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

Municipal Building Council Chambers 904 6th Street

**May 13, 2024
6:00 PM**

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Finance Committee (Report)
 - b. Housing Affordability and Community Services Committee (Report)
 - c. Planning Committee (Report)
 - d. Public Safety Committee (Report)
 - e. Planning Commission Reappointment (Discussion/Action)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of May 6, 2024 (Action)
 - b. Approval of claims in the amount of \$1,256,994.83 (Action)
6. **Public Hearings**
 - a. * Public Hearing for Amendment to the Community Development Block Grant (CDBG) 2023-2027 Consolidated Plan (Discussion/Action)
7. **Other Business**
 - a. Community Action Quarterly Report (Report)
 - b. Downtown Anacortes Alliance Year-in-Review (Presentation)
 - c. Contract Modification: City Engineer of Record for Streets and Stormwater #23-292-ENG-001 (Discussion/Action)

Per the council rules of procedure, a person who wishes to provide public comment at this meeting may do so:

- *On matters pertaining to a particular agenda item at the invitation of the chair at the time the City Council takes up discussion of that agenda item. Items open for public comment are indicated with an asterisk (*)*
- *On any other matter specifically pertaining to the City of Anacortes during the Public Comment agenda item.*

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.

8. **Adjournment**

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- *On any other matter specifically pertaining to the City of Anacortes during the Public Comment agenda item.*

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CITY COUNCIL MEMO

TO: Anacortes City Council
FROM: Matt Miller, Mayor
DATE: May 13, 2024
RE: Planning Commission Reappointment

SUMMARY STATEMENT

The following reappointment to the Planning Commission is presented at the regular City Council meeting on May 13, 2024. Planning Commission members are appointed by the Mayor, by and with consent of City Council. The term length is six (6) years.

PLANNING COMMISSION REAPPOINTMENT RECOMMENDATION

It is my recommendation that the following reappointment to the Planning Commission be confirmed by City Council:

Paul Ryan, to be reappointed for a term of six (6) years.

Mr. Ryan was initially appointed to the Planning Commission July 10, 2023 to replace Jack Curtis upon his resignation. Mr. Ryan completed Mr. Curtis' term and is now being presented for reappointment for a full term.

RECOMMENDED MOTION

I move to confirm the appointment of Paul Ryan to the Planning Commission as presented.

May 13, 2024
6:00 p.m.

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Anacortes City Council Minutes - May 6, 2024

Call to Order

Mayor Matt Miller called to order the Anacortes City Council meeting of May 6, 2024 at 6:00 p.m. Councilmembers TJ Fantini, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, and Amanda Hubik were present. Councilmember Bruce McDougall participated in the meeting remotely via Zoom. Councilmember Anthony Young was absent.

Mr. Fantini moved, seconded by Ms. Hubik, to excuse the absence of Mr. Young. The motion carried unanimously by voice vote.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller announced that item 7.g. would be removed from the agenda and brought back before the Council next week. He then announced that Military Spouse Appreciation Day is Friday, May 10th, Mother's Day is Sunday, May 12th, and the *A-Town* magazine will be mailed out this week. He thanked the Parks Department and Downtown Anacortes Alliance for leading the downtown arch re-installation effort and those involved with spinach eradication on R Avenue. He then announced that there would be a meeting on May 7th at 6:30 pm at the Anacortes Senior Activity Center to discuss the Sharpes Corner development and that the Skagit County Board of Commissioners would host a meeting on May 21st at 8:30am to discuss solid waste tipping fees. He concluded by announcing that the Anacortes Boat and Yacht Show is looking for volunteers from May 16th - 18th.

Finance Committee

Mr. McDougall and Ms. Cleland-McGrath reported from the Finance Committee meeting held April 25th and May 2nd. The topics discussed included lower building activity over the last 15–16 months leading to lower sales tax and permitting revenues, the shift to cottage and ADU development, real estate sales and cost data, and a survey of 2025 budget priorities in advance of the upcoming Mayor-City Council budget retreat.

Housing Affordability and Community Services Committee

Ms. Moulton and Ms. Cleland-McGrath reported from the Housing Affordability and Community Services Committee meeting held May 2nd. The topics discussed included the proposed Habitat for Humanity development on West 5th Street, planning for the May 9th meeting with the State Senate Committee on Land Use, Government and Tribal Relations, a request from a local developer to increase the size of a small unit 600 square feet to 650 square feet to qualify for the height bonus, the Stormwater Master Plan, the multifamily tax exemption, and the upcoming public meeting for development of City-owned land at Sharpes Corner.

Public Works Committee

Mr. Walters reported from the Public Works Committee meeting held earlier in the evening. The topics discussed included traffic safety and parking issues and how they are processed by the Council, and stormwater issues associated with the proposed Habitat for Humanity development on West 5th Street.

North Star Housing Work Group

Mr. Walters reported from the North Star Housing Work Group held on April 29th, including allowing mixed-use development outright in commercially zoned transit-served corridors, by right permitting in residential zones, and reduction in parking requirements for affordable housing and transit-served corridors.

Lodging Tax Advisory Committee

Mr. Walters reported from the Lodging Tax Advisory Committee meeting held April 23rd. The topics discussed included an application from the Chamber of Commerce requesting funding for a temporary event space that would be addressed later on the agenda.

Mr. Fantini expressed support for changing parking and traffic issues coming before the full Council and for the prioritization of certain areas for curb, sidewalk and gutter improvements. He then reported on his recent visit to the Wastewater Treatment Plant.

Anacortes Arts Commission Appointment

Mayor Miller introduced the proposed appointment of Kami Bratten to the Anacortes Arts Commission, replacing Diane Marr for the remainder of her term through December 31, 2025.

Mr. Walters moved, seconded by Ms. Hubik, to appoint Kami Bratten to the Anacortes Arts Commission, replacing Diane Marr (resignation submitted April 2024) for the remainder of her term through December 31, 2025. The motion carried unanimously by voice vote.

Public Comment

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

Public comment was given as follows:

Mary LaFleur of Anacortes commented on recent City Council activities, asserting that some Councilmembers are working against the mayor instead of beside him. She suggested that the City Council is out of balance and out of touch with public sentiment, citing recent examples of the Safeway roundabout, the Anacortes Cinema lease, short-term rental regulations, and the proposed event center. She then addressed the Council's effort to provide low-income housing for the community as negatively affecting the quality of life for Anacortes residents because of overpopulation.

Suzanne Rohner of Anacortes addressed the United Nations (UN) influence on life in Anacortes, asserting that the UN seeks to be a "one-world government" that is looking for a crisis, and that the basic elements of the UN Charter are incompatible with the United States form of government. She added that the UN seeks to disarm Americans, meddle its member states' domestic affairs, and that every Secretary General was either a communist or socialist. Mr. Walters raised a point of order that the topic is not germane to the business of the City of Anacortes. Mayor Miller allowed Ms. Rohner has 30 seconds of additional commentary. Ms. Rohner continued that Mr. Walters' recent comments regarding the UN is the reason she was speaking before the Council and continued that Article 25 of the UN Charter violates US sovereignty and that the UN controls the US military.

Alan Hanson of Anacortes addressed property tax increases and the impact on local rents. He cited examples of recent tax levies, the legislative priority of raising the annual property tax increase cap from one to three percent, and potential future bonds for city projects. He asserted that Anacortes has lost its small-town character with the recent addition of several five-story buildings and that many in the community do not like the direction the city is headed. He asked how many additional levy raises would come in the future and how the city infrastructure could handle projected population growth. He pointed out that collectively the tax increases are compelling landlords to raise rents to maintain profitability. He then asserted that the expectation that new businesses will help pay for future projects is misguided and will only contribute to a cycle of increased taxes and rents, suggesting that the city develop and follow a comprehensive future development plan.

Consent Agenda

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

- a. Minutes of April 22, 2024
- b. Approval of claims in the amount of \$1,376,749.87
The following vouchers/checks were approved for payment:
EFT numbers: 109247 through 109308, total \$1,033,425.20
Check numbers: 109246 through 109333, total \$305,477.29
Wire transfer numbers: 345849 through 346671, total \$37,847.38
- c. Resolution 3150: Setting the Date for a Public Hearing for the Vacation of Right of Way
- d. Contract Award: Two Police Patrol Chevrolet Tahoes #24-137-ERR-001
- e. Contract Amendment: Dark Fiber Lease #20-172-FBR-001 with the City of Mount Vernon

Public Hearings

Public Hearing for Amendment to the Community Development Block Grant (CDBG) 2023-2027 Consolidated Plan

Mayor Miller opened the public hearing to amend the Community Development Block Grant (CDBG) 2023-2027 Consolidated Plan. He then introduced Planning, Community, and Economic Development Coordinator Stephanie Snyder, who presented the proposed amendments to the 5-year plan of offering expanded opportunities for those with disabilities and updating funding resources from prior years in the amount \$51,468.

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

Mayor Miller announced that the public hearing would be continued until the Council's next regular meeting on May 13, 2024.

Public Hearing on Setting Water Use Efficiency Goal for 2024-2030

Mayor Miller opened the public hearing on Setting Water Use Efficiency Goal for 2024-2030. Public Works Director Andrew Rheume then introduced Water System Manager Brian McDaniel, who detailed the past result of the water use efficiency goal set in 2016 and presented the updated goal for 2024-2030, referring to a slide presentation that was included in the packet materials for the meeting.

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

Alan Hanson of Anacortes asked if there was an update on the presence of microplastics and how the addition of 4,000-5,000 people would affect the achievement of the conservation goal.

Mr. McDaniel responded that there is information on microplastics present in drinking water within the annual consumer confidence report and that growth projections are included in the formula for the water conservation goal.

At 6:51 pm, Mayor Miller closed the public hearing.

Discussion topics included:

- Qualification for the water rebate.

- Number of rebates processed under the last goal.
- Public outreach and information on water conservation measures.
- Excellent return on investment.
- Unaccounted water loss rate
- Appliance rebate quantity limits.

AMANDA HUBIK moved, seconded by TJ FANTINI, to adopt the Water Efficiency Goal for 2024-2030.
Vote: Ayes - RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Other Business

Habitat for Humanity Lease of City-Owned property on West 5th Street

Mayor Miller introduced Skagit Habitat for Humanity Executive Director Tina Tate, who presented an overview of the organization's activities related to affordable housing in Skagit County and the proposed West 5th Street development in Anacortes, referring to a slide presentation that was added to the packet materials for the meeting. Mr. Walters pointed out that the objective of the conversation is to listen to public feedback and then determine what next steps are for the Council.

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

Rose Mallon of Anacortes expressed support for leasing city land to create affordable housing. She added that all proposed development residents, initial and follow-on, are subject to stringent specifications and that Habitat for Humanity is a worthy partner for the project. She acknowledged the concerns of area neighbors, and added that the entire community would benefit from this and other similar initiatives. She encouraged the Council to persevere and expressed hope that a compromise could be reached that addressed the concerns of all parties.

Tom Sweeney of Anacortes commented that he supports Habitat for Humanity, but that there are better locations within the city for the project. He continued, by pointing out that the proposed area does not have sidewalks and asserted that the surface water source is a creek rather than stormwater runoff, that street parking on West 5th Street is inadequate, there is limited recreation area for children, and that the alleyway is part of someone's property. He asked if there had been surveys accomplished on the property and expressed disbelief that it could accommodate three homes.

Xuhua Mu of Anacortes expressed support for Habitat for Humanity projects in general, citing her past experience in supporting past projects in another community, thanked Mayor Miller for the April 22nd press release on the proposed project, pointed out an apparent disparity in the measurement of the proposed lot area, and the impact of the development on the safety of pedestrians, cyclists, and first responders. She then suggested that the Council review the 2019 cottage housing ordinance and that this proposed project and others like it be subject to the conditional use permitting process. She pointed out that no one knows the area better than the local neighbors, and that the conditional use process would build trust with the local community by treating them as equal partners in project development and design.

Vicki Stasch of Anacortes expressed support for the proposed project, citing past experience with other Habitat for Humanity projects and welcoming them to the Anacortes community. She added that she helped Habitat for Humanity develop its strategic plan, which calls for the construction of multifamily homes and that Habitat can help address the affordable housing issue. She also stressed that the vetting process helps to ensure the residents are financially able to meet their obligations and effective integration with the surrounding neighborhood. She mentioned that project residents would live or work in Anacortes, put in 500 hours of work on constructing their home, and that this program provides stability for families. She acknowledged neighborhood concerns and

advocated for a collaborative effort, expressing hope that the issues could be resolved and the project would move forward.

Pat Barrett of Anacortes expressed support for the project while acknowledging the concerns of the surrounding neighbors, and encouraged that the Council listen to their concerns, especially reducing the number of units from five to three. He emphasized that affordable housing is key to the health of local small businesses, and that the community must give something to provide affordable housing to those who are living and working in the community.

George Salatka of Anacortes asked if Habitat for Humanity has additional property in Anacortes and suggested that the city assist in providing access to the additional property to facilitate its development for affordable housing. He expressed hesitancy about having more children and vehicles in the area, adding that the alleyway is too small for parking, the development will encroach on wildlife habitat, and possibly be untenable due to flooding and drainage issues. He asked that an alternate site be considered for development of affordable housing.

Tarn Ohana of Anacortes asserted that the community is struggling due to the cost of housing and that multi-generational families are being broken apart, pointing out that some hospital employees reside in hospital-owned housing in order to be able to live and work in the community. He added that five housing units is acceptable and that cutting the number to three reduces the opportunity to families in need, and paving part of the lot to accommodate parking is unnecessary, asserting that the street is adequate to accommodate two lanes of parking and emergency medical service vehicles. He concluded that the project is a moral imperative and that the cost of development is not high for the community.

Mike Wenger of Anacortes expressed appreciation for reducing the number of planned units from 5 to 3, and asked that the city look into having the parking and refuse receptacles be placed on the street side of the property. He also asked that the surface and / or stormwater drainage issues be addressed, and that the preservation of wildlife habitat and trees be maintained to the maximum extent possible.

Discussion topics included:

- Reduction in planned units from 5 to 3.
- Stormwater improvements and associated costs.
- Property tax assessment and resident payment responsibility.
- Specific requirements for vetting potential residents.
- Follow up or monitoring of resident eligibility.
- Sidewalk and curb and alleyway improvements to number of homes for project viability.
- Public street and alleyway improvement requirements.
- Wetland mitigation requirements.
- Pre-application conference required for a reduced number of units
- Formal visit by city staff to the site.
- Local preference as a requirement rather than an option.
- Alternative site plan(s).
- Housing affordability.
- Public outreach and participation in the process.
- Down payment for residents that goes into an escrow account.
- Typical monthly payment for current Habitat for Humanity residents.

Contract Modification: Lead and Copper Rule Support and Gap Analysis #22-285-WTR-001

Public Works Director Andrew Rheame introduced the proposed modification to contract #22-285-WTR-001 with HDR Engineering, Inc. for lead and copper rule support and gap analysis, citing the requirement for the rule that includes verifying the absence of lead in pipes leading from the city water meter to the resident's home.

TJ FANTINI moved, seconded by BRUCE MCDUGALL, to authorize the mayor to sign the contract modification #22-285-WTR-001 with HDR Engineering Inc.

Vote: Ayes - RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Contract Award: 2024 Sanitary Sewer Line Rehabilitation #24-099-SEW-001

Public Works Director Andrew Rheame introduced proposed contract #24-099-SEW-001 for 2024 Sanitary Sewer Line Rehabilitation with Iron Horse LLC.

Discussion topics included:

- Annual frequency of rehabilitation.
- Level of I&I

AMANDA HUBIK moved, seconded by CAROLYN MOULTON, to authorize the mayor to sign contract #24-099-SEW-001 with Iron Horse LLC.

Vote: Ayes - RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Contract Award: Replacement Chevrolet Tahoe for Police K9 Unit #24-138-ERR-001

Police Chief Dave Floyd introduced proposed contract #24-138-ERR-001 for a replacement Chevrolet Tahoe for the Police K9 unit from Bud Clary Chevrolet, Inc., detailing the current mechanical problems with the in-service unit and that this purchase is available due to another agency choosing not to purchase a vehicle. Public Works Director Andrew Rheame

Discussion topics included:

- Timing of purchase, delivery, and required modifications.
- The vehicle can serve any canine service animal.

AMANDA HUBIK moved, seconded by TJ FANTINI, to authorize the mayor to sign contract #24-138-ERR-001 with Bud Clary Chevrolet, Inc.

Vote: Ayes - RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Contract Award: Wastewater Treatment Plant (WWTP) Outfall Relocation - Permitting & Monitoring Services #20-032-SEW-014

Public Works Director Andrew Rheame re-introduced proposed contract #20-032-SEW-014 for Wastewater Treatment Plant (WWTP) Outfall Relocation permitting and monitoring services with Widener and Associates. He addressed Council questions from the April 22nd meeting about choice of contractor, marine mammal monitoring requirements, and public outreach elements of the contract.

Discussion topics included:

- Funding source.
- Building internal capacity for managing the overall project.

- An archaeologist is included in the services.

TJ FANTINI moved, seconded by AMANDA HUBIK, to authorize the mayor to sign contract #20-032-SEW-014 with Widener and Associates.

Vote: Ayes - RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Resolution 3154: Lodging Tax Funding for Bier on the Pier Event

Planning, Community, and Economic Development Coordinator Stephanie Snyder introduced Resolution 3154 that would provide \$27,000 of Lodging Tax Advisory Committee funds to the Chamber of Commerce for the Bier on the Pier festival for use in procuring a temporary tent for the event to be held on October 4-5, 2024. Mr. Walters added that the committee unanimously supported funding the request, though the constraint on the amount is due to lodging tax funds being the likely funding source for a planned event center, and that the quote for the tent is one that is larger than the tent that will actually be used in the event. A corrected quote was not included in the packet in the interest of expediting the funding for the event.

CHRISTINE CLELAND-MCGRATH moved, seconded by AMANDA HUBIK, to approve allocation of up to \$27,000 of 2024 lodging tax funds to the Chamber of Commerce for the Bier on the Pier tent.

Vote: Ayes - RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Adjournment

There being no further business, at approximately 8:37 p.m. the Anacortes City Council meeting of May 6, 2024 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 May 13, 2024 City Council meeting:

[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347173	3/13/2023	RE-313-ATB30313115	WASHINGTON STATE DEPARTMENT	R AVE LONG TERM IMPROVEMENTS - WSDOT GENERAL PROJECT MANAGEMENT 2/1/23-2/28/23	\$ 356.66	pw1
347176	4/17/2023	RE-313-ATB30417121	WASHINGTON STATE DEPARTMENT	R AVE LONG TERM IMPROVEMENTS - WSDOT GENERAL PROJECT MANAGEMENT - 3/1/23-3/31/23	\$ 148.72	pw1
346723	10/20/2023	278525	ENNIS-FLINT, INC, FLINT TRADING DIVISION	SUPPLIES FOR STREET DEPT	\$ 773.74	dshop
347179	11/14/2023	RE-313-ATB31114124	WASHINGTON STATE DEPARTMENT	R AVE LONG TERM IMPROVEMENTS - WSDOT GENERAL PROJECT MANAGEMENT- 10/1/23-10/31/23	\$ 329.48	pw1
347151	3/13/2024	8281844418	MOTOROLA SOLUTIONS INC	RADIO COLLAR MICS (RESOLUTION 3145)	\$ 2,528.77	apd
347152	3/15/2024	8281845849	MOTOROLA SOLUTIONS INC	CAMERA MOUNTS	\$ 859.52	apd
347178	3/18/2024	RE-313-ATB40318123	WASHINGTON STATE DEPARTMENT	R AVE LONG TERM IMPROVEMENTS - WSDOT GENERAL PROJECT MANAGEMENT - 2/1/24-2/29/24	\$ 129.13	pw1
346891	3/20/2024	11023	POINT AND PAY	SET-UP FEE FINANCE	\$ 1,000.00	finance
346890	3/20/2024	11024	POINT AND PAY	SET-UP FEE LIBRARY	\$ 500.00	publib
347183	3/28/2024	360-299-2484-0726025	ZIPLY FIBER	LIBRARY 3/28-4/27/2024	\$ 69.58	publib
346301	3/29/2024	21863 - 9	H W LOCHNER, INC	PROFESSIONAL PLAN REVIEW CONSULTANT SERVICES - 2/24/24-3/29/24	\$ 1,901.07	pw1
346668	3/29/2024	22409 - 4	H W LOCHNER, INC	CITY ENGINEER OF RECORD FOR STREETS AND STORMWATER - 2/24/24-3/21/24	\$ 24,678.21	pw1
346646	3/31/2024	13-0324ANCTWQAP-P2	CONFLUENCE ENGINEERING GROUP L	WATER QUALITY ASSESSMENT AND PLANNING - 9/1/23-3/31/24	\$ 14,554.50	dwtpt

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347165	3/31/2024	1345	WIDENER & ASSOCIATES	WWTP OUTFALL PERMITTING SERVICES - MARCH 2024	\$ 4,435.20	pw1
347188	4/1/2024	190-1840-00	CITY OF ANACORTES	WWTP 3/1-3/31/24	\$ 8,319.39	dwwtp
347250	4/5/2024	44129	SKAGIT PUBLISHING LLC	PUBLISH SVH-499983	\$ 86.08	pw1
347202	4/10/2024	9336757882	GRAYBAR ELECTRIC COMPANY, INC	GEL-PLUGS FOR SPLICE CASES	\$ 1,024.35	fiber
347180	4/15/2024	RE-313-ATB40415115	WASHINGTON STATE DEPARTMENT	R AVE LONG TERM IMPROVEMENTS - WSDOT GENERAL PROJECT MANAGEMENT - 3/1/24-3/31/24	\$ 43.06	pw1
346715	4/16/2024	19075	HOW IT WORKS, INC	ACFL MAPS FOR RESALE	\$ 1,879.50	parks1
347207	4/17/2024	304.0002019.240 - 33	ALTA PLANNING AND DESIGN, INC	COMMERCIAL AVE CORRIDOR PLAN PHASE 1 - 11TH-13TH ST DESIGN - THROUGH 3/29/24	\$ 23,316.00	pw1
347162	4/19/2024	1200612723	HDR ENGINEERING, INC	WTP LEAD AND COPPER RULE (LCR) SAMPLING PLAN - 2/25/24-3/30/24	\$ 3,211.39	dwtpt
346805	4/19/2024	287334328849X0427202	AT&T MOBILITY	City Cell Phones 3/20-4/19/24	\$ 2,827.45	finance
346812	4/19/2024	287334328875X0427202	AT&T MOBILITY	CITY CELL PHONES 3/20-4/19/24	\$ 8,091.39	finance
347170	4/19/2024	892911	CASCADE COLUMBIA DISTRIBUTION	PLANT CHEMICALS - INCINERATOR	\$ 4,825.17	dwwtp
346876	4/20/2024	9962168523	VERIZON WIRELESS	SCADA COMMUNICATION - PUMP STATIONS - 3/21-4/20/24	\$ 1,236.56	dwwtp
346667	4/22/2024	1058	GEN1 K9 LLC	DOG OBEDIENCE CLASSES - MARCH-APRIL 2024	\$ 375.00	pkrec
347147	4/22/2024	1100	FIDALGO CLEANING	APD CLEANING & SUPPLIES 4/22-5/5/24	\$ 875.00	apd
346899	4/23/2024	0168351-IN	SWS EQUIPMENT	PARTS FOR VEHICLE #517	\$ 274.73	dshop
346714	4/23/2024	10031345	MILES SAND & GRAVEL CO.	CEMETERY OFFICE SUPPLIES	\$ 1,092.89	parks1
347158	4/23/2024	1200614351	HDR ENGINEERING, INC	GENERAL SEWER PLAN - 02/25/24-03/30/24	\$ 6,854.17	dwwtp
346650	4/23/2024	17092 - 35	H W LOCHNER, INC	R AVE LONG-TERM IMPROVEMENT - ENGINEERING - 2/24/24-2/28/24	\$ 5,192.99	pw1
346920	4/24/2024	3RU697	BUD CLARY FORD/HYUNDAI	2024 FORD MAVERICK HYBRID FOR STORMWATER DEPARTMENT	\$ 36,075.52	pw1

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347196	4/24/2024	Pay App 1	SUMMITX CONTRACTORS, INC	EDA FIBER EXPANSION - CONSTRUCTION	\$ 463,754.72	fiber
346711	4/25/2024	0035939	FERGUSON ENTERPRISES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 9,275.20	wdist
346897	4/25/2024	894151	CASCADE COLUMBIA DISTRIBUTION	SODIUM HYPOCHLORITE	\$ 13,148.12	dwtpt
346801	4/25/2024	SI080247	FLEXASEAL	MAINTENANCE - INCINERATOR - EMERGENCY REPAIR	\$ 14,046.94	dwwtpt
346635	4/26/2024	003	HICKMAN, LANA	YOUTH ART CLASSES	\$ 371.00	pkrec
346771	4/26/2024	547916	PROFORCE LAW ENFORCEMENT	FIREARMS SUPPLIES; GRIPS AND RED DOT	\$ 2,530.59	apd
347199	4/26/2024	9336993648	GRAYBAR ELECTRIC COMPANY, INC	INVISILIGHT MDU HALLWAY MODULE	\$ 297.02	fiber
346894	4/26/2024	9962692698	VERIZON WIRELESS	WTP SCADA 3/27-4/26/24	\$ 919.91	dwtpt
346767	4/28/2024	360-293-4900-0912865	ZIPLY FIBER	APD BAC LINE 4/28-5/27/24	\$ 98.67	apd
346722	4/28/2024	360-293-6427-0218975	ZIPLY FIBER	CITY HALL 911 4/28-5/27/24	\$ 92.25	finance
346785	4/28/2024	360-299-0973-1017915	ZIPLY FIBER	WWTP 4/28/24 - 5/27/24	\$ 507.89	dwwtpt
347184	4/28/2024	360-299-2484-0726025	ZIPLY FIBER	LIBRARY 4/28-5/27/2024	\$ 69.36	publib
346759	4/28/2024	360-299-3674-0214175	ZIPLY FIBER	OPS PHONE LINE: 4/28-5/27/24	\$ 82.85	dshop
346768	4/28/2024	360-299-6615-0615165	ZIPLY FIBER	APD 911 LINE 4/28-5/27/24	\$ 86.15	apd
347011	4/29/2024	235276	BLYTHE MECHANICAL, INC	HVAC ANNUAL PREVENTIVE MAINTENANCE 2024 - CITY HALL	\$ 1,494.26	pw1
347010	4/29/2024	236646	BLYTHE MECHANICAL, INC	HVAC ANNUAL PREVENTIVE MAINTENANCE 2024 - WWTP	\$ 967.23	pw1
346928	4/29/2024	2521	ECCOS DESIGN, LLC	ALTAIR/AMERICUS PARK UPGRADE PROJECT - DESIGN	\$ 3,840.00	pkrec
346760	4/30/2024	0031428-2	FERGUSON ENTERPRISES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 1,950.85	dshop
346710	4/30/2024	026P56568	DOBBS PETERBILT - MARYSVILLE	PARTS FOR VEHICLE #515	\$ 91.59	dshop
346924	4/30/2024	0424	NELSON, BONNIE	AGING MASTERY PROGRAM ADMINISTRATION - APRIL 2024	\$ 1,020.00	pkrec
346889	4/30/2024	12924	PETDATA, INC	PETDATA LICENSING FEES APRIL	\$ 500.00	finance

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346909	4/30/2024	14016885	HACH COMPANY	CA610 FLUORIDE MAINTENANCE KIT	\$ 389.88	dwtp
346782	4/30/2024	1430863	LIFE ASSIST, INC	SENSOR ELECTRODES	\$ 1,047.96	medic
347185	4/30/2024	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M ST 4/2-4/30/2024	\$ 25.92	publib
347149	4/30/2024	200753	FIDALGO ANIMAL MEDICAL CENTER	APD CASE; 24-A02424	\$ 97.75	apd
347204	4/30/2024	2024.4	BAYVIEW CONSULTING, LLC	FORMER WTP DEMOLITION PROJECT: SPECIAL PROJECT MANAGER	\$ 4,359.67	dwtp
346756	4/30/2024	220025931985	PUGET SOUND ENERGY INC	CHERRY LN & ORCHARD AVE ST LIGHTS: 4/2-4/30/24	\$ 9.21	dshop
346757	4/30/2024	220030712800	PUGET SOUND ENERGY INC	STREET LIGHTS: 4/2-4/30/24	\$ 5.19	dshop
346802	4/30/2024	22871	INDUSTRIAL RESOURCES, INC.	MAINTENANCE - INCINERATOR	\$ 169.69	dwwtp
347163	4/30/2024	236094	BLYTHE MECHANICAL, INC	HVAC ON-CALL REPAIR SERVICES - LIBRARY BOILER REPAIR	\$ 901.07	pw1
346929	4/30/2024	261075	INFOSEND, INC.	APRIL 2024 PROCESSING	\$ 4,535.80	finance
346907	4/30/2024	268475	LAKESIDE INDUSTRIES, INC.	ASPHALT FOR STREET DEPT	\$ 783.61	dshop
347169	4/30/2024	42662228	LINDE GAS & EQUIPMENT INC.	MAINTENANCE SUPPLIES - INCINERATOR	\$ 340.18	dwwtp
346917	4/30/2024	5116	SOFTRESOURCES LLC	ERP SOFTWARE SELECTION - CONSULTING SERVICES - THROUGH APRIL 2024	\$ 19,400.00	admsrv
347186	4/30/2024	51180	PACIFIC SECURITY	APRIL 2024 SECURITY DETAIL FOR COURT FACILITY	\$ 684.95	court
347195	4/30/2024	9020577002	LANGUAGE LINE SERVICES, INC	TELEPHONE INTERPRETER SERVICES	\$ 45.48	court
346922	4/30/2024	B18265029	SHI INTERNATIONAL CORP.	SPLUNK ENTERPRISE 5/31/2024-5/28/2025	\$ 10,419.79	infosys
346779	4/30/2024	CL75334	NELSON-REISNER DISTRIBUTOR INC	VEHICLE FUEL - APRIL 2024	\$ 29,077.54	finance
346918	4/30/2024	GCI0013946	CODE PUBLISHING, LLC	CODIFICATION SERVICES	\$ 122.40	legal
347157	4/30/2024	IN956479	NOANET	BACKUP DEDICATED INTERNET ACCESS - APRIL 2024	\$ 1,120.00	fiber
347159	4/30/2024	IN956502	NOANET	NOC SERVICES - APRIL 2024	\$ 10,580.70	fiber
346781	4/30/2024	INV32011	SEAWESTERN, INC.	REPAIR SCBA COMPRESSOR	\$ 193.61	medic
346621	4/30/2024	May 2024	COMMUNITY ACTION OF SKAGIT CTY	ANACORTES COMMUNITY ACTION OFFICE & CARE SPECIALIST - MAY 2024	\$ 5,000.00	plan
346902	5/1/2024	0002059756	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCES	\$ 101.36	medic

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347194	5/1/2024	052-0010-00	CITY OF ANACORTES	OPS 4/1- 4/30/24	\$ 1,833.14	dshop
347009	5/1/2024	1047	BE ENTERPRISES LLC	2024 JANITORIAL SERVICES - AS NEEDED - CITY HALL & SENIOR CENTER	\$ 5,280.00	pw1
347008	5/1/2024	1048	BE ENTERPRISES LLC	2024 JANITORIAL SERVICES - APRIL 2024	\$ 7,677.30	pw1
346896	5/1/2024	1049	BE ENTERPRISES LLC	APRIL 2024 BILLING PUBLIC RESTROOM MAINTENANCE.LTAC	\$ 3,695.10	plan
346778	5/1/2024	10624	PORT OF ANACORTES	MAY MOORAGE: MARINE 29	\$ 312.37	medic
346930	5/1/2024	1398096-0043-8	WASTE MANAGEMENT	APRIL 2024 CONTRACTED SERVICES	\$ 150,287.32	finance
347175	5/1/2024	190-1840-00	CITY OF ANACORTES	WWTP 4/1-4/30/24	\$ 6,667.55	dwwtp
346893	5/1/2024	200012505505	PUGET SOUND ENERGY INC	WTP 4/1-4/30/24	\$ 85,582.15	dwtp
346769	5/1/2024	2024Q1-17	SKAGIT COUNTY INFORMATION	APD - SPILLMAN QTR 1 2024	\$ 18,722.37	apd
346774	5/1/2024	240473	T-SHIRTS BY DESIGN	LOGO EMBROIDERY (JACKETS)	\$ 342.72	medic
346770	5/1/2024	2406327	WASHINGTON STATE PATROL	BACKGROUND CHECKS; APRIL 2024	\$ 53.00	apd
346895	5/1/2024	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP 3/30-4/30/24	\$ 6,323.15	dwtp
346786	5/1/2024	2750	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 60.00	pubdef
346787	5/1/2024	2751	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 110.00	pubdef
346788	5/1/2024	2752	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 270.00	pubdef
346789	5/1/2024	2753	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 100.00	pubdef
346790	5/1/2024	2754	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 120.00	pubdef
346791	5/1/2024	2755	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 120.00	pubdef
346792	5/1/2024	2756	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 230.00	pubdef
346793	5/1/2024	2757	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 340.00	pubdef
346794	5/1/2024	2758	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 180.00	pubdef
346795	5/1/2024	2759	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 100.00	pubdef
346796	5/1/2024	2760	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 170.00	pubdef
346797	5/1/2024	2761	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 80.00	pubdef
346798	5/1/2024	2762	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 680.00	pubdef
346799	5/1/2024	2763	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 110.00	pubdef
346800	5/1/2024	2764	LAW OFFICE OF CARA LORENZO	PUB DEF CONFL	\$ 370.00	pubdef
346780	5/1/2024	3130	OAB ENGINEERING, LLC	STA 3 INTERNET SERVICE: MAY	\$ 150.00	medic
346772	5/1/2024	5069400343	RICOH USA, INC	S/N C86138599 APD FRONT OFFICE COPIES 4/1-4/30/24	\$ 53.82	apd
346761	5/1/2024	5069400459	RICOH USA, INC	S/N C86152062 HR COPIES 4/1-4/30/24	\$ 14.22	finance

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346775	5/1/2024	5069400460	RICOH USA, INC	S/N C86146548 APD PATROL OFFICE 2/1-4/30/24	\$ 183.52	apd
346762	5/1/2024	5069400483	RICOH USA, INC	S/N C86180481 PARKS 2/1-4/30/24	\$ 24.63	finance
346763	5/1/2024	5069401538	RICOH USA, INC	S/N C86111692 ENG 2/1-4/30/24	\$ 40.92	finance
346925	5/1/2024	649280	REECE, STORMIE	APRIL DEPOT JANITORIAL SERVICE	\$ 1,562.00	parks1
346777	5/1/2024	AFD 24	ISLAND HOSPITAL	APRIL AMBULANCE SUPPLIES	\$ 2,201.68	medic
347193	5/1/2024	Cogent-240501	COGENT COMMUNICATIONS, LLC	DEDICATED INTERNET ACCESS - APR 2024	\$ 3,522.67	fiber
346765	5/1/2024	PA APR 2024	THE LAW OFFICE OF	PROSECUTION SERVICES - APRIL 2024	\$ 8,500.00	attorney
346766	5/1/2024	PA CC APR 2024	THE LAW OFFICE OF	PROSECUTION SERVICES -CC APRIL 2024	\$ 1,237.50	attorney
346713	5/1/2024	RefundMorgan	MORGAN, CINDY	CEMETERY LOT BUYBACK	\$ 750.72	parks1
346712	5/1/2024	RefundYoungmark	YOUNGMARK, DAVID	WA PARK CAMPING REFUND	\$ 91.00	parks1
346886	5/2/2024	2024-04-AG	GDIXONLAW	PUB DEF CONFL	\$ 10.00	pubdef
346884	5/2/2024	2024-04-BH	GDIXONLAW	PUB DEF CONFL	\$ 30.00	pubdef
346878	5/2/2024	2024-04-HT	GDIXONLAW	PUB DEF CONFL	\$ 20.00	pubdef
346883	5/2/2024	2024-04-JJ	GDIXONLAW	PUB DEF CONFL	\$ 30.00	pubdef
346882	5/2/2024	2024-04-JK	GDIXONLAW	PUB DEF CONFL	\$ 230.00	pubdef
346885	5/2/2024	2024-04-LG	GDIXONLAW	PUB DEF CONFL	\$ 180.00	pubdef
346881	5/2/2024	2024-04-LP	GDIXONLAW	PUB DEF CONFL	\$ 360.00	pubdef
346888	5/2/2024	2024-04-MB	GDIXONLAW	PUB DEF CONFL	\$ 40.00	pubdef
346879	5/2/2024	2024-04-PS	GDIXONLAW	PUB DEF CONFL	\$ 60.00	pubdef
346880	5/2/2024	2024-04-RR	GDIXONLAW	PUB DEF CONFL	\$ 80.00	pubdef
346877	5/2/2024	2024-04-SW	GDIXONLAW	PUB DEF CONFL	\$ 20.00	pubdef
346887	5/2/2024	2024-04-TB	GDIXONLAW	PUB DEF CONFL	\$ 140.00	pubdef
346873	5/2/2024	24-10035	EDGE ANALYTICAL, INC	LAB TESTING - EFFLUENT NUTRIENTS MONTHLY	\$ 99.45	dwwtp
346874	5/2/2024	24-10125	EDGE ANALYTICAL, INC	LAB TESTING - INFLUENT NITROGEN MONTHLY	\$ 40.80	dwwtp
346875	5/2/2024	24-10248	EDGE ANALYTICAL, INC	LAB TESTING - SIDE STREAM MONTHLY	\$ 40.80	dwwtp
346923	5/2/2024	24-11908	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwtpt
346806	5/2/2024	240476	T-SHIRTS BY DESIGN	UNIFORM	\$ 45.70	pw1
346908	5/2/2024	300000006951	PUGET SOUND ENERGY INC	STREET LIGHTS: 3/1-4/1/24	\$ 2,692.89	dshop
346905	5/2/2024	358056	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 199.50	pwfac
346783	5/2/2024	4329	SKAGIT 911	1ST QTR FIRE MOBILE/SPILLMAN	\$ 4,906.06	medic

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347004	5/2/2024	81920	GELCO SERVICES INC	SUPPLIES FOR SEWER DEPT	\$ 3,829.07	dshop
346931	5/2/2024	B18279425	SHI INTERNATIONAL CORP.	STANDALONE COPY OF EXCEL FOR NEW WWTP SCADA SERVER	\$ 126.22	infosys
346784	5/2/2024	BINV0011385	GOBLE SAMPSON ASSOCIATES, INC	MAINTENANCE SUPPLIES - INCINERATOR	\$ 1,588.59	dwwtp
347197	5/3/2024	0031428-3	FERGUSON ENTERPRISES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 975.54	wdist
347164	5/3/2024	0197565	GEOENGINEERS, INC.	CAP SANTE EAST SIDE TRAIL CRITICAL AREAS ASSESSMENT - 3/9/24-4/19/24	\$ 3,009.86	parks1
346910	5/3/2024	14021925	HACH COMPANY	PH STORAGE SOLUTION	\$ 50.17	dwwtp
346904	5/3/2024	1432194	LIFE ASSIST, INC	I-GEL AIRWAYS, RESUS PACKS; MEGAMOVERS.	\$ 7,740.96	medic
346926	5/3/2024	24-12007	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwwtp
346927	5/3/2024	24-12082	EDGE ANALYTICAL, INC	WATER ANALYSIS - TCR NORTH	\$ 133.00	dwwtp
346906	45415	240479	T-SHIRTS BY DESIGN	WORK UNIFORMS	\$ 633.22	dshop
347181	5/3/2024	90103394	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE	\$ 5,995.73	dwwtp
347172	5/3/2024	WA07-00234690	MOTION INDUSTRIES, INC	MAINTENANCE SUPPLIES	\$ 1,338.40	dwwtp
347166	45416	S013438225.001	NORTH COAST ELECTRIC COMPANY	SEALS FOR TRAIN REPAIR	\$ 391.11	dwwtp
347007	5/5/2024	37529	COMMERCIAL ALARM & DETECTION	ANNUAL FIRE ALARM SYSTEM CONFIDENCE TEST	\$ 487.55	pwfac
347201	5/6/2024	220013286491	PUGET SOUND ENERGY INC	APD 4/5-5/3/24	\$ 2,315.10	apd
347198	5/6/2024	220013286525	PUGET SOUND ENERGY INC	HEART OF ANACORTES 4/5-5/3/24	\$ 171.27	parks1
347200	5/6/2024	220015523313	PUGET SOUND ENERGY INC	CAR CHARGING STATION: 4/5-5/3/24	\$ 31.30	dshop
347208	5/6/2024	220021901958	PUGET SOUND ENERGY INC	1958 PW TSUNAMI WARNING 4/5-5/3/24	\$ 10.89	dwwtp
346892	5/6/2024	2663	SKAGIT COUNTY PUBLIC HEALTH	1ST QTR CITY SHARE OF LIQUOR TAX	\$ 3,400.93	finance
347205	5/6/2024	2938	NORTHWEST CORROSION	WATER TRANSMISSION PIPELINE CATHODIC PROTECTION SYSTEM UPGRADE - DESIGN	\$ 3,759.68	dwwtp
347148	5/6/2024	9433-1	ANACORTES TOWING, LLC	TOWING; APD CASE 24-A02591	\$ 176.26	apd
347191	5/6/2024	INV00356903	USA BLUE BOOK	LAB SUPPLIES	\$ 2,350.83	dwwtp

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347005	5/6/2024	MED0067	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT RAW	\$ 63.00	dwtp
347006	5/6/2024	MED0086	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT RAW	\$ 63.00	dwtp
346912	5/6/2024	RefundAddicks	ADDICKS, CHERI	WA PARK CAMPING REFUND	\$ 360.00	parks1
346911	5/6/2024	RefundMorgan	MORGAN, SAMANTHA	WA PARK CAMPING REFUND	\$ 110.00	parks1
347192	5/7/2024	03188	SKAGIT COUNTY SHERIFF'S OFFICE	APRIL JAIL TAX PAYMENT PER CONTRACT	\$ 80,075.88	finance
347212	5/7/2024	1695292	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	\$ 220.00	finance
347210	5/7/2024	21-043-FIN-001	ANACORTES FAMILY CENTER	APRIL AFFORDABLE HOUSING TAX PAYMENT	\$ 24,685.99	finance
347211	5/7/2024	21-247-FIN-001	ANACORTES HOUSING AUTHORITY	APRIL AFFORDABLE HOUSING TAX PAYMENT	\$ 24,685.99	finance
347155	5/7/2024	23-204-ERR-0011	N C POWER SYSTEMS CO	RETAINAGE RELEASE	\$ 4,415.50	pw1
347189	5/7/2024	24-10191	EDGE ANALYTICAL, INC	LAB TESTING	\$ 293.25	dwwtp
347171	5/7/2024	240493	T-SHIRTS BY DESIGN	UNIFORM EMBROIDERY WITH CITY LOGO	\$ 100.10	dwwtp
347206	5/7/2024	2941	NORTHWEST CORROSION	WTP FWST #2 INTERIOR COATING INSPECTION	\$ 1,700.00	dwtp
347182	5/7/2024	7372194733	CARDINAL HEALTH 110, INC.	PHARMA: DILTIAZEM, ROCURONIUM,	\$ 702.18	medic
347177	5/7/2024	BINV0011391	GOBLE SAMPSON ASSOCIATES, INC	PUMP FEET	\$ 1,170.63	dwtp
	Total				\$ 1,256,994.83	



City Council Agenda Bill

Meeting Date: May 13, 2024 **Agenda Item:** 6.a.

Agenda Item Title: Public Hearing for Amendment to the Community Development Block Grant (CDBG) 2023-2027 Consolidated Plan

Staff Contact(s): Stephanie Snyder, John Coleman

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Discussion
Stephanie Snyder	
John Coleman	

Item Summary: The Consolidated Plan is the plan for the City's Community Development Block Grant (CDBG), a program administered by the U.S. Department of Housing and Urban Development (HUD). The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CDBG. The Consolidated Plan is drafted every 5 years and includes a yearly Action Plan to provide how CDBG funds will be used to help the City meet the community development needs of low-income residents as outlined in the Consolidated Plan.

The Anacortes 2023-2027 CDBG Consolidated Plan was approved by City Council on Feb 27th, 2023 and subsequently approved by HUD. The City intends to amend the five-year plan to include two amendments. Change 1: on page 3 add a bullet point in our objectives stating "Support efforts to expand opportunities for persons with disabilities." This change is necessary because it was not specifically mentioned in the original plan, but the city intends to use CDBG funds for projects that serve persons with disabilities.

Change 2: on page 44 add prior year resources from leftover funds from the 2021 and 2022 grant years. There was \$33,819 remaining from the 2021 CDBG funding, and \$17,649.58 remaining from the 2022 CDGB funding. The city intends to roll those funds into the 2023-2027 period to technically have access to the remaining 2021-2022 funds.

If approved by council, these amendments will be resubmitted to HUD via our consortium partners at Skagit County. This is the continuation and final of two required

public hearings on the amendments to the 2023-2027 CDBG Consolidated Plan.

Budget Impact:

This amendment will carry over the remainder of funds from the 2018-2022 Consolidated Plan period into the current 2023-2027 Consolidated Plan. This will allow spending of \$51,468.58 on two projects. Project 1 provides \$33,819 for the 24th Street and H Avenue Curb Cuts and Ramp installations to facilitate ADA access to the public transportation bus system. Project 2 provides \$17,649.58 for the exterior maintenance of the Anacortes Family Center Emergency Housing Shelter located at 1011 27th Street. The funds to be spent are from the 2021 & 2022 CDBG funds that are provided to the City of Anacortes to help pay for projects that meet specific HUD criteria; the proposed projects meet HUD's national objectives.

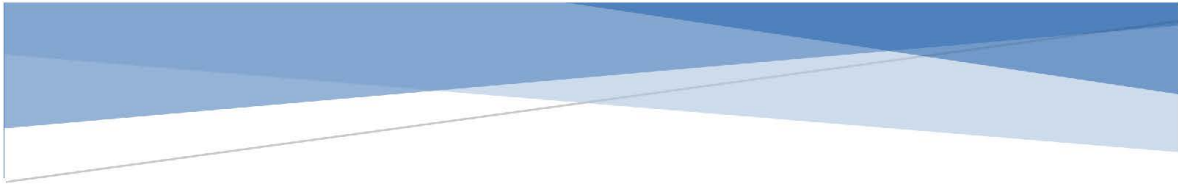
Previous Action: The advertised public hearing was opened at the 5/6/2024 City Council meeting.

Recommended Motion: I move to approve the recommended amendments to the CDBG 2023-2027 Consolidated Plan for the City of Anacortes.

Alternative Actions:

Attachments (listed in order presented):

1. Amendment to 2023-2027 Consolidated Plan



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

Executive Summary

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

1. Introduction

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

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

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

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

- Benefit to low- and moderate-income (LMI) persons;

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

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

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

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

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

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

3. Evaluation of past performance

See past performance below:

- 2018-2021 - Public Services - homelessness/assist special needs populations - create suitable living environs, reducing poverty – 90 day shelter for families and single women along with supportive services for housing location, job search assist, healthy living training – approximately 726 individuals served during this 4 year period (2022 report is not yet available) – CDBG funding (4 years) - \$58,446.86, benefit for low to moderately low income individuals/families
- 2018 - Preservation – Housing Authority - create suitable living environments/preservation of rental housing – low income rental units rehabilitated - 2 households, 7 individuals total - \$65,000, benefit for low to moderately low income individuals/families
- 2019 Preservation – create suitable living environments/preservation of rental housing – essential appliances provided to 20 unit low income apartment complex -\$41,859, benefit for low to moderately low income individuals/families

- 2019 Removal of Architectural Barriers - create suitable living environments – sidewalk ramp replacements in key locations to provide access to services and entertainment for mobility impaired individuals within our community - \$45,222 replaced 6 ramps and improved intersections along O Avenue.
- 2019 Salvation Army Refrigeration Unit for Food Bank – homelessness/assist low income residents – installation of new refrigeration unit for Salvation Army Food Bank. Existing unit was no longer functioning. Very timely project in that the Covid pandemic hit at the same time and many within the community were suddenly without income and food was scarce. Served approximately 1988 individuals during first year - \$59,971.79 CDBG funds
- 2019/2020 CDBG-CV – Small Business Stabilization Grants – prepare, respond and prevent the spread of Covid – the city created a grant program to help 15 local small businesses retain approximately 75 employees and remain in business during the shutdown caused by the pandemic. \$68,183 in CV funding and utilized another \$100,000 in annual funding to fund this project.
- 2019/2020 CDBG-CV - Community Action Food Bank provides food and supplies to local food banks. The City provided \$8,183 to assist in distribution of food supplies to the Anacortes food banks. It was estimated that this helped increase food supplies to the local food banks by more than 10%.
- 2021 – Preservation – awarded approximately \$106,821 to the Housing Authority for a full roof replacement and the Harbor House 50 unit low income, disabled seniors apartment complex. This project provided suitable living conditions for the residents and helped retain low income housing stock within the community.
- 2022- Benefit to Low to Moderately Low Income Individuals – the City awarded the Anacortes Family Center \$85,444 to develop the early learning childhood center at The Landing, a 21 low income housing complex. The Early Learning facility is expected to serve approximately 50 children each year at minimal costs to the families living in the complex and other families in need this essential service.

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

4. Summary of citizen participation process and consultation process

In development of the Consolidated Plan/Strategic Plan and Action Plan, the City of Anacortes advertised 2 public hearings, February 6, 2023 and February 27, 2023. The public comment period was open from January 23, 2023 through February 21, 2023. The notices for the public comment period and public hearings were advertised in the Anacortes American. The notice for the 30 day comment period and meetings was published on January 4, 2023 and February 8, 2023. The funding award was announced in March. The allocation to the City of Anacortes for 2023 is \$104,537.

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

5. Summary of public comments

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

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

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

The City did not receive any comments on the development of the Plan or the proposed projects.

7. Summary

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

The Process

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

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

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

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

Table 1– Responsible Agencies

Narrative

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

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

Consolidated Plan Public Contact Information

HOME Consortium Contact Information:

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

CDBG City of Anacortes contact:

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

PR-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

1. Introduction

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

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

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

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

The Anacortes Community Health Council member agencies include:

- Anacortes Adventist Fellowship
- Anacortes Christian Church
- Anacortes Family Center
- Anacortes First Baptist Church
- Anacortes Housing Authority
- Anacortes Library
- Anacortes Lutheran Church
- Anacortes Police Department
- Anacortes School District
- Anacortes Senior Activity Center
- Anacortes United Methodist Church
- Anacortes Boys and Girls Club
- A Simple Gesture, Anacortes
- Celebration Lutheran Church

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

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

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

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

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

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

Table 2– Agencies, groups, organizations who participated

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

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Participated in multi-agency meetings, one-on-one consultation with staff, board meetings, participated in various committees in which CASC provided input. Anticipate increased coordination of homeless activities and public services.
3	Agency/Group/Organization	Anacortes Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and board meetings; outcomes include city/HA working collaboratively to locate property to develop more housing units.
4	Agency/Group/Organization	Anacortes Family Center
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	One-on-one consultation and group meetings; working closely with Family Center staff to determine funding, develop transitional housing and locating additional funding options to realize success.

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

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

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

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

Table 3– Other local / regional / federal planning efforts

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

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

Narrative

PR-15 Citizen Participation - 91.105, 91.115, 91.200(c) and 91.300(c)

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

In deciding the 2023 program year funding allocations and the development of the 2023-2027 Consolidated/Strategic Plan, the City of Anacortes conducted two public hearings (February 6, 2023 and February 27, 2023) and encouraged public comment in conjunction with the CDBG program. The notices for the public hearings were advertised in the Anacortes American. The notice for the 30 day comment period and meetings was published on January 4, 2023 and February 8, 2023. The public comment period began on January 23, 2023 and ended on February 21, 2023. No comments were submitted on the development of the plan or the proposed projects.

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

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

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	No comments were submitted on the development of this Plan or the proposed projects	In the development of this plan, City staff participated in meetings with various organizations such as the Anacortes Community Health Council and the Housing Affordability & Community Services (HACS) City Council Committee to obtain much citizen input from the 2023 Housing Action Plan and the HACS meetings. Overwhelmingly, the input from service providers and the citizens was the need for affordable housing and living wage jobs.	No comments were submitted.	

Table 4– Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

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

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

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

If the PJ will establish a preference for a HOME TBRA activity for persons with a specific category of disabilities (e.g., persons with HIV/AIDS or chronic mental illness), describe their unmet need for housing and services needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2) (ii))

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

Describe the jurisdiction's need for Public Facilities:

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

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

How were these needs determined?

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

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

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

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

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

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

Describe the jurisdiction's need for Public Improvements:

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

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

How were these needs determined?

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

Describe the jurisdiction's need for Public Services:

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

How were these needs determined?

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

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

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

MA-05

Low income housing units within Anacortes include Bayview, 46 units; Bayview Family Housing, 62 units; Harbor House, 49 1 bedroom senior and/or disabled units; Wilson Hotel, 25 studio and 1 bedroom apartments. The Housing Authority (HA) currently has a waitlist of 192 families. Other low income housing include Bayside 39 units; Harborview, 32 units, Anacortes Manor, 35 one bedroom units; and Silverwood, 34 units. Wait list information was not available for these locations. Both the Anacortes Housing Authority and the Anacortes Family Center have added additional low income housing units. The AFC built 22 new units, studio, 1 and 2 bedroom units and will open 21 new units in Spring 2023. The Housing Authority just completed 5 new townhomes, each consisting of 2 bedrooms and 1.5 bathrooms. They will be affordable to families who are at or below 60% of the Area Medium Income. Since 2018, the Housing Authority has added 12 new apartments/townhomes to its inventory.

Condition and Cost of Housing: According to HUD American Community Survey, approximately 455 homes in the area that are owner occupied have severe housing problems, including a lack of complete plumbing facilities. This report includes approximately 570 renter occupied homes lack complete plumbing facilities.[1]

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

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

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

homeless. There are 7 facilities that provide lunch & dinner services & food distribution within Anacortes.

MA-05 Part 2

Regulatory barriers to affordable housing: Zoning regulations within the City may be changed to allow more housing density including multi-family buildings in areas that currently do not allow such construction. The City is working on the development regulations and much discussion has centered on how to accommodate lower income households. The consensus is to change some of the zoning regulations to allow more density.

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

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

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

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

Introduction

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

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	113	111	1	2	1
Arts, Entertainment, Accommodations	815	816	10	12	2
Construction	500	418	6	6	0
Education and Health Care Services	2,057	1,723	25	24	-1
Finance, Insurance, and Real Estate	356	296	4	4	0
Information	102	83	1	1	0
Manufacturing	1,018	851	12	12	0
Other Services	458	380	6	5	-1
Professional, Scientific, Management Services	886	743	11	10	-1
Public Administration	467	387	6	5	-1
Retail Trade	793	663	10	9	-1
Transportation and Warehousing	551	464	7	7	0
Wholesale Trade	187	155	2	2	0
Total	8,303	7,090	--	--	--

Table 5 - Business Activity

Data Source Comments:

Labor Force

Total Population in the Civilian Labor Force	6,383
Civilian Employed Population 16 years and over	7,090
Unemployment Rate	3.40
Unemployment Rate for Ages 16-24	20.21
Unemployment Rate for Ages 25-65	4.11

Table 6 - Labor Force

Data Source Comments:

Occupations by Sector		Number of People
Management, business and financial	2,886	
Farming, fisheries and forestry occupations	111	
Service	380	
Sales and office	1,305	
Construction, extraction, maintenance and repair	418	
Production, transportation and material moving	1,002	

Table 7 – Occupations by Sector

Alternate Data Source Name:

https://data.census.gov/profile/Anacortes_city,_Wa

Data Source Comments:

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	4,715	73%
30-59 Minutes	1,250	19%
60 or More Minutes	465	7%
Total	6,430	100%

Table 8 - Travel Time

Data Source: 2013-2017 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1,552	120	1,020
High school graduate (includes equivalency)	6,604	330	3,277
Some college or Associate's degree	11,256	937	4,370
Bachelor's degree or higher	9,211	428	3,497

Table 9 - Educational Attainment by Employment Status

Data Source Comments:

Educational Attainment by Age

	Age				
	18-24 yrs	25-34 yrs	35-44 yrs	45-65 yrs	65+ yrs
Less than 9th grade	8	16	30	35	60
9th to 12th grade, no diploma	110	95	60	150	165
High school graduate, GED, or alternative	435	380	425	955	875
Some college, no degree	250	440	405	1,220	1,125

Consolidated Plan

ANACORTES

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	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Associate's degree	55	155	145	520	255
Bachelor's degree	60	540	460	1,040	1,000
Graduate or professional degree	8	150	285	710	720

Table 10 - Educational Attainment by Age

Data Source: 2013-2017 ACS

Educational Attainment – Median Earnings in the Past 12 Months

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

Table 11 – Median Earnings in the Past 12 Months

Data Source: 2013-2017 ACS

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

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

Describe the workforce and infrastructure needs of the business community:

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

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

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

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

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

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

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

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

Skagit offers 37 two-year degree programs and 38 certificate programs which includes the regional marine industry with two-year degrees in Marine Electrical and Marine Mechanical Technician fields offered at the Anacortes Marine Technology Center. Other emphasis areas included Health Science, Human Services and Public Resources, and Business clusters. The college offers a Bachelor of Applied Science in Environmental Conservation and Applied Management. SVC continues to expand nursing and allied health, welding, and manufacturing, composites and marine technology programs. SVC partners with area school districts through the Northwest Career and Technical Academy and

hosts the Northwest Center of Excellence for Marine Manufacturing and Technology in Anacortes. The college has invested in making education possible for students less prepared for college-level work by using the highly successful I-BEST instructional programs to support students in 8 professional/technical programs. This program quickly teaches students literacy, work, and college-readiness skills so they can move through school and into living wage jobs faster.

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

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

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

Yes

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

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

Discussion

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

MA-50 Needs and Market Analysis Discussion

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

Census tracts 9405001, 9406001 and 940700 include the largest portion of low to moderately low income families (43.48%, 50.85%, & 40.8% respectively). This is a concentration of homes that are located north of the Highway 20 Spur, the main motorized route into and out of Anacortes and the industrial waterfront and the east side of the downtown core area that is surrounded by industrial businesses. Many of the homes are older, with approximately 20% built prior to 1949 and over 75% built prior to 1980. Approximately 45% of the homes in these census tracts have 1 of 4 housing unit problem.

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

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

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

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

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

Are there any community assets in these areas/neighborhoods?

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

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

Strategies continue to help develop more opportunities for housing at all levels of income within the community.

Are there other strategic opportunities in any of these areas?

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

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

Spanning the digital divide in Anacortes is a priority. The City recently created the Access fiber internet service to improve the reliability and speed of internet services. Greater accessibility and faster speeds translated into improved business performance which can lead to creation of jobs, innovative business solutions and business expansion. The City is offering this service at a reduced rate to lower income families to help those families in their every day lives - economically, with education and with social support opportunities.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

The most obvious need for increased competition by having more than one broadband internet services is cost. More than one provider helps keep costs lower. Better service is typically provided when more than one service provider is available and better service areas exist with different provider. One provider may not be able to fully serve a particular area but another provider may.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

It is expected the impact from climate change on drought will be significant. In 2020, Skagit County and local jurisdictions prepared the 2020 Multi-Jurisdiction Hazard Mitigation Plan. The findings demonstrate increased temperature rise will exacerbate drought throughout the region and will have significant impact on the environment. Wildfires, lack of water for control and prevention of fires, water for crops and livestock and the reduction in jobs in those industries affected by lack of water resources, drinking water will create challenges and risks, to the population of Anacortes and the County. *Skagit County Hazard Mitigation Base Plan 2020*, www.skagitcounty.net/EmergencyManagement/Documents/2020HazMitPlan

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

Fires are the greatest risk to the vulnerable populations located in Anacortes, and anticipated higher temperatures would increase vulnerability to heat related illness and potential loss of life, especially for the very young and elderly populations.

See <https://www.skagitcounty.net/Departments/emergencymanagement/main.htm>

Strategic Plan

SP-05 Overview

Strategic Plan Overview

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

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

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

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

Mission: In a spirit of cooperation, the City of Anacortes Block Grant Program works with low income housing providers and supportive services for individuals and families to provide safe & healthy housing and self-reliant living. We support agencies, nonprofits, and individuals to identify, address and fund long term solutions and projects that reduce homelessness, advance the availability of truly affordable

housing, and increase the social and economic vitality of neighborhoods and the individual. We work with all members of the community to make Anacortes socially, economically, and physically healthy by providing collaborative planning processes and responsive development services to achieve our community's desired future.

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

Geographic Area

Table 12 - Geographic Priority Areas

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

Are there barriers to improvement in this target area?	Barriers include the industrial/commercial operations and close proximity to the waterfront and adequate funding. Property costs are exceedingly high in this jurisdiction. According to Redfin, 2022 showed the average sale price of a home in Anacortes was \$729,000 while the average home sale price for the US was \$388,000 (https://www.redfin.com/us-housing-market).
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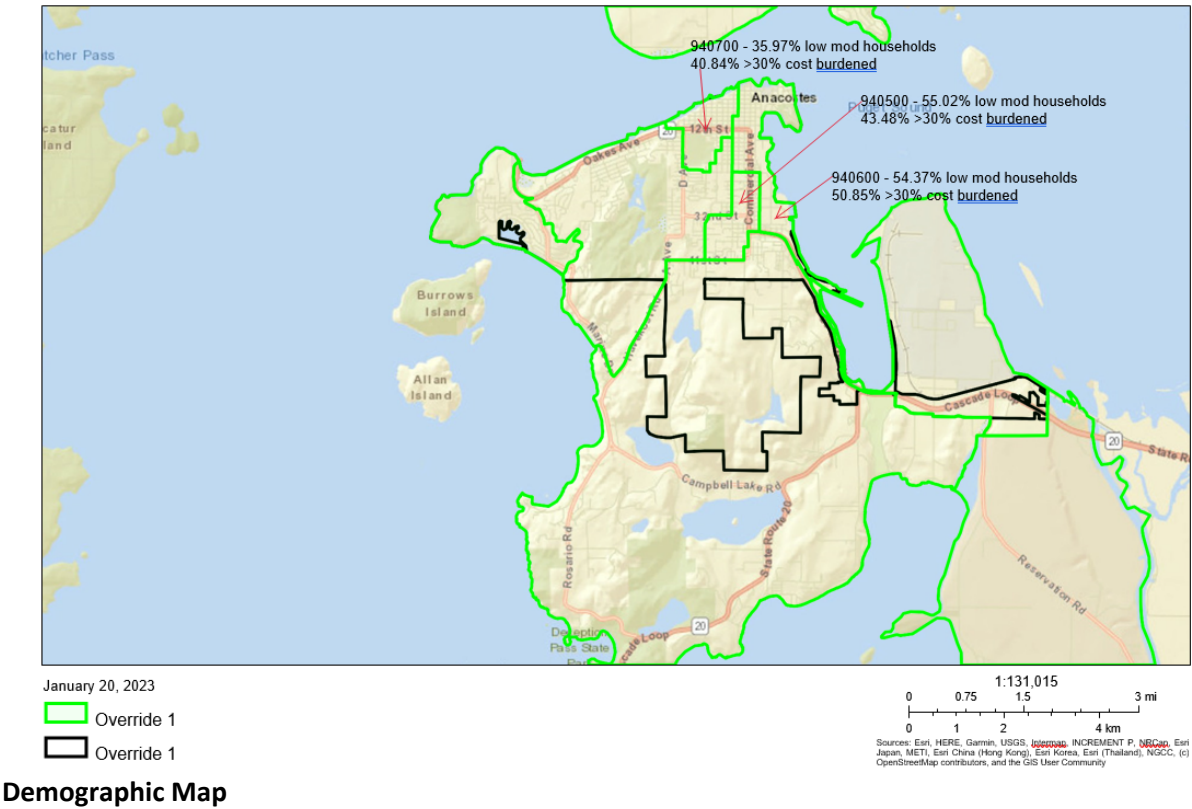
General Allocation Priorities

Describe the basis for allocating investments geographically within the state

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

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

CPD Maps - Consolidated Plan and Continuum of Care Planning Tool



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

Priority Needs

Table 13 – Priority Needs Summary

1	Priority Need Name	Homelessness/Assist Special Needs population
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Victims of Domestic Violence
	Geographic Areas Affected	Tracts 940600 & 940500
	Associated Goals	Homeless/Assist Special Needs Populations
	Description	Skagit County's 5 year Homeless Housing Plan was developed in 2019. The City adopts, by reference, Skagit County's Homeless Housing Plan, including its goals and strategies. Public services are needed to help individuals and families with special needs obtain help with basic needs, food, housing, employment, health, and other important services.

	Basis for Relative Priority	Preventing homelessness and assisting those that are homeless is a high priority within the community. Providing a safe and secure shelter to those in risk of becoming homeless and helping those to the path of permanent housing and employment is a priority goal for the City.
2	Priority Need Name	Housing Authority - Rehabilitation
	Priority Level	High
	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Individuals Families with Children Elderly Persons with Physical Disabilities Persons with Developmental Disabilities
	Geographic Areas Affected	Tracts 940600 & 940500
	Associated Goals	Preservation - Public Housing
	Description	The cost of rental and homeowner housing is beyond the reach of many Anacortes households who are homeless or struggling with a severe housing cost burden, putting their future tenancy at risk. The City anticipates supporting the Anacortes Housing Authority to help increase the number of affordable housing units. With the development of the Affordable Housing Strategic Plan, the City will work to implement development regulations to encourage the development/retention of affordable housing for both rental and homeownership opportunities. Preservation strategies are needed to maintain the stock of existing affordable housing resources. Anacortes is working with the Anacortes Housing Authority to rehabilitate housing units to maintain the existing stock of low income housing.

Basis for Relative Priority	Providing affordable homes for individuals and families in the community in which they work allows families to save money, keeps families close and provides for a greater dynamic in the community family.
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Narrative (Optional)

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

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

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

Introduction

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

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	104,537	0	0 51,468.58	104,537 156,005.58	0	Funds used for rehabilitation, public services

Table 14 - Anticipated Resources

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

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

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

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

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

Discussion

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

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

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

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

Table 15 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The City of Anacortes works with various public, private and non-profit agencies to carry out its consolidated plan. This includes Skagit County, Community Action of Skagit County, a major provider of

public services located in Mount Vernon, Washington (soon to have a location within Anacortes), the Anacortes Housing Authority, City staff, the Anacortes Community Health Council and the Anacortes Family Center. This is a collaborative process to provide housing and community development opportunities within the City.

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

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

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

The City of Anacortes is partnering with the Community Action of Skagit County to open a service facility here in Anacortes. This facility will provide an array of public services to low to very low income individuals and families that would have to travel the 20 miles to Mount Vernon to access. When the facility is open, expected opening mid-March 2023, this population will have direct access to many of the services which will lessen the burden for this population.

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

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X	X	
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement	X	X	
Mobile Clinics	X	X	
Other Street Outreach Services	X	X	

Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X	X	
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	X
HIV/AIDS	X		X
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X	X	
Other			
	X	X	

Table 16 - Homeless Prevention Services Summary

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

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

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

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

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

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

providing those in need with the required services and helps to reduce the gaps to address priority needs.

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeless/Assist Special Needs Populations	2023	2024	Homeless	Tracts 940600 & 940500	Homelessness/Assist Special Needs population	CDBG: \$15,680	Public service activities other than Low/Moderate Income Housing Benefit: 190 Persons Assisted
2	Preservation - Public Housing	2023	2024	Public Housing	Tracts 940600 & 940500	Housing Authority - Rehabilitation	CDBG: \$88,857	Rental units rehabilitated: 14 Household Housing Unit

Table 17 – Goals Summary

Goal Descriptions

1	Goal Name	Homeless/Assist Special Needs Populations
	Goal Description	Public Services - Homelessness/Assist special needs population
2	Goal Name	Preservation - Public Housing
	Goal Description	Rehabilitation of public housing

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

The City estimates that through Anacortes Family Center development of the transitional housing for low income individuals and families and the rehabilitation to preserve existing housing stock, approximately 300 low, low mod and moderate income households within the City will be provided with, or be able to remain in, affordable housing during the 5 years of this plan. The City expects to work with other entities to create

more affordable housing through zoning changes to increase single family zones to multi-family zones and make available incentives such as density bonuses to builders/developers.

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

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

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

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

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

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

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

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

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

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

SP-80 Monitoring - 91.230

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

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

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

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

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

Expected Resources

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

Introduction

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

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	104,537	0	0	104,537	0	Funds used for rehabilitation, public services

Table 18 - Expected Resources – Priority Table

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

matching requirements will be satisfied

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

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

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

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

Discussion

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

Annual Goals and Objectives

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

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeless/Assist Special Needs Populations	2023	2024	Homeless	Tracts 940600 & 940500	Homelessness/Assist Special Needs population	CDBG: \$15,680	Public service activities other than Low/Moderate Income Housing Benefit: 190 Persons Assisted
2	Preservation - Public Housing	2023	2024	Public Housing	Tracts 940600 & 940500	Housing Authority - Rehabilitation	CDBG: \$88,857	Rental units rehabilitated: 14 Household Housing Unit

Table 19 – Goals Summary

Goal Descriptions

1	Goal Name	Homeless/Assist Special Needs Populations
	Goal Description	Public service activities other than low/mod income housing benefit. approx 190 individuals assisted annually.
2	Goal Name	Preservation - Public Housing
	Goal Description	14 unit (2 buildings) rehabilitation - reroof project

AP-35 Projects - 91.420, 91.220(d)

Introduction

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

#	Project Name
1	Anacortes Family Center Public Services
2	Anacortes Housing Authority Reroof Project

Table 20 – Project Information

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

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

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

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

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

AP-38 Project Summary

Project Summary Information

1	Project Name	Anacortes Family Center Public Services
	Target Area	Tracts 940600 & 940500
	Goals Supported	Homeless/Assist Special Needs Populations
	Needs Addressed	Homelessness/Assist Special Needs population
	Funding	CDBG: \$15,680
	Description	Anacortes Family Center - public services to provide temporary shelter (60-90 days) to single women and families with children with support to find permanent housing, work and safe, stable living environment
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	The Center provides housing for 60-90 days and intensive case management and life skills education to assist the household with gaining the skills and resources needed to become fully self-sufficient. In 2021, the Center provided successful transition to stable living/working environments to approximately 76% of their clients, which amounted to approximately 122 individuals.
2	Project Name	Anacortes Housing Authority Reroof Project
	Target Area	Tracts 940600 & 940500
	Goals Supported	Preservation - Public Housing

Needs Addressed	Housing Authority - Rehabilitation
Funding	CDBG: \$88,857
Description	Reroof of 14 unit public housing facility complex. Complex consists of 2 separate, adjacent units that house approximately 39 low income individuals
Target Date	
Estimate the number and type of families that will benefit from the proposed activities	
Location Description	
Planned Activities	Tear off of existing roof materials and replace with new roofing materials, including gutters and downspouts.

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

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

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

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

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

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

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

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

Geographic Distribution

Target Area	Percentage of Funds
Tracts 940600 & 940500	100

Table 21 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

Discussion

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

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

Introduction

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

Actions planned to address obstacles to meeting underserved needs

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

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

Actions planned to foster and maintain affordable housing

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

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

Actions planned to reduce lead-based paint hazards

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

Actions planned to reduce the number of poverty-level families

The Public Services funding to the Anacortes Family Center provides intensive case management and life skills education to assist the household with gaining the skills and resources needed to become fully self-sufficient. The City is working on strategies developed in the 2023 Housing Action Plan, the 2017

Affordable Housing Strategic Plan and the 2016 Comprehensive Plan to reduce the number of poverty-level families. The consensus from the community in the development of the 2023 Housing Action Plan is that we need more housing options for those in lower income brackets. The City will work to make zoning changes and create building incentives to encourage the development of more affordable housing. The City is also working with partners to keep opportunities for new businesses and expansion of existing businesses to provide decent wage jobs within the community.

Actions planned to develop institutional structure

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

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

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

Discussion

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

Program Specific Requirements

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

Introduction

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

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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

Discussion

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

Appendix - Alternate/Local Data Sources

1	Data Source Name https://data.census.gov/profile/Anacortes_city,_Wa
	List the name of the organization or individual who originated the data set. United States Census Bureau
	Provide a brief summary of the data set. 2021 ACS 5 Year Estimates Subject Tables S2405
	What was the purpose for developing this data set? More current than the automatically populated information which was 2013-2017 ACS
	Provide the year (and optionally month, or month and day) for when the data was collected. 2021 when documentation was collected
	Briefly describe the methodology for the data collection. Searching the US Census Bureau information
	Describe the total population from which the sample was taken. Total population of Anacortes, currently 17,437
	Describe the demographics of the respondents or characteristics of the unit of measure, and the number of respondents or units surveyed. Survey created by the US Census Bureau and was used in this program to determine the numbers of individuals within the community who are low to moderately low income.



City Council Agenda Bill

Meeting Date: May 13, 2024 **Agenda Item:** 7.a.

Agenda Item Title: Community Action Quarterly Report

Staff Contact(s): John Coleman, Stephanie Snyder

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Stephanie Snyder	Presentation
John Coleman	

Item Summary:

Dulce Vasquez-Cruz, Resource Center Manager of Community Action will present their quarterly update on the Anacortes Community Action Resource Center.

Budget Impact:

0

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Anacortes City Council Q1 May 2024 Presentation



Anacortes City Council

May 13, 2024

Dulce Vazquez-Cruz, Resource Centers Manager

The heart of Community Action is creating a spirit of hope by helping people help themselves and each other.



Progress & Updates

- Space Update for Anacortes Resource Center
 - Thank you for your patience!
 - Community Action sign has been put up
 - Signage posted
- Dulce Vazquez-Cruz, Resource Center Manager
 - An Anacortes Success Story
 - We have 5 amazing volunteers that help with greeting clients and answering our phones
 - Staff continue to plan for rotating schedule of other programs & services, including WIC, supportive employment, senior and disabled services, & energy assistance
- Data Update





Services to Anacortes Residents :

Service	# of Services	Unduplicated People
TOTAL PP	760	233
Commodity Senior Food Program	76	
WIC	182	
Street Outreach Program	28	
Critical Need (Food, Hygiene, etc)	27	
Energy and Utility Assistance	321	
Foundational Community Supports services	55	
Employment	5	
Information and Referral	175	
Yardwork, Housework, Shopping	39	



Services Q1:

Since January, the following number of unduplicated residents have been served:

- **NEW: 55** have received “Care Coordination” services
- **NEW: 28** have been served by the Street Outreach Program
- **NEW: 19** have been served by the Recovery Navigator Program
- **233** Anacortes residents received assistance from a Resource Center (directly in the Anacortes Resource Center, **43** in the last month)
- **321** received Energy Assistance
- **39** received senior or disabled volunteer services
- **182** received nutrition education with WIC



How to Help: Help Us Get the Word Out!

You can:

- Tell friends and family about our presence and help spread the word.
For services: Anacortes@CommunityActionSkagit.org
- Donate to Community Action with a designation that it is to support services in Anacortes.
- Invite someone from Community Action to talk at a service club or event.
- Volunteer to be a driver or do yard work or in-home care for seniors and those with disabilities.

www.CommunityActionSkagit.org

(360) 416-7585, DulceVC@CommunityActionSkagit.org



Questions?

www.CommunityActionSkagit.org

(360) 416-7585

DulceVC@CommunityActionSkagit.org



City Council Agenda Bill

Meeting Date: May 13, 2024 **Agenda Item:** 7.b.

Agenda Item Title: Downtown Anacortes Alliance Year-in-Review

Staff Contact(s): CAROLYN MOULTON, CHRISTINE CLELAND-MCGRATH, RYAN WALTERS

Approved for Submittal to Council by **Action Type**
RYAN WALTERS Presentation

Item Summary: Downtown Anacortes Alliance Executive Director Jordan Hay will present on the work they've done in Anacortes over the past year. Jonelle McCoy, from the State of Washington Main Street team, may also attend and present remotely.

Budget Impact:

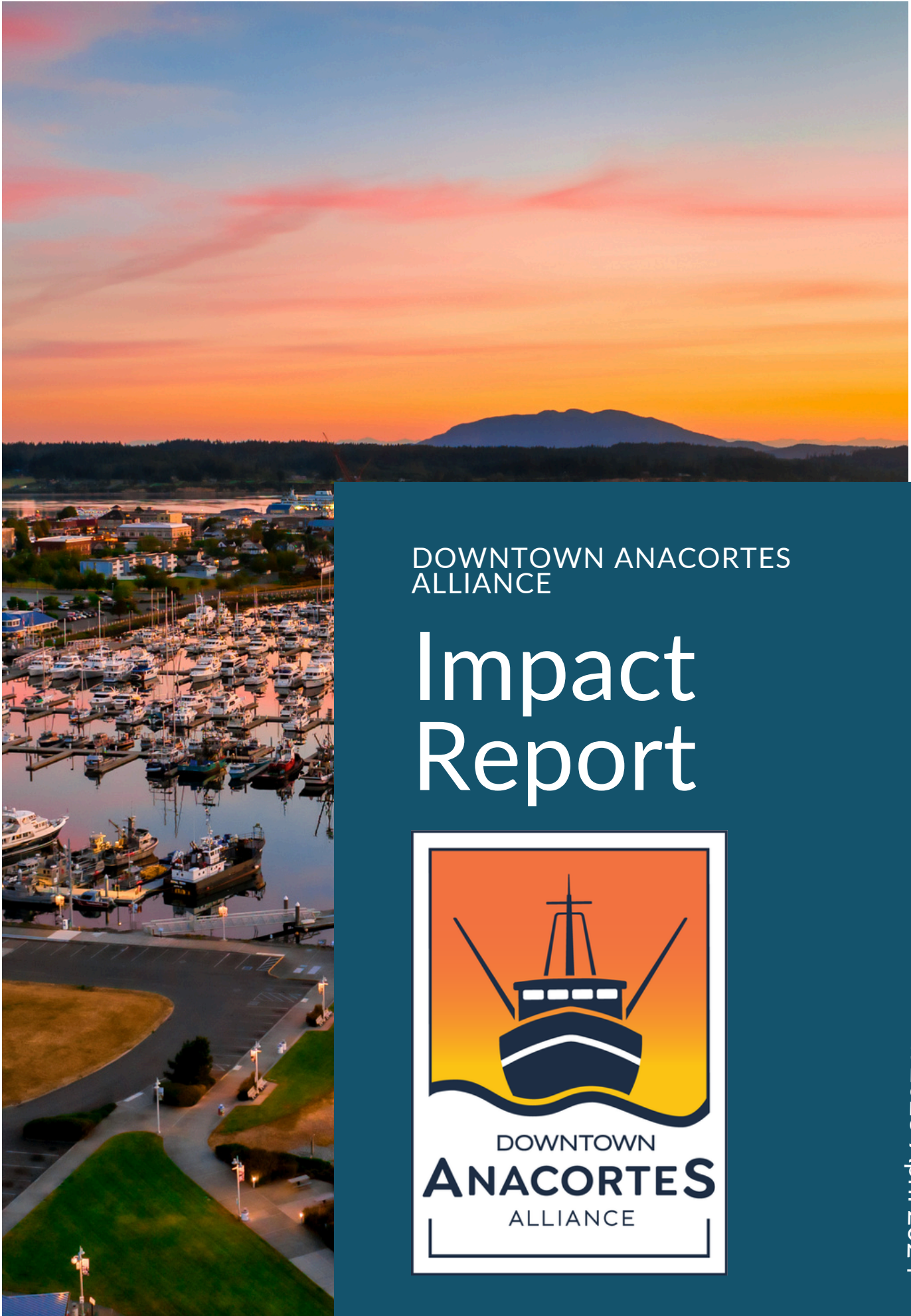
Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Downtown Anacortes Impact Report Jan 2023-April 2024
2. Downtown Anacortes Alliance - City Council Presentation - 20240513 - PDF Version
3. WSMSP Impact_Executive Summary
4. Main Street Impact Slides for Anacortes City Council



DOWNTOWN ANACORTES
ALLIANCE

Impact Report



Jan 2023-April 2024

OUR STORY

Our Mission

To cultivate a vibrant, thriving downtown district.

Our Vision

An inviting downtown where the Anacortes community comes together to live, work, shop, and play.

We Believe in Community

The Downtown Anacortes Alliance believes:

- Downtown is the heart of our community; our place to gather with friends, family, and community.
- A successful downtown is a powerful socio-economic engine worthy of our support.
- The historic character of Downtown Anacortes is an asset worthy of preservation and protection.
- Partnering with Main Street provides a framework for success.
- Anacortes is fortunate to have so many people, groups, and organizations focused on keeping our town an amazing place to live, work, play, and learn.



MAIN STREET COMMUNITY



Main Street Approach

The Downtown Anacortes Alliance is a part of Washington Main Street and utilizes the Four Point Approach--a framework for community-driven, reinvigoration focused on Promotion, Economic Vitality, Outreach, and Design.

Promotion

Maintain, strengthen, and market historic downtown Anacortes as our city's "living room," reinforcing and enhancing its character and scale.

A Few Key Projects:

- [Social Media - Downtown Anacortes](#)
- [Whale of a Sale and Elves Night Out](#)
- [Earth Day](#)

Economic Vitality

Invigorate the economy by encouraging entrepreneurship and by inviting the community to shop locally and support small business.

A Few Key Projects:

- [Rise and Learn Seminars](#)
- [Historic Building Tour](#)

Outreach

Provide leadership in maintaining funding sources and set a unified direction for the Downtown Anacortes Alliance.

A Few Key Projects:

- [Boys in the Boat special event](#)
- [Fundraising](#)

Design

Work to create a beautiful downtown that is inviting and pleasant, which will encourage community and visitors to stay, shop, explore, and dine.

A Few Key Projects:

- [Welcome sign](#)
- [Resources for building and business owners](#)
- [Post office community garden](#)
- [Burl Ives downtown](#)

WASHINGTON STATE MAIN STREET

Sine 1984, the Washington Main Street Program has helped communities revitalize the economy, appearance, and image of their downtown districts using the successful Main Street Approach™, a comprehensive revitalization strategy built around a community's unique heritage and attributes. Washington Main Street is a program of the Department of Archaeology & Historic Preservation, managed under contract by the Washington Trust for Historic Preservation.

There are two designations for the state, Main Street Affiliate and Main Street Community. Affiliates are organizations or municipalities that are interested in the Main Street Approach and see benefit to being connected to the WSMSP network. Main Street Communities have met a number of organizational development criteria and are already using the Main Street Approach as a model for their downtown revitalization initiatives.

Designated Washington Main Street Communities are eligible for the Main Street Tax Credit Incentive Program. This program provides a Business & Occupation (B&O) or Public Utility Tax (PUT) credit of 75% for private contributions given to eligible downtown organizations.

The Downtown Anacortes Alliance is a Washington Main Street Affiliate and is pursuing Washington Main Street Community designation to bring the Main Street Tax Credit Incentive to Anacortes.



MAIN STREET = ECONOMIC DEVELOPMENT

Main Street is economic development that honors a community's unique and historic assets. Small steps, small businesses, and small deals add up to significant and sustainable impact.

- Nationally, the Main Street movement has leveraged \$90 billion in reinvestment and helped create nearly 70,000 new jobs since 1980.
- Since 2011, Main Street Communities across Washington state have helped generate \$500 million in sales for small businesses, resulting in a 58% return on investment for every state dollar allocated to the program.

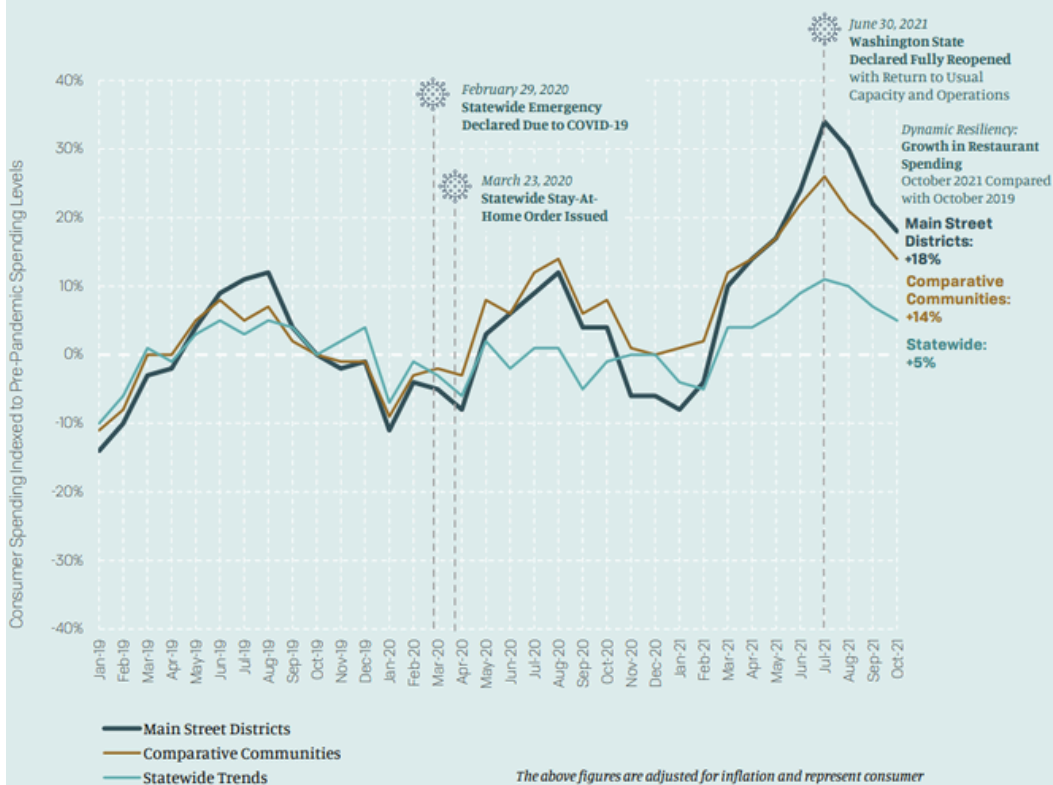
Washington's Main Street Resiliency During the COVID-19 Pandemic

Economic Impact of the COVID-19 Pandemic on Businesses

Consumer Spending Trends

January 2019 through October 2021

While consumer spending in Washington's Main Street districts reflects similar trends as communities without designated Main Street programmatic efforts, businesses in Main Street districts outperformed comparable areas starting in May 2021 with higher spending levels in their districts.



24:1

2022 Reinvestment Ratio
Main Street America

58%

Washington State Tax ROI

\$124M

WA State Direct Economic Impact

PROMOTION PROJECT HIGHLIGHTS

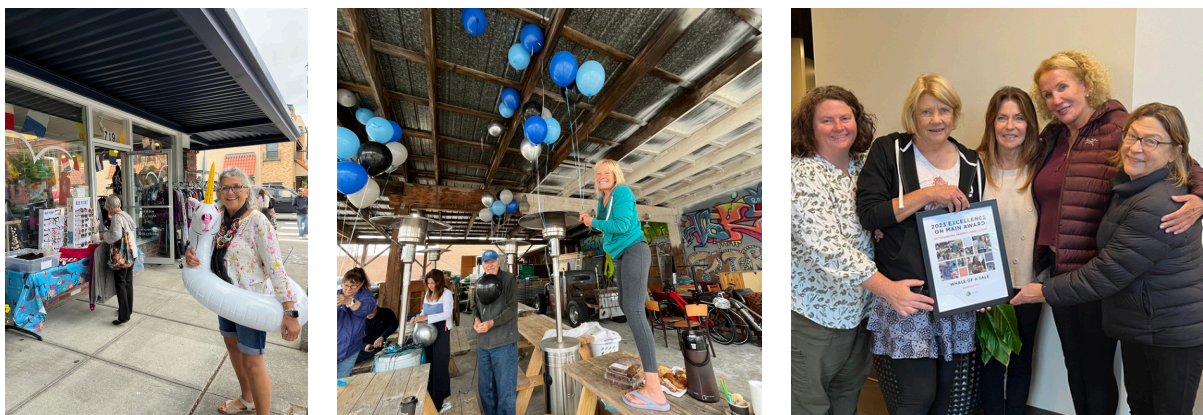
Social Media - Good Things are Happening Downtown

The Downtown Anacortes Alliance's social media showcases all the good things happening downtown. The audience is local folks and the objective is to bring them downtown more often. It showcases community spirit, celebrating local life through engaging series like 'Secrets of Downtown' and 'Living History: Murals and Their Loved Ones.' With a focus on storytelling and event promotion, followers have grown rapidly to more than 2,000 in under two years, epitomizing vibrant community engagement.



Whale of a Sale

Whale of a Sale is Anacortes's annual sidewalk sale. The Downtown Anacortes Alliance took over leadership of the event in 2023 and brought businesses together to truly make it a Whale of a Sale. Business participation grew from 4 in 2022 to 33 in 2023, and the number of people visiting downtown tripled. Business owners saw increased sales and met new local customers who will visit again in the future. One lovely aspect of the day was that businesses supported each other through co-location and cross-promotion. The DAA was honored with the Washington State Main Street Excellence on Main Award for Outstanding Promotional event.



PROMOTION PROJECT HIGHLIGHTS

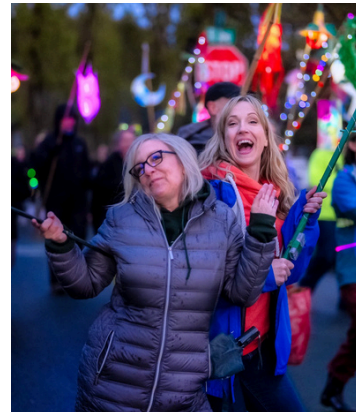
Elves Night Out

Elves Night Out transformed the town into a festive hub the Saturday before Thanksgiving. With a focus on keeping holiday shopping local, this community celebration offers a "sip, shop, stroll, repeat" experience. 300 people lined up around the block for gift bags with handmade items from our merchants. Storekeepers knit their own elf hats, and friends met up with each other and had a joyful night to kick off the shopping season in style.



Anacortes Earth Day

The Downtown Anacortes Alliance orchestrated a memorable inaugural Anacortes Earth Day event in 2023, celebrating the natural world from the forest to the sea via art, music, science, and dance. The Procession of the Species and the Luminary Light Parade were major features of the event. More than 20 local nonprofits hosted interactive displays to celebrate Fidalgo Island's natural beauty and encourage stewardship of the exceptional surrounding natural resources.



ECONOMIC VITALITY AND OUTREACH PROJECT HIGHLIGHTS

Rise and Learn Seminars

The Downtown Anacortes Alliance partners with the Chamber of Commerce to host “Rise and Learn” workshops on the third Friday of each month to help small businesses be more successful. Recent topics have included Artificial Intelligence for Business Brilliance and Securing Our Community with Councilmember Ryan Walters and Police Chief Dave Floyd.



Boys in the Boat

The Downtown Anacortes Alliance hosted a special event for the "Boys in the Boat" movie, celebrating local historic hero, Don Hume. Attendees enjoyed engaging discussions about the region's maritime heritage from University of Washington rowing experts, Don Hume's nephew, and the Samish canoe family. The Anacortes Museum and Tim Hume shared historic archives, fostering community pride. Our local brewery hosted the pre-party, and 250 guests came through our movie theater to see recent renovations. This event exemplifies DAA's commitment to preserving Anacortes's cultural legacy and fostering meaningful connections among residents while supporting local businesses.



DESIGN PROJECT HIGHLIGHTS

Welcome Sign

The Downtown Anacortes Alliance, in collaboration with the City of Anacortes, revitalized the downtown welcome arch to create a gateway that celebrates Anacortes's maritime character and commitment to the arts. DAA raised funds and managed repainting the sign, while the City of Anacortes prioritized electrical upgrades and structural repairs in its 2024 budget. This project enhances the entrance to Anacortes as a vibrant, pedestrian-friendly downtown hub.



Post Office Community Garden

The Post Office Community Garden, blossomed from shared vision and community dedication. Through the generosity of 35 donors, volunteers, and local businesses like The Wishing Rock and the US Post Office, we transformed this neglected space into a vibrant hub of unity and growth. It stands as a testament to the power of collaboration in fostering community pride and revitalization.



ADDITIONAL PROJECTS



1st Golden Shovel Award - Pelican Bay



Burl Ives Downtown for Christmas



Storytelling Station



Anacortes Launch of Maritime Washington National Heritage Area



Washington Main Street Excellence on Main Awards



Promotion Committee Bi-Weekly Meetings



Strategic Planning Session



Living History: Murals and Their Loved Ones



Annual Meeting



Palentine's Day Restaurant Promotion



Resources for building & business owners

Pro Forma Template		Ver. 2003-12-03	
The template below auto-calculates possible commercial building purchase and rehabilitation scenarios. It uses a mix of assumptions and project specific entries to estimate financial outcomes.			
To use this template:			
Enter known project specific information in light blue shaded cells			
Change assumptions in light gray shaded cells			
Property Information		Cost Assumptions	
Purchase Price	5,000,000	Construction Scope (Est. per Sq.Ft.)	
Assessed Land Value	\$25,000	Minor	5
Lot Coverage (Sq.Ft.)		Upgrade	100
Building	6,500	Major Renovation	350
Parking	2,500	New Construction	500
Landscaping, utility, unused	6,000	Alt: Use Construction Estimate sheet to calculate costs	
Lot Size (eCounty Assessor info)	15,000	Financing	
Building Space (Sq.Ft.)		Down Payment	25.00% Typical 20-35%
Commercial (Main Floor)	10,000	Loan Period (Mo)	120 Typical 5-20 Yrs.
Commercial (Other)	2,000	Amortization (Mo)	300 Typical 25 Yrs.
Residential (Market Rate)	6,000	Finance Rate (%)	9.00% Typical Prime+1%
Residential (Reduced Rate)	0	Down Payment	1,275,000
Common areas (Typical 10 - 20%)	2,000	Mortgage Amount	3,825,000
Building SF (eCounty Assessor info)	20,000	Monthly Payment	(31,860)
Cost Analysis		Interest Period 1	(23,758)
Building Cost		Mortgage Balance at 10 y	3,326,926 (8.301)
Operating Costs			
Permitted, Bldg	6,000,000	Electricity	\$ 243K Assessed tax rate

Pro Forma Template for Building Investment

NEW BUSINESSES

The vitality of downtown is only as strong as the businesses that call it home. We track new and closed businesses as one measure of long term success.

New Bussinesses (11)

Creative Hub and Coffeeshouse

03/2024

The Brewmaster's Company

02/2024

Barre by the Sea

11/2023

Anacortes Psysc and Wellness

09/2023

Chilly Rain Retro

07/2023

Tasha Lee's Table

06/2023

Sugar Mama Cafe

06/2023

Wishing Rock

06/2023

Fidalgo Island Pediatric
Occupational Therapy

06/2023

Clayhouse

03/2023

De Asian

01/2023



**THE BREWMASTER'S
COMPANY**



BARRE BY THE SEA
— Fitness —



clayhouse

Closed Businesses (7)

Johnny Picasso - 3/2024

Honey Bee Healthy Gluten Free Bakery and
Artisan Mercantile - 2/2024

The Johnson Manor - 1/2024

Blackberry Lane - 6/2023

J Slocum Marine - 6/2023

Lil ' Tugs Gchildren's Boutique - 5/2023

Pearl Buttons - 3/2023

Relocated Out of Downtown (2)

Classic Upholstery - 11/2023

Marine Documentation Service - 11/2023

THE WORK

The work of the Downtown Anacortes Alliance is only possible through the generous contribution of volunteer's time and energy. Our board is completely composed of volunteers and all of our committees are volunteers as well.

Executive Director

The day-to-day work is done by our Executive Director, Jordan Hay. This is the key element to the organization being able to function as a fully engaged Main Street Community and to maximize our contribution to downtown. The Executive Director is an essential hub for communications and organization for Downtown Anacortes Alliance.

Volunteers

Since Jan 2023, we have had over 75 volunteers. Some came to one event, like our planting days for the Post Office Community Garden , others show up month after month contributing their time and energy to make us a successful organization. Based on the Washington state rate for volunteer hours*, Downtown Anacortes Alliance volunteers contributed over \$75,000 to our community, since Jan 2023.

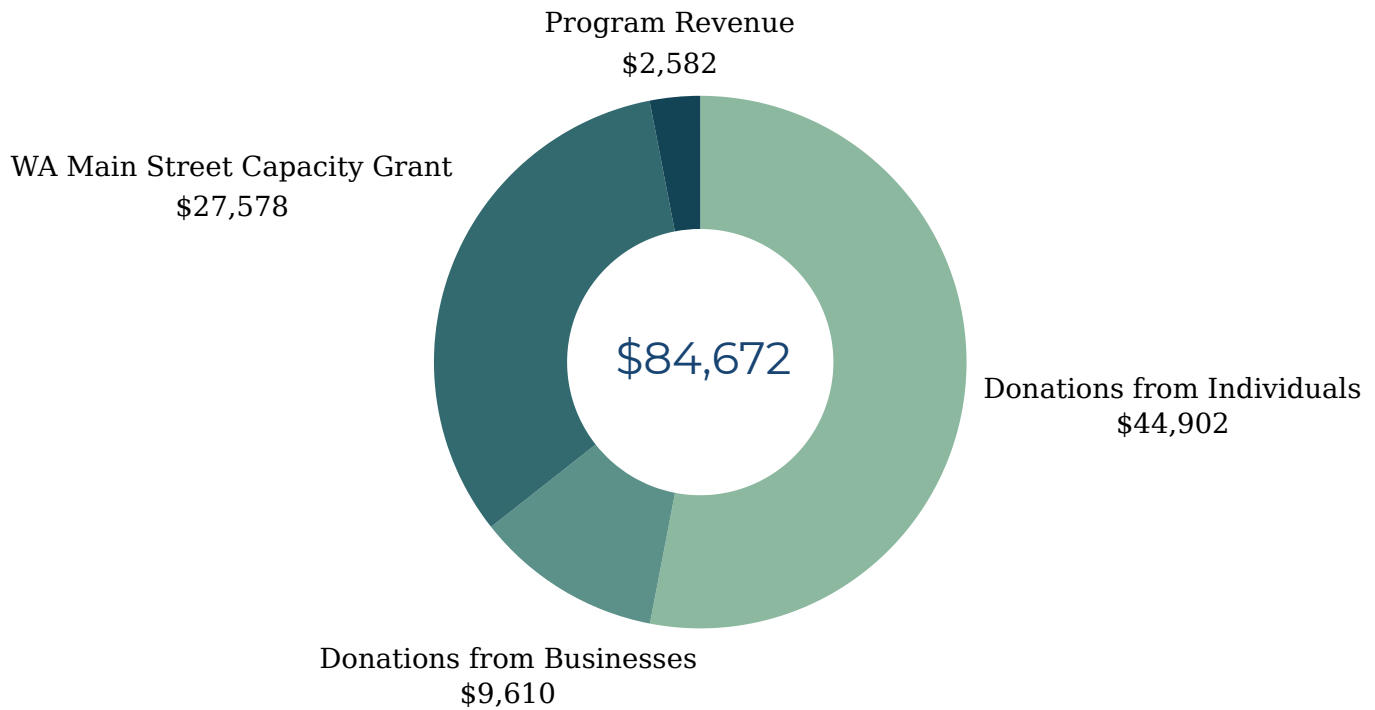
BOUNDARIES

Our work and projects are focused on our historic downtown from the arch to the port, and the farmers market to the history museum. Commercial Avenue sits at the heart of the district.

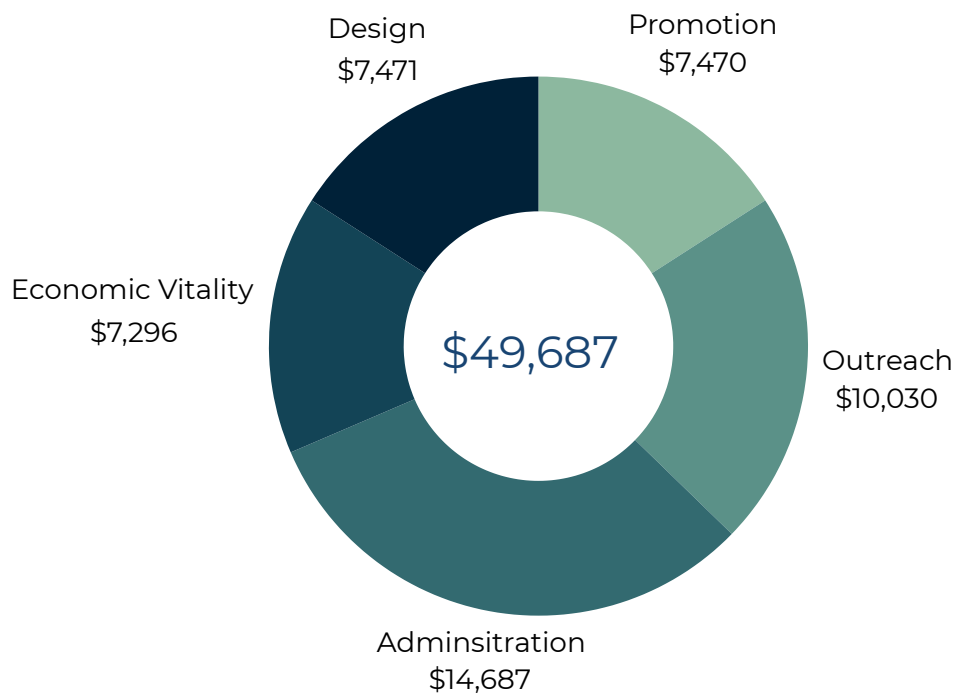
We share these boundaries with the Anacortes Creative District.



FUNDING -2023



EXPENSES - 2023



COMMUNITY SUPPORTERS

Community Supporters establish a stable funding level to maintain operations. This funding sustains the Downtown Anacortes Alliance's mission, leverages community resources, and maintains continuity, while serving as evidence that diverse private companies and individuals believe in the organization and its goals.



DOWNTOWN BUILDING OWNER
JENNIFER JUCKETT



LAUREL HARRISON
INTERIOR DESIGN

PARTNER ORGANIZATIONS

Anacortes is fortunate to have so many people, groups, and organizations focused on keeping the town a unique and treasured place to live, work, play, and learn. It's an honor to have collaborated with these organizations over the past year and a half.



ANACORTES BIKE/PEDESTRIAN
ADVISORY COMMITTEE (ABPAC)

We thank you for your ongoing support of our program.



Thank you

On behalf of our board, thank you to everyone who has given time or resources to Downtown Anacortes.

Executive Director: Jordan Hay

Board of Directors:

- Ward MacKenzie, Chairman and President
- Kathleen Dickinson, Secretary
- Chris MacKenzie, Treasurer
- Lori Maul, Outreach Committee Chair
- Cathy Enns, Promotion Committee Chair
- Glenn Szerlong, Economic Vitality Committee Chair
- Eli Barrett, Board Member
- Laurie Gere, Board Member

Downtown Anacortes Alliance

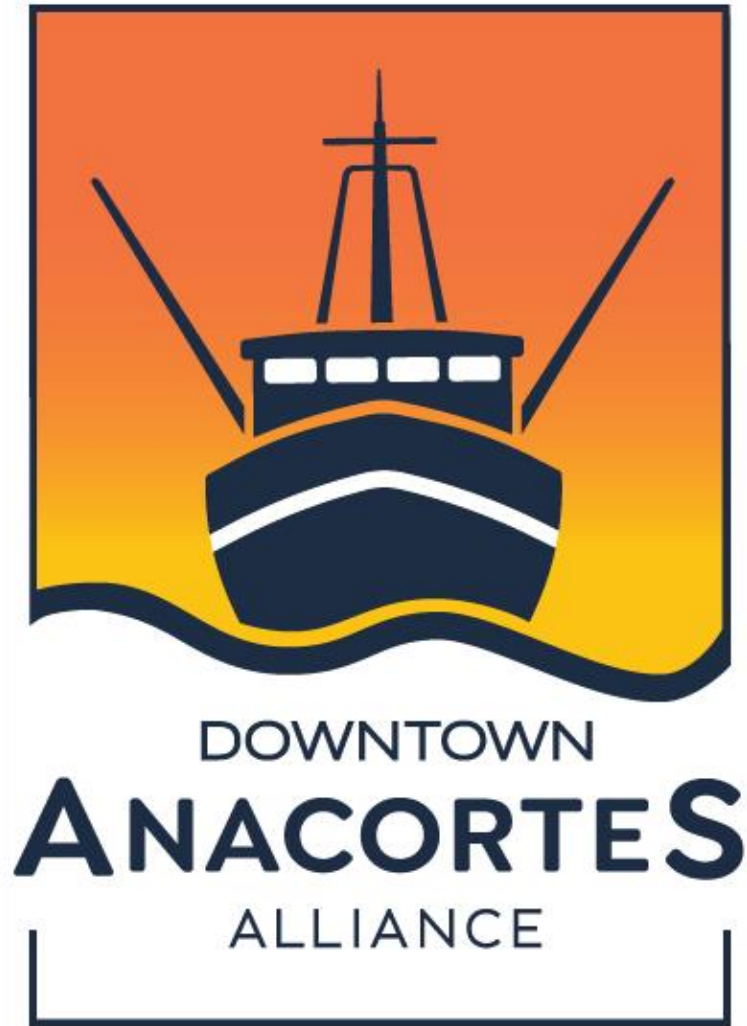
P.O. Box 703

Anacortes, WA 98221

360-419-5824

DowntownAnacortes.org

info@DowntownAnacortesAlliance.org



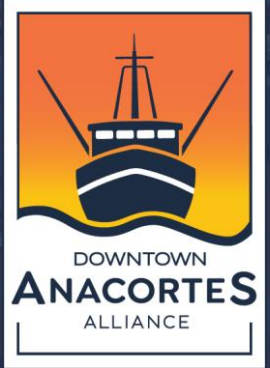
Downtown Anacortes Alliance

Anacortes City Council

May 13, 2024

Jonelle McCoy, WA State Main Street Specialist

Jordan Hay, Executive Director



Our mission: To continue cultivating a vibrant, thriving downtown district.



Who are we?

- Washington Main Street Affiliate
- 80+ volunteers including:
 - Downtown Business & Building owners
 - Retired experts
 - Over 2,000 volunteer hours so far
- Partner with other organizations



We believe...





Downtown is the heart of our community; our place to gather with friends, family, and community



A successful downtown is a powerful socio-economic engine worthy of our support.





Anacortes is fortunate to have so many people, groups and organizations focused on keeping our town an amazing place to live, work, play and learn.



The historic character of Downtown Anacortes is an asset worthy of preservation and protection.



Downtown
Anacortes is
alive with
maritime
heritage - past
and present.

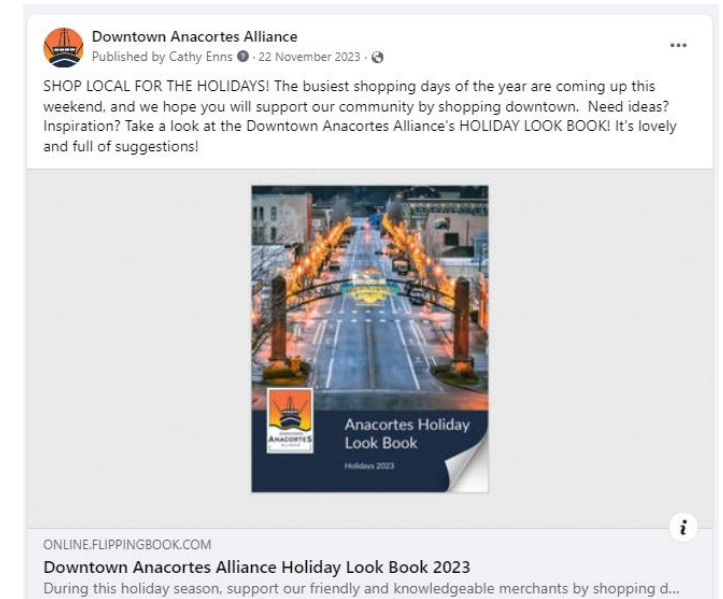




Highlights from the past year.

Downtown Anacortes Social Media

- Showcase the good things happening downtown
- 2k+ followers across Facebook and Instagram



Events that bring folks into downtown businesses



Whale of a Sale (June)



Elves Night Out (November)



Events that celebrate our heritage



Boys in the Boat (December)



Anacortes Earth Day (April)





Downtown is beautiful and cared for

Resources for Local Business and Building Owners



Resources for Restoring Historical Buildings

If you are interested in restoring a historic building in Downtown Anacortes we would love to help you make it happen. This will connect you to financial and informational resources which make it easier to invest in a historic building that you love. Washington Main Street Guide for Property Developers If you want a full...



Adding seating to your sidewalk

If you are a local business and would like to add seating to the sidewalk in front of your business, follow these easy steps. If you want help from the Downtown Anacortes Alliance, drop us an email and we'll help you out! Thank you so much for improving your space to make downtown Anacortes more...



Revitalize the Welcome Sign

Post Office Community Garden





Main Street's Impact in Washington State

2011 - 2019

Washington's Main Street Communities are charged with the tall order of helping to transform communities, celebrate historic character, and revitalize local economies. In keeping with the Main Street Approach, their programmatic efforts generate substantial positive economic, fiscal, and community impacts in their local communities and across the state.

Main Streets create a sense of community and vibrant, healthy, interconnected neighborhoods.

Many of Main Street's key objectives — such as 'preservation' or 'placemaking' — are built into their programmatic efforts. These community and social benefits help make Washington's Main Street Communities desirable places to work, visit, and live.

Main Streets foster strong local economies. Since 2011, Washington State Main Street Program (WSMSP) helped generate an additional \$550.3 million in sales for Main Street businesses across the state, supporting 6,405 jobs at such businesses. When accounting for business-to-business transactions and employee spending, Washington Main Street brings 8,537 jobs, \$397.7 million in salaries, and \$821.7 million in sales to the state.

The positive impact on economic activity generates additional state tax revenue. The increased business growth and revenue generated in Main Street Communities creates sales tax, property tax, and other types of revenues for the state. In fact, this additional revenue exceeds the state's annual state expenditures for WSMSP. For every dollar the state has allocated to the program, the economic activity generated in Main Street communities has generated \$1.58 back to the state in tax revenues. Between 2011 and 2019, WSMSP has received \$18.3 million (2019 dollars) in state funding and has generated \$28.9 million (2019 dollars) in additional state tax revenues.

\$550.3 Million ←

**Sales Revenue Generated
as a Direct Result of Main
Street Programming**

\$821.7 Million ←

**Total Direct, Indirect, and
Induced Economic Activity
Generated by Washington's
Main Street Communities**

8,537 Jobs ←

**Attributable To The
Economic Impact of Main
Street Communities**

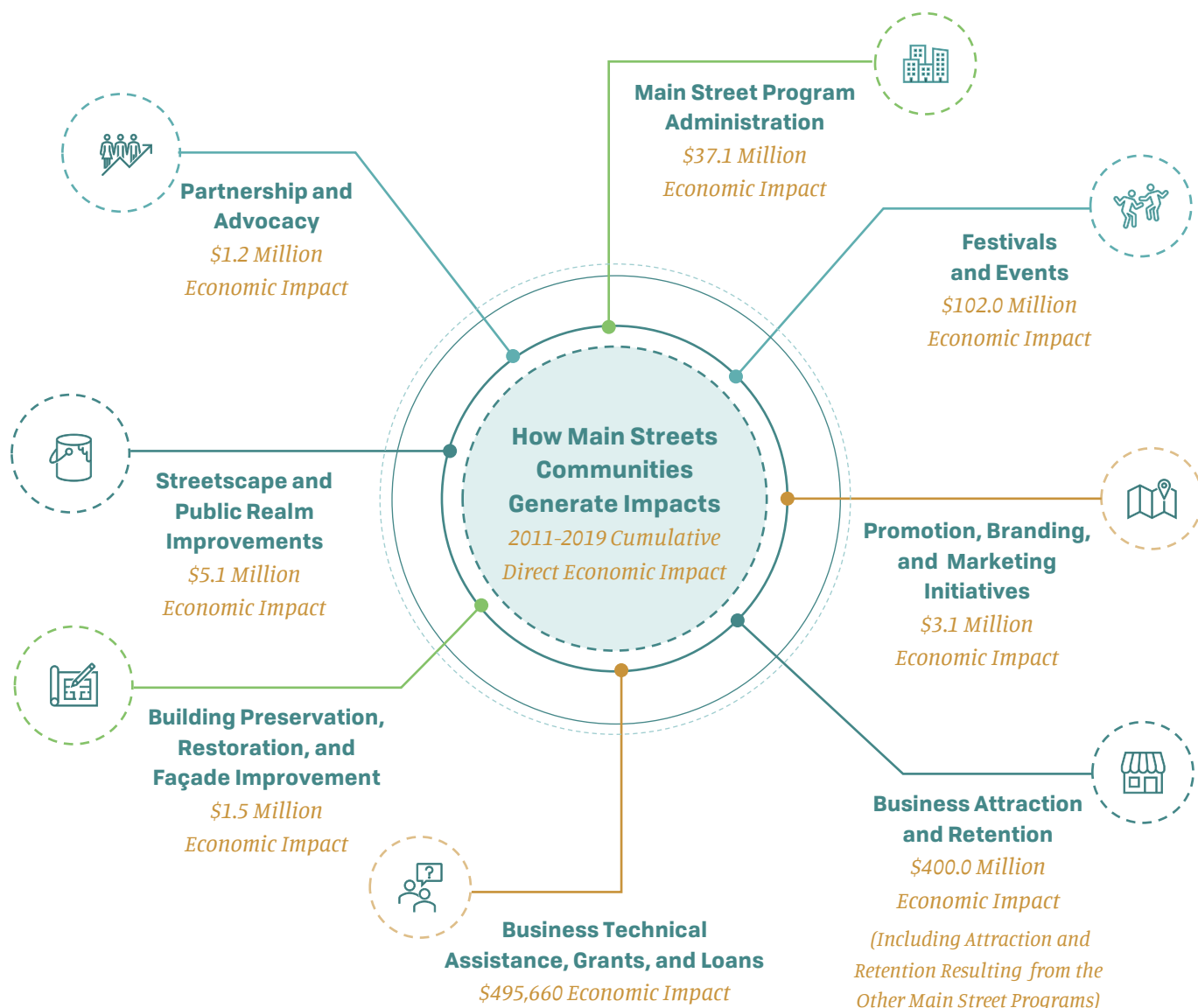
58% ←

**Fiscal Return on Investment
for State Expenditure on
WSMSP from 2011 - 2019**

It Goes Beyond Numbers ←

**Much of WSMSP's programmatic
focus is less about economic
activity and more about building
strong, livable communities.
Impacts include aesthetics,
historic preservation, downtown
vibrancy, and community pride.**

Washington's Main Street Communities lead strategic initiatives as part of a comprehensive approach to building strong communities and thriving local economies.



About the Washington State Main Street Program

The **Washington State Main Street Program (WSMSP)** is a program of the **Department of Archaeology & Historic Preservation (DAHP)**, managed by the **Washington Trust for Historic Preservation**, a statewide nonprofit. Through this partnership, the WSMSP helps communities revitalize the economy, appearance, and image of their historic downtown districts by leveraging a community's unique heritage and attributes. Main Street is economic development rooted in historic preservation. WSMSP serves 65 towns and cities across the state, 34 of which are the focus of this study due to their robust nonprofit operations, tracking of reinvestment statistics, and participate in the Main Street Tax Credit Incentive Program.

This executive summary highlights key findings from the Main Street's Impact in Washington State Report, which can be found at prewervewa.org/mainstreet/.

WASHINGTON STATE MAIN STREET PROGRAM



MAIN STREET

A comprehensive approach to building community, belonging, & opportunity downtown



IRREPLACEABLE VALUE

Economic resiliency through community wealth building with strong local businesses and entrepreneurial spirit

Sense of identity enhances sense of belonging to Anacortes natives and newcomers, leading to health and well-being benefits for residents

Civic center where a concentration of services and opportunities act as town “living room” to build social capital

Local history highlighting existing infrastructure and unique local stories



See more in our *About Main Street Guide* on pg. 2

WASHINGTON STATE MAIN STREET PROGRAM

Downtown Wenatchee



Main Street Festivals and Events

Festivals and events organized and hosted by Main Streets generate substantial visitor spending for local economies.



Promotion, Branding, and Marketing

Main Street promotion, branding, and marketing initiatives attract customers to the downtowns and local businesses and while creating a strong sense of place.



Business Attraction and Retention

From guiding entrepreneurs through the process of opening a business to helping business owners succeed, Main Streets play an essential role in ensuring downtowns are vibrant and filled with local businesses.



Business Technical Assistance, Grants, and Loans

Main Streets act as a supportive partner to local businesses through technical assistance, connecting businesses with local resources, and providing direct financial support.

WASHINGTON STATE MAIN STREET PROGRAM

Downtown Coupeville



Building Preservation, Restoration, and Façade Improvement

Historic properties and buildings fill Washington's downtown districts; Main Streets work to help preserve, restore, and celebrate the unique assets of the State's historic communities.



Streetscape and Public Realm Improvements

Main Streets support beautification efforts to foster strong curb appeal and ensure customers' visits to downtown businesses are a positive public realm experience to keep attracting new customers and ensuring repeat downtown trips.



Partnership and Advocacy

As local leaders, Main Streets connect public, private, and nonprofits through strategic partnerships to accomplish shared goals and leverage finite resources.



Community Engagement

To achieve substantial impacts on limited budgets, Main Streets rely on local volunteerism, which enhances social connections in their communities and fosters collective "buy-in" and a sense of pride in the historic downtowns.

MAIN STREET AS CONVENER

Colville Together began as a partnership between the City of Colville, the Colville Chamber of Commerce, and Tri County Economic Development District. They saw the value of an independent nonprofit able to focus on downtown as a place.

Leaning into **placemaking**, Colville Together piloted parklets and alley activations during COVID. Feedback from the community on their pilot program led to creating a permanent pedestrian square, for which they partnered with Public Works and received a \$50,000 T-Mobile grant.





MAIN STREET AS CATALYST

Renton Downtown Partnership is working to create a culture that encourages local entrepreneurship through their Pitch Competition. Participants in the pitch receive:

- **Technical assistance** including a series of workshops on business basics, creating business plan, small business finances, and marketing — along with networking!
- **Financial incentives** for the top finalists including discounted storefront space, website development & design, legal services, marketing plants, and more.

MAIN STREET AS CONNECTOR

Centralia Downtown Association recognized people weren't returning to volunteerism at pre-pandemic levels and **saw a need for connection** in their community — so they launched a quarterly Block Party program.

The Block Party model is a free, family-friendly event that provides residents with an opportunity to connect with their neighbors and rotating agencies, including nonprofits looking for volunteer and City departments seeking community feedback.

It doesn't hurt the Block Party has live music, too!



MAIN STREET AS CONNECTOR

Centralia Downtown Association recognized people weren't returning to volunteerism at pre-pandemic levels and **saw a need for connection** in their community — so they launched a quarterly Block Party program designed to re-engage residents.

The Block Party model is a free, family-friendly event that provides residents with an opportunity to connect with their neighbors and rotating agencies, including nonprofits looking for volunteer and City departments seeking community feedback.

It doesn't hurt the Block Party has live music!





City Council Agenda Bill

Meeting Date: May 13, 2024 **Agenda Item:** 7.c.

Agenda Item Title: Contract Modification: City Engineer of Record for Streets and Stormwater #23-292-ENG-001

Staff Contact(s): Andrew Rheume

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

Item Summary: City staff seeks Council consent to issue a contract modification to H.W. Lochner, Inc. in the amount of \$174,181.00, increasing the total contract price to \$224,181.00, to extend the term for the streets and stormwater engineering services, as well as add to the Scope of Work for services related to the Commercial Avenue (SR 20 Spur) Multimodal Enhancement project.

Background:

1. Reason for Contract Change: This contract modification extends on call engineering services for transportation and stormwater management with Lochner and Associates. The modification also funds the design of Commercial Ave multimodal enhancement and repaving from 13th to 34th. City staff started the design work for Commercial Ave using the existing on call contract.

2. History: In 2016 the City of Anacortes completed a South Commercial Avenue Corridor Plan. The plan is conceptual and contemplates a substantial investment in the corridor. In addition to the plan and the desire to rebuild the corridor, WSDOT informed Anacortes that they have no future plan and are unlikely to pave Commercial Ave due to its concrete base. According to WSDOT, Commercial Ave should have been repaved almost 20 years ago based on its pavement rating at that time. As an interim step to achieving the corridor plan vision, Commercial Ave needs to be repaved. To repave Commercial Ave all ADA ramps need to be upgraded, and missing ADA ramps need to be built at all crossings. Commercial Ave currently doesn't have bicycle facilities, this design will include adding bicycle lanes. This contract amendment allows the city to design Commercial Avenue multimodal enhancements and repaving from 13th to 34th. Anacortes needs a WSDOT approved design to be eligible for grant opportunities.

This contract is also needed to supplement engineering capabilities of the City. We currently have one full time City Engineer on staff, as such additional engineering expertise are needed to support the city.

3. Key Terms: increase of \$174,181.00, extending term through 1/31/2025.

4. Competitive Bidding: Per RCW 39.80 this engineering consultant was selected from the City's MRSC Architectural, Landscape Architectural, and Engineering Service Roster to provide a proposal for this scope of work, after which a price was negotiated.

Budget Impact:

Consultant	H.W. Lochner, Inc.
Original Agreement Amount	\$50,000.00
Current Agreement Amount	\$50,000.00
Change Per This Modification	\$174,181.00
Total After Modification	\$224,181.00
Earmarked Funds	Professional services PW Administration \$200,000 CFP Paving Program \$1,800,000
BARS #	On-Call Services: 445.711.531.00.41 – 50% 001.712.542.10.41 – 50% Commercial Ave Services: 104.720.542.30.41
Paid on Contract as of 5/7/24	\$49,909.52
Budget Amendment Required?	No
Start Date	Contract execution
End Date	1/31/2025

Previous Action: Contract [23-292-ENG-001](#) was approved at the [10/23/23](#) City Council meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign a

contract modification with H.W. Lochner, Inc. under Contract 23-292-ENG-001, in the amount of \$174,181.00, increasing the total contract price to \$224,181.00.

Alternative Actions: Not approve the modification.

Attachments (listed in order presented):

1. 23-292-ENG-001 Modification 01



Date May 13, 2024
Page 1 of 1 Page

Contract Title CITY ENGINEER OF RECORD FOR STREETS AND STORMWATER
Consultant H.W. LOCHNER, INC.

BACKGROUND

This modification is issued in accordance with Article 22, Changes/Additional Work and provides for an extension to the term for the streets and stormwater engineering services, as well as adds to the Scope of Work for services related to the Commercial Avenue (SR 20 Spur) Multimodal Enhancement project. Accordingly, the contract price is increased by \$174,181.00 from \$50,000.00 to \$224,181.00, and the following changes are incorporated under this contract:

ARTICLE 1. Scope of Work. The following third paragraph is added:

“Per Modification 01, Consultant will continue to provide municipal engineering services assisting the City’s Public Works Department on a broad range of stormwater and transportation related engineering matters. Additionally, the Consultant provide contract administration, data collection, Channelization Plan for Approval, curb ramp review and layout, preliminary and interim design, PS&E, ad and award support, and project close out for the Commercial Avenue (SR 20 Spur) Multimodal Enhancement project. The Work is detailed in Exhibit B, which is attached hereto and incorporated by reference.”

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

“The services provided under this Agreement shall be on a time and materials basis not-to-exceed **Two Hundred Twenty-Four Thousand One Hundred Eighty-One Dollars (\$224,181.00)**. The billable rates for services provided shall be in accordance with Exhibit C, which is attached hereto and incorporated by reference.”

ARTICLE 4. Period of Performance. The paragraph is revised to read:

“The period of performance under this Agreement is from inception through January 1, 2025.”

All other terms of the contract remain unchanged.

CITY OF ANACORTES

H.W. LOCHNER, INC.

By _____

By _____

Date _____

Date _____

Original Agreement Amount	<u>\$50,000.00</u>	Original Contract Completion Date	<u>04/01/2024</u>
Current Agreement Amount	<u>\$50,000.00</u>	Current Contract Completion Date	<u>04/01/2024</u>
Change Per this Modification	<u>\$174,181.00</u>	Net Change	<u>305 Days</u>
Total After Modification	<u>\$224,181.00</u>	Contract Completion Date After Change	<u>01/31/2025</u>

AGREEMENT 23-292-ENG-001

EXHIBIT B



Prepared for:

City of Anacortes, Washington

904 6th Street
Anacortes, WA 98221



Prepared by:

Lochner

1500 East Broadway
Mount Vernon, WA 98274

City of Anacortes On-Call Engineering Commercial Avenue (SR 20 Spur) Multimodal Enhancement

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City of Anacortes On-Call Engineering Commercial Avenue (SR 20 Spur) Multimodal Enhancement

Scope of Services

The City of Anacortes (CITY) has requested Lochner (CONSULTANT) continue to provide municipal engineering services assisting the CITY's Public Works Department Services on a broad range of stormwater and transportation related engineering matters (Task 4 in CONSULTANT's invoices).

Additionally, the CITY has requested the CONSULTANT provide contract administration, data collection, Channelization Plan for Approval, curb ramp review and layout, preliminary and interim design, PS&E, ad and award support, and project close out for the Commercial Avenue (SR 20 Spur) Multimodal Enhancement project (Task 5 in CONSULTANT's invoices). The following details expected services, assumptions, deliverables, and estimated fee for the tasks.

TASK 4: On-Call General Engineering

The CONSULTANT will perform municipal engineering services and carry out, to the best of the Engineer's ability duties imposed upon the Engineer as the CITY may, from time to time, require. The City Public Works Director or a designated responsible official will provide direction and assign tasks to the Engineer under an On-Call basis.

Included services consist of the following:

- Provide day-to-day assistance to members of the CITY's staff relating to transportation/roadway and stormwater engineering, construction management, and development review as requested by the CITY.
- Review developer extensions of CITY storm and preliminary and final plat engineering drawings for compliance with CITY design standards and comprehensive plans.
- Assist in the preparation of applications for Federal and State grants which may be available to the CITY.
- Prepare cost estimates and work with the CITY's Financial Department to determine feasibility of proposed improvements and assist on budget matters.
- Conduct special short duration studies as requested by the CITY.
- Attend meetings as requested by the CITY.
- Provide technical observation of and reporting on construction to assist CITY staff.
- Prepare responses to questions or issues relating to Public Works matters.
- Provide preliminary design engineering services for small construction projects, i.e., estimated construction costs less than \$100,000. These projects are on the order of one or two stamped drawings and mostly applicable to small works roster bidding and construction.
- Review, stamp, and sign engineering plans and specifications for roadway or stormwater work designed by the CITY's Public Works Department under the Engineer's direction.

City of Anacortes On-Call Engineering Commercial Avenue (SR 20 Spur) Multimodal Enhancement

- Perform other Public Works tasks that may be assigned or requested by the CITY.

The following services will be excluded from this contract:

- Staff scheduling and management, staff disciplinary action and public dispute resolution.
- Budget authorization and contract approvals.
- CITY-contracted consultant management.
- CITY Council presentations.

Deliverables:

- Summaries of items discussed will be included in the monthly status reports.
- Project files in electronic format (PDF, Microsoft Word, and Excel).
- Design Reports and Documentation
- Contract PS&E

TASK 5: Commercial Avenue Multimodal Engineering

The CITY plans to grind and overlay and construct pedestrian improvements including curb, gutter, sidewalks and ramps and other enhancements as necessary to improve extend the life of the asphalt pavement and bring the pedestrian curb ramps into ADA compliance between 13th Street and 34th Street.

Construction phase services may also be added by supplement if the CITY determines the consultant shall be retained for that phase. Services include administration, project management, construction inspection, testing and project closeout.

This scope of services for the Commercial Avenue portion of the project covers the PE phase and is anticipated to begin in April 2024 and be completed by November 2024; a seven-month duration. The On-Call engineering task is expected to begin April 1, 2024, and continue until April 1, 2025; a twelve-month duration.

In addition to the specific assumptions associated with each of the tasks outlined herein, several key assumptions are made in developing the scope and schedule to clarify the needs of the project, and assure timely decisions that will enable the team to achieve the goals of the schedule:

General Assumptions

- A Notice to Proceed (NTP) will be issued by the CITY via email.
- Documents to be supplied by the CITY shall be requested by the CONSULTANT in email.
- WSDOT specifications will be used, with special provisions written only where required.
- The Plans shall be based on GIS information provided by the CITY in AutoCAD format and augmented by a scaled high resolution aerial photo.
- The CITY will be responsible for obtaining the required CITY permits.

City of Anacortes On-Call Engineering Commercial Avenue (SR 20 Spur) Multimodal Enhancement

- The CITY will complete necessary SEPA documentation and obtain required permits from local, state, and federal jurisdictions necessary to initiate the work.
- The CONSULTANT shall provide coordination for both CITY owned and for public and private utilities.
- The CITY and WSDOT will provide timely reviews and provide consolidated comments for each deliverable submitted.
- The CITY will provide concurrence/approval at the completion of each level of design prior to the CONSULTANT commencing the next level.
- Draft documents will be clearly marked “DRAFT”, “PRELIMINARY”, OR “__% SUBMITTAL” either with a stamp or watermark, and final engineering reports and documents will be stamped by the Professional Engineer overseeing that work.
- One complete set of design documents shall be prepared meeting design and contracting requirements.
- Documents shall be delivered to the CITY in electronic PDF format via email.
- References to “cost estimates” shall mean “engineers opinion of probable costs”.
- The CITY will lead the Community Engagement effort.

The following are the specific elements of the work plan for this project.

TASK 5.1: Project Administration

5.1.1 Team Management

The CONSULTANT shall be responsible for management of the consultant team in accordance with the provisions of the Agreement. Team management will include confirming that the work is completed in a timely manner and within the agreed budget. The CONSULTANT shall be responsible for:

- Strategic management and reporting
- Making assignments to project staff
- Implementing quality assurance/quality control procedures
- Processing agency requests

The CONSULTANT shall be responsible for coordinating the activities to complete the Elements of the Agreement. This coordination will include coordination with the CITY’s Project Manager and internal staff, timely input for meetings, incorporating work into project deliverables and obtaining answers to issues raised by the CITY. The CONSULTANT’s Project Manager shall be the contact for questions and requests from the CITY’s Project Manager. Discussions, correspondence, or work requested of the CONSULTANT, that impact the scope of work, budget, or products shall be directed in writing to the CITY’s Project Manager.

City of Anacortes On-Call Engineering Commercial Avenue (SR 20 Spur) Multimodal Enhancement

Assumptions:

- The review schedule prepared by WSDOT for approving the Channelization Plan in advance of grant submittal will be adhered to as much as possible. It is recognized that the 8-week timeline would normally be four to six months.

Deliverables:

- None

5.1.2 Monthly Progress Reports and Invoicing

The CONSULTANT shall provide monthly invoices to the CITY listing activities by work element performed by the CONSULTANT Team during the reporting period. For budgeting purposes, we assume twelve (12) invoices and progress reports.

Deliverables:

- Monthly Invoices
- Progress Reports

5.1.3 Project Coordination Meetings

The CONSULTANT's project manager will meet with the CITY at the beginning of the design phase for a project kickoff meeting. The CONSULTANT's project manager will meet with the CITY for progress meetings on a weekly basis through the remainder of the project.

The CONSULTANT shall maintain regular contact with the CITY and the CITY's Project Manager through informal office visits, telephone conversations, and e-mails.

Assumptions:

- Project Coordination meetings will be weekly.

Deliverables:

- Meeting Notes and project updates.

5.1.4 Quality Control Plan

The CONSULTANT's project manager will prepare a plan and schedule for quality control of the project design and deliverables and designate reviewers of the same.

Deliverables:

- None

5.1.5 WSDOT Coordination Meetings

The CONSULTANT's project manager will meet with WSDOT reviewers at key design intervals and following receipt of WSDOT review comments to clarify any questions or concerns. The CONSULTANT shall invite the CITY's Project Manager to these coordination meetings or report back to the CITY to keep the CITY's Project Manager up to date on decisions.

City of Anacortes On-Call Engineering Commercial Avenue (SR 20 Spur) Multimodal Enhancement

Assumptions:

- WSDOT Project Coordination meetings will be on an “as needed” basis.

Deliverables:

- Meeting Notes.

TASK 5.2: Data Collection

5.2.1 Field Inventory/Site Assessment/Data Collection

The CONSULTANT will walk the project site, review existing GIS data provided by the CITY, and confirm or correct ADA ramp data also provided by the CITY.

Assumptions:

- A topographic survey of the project limits will not be conducted.

Deliverables:

The CONSULTANT will deliver the following:

- Updated ADA information, as needed.

TASK 5.3: Channelization Plan for Approval

The CONSULTANT will develop a Channelization Plan for Approval for the planned improvements following WSDOT’s Channelization Plan for Approval Checklist provided by WSDOT Northwest Region staff. The Channelization Plan will show pavement marking revisions and horizontal layout for the new curb ramps. The purpose of the Channelization Plan will be for the CITY and WSDOT to approve the overall design parameters and provide a signed approval for Grant Funding.

The CONSULTANT will prepare a draft layout for review by the CITY and WSDOT. The CONSULTANT will address WSDOT comments and incorporate the comments received into an intermediate and final Channelization Plan for approval. The approved plan will serve as the Conceptual Design layout for the construction plans.

The CONSULTANT will also prepare Maximum Extent Feasible (MEF) documentation to account for any curb ramps that cannot meet some or all the ADA requirements.

Assumptions:

- The Channelization Plan will follow WSDOT’s Approval Checklist and include a cover sheet, roadway section, and plan view at 1”=40’ scale on 11x17 paper.
- We assume three expedited Chan Plan reviews with WSDOT.
- We expect two reviews of the MEF documentation by WSDOT.

Deliverables:

City of Anacortes On-Call Engineering Commercial Avenue (SR 20 Spur) Multimodal Enhancement

- Draft Channelization Plan Layout – Electronic pdf format
- Intermediate Channelization Plan Layout – Electronic pdf format
- Final Channelization Plan Layout - Electronic pdf format
- Summary of Design Documents – Word and Electronic pdf format format
- Maximum Extent Feasible Documents - Electronic pdf format

TASK 5.4: Conceptual Curb Ramp Layouts

The CONSULTANT shall perform a preliminary layout of new curb ramps along the corridor to assess crossing issues, limits of pavement, curb, gutter, and sidewalk removal and replacement, and improve pedestrian access along and across the corridor. Conceptually designed ramps will help determine limits of pavement marking revisions, location of stop bars, and turning movements required for the Channelization Plan (Task 3 above).

Assumptions:

- Curb ramp placement and design will follow WSDOT Standard Plan M 21-01, WSDOT Design Manual M 22-01, and the Public Right-of-Way Accessibility Guidelines (PROWAG) 2023.
- No topographical survey will be conducted. Curb ramp design will utilize aerials and City GIS information to provide conceptual layout.

Deliverables:

- Conceptual Curb Ramp Layout – Electronic pdf format

TASK 5.5: Preliminary Design

5.5.1 Preliminary Contract Plans

Building off WSDOT comments on the Channelization Plan, the CONSULTANT will prepare preliminary roadway improvement plans for the proposed improvements using CITY of Anacortes and WSDOT LAG Manual design standards, existing GIS data, aerial photos, and measurements of the existing ramps. This work will include development of preliminary plans, including:

- **Roadway Section**

The CONSULTANT will develop typical sections including dimensions of roadway and transition areas.

- **Paving Plan**

The CONSULTANT will develop the Paving Plans and identify objects that must be removed or demolished by the contractor. The Paving plans will include inlet protection BMPs, limits of grinding and overlaying asphalt pavement, objects to be preserved or adjusted, and construction limits.

City of Anacortes On-Call Engineering Commercial Avenue (SR 20 Spur) Multimodal Enhancement

- **Curb Ramp Plans**

The CONSULTANT will develop curb ramps plans including demolition of the existing sidewalk. The curb ramps will be designed to be compliant with City of Anacortes and WSDOT standards and ADA requirements.

- **Channelization Plans**

The CONSULTANT will utilize the approved WSDOT Channelization Plans to detail beginning and ending of new pavement markings and symbols.

- **Traffic Control Plans**

The CONSULTANT will provide Traffic Control plans for the contractor to utilize during construction to redirect vehicular and pedestrian traffic around work areas.

5.5.2 Preliminary Opinion of Probable Costs

The CONSULTANT will develop preliminary Opinion of Probable Costs for the various elements based on a square yard or linear foot basis including the following elements:

- Develop a table of unit costs based on the latest CITY, County, or WSDOT bid tabulations.
- Develop quantities for the various bid elements.
- Prepare an opinion of probable cost to include bid items.

5.5.3 Prepare and Submit Preliminary Package

The CONSULTANT will develop documents based on internal and CITY review comments and combine all design documents into one plan and estimate submittal package.

Deliverables:

- Electronic Copies of the Preliminary Contract Plans, and Opinion of Probable Costs.

5.5.4 Quality Assurance/Quality Control - Preliminary

The CONSULTANT will review documents and drawings for quality of design and engineering procedures prior to submittal to the CITY.

TASK 5.6: Intermediate Design

The CONSULTANT will advance the design from the Preliminary Design phase to the Intermediate Design phase. The CONSULTANT will fine tune preliminary plans and cost estimates based on City and WSDOT review and will prepare draft Contract Specifications.

5.6.1 Intermediate Contract Plans

The CONSULTANT will incorporate the agreed upon revisions to the plan set based on internal QC and the CITY and WSDOT's comments.

City of Anacortes On-Call Engineering Commercial Avenue (SR 20 Spur) Multimodal Enhancement

5.6.2 Intermediate Opinion of Probable Costs

The CONSULTANT will incorporate the agreed upon revisions to the cost estimate based on internal review, revisions to the design, and the CITY and WSDOT's comments.

5.6.3 Draft Contract Specifications

The CONSULTANT will develop draft Contract Specifications for the project. These specifications shall include General Special Provisions (GSPs) and project specific special provisions describing the work to be completed by the CONTRACTOR.

5.6.4 Quality Assurance/Quality Control

The CONSULTANT will conduct an in-house quality review of the plans and specification before they are submitted to the CITY.

Deliverables:

- Electronic Copies of the plans, specifications and cost estimate.

TASK 5.7: Final Design and PS&E

The CONSULTANT will advance the design from the Intermediate Design phase to the Final Design and PS&E phase. The CONSULTANT will produce bid-ready plans, specifications, and cost estimates.

5.7.1 Final Contract Plans

The CONSULTANT will incorporate the agreed upon revisions to the plans set based on internal QC and the CITY's comments and prepare a signed and sealed set of bid-ready plans.

5.7.2 Final Opinion of Probable Costs

The CONSULTANT will incorporate the agreed upon revisions to the cost estimate based on internal review and the CITY's comments.

5.7.3 Final Contract Specifications

The CONSULTANT will incorporate the agreed upon revisions to the specifications for the project based on the CITY and WSDOT's comments and prepare a signed and sealed set of specifications.

5.7.4 Bid-Ready PS&E Package:

The CONSULTANT will work with the CITY to prepare the bid documents. This will include addressing comments on the final PS&E package, developing the contract for bidders, and the Bid-Ready plans, specifications, and opinion of probable construction costs.

5.7.5 Quality Assurance/Quality Control – Bid Ready

The CONSULTANT will conduct an in-house quality review of the plans and specification before they are submitted to the CITY.

Deliverables:

City of Anacortes On-Call Engineering Commercial Avenue (SR 20 Spur) Multimodal Enhancement

- Electronic Copies of the final plans, specifications, and cost estimate.
- One set of bid documents ready for printing.

TASK 5.8: Ad and Award Support

To maintain a strong link between the design and construction phases of the Project, the CONSULTANT will assist the CITY in advertising the Project for construction contractor bids. For this effort, the CONSULTANT will:

- Assist the CITY in maintaining a listing of bidders.
- Coordinate with CITY staff to effectively respond to written Requests for Information.
- Respond to field bidder questions (RFIs) and provide clarifications, as necessary.
- If necessary, revise PS&E documentation and prepare corresponding addenda.
- If requested by the CITY, attend pre-bid conference and site visit to answer questions or provide design clarifications to potential bidders and subcontractors.
- Assist CITY staff with bid openings by preparing bid tabs, evaluating the “apparent low bid” contractor, making recommendations to the CITY for contract award, and assisting the CITY in its efforts to award and execute a construction contract with the successful bidder each leading ultimately to the CITY's issuance of a “Notice to Proceed”.

Assumptions

- Up to four (4) RFI responses and
- Up to two (2) addenda will be developed to aid construction bidding.

Deliverables

- Written responses to contractor requests for information.
- Addenda.
- Updated engineer's estimate incorporating addenda, as required.
- Updated “Issued for Construction” drawings and bid proposal form, as required.
- Bid tabulations.
- Contractor recommendation letter.

TASK 5.9: Project Close Out

The CONSULTANT team will gather the work files from team members and organize and combine to one file. The CONSULTANT will prepare a summary contract close out document and will provide a package in electronic formats, PDF.

Deliverables:

City of Anacortes On-Call Engineering Commercial Avenue (SR 20 Spur) Multimodal Enhancement

- Summaries of items discussed will be included in the monthly status reports.
- Project files in electronic format (PDF, Microsoft Word, and Excel).
- Design Reports and Documentation
- Contract PS&E

Estimated cost to complete services

The CONSULTANT will invoice monthly for work completed. Work will be invoice on a time and materials basis. Task 4 extends the On-Call Engineering task. Task 5 is a new task called Commercial Avenue Multimodal Enhancement Project. Outstanding available fee at the time the Commercial Avenue project began is shown as “Remaining Contract Balance” below and will be applied to the tasks above.

Estimated Cost Task 4	\$ 35,000
Estimated Cost Task 5	\$163,350
<u>Estimated Reimbursables</u>	<u>\$ 600</u>
Total Fee + Reim.	\$198,950
<u>Remaining Contract Balance</u>	<u>-\$ 24,769</u>
Total Estimated Cost	\$174,181

AGREEMENT 23-292-ENG-001 - Exhibit C - Hourly Task
Breakdown with Classifications On-Call Engineering
City of Anacortes
H. W. Lochner, Inc.

Work Element Number	Work Element	LABOR CLASSIFICATION										TOTAL
		Project Manager/Project Engineer	Project Manager/Project Engineer	Project Engineer	Construction Inspector	Sr. Transportation/Traffic Engineer/Planner	Sr. Civil Engineer/Designer	Jr. Civil Engineer/Designer	Jr. Civil Engineer/Designer	Jr. Civil Engineer/Designer	Administration/Project Control	
		Matt Randall	Karen Chi	Christopher Ed	Rick Hill	Yongliang Zhu	Miguel Sandoval	Gage Bull	Monica Gomez	Juyong Kim	Heather Gallagher	HOURS
4.0	On-Call General Engineering	100	0	0	0	0	0	50	0	30	8	188
4.1	On-Call Engineering	100	0	0	0	0	0	50	0	30	8	188
4.1.1	Meetings	20										20
4.1.2	Engineering	60						50		30		140
4.1.3	Project Management	20									8	28
5.0	Commercial Ave Project Administration & Coordination	56	0	0	0	0	0	0	0	0	12	68
5.1	Project Administration	56	0	0	0	0	0	0	0	0	12	68
5.1.1	Team Management	12										12
5.1.2	Monthly Status/Progress Reports and Invoices	12									12	24
5.1.3	Project Coordination Meetings	16										16
5.1.4	Quality Control Plan	8										8
5.1.5	WSDOT Coordination Meetings	8										8
	Commercial Ave Data Collection	8	0	0	0	0	0	0	0	0	0	8
5.2	Data Collection	8	0	0	0	0	0	0	0	0	0	8
5.2.1	Field Inventory/Site Assessment/Data Collection	8										8
	Commercial Ave Channelization Plan for Approval	36	4	0	0	154	68	0	0	8	0	270
5.3	Channelization Plan for Approval	36	4	0	0	154	68	0	0	8	0	270
5.3.1	Layout new striping, prepare plans	4				90	40					134
5.3.2	QC Review	12	4									16
5.3.3	Prepare for WSDOT submittal					4	4					8
5.3.4	Address WSDOT comments					60	8					68
5.3.5	Prepare, submit, update and resubmit MEF documentation	20					16			8		44
	Commercial Ave Conceptual Curb Ramp Layouts	12	0	24	0	0	0	0	0	50	0	86
5.4	Curb Ramp Design	12	0	24	0	0	0	0	0	50	0	86
5.4.1	Curb Ramp and layouts	4		20						30		54
5.4.2	QC Review	8		4								12
5.4.3	QC Updates									20		20
	Commercial Ave Preliminary Design (60%)	15	0	30	0	4	0	20	72	124	0	265
5.5	Preliminary Design	15	0	30	0	4	0	20	72	124	0	265
5.5.1	Cover, Notes, Roadway Sections Plans			2					16			18
5.5.2	Paving Plan	1		8					20			29
5.5.3	Curb Ramp Plans	4		4					6	60		74
5.5.4	Channelization and Signing Plans			6		4			8			18
5.5.5	Traffic Control Plans			8					8	8		24
5.5.6	Quantity Calculations and Estimating			2					14	20		36
5.5.7	QC Review	8										8
5.5.8	QC Updates							12		16		28
5.5.9	Update per City/WSDOT comments	2						8		20		30
	Commercial Ave Intermediate Design (90%)	12	8	0	38	0	0	30	16	40	0	144
5.6	Intermediate Design	8	8	0	0	0	0	30	16	32	0	94
5.6.1	Cover, Notes, Roadway Sections Plans							4	2			6
5.6.2	Paving Plan							8	6			14
5.6.3	Curb Ramp Plans									12		12
5.6.4	Channelization and Signing Plans							4				4
5.6.5	Traffic Control Plans							4	4			8
5.6.6	Quantity Calculations and Estimating							6		8		14

LOADED LABOR
COST
\$ 34,921
\$ 34,921
\$ 4,521
\$ 24,992
\$ 5,409
\$ -
\$ 13,990
\$ 13,990
\$ 2,713
\$ 4,044
\$ 3,617
\$ 1,808
\$ 1,808
\$ 1,808
\$ 1,808
\$ 1,808
\$ 1,808
\$ 59,332
\$ 59,332
\$ 29,595
\$ 3,799
\$ 1,721
\$ 15,385
\$ 8,832
\$ -
\$ 13,419
\$ 13,419
\$ 8,216
\$ 2,443
\$ 2,760
\$ 36,743
\$ 36,743
\$ 2,017
\$ 3,620
\$ 10,456
\$ 2,720
\$ 3,223
\$ 4,564
\$ 1,808
\$ 3,957
\$ 4,378
\$ 22,949
\$ 14,471
\$ 796
\$ 1,804
\$ 1,656
\$ 583
\$ 1,008
\$ 1,979

AGREEMENT 23-292-ENG-001 - Exhibit C - Hourly Task
Breakdown with ClassificationOn-Call Engineering
City of Anacortes
H. W. Lochner, Inc.

Work Element Number	Work Element	LABOR CLASSIFICATION										TOTAL
		Project Manager/Project Engineer	Project Manager/Project Engineer	Project Engineer	Construction Inspector	Sr. Transportation/Traffic Engineer/Planner	Sr. Civil Engineer/Designer	Jr. Civil Engineer/Designer	Jr. Civil Engineer/Designer	Jr. Civil Engineer/Designer	Administration/Project Control	
		Matt Randall	Karen Chi	Christopher Ed	Rick Hill	Yongliang Zhu	Miguel Sandoval	Gage Bull	Monica Gomez	Juyong Kim	Heather Gallagher	HOURS
5.6.7	QC Review	8	8									16
5.6.8	QC Updates									8		8
5.6.9	Update per City/WSDOT comments							4	4	4		12
5.6	Specifications	4	0	0	38	0	0	0	0	8	0	50
5.6.10	Draft Specifications				30					8		38
5.6.11	QC Review	4										4
5.6.12	Address QC Comments				4							4
5.6.13	Update Per City Comments				4							4
	Final Design and PS&E	12	0	0	12	0	0	18	0	16	0	58
5.7	Final Design and PS&E	8	0	0	0	0	0	18	0	16	0	42
5.7.1	Cover, Notes, Roadway Sections Plans							2				2
5.7.2	Paving Plan							4				4
5.7.3	Curb Ramp Plans									4		4
5.7.4	Channelization and Signing Plans							2				2
5.7.5	Traffic Control Plans									2		2
5.7.6	Quantity Calculations and Estimating							4		4		8
5.7.7	QC Review	8										8
5.7.8	QC Updates							4		4		8
5.7.9	Update per City/WSDOT comments							2		2		4
5.7	Specifications	4	0	0	12	0	0	0	0	0	0	16
5.7.10	Final Specifications				8							8
5.7.11	QC Review	4										4
5.7.12	Address QC Comments				2							2
5.7.13	Update Per City Comments				2							2
	Commercial Ave AD and Award Support	4	0	0	6	0	0	0	0	10	0	20
5.8		4	0	0	6	0	0	0	0	10	0	20
5.8.1	Ad and Award	4			6					10		20
	Commercial Ave Project Close Out	4	0	0	0	0	0	4	0	4	2	14
5.9	Project Closeout	4	0	0	0	0	0	4	0	4	2	14
5.9.1	Project Closeout	4						4		4	2	14
TOTAL HOURS AND COST		259	12	54	56	158	68	122	88	282	22	1,121

LOADED LABOR
COST
\$ 3,982
\$ 1,104
\$ 1,560
\$ 8,478
\$ 6,212
\$ 904
\$ 681
\$ 681
\$ 9,588
\$ 6,640
\$ 292
\$ 583
\$ 552
\$ 292
\$ 276
\$ 1,135
\$ 1,808
\$ 1,135
\$ 568
\$ 2,947
\$ 1,362
\$ 904
\$ 341
\$ 341
\$ 3,306
\$ 3,306
\$ 3,306
\$ 2,261
\$ 2,261
\$ 2,261
\$ 198,317