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- The public may also watch, listen to, or participate in the meeting live by visiting <https://us02web.zoom.us/j/89255646791> or by telephoning 1-253-215-8782 and entering Meeting ID 892 5564 6791.
- The public is encouraged to comment via email to cityclerk@cityofanacortes.org or via written comment addressed to City Clerk, P.O. Box 547, Anacortes, WA 98221. Public comments received by the [City Clerk](#) prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.
- Complete guidelines for virtual participation in Anacortes City Council meetings are available [here](#). View the quick video example for connecting to the meeting [here](#).



Anacortes City Council

Municipal Building Council Chambers 904 6th Street

**June 3, 2024
6:00 PM**

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Housing Affordability and Community Services Committee (Report)
 - b. Public Works Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of May 28, 2024 (Action)
 - b. Approval of claims in the amount of \$196,822.22 (Action)
 - c. Special Event: Annual Turkey Trot (Action)
 - d. Special Event: High School Graduation Parade (Action)
 - e. Resolution 3157: Dismissing Chidester Appeal of SDP-2024-0001 (Action)
6. **Public Hearings**
 - a. * Public Hearing: Community Development Block Grant (CDBG) 2024 Action Plan (Discussion/Action)
7. **Other Business**
 - a. * Office of Public Defense Update (Presentation)
8. **Adjournment**

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.

Anacortes City Council Minutes - May 28, 2024

Call to Order

Mayor Matt Miller called to order the Anacortes City Council meeting of May 28, 2024 at 6:00 p.m. Councilmembers TJ Fantini, Ryan Walters, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Amanda Hubik were present.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller thanked American Legion Post 13, Veterans of Foreign Wars Post 12220, and Anacortes Masons Lodge 77 for recognizing Memorial Day. He then reported on last week's quarterly meeting with the Samish Indian Nation, where topics included the cottage housing project, the Early Learning Center on D Avenue, and an update on the Memorandum of Understanding as more land goes into trust. He then provided an update on the North Star meeting held earlier today. The topics discussed included having member city councilmembers participate in the advisory group, an upcoming joint City Council meeting of the North Star group, the group's website is live at www.northstarskagit.org, and funding for the Skagit County Stabilization Center.

Ms. Moulton thanked Mayor Miller for appointing her to the advisory group, expressing positivity regarding the collaboration and level of energy, and that Volunteers of America has received funding to develop and construct 48-54 units of housing in Burlington.

Mayor Miller continued by announcing the launch of an [online budget survey for the 2025 budget](#), that there will be a Community Action ribbon cutting tomorrow at 3:30pm, the Anacortes Waterfront Festival will be held this weekend, and congratulated the Anacortes High School boys baseball team for reaching the state 2A semifinals and the track and field team for winning the 2A state championship.

Fiber Committee

Mr. McDougall reported from the Fiber Committee meeting held earlier in the afternoon. The topics discussed included a subscriber update, take rate, the replacement of an upstream internet router for redundancy and service interruption mitigation, an Economic Development Administration area construction and funding update, and revenue projections.

Housing Affordability and Community Services Committee

Ms. Moulton and Ms. Cleland-McGrath reported from the Housing Affordability and Community Services Committee meeting held May 23rd. The topics discussed included the Land Capacity Analysis as part of the Comprehensive Plan Update, a deep dive into the data at the June 10th Council meeting, Community Action voucher programs for food and hygiene, energy assistance for seniors, the utility discount program, the exhaustion of the rental assistance program at the Salvation Army, and the awarding of a \$200,000 grant for motel vouchers to the Anacortes Family Center.

Planning Committee

Ms. Cleland-McGrath reported from the Planning Committee meeting held earlier in the evening. The topics discussed included the public participation plan for the 2025 Comprehensive Plan update, extending the docketing for amendments to June 30th, a hearing about docketing in July, the Climate Policy Advisory Team, and the proposed Habitat for Humanity project on West 5th Street.

Museum Committee

Mr. Fantini reported from the Museum Committee meeting held May 23rd. The topics discussed included a tour of the WT Preston, the surrounding area, and possible impacts of the proposed event center.

Parks and Recreation Committee

Ms. Hubik reported from the Parks and Recreation Committee meeting held May 23rd. The topics discussed included the Whistle Lake Dam study, the Heart Lake Plan and a \$1 million grant application to improve the parking lot, the interlocal agreement with the Anacortes School District for facilities use, the recent fundraiser at the Anacortes Senior Activity Center and an encore scheduled for June 6th, ongoing cleanup efforts and mowing at various parklands, a memorandum of understanding with Rotary for the Cap Sante Outlook project, work with the Samish Indian Nation on a sign project for the top of Mount Erie, and the Tommy Thompson Trail trestle replacement project.

Information Technology Committee

Mr. McDougall reported from the Information Technology Committee meeting held earlier in the afternoon. The topics discussed included the anacorteswa.gov domain change at the end of June, having city staff use multi-factor authentication for network use, and the upgrade of the city to tier 1 on the Washington Cities Insurance Authority scale due to implementation of and adherence to cyber security best practices.

Anacortes Pride Poster

Mr. Young spoke about being a member of the LGBTQ+ community, expressing pride and thanks for the organic effort to bring the Pride Festival to Anacortes. Natalie Clark, Board Chair, and Cid Blase, Parade Chair, of Anacortes Pride presented the Mayor and Council with the poster for Anacortes Pride 2024.

Public Comment

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

Public comment was delivered as follows:

Richard Walker of Anacortes addressed injured animals on the city's roadways, expressing dismay regarding motorists' apathy toward wildlife in the community. He urged the Council to designate 12th Street and Oakes Avenue as a wildlife corridor.

Consent Agenda

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

a. Minutes of May 20, 2024

b. Approval of claims in the amount of \$1,145,854.54

The following vouchers/checks were approved for payment:

EFT numbers: 109472 through 109513, total \$891,222.95

Check numbers: 109471 through 109525, total \$233,535.65

Wire transfer numbers: 347642 through 348080, total \$21,095.94

Public Hearings

Public Hearing: Community Development Block Grant (CDBG) 2024 Action Plan

Planning, Community, and Economic Development Coordinator Stephanie Snyder introduced the CDBG 2024 Action Plan, referring to a slide presentation that was added to the packet materials for the meeting.

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

Mary Jo McArdle asked about the cost of curb cuts on H Avenue and 24th Street.

Discussion topics included:

- Community Action future opportunities to receive CDBG funding.
- Reporting requirements.

- Anacortes Housing Authority source(s) of supplemental funding for the re-roof project.
- Timeline for spending the funds.
- Leftover funds for 2021 and 2022.

Mayor Miller continued the public hearing until the next regular meeting of the City Council on June 3, 2024.

Other Business

Appeal of Shoreline Substantial Development Permit SDP-2024-0001

City Attorney Darcy Swetnam outlined the appeal process and hearing procedures for Shoreline Substantial Development Permit applications, referring to a slide presentation that was added to the packet materials for the meeting. The appellant, Ashlan Chidester, was not present at the hearing. Mayor Miller read the appearance of fairness doctrine and swore in the hearing participants.

Discussion topics included:

- Receipt of an incomplete appeal and timely filing.
- Appellant recourse if appeal is denied.

RYAN WALTERS moved, seconded by CAROLYN MOULTON, to ask staff to return with a resolution that there was not a valid appeal.

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

Contract Award: WTP North Line Repair & Flowmeter Upgrades - Design #24-166-WTR-001

Public Works Director Andrew Rheume introduced the proposed contract #24-166-WTR-001 with HDR Engineering for the Water Treatment Plant north line and flowmeter upgrades, detailing the temporary repairs, the scheduled replacement timeline, and funding source.

Discussion topics included:

- How this contract fits into the entire project.
- How much of the project will be covered by Federal Emergency Management Agency funds.

CHRISTINE CLELAND-MCGRATH moved, seconded by AMANDA HUBIK, to authorize the mayor to sign contract #24-166-WTR-001 with HDR Engineering.

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

Contract Award: March's Point Road Water Main and Bike Lane Project – Design #24-159-ENG-001

Public Works Director Andrew Rheume introduced the proposed contract #24-159-ENG-001 with Kimley-Horn and Associates, Inc. for the March's Point Road water main and bike lane project, detailing the project area, design progression, pending funding, and construction timeline.

Discussion topics included:

- Price difference between 60% and full design.
- Previous widening in the project area.
- Encroachment of the refinery on the project area.
- Approaching the refineries for financial assistance with the project.
- Connecting Washington grant funds in the project.
- Geographic area of the project.

- Which Capital Facilities Plan (CFP) Parks and Recreation project will be this project.
- Amend Council procedures to identify which CFP project is linked to the project.
- Cost effectiveness of including the bike lanes while replacing the water main.
- Refineries are wholesale customers and funds for infrastructure is included in their funds.
- Bike lanes necessary for safety and increased traffic and activities.

CAROLYN MOULTON moved, seconded by TJ FANTINI, to authorize the mayor to sign contract #24-159-ENG-001 with Kimley-Horn and Associates, Inc.

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

Resolution 3156: Public Participation Plan for 2025 Comprehensive Plan Update

Planning, Community, and Economic Development Director John Coleman introduced Resolution 3156: Public Participation Plan for 2025 Comprehensive Plan Update, reviewing the changes that the Council requested at the May 20th regular meeting, referring to a draft that was added to the packet materials for the meeting.

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

Mary Jo McArdle asked that the broad community understand how to participate, urging that mailings and news releases "shall or will" be accomplished instead of "may" be accomplished as provided in the draft public participation plan.

Brian Wetcher of Anacortes commented regarding the process on the Comprehensive Plan land use requests, asking if there will be public comment at the docketing hearing and how the proposed docketed items would be processed after adoption until consideration by the Planning Commission. He advocated that proposed amendments all be included for Planning Commission review.

Discussion topics included:

- Docketing approval timing.
- Incorporation of Anacortes Community Forest Lands.
- Climate Policy Advisory Team role in the process.
- Mailings of Comprehensive Plan updates in utility bills.
- Direct mail outreach on a postcard or half sheet of paper.
- On the cover of A-Town magazine.
- Council work session with consultants.
- Listserv subscriptions and QR code links to the plan.
- Council assisting with public outreach.
- Public participation touch points.
- Required notice for public hearings.
- Broad high level discussion of the reason for Comprehensive Plan update.
- Language accessibility for workshops and open houses.
- Timing of work session with the Council and the consultant.

TJ FANTINI moved, seconded by AMANDA HUBIK, to adopt Resolution 3156 with the addition of a work session with the Council and the consultant in the third quarter of 2024.

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

Adjournment

There being no further business, at approximately 8:45 p.m. the Anacortes City Council meeting of May 28, 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 June 3, 2024 City Council meeting:

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

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
348427	4/26/2024	21863 - 10R1	H W LOCHNER, INC	PROFESSIONAL PLAN REVIEW CONSULTANT SERVICES - 3/30/24-4/26/24	\$ 2,135.36	pw1
348464	4/28/2024	I20688	HONNOLL, RYAN	REIMBURSE HONNOLL FOR WORK BOOTS	\$ 122.39	medic
348428	5/1/2024	5/1/2024	ANACORTES FAMILY CENTER	SOCIAL WORKER AGREEMENT - MAY 2024	\$ 5,000.00	apd
348208	5/1/2024	2602110-0043-5	WASTE MANAGEMENT	WTP GARBAGE, RECYCLING 4/1-4/30/24	\$ 243.01	dwtpt
348198	5/7/2024	24-11499	EDGE ANALYTICAL, INC	WATER ANALYSIS- HAA5/TTHM - S. FIDALGO	\$ 728.00	dwtpt
348199	5/9/2024	24-12281	EDGE ANALYTICAL, INC	WATER ANALYSIS - FLUORIDE BLUE HERON	\$ 33.00	dwtpt
348200	5/9/2024	24-12805	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwtpt
348201	5/9/2024	24-12860	EDGE ANALYTICAL, INC	WATER ANALYSIS - TCR SOUTH	\$ 133.00	dwtpt
348206	5/9/2024	MED0114	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT RAW	\$ 63.00	dwtpt
348113	5/10/2024	FB50943	CAROLLO ENGINEERS, INC.	WATER SYSTEM PLAN UPDATE - THROUGH 04/30/2024	\$ 11,505.00	dwtpt
348211	5/11/2024	311423	ANACORTES ANIMAL HOSPITAL	BOARD & DISTRAINER; APRIL 2024	\$ 417.50	apd
348190	5/11/2024	8498 30 017 0464628	COMCAST	WA PARK INTERNET ACCESS 5/21-6/20/24	\$ 113.16	parks1
348435	5/14/2024	A-8688	AQUATECH WELL DRILLING & PUMPS	SUPPLIES FOR WATER MAINTENANCE	\$ 4,446.12	wdist
348459	5/14/2024	014326	MCCUNN, MIKE	REIMBURSE FOR FUEL FOR ANTIQUE ENGINE	\$ 53.52	medic
348177	5/14/2024	RE 41 JZ2219 L002	WASHINGTON STATE DEPARTMENT	HWY 20 LOCATE LOST VALVE-5596 SR 20	\$ 131.95	wdist
348432	5/14/2024	RE-313-ATB40514155	WASHINGTON STATE DEPARTMENT	R AVE LONG TERM IMPROVEMENTS - WSDOT GENERAL PROJECT MANAGEMENT - 4/1/24-4/30/2	\$ 127.31	pw1
348455	5/15/2024	May 15, 2024	ALLEN, JASON	LIEUTENANT TACTICAL ADMINISTRATION/PROCTOR	\$ 1,000.00	medic

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347835	5/16/2024	U559519	CORE & MAIN LP	SUPPLIES FOR WATER MAINTENANCE	\$ 1,193.15	wdist
347834	5/16/2024	U711538	CORE & MAIN LP	SUPPLIES FOR WATER MAINTENANCE	\$ 334.33	wdist
348202	5/16/2024	24-13720	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwtp
348203	5/16/2024	24-13731	EDGE ANALYTICAL, INC	WATER ANALYSIS - TCR NORTH	\$ 133.00	dwtp
348451	5/16/2024	51799	GRAY, MATTHEW	DENTAL SERVICES, LEOFF 1 RETIREE, W. ROSS	\$ 157.00	hr
348453	5/16/2024	3975071	ZOLL MEDICAL CORPORATION	AED BATTERY	\$ 159.12	medic
348037	5/17/2024	ARIV1006185	HANSON PROFESSIONAL SERVICES	THOMPSON TRAIL TRESTLE AND CAUSEWAY REPLACEMENT: DESIGN - THROUGH 4/30/24	\$ 7,307.21	parks1
348454	5/17/2024	3976246	ZOLL MEDICAL CORPORATION	2 AED BATTERIES	\$ 318.24	medic
348180	5/18/2024	270542	LAKESIDE INDUSTRIES, INC.	ROCK SALES	\$ 290.61	dshop
348179	5/18/2024	270543	LAKESIDE INDUSTRIES, INC.	ROCK SALES	\$ 1,831.00	dshop
348178	5/18/2024	270544	LAKESIDE INDUSTRIES, INC.	ROCK SALES	\$ 2,970.21	dshop
348184	5/20/2024	260 037 3822 1	CASCADE NATURAL GAS CORP.	611 R AVENUE 4/18-5/17/24	\$ 67.70	parks1
348187	5/20/2024	304 713 4234 2	CASCADE NATURAL GAS CORP.	607 R AVE 4/18-5/17/24	\$ 15.15	parks1
348185	5/20/2024	440 400 0000 0	CASCADE NATURAL GAS CORP.	FIDALGO CENTER 4/18-5/17/24	\$ 329.11	parks1
348186	5/20/2024	538 000 0000 1	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. 4/18-5/17/24	\$ 13.00	parks1
348188	5/20/2024	638 000 0000 0	CASCADE NATURAL GAS CORP.	411 HILLCREST DR. #B, 4/18-5/17/24	\$ 36.46	parks1
348189	5/20/2024	917 600 0000 9	CASCADE NATURAL GAS CORP.	1915 13TH ST.4/18-5/17/24	\$ 56.20	parks1
348207	5/20/2024	MEE0025	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT RAW	\$ 63.00	dwtp
348438	5/20/2024	9337307973	GRAYBAR ELECTRIC COMPANY, INC	VAULTS FOR FIBER BACKBONE	\$ 4,833.51	fiber
348115	5/21/2024	282806	ENNIS-FLINT, INC, FLINT TRADING DIVISION	SUPPLIES FOR STREET DEPT	\$ 1,032.91	dshop
348441	5/21/2024	0276008	SIRENNET.COM	PARTS FOR VEHICLE #6001	\$ 870.05	dshop
348426	5/21/2024	GIS-05212024-01	SKAGIT COUNTY GIS	DIGITAL AERIAL PHOTOS LICENSING	\$ 5,531.00	pw1
348210	5/22/2024	9561-1	ANACORTES TOWING, LLC	TOWING; APD CASE 24-A030006	\$ 169.73	apd
348452	5/22/2024	7374263605	CARDINAL HEALTH 110, INC.	PHARMA: EPINEPHRINE, PROMETHAZINE.	\$ 787.93	medic
348456	5/22/2024	0002074138	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCES	\$ 119.17	medic

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
348182	5/22/2024	320712	DOORMAN COMMERCIAL, LLC	EMERGENCY DOOR REPAIR FOR LIBRARY	\$ 839.57	pwfac
348181	5/22/2024	INV12876	EVERGREEN SAFETY COUNCIL	FLAGGER CERTIFICATION FOR NEW HIRES	\$ 396.15	dshop
348440	5/22/2024	9337358743	GRAYBAR ELECTRIC COMPANY, INC	ADVANCED WIFI ROUTERS	\$ 528.68	fiber
348197	5/22/2024	27451896	MCMaster-CARR SUPPLY CO.	WIRE CLOTH FOR CLEARWELL TANK	\$ 1,096.46	dwtpt
348194	5/22/2024	0169471-IN	SWS EQUIPMENT	PARTS FOR VEHICLE #513	\$ 832.96	dshop
348209	5/22/2024	9022357000	VERIZON WIRELESS - VSAT	SMS CONTENT PHONE SEARCH; APD CASE 24-A02044	\$ 50.00	apd
348204	5/23/2024	24-14431	EDGE ANALYTICAL, INC	WATER ANALYSIS - BACT FINISHED	\$ 19.00	dwtpt
348205	5/23/2024	24-14469	EDGE ANALYTICAL, INC	WATER ANALYSIS - TCR SOUTH	\$ 133.00	dwtpt
348413	5/23/2024	14043343	HACH COMPANY	FLOW SENSOR X 2	\$ 620.33	dwtpt
348439	5/23/2024	9636	OSBORN CONSULTING, INC	STORMWATER MASTER PLAN UPDATE - THROUGH 4/30/24	\$ 28,019.84	pw1
348116	5/23/2024	E 202405130077	SIMPLIFILE, LC	RECORD EASEMENT	\$ 316.38	plan
348429	5/23/2024	19707	TRANSPORTATION SOLUTIONS INC	PUBLIC RIGHT-OF-WAY ADA SELF-EVALUATION AND TRANSITION PLAN - 4/16-5/15/24	\$ 10,313.26	pw1
348430	5/23/2024	19711	TRANSPORTATION SOLUTIONS INC	TRANSPORTATION CONCURRENCY MANAGEMENT - 4/11/24-5/15/24	\$ 1,935.00	pw1
348431	5/24/2024	U864689	CORE & MAIN LP	SUPPLIES FOR WATER MAINTENANCE	\$ 11,244.06	wdist
348412	5/24/2024	68777	WEIDNER FIRE	SUPPLIES FOR FACILITIES	\$ 263.85	pwfac
348450	5/28/2024	24-068-PRK-0021	ENVIRONMENTAL ABATEMENT	RETAINAGE RELEASE	\$ 324.00	pw1
348448	5/28/2024	23-263-FBR-0011	GRAND MOUND CONSTRUCTION CO	RETAINAGE RELEASE	\$ 1,378.30	pw1
348444	5/28/2024	22-119-FBR-0011	SUMMITX CONTRACTORS, INC	RETAINAGE RELEASE	\$ 78,807.34	pw1
348463	5/28/2024	07721C	SWAN, SHARON	REIMBURSE FOR COSTCO: REFRESHMENTS FOR 2 DAY INSPECTOR CLASS	\$ 176.35	medic
348446	5/28/2024	23-279-STM-0011	TIGER CONSTRUCTION LTD	RETAINAGE RELEASE	\$ 4,100.00	pw1
348434	5/28/2024	1700173	WALTON BEVERAGE COMPANY, INC	OPS: BREAKROOM SUPPLIES	\$ 228.58	dshop
348462	5/28/2024	1700188	WALTON BEVERAGE COMPANY, INC	CITY HALL BREAK ROOM SUPPLIES	\$ 290.00	finance
	Total				\$ 196,822.22	



City Council Agenda Bill

Meeting Date: June 3,
2024

Agenda Item: 5.c.

Agenda Item Title: Special Event: Annual Turkey Trot

Staff Contact(s): Stephanie Snyder

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

Stephanie Snyder
John Coleman

Motion

Item Summary: A 5K race fun/run at Seafarer Memorial Park and follows ad out and back route along the Tommy Thompson Trail. We don't need a street closure for this event. We will have volunteers at key intersections and road crossings.

Budget Impact:

0

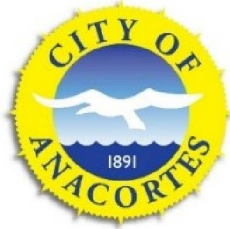
Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Street Fair Application_ Anacortes Turkey Trot 11-28-2024
2. Street Fair Indemnification Agreement_ Anacortes Turkey Trot 11-28-2024
3. Street Fair Event Map_ Anacortes Turkey Trot 11-28-2024



Special Event Application

Per AMC 7.04.040, application shall be filed not less than ninety days in advance of the date on which the event is to occur, if the event requires the closure of any highway or street, any detouring traffic, or any significant impact on city services. Other events not requiring the foregoing are to be filed not less than sixty days in advance of the proposed event. Applicants will be notified when the application is scheduled for consideration by City Council, and will again be notified when City Council either approves or denies the application. Following application approval, applicants will be provided with contact numbers for relevant city departments. Applicants are responsible for contacting individual City departments to request services for the event, such as traffic control, solid waste removal, and food service inspection.

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

Application

**Application Date ***

5/14/2024

Event Name *

Anacortes Turkey Trot

Event Type

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

Applicant/Organization Name *

Anacortes Christian School

Mailing Address *

2016 C Ave, Anacortes, WA, 98221

Event Contact Person *

David Rodriguez

Event Contact Email *

admin@anacorteschristianschool.org

Event Contact Phone *

3607081652

Event Website

<https://www.anacorteschristianschool.org/anacortes-turkey-trot>

Estimated Number of Participants/Attendees *

150

Event Description *

A 5k race/fun run that starts at Seafarer Memorial Park and follows an out-and-back route along the Tommy Thompson trail. We don't need any street closure. We will have volunteers at key intersections and road crossings.

Will food vendors participate in this event? *

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

☐ Yes ☒ No

Date Event Starts *

11/28/2024

Date Event Ends *

11/28/2024

Date Street Closure Starts *

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

11/28/2024

Date Street Closure Ends *

11/28/2024

Time Event Starts *

8:00:00 AM

Time Event Ends *

10:30:00 AM

Time Street Closure Starts *

8:00:00 AM

Time Street Closure Ends *

10:30:00 AM

Event Location *

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

Seafarers Memorial Park and up the Tommy Thompson trail about 2.5km.

Parking Location

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

Seafarers Memorial Park. There is plenty of parking, we don't need to have it dedicated for the event.

Event Map (optional)

Upload one or more maps of the event

Screen Shot 2024-05-14 at 11:31:33 AM.png 411.36KB

Indemnification Agreement *

Upload scan of SIGNED indemnification agreement

indemnification form Updated 3.19.2024_2024032016082... 129.41KB

Download the Indemnification Agreement [here](#).

Signage

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

Insurance

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

Electronic Signature Agreement

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

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

☒ Yes

Signature

David Rodriguez

Admin Review



Council Meeting Date *

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

6/3/2024

Staff Review Deadline *

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

5/27/2024

Administrator comments and conditions of approval

No street closure. Thanksgiving Day run on Tommy Thompson Trail.

Insurance Certificate

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

Departmental Review



Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

n/a

Fire Department concerns, objections, or conditions of approval *

None

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

None

Police Department will provide the following services for this event:

regular police patrols

Police Department concerns, objections, or conditions of approval *

None

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

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

None

Departmental attachments

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

City Council Decision

City Council Decision *

☐ Approved ☐ Approved with conditions ☐ Denied

City Council Decision Date ***Conditions of Approval****WebClient Path**



Submit

by Anonymous User 5/14/2024 11:35:49 AM (Submit Form)

Route to Department H...

by Stephanie Snyder 5/14/2024 3:46:41 PM (Admin Review)

- The task was assigned to Stephanie Snyder 5/14/2024 11:35:50 AM

Approve

by Brandon Lowry 5/20/2024 9:29:21 AM (Public Works Review)

- The task was assigned to Wil Ludemann, Brandon Lowry, Shelly Jensen. The due date is: May 20, 2024 5:00 PM 5/14/2024 3:46:42 PM
- Email was sent for reminder "Task Reminder" 5/17/2024 3:46:42 PM
- Brandon Lowry assigned the task to Brandon Lowry 5/20/2024 9:28:54 AM

Approve

by Jonn Lunsford 5/14/2024 4:33:25 PM (Parks Director Review)

- The task was assigned to Jonn Lunsford. The due date is: May 20, 2024 5:00 PM 5/14/2024 3:46:42 PM

Approve

by Chris Fuller 5/16/2024 9:23:27 AM (Police Chief Review)

- The task was assigned to Chris Fuller. The due date is: May 20, 2024 5:00 PM 5/14/2024 3:46:43 PM

Approve

by Bill Harris 5/14/2024 3:53:36 PM (Fire Marshall Review)

- The task was assigned to Bill Harris. The due date is: May 20, 2024 5:00 PM 5/14/2024 3:46:43 PM

Approve

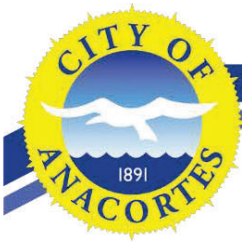
by John Coleman 5/15/2024 8:46:16 AM (Building Department Review)

- The task was assigned to John Coleman. The due date is: May 20, 2024 5:00 PM 5/14/2024 3:46:44 PM

Staff Review Complete

by Stephanie Snyder 5/23/2024 10:57:48 AM (Admin Monitoring)

- The task was assigned to Stephanie Snyder. The due date is: May 20, 2024 5:00 PM 5/14/2024 3:46:44 PM



SPECIAL EVENT INDEMNIFICATION AGREEMENT

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

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

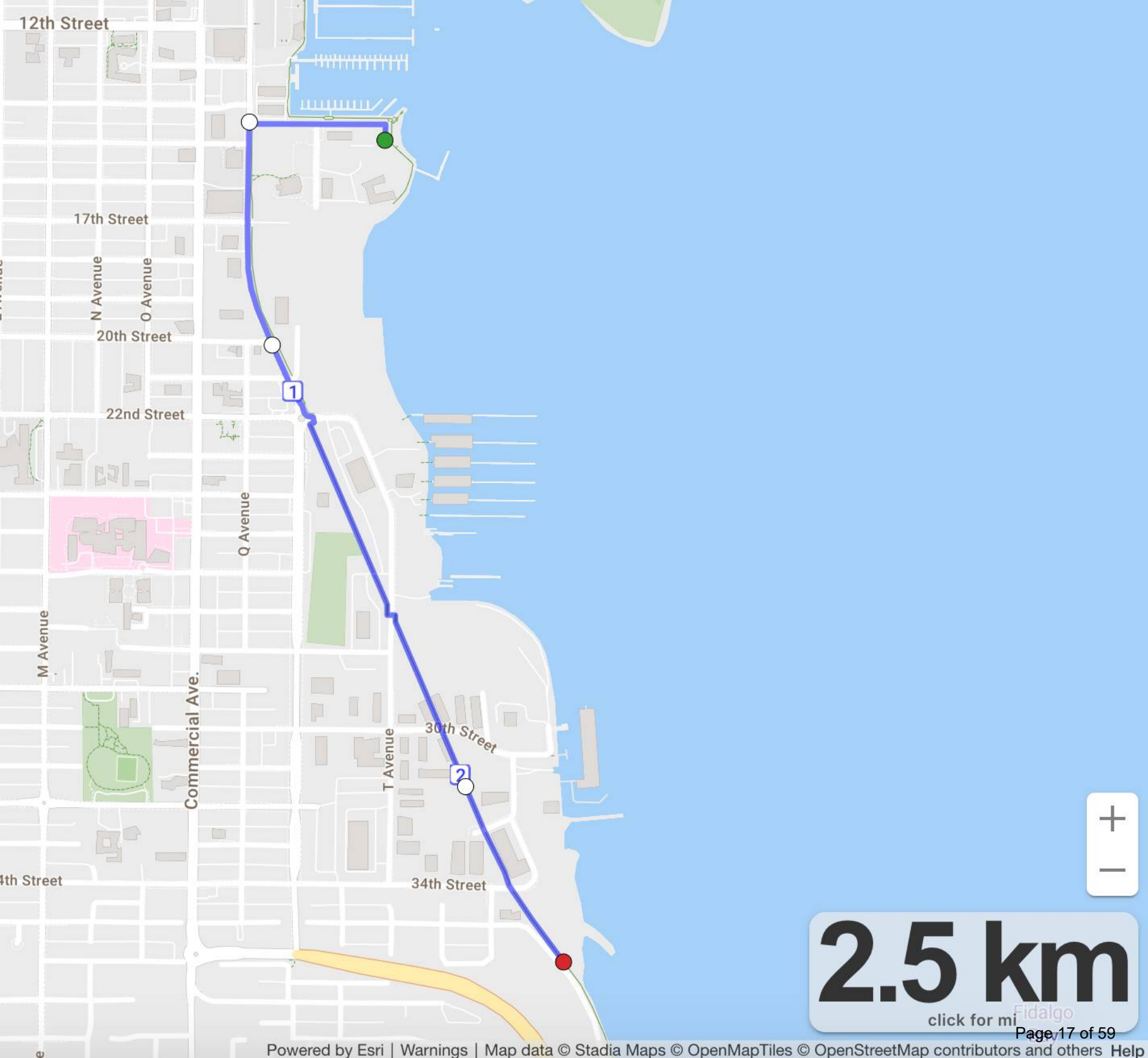
Date: 5/17/24

David Rodriguez Superintendent
Name and Title – Printed

David Rodriguez
Signature

Name and Title – Printed

Signature



2.5 km
click for more details



City Council Agenda Bill

Meeting Date: June 3,
2024

Agenda Item: 5.d.

Agenda Item Title: Special Event: High School Graduation Parade

Staff Contact(s): JONN LUNSFORD, Stephanie Snyder

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

Stephanie Snyder

Motion

John Coleman

Item Summary: Commercial Avenue will be closed to traffic from 11th Street to 3rd Street for the duration of the parade. Anacortes Police will escort the parade from 11th Street to Anacortes High School where the parade will terminate.

Budget Impact:

0

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. HS Graduation



Special Event Application Processing

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

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

Application

Application Date *

5/16/2024

Event Name *

High School Graduation Parade

Event Type

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

Applicant/Organization Name *

City of Anacortes

Mailing Address *

PO Box 547, Anacortes, WA 98221

Event Contact Person *

Anacortes Parks and Recreation

Event Contact Email *

jonnl@cityofanacortes.org

Event Contact Phone *

3602931918

Event Website

Estimated Number of Participants/Attendees *

1000

Event Description *

A parade to celebrate the graduating class from Anacortes High School and Cap Sante High School.

Will food vendors participate in this event? *

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

☐ Yes ☒ No

Date Event Starts *

6/11/2024

Time Event Starts *

4:00:00 PM

Date Event Ends *

6/11/2024

Time Event Ends *

4:30:00 PM

Date Street Closure Starts *

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

6/11/2024

Time Street Closure Starts *

3:45:00 PM

Date Street Closure Ends *

6/11/2024

Time Street Closure Ends *

4:30:00 PM

Event Location *

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

Commercial Avenue will be closed to traffic from 11th Street to 3rd Street for the duration of the parade. Anacortes Police will escort the parade from 11th Street to Anacortes High School where the parade will terminate.

Parking Location

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

Parking will be available downtown, there are no special requirements for this event.

Event Map (optional)

Upload one or more maps of the event

[Graduation_Parade2024.pdf](#) 4.3MB

Indemnification Agreement *

Upload scan of SIGNED indemnification agreement

[Indemnification submission 051...](#) 12.96KB

Download the Indemnification Agreement [here](#).

Signage

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

Insurance

The applicant is required to provide public liability insurance subject to the provisions of AMC 7.04.100 unless the applicant can demonstrate that the event meets an exemption in that section. Applicants will be notified following application approval of insurance requirements for the specific event.

Electronic Signature Agreement

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

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

☒ Yes

Signature

Tonn Lunsford

Admin Review

Council Meeting Date *

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

6/3/2024

Staff Review Deadline *

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

5/27/2024

Administrator comments and conditions of approval

Insurance Certificate

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

Departmental Review

Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

Fire Department concerns, objections, or conditions of approval *

None

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

None

Police Department will provide the following services for this event:

Police Department concerns, objections, or conditions of approval *

None

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

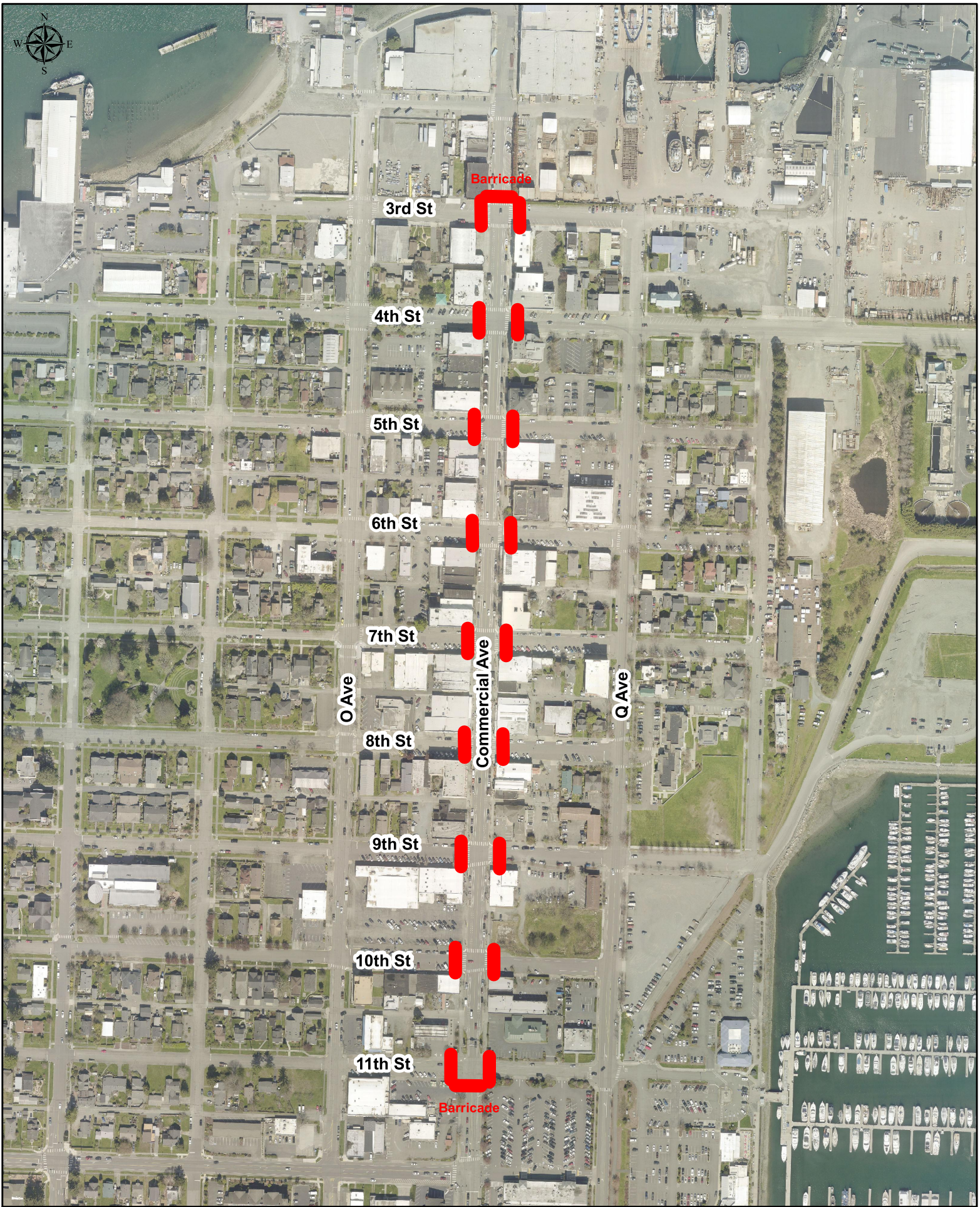
Public Works Department concerns, objections, or conditions of approval *

None

Departmental attachments

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

This is an event coordinated between the Anacortes Police Department and the Anacortes Parks & Recreation Department with assistance from Anacortes Public Works.



2024 Graduation Parade June 11th

0 200 400 Feet





City Council Agenda Bill

Meeting Date: June 3,
2024

Agenda Item: 5.e.

Agenda Item Title: Resolution 3157: Dismissing Chidester Appeal of SDP-2024-0001

Staff Contact(s): DARCY SWETNAM

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

DARCY SWETNAM
STEVE HOGLUND

Resolution

Item Summary: The Planning Commission issued shoreline substantial development permit SDP-2024-0001 to the Port of Anacortes. It was appealed by Ashlan Chidester and a closed record appeal hearing was held on May 28, 2024. Mr. Chidester did not appear, but submitted briefing on the issues. Council declined to consider the merits of the appeal and determined that the appeal was invalid because it failed to include required elements of a land use appeal. Council directed staff to prepare a resolution dismissing the appeal as invalid.

Budget Impact:

NA

Previous Action: At the May 28, 2024 meeting, City Council held a closed record appeal hearing and directed staff to return with a resolution dismissing the appeal of Ashlan Chidester as invalid.

Recommended Motion: I move we adopt resolution 3157 dismissing the appeal of Ashlan Chidester of SDP-2024-0001 as invalid.

Alternative Actions:

Attachments (listed in order presented):

1. 240603 - Resolution 3157 Chidester Appeal

RESOLUTION NO. 3157

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
ANACORTES DISMISSING AN APPEAL OF SHORELINE
SUBSTANTIAL DEVELOPOMENT PERMIT SDP-2024-0001 AS INVALID.**

WHEREAS, the Planning Commission issued shoreline substantial development permit SDP-2024-0001 to the Port of Anacortes after a public hearing on April 24, 2024 for construction of fiber conduit to link the north basin of the Cap Sante Marina from the pier at JKL Docks with the west basin at a junction box at the central pier by the harbormaster's office; and

WHEREAS, the permit is a Type 3-PC Planning Commission decision, with the permit decision made by the Planning Commission and local appeal to the City Council; and

WHEREAS, Ashlan Chidester filed a timely appeal with the City Clerk on May 8, 2024, the last day to file an appeal; and

WHEREAS, Mr. Chidester's appeal did not describe a requested relief and was not signed by the appellant verifying the contents; and

WHEREAS, the City Council held a closed record appeal hearing on May 28, 2024, with a full opportunity for the parties to provide both written and oral testimony; and

WHEREAS, Ashlan Chidester did not appear at the closed record appeal hearing, but did submit briefing prior to the hearing, which was properly made a part of the record; and

WHEREAS, City Council first considered the threshold issue of whether the appeal was valid given that it was missing key required components.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Anacortes, Washington, that the following findings of fact, conclusions of law, and decision are hereby adopted:

1. Anacortes Municipal Code Section 19.20.180 requires all appeals of land use decisions to include, among other things, the specific relief sought and a statement that the appellant has read the appeal and believes the contents to be true, followed by the appellant's signature. All required elements of an appeal must be submitted for an appeal to be valid. If required elements are missing from an appeal, the City Council will not consider the appeal.
2. Ashlan Chidester's appeal did not include the relief requested or his signature verifying that he has read the appeal and believes the contents to be true. Mr. Chidester's appeal of SDP-2024-0001 was not a valid appeal and will not be considered by the City Council on its merits.

3. The appeal filed by Ashlan Chidester of SDP-2024-0001 is hereby dismissed for failing to meet the requirements of AMC 19.20.180.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 3rd day of June, 2024.

MATTHEW C. MILLER, MAYOR

Approved as to form:

Darcy Swetnam, WSBA #40530
City Attorney

Attest:

Steven D. Hoglund, City Clerk Treasurer



City Council Agenda Bill

Meeting Date: June 3,
2024

Agenda Item: 6.a.

Agenda Item Title: Public Hearing: Community Development Block Grant (CDBG)
2024 Action Plan

Staff Contact(s): John Coleman, Stephanie Snyder

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

Item Summary: The framework and goals that support the 5-Year Consolidated Plan for the Community Development Block Grant are achieved through CDBG Annual Action Plans. In year 2 of the 2023-2027 CDBG Consolidated Plan, 2024, \$106,279 has been allocated to the City of Anacortes by the Dept of Housing & Urban Development (HUD). Expenditure of these funds must meet HUD's national objectives, while aligning with the objectives in the City's 5-Year Consolidated Plan. Applications for funding were published and applied for in March. The draft 2024 Annual Action plan can be reviewed on the CDBG page on the City Website. A paper version of the draft 2024 Annual Action Plan is posted on the Planning Message Board on the main floor of City Hall. The public is encouraged to review and share thoughts, opinions or comments on the draft. Notice of the public comment period and public hearings for the draft 2024 Annual Action Plan was published in the Anacortes American on May 8th, 2024.

Tonight is the second of two required public hearings on the draft 2024 Annual Action Plan. The first public hearing was held in front of the City Council on May 28th, 2024. The Council may take action after closing this second public hearing.

Budget Impact:

Total amount=\$157,747 as funded by the 2024 HUD CDBG Allocation to Anacortes in the amount of \$106,279 together with remaining funds from 2021 and 2022 CDBG grant years in the amount of \$51,468

Previous Action:

Recommended Motion: I move to approve the CDBG 2024 Action Plan for the City

of Anacortes.

Alternative Actions:

Attachments (listed in order presented):

1. 2024 CDBG Draft Action Plan



2024 Action Plan

Covering the period from July 1, 2024-June 30, 2025

A component of the 2023-2027 Consolidated Plan

City of Anacortes **Washington**

Public Comment Draft

April 26th, 2024

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

In year 2 of Anacortes Consolidated Plan, our intentions will remain aligned with our goals. This year we intend to accomplish the following items -

- Provide public service funding 15%
- Provide maintenance and improvements to a local food bank 25%
- Provide maintenance funding to preserve low cost rentals 60%
- Provide maintenance to our emergency shelter Using 2021 remainder of funds
- Install sidewalk ramps for disabled persons to access public transportation using 2022 remainder of funds

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

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

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City focused on assisting our local Housing Authority with a roof replacement on 49 low income units built in 1974. This creates quality housing, and a safe and sustainable housing environment for 49 low income households. The Anacortes entitlement funded support administration costs of our local Anacortes Family Center. Assisting with costs associated for coordinated entry for emergency shelter for families with children. The Public services activity included \$15,789 to the Anacortes Family Center (AFC)

to provide emergency shelter for women, children, and families with children for 60-90 days. The services include weekly case management to identify goals and barriers, development of client action plans that include appropriate referrals to services and resources. Also one-on-one counseling, assist clients with finding permanent and stable housing, employment, and appropriate services to aid in the client's long-term success, viability, and self-sufficiency. A total of 46 households consisting of 127 individuals, 66 of which were children, were served during the 2022 program year. There were 333 program applications to the Anacortes Family Center in 2022. The Anacortes Housing Authority received \$89,471 from this year's CDBG Grant. A complete tear off and reroof of the Harbor House building will assure sustainability will serve the low income households it shelters for another 50 years.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In deciding the 2024 program year allocations, the City of Anacortes worked with community leaders and the City Council Housing Affordability & Community Services (HACS) committee to determine the proposed projects. The City held a 30 day public comment period in accordance with the HUD requirements. The City held 2 virtual and in person public hearings on May 20th and June 3rd, 2024. Notices were published on the website and in the local newspaper and encouraged public comment in conjunction with the CDBG program. The notices for the 30 day comment period and meetings were posted on the City's website on April 26th, 2024 and published in the local newspaper on May 15th, 2024 and May 29th, 2024.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

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

7. Summary

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

1. Agency/entity responsible for preparing/administering the Consolidated Plan

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 City of Anacortes Planning, Community and Economic Development Department has an assigned co-ordinator to manage the CDBG Grant, monitoring the projects, paperwork and deadlines. Our grant is one of the smallest in the United States. Due to the small amount of our grant, based on the population of Anacortes, the city has chosen not to use the 20% allocation allotted for staff pay, but instead to put it into the community where it can do the most good in meeting HUD's national objectives.

Consolidated Plan Public Contact Information

Stephanie Snyder, PCED Project Coordinator

360.293.1907

stephanies@cityofanacortes.org

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

1. Introduction

The City of Anacortes is very involved with its local citizens and community care partners. Each week the city holds a committee meeting, Housing Affordability and Community Services Committee. This has 3 elected Council Members, the PCED Director, and the administrator of these weekly meetings is the PCED Project Coordinator, who also serves as the Housing Division Coordinator for the City. This meeting is open to the public and is also well attended each week by community care partners. This helps to keep information throughout the City consistent while also showing all of us where the greatest needs are and sharing the wins and gains.

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 weekly HACS committee at the City is open to the public, in person and virtually. CDBG Items are discussed at the HACS Committee.

The guests who regularly attend are representatives from our local Community Action, Salvation Army, Volunteers of America, The Anacortes Family Center, the local Fire and Police Chiefs as well as the leader from the Anacortes Health Council.

In addition to hosting HACS Committee meetings, the PCED Coordinator also attends outside care partner meetings to bring information back to the City Council and HACS Committee.

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.

In 2024, Skagit County enacted a new intake system so those that need assistance can dial "211". This call center is run by the local Volunteers of America division in Western Washington and allocates the care needs to our care partners, while tracking through HMIS. This has worked well so far and has been in place for about 3 months. The local care partners work closely together, and we all support each other and provide a lot of assistance to our community citizens with needs.

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

We do not have ESG funds at Anacortes. Our Consortium at Skagit County utilizes ESG Funding.

2. Agencies, groups, organizations and others who participated in the process and consultations

DRAFT

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Community Action of Skagit County
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	We work regularly with Community Action, and fund with general funds from the City. We get quarterly updates to City Council on how the funds are being spent as well as where the needs are and what is working. We recently assisted Community Action to obtain a permanent leased office space in the downtown area of our City and the representatives of Community Action regularly attend HACS Committee meetings. Recently, the PCED Coordinator and a Council Member toured the new facility. We have highlighted Community Action and their services in our local City Magazine, called A Town, that is a standing 6 month publication.

2	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 Services-Employment Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	We work closely with the Anacortes Family Center, providing public services funds for their outreach and assistance to our local families. They regularly attend HACS meetings and always provide feedback and assistance to our citizens and council.
3	Agency/Group/Organization	Anacortes Community Health Council
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Education
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	We attend their meetings for feedback and their director attends our weekly meetings.
4	Agency/Group/Organization	Anacortes Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	We work closely with the Housing Authority, often using CDBG funding to maintain high quality of living in low income communities. The director of our local Housing Authority meets at least once a month with the PCED Housing Coordinator who administers the PCED Grant.

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

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	We are part of a larger consortium. We work with the lead agency, Skagit County Public Health as well as the other cities and counties in our community to work together addressing and assessing needs locally. Skagit County is the lead agency who created the 2023-2027 Consolidated Plan and we work together under them. Our plans follow theirs, and our annual action plans are designed to be a part of the larger plan so the intentions, goals and numbers all align at the final Caper for the consolidated plan. Looking ahead and behind is important while choosing projects.

Table 3 - Other local / regional / federal planning efforts

Narrative

We work closely with all care partners on a weekly basis. This helps our community as a whole and also helps us identify priority needs quickly.

AP-12 Participation - 91.401, 91.105, 91.200(c)

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

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 Hearing	Non-targeted/broad community				
2	Newspaper Ad	Non-targeted/broad community				

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

For CDBG Grant Year, 2024, The City anticipates approximately \$104,537, based on 2023 grant amount. This year we have also amended our 2023-2027 Consolidated Plan to bring forth funding leftover from 2021 and 2022 grant years, as well as adding a goal to serve persons with disabilities to the 5-year plan.

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	106,279	0	51,468	157,747	0	For 2024 We anticipate the following projects:1) \$15,680 Public Services2) \$25,000 Food Bank Maintenance & Safety3) \$63,857 Rehabilitation Public Housing4) \$17,649 Rehabilitation Emergency Shelter5) \$33,819 Installation ADA sidewalk ramps

Table 5 - 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

All of the projects intended for 2024 are a portion of the costs for the non-profit entities that are being assisted with federal funding. Each non-profit also utilizes other programs, City, County, State and Federal as well as private funding to maintain their overall needs.

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

This year we plan to cut sidewalk curbs and install ramps for disabled persons in an LMI area of our city. A wheelchair is not able to access public transportation from a specific location in the city and we are making changes to correct this. This will cost approximately \$78,000, with \$33,819 coming from CDBG and the balance coming from general city funds.

Discussion

The projects anticipated this year follow the 2023-2027 Consolidated Plan in these ways:

- 1) Public Service Funding - to enhance our city continuum of care
- 2) Non-Housing Community Development Needs: Repairing the floors of the Food Pantry located in the Salvation Army Building for Low-income residents' safety and ease of use for food needs
- 3) Non-Housing Community Development Needs: Continuing with our sidewalk ramp program throughout the city for disabled persons to move freely through the city and have access to public transportation.
- 4) Housing Needs: 2 projects: One project for the urgently needed exterior maintenance of our local emergency shelter, and the other to assist the cost for the PHA to replace roofing on a multi family residence

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	Preservation - Public Housing	2023	2024	Public Housing				

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Preservation - Public Housing
	Goal Description	Provide Partial roofing replacement for 2 multifamily apartments operated by our local PHA.

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

Geographic Distribution

Target Area	Percentage of Funds
Tracts 940600 & 940500	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Discussion

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

Introduction

Actions planned to address obstacles to meeting underserved needs

Actions planned to foster and maintain affordable housing

Actions planned to reduce lead-based paint hazards

Actions planned to reduce the number of poverty-level families

Actions planned to develop institutional structure

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

Discussion

Program Specific Requirements

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

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(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 17,650

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%

Annual Action Plan
2024

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City Council Agenda Bill

Meeting Date: June 3,
2024

Agenda Item: 7.a.

Agenda Item Title: Office of Public Defense Update

Staff Contact(s): Emily Schuh, Crystal Chappell

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

Jennifer Tottenham
Emily Schuh

Presentation

Item Summary: Crystal Chappell will provide an Office of Public Defense update.

Ms. Schuh will then provide an update on the WA State Bar Association's (WSBA) revised Standards for Indigent Defense Services. The WSBA Standards provide caseload limits and other requirements related to public defense services.

Budget Impact:

The WSBA revised standards that establish reduced caseload limits will be phased in over a two-year period beginning in July 2025 which will have an impact on future budget years.

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. 2024 0603 Changes to Standards for Indigent Defense PP



WSBA CHANGES TO STANDARDS FOR INDIGENT DEFENSE SERVICES

Update to City Council
June 5, 2024



In 1984, WSBA adopted public defense standards using caseload standards that were issued nationally in the early 1970s.



in 1989, the state legislature adopted [RCW 10.101.030](#), which required cities and counties to adopt standards for the delivery of public defense services.



In 2005, [RCW 10.101.030](#) was amended to provide that the [WSBA Standards](#) “should serve as guidelines to local legislative authorities in adopting standards.”



In 2014, the [WSBA Standards](#) last amended

WA PUBLIC DEFENSE HISTORY

ANACORTES PUBLIC DEFENSE HISTORY

Prior to 2015, City of Anacortes contracted for services

In January – September 2012 the City's contracted public defender handled 557 cases

In 2015, following Wilbur vs. City of Mount Vernon, the City created an in-house Public Defender's Office

In 2015, AMC updated to adopt standards of delivery of indigent defense services,
<https://anacortes.municipal.codes/AMC/2.18>

- Each full-time Public Defender shall take no more than 400 cases in a 12-month period.
- Cases are not weighted.
- No requirement for in house or in agency investigators, social workers, or number of support staff.

CURRENT CASELOAD LIMITS

“THE WASHINGTON
STATE LEGISLATURE,
IN RCW 10.101.030,
REQUIRES
COUNTIES AND
CITIES TO ADOPT
STANDARDS FOR
THE DELIVERY OF
PUBLIC DEFENSE
SERVICES...”

NEW STANDARDS (ADOPTED BY WSBA 3/2024)



CASELOAD LIMITS

WSBA STANDARD 3.0: Caseload Limits and Types of Cases

Phased in reduction over 2-year period

- 7/2025 (280 case credits)
- 7/2026 (225 case credits)
- 7/2027 New standards in full effect (120 case credits)

Credits

Misdemeanor High*: 1.5

Misdemeanor Low: 1

*Misdemeanor high cases include any DV case, possession of a controlled substance, DUI, Reckless Driving, Hit & Run, Vehicle Prowling, etc.

OTHER CHANGES

- Minimum of 1 FT mitigation specialist or social worker for every three full-time attorneys (2028)
- Funding for administrative costs associated with legal representation
- A minimum of 1 FT investigator for every three FT trial court level attorneys (2028).
- Adequate legal and administrative support which includes, but is not limited to, administrative assistants, legal assistants, paralegals, HR, finance, reception services, and IT and data management administrators.
- All public defense attorneys must use a case-reporting and management information system that includes the number and types of assigned cases, attorney hours, and case dispositions.



STAFFING IMPLICATIONS

- CONTRACT/OVERFLOW ATTORNEYS ALSO MUST REDUCE CASELOAD
- INCREASING NUMBER OF CASES FILED
- ADDITION OF A FULL-TIME INVESTIGATOR AND SOCIAL WORKER.

Supreme Court Rules Committee recommends comment period for new public defense standards: (May 2024)



The Rules Committee voted to recommend to the En Banc Administrative Conference (the full court) that the WSBA's suggested amendments be published for comment ASAP with a comment period ending on October 31.



The Rules Committee also recommended scheduling two public meetings – one to occur prior to October 31, and the second to occur after October 31.



City will continue
to monitor and
evaluate impact



Questions?