobile and limited mobility persons currently living at this location to be able to safely utilize public transportation by use of a ramp to access the bus route.
Amount: \$16,169
 2. Funding the urgent need for exterior maintenance of the Temporary Emergency Housing Shelter run by Anacortes Family Center located at 1011 27th Street, Anacortes.
Amount: \$17,650
- 2022 Balance of Grant Funds were not fully spent, due to intended projects costing less than projected. The PCED Department intends to publish the following amendment to the 2022 Action Plan to utilize the remaining \$17,649.58 of the 2022 grant:
 1. A Curb replacement project at the corners of 24th St. and H Ave. This project is to assist non-mobile and limited mobility persons currently living at this location to be able to safely utilize public transportation by use of a ramp to access the bus route. This amount will be added to the 2021 funds allocation for the same project.
Amount: \$17,649.58

Anacortes CDBG Grant Balances

Nov. 27, 2023

<u>Program</u>	<u>Grant Year</u>	<u>Grant #</u>	<u>Grant Status</u>	IDIS Grant Balance
CDBG	2023	B-23-MC-53-0018	Active	\$104,537.00
CDBG	2022	B-22-MC-53-0018	Active	\$17,649.58
CDBG	2021	B-21-MC-53-0018	Active	\$33,819.00
CDBG	2020	B-20-MW-53-0018	Active	\$13,961.17

2023 CDBG: \$104,537

15% for public services to Anacortes Family Center	\$15,680.55
85% toward funding of roof replacement: Anacortes Housing Authority	\$88.856.45

CDBG Covid Funds 2020: \$13,961.17

This grant is a separate allocation than the Anacortes Annual Entitlement Grant.

The 2020 grant balance of reflects the leftover amount of the CDBG Covid Funds.

HUD criteria is required to prepare, prevent and respond to Corona Virus.

Cold Weather Shelter meets this HUD requirement. The remainder amount of these funds is intended to continue funding our partnership with the Salvation Army for costs of Cold Weather Shelter vouchers for use at various motels in the City for unsheltered persons.

Salvation Army collaborates with Anacortes Family Center through Coordinated Entry for cold weather shelter vouchers.

CDBG 2021: \$33,819

- ❑ A Curb replacement project at the corners of 24th St. and H Ave. This project is to assist non-mobile and limited mobility persons currently living at this location to be able to safely utilize public transportation by use of a ramp to access the bus route.

❖Amount: \$16,169

- ❑ Funding the urgent need for exterior maintenance of the Temporary Emergency Housing Shelter run by Anacortes Family Center located at 1011 27th Street, Anacortes.

❖Amount: \$17,650

CDBG 2022: \$17,649.58

Curb replacement project at the corners of 24th St. and H Ave. This project is to assist non-mobile and limited mobility persons currently living at this location to be able to safely utilize public transportation by use of a ramp to access the bus route. This amount will be added to the 2021 funds allocation for the same project.



City Council Agenda Bill

Meeting Date: November 27, 2023 **Agenda Item:** 6.d.

Agenda Item Title: Resolution 3139: 2024 Legislative Priorities

Staff Contact(s): Emily Schuh

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Resolution
Emily Schuh	
STEVE HOGLUND	
DARCY SWETNAM	

Item Summary: In preparation for the 2024 Washington State Legislative Session, staff prepared legislative priorities for the City Council to review. Having established legislative priorities assists the Mayor and staff and ensures consistent messaging with our legislators. The proposed priorities take into consideration concerns of the City, Skagit County, and our partnering organizations the Association of Washington Cities and the Washington Cities Insurance Authority.

Budget Impact:

Previous Action: Each year the City Council reviews and establishes legislative priorities.

Recommended Motion: I move to approve Resolution 3139 approving the City's 2024 Legislative Priorities.

Alternative Actions:

Attachments (listed in order presented):

1. Legislative Priorities Presentation
2. Resolution 3139 Legislative Priorities 2024
3. DRAFT 2024 Legislative Priorities



City of Anacortes Legislative Priorities Review

November 27, 2023

WA State Legislative Session Facts

- The Legislature begins each legislative session annually on the second Monday in January.
- In odd-numbered years, when the state budget is debated upon, the State Legislature meets for 105 days, and in even-numbered years, it meets for 60 days
- In 2024, the legislature will be in session from January 8, 2024 through March 7, 2024.



Why adopt Legislative Priorities?

- Cities are home to 65% of the state's residents, drive its economy, and provide the most accessible government.
- Anacortes legislative priorities provide a focused direction for City staff and the Mayor when speaking with legislators



Anacortes Priorities
Closely Align with
Association of WA
Cities Priorities, and
also incorporate
Skagit County & and
WA Cities Insurance
Authority Priorities.

2024 City Legislative Priorities

Strong cities make a great state. Cities are home to 65% of Washington's residents, drive the state's economy, and provide the most accessible form of government. Cities' success depends on adequate resources and local decision-making authority to best meet the needs of our residents.

Washington's 281 cities ask the Legislature to partner with us and act on the following priorities:



Help recruit and retain police officers for public safety

Provide additional funding tools and resources for officer recruitment and retention to improve public safety. This includes updating the existing local option Public Safety Sales Tax to allow implementation by councilmanic authority and greater flexibility for using the funds to cover increased officer wages and related programs like behavioral health co-response teams.

Expand access to state-mandated training. In particular, continue increasing the number of classes for the Basic Law Enforcement Academy (BLEA) and expanding the new regional academies. Getting new officers on the street faster supports recruitment and retention, thus improving public safety outcomes in our communities.



Revise the arbitrary property tax cap

Revise the arbitrary 1% property tax cap that has been in place for more than 20 years. Tie the tax to inflation and population growth factors with a new cap not to exceed 3%. This allows local elected officials to adjust the local property tax rate to better serve our communities and keep up with the costs of providing basic services like police, fire, streets, and valued community amenities like parks. The current 1% cap has created a structural deficit in cities' revenue and expenditure model, causing reliance on regressive revenues and artificially restricting the ability of property taxes to fund critical community needs.



Continue investing in infrastructure

Continue strong state investments in infrastructure funding to support operations and maintenance of traditional and non-traditional infrastructure like drinking water, wastewater, and broadband. Expand funding options that support state and local transportation needs with emphasis on preservation and maintenance to prevent expensive replacement and repairs. Improve access to Climate Commitment Act funding, including direct distributions, for city priorities that support carbon reduction and climate resiliency.



Provide behavioral health resources

Create greater access to behavioral health services to include substance use disorder treatment and dual diagnosis treatment facilities. Support continued state funding for cities to help communities establish alternative response programs like co-responder programs, diversion programs, and others that provide options beyond law enforcement to assist individuals experiencing behavioral health challenges.

AWC's advocacy is guided by these core principles from our Statement of Policy:

- Local decision-making authority
- Fiscal flexibility and sustainability
- Equal standing for cities
- Diversity, equity, and inclusion
- Strong Washington state partnerships
- Nonpartisan analysis and decision-making

Contact: **Candice Bock**
Government Relations Director
candiceb@awcnet.org

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PUBLIC SAFETY

RECRUIT AND RETAIN POLICE OFFICERS

- **Provide funding tools and resources for officer recruitment and retention** to improve public safety.
- **Expand access to state-mandated training.**
Continue increasing the number of classes for the Basic Law Enforcement Academy (BLEA) and expanding local regional academies.

VEHICULAR PURSUITS

- **Modify** RCW 10.116.060 to enact a balancing test where the risk of the pursuit cannot exceed the risk of the reason(s) for the pursuit.

JUVENILE ACCESS TO ATTORNEY

- **Allow** juveniles to provide an exculpatory statement.
- **Clarify** that juvenile victims and witnesses are not required to consult an attorney before cooperating with law enforcement.
- **Prohibit** telephonic attorneys from asserting or waiving a juvenile's rights without their consent.

REVISE THE PROPERTY TAX CAP



Revise the arbitrary 1% property tax cap that has been in place for more than 20 years. The current cap has created a structural deficit in cities' revenue and expenditure model, causing reliance on regressive revenues and artificially restricting the ability of property taxes to fund critical needs.

Tie the tax to inflation and population growth factors with a new cap not to exceed 3%. This allows local elected officials to adjust the local property tax rate and keep up with the costs of providing basic services like police, fire, streets, and valued community amenities like parks.

INVESTMENT IN INFRASTRUCTURE



Continue strong state investments in infrastructure to support operations and maintenance of traditional and non-traditional infrastructure like drinking water, wastewater, and broadband.



Expand funding options that support state and local transportation needs with emphasis on preservation and maintenance to prevent expensive replacement and repairs.



Improve access to Climate Commitment Act funding, including direct distributions, for city priorities that support carbon reduction and climate resiliency.



Support the creation of a state-sponsored financing cooperative that focuses on low interest (less than market share) public infrastructure funding.



Invest in Washington State Ferries. Fund an interisland and international passenger only ferry service until the regular ferry service resumes.

CRISIS RELIEF STABILIZATION CENTER DIRECT FUNDING REQUEST \$3M



Fund an expanded Skagit County Crisis Stabilization Center adding a total of 48 beds to support the needs of Skagit County residents.



In the last session, the legislature generously supported an appropriation of \$12.7 million. We are seeking an additional \$3 million as follows:

\$1.5 million for additional construction cost the project will require an additional 1,500 square feet to meet DOH requirements and ensure the highest standards of accessibility for those with physical, mental, developmental, or neurological disabilities.

\$1.5 million for one-time start-up operating funds to ensure the facility is fully staffed and able to operate immediately after construction.

EXPAND AND SUPPORT BEHAVIORAL HEALTH RESOURCES

Expand behavioral health services to include substance use disorder treatment and dual diagnosis treatment facilities.

Support continued state funding for alternative response programs; mobile rapid response crisis team, co-responder teams, diversion programs, designated crisis responder, fire department mobile integrated health teams, community assistance referral and education services under [RCW 35.21.930](#) and law enforcement personnel.

LIABILITY

- **Protect against liability expansion** and policies that would drive additional claims and litigation.
- **Explore tort reforms** that would reduce liability and related costs.



Questions?



CITY OF ANACORTES LEGISLATIVE PRIORITIES 2024

PUBLIC SAFETY

RECRUIT AND RETAIN POLICE OFFICERS

Provide funding tools and resources for officer recruitment and retention to improve public safety.
Expand access to state-mandated training. Continue increasing the number of classes for the Basic Law Enforcement Academy (BLEA) and expanding local regional academies.

VEHICULAR PURSUITS

Modify [RCW 10.116.060](#) to enact a balancing test where the risk of the pursuit cannot exceed the risk of the reason(s) for the pursuit.

JUVENILE ACCESS TO ATTORNEY

Allow juveniles to provide an exculpatory statement.
Clarify that juvenile victims and witnesses are not required to consult an attorney before cooperating with law enforcement.
Prohibit telephonic attorneys from asserting or waiving a juvenile's rights without their consent.

REVISE THE PROPERTY TAX CAP

Revise the arbitrary 1% property tax cap that has been in place for more than 20 years. The current cap has created a structural deficit in cities' revenue and expenditure model, causing reliance on regressive revenues and artificially restricting the ability of property taxes to fund critical needs.
Tie the tax to inflation and population growth factors with a new cap not to exceed 3%. This allows local elected officials to adjust the local property tax rate and keep up with the costs of providing basic services like police, fire, streets, and valued community amenities like parks.

INVESTMENT IN INFRASTRUCTURE

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RESOLUTION NO. 3139

**A RESOLUTION OF THE CITY OF ANACORTES, WASHINGTON,
APPROVING THE 2024 LEGISLATIVE PRIORITIES**

WHEREAS, during the 2024 Washington Legislative Session, the City Council desires to provide input to the Senators and Representatives who represent the City's constituents pertaining to the development of laws that will have a significant effect on the City's ability to provide a wide variety of services to its constituents; and

WHEREAS the 2024 Legislative Priorities are the documents that set forth the City Council's policy position on broad public policy areas that are of concern to the City: and

WHEREAS, during the 2024 Legislative Session, proposed legislation in other areas of concern to the City will be monitored and reviewed with City Council when appropriate: and

WHEREAS it is the intent of the City Council to take positions of support or opposition to proposed legislation impacting the City and to lobby the legislature based on these positions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, AS FOLLOWS:

1. The City's 2024 Legislative Priorities attached hereto and incorporated herein are hereby approved.
2. By adopting the 2024 Legislative Priorities, City Council may support or oppose proposed legislation consistent with these positions and direct staff to lobby on their behalf.

PASSED AND ADOPTED this ____ day of _____

CITY OF ANACORTES, WASHINGTON

By: _____
Matt Miller, Mayor

ATTEST:

By: _____
Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

By: _____
Darcy Swetnam, City Attorney



CITY OF ANACORTES LEGISLATIVE PRIORITIES 2024

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